

Calgary Intergroup of Alcoholics Anonymous

Operations Manual

**An operations manual for:
the Calgary Intergroup of Alcoholics Anonymous
Sub-Committees
Central Office**

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Foreword

Calgary Intergroup has been functioning since 1960 and began with a small committee of members doing the vital 12 step work of bringing the message of recovery through service to the local Hospitals and Institutions as well as reaching out with Cooperation with Professionals and Public Information as one committee. The first meetings were held on the old Currie Barracks.

Job descriptions of duties and responsibilities have been established and documented over the years as Intergroup and later Calgary General Service Committee (CGSC) developed. These positions continue to be revisited and revised as our collective experience broadens, always ratified by the Calgary Intergroup or CGSC bodies.

Concern arose several years ago, with the inconsistency that the yearly election and position rotation created. Members at that time sought to develop a process to provide continuity in business responsibility to meet the needs of Calgary Central Office and its employees.

As a result, in 2001, a committee named the Central Office Management Committee (COMC) was developed and a one-page document including a Mission Statement, Mandate, and brief list of the COMC Members functions was created.

This document was brought to the Calgary Intergroup Group Conscience for review and was met with wide approval and therefore added to the job descriptions list for Intergroup.

In April 2007, December 2010 and again in September 2011, these documents have been reviewed and updated, always with ratification from the Calgary Intergroup body.

In October 2014, the COMC Committee struck a sub-committee to examine and to prepare a formal manual to ease in the transition of information after elections.

The purpose of this document is to be informative and serve as a ground spring from which further collective experience of Calgary Intergroup, its sub-committees and the COMC can draw and enlarge upon.

As always, doing service to keep our fellowship united, our responsibilities met and the principles of action in love and service is the guiding light of Calgary Intergroup.

This document was recommended by the Steering Committee for Intergroup to be accepted and ratified in 2016.

As an effort to keep this Document up to date, it will be revisited every two years to see if revisions need to be made.

INTERGROUP

INTERGROUP COMMITTEE PURPOSE AND FUNCTION

EXCERPT FROM AA GUIDELINES – CENTRAL OR INTERGROUP OFFICES

“The AA experience has demonstrated that central offices are helpful, particularly in populous areas. There are nearly 700 central Intergroup offices throughout the world, performing vital AA services. These constitute a network of service outlets and AA contacts to help carry the AA message. Established to carry out common group functions.”

The following are the basic services that Calgary Central Office/Calgary Intergroup provides for Calgary and surrounding area AA groups:

- a. AA Inquiries
- b. Office facilities
- c. Bookstore
- d. Meeting lists
- e. Website / Information exchange
- f. Local Committees on Public Information
- g. AA Newsletter “The Westword”
- h. 24/7, Calgary AA phone line

The responsibility for the support, supervision and maintenance of the Calgary Central Service Office (CCSO) and Calgary Intergroup rests with the Calgary groups. Therefore, it is suggested that every group should name a representative (Group Intergroup Rep) and an alternate to serve as the connecting link between the group and Calgary Intergroup.

Calgary Intergroup Steering Committee

Intergroup Steering Committee members comprised of the elected Intergroup Chairs, these members meet monthly prior to Calgary Intergroup meeting to review their reports and discuss Intergroup housekeeping items. They also provide support for each other, and their aim is to build and maintain unity to the committee chairs and table officers. The meeting is the Tuesday before the second Monday of each month held at Central Office at 7 PM.

The Steering committee will review and approve the Westword prior to distribution at the Intergroup General meeting.

All Committee Chairs serve for a One-year term as elected by Calgary Intergroup, maximum two consecutive years.

It is recommended that Outgoing Chairpersons mentor the Incoming chairperson for a minimum of two months.

If a Committee Chair or Table Officer is, absent for three consecutive Steering Committee meetings, the absentee’s position will be considered VACANT and their position will be up for election at the next Intergroup meeting. This is to ensure the services provided from the positions to the groups remain so we can keep to our primary purpose. Also, to have enough members to maintain a group conscious and a voting quorum.

