

East Valley Intergroup, Inc.

Updated 4-15-2022

East Valley Intergroup, Inc.

# Policies & Procedures Manual

Approved 7/1995

# East Valley Intergroup, Inc.

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## Office Manager

### Office Manager Job Description (12/2019)

A minimum of 5 years continuous sobriety and active membership in Alcoholics Anonymous is required for working as the Office Manager.

Since it is his/her duty to operate the office in a manner fitting to sober members of A.A., qualifications should include: knowledge of accounting, office, and web publishing software; knowledge of bookkeeping and office procedures; eligibility to be bonded; public relations skills; and a clear understanding of the 12 Steps and 12 Traditions of A.A. They must be able to work well with committees but have leadership qualities for the purpose of delegating work and outlining areas of responsibility in the office procedures.

It is his/her responsibility to oversee all office activity to ensure that:

1. The office is open during normal business hours of 9 am to 5 pm, Monday through Friday (with exception of designated Holidays), and that the telephones are staffed to ensure that each call receives the attention it deserves.
2. Literature inventory is maintained according to LITERATURE Procedure.
3. Accurate records of literature purchases and sales are kept.
4. Proper bank deposits are made regularly.
5. Group records are maintained and updated as required.
6. Group and individual contributions are recorded and a statement of these is circulated as required by Intergroup Committee.
7. When a contribution which is not acceptable by our Traditions is received, the donor is informed tactfully and carefully and the donation is returned.
8. Copies of financial statements and all minutes from meetings held by various committees are available for circulation to Intergroup reps every month.
9. A monthly newsletter—which is an information piece for all A.A. groups and individuals in the East Valley—is printed and circulated prior to end of month.
10. Members wishing to spend time in the office are made to feel welcome and useful.
11. Anyone wishing information about A.A. is given suitable attention and sufficient literature as may be useful to them.
12. Incoming chairpersons of all committees are given the assistance and cooperation necessary to make their work effective.
13. The office environment is clean and attractive, with adequate notice of upcoming events and available literature on hand.
14. Printed and online meeting directories are produced, updated and maintained on a regular basis.
15. Requests for information from schools, media or professionals are directed to the appropriate committee chairperson as suggested by the guidelines.
16. Records of current Steering Committee members are maintained and updated as required.
17. The 12 Traditions of A.A. are protected in all our works, and our guidelines are consulted when decisions regarding changes are being considered.
18. Machines necessary to function in the office be obtained and maintained, with the approval of the Steering Committee.
19. New staff members are adequately trained and assisted in learning the job, and volunteers are given training per Volunteer Training Policy.

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20. A record of calls received is maintained.
21. A petty cash fund is available for incidental expenses and records of expenditures are kept.
22. East Valley Intergroup website is maintained and current.
23. Updates bank account with 2-3 signers, preferably the Chairperson and Treasurer.

### Office Managers Pay Range (12/2019)

The Office Managers' salary is not to exceed the normal and customary pay range for similar private sector positions.

The entry-level salary of a new Office Manager shall be commensurate with the experience of the applicant, within the pay range, and is subject to approval from the Intergroup Committee.

### Medical Expense Benefit for Office Manager (12/2019)

The East Valley Intergroup Office Manager will be offered a choice of Medical Benefits, to be effective 90 days after date of employment.

#### Option #1

The Office Manager may choose to enroll in a Medical Insurance Program. The Policy will be researched and selected by the Officer Manager, with final approval of the policy, and cost, from the Steering Committee. EVI will pay a portion of the premium.

#### Option #2

East Valley Intergroup will maintain a Medical Expense Fund to be utilized by the Officer Manager for Medical Expenses only. If the office Manager selects this option, the total annual amount of this fund will be determined annually during the East Valley Intergroup Budgeting Process but should be equivalent to the cost to the Intergroup for a standard medical insurance policy.

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## Employment Policies

### Hiring Employees Other Than Office Manager (4/1999)

The Steering Committee is responsible for investigating the need of additional employees of the East Valley Intergroup. The Steering Committee will report its findings as well as any recommendations to the Intergroup Committee for final approval. Upon approval from the Intergroup Committee of the position and budget thereof, the Office Manager and (or) Intergroup Officers will recruit and fill the position according to Intergroup guidelines.

### Workday (12/2019)

- A. The manager and other FLSA-exempt employees will work regular business hours and times required to complete their defined duties.
- B. Non-exempt employees will adhere to the workday as defined herein. Workday begins at 8:30 A.M. and ends at 5:30 P.M. with 1 hour off for lunch. Each workweek consists of 40 hours, and generally includes work performed Monday through Friday. However, the nature of our business sometimes demands workday or workweek hours different than those set forth above. Variation to the schedule will be made or approved by the EVI manager.

### Payday (7/1995)

- A. Manager and other FLSA-exempt salaried employees will be paid on the First and fifteenth of each month.
- B. Non-exempt employees are paid every two weeks, 26 times annually on alternate Fridays. Time cards are to be submitted to your manager by close of business the Friday preceding the company payday. Pay is for the two workweeks, or portion thereof, ending the Friday that time cards are turned in.

### Pay Advances (7/1995)

It is our policy to decline all requests for early paychecks or pay advances for personal reasons. Pay advances in the event of vacation or legitimate business reasons (e.g., business travel) may be requested through the EVI manager and must be approved by the Steering Committee.

### Overtime (7/1995)

- A. The manager and any other salaried FLSA-exempt employees will work hours and times required to complete their defined duties and are not entitled to overtime compensation.

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- B. Non-exempt employees will be paid at the rate of one and one-half times their regular hourly rate of pay for all time worked in excess of 40 hours in any one workweek.

Overtime is never at the employee's discretion. It shall only be incurred and paid at the request of the company through the EVI manager. The manager shall ensure that no unauthorized overtime hours are worked.

### Performance Review (12/2019)

Employees of E.V.I. will participate in a performance review based of the following criteria:

- A. Manager:
- a. Management employees will receive a performance and wage review by the Steering Committee Officers each year on or about the anniversary date of the employee.
  - b. The performance review will be completed in writing after the completion of an interview between the manager and the EVI Officers. The employee is encouraged to share in the review process by adding written comments to the evaluation form.
  - c. Manager's review to be undertaken by the Intergroup Officers and subsequently presented to the Steering Committee for their approval. Final recommendation of the Steering committee to be presented to Intergroup Committee for final approval.
- B. All other employees:
- a. Once a year, by or approaching employment anniversary date.
  - b. The performance review will be completed in writing after the completion of an interview between the employee and the EVI Manager. The employee is encouraged to share in the review process by adding written comments to the evaluation form.

All EVI employees are also encouraged to:

- Inquire about his/her performance from time to time;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the department or job classification;
- Ask for assistance in developing a goal-oriented path for advancement within the department or company;
- Learn about training available to assist the employee in skills improvement, promotion, or lateral transfer.

All EVI employees have the right to appeal in writing an unsatisfactory review to the EVI Intergroup Officers.

### Employment Eligibility Verification (12/2019)

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and



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noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form.

### Equal Pay (7/1995)

East Valley Intergroup will not pay wages to any employee at a rate less than the company pays employees of the opposite sex for comparable work requiring comparable skills. This policy is to be construed in accordance with applicable federal and state laws and regulations.

### Payroll Deductions (7/1995)

The following mandatory deductions will be made from every employee's gross wages; federal income tax, Social Security FICA and Medicare tax, and applicable city and state taxes.

