

Emerald Valley Intergroup (EVI)

Organization and Service Committees

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DEDICATION TO SERVICE

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. EVI obtained 501c3 Non-profit status on March 8, 1982. The EVI Office (Pages 2&3 below) is staffed by trusted servants and is funded entirely by contributions from local A.A. groups and individual members. Within these pages you will find information about what the EVI Service Committees are, and the duties of trusted servants who fill those roles. Written with approval of the dedicated people who perform these duties, and in some

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places taken from the text of the EVI Bylaws, this document intends to explain the services to which the intergroup is committed.

It also provides important information regarding the standard duties of those elected and/or hired to serve the fellowship.

Except where noted, it is suggested that a committee chairperson have at least one year of continuous sobriety when elected as the chair. The vice-chair should have at least six months of continuous sobriety when elected. Except where noted, the chairperson serves for one year (some positions are 2 year terms), at the end of their term it is hoped that the vice-chair will be available to be elected into the chair role. AA members, regardless of their sobriety date, are encouraged to participate. Every service committee has a role for volunteers, we want you to reach out and join in where you see fit.

The “trusted servants” who fill these positions are all recovering alcoholics who want to foster the three legacies of Recovery, Unity and Service in the local AA community. The rewards are fellowship and the satisfactions of aiding the still-suffering alcoholic. Along the way many of us acquire relationships that are unique and priceless, enabling and enhancing a personal program of recovery.

EVI BODY

The EVI Body consists of the EVI Steering Committee, the Chairs of various EVI committees (as described below), District Representatives, and A.A. Homegroup Representatives from within the EVI service area. The EVI Body meets on the 3rd Monday of the month to review the financials from the prior month, to give and receive committee updates, and to address any pertinent EVI topics. While the EVI Steering Committee has limited decision-making authority provided by the EVI Body, this monthly meeting of the local fellowship is the deciding authority for all substantial decisions. These decisions include: election of trusted servants, approval of the annual budget, changes to the EVI Bylaws, and weighing in on matters that affect the local AA community as a whole.

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

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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 REPRESENTATIVE

EVI Group Representatives have the job of linking their 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 taking information back to the homegroup and returning feedback to EVI 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. We offer the following suggestions, that in order to be 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.
- Have the confidence of the group and the ability to listen to all points of view.

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EVI SERVICE COMMITTEES

The EVI Service Committees are composed of an elected Chair, Vice-Chair and other A.A. Volunteers. The terms of service, suggested sobriety requirements and a baseline description of the responsibilities of the positions are described below. Committees are welcome to add to the list of duties for trusted servants, however, at a minimum, these are duties each position is asked to perform:

All Service Committees'

Experience suggests that anyone who desires to serve as a committee chairperson have a sponsor, a home group and knowledge of the 12 Steps and 12 Traditions. Every committee chairperson has the following list of duties in addition to the duties that are expected for that specific committee:

- Regularly check the committee mailbox at the EVI Office and attend to correspondence, notes or requests.
- Utilize the email account assigned to the committee to send and receive all committee related email.
- Ultimate responsibility to ensure the committee is adhering to the EVI Document Retention Policy
- Attend the EVI Business meeting on the 3rd Monday of the month and provide a report. Notify the EVI Chair and send a report in advance if the meeting will be missed and the Vice-Chair is also unable to attend.
- Assist the EVI Treasurer with the annual EVI Budget regarding committee line items.
- Recruit a qualified A.A. member to attend the EVI Business Meeting and make themselves available to serve as the Vice-Chair of the Committee.
- Attend Steering Committee as needed/requested. (on the 2nd Monday of the month)
- Transfer keys, passwords, documents, and information to the incoming Committee Chair when rotating out of the position.

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, movie and bingo nights and potlucks for A.A. members and their families in the Intergroup area.

Duties of the Activities chairperson are:

- Open, close and facilitate the monthly committee meeting.
- Ensure safe and efficient proceedings during meetings and events.

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- Be the central point of communication for all events.
- Communicate with the Web/Tech and Newsletter committees regarding events, preferably providing PDF flyers well in advance.
- Be one of three signatories on the committee bank account. (the other two being the Activities Treasurer and EVI Treasurer or Vice-Treasurer)
- Hold and secure keys to the EVI office and Activities Committee storage unit.
- Guide the committee towards the goal of self-sufficiency.
- Ensure funds beyond the Activities Committee prudent reserve are forwarded to the EVI Treasury.
- Per the EVI Bylaws, include a financial report along with the monthly committee report at the EVI Business Meeting.

