

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)**  
**DUTIES OF**

**VICE-CHAIRPERSON**

**Revised June 2020**

The Vice-Chairperson cooperates with the Chairperson in the various matters concerning the Steering Committee and the Intergroup Representatives' meetings. He or she takes over for the Chairperson when something prevents the Chairperson from attending the regular meetings.

The Vice-Chairperson attends all Steering Committee meetings, and familiarizes him/herself with the duties and responsibilities of the Intergroup committees by attending the committee meetings. The Vice-Chairperson attends all five Zone Intergroup Representatives (IGR) meetings on a rotating basis and gives a report to the members at the Zone meetings.

The Vice-Chairperson serves as the liaison between the Intergroup Association and the Eastern Pennsylvania General Service Area (Area 59).

The Vice-Chairperson is responsible for the planning and the coordination with the Area Alternate Delegate for the annual Share-a-Day in February.

The Vice-Chairperson, together with the Special Events Committee, is responsible for the Round-Up. The Vice-Chairperson selects an Al-Anon and AA speaker for the Friday night meeting and an AA speaker for the Saturday Banquet. He/she makes the hotel reservations and travel arrangements for these people. Together with the Special Events Committee, the Vice-Chairperson is in contact with the hotel to see that all necessary details are in place before the arrival of our guests.

The Vice-Chairperson is responsible for the various fellowship functions as they may arise with the Special Events Committee such as Breakfasts or Dinner Dances plans and arranges all details of the events and the programs for these events.

- (a) The Vice-Chairperson selects the speaker for the AA meeting and chairs the event. If the speaker is from out of town, the Special Events Committee arranges for transportation and hotel reservations.
- (b) The Vice-Chairperson and the Special Events Committee is responsible to arrange for the distribution and control of tickets.

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### **Vice-Chairperson Job Description**

The Vice-Chairperson, along with the Special Events Committee, (and/or the Zone coordinator if a zone event), is responsible to research and select a facility to hold the event as they may arise.

The Vice-Chairperson, in conjunction with the Chairperson, and with input from the Treasurer and the Assistant Treasurer, meets with the Office Manager in October of each year to review the manager's performance and to discuss employee's salaries.

The Vice-Chairperson supports the Unity Committee events like the Annual Unity Picnic and all Unity Pitch events when possible.

The Vice-Chairperson is responsible for conducting the final meeting of the Nominating Committee.