Every employee must fill out and sign a federal withholding allowance certificate, *IRS Form W-4*, on or before his or her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new *W-4* at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an *Exemption From Withholding Certificate, IRS Form W-4E*. Employees are expected to comply with the instructions on *Form W-4*. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Optional deductions may include that portion (if any) of group health insurance not paid by the company, which is deducted from each payroll check. Other voluntary contributions, such as credit union and pension plan, are deducted each pay period.

Every employee will receive an annual *Wage and Tax Statement, IRS Form W-2*, for the preceding year on or before January 31. Any employee, who believes that his or her deductions are incorrect for any pay period, or on *Form W-2*, should check with the EVI Manager immediately. Your manager will give you time to do this during the workday.

### Salary Administration (7/1995)

It is EVI policy to award merit increases to employees for their dedication to the growth of the company, based on their skills, improvement, and outstanding performance.

Every employee is eligible for a merit increase; however, merit increases are not automatic. Following the employee's performance review, the reviewing party will rank the employee's performance according to his or her relative level of contribution to the company. Factors will include, without limitation, how well the employee had met the objectives agreed upon in the last review and the employee's level of contribution to

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the success of the company relative to other employees. Employees will be ranked as 1) Outstanding; 2) Very Good; 3) Satisfactory; and 4) Development needed. The reviewing party will forward a merit increase recommendation to the Steering Committee and subsequently to the Intergroup Committee for final approval. Any wage increase shall be retroactive to the anniversary date.

Pay increases are always subject to the availability of funds.

### Vacation (12/2019)

Vacation benefits are based on the employee's next anniversary date which occurs in the calendar year. The schedule for full-time employment is as follows:

<b>Anniversary Date In Calendar Year</b>	<b>Vacation Entitlement as of Employee's Anniversary Date</b>	<b>Accrual Rate hrs/pay period</b>
1st year	1 week	1.54 hrs
2nd through 4th	2 weeks	3.08 hrs.
5th through 9th	3 weeks	4.62 hrs.
10th through 19th	4 weeks	6.15 hrs.

The employee's anniversary date shall be the date of hire in current continuous employment period. To be eligible to take vacation, the employee must be in active pay status. Vacation is not vested, and a terminating employee will not be paid for vacation not taken. Vacation not taken during the year is forfeited.

New employees become eligible to take vacation after they have worked six consecutive months. Employees working half-time or more, but less than full time are entitled to paid vacation at 1/2 of the benefit defined for full-time employees. Employees not entitled to paid vacation may request permission from the EVI Manager to take up to one week of unpaid vacation time per year.

The EVI Manager is responsible for scheduling vacations. Vacation entitlement is administered by the EVI Steering Committee. Employees are responsible for planning ahead for vacation and working out a complete schedule with the EVI Manager. Normally, two-week advance notice of vacation is expected and necessary to ensure scheduling of work. Employees who desire to take more than two weeks of vacation at one time should give the manager at least 1-month advance notice. In addition, the EVI Manager shall notify the Steering Committee at least one week in advance of any planned vacation time to be taken by the EVI Manager.

*No EVI Policy shall be intended to conflict with state or federal law. In the event of a conflict, the specific law shall prevail.*

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### Holidays (7/1995)

East Valley Intergroup provides 10 paid holidays each year. The office is officially closed on the following days:

January 1*	New Year's Day
January 16	M.L.K. Day
February	President's Day
May	Memorial Day
July 4*	Independence Day
September	Labor Day
November 11*	Veteran's Day
November	Thanksgiving Day
November	day after Thanksgiving
December 24	Close at noon if falls on regular work day
December 25*	Christmas Day

\* If these holidays fall on Saturday, the preceding Friday will be a holiday. If they fall on Sunday, the following Monday will be a holiday.

### Eligibility for Holiday Pay

Only regular full-time employees are eligible for full holiday pay. Temporary employees are not eligible for holiday pay. Part-time employees are entitled to an equal number of company holidays, but they shall receive half pay.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day.

Employees may take religious holidays not designated as a company holiday either as a personal day or without pay. Prior approval in advance must be obtained from the EVI Manager.

### Personal Leave or Sick Leave (12/2019)

Employees can begin accruing earned paid sick time at the commencement of employment. In accordance with Arizona law, sick time is accrued based upon the number of paid employees and the number of hours worked. For employers with 15 or more employees: Employees are entitled to accrue a minimum of one hour of earned paid sick time for every 30 hours worked, but employees are not entitled to accrue or use more than 40 hours of earned paid sick time per year, unless the employer selects a higher limit. For employers with fewer than 15 employees: Employees are entitled to accrue a minimum of one hour of earned paid sick time for every 30 hours worked, but they are not entitled to accrue or use more than 24 hours of earned paid sick time per year, unless the employer sets a higher limit.

East Valley Intergroup recognizes a higher limit for full time employees having achieved one or more years of continuous employment. East Valley Intergroup also recognizes personal leave in addition to paid sick time for both full and part time employees. The combined benefit of personal leave and sick leave is awarded on the anniversary of employment. Full-time employees are credited with 40 hours of personal-sick leave per year. Part-time employees,

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working a minimum of 13.85 average hours per week, are credited with 24 hours of personal-sick leave per year. Otherwise part-time employees working less than 13.85 average hours per week will be credited 20 hours of personal-sick leave per year.

It is in the best interest of an employee who is ill or injured that the employee not remain at work. It is the EVI Manager's responsibility to send the employee home if the employee is incapacitated. If the employee disagrees with the manager's decision, they may return to work with a medical release signed by a Physician.

The employee may use personal time in conjunction with holiday and vacation time in the event of extended illness. However, at no time can the combination of these exceed normal earnings.

An employee taking personal time is expected to notify the EVI Manager at the beginning of the work day. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period of time.

A Medical Release Statement is to be submitted to the EVI Manager for review before the employee returns to work in the following situations:

1. Five or more consecutive work days of absence due to illness or injury.
2. In all cases of work-related injury when the employee has been unable to work after the time of the injury.
3. When returning from medical or maternity leave of absence.

In the case of a work-related accident or injury, the company will compensate an employee for any lost work hours beginning on the date of the accident or injury and for the next 40 hours of scheduled work time lost as a result of that accident or injury. The employee's personal leave is not to be used for this purpose. The employee must then use accumulated personal leave in conjunction with workmen's compensation or other disability income to receive full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

Unused personal leave will be forfeited if not used in the current anniversary year or upon termination. No employee will be allowed to overdraw personal leave.

Personal leave is not earned while an employee is on a leave of absence.

*No EVI Policy shall be intended to conflict with state or federal law. In the event of a conflict, the specific law shall prevail.*

### Equal Employment Opportunity Policy (4/1999)

It is the policy of East Valley Intergroup (E.V.I.) to provide equal opportunity employment and volunteer positions. Discrimination is prohibited on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, age, disability, and special disabled veteran or Vietnam era veteran status. Equal employment opportunity includes but is not limited to: recruitment, hiring, promotion, termination, compensation, benefits, transfers, E.V.I.-sponsored training, education, tuition assistance, and social and recreational programs.

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It is the responsibility of each hiring official or volunteer coordinator to communicate these goals and assure employment actions and volunteer staffing actions are in compliance with the East Valley Intergroup's policies providing equal opportunity.

### Policy on Alcohol and Drug Free Work Environment (4/1999)

The East Valley Intergroup will maintain an alcohol and drug free work environment. This includes, but is not limited to, the Central Office and any East Valley Intergroup-sponsored event or activity.