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. Anonymity of persons both living and deceased is protected in accordance with Traditions 11 and 12 under our guidelines on Anonymity. Duties of the Archivist chairperson are:

- Continue work on the interview and old-timer tape project. Make tapes available to members. Explore converting the analog tapes to a digital format.
- Work with the district and Oregon Area 58 Archives committees where possible.
- Encourage groups to document group histories, including lists of old-timers and early members of the group, group splits and locations of the meetings.
- Assist other committee as needed/requested in order to adhere to the Documentation Retention Policy
- Hold and secure keys to the EVI office, Archives display and committee storage cabinets.
- Maintain the Archives display and work with the Office Volunteer Coordinator to promote access to Archives material.

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 A.A. - of what A.A. does (and doesn't) do to help alcoholics. Duties of the CPC/PI chairperson are:

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- Open, close and facilitate the monthly committee meeting.
- Be the central point of communication for all CPC/PI activities and endeavors.
- Hold and secure a key to the EVI office.
- Continue the practice of updating and making available packets for various professions.
- On invitation, send a panel of speakers and brochures to meetings of clergy, physicians, managers, local College and University classes, and high school health classes.
- Enlist AA volunteers to assist with CPC/PI activities and events.
- Utilize committee finances and public service announcements to attract the still suffering alcoholic to the EVI office and website.
- Provide radio and TV stations with General Service Office Public Information material.
- Utilize the EVI CPC/PI email account to send and receive all committee related email.

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 cell phone number, allowing calls to be answered when the office is closed. This vital service is truly the responsibility statement in action. Since EVI's inception, the intergroup has strived to have a person on the other end of every phone call reaching out for help. The Diverter operates Monday through Friday from 5pm to 9am, and 4pm to 9am on Saturday and Sunday. Calls are answered by sober AA members who are knowledgeable about the local area, meetings, the EVI Website, crisis-line phone numbers and A.A. Twelve Step volunteers.

Duties of the Diverter chairperson are:

- Ensure continuous and harmonious operation of the EVI after-hours phone answering service.
- Establishes and/or maintains the relationship with the vendor for EVI's phone forwarding functions including troubleshooting of service level issues which may arise.
- Be the central point of communication for all Diverter related issues and update the Diverter packet as needed.
- Is required to have ready access to a computer to manage the technical aspects of the system.
- Recruits home groups to cover any night that comes open when the current home group rotates out of performing this service.
- Hold and secure a key to the EVI office.

The main duty of Vice-Chair of the Diverter is to aid and assist the Diverter Chair in maintaining continuous operation of the EVI after-hours phone answering system. EVI office volunteers are

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instructed to call the Diverter Vice-chair anytime the Diverter Chair cannot be readily reached when the office being prepared to close for the day.

There are seven Group Home groups which agree to cover a particular evening, elect a Group Diverter Coordinator and encourage members to sign up for a shift. Each A.A. member who agrees to cover a shift is expected to have a diverter Packet that provides instruction and covers the information described above. The objective of the Group Diverter Coordinator is not only to ensure coverage for the promised night and provide each volunteer with a current Diverter Packet, but also to actively recruit new volunteers for the 12th Step lists. There are 2 separate lists, one for men and one for women. The only qualification EVI suggests for Group Diverter Coordinator is regular home group attendance. Home groups are free to include additional suggested qualifications and length of service terms for this service position.

Finally there is the individual AA Diverter Volunteer who agrees to cover a night. They are responsible for calling the EVI Office prior to closing and speak to the volunteer at the office who will transfer calls to the phone number provided. At that time all calls coming into the 541-342-4113 phone number will be diverted to the volunteers' phone. The duties of the EVI Diverter Volunteer is to answer all calls, provide information regarding AA meetings and local AA activities, provide contact information regarding other recovery resources, non-AA crisis lines, and access 12 Step volunteers if caller requests a 12th Step call.

It's important that all EVI Diverter Volunteers have a current Diverter Packet. EVI suggested qualifications for anyone volunteering with the phone answering service to have at least six months continuous sobriety, regular home group attendance and a sponsor.

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 meeting with an A.A. speaker and an Al-Anon speaker who share their experience, strength and hope.

