

**CAPE COD INTERGROUP (CCI) OFFICERS' DUTIES AND RESPONSIBILITIES**  
POLICY

The CCI Officers will be comprised of a Chair, Secretary, Treasurer and Coordinator.

PROCEDURES

- A. The Chair of CCI shall:
1. Preside at all regular and special meetings of CCI
  2. Prepare an agenda of business items for CCI meetings
  3. Cast the deciding vote in the event of a tie
  4. Represent CCI in all matters involving outside enterprises
  5. Co-sign financial documents if necessary or requested by CCI Treasurer
  6. Attend CCI sponsored activities to represent CCI interests and support the activity
  7. Draft and/or review all correspondence from CCI to outside enterprises
  8. Notify general membership, via email, of key highlights from all CCI monthly meetings
  9. Appoint committees to conduct CCI business, as required
  10. Attend all standing committee meetings
  11. Prepare and distribute Intergroup folder to all new CCI representatives
  12. Perform other duties as may be required by CCI.
- B. The Secretary of CCI shall:
1. Record and transcribe minutes of all CCI meetings and distribute within seven (7) days of the meeting to the Chair and Coordinator
  2. Record attendance at each CCI meeting
  3. Maintain all correspondence and records for CCI, for a maximum of three (3) years
  4. Perform other duties as may be required by CCI or delegated by the CCI Chair.
- C. The Treasurer of CCI shall:
1. Maintain checking account established in the name of "Cape Cod Intergroup" for dispersal of Intergroup funds
  2. Be the guardian of all funds received and disbursed
  3. Submit financial reports each month at the CCI meeting
  4. Participate in annual audit of general account
  5. Co-sign documents for CCI expenditures
  6. Perform other duties as may be required by CCI or delegated by the CCI Chair.
- D. The Coordinator of CCI shall:
1. Distribute copies of minutes, agenda, treasurer's report, and any other material deemed necessary for proper coordination and functioning of CCI
  2. Maintain current record of CCI representatives' and alternates' email addresses and phone numbers as well as current CCI meeting list
  3. Answer mail/email inquiries about CCI/OA, following review by Chair
  4. Collect mail sent to CCI PO box and distribute mail to appropriate parties
  5. Assist group secretaries to register new meetings with oa.org
  6. Present an oral report at each CCI meeting
  7. Perform other duties as may be required by CCI or delegated by the CCI Chair.