

Emerald Valley Intergroup (EVI)

Organization and Service Committee Synopsis

OVERVIEW

Welcome to the Emerald Valley Intergroup (EVI). Founded in 1981, we are an A.A. service committee 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. The EVI Office (see below) is staffed by trusted servants and is funded entirely by contributions from local A.A. groups and individual members.

EVI GROUP REPRESENTATIVE

EVI Groups Representatives have the job of linking her or his home group to EVI. The EVI Rep represents the voice of the group conscience, reporting the group's thoughts to the EVI Business meeting. This is a two-way street, making the EVI Rep responsible for bringing back to the home information that affect EVI unity, and health. They take information to their home groups and return feedback to the business meetings.

Only when the EVI Rep keeps their home group informed and communicates the group conscience can EVI truly act for AA as a whole in the EVI service area. Although many groups have various suggested sobriety requirements for the EVI Rep position, EVI expresses no opinion whatever in this regard. Experience has shown however that the most effective EVI Reps have: active participation in their home group, have the time and resources available to attend EVI Business meetings and provide reports to their home group and have the confidence of the group and the ability to listen to all points of view.

EVI BODY

The EVI Body consists of the Steering Committee, the Chairs of various committees (as described below), District Representatives and A.A. home group representatives from within the EVI service area. The EVI Body meets on the 3rd Monday of the month to review the financial reports from the prior month, to give and receive committee updates and to address any pertinent EVI topics. EVI representatives take information to their home groups and return feedback to the business meetings.

EVI OFFICE

Our Office is located at 2160 West 11th, Suite I (as in Igloo) Eugene, Oregon 97402. Need an A.A. book or pamphlet? We've got 'em! Need a Grapevine or Grapevine book. We've got 'em! All above available at cost. Staffed by sober A.A. volunteers setting aside part of their day to be available to the local fellowship and most importantly to anyone reaching out for help. The Office provides 3 main essential services. First, it is a point of contact with A.A. for the still suffering alcoholic, their families and friends. During office hours, volunteers become the lifeline to A.A. for those reaching out for help. Second, the office provides local at-cost access to General Service Conference approved literature, pamphlets, and Grapevine literature. Third, it provides a space for EVI Service Committees to accomplish their work.

We endeavor for all who sign up to do a shift at the EVI Office to be trained by a qualified volunteer in EVI Office policies, procedures, and how to operate the office equipment. We also try to have at least 2 volunteers in the office on each shift.

In keeping with AA's Singleness of Purpose Statement, our main task is to help the alcoholic in finding the services they need to combat their disease. Other than this, our efforts are organizational. We sell literature, coordinate group efforts and service committees, provide a source for dial-in information, and collect contributions. When an active alcoholic needs help we make resources available. Stop by and fill out the Office Volunteer Application (also available on our website eviaaweb.org under the EVI Office button) and the Office Volunteer Coordinator will be more than happy to contact you!

EVI SERVICE COMMITTEES

The EVI Service Committees are composed of an elected Chair and Vice-Chair and other A.A. Volunteers. 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

Vice-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

Vice-chair: No term, 6-months sobriety

The Archivist collects, catalogs, 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.

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

Chairperson: 2-year term, 1-year sobriety

Vice-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

Vice-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.

EVI Speaker Meeting

Chairperson: 2-year term, 1-year sobriety

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

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

Grapevine

Chairperson: 1-year term, 1-year sobriety

Vice-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

Vice-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 with A.A. literature.

Literature

Chairperson: 1-year term, 1-year sobriety

Vice-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 EVI Office.

Meeting Directory

Chairperson: 1-year term, 1-year sobriety

Vice-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

Vice-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.

Outreach

Chairperson: 1-year term, 1-year sobriety

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

Outreach Committee members maintain contact and visit 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.

Website / Tech

Chairperson: 1-year term, 1-year sobriety

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

The purpose of the Website/Tech Committee is to maintain the EVI website www.eviaaweb.org, a resource for those looking for information about AA in the Intergroup service area. The trusted servants in this committee also set and manage our Google Suite account providing email and document support to trusted servants using these tools. In addition, they provide dedicated information technology (IT) support to EVI regarding purchasing, set-up and maintenance of EVI owned IT equipment and to provide tech support to EVI Officers and Committee Chairs for EVI related purposes.

STEERING COMMITTEE

EVI has an elected Steering Committee made up of the EVI Chair, EVI Vice-Chair, Treasurer, Vice Treasurer, Secretary, and 4 Members at Large. The Bookkeeper and Office Volunteer Coordinator are ex-officio members. The Steering Committee meets on the 1st Monday of the month via Zoom to review the financial statements from the prior month, to discuss pertinent EVI topics and to set the agenda for the EVI Business Meeting.

Chair

Chair: 2-year term, 2-years sobriety

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

The EVI Chair gathers proposed agenda items and leads the Steering Committee and EVI business meetings. The Chair is the first point of contact for EVI business. The Vice-Chair assists the Chair by understanding and helping interpret the EVI By-Laws. The EVI Chair shall have served as a Committee Chair, EVI Group Representative or have other EVI experience.

Treasurer

Treasurer: 2-year term, 2-years sobriety

Vice-treasurer: 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.

Secretary

2-year term, 2-years sobriety

The Secretary produces and distributes the agenda for the EVI business meeting. The secretary also takes notes at the Steering Committee and EVI business meetings and distributes the final document to participants via email.

Members at Large (4)

Members at Large: 2-year term, 2-years sobriety (2 rotate each year)

There are four Member at Large positions that provide input and recommendations at EVI Steering Committee meetings. Members at Large may also be selected as members of the FAB or ad-hock groups that are formed to address pertinent EVI topics.

FINANCIAL ADVISORY BOARD (FAB)

The Financial Advisory Board consists of the EVI Treasurer, Vice Treasurer and the Bookkeeper. One or two additional members are appointed by the Steering Committee. With assistance from the Service Committee, the FAB creates a proposed annual budget and provides a suggested prudent reserve figure. These proposals are first brought to the Steering Committee, and then to the EVI Body for approval. The FAB is also responsible for oversight of the Bookkeeper position under direction of the Steering Committee.

SPECIAL WORKERS

We adhere to Tradition 8, in which the last sentence states. “Our Twelfth Step is never to be paid for, but those whose labor in service for us are worthy of their hire”. EVI has long employed the service of someone to process our bookkeeping. In 2021 we re-established the Office Volunteer Coordinator as a paid rather than volunteer position and in 2022 combined the Bookkeeper and Office Volunteer Coordinator into a single position.

Bookkeeper / Office Volunteer Coordinator

Maximum 5-year term with annual review by the Steering Committee, 1-year sobriety,

This position is an ex-officio member of the Steering Committee, FAB and EVI Business meeting. They are responsible for processing and record keeping of daily financial activity, and working with the Treasurer to ensure fiscal processes and accountability are enforced. They support the office volunteers in their service commitment. Tasks will include interviewing prospective volunteers; scheduling office volunteer shifts; buying office supplies; facilitating communication of information between the Steering Committee, the EVI Body, and the office volunteers. This position is hired by (with EVI Body approval) and reports to the Steering Committee. The full job description is available on request.