Drugs are to be defined as any illegal substances and any prescription medicine not prescribed by a doctor.

All prospective employees will submit to alcohol and drug tests prior to employment. Employment of such individuals will be contingent on the outcome of the tests.

The East Valley Intergroup reserves the right to require mandatory drug and/or blood alcohol (BAC) testing at the discretion of the Office Manager and/or the Intergroup Officers.

Drug and alcohol testing procedures will be carried out according to the dictates of the organization doing the drug testing.

Any employee that comes to work under the influence of alcohol, illegal substances, or prescription medicine that is not prescribed by a doctor will be immediately terminated.

Volunteer staff that come to work under the above-mentioned conditions will not be allowed to volunteer their services until such time as they meet the sobriety requirements of that position.

### Policy on Sexual Harassment (4/1999)

The East Valley Intergroup prohibits sexual harassment by employees and volunteer staff and will not tolerate sexual harassment that unlawfully interferes with an individual's work or unlawfully creates an intimidating, hostile, or offensive working environment.

Violations of this policy may result in disciplinary action up to and including termination for employees, and in sanctions including suspension from volunteering their services or being banned from the premises for volunteer staff.

This policy is subject to constitutionally protected speech rights.

Violations of Policy Include but are not limited to:

It shall be a violation of the East Valley Intergroup sexual harassment policy for any employee or volunteer staff:

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Making sexual advances or requesting sexual favors if submission to or rejection of such conduct is the implicit or explicit basis for denying, imposing or granting terms and conditions of employment or advancement.

Making sexual advances, requesting sexual favors, or otherwise discriminating on the basis of gender in a manner that unlawfully creates an intimidating, hostile, or offensive working environment at the Central Office or that otherwise unlawfully interferes with an individual's work performance.

Engaging in any sexual contact against a person who has not given consent or committing any act of sexual assault, public sexual indecency, or sexual abuse against a person who has not given consent, if the act is committed on East Valley Intergroup property or in connection with any East Valley Intergroup-sponsored event or activity.

Acting, recommending action, or refusing to take action in a supervisory position in return for sexual favors, or as a reprisal against a person who has rejected, reported, filed a complaint regarding, or been the object of sexual harassment.

Disregarding, failing to investigate, or delaying investigation of allegations of sexual harassment to the extent that action, reporting, or investigation is appropriate or required by one's supervisory position.

### Confidentiality

The East Valley Intergroup shall protect the confidentiality of the identities of and statements made by parties and witnesses involved in a sexual harassment report or complaint to the extent permitted by law and to the extent that continued protection does not interfere with the East Valley Intergroup's ability to investigate allegations of misconduct brought to its attention and to take corrective action.

### Amorous Relationships

In recognition of interests in privacy and free association, East Valley Intergroup policy does not prohibit fully consensual amorous relationships. Even an apparently consensual amorous relationship, however, may lead to sexual harassment or other breaches of professional obligations, particularly if one of the individuals in the relationship has a professional responsibility toward or is in a position of authority with respect to the other, such as in the context of advisement, or supervision. Due to the power difference, it may be difficult to avoid the appearance of favoritism or to assure a truly consensual relationship. Amorous relationships may result in conduct that amounts to sexual harassment or that violates the professional duties of even-handed treatment and maintenance of an atmosphere conducive to working.

In light of these serious risks, every individual in a position of authority should take great care not to abuse that power in personal relationships. Specifically, if involved in an amorous relationship with someone over whom they have supervisory authority, the individual must remove himself or herself from any participation in recommendations or decisions affecting evaluation, employment conditions, instruction of the other person in the relationship, and must inform his or her immediate supervisor of the action taken.

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### Violations of Law

Employees and volunteer staff may be accountable for sexual harassment under applicable local, state, and federal law. Disciplinary action by the East Valley Intergroup may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

### Procedures

An employee or volunteer staff alleging sexual harassment may report the harassment or officially file a complaint. Allegations of sexual harassment must be made in good faith. The complainant shall determine which procedure(s) shall be used to address the allegation. Time frames identified in the following procedures may be extended for good reason, such as mutual agreement by the parties to the report or complaint.

### Filing a Report of Sexual Harassment

An individual who believes that they are or have been the victim of sexual harassment as prohibited by this policy may report the conduct to any or all of the following:

#### The East Valley Intergroup Officers

The administrative official(s) responsible for the party(s) involved.

The immediate supervisor of the alleged harasser if the alleged harasser is an employee.

The recipient of the report will have a meeting with the alleged harasser. The meeting shall include: alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the East Valley Intergroup's sexual harassment policy, encouraging attendance at a sexual harassment workshops, and encouraging greater awareness of behaviors which may lead to perceptions of sexual harassment. The meeting must be conducted within 15 days of the receipt of the report.

### Filing a Complaint of Sexual Harassment

Employees and volunteer staff may officially file an informal or formal complaint with the Intergroup Officers. The complainant may decide whether the complaint will be handled under the informal or formal resolution process. The complainant may also change an informal complaint to a formal complaint at any time. The initial complaint must be filed within 120 days after the individual knows or has reason to know of the alleged harassment or the failure to take appropriate action.

## East Valley Intergroup Complaint Procedures

### Informal Complaint

This process does not require the complainant to file a written complaint and involves reaching a voluntary resolution of the complaint within 60 days of the receipt of the complaint. This process requires identification of the complainant and the allegation(s) to the respondent within seven days of the receipt of the complaint. It may involve an investigation, interviewing witnesses, and review of materials provided by one or both parties to the complaint. With the

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consent of the complainant, it may also involve resolution by a settlement agreement developed in lieu of or as a result of an investigation.

### Formal Complaint

This process requires submission of the East Valley Intergroup Complaint Form (available from the Central Office). The complaint will be shared with the respondent within seven days of receipt, and a written response is required from the respondent within 15 days of his or her receipt of the complaint. This process may involve an investigation, interviewing witnesses, and review of material provided by one or both parties to the complaint. The formal complaint process will result in a report with resolution recommendations submitted to the East Valley Intergroup Steering Committee within 90 days of receipt of the complaint by the Intergroup Officers. The Steering Committee will accept, reject, or modify the recommendations and will provide written notification to the parties within 15 days of the report.

### Filing External Complaints

In addition to or as an alternative to the procedures set forth above, employees and volunteer staff may file a complaint with an appropriate external investigatory agency, such as the Arizona Attorney General's Office or the Equal Employment Opportunity Commission. Many agencies require that the complaint be filed within 180 calendar days of the last act of harassment or discrimination; the Equal Employment Opportunity commission requires that the complaint be filed within 300 calendar days of the last act of harassment or discrimination.



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### Volunteer Staff (12/2019)

#### Sobriety Requirements

5 years of sobriety is required for Volunteer Assistant Office Manager.

1 year of sobriety is required for Desk Volunteers.

24 hrs. of sobriety are required for Office Volunteer.

Exceptions to these requirements are at the discretion of the Office Manager.

#### Volunteer Assistant Office Managers Job Description

The Volunteer Assistant Office Manager will assume the specified duties when the Officer Manager goes on vacation for more than five (5) days, or when the Office Managers duties keep him/her away from the central office for more than five (5) days.

The Volunteer Assistant Office Manager will assume his/her duties as an assistant office manager when the Office Manager goes on extended sick leave for more than five days, but only for a period of time not to exceed three (3) weeks or as otherwise legally mandated.

