

INTERGROUP REPRESENTATIVE GUIDELINES

(Revised December 2014 & Written Specifically for NNIG)



**NORTHERN NEVADA INTERGROUP Of A.A.
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Northern Nevada Intergroup of Alcoholics Anonymous
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 EMAIL: officemanager@nnig.org/nnigwebmaster@gmail.com
 24-hour Answering Service: 775-355-1151
 Office Hours: 9: 00 AM to 5:00 PM Monday-Friday

Group/Meeting Information Form: Update: _____ New Meeting: _____

Group Name:	NNIG Group Number:
Intergroup Representative Name:	Mailing Address:
Meeting Location and Address:	Day of the Week _____ Time of Day _____ AM or PM
Email Address:	Phone Number: [for questions regarding meeting Information]

Meeting Descriptions (CODES) Circle All That Apply

BB-Big Book Study 12 & 12 Study Identify Other	BDM-Birthday Meeting	O-Open Meeting	Q/A –New Comers Questions/Answers	S-Smoking Meeting
C-Closed Meeting	SM-Speaker Meeting	SS-Step Study	TM-Ticket Meeting	WA- Wheel Chair Accessible
WO-Women Only	NS-Non-Smoking	CL-Candle Light Meeting	D-Discussion Meeting	ESP-Spanish Meeting
G/L- Gay/Lesbian	HI-Hearing Impaired	YP-Young People Meeting	MS-Men’s Stag	NC-No Children

Note: All meetings are non-smoking unless otherwise noted.

(COPIES OF THIS FORM ARE AVAILABLE AT CENTRAL OFFICE)

INTERGROUP REPRESENTATIVE HISTORY & BACKGROUND

Bill W. helped write an Intergroup pamphlet which was published by the Intergroup Committee of New Jersey in March 1949. On the back page Bill wrote:

“Every A.A. member wants every alcoholic in the world to have the chance he had. Every A.A. member wants unity for our movement. Every A.A. member wants the good opinion of medicine, religion, and the general public. We know we must have these things or the new man may never get his chance. The Intergroup associations are the best insurance we can have that our life lines to the hundreds of thousands yet to come will never break or tangle. Let us always be generous. Let us warmly support Intergroup”

--A.A. Co-Founder
Bill W. 1949

Dr. Bob was not only a supporter of the Intergroup/Central Office concept; he was an active participant in the Akron Central committee. In “**Dr Bob and the Good Old – Timers,**” his involvement was discussed in some detail by Dan K., an early Akron A.A.:

“Doc used to play an important part in the Central Committee. That was the Steering Committee for the Office. We’d meet the first Monday of every month and he always attended. There’d be a member from each group. During the meeting, sometimes, **the words would fly like you were in a Barroom.**” During one meeting Dr. Bob stood up hushed the crowd and said: “Gentlemen please. We’re still members of Alcoholics Anonymous. Let’s carry the **Principles of A.A.** into these business meeting. You are servants of your group (s), here to take the **Ideas** formulated by the committee. Let one man talk at a time, and let us conduct this business meeting as a service to the Lord and a service to our fellow members of Alcoholics Anonymous.”

-- A.A. Co-Founder
Dr. Bob

NNIG’S first meeting appears to have been 1947, and in August of 1975, the first Central Office in Reno opened on St. Lawrence Street. The NNIG was originally formed to connect a relatively small number of groups scattered over a large area and to unify these groups to better provide help to the suffering alcoholic in a way that could not be as effectively provided by individual groups alone. Today our mission has greatly expanded to assist our General Service Office in New York, Area 42, other service structures and through our committee efforts enhance our responsibility to ‘carry the message to the alcoholic who still suffers.’

LETTER TO THE REPRESENTATIVE OR ALTERNATES

Congratulations on being elected an Intergroup Representatives. It will be a wonderful experience for you. Action is the magic word to insure sobriety. Your commitment and responsibilities can be large and may vary, but your first responsibility is to your **HOME GROUP**, so it is always best to check with them on their ideas and about how they want the position to be handled.

Your responsibility will be to take information from the Intergroup Representatives Business Meeting back to your group. Also your group's desires and needs may require the input of other Representatives in handling group issues. There will be issues that need to have "group consciences" in order to vote. The Representatives should have the "RIGHT of DECISION." This means that between the times you get the HOME GROUP decision and the time of a vote there may be changes or new information to consider. You or your group may designate an alternate to fill in if you can't make the business meeting. However, only one vote per person from any group is allowed. In the interest of continuity, you should make every attempt to attend all meetings yourself.

