

## **Officers**

### **Intergroup Chair**

Presides over bi-monthly Intergroup meetings on the first Sunday of the month. 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.

### **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 bi-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.

### **Outreach**

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.

### **Communications**

Maintains the telephone and email message services, organizes volunteers who return calls and reply to emails, reviews and replies to inquires, and delegates reply calls and emails 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.

### **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.scany.org](http://www.scany.org). Also coordinates with the Meeting List Committee to maintain an up-to-date New York

### **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.