

Elections of SCA Intergroup Officers and Committee Chairs

**SCA NEW YORK INTERGROUP WILL HOLD ITS ANNUAL ELECTIONS FOR OFFICERS AND COMMITTEE CHAIRS
At the GLBT CENTER ON SUNDAY, MARCH 14, 2010 FROM 3 TO 5PM.**

Any member of SCA 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 have a two (2) year term. All other positions have a one (1) year term. SCA Intergroup meets at the Center on the second Sunday of each month except August.

The duties of the Officers and a description of each of the current standing committees are listed below.

All those who are interested in becoming candidates for these positions should come to the March 13th meeting at The Center (the second Sunday of March) or let their interest be known to a member of the Nominating Committee, Chairperson, Treasurer or Secretary of Intergroup. If you would like more information about the available positions or would like to speak to the current officer/chair (recommended) please contact your elected Intergroup Representative, or email igrpsec-ny@sca-recovery.org.

Anyone interested in serving on, but not necessarily chairing an Intergroup committee should also attend this meeting.

Participation in Intergroup is a great way to support your sobriety and provide service to the fellowship!

Officers

Intergroup Chair

Presides over Intergroup meetings on the second Sunday of each month; however, there is no meeting in August. This officer is authorized to co-sign checks on the SCA Intergroup bank account. The Chair 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.

Intergroup Vice-Chair

The Vice-chair assumes the responsibilities of the Chair if he/she cannot attend the regular meeting.

Secretary

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. This officer is authorized to co-sign checks on the SCA Intergroup bank account. The Secretary should be comfortable using a personal computer, and associated electronic mail, Internet browser, word processing and spreadsheet applications.

Treasurer

The Treasurer must be employed, have a permanent address and a personal bank account. This officer is authorized to co-sign checks on the SCA Intergroup bank account. The Treasurer maintains the Intergroup financial records and reports monthly. The Treasurer maintains the Intergroup tax returns and records relating to exemption from taxation as a not-for-profit. The Treasurer picks up mail from the SCA P.O. box, documents and deposits SCA contributions, and pays Intergroup expenses (rent, phone, etc).

SCA International Service Organization (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 (4) representatives who serve in this capacity. These representatives 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 reps cannot attend.

Committee Chairs

Committee chairs report on the activities of their respective committees at monthly Intergroup meetings. Committee Chairs may make recommendations for action by Intergroup. The following is a list of the standing Intergroup committees. Committee Chairs are required to submit a written and oral report at each monthly Intergroup meeting. Committee Chairs are expected to appear in person at each Intergroup meeting; if they are unable to attend, they are required to submit a written report through the Intergroup Secretary or other proxy.

Committees

Literature Development

The Literature Development Chair is responsible for researching, collecting, compiling, developing, and formatting new literature for review and approval by Intergroup.

Twelfth Step

Coordinates outreach programs to carry the message of SCA to the sexual compulsive who still suffers. In accordance with the Eleventh Tradition, the Twelfth Step Committee's activities are to be based on attraction rather than promotion and maintain the personal anonymity of all SCA members.

Telephone

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.

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.

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. The Retreat Committee maintains its own bank account.

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.

Literature Distribution

Responsible for maintaining an inventory, by purchase or donation, of all SCA literature either approved by ISO for national distribution or approved by NY Intergroup for distribution, as well as the quarterly Meeting List, all fliers and other informational materials; and distributes/sells these materials to literature representatives from each meeting.

Technology

Maintains and updates the SCA NY home page within the overall SCA website, www.sca-recovery.org. Also coordinates with the Meeting List Committee to maintain an up-to-date New York Meeting List online and the ISO website officer.

Email Contact Representative

This person is a member of the Technology Committee. However, the E-Rep shall be elected by the voting members of Intergroup. Responds to all emails directed to SCA NY's email address. The E-Rep routes information to and coordinates with any other committee, officer, or SCA member where appropriate.

Archives

The Archivist 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.