Calgary Intergroup Chairperson

Qualifications

- **4 Years Sobriety preferably 2 Years previous Intergroup experience. Working knowledge of 12 Steps, Traditions and Concepts**
- **Ability to commit proper time to the job**
- **Organizational ability, Knowledge of Roberts rules of order and the AA service manual**
- **Leadership skills to facilitate meetings. Ability to communicate effectively**
- **Recommended to have served as an Intergroup rep, and a Committee Chair**
- **One-year term as elected by Calgary Intergroup, maximum two consecutive years.**

Committee Membership and Meeting Requirements

- **Monthly Central Office Management Committee (COMC) – Tuesday prior to Intergroup Steering Committee Meeting, 5:00 PM**
- **Monthly Intergroup Steering Committee Meeting – Tuesday prior to Intergroup Meeting, 7:00 PM**
- **Monthly Intergroup Meeting – Second Monday of each month, 7:00 PM**

Duties and Responsibilities

- **One of three Signing authorities for Calgary Central Office for cheques, and to enter or amend contracts.**
- **Attend COMC as a voting representative of table officers from Intergroup.**
- **Present COMC proposals requiring voting to Intergroup.**
- **Facilitate steering committee members to work through any concerns with Intergroup/COMC/Steering committee policies, procedures, or decisions.**
- **Encourage all committee chairs, including COMC, to participate and report on activities. See that they are fulfilling their roles as elected chairs.**
- **Develop working agendas for steering committee and Intergroup meetings.**
- **Be prepared to objectively, fairly deal with, and negotiate difficult issues that occasionally arise, maintaining equitable communication at all levels of various working committees and to facilitate concrete decision making at Intergroup.**
- **Oversee the elections in November of each year and throughout the year. Create inclusive and effective communications around the election process and appoint a knowledgeable person of our third legacy to conduct the election process each year. See that vacancies are filled; build awareness of member's responsibility.**
- **Present monthly report as Chairperson at Intergroup and Steering Committee.**
- **Use Email account login and continual monitoring as a communication tool.**

Calgary Intergroup Alternate Chairperson

Qualifications

- **Minimum two years sobriety, previous experience on Intergroup an asset**
- **Knowledge of Steps and awareness of Traditions and Concepts**
- **Recommended to have served as an Intergroup Rep and a Committee Chair**

Committee Membership and Meeting Requirements

- **Monthly Central Office Management Committee (COMC) – Tuesday prior to Intergroup Steering Committee Meeting 5 PM**
- **Monthly Intergroup Steering Committee Meeting – Tuesday prior to Intergroup Meeting**

- **Monthly Intergroup Meeting – Second Monday of each month**

Duties and Responsibilities

- **Signing authority for Calgary Central Office for cheques, and to enter or amend contracts**
- **Attend monthly meetings**
- **Support chairperson with carrying out duties and responsibilities**
- **Step into Chairperson responsibilities when chairperson is not available**
- **Liaison with meeting facility**
- **Present monthly report as Alternate Chairperson at Intergroup and Steering Committee**
- **Oversee Ad Hoc committees**
- **Maintenance and Distribution of the New Intergroup Rep Welcome Packages**
- **Use Email account login and continual monitoring as a communication tool.**

Calgary Intergroup Treasurer

Qualifications

- **Minimum two years sobriety with knowledge of Steps, Traditions and Concepts**
- **Experience at Intergroup level suggested.**
- **Business/Accounting/Finance skills are an asset.**

Committee Membership and Meeting Requirements

- **Monthly Central Office Management Committee (COMC) – Tuesday prior to Intergroup Steering Committee Meeting 5 PM**
- **Monthly Intergroup Steering Committee Meeting – Tuesday prior to Intergroup Meeting**
- **Monthly Intergroup Meeting – Second Monday of each month**

Duties and Responsibilities

- **Signing authority for Calgary Central Office for cheques, and to enter or amend contracts.**
- Review monthly financial statements of Intergroup, as prepared by the central office manager, and present them to COMC, Steering Committee, and Intergroup for monthly approval.**
- **Review annual budget as prepared by central office manager and present to COMC, Steering Committee, and Intergroup for annual approval.**
- **Maintain confidential nature of payroll matters.**
- **Collect seventh tradition at intergroup meeting.**
- **Inform groups of the nature of our financial dependence of group donations to be able to perform our vital 12th Step work, here money and spirituality mix.**
- **Use Email account login and continual monitoring as a communication tool.**
- **Mentorship for new treasurer for a minimum of two months.**

Calgary Intergroup Secretary

Qualifications

- **Minimum one year sobriety, knowledge of Steps and Traditions**
- **Proficiency with computer, Laptop or other device to compile minutes for distribution.**

Committee Membership and Meeting Requirements

- **Monthly Intergroup Steering Committee Meeting – Tuesday prior to Intergroup Meeting**
- **Monthly Intergroup Meeting – Second Monday of each month**