Your Home Group needs to be registered with Intergroup (at Central Office) for thirty days prior to any vote from your group to be eligible in voting. These forms are available at Representatives Business Meeting, Intergroup Representatives Booklet Page and at Central Office. The information asked for includes the Representatives and Alternate Representatives Address, meeting place, time and codes for the meeting list; the Address is required for a contact person and a mailing address for the newsletter "The Bracer" The Group will be registered with NNIG for account receipts (This doesn't mean that your Group is registered with GSO in New York; that is your GSR's responsibility). The Group Information Update Form needs to be completed whenever there is a change in your Group and/or in January each year in order for Central Office to have current up-dated records on the Groups.

The minutes of each month's business meeting of NNIG are posted on line in the "The Bracer." A hard copy of the minutes is available from the Central Office for those without Internet access. "The Bracer" contains valuable information relating to A.A. in our area, including info on groups, individuals, A.A. sponsored and other A.A. related events, donations, birthdays and individual letters to the editor. If your group wishing to receive one hard copy of "The Bracer," it will be furnished free of charge. You may subscribe for additional copies at the current subscription rate. It is also available via electronic mail via the NNIG organizational Web-site or by e-mail. Check with the Central Office for details.

Most importantly as Intergroup Representative, you are instrumental in symbolizing A.A. to your group, to NNIG and to newcomers. The voice of the Group determines how Intergroup and your Central Office are run. With the exception of the Chairperson, all Officers and Committee Chairpersons are Voting Members ***UNLESS*** He/She is representing their Group as an Intergroup Representative. Each representative has one vote only.

GOOD LUCK!

NORTHERN NEVADA INTERGROUP (NNIG)

NNIG is the embodiment of all registered groups in its area. NNIG expresses the collective conscience of these groups. NNIG has established a Central Office and has agreed that the office will be managed through its Central Service Steering Committee by a Central Office Manager in accordance with the Articles of Incorporation, By-Laws and Operating Procedures of NNIG.

TRADITION TWO

1. **For our Group purpose there is but one ultimate authority – a loving God as He may express Himself in our Group conscience. Our leaders are but trusted servants; they do not govern.** (Reprinted with permission from A.A. World Service, Inc.)
2. **There is the quiet opinion... The Group conscience decrees the terms upon which its leaders shall serve.** (Reprinted with permission of World Service, Inc. from the Twelve Steps and Twelve Traditions. Pages 134 – 135)

THE REPRESENTATIVES' OR ALTERNATES' ROLE

1. Many new Representatives may not be familiar with the actual function and purpose of the NNIG. This introduction booklet has been developed to assist you in understanding the workings.
2. The first By-Laws/Operating Procedures were formulated by the members shortly after NNIG was formed, in March 1975 and filed with the State of Nevada and I.R.S. They have been amended and adapted by the Group Representatives through the years. Because we are obligated to operate within the realm of by – laws and procedures, it is important that you are familiar with them. By-Laws and Operating Procedures are living documents since they change as they are amended as our A.A. needs evolve. Amendments are normally the result of striving for continuous improvement within NNIG.
3. The Representative's job is to carry the informed group conscience from his/her group to the Representative's Business Meeting where a collective group conscience is taken. The representatives give a thorough and accurate report of the issues raised at the NNIG Representative Business Meeting at his/her group's Business Meeting. The issues are discussed, votes taken and the group conscience carried back to the next Representatives Business Meeting. It is also within the spirit of the Twelve Concepts that Representatives should be able to make decisions (in accordance with the Third Concept: "Right of Decision") based on additional information that was not available when the group conscience was taken or if an emergency situation arises. NNIG encourages representatives to attend all Representative Meetings, participate in discussions and vote the conscience of their respective group. It is also suggested that any group concern be brought to the attention of the NNIG by the Intergroup Representatives.
5. NNIG urges all representatives to become familiar with established by–laws and operating procedures. This will enable the representative to be of maximum service to their respective group and NNIG group conscience.
6. NNIG as a body is the employer of the Central Office Manager and has input on financial matters via the Steering committee. The Central Office Manager is hired by the NNIG Steering

Committee to manage the affairs of the office in accordance with the NNIG by-laws and operating procedures established by the Representatives. The Representatives/Alternate Representatives present on the 1st Tuesday in June Business Meeting shall elect the NNIG Board of Directors and Central Service Committee Chairpersons (term limited officers included) in accordance with Third Legacy Procedures.

