



VICE-CHAIR, SERVICE BOARD

Vice-Chair

Commitment: requiring 6 months of continuous abstinence and 2 years commitment.

Responsibilities:

- In the absence of the chairperson, the vice-chairperson would preside over regular Intergroup meetings according to Robert's Rules of Order.
- May request the selection of an OA member to serve as parliamentarian to assist in this task.
- Serves as an ex-officio member on Intergroup committees and liaises between them (when requested by the Chairperson to do so).
- Advises the chairperson in advance if unable to attend an Intergroup meeting.
- Chairs service board meetings and prepares an agenda for service board meetings with the help of the Chairperson
- Checks the vice-chairs email regularly and answers any questions related to this positions and forwards any questions/e-mails to other committees if needed.