

**Intergroup Secretary Duties
Effective November 2020**

Intergroup Meetings	Notes
Intergroup (IG) meets 2nd Saturday of each month - <i>except for holiday weekend.</i>	
IG Face-to-face meetings: Feb, May, Aug, Nov at 8:30 am, Hinsdale Hospital. (effective 5/13/17) Anticipate date conflicts and suggest rescheduling as needed.	No face-to-face during COVID-19 pandemic.
Secretary takes roll call & determines quorum. (Quorum = simple majority/50% of total reps & officers. For example, 16 meeting reps + 5 officers ÷ 2 = 10.5 or 11 attendees to make a quorum.)	See protocol for IG phone meetings. Quorum as per #11 of Intergroup Bylaws.
Secretary records minutes and votes taken during meeting.	Ask for those opposed first, then for abstentions. Simple majority rules.
Tasks:	
Write up IG meeting minutes. Minutes should reflect attendance, reports given, motions, votes, old business, new business, next meeting.	Good practice to do this same day/week as meeting, if possible. Send minutes to Chair for review. Make revisions if necessary.
Update Rep Attendance Sheet	Keep a record of rep attendance and notify Chair of meetings that have not sent a rep to Intergroup for 3 consecutive meetings.