

## UA-UK IG Officer Role Responsibilities

10/12/2023

1. Chair
2. Vice Chair
3. Treasurer
4. Executive Secretary
5. Recording Secretary
6. Website Manager (Vacant)
7. Email Reply Officer (Vacant)
8. UK Meetings Representative
9. Literature Secretary (Vacant)
10. Events Coordinator
11. Public Information Officers
12. Newsletter Officer
13. Global GSR Officer (Vacant)
14. World Service Conference Representative (Vacant)
15. Archivist (Vacant)

### 1. Chair

#### V2: 14/08/21

- 1) Chairs the monthly Intergroup meeting.
- 2) Chairs the Annual Business Meeting and the Annual General Meeting.
- 3) Writes an annual summary of Intergroup activities for the AGM.
- 4) Is a UA-UK Intergroup Bank Signatory.
- 5) Is the email contact for the Chair of the UA General Service Board.

#### V1: 01/07/21

- 1) Chairs monthly IG monthly meeting.
- 2) Shall be responsible for establishing the agenda for all IG meetings and liaising with the Executive Secretary prior to the agenda materials being sent to IG Officers and GSRs.
- 3) The Chair designates who may speak at any given time and to see that the discussion centres on specific, precisely worded proposals.
- 4) Approves the minutes drafted by the Recording Secretary to be sent out to IG Officers and GSRs.
- 5) Chairs Annual General Meeting (Review of current year)
- 6) Present annual report of IG activities.
- 7) Review Treasurers annual report of income and expenditure.
- 8) Chairs the Annual Business Meeting (Vision & Plan for next year).
- 9) May cast the deciding vote to break a tie & may participate in a ballot vote in this instance.
- 10) May attend all standing UA-UK IG subcommittee meetings.
- 11) Shall provide the bank with legally required personal information to be held on record by the bank.
- 12) Shall familiarise themselves with the Simplified Robert's Rules of Order.
- 13) Maintains a copy of all the passwords.
- 14) Quarterly check in with the GSB chair.

### 2. Vice Chair

- 1) Shall serve in the absence of the Chair.
- 2) Shall chair at least one meeting during each year in office.
- 3) Shall establish and maintain a UA-UK IG calendar.
- 4) Attend the Global IG Chair meeting (TBC).
- 5) Read GSB monthly agendas and minutes and report back to UA-UK IG.
- 6) Attend the GSB with European/West Asian Regional Forum annually (2 hour meeting).

## **5. Treasurer**

- 1) Shall maintain a current and savings account, for dispersal of UA-UK IG funds.
- 2) To reconcile the transactions and balance in the bank statements with the information recorded in the spreadsheet. Reconciliation means regularly checking that the information matches and investigating and following up if it doesn't match.
- 3) Pay UA-UK IG expenses.
- 4) Keep a record of all bank mandates.
- 5) Shall submit financial reports at each UA-UK IG meeting.
- 6) The Treasurer shall be an account holder and signatory on the UA-UK IG bank account, along with two other Intergroup officers, one of whom is normally the chair.
- 7) Shall provide the bank with legally required personal information to be held on record by the bank.
- 8) Create and update template for spending plan and together with Spending Plan Committee create and bring spending plan proposal to UA-UK IG for further discussion and voting.
- 9) Shall be the signatory for the insurance policy on behalf of UA-UK IG.

## **3. Executive Secretary**

- 1) With the Chair, prepare the agenda and all supporting documents and send these to all UA-UK IG Officers and GSRs, one week before each meeting.
- 2) Shall add IG Officer reports to IG Google Drive.
- 3) Welcome new UA-UK IG Officers and update UA records with their details.
- 4) Shall maintain and organise UA-UK IG Google Group & Google Drive.
- 5) Shall keep records in the IG Google Drive of agendas, officer reports, flyers and other IG documents as required.
- 6) Electronically backup all essential UA-UK IG documents.
- 7) Keep up to date UA logo from GSO.
- 8) Deal with all correspondence from Email Reply Officer that requires further support.
- 9) Shall update the Procedures & Guidelines document following IG conscience.
- 10) Shall provide the bank with legally required personal information to be held on record by the bank.

## **4. Recording Secretary**

### **V2: 01/01/23**

- 1) Take UA-UK IG meeting minutes
- 2) Maintain a record of GSRs and IG Officers in attendance.
- 3) Make sure UA-UK IG minutes documents are available for reference.

### **V1: 01/07/21**

- 1) Take UA-UK IG meeting minutes and maintain a record of IG officers and GSRs in attendance.
- 2) Distribute the preamble, traditions, and concepts for reading at each meeting.
- 3) Update UA-UK IG officers list - especially date rotate out of service.
- 4) Shall maintain and organise UA-UK IG Google Group & Google Drive.
- 5) Make sure the Procedures & Guidelines, and current minutes documents are available for reference.
- 6) Ensure that officers are notified when elected or appointed, added to the IG Google Group and are given access to the IG Google Drive.

## **6. Website Manager**

### **Business as usual**

- 1) Shall update the UA-UK website weekly with any new information.
- 2) Maintain all passwords and login details up to date and confidential.
- 3) Liaise with the Executive Secretary to ensure all service information is up to date.
- 4) Liaise with UK Meetings Rep to ensure all information is up to date.

- 5) Be a point of contact for existing groups to update meeting information.
- 6) Liaise with Events Coordinator to ensure all UA events information is on the website.
- 7) Set up a regular back-up procedure.
- 8) Be a point of contact for GSB Phone and Tech committee (Sub-Committee of GSB).

