

A Guide for Intergroup Representatives:

What is Intergroup and What is My Role as an Intergroup Representative?

An SCA meeting has nominated, elected, drafted, or railroaded me to be the meeting's Intergroup Representative. What are the primary duties involved with this service?

Not to worry. Intergroup Service can be as rewarding as any other, sometimes more. As in most service, 80% of it is just showing up. Congratulations for having been entrusted by your SCA meeting with this valuable and vital service to your meeting and to SCA New York as a whole.

The following are the primary duties of an Intergroup Representative:

- 1) Attend monthly Intergroup meetings (except August), usually held on the second Sunday of each month, from 3 pm to 5 pm, at the LGBT Community Center, but re-scheduled in any month in which a major holiday falls on the second Sunday.
- 2) Participate in the discussion of the business meeting, which follows an agenda maintained by the Intergroup Secretary and modified by member suggestions and/or the Chair.
- 3) Make regular reports to your SCA group after each Intergroup meeting. There's no need to repeat all (or even most) of the business conducted. However, dates, times, places of upcoming events and/or planning meetings, service opportunities/needs, and anything that you believe impacts SCA as a whole might be mentioned. Indicate that anyone who wants to know more can come to you after the meeting. Keep your records. Ask if anyone at your meeting has any issue they would like you to bring to Intergroup.
- 4) Communicate with other Intergroup members between meetings as needed via email, Google Groups, and the web to keep informed and review materials that are distributed. If you volunteered to assist one of the committees, stay in touch with the other members via telephone or email, and keep others updated regarding your piece of service.

What is the term of service for an Intergroup Representative?

The term of service for an Intergroup representative is one year.

What are the first things I need to do to as a new Intergroup Representative?

The following are basic steps that will help a newly elected representative to perform Intergroup service efficiently:

- 1) Introduce yourself to the Intergroup Secretary (secretary@scany.org) about your election as representative of your meeting. Identify yourself and what meeting you represent.
- 2) Check to see if there was a prior Intergroup representative for your meeting. If so, try to obtain his/her records from their term as representative and tap them for their experience, strength, and hope.
- 3) Decide what email address you will use to communicate with Intergroup regarding SCA issues. If you're concerned with anonymity, take steps to set up an anonymous Gmail or other free email account to be used for this purpose (e.g., JohnQ4Sca@gmail.com). Check this account for messages regularly.

-)4 Join the SCA-NY-Intergroup Google Group using the email account you have chosen to receive SCA-related communications. To join this group, contact the Intergroup Secretary at secretary@scany.org and identify yourself as a new Intergroup representative and which meeting you represent. Or simply identify yourself as a new Intergroup representative when you attend your first Intergroup meeting.
-)5 Familiarize yourself with the navigation of the Google Group and the resources stored there, and review the most recent postings and project documents. This includes the schedule of upcoming Intergroup meetings.

What is Intergroup anyway? What is its purpose?

- 1) SCA Intergroup of New York is the service committee for the New York chapter of Sexual Compulsives Anonymous, a monthly gathering of representatives from the individual SCA meetings throughout the New York area. Concerns of individual meetings and matters of common interest for SCA New York as a whole are discussed at Intergroup meetings.
- 2) It is important to note that Intergroup is NOT a ruling, or governing body for the SCA fellowship. As stated in Tradition 2, "Our leaders are but trusted servants; they do not govern." In addition, it should be understood that any guidelines put forth by Intergroup are merely suggestions, which in the group conscience are considered to be in the best interests of SCA as a whole. As stated in Tradition 4, "Each group should be autonomous, except in matters affecting other groups or SCA as a whole." SCA Intergroup is therefore a service committee directly responsible to those they serve, as stated in Tradition 9.

What services does Intergroup actually provide to the Fellowship?

- 1) Updates and distributes the meeting list
- 2) Orders literature from ISO for distribution to meetings
- 3) Returns calls received on the SCA voicemail
- 4) Maintains the telephone recording that lists meeting times and places
- 5) Produces literature for Intergroup approved distribution at the local level and for submission to SCA's International Service Organization (ISO) for approval at the international level
- 6) Provides suggested guidelines for meetings
- 7) Plans SCA special events and retreats
- 8) Engages in community outreach through its Twelfth Step Committee

How is Intergroup structured?

