

Chairman:

- Prepare agenda for the regular business meeting at least one week in advance of the meeting. Agenda should not be boilerplate, not the same every month and should contain the following information:

Chairman should prepare agenda since he/she manages agenda more than any other. The early agenda also serves as the business meeting reminder.

1. In Old Business, persons presenting and estimated time allotment.

2. In New Business, persons presenting and estimated time allotment.

3. Items coming up for a vote and any links to supporting reference material.

Send the advance agenda one week before the meeting to Minutes Distribution Mailing List (TBA)

Preside and preserve order at all Nature Coast Intergroup meetings.

- See that Committee Chair reports are presented briefly and concisely.

- Limit time on all discussion and if issue unresolved, carry over to next meeting

- Facilitate inclusion of all Intergroup Representatives, keep focus on topic at hand, keep in mind the necessity of a well-informed group.

- Allow ample time for old business.

- Allow ample time for new business.

- Attempt to close meeting on time.

Service Obligations:

- When possible, attend North Florida Area Meetings (General Service Assemblies).

- Attend all special committee meetings.

Alternate Chair:

The duties and service obligations of the Alternate Chair include, but are not limited to:

- Chair Nature Coast Intergroup meetings in Chair's absence, and assist Chair as needed.

Secretary:

- Prepares and distributes minutes of the Intergroup Meetings. Minutes should be emailed to Minutes Distribution Mailing List (TBA) Intergroup Trusted Servants, Committee chairpersons, Intergroup Reps, Alt. Intergroup Reps, and postal mail if necessary.

Secretary still prepares meeting minutes and distributes to USPS recipients, and the established mailing list

- Maintains and updates any postal USPS mailing lists and email distribution lists as applicable.

- Maintains and updates Intergroup Reps lists.

~~- Keeps copies of all Intergroup Meetings and correspondence for archival purposes.~~

- Takes the roll call at Intergroup Meetings.

- Passes the attendance sheet at the Intergroup Meeting.

The maintenance of that email contact database will no longer remain a responsibility of the secretary, but instead shift to webmaster, maintainer of all email related offerings for Nature Coast Intergroup.

~~- Send out an announcement and proposed to date agenda for the regular business meeting one week in advance of the meeting or as directed Nature Coast Intergroup Chair.~~

in nomination. Nominations from the floor will be in-order. Each member group shall have one vote, and those receiving the most votes will be elected. Ties will be resolved by a second or further ballot(s).

[See Amendment Seven]

ARTICLE SEVEN

ORDER OF BUSINESS

1. Call the meeting to order.
2. Open the meeting with the Serenity Prayer.
3. Roll Call
4. Read the minutes of the preceding meeting.
5. Reports from the Officers
6. Reports from Trustees
7. Reports from the Committees
8. Old and unfinished business
9. New business
10. Adjournment

[See Amendment Ten and Eleven]

ARTICLE EIGHT

COMMITTEES

All Committee Chairmen of this organization shall be appointed by the Intergroup Officers, and their term of office shall be for a period of one year or less, or terminated by action of the Intergroup Officers. Committee Chairmen must have one-year (1) of sobriety; no sobriety requirement for committee members.

[See Amendment Four]

Webmaster - NCI publishes this website (<http://www.ncintergroup.com>) which includes updated local meeting lists and a local web site with maps for each meeting. The website has three basic purposes, (1) HELP - for people to get help with a drinking problem; (2) FIND MEETINGS - for people to find A.A. meetings and resources nearby; (3) INFORMATION - for members to obtain info about NCI (including social events of Intergroup), District (Including meeting and workshops), Area and GSO; also friends and professionals to get general information about A.A. including access to the literature and history of A.A. (4) Manage and support automated/hosted email mailing lists for the service community and educate on usage

Hotline - NCI maintains a telephone help-line called the Hotline (352) 621-0599) which is manned 24 hours a day and available to help anyone in the community who may have a problem with alcohol. NCI relies on local A.A. group members to perform Twelfth-Step

Adding Mgmt & Support for Mailing List to official duties of Webmaster