

# Role of Intergroup Representative

updated July 17, 2023

This sheet is a brief introduction to and explanation of the role of an AA home group's representative to the AA Heart of Virginia District Intergroup ("Intergroup"). We hope it is helpful to a new Intergroup representative or alternate representative.

## What is the general role of the Intergroup Representative?

Representatives attend monthly Intergroup meetings and participate in discussion and votes on matters on behalf of their home group; to the extent possible, obtain advance guidance from their home group about matters to be considered at Intergroup meetings; report back to their home group about the meetings and upcoming Intergroup events and activities; and, to the extent possible, participates in Intergroup committees and activities. The Representative's roles and responsibilities are enumerated in paragraph D, Section VI, of Intergroup's Bylaws.

## Is information available on the internet?

For information about meetings, organizations, and events in the Heart of Virginia District, please visit the AA Heart of Virginia web site, at: <https://aaheartofva.org/>. The site provides valuable information about AA meetings, Intergroup activities, Service Committee activities and special events in the Heart of Virginia District. As regularly as possible, open the "Special Events" tab for special programs, meetings and activities in the Heart of Virginia District.

## When and where are Intergroup meetings?

Intergroup meetings are held at 7:00 PM on the first Thursday of the month, via Zoom, at <https://zoom.us/j/93491831611>. Typically, meetings adjourn by 8:15 but may run longer.

## What basic rules govern Intergroup?

The Intergroup Bylaws, most recently updated and approved in July, 2023, establish the mission, meeting procedures, election of officers, and committees of the Intergroup. A copy of the Bylaws is available on the website under the tab marked "Service" and the sub-tab marked "Resources for Intergroup Representatives".

## What are the qualifications for an Intergroup Representative? (Section VI, Bylaws)

It is strongly recommended that an Intergroup Representative have a minimum of one year sobriety and a working knowledge of AA's Twelve Traditions. Each Intergroup Representative is expected to maintain continuous sobriety for the period of service, or resign.

## What are the procedures for Intergroup meeting?

Section III of the Bylaws govern the meeting procedures. To constitute a quorum the presence of eight voting members is required. Intergroup officers and committee chairs are not voting members, unless also serving in the capacity of a home group's representative or alternate.

Conduct and format of the monthly meeting is prescribed by the Meeting Guidelines (see Appendix A to Bylaws). These general principles are affirmed: love and tolerance is our code; respect for others and their opinions; courtesy; address the issues at hand; good manners and The Golden Rule. Even after a vote, minority opinions may be expressed on an issue.

#### What are Intergroup's committees?

The Bylaws (Section VII) provide for seven standing committees: Activities, Central Office, Finance and Budget, Literature, Meeting List, Nominating, and Website. As needed, the Chairman may establish ad hoc committees.

#### How are officers and committee chairpersons chosen?

Intergroups' four officers are Chairperson, Alternate Chairperson, Treasurer and Secretary. They are elected by the representatives and serve for two-year terms. Chairperson and Alternate Chairperson term begins January of odd numbered years (e.g., 2021), and Treasurer and Secretary term begins in January of even numbered years (e.g.; 2022). Committee chairpersons are appointed by and serve at the discretion of the Chairperson. (Bylaws' Section IV)

#### How can I contact Intergroup officers, committees or service functions?

Please send an email to [aacharlottesville@gmail.com](mailto:aacharlottesville@gmail.com) and your inquiry will be forwarded to the appropriate person (Officer or Committee Chair).

#### How can I receive Intergroup communications?

Intergroup has a Google Group for posting meeting minutes, treasurer's reports, announcements and messages for Intergroup representatives:

<https://groups.google.com/g/AAHeartofVAIntergroup>

Please regularly check the site for message and updates. To join the Intergroup Google Group, send an e-mail to [aacharlottesville@gmail.com](mailto:aacharlottesville@gmail.com).

#### GSO Information about Intergroups

For a general description of intergroup functions published by national AA's General Service Office, see: [http://www.aa.org/assets/en\\_US/mg-02\\_centralorinter.pdf](http://www.aa.org/assets/en_US/mg-02_centralorinter.pdf)

#### What is the difference between Intergroup and the District Service Committee?

Home groups select delegates to the Service Committee as well as representatives to Intergroup. While separate entities, Intergroup and the Service Committee make every effort to coordinate, cooperate, co-sponsor evens and keep in close communication. The Service Committee maintains the following committees: Archives, Cooperation with Intergroup, Cooperation with the Professional Community/Public Information (CPC/PI), Corrections, Finance & Budget, Grapevine, Hospitals and Institutions. The Service Committee meets at 7:00 PM on the second Monday of the month via Zoom, at

<https://zoom.us/j/97065915637>

#### Need Additional Information?

If you need further information about serving as an Intergroup representative, please try any of the following: talk with your home group's predecessor Intergroup representative; visit the

AA Heart of Virginia web site, <https://aaheartofva.org/>; send an e-mail to the Intergroup Chairperson, Alternate Chairperson or a committee chairs; or, send an e-mail to [aacharlottesville@gmail.com](mailto:aacharlottesville@gmail.com).