7. The Intergroup Representative/Alternate shall be responsible to their Group Members to insure they are informed of all activities in NNIG.

8. For additional information regarding the Representative's Role see Section XIV, of the Operating Procedures located in Central Office and on-line at nnig.org.

RESPONSIBILITIES AND DUTIES OF CENTRAL OFFICE AND NNIG

1. The various Groups and Individuals associated with the NNIG financially support the Central Office. The basic purpose for the Central Office is to assist AA Groups and their members in carrying the A.A. message to the alcoholic who still suffers.

1.1 Means of Support:

- 1.1.1 Voluntary A.A. Group Contributions from the groups in Northern Nevada.
- 1.1.2 Individual Contributions from alcoholics not to exceed \$3000.00 per year.
- 1.1.3 Special functions as approved by the Intergroup Representatives.
- 1.1.4 Faithful Fivers Contributions
- 1.1.5 Literature and merchandise sales

2. The Central Office Manager depends on A.A. service work to be performed by volunteers, as our twelve step work ought never be paid for. However our 8th Tradition states "Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers." Some of the services provided through the office are as follows: **(See Operating procedures Section X Central Office Purpose for other duties and responsibilities.)**

2.1 **SCHEDULES:** Over 750 weekly meetings are listed. It takes much time and energy to coordinate meeting information and to provide updates. These schedules are updated monthly and are printed as needed. Schedules are also available on-line.

2.2 **NEWSLETTER "THE BRACER:** One way members of our groups can communicate with each other is through our monthly newsletter, "The Bracer." Every registered group may put their events, birthdays or meeting information in the newsletter. "The Bracer" is compiled and edited by "The Bracer" Committee. The Chairperson also e-mails "The Bracer" to those who subscribed. Central Office is responsible for printing, folding, and mailing the newsletter to members. For questions contact Central Office at 355-1151.

3. **GROUP FLYERS:** Another way members of groups can communicate with each other is by displaying their flyers at Central Office. Every registered group may have Central Office make copies of flyers for a minimal fee.
- 2.4 **TELEPHONE:** The Central Office Staff and Volunteers answer hundreds of calls from A.A. members needing a meeting or other A.A. information. Out of town visitors frequently say that the Central Office is the first place they call upon arrival in our area. Many visitors also call from their homes to get meeting information and directions. The phones are answered from 9:00 a.m. to 5:00 p.m. Monday through Friday by the Office Manager and by volunteers; callers are turned over to our Volunteer Answering Service Committee when the Office is closed.
- 2.5 **E-MAIL:** The Central Office has a web site so the groups and members may communicate. This system may be used for group information, ordering literature, and various other requests. www.officemanager@nnig.org
- 2.6 **WEB SITE:** The Central Office oversees a Web site through the help of a volunteer Web master for the use of groups. This site is kept up-to-date only if the groups and their officers report changes in a timely manner. Groups listed in this site are registered members of the Northern Nevada Intergroup of A.A.
Group events are also listed on this site: **www.nnig.org**
- 2.7 **FAX:** The Central Office maintains a fax line for its groups and members to communicate with the office. It's primarily used to advertise upcoming events, birthdays and other information on their groups. (775) 355-1560
- 2.8 **LITERATURE:** The Central Office has A.A. Conference Approved Literature and Non-A.A. Literature for sale to groups with a small mark-up in order to carry the message to the alcoholic who still suffers. Mail requests are filled as soon as possible.
- 2.9 **TWELVE STEP WORK:** Between 9:00 am and 5:00 pm Twelve Step calls are taken at Central Office by A.A. members who volunteer their time. After office hours, these calls are answered by Answering Service Committee Volunteers. Twelve Step Volunteers are then contacted to talk to the caller at length.
- 2.10 **ANSWERING SERVICE:** This is a closely coordinated network of volunteers who answer calls to A.A. after Central Office hours. These calls are forwarded to committee members' homes when the office is closed. In this way the NNIG provides twenty-four hour phone coverage by A.A. members for Twelve Step calls and meeting information.
- 2.11 **PUBLIC INFORMATION / COOPERATION WITH THE PROFESSIONAL COMMUNITY:** Central Office receives calls from schools, private groups or public functions requesting information about Alcoholics Anonymous. The Office Manager relays the request for speakers to the PI/CPC Chairperson who schedules A.A. members to make these presentations. Public Information and Cooperation with the

Professional Community pamphlets about A.A. and A.A. Guidelines are in stock at Central Office.