Duties of the EVI Speaker Meeting chairperson are:

- Open, close and facilitate the monthly committee meeting.
- Ensure safe and efficient proceedings during meetings and events
- Be the point of contact with the facility/church hosting the monthly EVI Speaker Meeting and maintaining a positive relationship with their staff. If a change of location is in-order, securing a new hosting facility/church.
- Be the central point of communication for all events.
- Engage speakers and facilitate their participation
- Find and recruit EVI Speaker Meeting committee members

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- Maintain the EVI Speaker Committee Guidelines and update as needed. Ensure any updates are forwarded to the EVI Steering Committee.
- Ensure the Website and Newsletter Committees are provided with PDF flyers of upcoming Speaker Meetings.
- Chair the EVI Speaker Meeting following the script, delegate readers and find helpers for all EVI Speaker Meeting related activities.
- Per the EVI Bylaws, include a financial report along with the monthly committee report at the EVI Business Meeting.
- Become a signatory of the EVI Speaker Meeting bank account and ensure the EVI Treasurer and either the EVI Treasurer or Vice-Treasurer is also a signatory.
- Hold and secure a key to the EVI office if the office is to be used to further the committee's service.

Grapevine / La Viña

Chairperson: 2-year term, 1-year sobriety

Co-chair: 2-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. Cooperate with the Spanish speaking meetings to promote readership and subscription to La Viña and related publications.

Duties of the Grapevine chairperson are:

- Enlist other A.A. members to become Grapevine representatives for their respective Home Groups.
- Order Grapevine publications to keep the shelves stocked in the EVI office dedicated to Grapevine literature and ensure continuous supply of the monthly Grapevine magazine.
- Coordinate orders with the EVI Treasurer to ensure proper payment is provided to Grapevine Inc. by forwarding the invoice on every order Grapevine provides to the EVI Treasurer as soon as possible.
- Work with other committees and special activities including Summerfest and EVI Speaker Meeting to incorporate the mobile Grapevine display and Grapevine material at events.
- Hold and secure a key to the EVI office.

Hospitals & Institutions (H&I)

Chairperson: 1-year term, 2-years sobriety

Co-chair: 1-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. 2 years of continuous sobriety is the suggested requirement for H & I Chair. In addition, it is suggested that candidates for chair have

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more than 1 year of participation in carrying the message of recovery into EVI area H&I facilities and at least 6 months experience in serving as a Facility Coordinator. Due to the historical robust nature of the H & I committee, the Vice-Chair of H & I is elected by the Committee. It is strongly suggested that whomever is elected into the Vice-Chair be supported and mentored to assume the committee Chair role when that person rotates out of the position. Duties of the H & I chairperson are:

- Open, close and facilitate the monthly committee meeting on the last Wednesday of the month.
- Recruit A.A. H & I volunteers for participation at all levels of H & I service. These include H & I Vice-Chair, Facility Coordinators and volunteers to carry the message of recovery into H & I facilities.
- Be Available to Facility Coordinators, volunteers and facility contacts to resolve any issues that may come up.
- Ensure A.A. Conference approved literature is available to Facility Coordinators to assist with the H & I mission.
- Hold and secure a key to the EVI office.

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 ensuring an adequate supply of inventory at the EVI Office. The Literature Chair also assist the CPC/PI and H&I committees in obtaining the conference approved literature those committees provide as a part of how they operate.

Duties of the Literature chairperson are:

- Keep an inventory of the A.A. books and pamphlets on the shelves and in storage.
- Ensure an adequate supply of literature provided by the A.A. General Service Office by placing electronic orders as needed.
- Forward the invoice on every order GSO provides to the EVI Treasurer as soon as possible.
- As orders arrive, ensure what was requested and paid for is what was delivered. Restock shelves as needed and organize the shelves dedicated to Literature in the storage room.
- Make sure the Office Coordinator is aware of the most recent costs of all literature for sale, and that price lists and shelf tags are accurate.
- Hold and secure a key to the EVI office.

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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 on-line Emerald Valley Intergroup Meeting Directory. This position requires some degree of technical proficiency.

Duties of the Meeting Directory chairperson are:

- Maintain the group Meeting list on the EVI Website.
- Respond to requests to add, change or de-list a meeting within one week of receiving the request.
- If using the EVI Office computer to perform Meeting Directory changes, hold and secure a key to the EVI office.

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.

Duties of the Newsletter chairperson are:

- Compile and publish the monthly newsletter and electronically distribute to the EVI Fellowship.
- Work with the EVI Chair, Secretary, Treasurer and Meeting Directory chairs to include the most recent information on issues relevant to the EVI Service area.
- Seek out and include notices of events produced by the Activities and EVI Speaker Meeting.
- Maintain a listing for electronic distribution of the newsletter to the EVI Fellowship and ensure that electronic distribution is performed on a "bcc" basis to protect the anonymity of recipients.
- Solicit original articles from the A.A. membership.
- If using the EVI Office computer to produce the Newsletter, hold and secure a key to the EVI office.

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Outreach

Chairperson: 1-year term, 1-year sobriety

Co-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.