- 1) SCA Intergroup is composed of the voting members from each meeting (each meeting is encouraged to elect a representative for a one year term); officers (a chairperson, treasurer and secretary); and committee chairpersons. The officers and committee chairs are usually elected from the members of Intergroup; however, any member of the fellowship at large who has at least 6 months in program may stand for these positions by coming to an Intergroup meeting during the nomination period (usually January-February), or by giving his or her name to the ad hoc Nominating Committee.

- 2) Many of the activities of Intergroup take place within the context of the different standing committees that have been formed to serve the fellowship. SCA may also create ad hoc committees. The following tables describe the Intergroup Officers and the standing committees and their functions.

INTERGROUP OFFICERS

Title	Description
Chairperson	Presides over Intergroup meetings. Maintains order and ensures that the agenda items are covered in as timely a fashion as possible. Sets the meeting agenda with input from the fellowship, facilitates discussion guided by the SCA Bylaws, and follows up to ensure that all action items approved by the group are completed in a timely fashion. This officer is authorized to co-sign checks on the SCA Intergroup bank account.
Vice-Chairperson	Assumes the responsibilities of the Chair if he/she cannot attend the regular meeting.
Treasurer	Receives the suggested donations from the individual meetings and provides accounting for all income and disbursements for expenses. Maintains the Intergroup financial records and reports monthly. Maintains the Intergroup tax returns and records relating to exemption from taxation as a not-for-profit. Picks up mail from the SCA P.O. box, documents and deposits SCA contributions, and pays Intergroup expenses (rent, phone, etc). The Treasurer must have a job, personal bank account, and a permanent address. This officer is authorized to co-sign checks on the SCA Intergroup bank account.
Secretary	Takes minutes during meetings, provides copies of minutes for approval at the next meeting, and notifies members of upcoming meetings. Collects, organizes, and distributes the Intergroup meeting minutes, representatives list, committee reports, Bylaws, Certificate of Incorporation, Policies and Guidelines Document, annual reports, and correspondence with government agencies. The Secretary should be comfortable using a personal computer and associated electronic mail, Internet browser, word processing, and spreadsheet applications. This officer is authorized to co-sign checks on the SCA Intergroup bank account.

INTERGROUP COMMITTEES

Committee Name	Description
Twelfth Step	Coordinates outreach programs to carry the message of SCA to the sexual compulsive who still suffers. In accordance with the 11th Tradition, this committee's activities are based on attraction rather than promotion and maintain the personal anonymity of all SCA members. Activities include (but are not limited to) outreach to prison programs, therapists, or groups in need of individuals to speak about what the program has done for them.
Literature Distribution	Maintains an inventory of SCA-approved or NY-Intergroup-approved literature, the quarterly Meeting List, all fliers and other informational materials, and also distributes/sells these materials to literature representatives from each meeting. The phone number and email address for the chair of this committee are listed on the meeting list so that literature persons from individual meetings may contact him/her to obtain literature for their groups.

Committee Name	Description
ISO Representatives	SCA ISO is a service board responsible to the fellowship that attends to the needs of SCA as a whole (new literature development, etc). SCA NY Intergroup has a total of four representatives, elected for staggered two-year terms, who serve in this capacity. They represent NY Intergroup at the annual SCA ISO conference and meetings where matters of policy and literature are discussed, and at any other meetings held by the ISO online, by telephone, or face-to-face. There is also one (1) alternate who participates in ISO business during the year and attends the annual meeting of SCA ISO if one of the regular representatives cannot attend.
Special Events	Responsible for developing, initiating, coordinating and reporting on events, including but not limited to the Annual Holiday Party and the Annual Conference. The Special Events chair is expected to hold planning meetings to organize events and elect officers for each event who will manage the day to day aspects of putting it together. Maintains its own bank account and makes financial accounting to Intergroup.
Communications	Maintains the telephone message service, organizes volunteers who return calls, reviews and replies to inquires, and delegates reply calls to Committee volunteers and or when appropriate knowledgeable SCA members outside the Committee. Responds to all emails directed to SCA NY's email address and routes information to and coordinates with any other committee, officer, or SCA member where appropriate.
Retreat	Responsible for managing SCA NY retreats, including but not limited to selecting locations, scheduling, publicizing, setting fees and subsidies, and arranging for transportation, accommodations, meals, meetings, educational programs, and entertainment. This committee maintains its own bank account and makes financial accounting to Intergroup.
Technology	Maintains and updates the SCA NY home page, www.scany.org . Also coordinates with the Meeting List Committee to maintain an up-to-date New York Meeting List online.
Literature Development	Responsible for researching, collecting, compiling, developing, and formatting new literature for review and approval by NY Intergroup and perhaps ultimately national approval by ISO.
Archives	Collects and maintains the off-site storage of Intergroup documents and historical memorabilia from the founding to the present day. Archived materials include: documents compiled by the Officers, agendas, motions, discussions, oral histories, letters, and communications with other organizations, as well as banners, buttons and other materials.
Meeting List	Responsible for maintaining and updating the time, date, and place of NYC SCA meetings. The Meeting List chair receives input from the fellowship regarding changes to meetings and publishes an updated Meeting List at least quarterly.

