

Central Office Board of Directors
Chairperson
(Board of Directors/Voting Position)

- Recommended Sobriety 5 Years
- Schedule Board of Director Meetings as needed.
Discuss financial statement and old or new business to be put on the Intergroup Meeting Agenda with rest of Board.
- Prepare Agenda for Intergroup Meetings.
- Oversee Intergroup Meeting.
- ***With Treasurer and Central Office Manager, pay bills. Two signatures for checks under \$1,000 and three for over \$1,000.**
- Attend and open all Intergroup sponsored functions.
- If unavailable, arrange for Vice Chairperson or another Board member to attend.
- Ensure Board members carry out their functions in an orderly and timely fashion.
- - May appoint, with Board majority approval or unanimous Board consent, assignments for other Board members.

***All payments except for \$380 rent are done via debit.**