Duties of the Outreach chairperson are:

- Inform groups in the EVI service area of what EVI does; our service committees, events and ways to be involved, particularly reaching out to groups that do not have an EVI Group Representative.
- Encourage participation of home groups through the election of an EVI representative who will attend the EVI Business meeting, carry information to their group and participate in EVI decision making.
- Report back to EVI Steering Committee and EVI Business meeting on practices, policies or other issues discovered during the course of the Outreach Committee's service which may be limiting participation by groups within EVI.
- If using the EVI office to assist the Outreach Committee's service, hold and secure a key to the EVI office.

Web/Tech

Chairperson: 1-year term, 1-year sobriety

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

There are two main purposes of this committee. One is to maintain the EVI website, www.eviaaweb.org, a resource for those looking for information about AA in the Intergroup service area. The second is to assist with the hardware and software utilized by the officers and committees of EVI.

Duties of the Web/Tech chairperson are:

- Work in a Wordpress (WP) environment, which requires moderate software skills but may necessitate occasional self-guided training to take advantage of upgrades and perform web site maintenance.
- Be available to the EVI community to make alterations/updates to the information contained on the website.
- Provide recommendations to the EVI Steering Committee and EVI Body on any requests for substantial change to the website.
- Maintains currency with Web Host and Domain Service Providers coordinating invoice receipts and corresponding payments with the EVI Treasurer for reimbursement. A

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personal credit card is required to perform this function. The EVI Chair needs to be alerted if for any reason the Web/Tech Chair or Web/Tech Vice-Chair are not in a position to use a personal credit card to perform this required function.

- As needed, consult with technical experts, preferably who are also A.A. members.
- Assist the Meeting Directory Chair with the technical aspects of altering the meeting list.
- Maintain a list of all non-personal electronic accounts, devices and passwords utilized by EVI Officers and Committees. Ensure that the EVI Chair, Vice-Chair and other trusted members of the Web/Tech committee have access to that list.
- Maintain the Google Workspace suite of tools utilized by EVI Officers and Committees.
- If using the EVI office to assist the Web/Tech Committee's service, hold and secure a key to the EVI office.

STEERING COMMITTEE

EVI has an elected Steering Committee made up of the EVI Chair, EVI Vice-Chair, Treasurer, Vice Treasurer, Secretary, Bookkeeper and 4 Members at Large. The Steering Committee meets on the 2nd Monday of the month at the EVI Office to review the financials from the prior month, to discuss pertinent EVI topics and to set the agenda for the EVI Business Meeting. It is recommended that Steering Committee members have a sponsor and are well-versed with the 12 Steps and 12 Traditions.

The responsibilities of the Steering Committee are:

- Attend both the Steering Committee meeting and EVI business meeting.
- Prepare an agenda for the monthly EVI Business meeting.
- Elect and supervise the Financial Advisory Board (FAB)
- Assume the right of decision on emergency/urgent situations.
- Meet monthly prior to the regular EVI business Meeting, or on call of the EVI Chair
- Hire the Bookkeeper/Office Volunteer Coordinator and present that decision to the EVI Body for approval.
- Draft motions on pertinent issues of concern to present to the EVI Body for consideration

Chair

Chair: 2-year term, 2-years sobriety

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

The EVI Chair gathers proposed agenda items and facilitates the EVI Steering Committee and EVI Business meetings. The Chair is the first point of contact for EVI business. The EVI Chair shall have served as a Committee Chair, EVI Group Representative or have other EVI

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experience. It is strongly suggested that the Chairperson regularly consult with the Vice-Chair and keep the Vice-Chair apprised of issues of concern. The Chairperson shall have a home group within the EVI service area and it is recommended they also have a sponsor.

Duties of the Chair (as outlined in the EVI Bylaws).

- Shall preside over all regular and special Intergroup Committee meetings.
- Shall serve as Chairperson of the Steering Committee.
- Shall be one of two (2) authorized persons to sign checks together with the Treasurer.
- Shall have no vote at Intergroup Committee meetings except to break a tie.
- Shall be empowered to call special meetings for urgent reasons and shall notify all groups signed in at previous two Intergroup meetings.
- Shall report all actions of the Steering Committee to the Intergroup Committee.
- Shall email a brief quarterly report to the Oregon Area Secretary on behalf of EVI or send a representative with a brief written report to be given to the Oregon Area Secretary.
- Shall be a signatory on all EVI Bank accounts
- Shall be the signatory on all EVI Contracts.

(other duties not in the Bylaws)

- Be available to members of the Steering Committee, Committee Chairs, Group Representatives, Office Volunteers and anyone else regarding Intergroup issues.
- Be responsive to phone and email requests
- Keep the Vice-Chair apprised of pertinent Intergroup related issues.

