



## **VICE CHAIR**

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

### **Qualifications**

1. The Vice-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.

### **Vice Chair responsibilities**

1. Shall serve in the absence of the Chair.
2. Shall chair at least one meeting during each year in office.
3. Request New Business motions for each Intergroup meeting from Intergroup Officers & GSRs.
4. Draft the agenda and all supporting documents for approval by the Chair.
5. On approval, send these to all Intergroup Officers & GSRs, one week before each meeting.
6. Provide the bank with legally required personal information to be held on record by the bank.
7. Check and respond to Vice Chair emails in a timely manner.

### **Term of Office**

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