

# Intergroup Positions Available!



The Valley Intergroup Service Council (VISC) was formed by the groups in Dublin, Livermore, Pleasanton, San Ramon, and Sunol to coordinate their efforts and thus be more effective in their primary purpose: "To Carry the Message."

**zoom**  
**1st Monday each month**  
**Meeting ID: 228 859 7009**  
**Password: 94566**

## Chair Person of Intergroup



5 yrs Sobriety Requirement

**Duties:** Preside over and guide monthly VISC meetings, working knowledge of the concepts, traditions, and Robert's Rules of Order. Able to conduct meetings in an orderly, timely, and impartial manner; provide input for VISC meeting agenda, recaps, and minutes; serve on the VISC Board, attend the monthly VISC Board meeting (last Monday of the month) and the monthly VISC meeting (first Monday of the month).

## PI/CPC Chair



**Public Information/Cooperation with the Professional Community**

2 yrs Sobriety Requirement

**Duties:** Acts in an informative capacity with non-AA organizations and professionals to keep the community informed as to the availability of AA. Participates as a member of the California Northern Coastal Area (CNCA) Public Information Committee. Attends the CNCA PI Committee meetings on the third Wednesday of the month at Oakland Central Office and reports back to the monthly VISC meetings.

## Workshop Coordinator Co-Chair



1 yr Sobriety Requirement

**Duties:** Organize and host a minimum of three workshops throughout the year to share experience on recovery-related topics—one of the workshops is the Secretary's Workshop.

## Webmaster



2 yrs Sobriety Requirement

**Duties:** Attends monthly VISC meeting and keeps VISC informed about updates, changes and needs of the VSC website. Attends monthly VISC Board meetings as requested/needed and keeps VISC informed about updates, changes and needs of VSC website. Responsible for day-to-day maintenance (i.e., ensure links and downloads are active and current, etc.) of VSC website in accordance with the VSC Website Guidelines.

## District 70 General Service Liaison



**Duties:** This liaison position on the VISC is elected by the District 70 General Service Group and is not elected by the VISC. This liaison position gives and takes reports to and from VISC and District 70 General Service.

## NCCAA Liaison - Northern California Council of AA



2 yr Sobriety Requirement (2 positions)

**Duties:** Attends monthly VISC meeting and keeps VISC informed about needs, service opportunities and activities of NCCAA; serves on and attends NCCAA Steering Committee meetings and conferences; gives and takes reports to and from VISC and NCCAA.

## Secretary of Intergroup



2 yrs Sobriety Requirement

**Duties:** Prepare agenda for monthly VISC meeting with input from Chairperson; attend and record minutes of the monthly VISC meetings; disseminate recaps of the minutes to Intergroup Representatives (IGRs) and all other VISC members; finalize minutes for dissemination to VISC Council and publication on the VSC website.

## Hotline Co-Chair



1 yr Sobriety Requirement

**Duties:** Keeps an active list of volunteers to answer the Hotline and to conduct 12-step calls and provide updated lists to the VSC; oversees the gathering of names, phone numbers, and duty times of Hotline volunteers; schedules training sessions for 24-hour Hotline volunteers and 12-step volunteers. Attends & reports back to VISC with monthly usage of Hotline calls.

## Accessibilities Chair & Co-Chair



2 yrs Sobriety Requirement - Chair

1 yr Sobriety Requirement - Co-Chair

**Duties:** Accessibility Committee explores, develops, and offers resources to alcoholics with significant barriers to receiving the Alcoholics Anonymous message and to participating in our program of recovery. We want A.A. to be available to all alcoholics who reach out for it. Projects that support members with a variety of accessibility challenges. Communications that keep the public and appropriate agencies informed about A.A. accessibility. Providing resources and guidance to groups so that they can accommodate all A.A. members

## H&I Liaison



2 yrs Sobriety Requirement

**Duties:** Attends monthly VISC meeting and provides information about needs, service opportunities and activities of H&I; attends monthly H&I meeting in Oakland (first Wednesday of each month over Zoom), and gives and takes reports between VISC and H&I.

## East Bay Young People of AA (EBYPAA)



**Duties:** This liaison position on the VISC is elected by EBYPAA and is not elected by the VISC. This liaison position gives and takes reports to and from VISC and EBYPAA.