It is his/her responsibility to oversee all office activity to ensure that:

1. The office is open during normal business hours of 9 am to 5 pm, Monday through Friday (with exception of designated Holidays), and that the telephones are staffed to ensure that each call receives the attention it deserves.
2. Literature inventory is maintained according to LITERATURE Procedure.
3. Accurate records of literature purchases and sales are kept.
4. Proper bank deposits are made regularly.
5. Group records are maintained and updated as required.
6. Group and individual contributions are recorded and a statement of these is circulated as required by Intergroup Committee.
7. When a contribution which is not acceptable by our Traditions is received, the donor is informed tactfully and carefully and the donation is returned.
8. Copies of financial statements and all minutes from meetings held by various committees are available for circulation to Intergroup reps every month.
9. A monthly newsletter—which is an information piece for all A.A. groups and individuals in the East Valley—is printed and circulated prior to end of month.
10. Members wishing to spend time in the office are made to feel welcome and useful.
11. Anyone wishing information about A.A. is given suitable attention and sufficient literature as may be useful to them.
12. Incoming chairpersons of all committees are given the assistance and cooperation necessary to make their work effective.
13. The office environment is clean and attractive, with adequate notice of upcoming events and available literature on hand.
14. Printed and online meeting directories are produced, updated and maintained on a regular basis.
15. Requests for information from schools, media or professionals are directed to the appropriate committee chairperson as suggested by the guidelines.
16. Records of current Steering Committee members are maintained and updated as required.

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17. The 12 Traditions of A.A. are protected in all our works, and our guidelines are consulted when decisions regarding changes are being considered.
  18. Machines necessary to function in the office be obtained and maintained, with the approval of the Steering Committee.
  19. New staff members are adequately trained and assisted in learning the job, and volunteers are given training per Volunteer Training Policy.
  20. A record of calls received is maintained.
  21. A petty cash fund is available for incidental expenses and records of expenditures are kept.
  22. East Valley Intergroup website is maintained and current.
  23. Updates bank account with 2-3 signers, preferably the Chairperson and Treasurer.
- \* Numbers here correlate directly to Office Manager's Job Description in Policy Manual

### Desk Volunteer Job Description

Desk volunteers will interact with the public in a helpful and courteous manner at all times, whether on the phone, or in person.

Desk volunteers will read all training material provided by the Office Manager. All questions are to be referred to the Office Manager.

The first daily desk volunteers will cancel call forwarding so all calls come into the central office for the day.

Desk volunteers shall fill out & maintain their Daily Report as per instruction/training provided. If the cash drawer doesn't balance, it should be noted on the envelope and brought to the office managers attention.

As a desk volunteer, the priority is to answer the phones and handle calls appropriately. All necessary information is provided for this purpose. When answering the phones, the volunteer should give the information as clearly and quickly as possible so the phone lines aren't tied up. All 12-step calls are referred to the 12-step volunteer list.

Literature is sold in the office by the desk volunteer. A sales ticket needs to be completed for each transaction. Accuracy is important when completing tickets and dealing with money. Volunteer will refer all questions to the Office Manager.

Between the phone calls, there are various tasks that can be done by a volunteer as assigned. The office manager will delegate these tasks according to the skills of the volunteer.

The last daily desk volunteers will forward calls to the evening phone volunteer at the end of the shift, in addition to completion of their Daily Report.

### General Office Volunteers Job Description

The general office volunteer will do any light office work as directed by the office manager.

## East Valley Intergroup, Inc.

### Office Procedures - Inventory Maintenance (12/2019)

#### Inventory

EVI's literature inventory shall be adjusted on a regular basis to be equal to six (6) times the average monthly sales, +/- 10%, of the previous calendar year.

A physical inventory shall be taken a minimum of twice a calendar year and adjustments made to computer-maintained inventory. Adjustments to recommended purchasing levels of inventory in accounting software should be made frequently.

#### Purchasing Inventory

Literature should be purchased in quantities that allow for the best discount structure, provided that inventory purchased is within expected sales trends and saleable in a reasonable time.

#### Accounting

All literature shall be assigned a sales code and these codes shall be recorded for any literature sales and purchases, paid or complimentary. i.e. committee use, etc.

These sales will be recorded individually and entered into the accounting software as sales invoices credited to an asset account (UNDEPOSITED CASH) until funds are deposited into the appropriate checking account.

#### Prices

Sale price shall be the published per-item price from the item vendor prior to any discounts and rounded up to the next even quarter of a dollar. Freight and handling charges should also be included in the adjusted sales price as appropriate.

#### Types

East Valley Intergroup will only sell A.A. produced or A.A.- conference approved literature as defined in the "Service Material from G.S.O." attached.

#### Complimentary Literature

Literature given to walk ins in addition to literature distributed through EVI's various Service Committees (PI, CPC, etc.) will be charged at cost to the appropriate Committee as disbursed.

#### Cost of Sales

It is agreed that literature sales are responsible for some portion of office costs as well as salary expense.

## East Valley Intergroup, Inc.

### Central Office Key/Security Policy (2/2012)

EVI will use a secure key system, which means we are the only ones authorized to obtain keys for our locks. This gives us added assurance that indiscriminate duplication of keys is very difficult, if not impossible.

Keys and pass codes will be assigned and distributed by the Office Manager, who is responsible for keeping accurate records of any changes in this data. Those assigned keys are 2 or 3 EVI Officers, the Office Manager, Standing Committee Chairpersons, as needed, and Office Volunteers, as needed, who are assigned keys at the discretion of the EVI Manager.

This system will provide for close supervision and control of East Valley Intergroup security.

### Prudent Reserve (04/2022)

The establishment and maintenance of a prudent reserve shall be a part of the annual budget process based on the following guidelines.

The Prudent Reserve shall be established after closing the books for the previous year based on the following:

- a) Find the average monthly office expenses from the previous year by combining Total Expense for the year less Special Events Expenses and divide by 12.
- a) Multiply that amount by 5 and 6.
- b) These amounts will show us the range (5-6 months) for our prudent reserve for the following year.

When the combined Prudent Reserve and Checking account totals exceed the budgeted goal, the Steering Committee should examine options to maintain them as near the budget as possible and make a recommendation to the Intergroup for their approval.

### Budget Policy (12/2019)

#### Annual Budget

The Intergroup Treasurer and the Central Office Manager will compile the budget from the accounting software, with input from standing committees, into a summary budget proposal. This summary budget proposal will be presented to the Steering Committee for approval.

In October of each year, the Steering Committee will submit a proposed annual budget for the following year, to the Intergroup for approval.

#### Failure to Supply A Budget

In the event that a committee chairperson does not submit a proposed budget by the due date then the expenses of the three (3) previous years will be averaged and used in lieu of their budget.

## East Valley Intergroup, Inc.

### Exceeding Annual Budget

At no time should a committee or the central office exceed their annual budget. In the event that a committee or the central office approaches the limit of the budget on any line item, then the Office Manager or Committee Chairperson must request additional funding from the steering Committee. The Steering Committee will review the situation and report its findings and recommendations to the Intergroup Committee.

# East Valley Intergroup, Inc.

## EVI Standing Committee Guidelines

### Special Events Committee (12/2019)

#### Purpose

The Special Events Committee is a standing committee of the East Valley Intergroup. It receives its responsibilities and authority from the Intergroup Committee through the Chairperson of the East Valley Intergroup. The main purpose of the committee is to hold special events that provide fellowship, unity, and recovery to the membership of the East Valley Intergroup. A secondary purpose is to generate funds to assist in the operation of the East Valley Intergroup when requested to do so by the Steering Committee.