Duties and Responsibilities

- **Signing authority for Calgary Central Office cheques**
- **Use only member's last initial when typing up documents**
- **Send email reminder of both Steering and Intergroup Meeting (day prior) to membership**
- **Arrive early to distribute printed copies of minutes of previous meeting**

- **Compile Intergroup Committee reports that have been electronically emailed**
- **Take comprehensive minutes, including details of all motions, seconders and whether it passed or was defeated**
- **Pass out sign-up sheet, remind members to print clearly**
- **Distributes completed minutes promptly of regular and special meetings. Ensures a copy is sent to Central Office for Archival purposes**
- **Check email regularly, maintain contact list in email – remove contacts that bounce back**
- **Hand-over and training to successor**
- **Build a courteous relationship with every member**
- **Use Email account log-in and continual monitoring as a communication tool**

Public Information Chairperson

Qualifications

- **Minimum two year sobriety**
- **Knowledge of Steps and Traditions**

Monthly Meeting Time

- **As determined by the PI Chairperson**

Committee Composition

- **Chairperson**
- **Co-Chair**
- **AA members interested in Public Information and elected PI group representatives**

Duties and Responsibilities

- **Attend and deliver a report at monthly Calgary Intergroup Steering Committee Meeting**
- **Attend and deliver a report at monthly Calgary Intergroup Meeting, encourages involvement from the IG Reps**
- **Maintains financial records, prepare budget information for Public Information for Calgary Intergroup Treasurer**
- **Uses established AA literature the guidelines and PI workbook to fulfill PI mandate for Calgary and Area**
- **Responsible to respond to PI inquires to determine specific information requested**
- **Informs Intergroup of current P.I. requests and follows Intergroup direction**
- **Maintain an up to date list of speakers for schools, PI functions, etc.**
- **Cooperates with Calgary CPC Committee**
- **Uses Committee email account log-in with continual monitoring as a communication tool**

Telephone Monitoring Chairperson

Qualifications

- **Minimum one year sobriety**
- **Knowledge of Steps and Traditions**

Monthly Meeting Time

- **As determined by the Telephone Monitoring Chairperson**

Committee Composition

- **Chairperson**
- **People to help prepare the packages given to the groups for monitoring**

Duties and Responsibilities

- **Responsible for signing up and coordinating groups to monitor AA phone lines after regular business hours on a weekly basis at the monthly Intergroup Meeting.**

- Maintains good rapport with Answering Service
- Attend and deliver a monthly report at the Calgary Intergroup Meeting
- Coordinate with office manager for weekday monitors at central office
- Arrange alternate monitoring when required
- Arrange for preparation of monitor packages
- Email reminders to the Intergroup Rep prior to their groups telephone monitoring, ensures any last minute concerns are dealt with
- Uses Committee email account log-in with continual monitoring as a communication tool

Twelve Step List Chair Chairperson

Qualifications

- One Year Sobriety
- Knowledge of Steps and Traditions

Duties and Responsibilities

The 12 Step List is a part of every telephone-monitoring package. The original document is kept at Central Office to provide continuity to the list as well as protect the personal and private information of the 12 Step list. The 12 Step Chair persons primary responsibility is to keep the information accurate and updated in order to aid with the telephone monitoring process.

- Ongoing maintenance of 12 Step list to ensure list is accurate
- Encourage AA membership to sign up for 12 Step list so as to not cause burn out from over use of 12 steppers
- Provide information for 12 Step application process to Intergroup Reps

Sunday Morning Breakfast Meeting Chairperson

Qualifications

- Minimum one year sobriety
- Knowledge of Steps and Traditions Mentorship for new treasurer for a minimum of two months

Monthly Meeting Time

- As determined by the Chairperson

Committee Composition

- Chairperson
- People interested in helping with the meeting on Sundays

Duties and Responsibilities

- Encourages Intergroup Reps to volunteer groups to speak and fill Breakfast Calendar dates
- Encourages group participation at meeting to fill roles along with speaker
- Attend and deliver a financial report at monthly Calgary Intergroup Steering Committee Meeting
- Attend and deliver a report at monthly Calgary Intergroup Meeting
- Coordinate the Sunday Morning meetings
- Coordinate weekly speakers
- Coordinate groups to act as hosts for the meeting
- Liaise with hotel to pay for meals and room rental
- Maintain regular financial records
- Regularly submit profit to Treasurer
- Uses Committee email account login with continual monitoring as a communications tool

Round-Up Committee Chairperson

Qualifications

- Minimum four years sobriety
- Knowledge of Steps, Traditions and Concepts
- A responsible position requiring integrity and maturity usually selected from the previous year's Round Up committee and recommended to Intergroup Body to be elected after that year's final report has been presented. Usually in June.

