

Emerald Valley Intergroup (EVI)

Organization and Service Committees

OVERVIEW

Emerald Valley Intergroup (EVI) is an A.A. service office that carries out functions common to the A.A. groups in Districts 6, 19, 20 and part of 34, as part of Oregon Area 58. EVI is staffed by trusted servants and is funded entirely by contributions from A.A. groups and individual members.

STEERING COMMITTEE

EVI has an appointed Steering Committee made up of the EVI Chair, EVI Co-Chair, Treasurer, Vice Treasurer, Secretary, Bookkeeper and 4 Members at Large. The Steering Committee meets on the 1st Monday of the month at the EVI Office to review the financials from the prior month, to discuss pertinent A.A. topics and to set the agenda for the EVI Business Meeting.

FINANCIAL ADVISORY BOARD

The Financial Advisory Board (FAB) consists of the EVI Chair, EVI Co-Chair, Treasurer, Vice Treasurer and the Bookkeeper. The FAB creates the proposed budget, establishes the prudent reserve and addresses financial issues as they arise.

EVI BODY

The EVI Body consists of the Steering Committee, the Chairs of various committees (as described below) and A.A. group representatives from within the EVI service area. The EVI Body meets on the 2nd Monday of the month at the EVI Office to review the financials from the prior month, to give and receive committee updates and to address any pertinent A.A. topics.

EVI SERVICE COMMITTEES

The EVI Service Committees are composed of a Chair and Co-Chair of elected A.A. members. The terms of service, sobriety requirements and a brief description of the responsibilities of the positions are described below:

Activities

Chairperson: 1-year term, 1-year sobriety

Co-Chair: 1-year term, 6-months sobriety

The EVI Activities Committee organizes popular events such as dances, picnics, and potlucks for all A.A. members and their families in the Intergroup area.

Archivist

Chairperson: No term, 1-year sobriety

Co-chair: No term, 6-months sobriety

The Archivist collects, catalogues, preserves and displays relevant materials of local A.A. history of the Intergroup area. Materials may be in the form of group histories, member histories, files, artifacts, or data.

Bookkeeper

Bookkeeper: 2-years sobriety, maximum 5-year term with annual review by the FAB

The Bookkeeper is a paid position and not considered a volunteer. The Bookkeeper has a separate job description that is available at the EVI office. The Bookkeeper reports to the Treasurer and is hired by the FAB.

Cooperation with Professional Community/Public Information (CPC/PI)

Chairperson: 2-year term, 1-year sobriety

Co-chair: 2-year term, 6-months sobriety

The CPC/PI engages with the community (Doctors, Lawyers, Counseling Professionals, Schools etc.) to spread the word of AA - of what A.A. does (and doesn't) do to help alcoholics

Diverter

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The EVI diverter is the call-forwarding system which diverts the EVI office phone number to a volunteer's home or cell phone number, allowing calls to be answered when the office is closed.

EMERALD VALLEY INTERGROUP (EVI)

Organization and Service Committees

EVI Speaker Meeting

Chairperson: 2-year term, 1-year sobriety

Co-chair: 2-year term, 6-months sobriety

The EVI Speaker Meeting Committee organizes a monthly joint A.A. and Al-Anon meeting with speakers who share their experience, strength and hope.

Grapevine

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The Grapevine Chair promotes readership and subscription to AA Grapevine: The International Journal of Alcoholics Anonymous, as well as related publications.

Hospitals & Institutions (H&I)

Chairperson: 2-year term, 2-years sobriety

Co-chair: 2-year term, 1-year sobriety

The H&I Committee coordinates A.A. visits to hospitals, treatment facilities, and correctional institutions, and provides those entities A.A. literature.

Literature

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The Literature Committee orders Big Books, Pamphlets and other conference approved literature for groups, treatment centers and inventory at the EVE Office.

Meeting Directory

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The purpose of the Meeting Directory Committee is to maintain the Emerald Valley Intergroup Meeting Directory on-line and for print as booklets or tri-fold fliers.

Newsletter

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The EVI Newsletter publishes up-to-date information of interest to A.A. members in the Intergroup. It includes notices of coming events, minutes of the business meeting, changes to group meeting times and locations, a roster of people serving on EVI committees, and original essays and poetry of A.A. members. This position requires familiarity with desktop publishing software and competence in Standard English.

EMERALD VALLEY INTERGROUP (EVI)

Organization and Service Committees

Office Committee

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The Office Committee Chairperson primarily works to staff volunteers in the office in order to support EVI in fulfilling our primary purpose – to be available to the alcoholic who still suffers.

Outreach

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

Outreach Committee members maintain contact with and visits groups served by EVI – including Districts 6, 19, 20 and 34 primarily to inform the groups of the EVI service committees, events, and opportunities and to encourage participation in EVI.

Treasurer

Chairperson: 2-year term, 2-years sobriety

Co-chair: 2-year term, 1-year sobriety

The Treasurer is part of the EVI Steering Committee and leads the FAB. The Treasurer prepares the monthly financial statements and supervises the Bookkeeper.

Website

Chairperson: 1-year term, 1-year sobriety

Co-chair: 1-year term, 6-months sobriety

The purpose of the Website Committee is to maintain the EVI website, www.eviaa.org, a resource for those looking for information about AA in the Intergroup service area.