

Intergroup Service Calendar by Position				
Position	Month	Date/Deadline	Service Responsibility	Reference (B=Bylaws; P=IG Policies and Procedures)
Activities Chair	Ongoing	Each IG meeting	Provide written report of previous month's activities to IG with electronic version sent to Secretary.	P-V.3.a
Activities Chair	January	Prior to January IG meeting	Outgoing Activities Chair orients incoming Activities Chair	P-I.5.b
Activities Chair	January	January 1	Term of service begins	B-5.8
Activities Chair	November	1 week pre-November IG meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b
Chair	Ongoing	Ongoing	Provide new GSRs with welcome email	P-I.1
Chair	Ongoing	48 hours pre-IG meeting	Circulate IG meeting agenda	P-I.1
Chair	Ongoing	48 hours pre-IG meeting	Circulate current IG contact list	P-I.2
Chair	Ongoing	1 week post-IG meeting	Circulate talking points to IG members	P-I.4
Chair	January	Prior to January IG meeting	Outgoing Chair orients incoming Chair	P-I.5.b
Chair	January	January 1	Term of service begins	B-5.8
Chair	January	Prior to January IG meeting	Appoint 2 members of the fellowship to audit prior year's annual financial report and records for presentation at February IG meeting	B-7.12
Chair	February	February IG meeting	Share report from audit of prior year's annual financial report and records	B-7.12
Chair	November	November IG meeting	Announce that elections will take place the following month for Chair, Treasurer, Secretary, 1 GSC Delegate per Area, Mid-Atlantic Representative (even-numbered years only), and Chairs of the Activities, H&I, Literature, and Public Information Chairs for the following CY	B-5.1
Chair	December	December IG meeting	Manages elections for Chair, Treasurer, Secretary, 1 GSC Delegate per Area, Mid-Atlantic Representative (even-numbered years only), and Chairs of the Activities, H&I, Literature, and Public Information Chairs for the coming CY	B-5.2
GSC Delegates	Ongoing	Each IG meeting	Provide written report of previous month's activities to IG with electronic version sent to Secretary.	P-V.3.a
GSC Delegates	January	Prior to January IG meeting	Outgoing and continuing GSC Delegates orient incoming GSC Delegates	P-I.5.b
GSC Delegates	January	January 1	Term of service begins for incoming GSC Delegates	B-5.8
GSC Delegates	November	1 week pre-November IG meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b, P-III.1-6
GSRs	Ongoing	Each IG meeting	Provide an oral report of meeting's weekly attendance, specific problems or situations of concern, upcoming plans, and summary of what group would like accomplished by CMA service structure	B-4.10.4
GSRs	Ongoing	After receiving monthly talking points from IG Chair	Share talking points with meeting participants during Secretary's report	Not mentioned
H&I Chair	Ongoing	Each IG meeting	Provide written report of previous month's activities to IG with electronic version sent to Secretary.	P-V.3.a
H&I Chair	January	Prior to January IG meeting	Outgoing H&I Chair orients incoming H&I Chair	P-I.5.b
H&I Chair	January	January 1	Term of service begins	B-5.8
H&I Chair	November	1 week pre-November IG meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b
Literature Chair	Ongoing	Each IG meeting	Provide written report of previous month's activities to IG with electronic version sent to Secretary.	P-V.3.a
Literature Chair	January	Prior to January IG meeting	Outgoing Literature Chair orients incoming Literature Chair	P-I.5.b
Literature Chair	January	Prior to January IG meeting	Incoming Literature Chair orders items necessary to IG-approved prudent inventory levels for the year.	P-VI.8.d
Literature Chair	January	January 1	Term of service begins	B-5.8
Literature Chair	November	1 week pre-November IG meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b, P-VI.9
Literature Chair	November	Prior to November IG meeting	Recommend prudent inventory levels for the following CY as part of the annual budgeting process	P-VI.6