#### Guidelines

All events will operate according to the relevant sections of the E.V.I. By-laws and the guidelines set forth in this E.V.I. Policy and Procedures manual. G.S.O. Conference-approved literature that was referenced in the preparation of these guidelines includes the Twelve Steps and Twelve Traditions and the A.A. Service Manual (BM-31). If any conflicts arise within the reference material, then the E.V.I. guidelines supersede all other source material.

The S.E. Committee will be responsible that when using facilities of other; persons, businesses, institutions, or the like, proper maintenance will be conducted as necessary to ensure that such facility is returned to proper condition. This includes cleaning, trash removal, cigarette butt removal, locked doors, lighting turned off, and HVAC and alarm systems returned to established settings.

#### Responsibilities

The Special Events Committee is responsible for conducting a monthly business meeting to plan and coordinate the following events:

- an anniversary dinner
- monthly speaker meeting
- holiday Alcathon(s)
- Bowling Party
- Day of Service

Should the Special Events Committee desire to conduct an event other than those specified in the preceding paragraph, the Special Events Chairperson will be responsible for requesting approval of the E.V.I. Steering Committee. Any additions to these activities are encouraged (such as a Bowlathon, dance(s), workshop(s), etc.), and should be referred to the Steering Committee for review and approval before any expenditure or commitments are made. Solicitation for approval will require a written proposal. This plan shall include the envisioned time, date and location of the event, an estimate of expenses involved, a projection of revenue expected, and an attendance estimate. The plan should be submitted to the Steering Committee at least sixty days in advance of the proposed activity. The Steering Committee will review the plan to determine adherence to the budget and to the principles of AA as they appear in the Twelve Steps, Twelve Traditions and Twelve Concepts. It is understood that the Steering Committee may request that the S.E. Chairperson attend the steering committee

## East Valley Intergroup, Inc.

meeting to discuss the event, and that the E.V.I Treasurer may request a more detailed financial plan than the one submitted with the proposal.

### Chairperson

The S.E. Chairperson is responsible for conducting monthly committee meetings and ensuring that all events are conducted according to E.V.I. guidelines. The S.E. Chairperson is also responsible for submitting an annual budget for the next year's scheduled events to the EVI Treasurer by September 15<sup>th</sup>.

The S.E. Chairperson appoints the following Special Events positions with the approval of the Special Events Committee: Vice-Chair, Secretary, Treasurer, Food Coordinator, Beverage Coordinator, Registration Coordinator, Outreach Coordinator, Newsletter Liaison and/or any other positions necessary. The S.E. Chairperson fills in for other committee positions when necessary until vacancies can be filled and approved by the S.E. Committee.

The S.E. Chairperson shall have at least two (2) years of continuous sobriety at the time of taking office. The suggested person is the previous S.E. Vice-Chair. The term in office begins at the time of appointment. The S.E. Chairperson shall serve for 2 years unless resignation or removal from office occurs before that time period elapses. The S.E. Chairperson may serve one (1) consecutive term in office.

### Vice-Chairperson

The Vice-Chairperson will assume the responsibilities of the Chairperson when necessary. The Vice-Chairperson is to assist the S.E. Treasurer with the planning of the annual budget. The S.E. Vice-Chair is to coordinate all reservations and/or arrangements needed for the S.E. functions. All reservations are to be made in the name of East Valley Intergroup. The Vice-Chair shall collect all necessary information for flyers for the upcoming events and give this information to the Central Office Manager a minimum of one (1) week before distribution. The Central Office Manager will create the flyers for distribution. The Vice-Chair is responsible for providing the monthly speaker meeting host group with a copy of the guidelines for host groups.

The Vice-Chair shall have at least two (2) years of continuous sobriety at the time of taking office. The term in office begins at the time of appointment. The S.E. Vice-Chairperson shall serve for one (1) year unless resignation or removal from office occurs before that time period. The Special Events Vice-Chairperson may serve one (1) consecutive term in office. The Vice-Chairperson may be removed from office at any time deemed advisable by the S.E. Chairperson with the approval of the members of the S.E. Committee.

### Secretary

The S.E. Secretary is responsible for all recordkeeping duties of the S.E. Committee. This includes taking and keeping a copy of the minutes of the S.E. business meetings, providing a copy of said minutes to the Central Office each month, maintaining a copy of the Treasurer's reports for all events and a current phone number and/or e-mail address list of all S.E. committee members. The Secretary is also responsible for keeping the monthly speaker meeting format and the formats for other AA meetings hosted by the S.E. committee (Alcathons, anniversary dinner speaker meeting, etc.) current.

The Secretary shall have at least one (1) year of continuous sobriety at the time of appointment.

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### Treasurer

The S.E. Treasurer is responsible for disbursing, tracking and collecting all funds for each event hosted by the S.E. Committee. The S.E. Treasurer will coordinate with the E.V.I. Treasurer or Office Manager to obtain necessary funds for events or activities. The Central Office requires a 48-hour notice when funds are needed and only the S.E. Chairperson or S.E. Treasurer are authorized to pick up funds from the central office. Immediately following an event the S.E. Treasurer is to collect all monies, receipts and records.

The monies from an event must be turned into the Central Office within 3 days and a financial report, which shall include a total income by category, net profit or loss, number of people attending and when applicable, number of meals sold, must be turned in to the Central Office and the S.E. Secretary within 7 days of the event.

The S.E. Treasurer is responsible for adherence to the annual budget. In the event that deviation from the budget becomes necessary, the S.E. Treasurer will meet with the E.V.I. Treasurer to prepare a special budget. This budget is to be presented to the steering committee for approval. This needs to be done a minimum of 30 days prior to the date the increased budget will be needed.

The S.E. Treasurer, with the assistance of the S.E. Vice-Chairperson, is responsible for the creation of the S.E. budget for the upcoming year. The budget is to be presented to the S.E. Chairperson no later than September 1<sup>st</sup>.

The Treasurer shall have at least one (1) year of continuous sobriety at the time of appointment.

### Registration Coordinator

The S.E. Registration coordinator is responsible for the collection and tracking of all registration information, including attendance numbers, and for the collection of all registration fees. The S.E. Registration coordinator is also responsible for the printing of any tickets needed for any of the committee's events. The S.E. registration coordinator may recruit volunteers to help with the registration process as needed per event.

The Registration Coordinator is to turn in all monies, receipts and records to the S.E. Treasurer for recording.

### Food Coordinator

The S.E. Food Coordinator is responsible for: planning menus, submitting proposals of menus and food budgets to the Special Events Committee for approval, purchasing food, preparation and cooking of food, and cleanup of food preparation area. The S.E. food coordinator may recruit volunteers to assist with the various steps of this position.

The S.E. Food Coordinator is to turn in all monies, receipts and records to the S.E. Treasurer for recording.

### Beverage Coordinator

The S.E. Beverage Coordinator is responsible for the purchase, preparation and sale of coffee and soda for all events, as well as keeping all beverage supplies stocked.



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The S.E. Beverage Coordinator is to turn all monies, receipts and records to the S.E. Treasurer for recording.

### Decorations Coordinator

The Decorations Coordinator is responsible for purchasing decoration supplies for events while adhering to the decorations budget set by the S.E. Committee. The Decorations Coordinator is also responsible for the decorating of each event and for the purchase of any paper and/or serving supplies needed for any event.

