

Chicago Area S-Anon Intergroup Chair Position Duties

Intergroup Meetings:

- Lead monthly Intergroup Meetings either by Phone or Face-to-Face
- Work with the Intergroup Secretary to review the monthly agenda and prior month's meeting minutes
- Review or put together any other Intergroup meeting materials as needed
- Follow-up with officers and others as needed to prepare for the Intergroup Meeting
- Follow-up on discussions and decisions made at Intergroup in terms of gathering information and/or taking actions
- In coordination with the Intergroup Secretary track the attendance of reps at Intergroup and follow-up with groups that have not sent a Rep three times in a row.

Other:

- Sit on Intergroup sub-committees as needed
- Check-in with the Chairs of upcoming events to see how their planning is progressing
- Be available for answering questions and providing ESH as needed to Officers and Reps