Vice- Chair

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

The Vice-Chair assists the Chair by understanding and helping interpret the EVI Bylaws. In the event the Chair is unavailable, the Vice-Chair assumes the Chair's duties. The Vice-Chair shall have a home group within the EVI service area and it is recommended they also have a sponsor.

Duties of the Vice-Chair:

(as outlined in the EVI Bylaws).

- Shall assume the duties of the Chairperson at the Intergroup Committee meetings if the Chairperson is absent. Should the Chairperson become wholly unable to serve, the Vice-Chairperson will assume all duties of the Chairperson for the balance of the Chairperson's term.
- Shall vote on all issues, except when acting as the Chairperson when they may vote only to break a tie. The Vice-Chairperson shall have one vote at Intergroup meetings but may not vote both as an officer and a group representative.

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- Shall be responsible for maintaining the Bylaws, and will notify the Chairperson when motions proposed would impact the Bylaws, so appropriate voting procedure can be used (other duties not in the Bylaws)
 - Be available to members of the Steering Committee, Committee Chairs, Group Representatives, Office Volunteers and anyone else regarding Intergroup issues.
 - Be responsive to phone and email requests
 - Keep the EVI Chair apprised of pertinent Intergroup related issues.

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 Chairs the Financial Advisory Board (FAB). The Treasurer prepares the monthly financial statements. The Treasurer should have business or accounting experience and familiarity with QuickBooks and Excel is highly desirable. The Treasurer shall have a home group within the EVI service area and it is recommended they also have a sponsor.

Duties of the Treasurer (as outlined in the EVI Bylaws).

- Shall have charge of all funds belonging to EVI and shall supervise the keeping and depositing of such funds for and on behalf of the Intergroup Committee in bank(s) to be designated by the Steering Committee
- Shall prepare monthly accounting statements for publication.
- Shall ensure that necessary filings and taxes are prepared and submitted.
- Shall be an ex-officio member on all committees authorized to handle funds.
- Shall have one vote at Intergroup Committee meetings, but may not vote both as an officer and as a group representative.
- Shall be a signatory on all EVI Bank accounts.
- Either the Treasurer or Vice-Treasurer shall also be a signatory on any EVI Committee bank account(s)
- Shall act as Chair of the Financial Advisory Board.

Vice-Treasurer

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

The Vice-Treasurer is part of the EVI Steering Committee. The Vice-Treasurer assists the Treasurer in preparing monthly financial statements is a member of the Financial Advisory Board. The Vice-Treasurer should have business or accounting experience and familiarity with QuickBooks and Excel is required. The Vice-Treasurer shall have a home group within the EVI service area, it is also recommended they have a sponsor.

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Duties of the Vice-Treasurer (as outlined in the EVI Bylaws).

- Shall assist the Treasurer, and such duties of a financial nature as defined by the Steering Committee.
- Shall be signatory on all EVI bank accounts.
- Either the Treasurer or Vice-Treasurer, shall also be a signatory on any EVI Committee bank account(s)
- Shall have one vote at Intergroup Committee meetings. Shall vote as Treasurer in Treasurer's absence, or as Vice-Treasurer, or as a group representative, but may not vote both as an officer and as a group representative.
- Shall be a member of the Financial Advisory Board

Secretary

2-year term, 2-years sobriety

The Secretary is a part of the EVI Steering Committee. The Secretary distributes the agenda for the EVI Business meeting. The Secretary also takes minutes at the Steering Committee and EVI Business meetings and distributes final documents to interested A.A. members via email. The Secretary should have word processing skills and the ability to manage an email distribution list. The Secretary shall have a home group within the EVI service area and it is recommended they also have a sponsor.

Duties of the Secretary include:

- Attend and record minutes of both Steering Committee and the EVI Business meeting.
- Make both the Steering Committee and EVI Business Meeting minutes available to the body.
- Utilize digital tools to store copies of all meetings minutes.
- Ensure copies of EVI Steering Committee and EVI Business Meeting minutes are available at the EVI Office.
- Maintain an EVI email distribution list.
- Maintain an updated roster of all EVI Committee Officers, Members-At-Large and Service Committee Chairs and Vice-Chairs.

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-hoc groups that are formed to address pertinent EVI topics. It is recommended but not required that Members at Large of the Steering Committee have prior experience with EVI as a

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Committee Chair or Officer. EVI Steering Committee Members at Large shall have a home group within the EVI service area and it is recommended they also have a sponsor.

FINANCIAL ADVISORY BOARD (FAB)

The Financial Advisory Board (FAB) 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 Chairs, 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 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.