Literature Chair	December	Prior to December IG meeting or end of Literature Chair's term of service, whichever comes first	Make report of current inventory on hand and turn over all cash to the Treasurer	P-VI.8.a, c

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Mid-Atlantic Representative	Ongoing	Each IG meeting	Provide written report of previous month's activities to IG with electronic version sent to Secretary.	P-V.3.a
Mid-Atlantic Representative	January	Prior to January IG meeting in odd-numbered years	Outgoing Mid-Atlantic Representative orients incoming Mid-Atlantic Representative	P-I.5.b
Mid-Atlantic Representative	January	January 1 of odd-numbered years	Term of service begins	B-5.8
Mid-Atlantic Representative	November	1 week pre-November IG meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b
Public Information Chair	Ongoing	Within 14 days of being informed of needed DCCMA website changes	Make approved DCCMA website changes	P-IV.3
Public Information Chair	Ongoing	Each IG meeting	Provide written report of previous month's activities to IG with electronic version sent to Secretary.	P-V.3.a
Public Information Chair	Ongoing	Prior to each IG meeting	Back-up all Gmail accounts to the DCCMA Goggle Documents drive	P-V.3.e
Public Information Chair	January	Prior to January IG meeting	Outgoing Public Information Chair orients incoming Literature Chair	P-I.5.b
Public Information Chair	January	Prior to January IG meeting	Change passwords on all IG Gmail accounts, web-based IG archives, and the content management system for the DCCMA website and provide all the new passwords to the IG Chair and Secretary.	P-IV.2a, e-f
Public Information Chair	January	Prior to the January IG meeting	Provide Secretary and Tresurer with security credentials necessary to archive IG records on the DCCMA Google Documents drive	P-IV.2.d
Public Information Chair	January	Prior to the January IG meeting	Provide each IG member other than GSRs with their new password for their Gmail mailbox.	P-IV.2.b
Public Information Chair	January	January 1	Term of service begins	B-5.8
Public Information Chair	November	1 week pre-November IG meeting	Provide draft budget for upcoming CY to the Treasurer	P-II.3.b
Secretary	Ongoing	Prior to monthly IG meeting	Circulate draft of previous month's minutes	P-I.3
Secretary	Ongoing	Within 14 days after each IG meeting	Archive all IG members' written reports and approved minutes from prior month's meeting	P-V.3.b
Secretary	January	Prior to January IG meeting	Outgoing Secretary orients incoming Secretary	P-I.5.b
Secretary	January	January 1	Term of service begins	B-5.8
Treasurer	Ongoing	Within 5 days	Deposit cash receipts in excess of \$10.00	P-II.6.a
Treasurer	Ongoing	Each IG meeting	Provide written summary of end-of-month balances for IG bank account for CY and prior four years	P-II.8
Treasurer	Ongoing	Within 14 days after each IG meeting	Archive monthly bank statements, updates to the DCCMA checking account register, receipts, invoices, donation letters to the GSC, and all other documents supporting disbursements DCCMA Google Document drive	P-V.2.a
Treasurer	January	Prior to January IG meeting	Outgoing Treasurer orients incoming Treasurer	P-I.5.b
Treasurer	January	Prior to January IG meeting	Outgoing Treasurer prepares annual financial report per bylaws and submits to the IG	B-7.10
Treasurer	January	January 1	Term of service begins	B-5.8
Treasurer	February	February 28	File annual Form 990-N e-postcard	P-II.5
Treasurer	February	February 28	Archive year-end reports and audit results on DCCMA Google Document drive	P-V.2.b
Treasurer	October	October IG meeting	Provide historical data to Committee Chairs, GSC Delegates, and Mid-Atlantic Representative	P-II.3.a
Treasurer	November	November IG meeting	Present draft budgets for upcoming CY to IG for discussion	P-II.3.c
Treasurer	December	Prior to December IG meeting	Make modifications to draft spending requests for following CY based on IG feedback	P-II.3.d
Treasurer	December	December IG meeting	Make separate motions for approval of each budget request for the following CY.	P-II.3.e