



UK MEETINGS REPRESENTATIVE

Qualifications

1. IG Officers should have been working the Twelve Steps of UA for at least 6 months with a sponsor.
2. Be familiar, or willing to familiarise themselves with, the Twelve Traditions of UA.
3. IG Officers should be solvent for six months as defined with their UA sponsor.
4. Be part of a home UA group.

General responsibilities for all IG Officers

1. Shall email the Executive Secretary with an officer report for each UA-UK IG meeting, describing actions taken since the last meeting.
2. Shall save copies of all documents needed to perform their officer role in the UA-UK IG Google Drive and maintain archives as necessary.
3. Shall perform all other necessary duties pertaining to their role as requested in UA-UK-IG meetings.
4. Shall handover to the next officer and be available for the period of one month only after the term of office.
5. Shall familiarise themselves with the Simplified Robert's Rules of Order (See Procedures & Guidelines: Appendix 4).
6. Shall read and respond to email and WhatsApp messages between UA-UK IG meetings.

Officer responsibilities

1. Shall be a contact for existing and new meetings using meetings@underearnersanonymous.co.uk
2. Shall keep up-to-date details of GSRs and alternates 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 groups on the role of UA-UK IG and send a new meetings pack (to be created).
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.

Term of Office

1. IG Officers shall be elected to serve for a period of two years.