What are the procedures at an Intergroup Meeting?

- 1) To conduct the business of the meeting in a smooth, efficient and timely manner, members wait to be recognized by the chair before speaking.
- 2) Representatives present new business/fiscal business to be added to the agenda, followed by approval of agenda and previous minutes.
- 3) Elections: Any vacant officer or committee chair positions are filled. At the March meeting, all officer and committee chair positions are up for election.
- 4) Reports are presented by the Treasurer, standing committees, and any Ad Hoc committees.

- 5) When a motion is offered and seconded, there is a brief period of discussion on the motion during which support or opposition to the motion may be presented by anyone at the meeting. Discussion is followed by a vote. Only Intergroup representatives may vote on a motion. In the event of a tie, the Chair casts the deciding vote.
- 6) The result of the voting is considered to be the group conscience of Intergroup. In keeping with the Second Tradition, all Intergroup officers, committee chairs, and Intergroup members are but trusted servants; they do not govern.
- 7) Every member of SCA, whether representing a particular SCA meeting or not, is welcome to offer service by attending and participating in Intergroup meetings.

What if I am interested in serving on one of the Intergroup standing committees? Do I have to resign as representative for my group?

- 1) To serve on a standing committee, all you have to do is volunteer, either at an Intergroup meeting or by speaking to the chair of that committee. You do not have to resign as representative for your group.

If I am no longer the representative for my group, do I have to resign from my Intergroup service?

- 1) Absolutely not. Every member of SCA, whether representing a particular SCA meeting or not, is welcome to offer service by attending and participating in Intergroup meetings. Participation in Intergroup is a great way to support your sobriety and provide service to the fellowship!
- 2) Any SCA member attending the Intergroup meeting, whether an Intergroup representative of an individual SCA meeting or not, may participate in discussions and offer motions for consideration by Intergroup.

When are elections for Intergroup positions held? Are there any requirements? How long is the term of the various service positions?

- 1) All those who are interested in becoming candidates for these positions should come to the March Intergroup meeting at The Center (the second Sunday of March) or should let their interest be known to a member of the Nominating Committee or to the Chairperson, Treasurer or Secretary of Intergroup. Anyone interested in serving on but not necessarily chairing an Intergroup committee should also attend this March meeting.
- 2) Anyone who is a member of SCA in the sense of the Third Tradition, with the requisite desire to stop having compulsive sex, is eligible to become an officer or committee chair of SCA Intergroup. It is recommended that members have at least one (1) year in program. The two open ISO representative positions and the Retreat Committee Chair and Special Events Committee Chair have a two (2) year term. All other positions have a one (1) year term.

How do I find out more about Intergroup?

- 1) Visit and explore SCA New York's website at www.scany.org. Click on the Intergroup tab (found along the top of the home page or in the column of links at the top left of the page). This will take you to the Intergroup area of the website. There you will find links

to the Intergroup Meeting Calendar, to a description of Intergroup Officers and Committee Chairs, to the Official Bylaws of SCA New York Intergroup, and to the archive of the official minutes of previous Intergroup Meetings.

- 2) Find and speak with your meeting's previous Intergroup representative (if there was one) or any Intergroup representative at any meeting.