Monthly Meeting Time

- As determined by the Chairperson

Committee Composition

- Chairperson
- Co-Chair
- Treasurer
- Speaker Chair
- Other members as determined by Chairperson

Duties and Responsibilities

- Attend and deliver a report at monthly Calgary Intergroup Steering Committee Meeting
- Attend and deliver a report at monthly Calgary Intergroup Meeting
- Facilitate committee to plan annual Banff Round up including facility, speakers, and banquet
- Facilitate committee to plan annual Pioneer's Dinner including facility, speakers, and banquet
- Prepare financial statements and report to Calgary Intergroup
- Assist Round Up Treasurer in Preparing budget
- This budget is extensive and therefore accounting experience is essential
- Use Committee email account log-in with continual monitoring as a communication tool

Special Events Chairperson

Qualifications

- Minimum one year sobriety
- Knowledge of Steps and Traditions

Monthly Meeting Time

- As determined by the Chairperson

Committee Composition

- Chairperson
- Other members as determined by the chairperson

Duties and Responsibilities

- Attend and deliver a report at monthly Calgary Intergroup Steering Committee Meeting
- Attend and deliver a report at monthly Calgary Intergroup Meeting
- Coordinate special events such as Summer BBQ and Christmas Luncheon potluck
- Assists COMC in organization of Stampede Breakfast
- Prepare budgets for special events
- Coordinates with volunteers for set-up and tear down at monthly intergroup meeting
- Builds relationship with Meeting Facility (has key to open)
- Uses Committee email account log-in with continual monitoring as a communication tool

WestWord Chairperson

Qualifications

- Minimum one year sobriety, knowledge of Steps and Traditions
- Working knowledge of Microsoft Office or other Publication software
- Computer literacy and email experience

Monthly Meeting Time

- As determined by the Westward Chairperson

Committee Composition

- Chairperson
- Co-Chair
- General AA members if desired

Duties and Responsibilities

- Produce a monthly newsletter for Calgary Intergroup including (but not limited to):
- Announcements and reports
- Notices of special meetings
- Sobriety anniversaries
- Special or social events that may be of interest Calgary AA
- Regular review and maintain email account known as westwordeditor@gmail.com
- Collects, verifies, and assembles information for inclusion from sources including but not limited to "in basket" at Central Office, Gmail account, and items forwarded at Calgary Intergroup
- Presents paper copies of The Westword for distribution
- Current format of the Westword is four 8.5" x 11" pages with headings and layout consistent with the convention previously established
- Collects financial contributions for The Westword
- Maintains financial records of contributions
- Returns unsold copies and collected funds to Central Office
- Forwards Draft copy of Westword via email to Calgary Intergroup Steering Committee, and bring printed copies to Steering Committee Meeting for review prior to distribution
- Presents approved paper copies of the completed Westword at Calgary Intergroup meeting
- Emails electronic versions of the completed Westword on or around the Calgary Intergroup meeting date
- Presents a committee report at Calgary Intergroup Steering Committee
- Presents a committee report at Calgary Intergroup Committee
- Committee email account log-in and continual monitoring as a communication tool
- Pass on Template for newsletter
- Maintains established Contact List/Email Distribution List

Archives Chair Chairperson

Qualifications

- Minimum one year sobriety, knowledge of Steps and Traditions
- Interest in history an asset, ability to work with current Archivist
- Previous experience with document archives an asset, but not a requirement
- Thorough working knowledge of computer essential

Chairperson Term

- One year term as elected by Calgary Intergroup, maximum two consecutive years

Monthly Meeting Time

- As determined by the Chairperson

Committee Composition

- Chairperson
- Archivist
- Other members interested in the archival history of Calgary AA

Duties and Responsibilities

- Attend and deliver a report at monthly Calgary Intergroup Steering Committee Meeting
- Attend and deliver a report at monthly Calgary Intergroup Meeting
- Reports to the Intergroup, giving updates on current projects
- Assists Archivist in collecting, preserving and archiving Calgary and area AA historical materials including documents, audio, video etc.
- Ensures the Archivists course material paid for by the Intergroup is accessible for future Archivists
- Attend round-ups and functions when requested (at the expense of the event) with historical archives and displays
- Attend Red Deer Service Assembly twice a year (at the expense of Calgary Intergroup). Research archives
- Uses Committee email account login with continual monitoring as a communication tool
- Maintains and updates Archives Handbook M-441 for next rotational chair

