

**JOB DUTIES**  
**Vice-Chairperson of Cape Atlantic Intergroup (CAIG)**

**Reports to:** Chairperson

**Purpose:** To be the Junior Executive Officer of the (CAIG)

**Job Duties**

- Have full knowledge of CAIG By-Laws
- Be familiar with the guidelines of Central Offices, groups & traditions
- Have full knowledge of the Chairperson's responsibilities
- Have full knowledge of all positions at CAIG
- Ensure all Committees & their Chairpersons follow through on their positions
- Maintain a contact system of Chairpersons & Committees
- Write agenda for, & facilitate, Steering Committee Meeting (Monthly)
- Contact Chairpersons to remind them of the Steering Committee Meeting (Monthly)
- Facilitate CAIG Business Meeting in the absence of the Chairperson (As needed)
- Ensure that all Committee Chairpersons write & submit their monthly reports, and that all reports are
- accurate
- Attend Steering Committee Meeting, Business Meeting, area events, workshops & assemblies
- Write & present reports for both Steering Committee & Business Meetings
- Be supportive of, and work with, Special Committees