The S.E. Decorations Coordinator is to turn all monies, receipts and records to the S.E. Treasurer for recording.

### Raffle/Auction Coordinator

The Raffle/Auction Coordinator is responsible for purchasing raffle/auction items while adhering to the raffle/auction budget set by the S.E. committee, for organizing the receipt of donated items for any auction, and for conducting raffles and/or auctions at events as required.

The S.E. Raffle/Auction Coordinator is to turn all monies, receipts and records to the S.E. Treasurer for recording.

### Outreach Coordinator

The S.E. Outreach Coordinator is responsible for providing information about the committee to persons who have expressed interest in the committee via the Gratitude With Service forms, for sending out monthly reminder e-mails/phone calls regarding the S.E. business meeting, and for getting flyers concerning upcoming events from the office and having them present at the monthly speaker meeting.

### Newsletter Liaison

The S.E. Newsletter Liaison is responsible for submitting information concerning any upcoming events or any announcements for the committee to the No Booze News Newsletter editor. After the completion of an event the S.E. newsletter liaison can compile a brief description regarding the activities at the event for the No Booze News.

### Literature Coordinator

The S.E. Literature Coordinator is responsible for the upkeep and availability of conference approved books and literature at events as decided by the S.E. Committee. The S.E. Literature Coordinator will coordinate the use of literature from the Central Office and be responsible for the receiving and returning of such literature.

The S.E. Literature Coordinator is to turn all monies, receipts and records to the S.E. Treasurer for recording.

# East Valley Intergroup, Inc.

## PI/CPC Committee (12/2019)

### Purpose

The PI/CPC Committee is a standing committee of the East Valley Intergroup. It receives its responsibilities and authority from the Intergroup Committee through the Chairperson of the East Valley Intergroup. (See E.V.I. Bylaws 1.4 and 4.3.8) The main purposes of the Committee are:

Public Information carries the AA message and provides information about the Fellowship to the public. It is also concerned with anonymity breaks and misinformation about AA at the public level.

Cooperation with the Professional Community seeks to create mutual understanding and cooperation between the Fellowship and professional groups as well as individuals concerned with alcoholism and the still suffering alcoholic, such as; doctors, lawyers, clergy, schools, and private companies.

### Guidelines

All events and activities will operate according to the guidelines set forth by the Intergroup Committee in accordance with the Twelve Steps, the Twelve Traditions, the Twelve Concepts, A.A.W.S literature listed below, and the E.V.I. Policy and Procedures Manual. If any conflicts arise within the referenced literature, the E.V.I. guidelines in this manual are to be considered the controlling document as provided for in Section 4.3.8 of the E.V.I. Bylaws (most current edition). Any questions regarding guidelines may be directed to the Steering Committee Liaison to PI/CPC.

The PI/CPC Committee is conducted according to the guidelines provided in the Public Information Workbook (M-27 I) and the Cooperation With the Professional Community Workbook (M-41 I). Both are publications of A.A.W.S. The following A.A. Guidelines, all of which are in the CPC Kit (M-41-I), are of particular relevance: Serving Alcoholics With Special Needs (MG-16), Cooperation With the Professional Community (MG-11), Cooperating With Court, D.W.I and Similar Programs (MG-05), For A.A. Members Employed in the Alcoholism Field (MG-10), Relationship Between A.A. and Al-Anon (MG-8) and Public Information (MG-07).

In addition, the pamphlet, 44 Questions (P-2), is to be considered an appropriate general guide.

### Responsibilities

In cooperation with AA Service Committees and other Valley Intergroups:

- a) Making arrangements for AA requests from nonalcoholic groups.
- b) Assisting the press and other public media in the development of newspaper articles providing information about AA, keeping in mind personal anonymity and the principle of attraction rather than promotion.
- c) Cooperating with other community agencies, which deal with the alcoholic. Such assistance is, of course, supplied generously but in keeping with the Twelve Traditions and in such a manner as to keep AA free of affiliations. Sample contact letters are available electronically by emailing [cpc@aa.org](mailto:cpc@aa.org).

The following A.A.W.S. publications are of special relevance to the work of PI/CPC. All are to be found in either or both the PI (MV-27) and the CPC Kit (MV-41).

- AA Fact File (M-24)

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- AA Membership Survey (P-48)
- Understanding Anonymity (P-47)
- A Message to Teenagers (F-9)
- Where Do I Go From Here (F-4)
- AA At a Glance (F-1)
- Speaking at non-AA Meetings (P-40)
- A Brief Guide to Alcoholics Anonymous (P-42)
- A Member's Eye View of Alcoholics Anonymous (P-41)
- Alcoholics Anonymous in Your Community (P-31)
- How AA Members Cooperate with Professionals (P-29)
- Problems Other Than Alcohol (P-35)
- Public Information (MG-7)
- Cooperation with the Professional Community (MG-11)
- Cooperating with Court, D.W.I. and Similar Programs (MG-05)
- For AA Members Employed in the Alcoholism Field (MG-10)
- Serving Alcoholics With Special Needs (MG-16)
- AA Fact Sheet (F-94)
- Current Group Membership Figures (F-53)
- Frequently Asked Questions About AA Websites (F-101)
- Information on Alcoholics Anonymous (F-2)
- Anonymity Letter to the Media (F-21)
- Suggestions for Working With Your Local Radio and TV Stations to Help Carry the Message (M-271A)
- Radio and Television Public service Announcement Scripts (M-271D, M-271F, M-271G, M-271H, M-271I)
- Conference Public Information Committee History and Highlights of Actions (F-87)
- History and Actions of the Trustees' Public Information Committee on Public Information (F-86).
- Relationship Between AA and Al-Anon (MG-8)
- Working With Students Attending Professional Fields (F-106)
- About AA Newsletter (F-13)
- History and Actions of the Trustees' Committee on C.P.C./T.F. (F-76)
- Conference Committee on C.P.C. History and Highlights of Action (F-80)
- A.A.W.S. Literature Catalog (F-10)
- About AA Card (F-23)
- Lets Be Friendly With Our Friends (P-34)
- The Twelve Traditions Illustrated (P-43)
- AA as a Resource for the Health Care Professional (P-23)
- If You Are a Professional (P-46)
- Is There an Alcoholic in the Workplace (P-54)
- Members of the Clergy Ask about Alcoholics Anonymous (P-25)
- The A.A. Member – Medications and Other Drugs (P-11)
- Three Talks to Medical Societies by Bill W. (P-6)

There is additional material that it would be helpful for the PI/CPC Committee member to be familiar with that is not included in the packets. As the sheer volume of information indicates, there is much misinformation about what AA is and isn't and what it does and doesn't do. PI/CPC plays a vital role in correcting these misunderstandings when they exist outside of AA.

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With regard to statements made in the Public Information Guideline (MG-07), it is not the intention of E.V.I. to make the PI/CPC Committee responsible for “listing open meetings in the newspapers”, “putting meeting schedules behind the front desks at every hotel, motel and bed and breakfast,” “informing the AA Fellowship about how to reach out to the hearing impaired”, or “building wider understanding of the Twelve Traditions among AA groups.”

### Chairperson

The PI/CPC Chairperson is appointed by the E.V.I. Chairperson. The PI/CPC Chairperson shall have at least two (2) years of continuous sobriety at the time of taking office. The suggested person is the previous PI/CPC Vice-Chair. The PI/CPC Chairperson shall serve for 2 years unless resignation or removal from office occurs before that time period elapses. The PI/CPC Chairperson may be removed from office at any time by the E.V.I. Chairperson.

