

## Roles and responsibilities

Draft list based on work that is happening at the moment or has happened in the past.

Role	Responsibilities
Chair	Chair meeting, hold votes, update roles and responsibilities using IG guide,
Treasurer	Responsible for paying and receiving money.
Secretary	Take minutes, put agenda together, put on SAATalk.info
Mailbox	Manage mailbox, sent out emails to WIG email list for relevant content particularly agenda, minutes, votes by email
Website	Updating website eg adding events, amending meetings, creating new pages
Zoom host	Host the meetings on Zoom eg login, share docs, make sure mailbox servant has the zoom login
Liaison for all ISO or InterGroups	Information other committees/IG of the work of WIG, providing relevant information to WIG from those meetings
Event organisers	Leading the creation of events. Organising workshop leads or main shares, zoom hosts etc to manage the individual elements of an event. Developing WIG workshops

Starting on page 10 - R&R and job descriptions in appendix

<https://saa-recovery.org/wp-content/uploads/2016/07/Intergroup-Guide.pdf>

### List of committees and intergroups includes (but not limited to)

#### ISO:

Intergroup Communications Committee

Office Oversight Committee

Information Systems and Online Presence Committee

Prisoner Outreach Committee

Women's Outreach Committee

LGBT Outreach Subcommittee

Inclusion and Diversity Committee

Intimacy and Sexual Avoidance Awareness Committee  
Long Range Convention Planning Committee  
Literature Committee  
Intergroup Communications Committee (ICC)  
LGBT Outreach Committee

**InterGroups:**

Telephone IG (TIG),  
geographically based IGs,  
BIPOC  
WIG