



Welcome to the Intercounty Fellowship of Alcoholics Anonymous (Intergroup) orientation.

Orientation is held at 6 PM, just prior to the monthly Intergroup meeting. Each new Intergroup Representative (IGR) is given an orientation packet. **Please fill out a registration form** which will be given to the Secretary.

History

The Intercounty Fellowship of Alcoholics Anonymous serving San Francisco and Marin **began in January 1947** and originally served nine Bay Area Counties. Our Intergroup was up and running before General Service was organized. Over time, seven of the counties, such as San Mateo and Alameda, created their own organizations.

We are an independent California 501(c)3 nonprofit that provides services for the Groups that they could not easily provide for themselves, such as 24-hour-a-day Teleservice, accessibility assistance, Central Office and the bookstore, The Point (our monthly printed newsletter) and The Buzz (our biweekly service and events email), a comprehensive website (www.aasf.org), a Public Information/Cooperation with the Professional Community (PI/CPC) committee, workshops, local archives, and centralized 12th Step support.

Intergroup Membership

Every group listed in the San Francisco/Marin meeting schedule is automatically a part of Intergroup. Each group can elect an IGR and an Alt-IGR. There are no set term lengths; it is determined by group conscience, although most terms are one to two years with one year suggested sobriety. If an IGR misses three consecutive meetings without sending a Alt-IGR, they become “inactive” and are not counted when a quorum is determined for voting. However, the IGR can return at any time and just needs to complete and submit another Intergroup Registration form to the Recording Secretary.

We have included the Intergroup bylaws in your packet if you are interested in more information. Please let us know at any time if you have any questions.

Your Role as the Intergroup Representative (IGR)

As an IGR, you are the connection between the members of your group and Intergroup. You will have the opportunity to keep your group up-to-date with local information and to let them know about the hundreds of available service opportunities. When there are issues affecting Intergroup as a whole, you will have the opportunity to discuss it with your group to bring the group conscience back. If members

of your group have a suggestion or concern, you can discuss it with individual IGRs or suggest it as an agenda item.

Much like General Service, the goal is to have every member be an active part of group service. We encourage each IGR/member group to arrange for an **Alternate (Alt-IGR)** to represent your group if you cannot make one of the meetings.

We Want the Hand of A.A. Always to Be There...

Most of the work at Intergroup is done by the Intergroup service committees. Becoming familiar with the work of the various committees is part of your commitment. At each Intergroup meeting you will get a list of the committees with contact information and service opportunities to share with your group when you make your report.

The chair of each committee is usually an active IGR, approved by a simple majority vote of the IGRs or appointed by the Board of Directors. Committee participation, however, is open to all members of the fellowship and we encourage all IGRs to consider joining one and to encourage participation from other members of your group.

Committees can be created and disbanded at any time by a vote of the IGRs.

Intergroup Board of Directors

Each year, usually in June, the Intergroup votes for new members for our Board of Directors. The board meets monthly and is responsible for supporting the Executive Director of Central Office and overseeing business and administrative functions of the organization. There are nine elected board members, plus a treasurer (who fills a two-year term). The Executive Director is also a member of the Board.

Board terms are three years and are staggered among the nine board members, so each year we vote on three members. A board member can be elected to two successive terms, then must roll off for 4 years (although they can continue to be an Intergroup Rep). Board members are trusted servants; they do not govern and they are directly responsible to Intergroup. Any Intergroup Representative can make themselves available for nomination to the Board.

Annual Budget Approval

Each year, usually in December, the Intergroup votes on a budget for the following fiscal year. Prior to doing so, the Treasurer collects budget requests from the various Intergroup Committees and looks at current income and expenses. A draft is prepared and presented to the Board of Directors. The Board offers feedback and when the draft is finalized, the proposed budget is presented to the Intergroup members with a recommendation for approval. The budget is approved by a simple majority. The

budget includes funding for running our Central Office and for Intergroup committee expenses. The budget can be revised during the year by a majority vote of the IGRs.

Intergroup Monthly Meetings

Any IGR can request that an item be added to the monthly agenda. Agenda items must be submitted to the chair (chair@aasf.org) at least two weeks prior to the meeting. Please include the topic and the amount of time needed for your presentation.

Intergroup agendas, minutes, and reports are posted on the web (no last names are used). They are available at aasf.org/agendas-and-minutes. If you haven't visited our website, it is located at aasf.org.

Trusted Servant Registration Forms

In order to assist communication between Central Office and the groups, we ask that every group secretary and treasurer fill out a Trusted Servant Registration form, available online at www.aasf.org/register. All registered trusted servants will be mailed a complimentary copy of The Point to be shared with the group.

Group and individual contributions can be made online at www.aasf.org/contributions. When possible, it is helpful if the treasurer can make regular contributions (monthly or quarterly depending on the size of the group) instead of waiting until the end of the commitment; this helps stabilize Central Office operations.

Central Office Hours

Central Office is located at 1821 Sacramento Street, San Francisco, CA 94109. Office and Bookstore hours are Monday-Friday, 10:00am to 6:00pm. Additionally, the Bookstore is open on Saturday, 10:00am to 2:00pm. You can call 24-hours a day to speak to an alcoholic in recovery, but the phone line is only answered at the office during the office hours above. The rest of the time it is answered by volunteer on the Teleservice Committees.

Literature, Books, and Anniversary Chips

You can order literature online at www.aasf.org/shop. Orders can be picked up when the Bookstore is open or shipped via UPS.

Stay Connected

If your group is hosting an event, let us know and we will make the information available through our various communication channels.

Event Listing Guidelines

- 1) The event is sponsored by an A.A. Group, Conference, or Service Entity.
- 2) The event participation is in harmony with the spirit of the Twelve Traditions, including:
 - a) The event does not directly support an outside entity.
 - b) The event posts no commercial advertising on the flyer.

Send event information to store@aasf.org.

Intergroup has a publication called “Guide to Group Service” which offers information and suggestions for all Trusted Servant positions. It is available at the bookstore and on aasf.org.

We are glad you have made yourself available for this position and hope you will find it a rewarding part of your recovery. Please feel free to contact any one of us should you have questions as you become familiar with Intergroup and your role. Some find it helpful to have a service sponsor or another member of the Intergroup to talk with and we can help you find one should you so desire. Thanks again and enjoy!

Here is a brief overview of the Intergroup Service committees:

- **SF Public Information/Cooperation with the Professional Community (PICPC)**
Carries the message to the still suffering alcoholic in three ways:
 1. By informing the general public about the AA program;
 2. By informing the third party whose work is or may be involved with the active alcoholic;
 3. By keeping the fellowship well informed so that members and groups may carry the message more effectively.
- **SF Teleservice (Marin has a separate, independent, Teleservice committee)**
Makes sure the phones are answered 24-hours a day.
- **Fellowship Committee**
Sponsors the annual Founders’ Day celebration, helps out at local Unity Days and looks for opportunities to create fellowship.
- **The Point Editorial Committee**
Publishes the monthly Intergroup newsletter.
- **The Buzz**
Writes and publishes a bi-weekly list of event, news and service opportunities.
- **Archives Committee**
Helps keep our history alive by finding and cataloguing materials related to A.A. in the Bay Area.
- **Orientation Committee**
Welcome new IGRs and shares the purpose of Intergroup and IGRs.
- **Hospitality Committee**
Organize and serve dinner at Intergroup meetings.
- **Tech Committee**
Research and make recommendations for improving services and operations

- In addition, the **Central Office** also has opening for volunteers available during business hours. Contact Maury, our Executive Director at maury@aasfmarin.org.

Questions?