The PI/CPC Chairperson is responsible for conducting regular committee meetings, and ensuring that all events are conducted according to E.V.I. guidelines

The PI/CPC Chairperson is responsible for making a budget for the next year’s events with assistance from the PI/CPC Vice-Chair, and for submitting that report to the IG Treasurer by the first of August.

The PI/CPC Chairperson appoints the following PI/CPC positions with the approval of the PI/CPC committee: Vice-Chair, Treasurer, Secretary and any other positions necessary. The PI/CPC Chairperson coordinates reservations and makes arrangements such as reserving parks and/or buildings to accommodate events or activities. All reservations must be made in the name of East Valley Intergroup.

The PI/CPC Chairperson shall attend the monthly E.V.I. business meeting and shall report to the E.V.I. Committee a summary of the previous month’s activities of the PI/CPC Committee.

### Vice-Chair

The PI/CPC Chairperson appoints the Vice-Chair with the approval of the PI/CPC committee. The Vice-Chair shall have at least two (2) years of continuous sobriety at the time of taking office. Ideally, the Vice-Chair will assume the position of Chairperson the following rotation by appointment of the E.V.I. Chairperson.

The Vice-Chair helps the Chairperson make a budget for the next year’s activities and events. The Vice-Chair fills in for the Chairperson when necessary. The Vice-Chairperson fills in for other committee positions when necessary, makes monthly reminder calls to all members of the PI/CPC Committee about the upcoming monthly committee meeting, as well as any other duties assigned by the PI/CPC Chairperson as needed.

The PI/CPC Vice-Chairperson shall serve for one (1) year unless resignation or removal from office occurs before that time period elapses. The PI/CPC Chairperson may be removed from office at any time deemed advisable by the PI/CPC Chairperson subject to the approval of the PI/CPC Committee members.

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### Secretary

The PI/CPC Chairperson appoints the position of PI/CPC Secretary with the approval of the PI/CPC Committee. The Secretary shall have at least six (6) months of continuous sobriety at the time of taking office. The Secretary shall record the minutes of the committee meetings and keep all records pertaining to the PI/CPC Committee including current contact information of PI/CPC Committee members.

The PI/CPC Secretary shall serve for one (1) year unless resignation or removal from office occurs before that time period elapses. The PI/CPC Secretary may be removed from office at any time deemed advisable by the PI/CPC Chairperson subject to the approval of the PI/CPC Committee members.

If the PI/CPC Committee decides to hold an event (e.g., a workshop) at which AA members are invited to attend, the Committee will design a flier for this purpose. The Secretary will coordinate with the Office Manager to produce the flyer. The Secretary will be responsible for ensuring that a sufficient number of copies of the flyer are available to IGRs at the monthly business meeting. Ideally the fliers should be available at the two business meetings immediately preceding the event so IGRs can take them back to their home groups.

### Treasurer

The PI/CPC Chairperson appoints the position of PI/CPC Treasurer with the approval of the PI/CPC Committee. The Treasurer shall have at least one (1) year of continuous sobriety at the time of taking office.

The PI/CPC Treasurer coordinates with the E.V.I. Treasurer and/or Central Office Manager to obtain funds for events or activities when necessary. Only the PI/CPC Chairperson or the PI/CPC Treasurer is authorized to pick up funds from the Central Office. At least 48 hours notice must be given to the Intergroup Treasurer and/or Central Office Manager of when funds will be needed.

The PI/CPC Treasurer will disperse and track funds to each appropriate subcommittee for each event. Immediately following each event, the PI/CPC Treasurer will collect all monies, receipts, and records from all subcommittees. The monies from each event will be counted and turned into either the Intergroup Treasurer or the Central Office for deposit no later than three days after each event. The PI/CPC Treasurer will prepare a financial accounting for each event, reflecting total income and expense by category and net profit or loss. A copy of the financial report will be turned into the Intergroup Treasurer or the Central Office within seven business days following such event.

The PI/CPC Treasurer shall serve for one (1) year unless resignation or removal from office occurs before that time period elapses. The PI/CPC Treasurer may be removed from office at any time deemed advisable by the PI/CPC Chairperson subject to the approval of the PI/CPC Committee members.

## East Valley Intergroup, Inc.

### Newsletter Committee (12/2019)

#### Purpose

The Newsletter Committee is a standing committee of the East Valley Intergroup. The purpose of the committee is to create a monthly newsletter for anyone interested in information pertaining to Alcoholics Anonymous in the East Valley.

#### Guidelines\*

The Newsletter published by the East Valley Intergroup may include not only office news and events, but similar information about the groups and committees served by the E.V.I. (such as meeting times, openings of new groups, or changes of group meeting locations or officers). Frequently, material from A.A. literature is reprinted and discussed, and articles on subjects of interest to A.A.s also are published. It is prudent to make a committee (rather than one or two individuals) responsible for the format, planning, and content of the newsletter.

Many local publications quote from A.A. literature such as the Big Book, the Twelve and Twelve, *The A.A. Service Manual*, and Conference-approved pamphlets. Any A.A. newsletter, bulletin, or meeting list is more than welcome to use this material. Please be sure to include the proper credit line in your publications, in order to ensure that the copyrights of A.A. literature are protected.

The A.A. Preamble is copyrighted by the A.A. Grapevine. Beneath it, these words should appear: *Reprinted with permission of The A.A. Grapevine, Inc.* The same is true for other material reprinted from the Grapevine.

The Steps and Traditions should be followed by these words: *Reprinted with permission of A.A. World Services, Inc.*

After a quotation from an A.A. book or pamphlet, these words should appear: *Reprinted from [name of book or pamphlet, page number] with permission of A.A. World Services, Inc.*

The initials A.A. and the name Alcoholics Anonymous are registered trademarks and should be followed by the ® mark, to comply fully with trademark law. Please indicate the symbol® with the first prominent use of the name, for example: Alcoholics Anonymous® or A.A.® All entities, other than A.A.W.S., Inc., should also state in a footnote that the symbol or name is a registered trademark of A.A. World Services, Inc.

Further guidelines for the E.V.I. Newsletter:

- Scheduling a “theme issue,” centering on some aspect of the A.A. program and using excerpts from Conference-approved material (with proper credit) relating to the theme.
- Asking for and publishing letters from your A.A. readers.
- Carrying highlights of minutes from various committee meetings—central office steering committee, special events, public information, etc.
- Including committee financial reports, records of group contributions and EVI committee meeting minutes.
- A report from the Central Office Manager as well as a report on the Central Office activities.

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- Addresses of various A.A. entities that may be useful for contributions.
- Running occasional appropriate cartoons. (If these are from the A.A. Grapevine or Conference-approved pamphlets, please remember that illustrations, too, are copyrighted, and the proper credit should accompany any of these that are used.)
- Running a "Calendar of Events" feature.
- Any deletions, changes or additions to the E.V.I. meeting schedule.
- A list of local A.A. members' anniversary dates with their first name and last initial.
- Conducting a subscription campaign (perhaps making announcements at groups), to build paid readership. Include in each newsletter a subscription renewal form.

In evaluating and editing articles for publication, the Newsletter Committee will need to be mindful of our primary purpose. In adherence to the Traditions, no last names, surnames or descriptive nicknames of A.A. members, living or deceased, will appear in the newsletter.

