

# NYCMA Intergroup – Officer Positions & Descriptions

## 1. Chairperson

- Preside over each monthly Intergroup meeting following Robert's Rules of Order, Revised.
- Act as the ex-officio member without vote on all committees.
- Voting Member: Only to break a tie

## 2. Vice Chairperson

- If Chairperson is absent or disabled, Vice Chairperson shall perform all duties of the Chairperson.
- When so acting, Vice Chairperson shall have all powers of and be subject to all restrictions of the Chairperson.
- Vice Chairperson shall have such other powers and perform such other duties as the Bylaws may prescribe.
- Voting Member: Yes, when not presiding over meeting as Chairperson

## 3. Secretary

- Take roll call at each Intergroup meeting and report as to whether a quorum exists.
- Record minutes of each Intergroup meeting and maintain records of each meeting.
- Tabulate votes on motions made at Intergroup meetings.
- Distribute (via email) meeting notes to offices and GSRs after each Intergroup meeting.
- Deliver report on "old business" at each Intergroup meeting.
- If Chairperson and Vice Chairperson are both absent or disabled, the Secretary shall perform all the duties of the Chairperson. When so acting, the Secretary shall have all powers of and be subject to all restrictions on the Chairperson.
- Voting Member: Yes

## 4. Structure and Finance Chairperson

- Prepare special projects or analyses as requested by the group, related to overall structure and financial business of Intergroup.
- Form committees as necessary to perform this responsibility.
- Voting Member: Yes

## 5. Treasurer

- Maintain Intergroup bank account(s).
- Receive and deposit funds from individual CMA groups.
- Distribute funds to pay approved expenses.
- Consult with Intergroup officers to develop annual budget and submit for approval.
- Prepare monthly Treasurer's Report showing income, disbursements, balance and reserve fund.
- File annual tax return by May 15 to maintain 501(c)(3) nonprofit status.
- Retrieve and distribute mail from Intergroup post office box.
- Voting Member: Yes

## 6. Public Information and Outreach (PI&O) Chairperson

- Maintain Intergroup phone line and mailbox and field inquiries as appropriate.
- Coordinate participation in community service events.
- Attend or coordinate Intergroup participation at ad hoc special events.
- Voting Member: Yes

## 7. Public Information Officer

- Handle inquiries about CMA and Intergroup from media, directly or by referring other Intergroup members.
- Voting Member: Yes

## 8. Hospitals and Institutions (H&I) Chairperson

- Coordinate activities related to H&I meetings.
- Contact institutions and maintain a list of available institution meetings needing service, training & other information and suggestions.
- Prepare and maintain an H&I information packet to be provided to individual meetings.
- Assist meeting-specific H&I chairpersons as needed.
- Voting Member: Yes

## 9. Literature Chairperson

- Coordinate activities related to publishing pamphlets, newsletters and other Intergroup literature.
- Form committees as needed to achieve goals set by Intergroup.
- Request articles from CMA members for publication in Crystal Clear.
- Assist with maintaining information provided to the public on Intergroup's website; [nycma.org](http://nycma.org)
- Voting Member: Yes

## 10. Literature Coordinator

- Assist individual CMA meeting GSRs and Literature chairpersons with acquiring literature for their respective meetings.
- Assist individual CMA meeting GSRs and chip representatives with acquiring chips for their respective meetings.
- Maintain up-to-date inventory of literature and chips on hand.
- Voting Member: Yes

## 11. Activities Chairperson

- Plan, organize and coordinate social activities and events for CMA members according to surveyed interests.
- Ensure access to activities and events for CMA members with limited financial resources to nurture fellowship.
- Promote activities and events at CMA meetings and on the Intergroup website.
- Form committees as needed to achieve goals set by Intergroup.

- Maintain and update Events Calendar on the Intergroup website.
- Coordinate fundraising events to subsidize activities and events.
- Voting Member: Yes

**12. Share-a-Day Chairperson**

- Coordinate activities related to the Share-a-Day event including theme selection, programming, registration and hospitality.
- Secure location and keynote speaker(s) for the event.
- Form committees as needed to achieve goals set by Intergroup.
- Ensure access to the event for CMA members with limited financial resources to nurture fellowship.
- Promote and encourage attendance by fellows from areas outside of Intergroup's regional scope.
- Voting Member: Yes

**13. General Service Officer to CMA World Services**

- Assist with activities involving the interface of Intergroup and CMA World Services.
- Prepare monthly GSO report to keep Intergroup informed of news at World Services.
- Attend national and regional CMA meetings, and report back to Intergroup.
- Voting Member: Yes

**14. Group Service Representative Coordinator**

- Inform GSRs of monthly Intergroup meeting.
- Make all meetings aware of Intergroup and encourage them to determine the group's conscience about participating by sending a GSR.
- Support GSRs in reporting back to their groups.
- Recognize GSRs from new meetings as formed.
- Voting Member: Yes