Archivist

Qualifications

- Typically a long timer interested in Calgary and Area history with knowledge of Steps, Traditions and Concepts
- Organized, responsible, accountable and careful with our collected history
- Previous experience with document archives an asset, but not a requirement, willing and able
- to take courses paid for by Intergroup to learn how to best safeguard our history

Archivist Term

- This is an appointed position, interested persons submit a resume to the Calgary Intergroup Steering Committee body for consideration, to be recommended and voted on by the Intergroup Body. This position is typically held for a number of years considering the depth of knowledge and extensive experience required.
- Appointment will be open to the membership and reviewed each year at election time

Monthly Meeting Time

- As determined by the Archives Chairperson

Duties and Responsibilities

- Provision, care and management of permanent collection of Calgary's AA history to preserve the past and allow others to discover it. Accountable to the Intergroup body through the Archives Chairperson
- Responsible for the collection, including documents, books, recordings, and artifacts. Maintains the physical integrity of the collection, and also develops an index, inventory, and/or finding aid, to provide easy ways to search and access the collection

- **Develops and Maintains relationships with other organizations to keep abreast of means of saving historical documents e.g. Area 78 Archivist. GSO Archives**
- **Ensures the protection of the anonymity of members, and the confidentiality of all A.A. records**
- **It is desirable that the archivist take at least an introductory course in archival science or library science, and have a membership in a local archivists' organization**
- **Gathers facts and documentation, from both the distant and recent past, to preserve A.A.'s message. In a real sense, A.A. archivists are "keepers of the past", compiling historical archives and displays**
- **Passes on course materials paid for by Intergroup when appointed term has completed**

Calgary General Service Committee Liaison

Qualifications

- **Minimum one year sobriety, knowledge of Steps and Traditions**

Monthly Meeting Time

- **No monthly meeting required**

Committee Composition

- **No committee required**

Duties and Responsibilities

- **This position may be a two person filled position, one person elected by Intergroup body and one elected by the CGCC body**
- **Usually the Intergroup/CGSC Liaison is elected by intergroup on even years and the Liaison is elected by CGSC in Odd years.**
- **Attends monthly meeting of Calgary General Service Committee (CGSC) to compile a report of issues and events occurring, keeping Intergroup informed of other Service events**
- **Attend and deliver this report at monthly Calgary Intergroup Meeting**
- **Attends monthly Calgary General Service Committee Meeting as a representative of Calgary Intergroup and report what is happening with Intergroup committees**
- **Committee email account log-in and continual monitoring as a communication tool**
- **When held by two people the Intergroup Liaison is responsible to attend the monthly CGSC Steering Committee meeting while the CGSC Liaison is responsible to attend the monthly Intergroup Steering Committee meeting.**
- **If one individual holds this position, attendance to the intergroup steering committee is optional.**

New Year's Eve Event Committee Chairperson

Qualifications

- **Minimum two years sobriety**
- **Knowledge of Steps, Traditions and Concepts**
- **A responsible position requiring integrity and maturity usually selected from the previous year's New Year's Eve Event committee and recommended to Intergroup Body to be elected after that year's final report has been presented. Usually in March/April.**

Monthly Meeting Time

- **As determined by the Chairperson**

Committee Composition

- **Chairperson**

- **Co-Chair**
- **Treasurer**
- **Speaker Chair**
- **Other members as determined by Chairperson**

Duties and Responsibilities

- **Attend and deliver a report at monthly Calgary Intergroup Steering Committee Meeting**
- **Attend and deliver a report at monthly Calgary Intergroup Meeting**
- **Facilitate committee to plan annual Intergroup New Year's Eve Event including facility, speakers, and banquet**
- **Prepare financial statements and report to Calgary Intergroup**
- **Assist New Year's Eve Event Treasurer in Preparing budget**
- **Budget can be extensive and therefore accounting experience is suggested**
- **Use Committee email account log-in with continual monitoring as a communication tool**

Central Office Management Committee (COMC)

- *Qualifications (Members at Large)*
- **Minimum 5 years sobriety**
- **Previous Alcoholics Anonymous service experience outside the group level, as well as experience in business such as Finance, Human Resources, Law, Business, Labour relations, Management etc.**