### Responsibilities

The Newsletter Committee is responsible for the compilation, editing, assembling (including inserting flyers), and mailing of the newsletters. Below is a timeline guideline to be followed to ensure delivery of the newsletter to the recipients by the 1<sup>st</sup> of each month.

- Articles, announcements, reports, etc. that are to be included in the newsletter must be delivered to the Newsletter Committee no later than the 15<sup>th</sup> of the month. Items that are turned in after the 15<sup>th</sup> will be considered for the next issue (the month after next) of the newsletter. For example: An article turned in on the 20<sup>th</sup> of June will be considered for the August newsletter. The exception to this is the minutes from the monthly E.V.I. business meeting. These minutes will be sent to the Newsletter Committee by the Monday following the business meeting.
- A proof copy of the Newsletter is to be delivered to the E.V.I. office no later than the 20<sup>th</sup> of each month. The Office Manager will do final proof reading/editing and make any corrections as needed. The office manager will print the Newsletter and make available to the Newsletter Committee for assembly.
- The Newsletter Committee is responsible for the final assembly of the newsletters and mailing them no later than the 25<sup>th</sup> of each month.

The Newsletter has an annual budget that is used only for the printing and mailing costs of the Newsletter.

### Newsletter Chairperson

The Newsletter Chairperson is responsible for ensuring that the Newsletter is put together per the guidelines established. The Chairperson is responsible for the initial editing and the reviewing of the copy prior to it being sent to the Central Office for printing. The Newsletter Chairperson is responsible for organizing the members of the committee to complete all necessary activities as they relate to the publishing of the newsletter.

The Newsletter Chairperson must have working knowledge of basic computer skills and have access to a computer. The Newsletter Chairperson must maintain an e-mail account that is secure for anonymity concerns.

The Newsletter Chairperson shall have at least two (2) years of continuous sobriety at the time of taking office. The term in office begins at the time of appointment. The Newsletter

## East Valley Intergroup, Inc.

Chairperson shall serve for 2 years unless resignation or removal from office occurs before that time period elapses. The Newsletter Chairperson is appointed by the E.V.I. Chairperson.

\*A.A. Guidelines/Central or Intergroup Offices MG 02 was used in the creation of these guidelines.



# East Valley Intergroup, Inc.

## Literature Committee (12/2019)

### Purpose

Since the publication of the first edition of the Big Book in 1939, literature has played an important role in spreading the A.A. message and imparting information about the A.A. Twelve Step program of recovery. The purpose of the guidelines for the East Valley Intergroup's literature committee is to give definition to the committee's functions and provide written guidelines for the members of the committee to refer to and use in order to spread the A.A. message via the literature.

### Basic Committee Functions

- Inform groups and others interested through displays and other suitable methods of all available Conference-approved literature, audiovisual material and other special items.
- Become familiar with the literature catalog published by G.S.O.
- Have available traveling literature displays for groups and other A.A. functions as requested.
- Encourage A.A. group literature representatives and other A.A. members to read and purchase A.A. conference-approved literature.
- When a committee is in place, host a monthly literature committee meeting on the 3<sup>rd</sup> Wednesday of each month that educates the literature representatives and other A.A. members on the A.A. conference-approved literature and have available A.A. conference-approved literature available for purchase at that time.

### Chairperson

- The Literature Committee Chairperson shall have 1 year of continuous sobriety at the time of taking office.
- The Literature Committee Chairperson shall serve for 2 years unless resignation or removal from office occurs before that time period elapses.
- The Literature Committee Chairperson is appointed by the Intergroup Chairperson.
- When a committee is in place the literature committee chairperson makes certain that A.A. Conference-approved books and pamphlets from the East Valley Intergroup are on hand for the monthly literature committee meeting.
- The literature committee chairperson is responsible for chairing the monthly literature committee meeting.
- The literature committee chairperson is responsible for the initial contact and any agreements made between the committee and any A.A. group or A.A. function that would like to use the traveling literature display.
- The literature committee chairperson shall submit a report to the EVI monthly business meeting.

### General Committee Members

- Be available and participate in the monthly literature committee meetings.
- Share the responsibilities of overseeing the traveling literature display(s) that are checked out to A.A. groups and/or A.A. functions.
- Have fun and stay sober!!

# East Valley Intergroup, Inc.

## Phone Answering Committee (12/2019)

### Purpose

This committee is responsible for ensuring that our after-hours phones are answered by well-trained AA members. For this purpose, they compile information and instruction packets that go to every after-hours phone volunteer. They also conduct monthly training sessions for those who desire to volunteer to answer phones. They arrange for substitute volunteers when regularly scheduled volunteers are unable to fulfill their commitment.

### Basic Committee Functions

- Recruit volunteers for the Phone Answering service
- Train and assist those volunteers with questions, problems and solutions
- Maintain the protocol, provide meeting schedules and 12 Step list given to each volunteer and update as necessary
- Maintain the schedule/calendar of volunteers and update as necessary.

### Chairperson

- The Phone Answering Committee Chairperson shall have 1 year of continuous sobriety at the time of taking office.
- The Phone Answering Committee Chairperson shall serve for 2 years unless resignation or removal from office occurs before that time period elapses.
- The Phone Answering Committee Chairperson is appointed by the Intergroup Chairperson.
- The Phone Answering Committee Chairperson coordinates with the Office manager that the committee and phone volunteers have the most up to date meeting directory and 12<sup>th</sup> Step list.
- The Phone Answering committee chairperson is responsible for overseeing and updating the Phone Answering volunteer list.
- The Phone Answering committee chairperson is responsible for chairing the monthly Phone Answering committee workshop.
- The Phone Answering committee chairperson is responsible for the initial contact and any scheduling made between the committee and any A.A. group or member that would like to become a phone volunteer.
- The Phone Answering committee chairperson shall submit a report to the EVI monthly business meeting.

### General Committee Members

- Committee members, and phone volunteers, shall have 1 year of continuous sobriety.
- Be available and participate in the monthly Phone Answering committee meetings and or workshops.
- Share the responsibilities of overseeing and updating the Phone Answering volunteer list.
- Have fun and stay sober!!

# East Valley Intergroup, Inc.

## Unity Committee (12/2019)

### Purpose

The purpose of the Unity Committee is to reach out to groups within the East Valley Intergroup community and encourage their participation and support by providing a representative to serve as the connecting link between their group and East Valley Intergroup. The Committee will also encourage individual group members to volunteer, when needed, for the various Intergroup Committees as well as East Valley activities and Special Events.

### Basic Committee Functions

- Identification of unrepresented groups through EVI Business Meeting attendance.
- Prepare and maintain documents used while visiting AA groups; such as invitation card, pamphlets, and group update forms.
- Maintain a schedule/calendar of group visits and update as necessary.
- Maintain a listing of AA groups which might benefit from Unity Committee visit
- Recruit, train and assist committee members.

### Unity Chairperson

- The Unity Committee Chairperson shall have 1 year of continuous sobriety at the time of taking office.
- The Unity Committee Chairperson shall serve for 2 years unless resignation or removal from office occurs before that time period elapses.
- The Unity Committee Chairperson is appointed by the Intergroup Chairperson.
- The Unity committee chairperson is responsible for chairing the monthly Unity committee meeting.
- The Unity committee chairperson shall submit a report to the EVI monthly business meeting.

### General Committee Members

- Committee members, and volunteers, shall have 1 year of continuous sobriety.
- Be available and participate in the monthly Unity committee meetings and or workshops.
- Share the responsibilities of overseeing and updating the Unity Committee documents.
- Have fun and stay sober!!