- 2.12 **SPECIAL EVENTS:** NNIG has established a New Years Eve Gala, Cabbage & Cribbage, Annual Picnic, Halloween Event and Annual Gratitude Dinner. Other Special Events or Programs may also be authorized by and with groups' approval through their Intergroup Representatives.

OFFICERS AND COMMITTEE CHAIRPERSONS (SEE OPERATING PROCEDURES FOR QUALIFICATIONS SECTIONS XV, XVI, AND XVII)

1. NNIG CENTRAL SERVICE STEERING COMMITTEE COMPOSITION

- 1.1 Two Intergroup Representatives
- 1.2 Chairperson
- 1.3 Vice Chairperson
- 1.4 Secretary
- 1.5 Treasurer
- 1.6 Office Manager

2. NNIG BOARD OF DIRECTORS

- 2.1 Chairperson
- 2.2 Vice Chairperson
- 2.3 Treasurer
- 2.4 Secretary

4. NNIG CENTRAL SERVICE COMMITTEES

- 4.1 Monthly Speaker Chairperson
- 4.2 Public Information Chairperson
- 4.3 Cooperation with the Professional Community Chairperson
- 4.4 Bracer Chairperson
- 4.5 Answering Service Chairperson
- 4.6 Sunshine Committee Chairperson
- 4.7 Area 42 Liaison
- 4.8 Webmaster
- 4.9 Activities Chair
- 4.10 CT&BTG Steering Committee Liaison Chairperson.
 - 12.4.1 Treatment Facilities Committee
 - 12.4.2 Correctional Facilities Committee
 - 12.4.3 Bridging the Gap Committee
- 4.11 Activity Steering Chairperson
 - 12.6.1 New Years Gala Chairperson
 - 12.6.2 Cabbage & Cribbage Chairperson
 - 12.6.3 Annual Picnic Chairperson

- 12.6.4 Halloween and Dance Event Chairperson
- 12.6.5 Gratitude Dinner Committee Chairperson

5. AD-HOC COMMITTEES

- 5.1 Election Procedures
- 5.2 Order of Election
- 5.3 By-Law/Operating Procedures Review Committee (Assigned by NNIG Chairperson)
- 5.4 Audit Committee

NNIG MASTER CALENDAR:

(Note: Central Office is closed on all legal holidays)

JANUARY:

HOLIDAYS:

- | | |
|---|--|
| <ul style="list-style-type: none"> 1. Treasurer’s Quarterly Report 2. Treasurer’s End – of –Year Report 3. Steering Committee Meeting is the last Tuesday of the month.
@ 5:30 PM @ Central Office 4. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club 5. NNIG Speaker Meeting, Second Saturday of each month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information. | <ul style="list-style-type: none"> 1. New Years Day 2. Martin L. King Birthday |
|---|--|

FEBRUARY:

HOLIDAYS:

- | | |
|--|---|
| <ul style="list-style-type: none"> 1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office 2. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club 3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information. | <ul style="list-style-type: none"> 1. Presidents Day |
|--|---|

MARCH:

HOLIDAYS:

- 1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office
- 2. NNIG Business Meeting, First Tuesday of

the month @ 7:00 PM @ Reno Triangle Club

3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM
@ Silver Legacy Resort Casino or contact Central Office for information.
4. Corned Beef and Cribbage.

APRIL:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month
@ 5:30 PM @ Central Office
2. NNIG Business Meeting, First Tuesday of
the month @ 7:00 PM @ Reno Triangle Club
3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM
@ Silver Legacy Resort Casino or contact Central Office for information.
4. Treasurer's Quarterly Report

MAY:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office
 2. NNIG Business Meeting, First Tuesday of
the month @ 7:00 PM @ Reno Triangle Club
 3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM
@ Silver Legacy Resort Casino or contact Central Office for information
1. Memorial Day

JUNE:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month
@ 5:30 PM @ Central Office
2. NNIG Annual (Election) Meeting, First Tuesday of the month
@ Reno Triangle Club 7:00 p.m.
3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM
@ Silver Legacy Resort Casino or contact Central Office for information.
4. Annual Picnic

JULY:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office
 2. NNIG Business Meeting, First Tuesday of
1. Independence Day

the month @ 7:00 PM @ Reno Triangle Club

3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information.
4. Treasurer's Quarterly Report

AUGUST:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office
2. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club
3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information.