#### **Annual**

- 1) Review website format and template as part of the Website Sub-Committee.
- 2) Move website onto a new server (2020 only).
- 3) Review security and put in place procedures to ensure 100% uptime.
- 4) Adhere to all UA guidelines and styleguides (when developed).

#### **7. Email Reply Officer**

- 1) Check and respond to emails on [info@underearnersanonymous.co.uk](mailto:info@underearnersanonymous.co.uk) account.
- 2) Send a greeting message to any newcomers to UA that email in using a newcomers email template to signpost to UA meetings.
- 3) Forward emails and correspond with the relevant UA-UK IG Officers.
- 4) Set and manage all UA-UK email accounts.
- 5) Maintain up to date email addresses on the UA-UK website.

#### **8. UK Meetings Representative**

##### **V2: 10/09/21**

- 1) Shall be the contact for existing and new meetings using the email [meetings@underearnersanonymous.co.uk](mailto:meetings@underearnersanonymous.co.uk)
- 2) Shall inform groups on the role of UA-UK Intergroup.
- 3) Shall support new GSRs with an 'Introduction to Intergroup' session.

##### **V1: 01/07/21**

- 1) Shall be a contact for existing and new face-to-face meetings, phone and online; using the email [meetings@underearnersanonymous.co.uk](mailto:meetings@underearnersanonymous.co.uk)
- 2) Shall keep up to date details of GSRs and alternate for every UA meeting in the UK, on UA-UK contacts spreadsheet.
- 3) Shall support new meetings with format, information on how to get on the UK and World website.
- 4) Inform the group on the role of UA-UK IG and send a new meetings pack (To be created) including registration form (To be created by IG).
- 5) Shall support new GSRs with their introduction to IG through a phone call.
- 6) Shall support existing groups with GSR duties and the group inventory process.
- 7) Shall inform the Website Officer of any new meetings.
- 8) Visit groups where possible to introduce yourself.

#### **9. Literature Secretary**

- 1) Receive and process orders from the Literature Secretary of UA-UK meetings.
- 2) Send copies of all receipts to the UA-UK IG Treasurer.
- 3) Inform UA-UK IG when 'About UA' leaflets need to be re-ordered.
- 4) Store UA-UK leaflets.
- 5) Keep a master copy of the 'About UA' leaflet.
- 6) Agree with UA-UK IG the amounts of convention literature to be ordered.
- 7) Place orders for literature for the UA convention.
- 8) Sell or arrange a committee to sell literature at the convention.
- 9) Attend the online meetings of the literature committee of the General Service Board (GSB).
- 10) Put out the UA-UK IG meeting folder for monthly IG (face to face) meeting.

#### **10. Events Coordinator**

- 1) Organise the UA-UK annual AGM and annual convention.
- 2) Recruit and lead an Events Committee to plan and deliver each event (including delegating specific event roles such as treasurer, notetaker, marketing, ticketing, venue sourcing and

chair finding).

- 3) To work closely with the UA-UK IG Chair to support managing our AGM.
- 4) To work closely with UA-UK IG Treasurer to support budget management.
- 5) Create and maintain a UA-UK Convention guidelines document.

#### **11. Public Information Officer**

- 1) Be familiar with the PI/Media Guidelines created by the UA General Service Board (GSB).
- 2) Provide Public Information guidelines and assistance to groups' PI reps when requested, to enable them to perform PI in their own areas.
- 3) Maintaining a database of possible members willing to share their experience strength and hope anonymously for PI purpose.
- 4) Responding to PI queries that come through from the media seeking:
  - Information on UA
  - Input into TV and radio programmes, or print/online articles
  - Members to take part in TV, radio & online programmes, or print/online articles
- 5) Create and coordinate a subcommittee to review "Introduction to UA" pamphlet to be distributed to the general public, the media, and professionals in general, including organisations such as The Citizens Advice Bureau, Libraries and Foodbanks.
- 6) Actively distribute the pamphlet once complete.
- 7) Attend the monthly UA GSB PI Committee meeting as required.

#### **12. Newsletter Officer**

- 1) Shall produce and distribute the UA-UK IG newsletter.
- 2) Shall maintain the newsletter distribution list.

#### **13. Global GSR Officer**

- 1) Shall attend the Global UA GSR Committee monthly meeting, held on the last Sunday of every month at 6:30pm.
- 2) Participate in voting on behalf of UA-UK IG and report back any information to UA-UK IG.
- 3) Shall be the contact person for the UA GSR Committee communications.

#### **14. World Service Conference (WSC) Representative**

- 1) Attend and participate as a voting member, the monthly World Service Conference Planning Committee (Online Call - First Sunday of each month 6:30pm-7:30pm UK) and ad hoc meetings.
- 2) Report back on what has been discussed at the following UA-UK IG meeting.
- 3) Attend the annual World Service Conference (WSC) as a UA-UK IG delegate (3 days in autumn - physically/online).
- 4) Provide a written report of the WSC, to be circulated for groups to read out at meetings.
- 5) Apply for travel bursary.
- 6) Send out and announce (at UA-UK IG) Topics for Concern Survey (for groups to discuss).
- 7) Report back UA-UK IG's general topics/recommendations for discussions as voted for by IG.
- 8) Be aware of GSB via monthly minutes & GSR Committee monthly minutes, to check for anything relevant when participating in the WSC Planning Committee.
- 9) Be a (world) speaker finder for the UA-UK Convention/Workshops.
- 10) Liaise with and be a point of contact for any UA speakers visiting from abroad when they serve the UK Fellowship.

#### **15. Archivist**

- 1) Responsible for the collection of documents and artefactual items.
- 2) Maintains the physical integrity of the collection and is instrumental in its development.