



CHAIR

The Chair serves on the Executive Committee along with the Vice Chair, Secretary and Treasurer.

Qualifications

1. The Chair should have completed Step 7 and be working with a sponsor.
2. Be familiar, or willing to familiarise themselves with, the Twelve Traditions of UA.
3. Intergroup 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 Intergroup Officers

1. Shall email the 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.
6. Shall read and respond to emails and WhatsApp messages between UA-UK IG meetings.

Chair responsibilities

1. Approves the agenda for all IG meetings before distribution.
2. Chairs Intergroup meetings.
3. The Chair designates who may speak at any given time and to see that the discussion centres on specific, precisely worded proposals.
4. Shall familiarise themselves with the Simplified Robert's Rules of Order.
5. May cast the deciding vote to break a tie & may participate in a ballot vote.
6. Approves the minutes for all IG meetings before distribution.
7. Presents an annual report of IG activities at the AGM.
8. May attend all standing Intergroup Sub-Committee meetings.
9. Is a UA-UK Intergroup Bank Signatory.
10. Is the email contact for the UA General Service Board.
11. Check and respond to Chair emails in a timely manner.

Term of Office

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