SEPTEMBER:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday the month @ 5:30 PM @ Central Office
 2. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club
 3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information.
1. Labor Day

OCTOBER:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office
 2. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club
 3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information.
 4. Halloween Party and Dance
1. Nevada Day

NOVEMBER:

HOLIDAYS:

1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office
1. Veteran's Day

- | | |
|---|---|
| <ul style="list-style-type: none"> 2. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club 3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM 4. @ Silver Legacy Resort Casino or contact Central Office for information. 5. Treasurer's Quarterly Report 6. Gratitude Dinner | <ul style="list-style-type: none"> 2. Thanksgiving Day and the Following Day |
|---|---|

DECEMBER:

HOLIDAYS:

- | | |
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| <ul style="list-style-type: none"> 1. Steering Committee Meeting is the last Tuesday of the month @ 5:30 PM @ Central Office 2. NNIG Business Meeting, First Tuesday of the month @ 7:00 PM @ Reno Triangle Club 3. NNIG Speaker Meeting, Second Saturday of the month @ 7:00 PM @ Silver Legacy Resort Casino or contact Central Office for information. 4. New Years Gala Event. | <ul style="list-style-type: none"> 1. Christmas Day |
|--|--|

NOTE: It is suggested that all NNIG Officers, Committee Chairpersons and Intergroup Representatives consider supporting all functions of NNIG!

CONFERENCE-APPROVED LITERATURE (SERVICE MATERIAL FROM GSO)

“Conference-Approved” literature describes written, audio or visual material approved by the Conference for publication by GSO. This process assures that everything in such literature is in accordance with A.A. Principles. Conference approved material always deals with the recovery program of Alcoholics Anonymous or with information about the A.A. Fellowship.

The term “Conference-Approved” has no relation to material not published by GSO. It does not imply Conference disapproval of other material about A.A. A great deal of literature helpful to alcoholics is published by others, and A.A. does not try to tell any individual member what he or she may not read.

Conference approved literature assures us that our literature represents solid A.A. experience. Any Conference – approved booklet or pamphlet goes through a lengthy and painstaking process, during which a variety of A.A.’s from all over the United States and Canada read and express opinions at every stage of production.

How to tell what is and what is Not Conference – Approved.

Look for the statement on books, pamphlets and films;

“This is A.A. General Service Conference – Approved Literature”

NON “CONFERENCE-APPROVED” LITERATURE

Central Office and Intergroup committees may write and distribute pamphlets or booklets that are *not* Conference – Approved. If such pieces meet the needs of the local members, they may be legitimately classified as “A.A. literature.” There is no conflict between A.A. World Service

(publishers of Conference – Approved literature), and Central Offices or Intergroup – rather they complement each other. The Conference does not disapprove of such material.

AVAILABLE AT MOST A.A. GROUPS:

Most local A.A. Groups purchase and display a representative sample of Conference – Approved pamphlets, and usually carry a supply of hardcover books. Groups normally offer pamphlets free of charge, and the books at their cost to support their group and Central/Intergroup Office.

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NNIG ORGANIZATIONAL FLOW DIAGRAM

LOCAL GROUPS: (Group Conscience Information Flow)



INTERGROUP REPRESENTATIVE: (Information Flow)



NNIG Central Service Committees:

*Answering Service ASC
Public Information PIC
Cooperation with the Professional Community CPC
Sunshine Committee
Bracer Committee
Speaker Committee
Webmaster
Area 42 Liaison
Activities Chairperson*

Corrections, Treatment and Bridging the Gap Chairperson

*Treatment Facilities Committee
Corrections Facilities Committee
Bridging the Gap Committee*

Activities Committees

*New Years Gala Committee
Cabbage and Cribbage Committee
Annual Picnic Committee
Halloween Event Committee
Gratitude Dinner Committee*

NNIG Steering Committee Members:

NNIG Chairperson
NNIG Vice-Chairperson
NNIG Treasurer
NNIG Secretary
Two NNIG Intergroup Representatives
Central Office Manager

NNIG Board of Directors:

NNIG Chairperson,
NNIG Vice-Chairperson,
NNIG Treasurer
NNIG Secretary

NOTES