Monthly Meeting Time

- **Tuesday before the monthly intergroup Meeting and additional meetings as required**

Election of Members

- **Vacancies for this committee will be posted in the Westword and requested through the Intergroup body.**
- **Qualifications and experience of candidates will be reviewed by COMC committee and presented to Intergroup in the form of a resume or one page document.**
- **While the COMC may nominate members for election – this does not preclude any AA Member from standing for election to the COMC, keeping the doors open to prevent entrenchment.**
- **Elections for COMC vacancies to take place at the annual Calgary Intergroup Election held in November each year.**
- **COMC vacancies to be filled on an as needed basis, after vacancy has been posted in the WestWord and deemed general knowledge.**
- **Important that the COMC does not become a “closed shop” or gives that impression – in the spirit of Concept V.**

MISSION STATEMENT

The Mission of the COMC is to serve Calgary's AA Fellowship by providing management services to its Intergroup Body:

- **To oversee the management of the Calgary Central Service Office (CCSO)**
- **To provide management policies, procedures and Strategic planning for CCSO functions**

- To provide sound financial, operational and personnel management advice to CCSO and the Intergroup Body
- To always function in accordance with the principles of Alcoholics Anonymous as expressed in the Twelve Steps, Traditions and Concepts

COMC Mandate

- The hiring, compensating , supervising, performance review and (if necessary discharging) of the CCSO Manager and (through him/her) any required subordinates and or back up volunteers
- The obtaining of space and the maintenance, security, insurance and signage of the Central Office premises and equipment for effective performance. This is done in Cooperation with the Intergroup Treasurer and Chairperson.
- The provision of monthly financial reports as needed by Intergroup Steering Committee and the Intergroup Body. To establish an annual budget by the COMC with the Intergroup Treasurer and approved by the intergroup Body
- To provide an effective AA Bookstore with known hours and efficient staffing. This encompasses Sales, inventory, pricing, purchasing and controls for the effective availability of AA literature and other materials.
- The providing of required payments and reports to government agencies.
- COMC to hold monthly meetings to review performance and opportunities of the above activities and report as required to the Intergroup Steering Committee and Intergroup Body.

COMC Members and Functions

- The Central Office Management Committee is a committee of the Calgary Intergroup and is composed of the following:
 - Chairperson, Vice Chairperson and Treasurer of Intergroup
 - Five “Members at Large” who have practical business experience and AA Traditions and Concepts experience in Service to AA. The Intergroup Body elects them to office.
 - Central Office Manager.
 - All COMC committee members have a vote at their regular closed monthly business meetings.
 - The posting of Chairperson shall be filled only from the members at Large and their election of him/her to a one-year term with the option of another one-year term for a total of two years maximum.
 - The members at Large serve for two-year terms with an option of another two-year term for a total of four years maximum.
 - The Office Manager will be excused from any vote regarding office salaries.

GENERAL COMMITTEE MEMBERS AND RESPONSIBILITIES

The Central Office Management Committee (COMC) is a sub-committee of the Calgary Intergroup put in place to oversee the business matters of the Calgary Central Office.

COMC’s primary purpose is to provide competent business leadership and stability to the Calgary Central office, to protect the staff and the risk of Intergroup through its process of yearly elections.

COMC members are “directly responsible to those we serve” (Tradition 9)

COMC Chairperson

- Sets agenda for monthly COMC meetings
- Appoints secretary to take meeting minutes
- Presides over monthly COMC meetings
- Provides 12 Tradition and 12 Concept leadership to COMC

COMC Members at Large (5)

- Alternates within members to present COMC report to monthly Calgary Intergroup Steering Committee Meetings
- Presents COMC report to Monthly Calgary Intergroup Meetings
- Attends monthly COMC meetings
- Participates in other matters as they pertain to the management of the Calgary Central Office

Intergroup Chairperson, Intergroup Alternate Chair, and Intergroup Treasurer

- Brings relevant agenda items to the Calgary Intergroup body for information or voting purposes
- Attends monthly meetings
- Participates in other matters as they pertain to the management of the Calgary Central Office

Calgary Central Office Manager

- Gives monthly report regarding issues of concern
- Compiles monthly financial reports, offers recommendations

CONCEPT V:

THROUGHOUT OUR STRUCTURE, A TRADITIONAL “RIGHT OF APPEAL” OUGHT TO PREVAIL, SO THAT MINORITY OPINION WILL BE HEARD AND PERSONAL GRIEVANCES RECEIVE CAREFUL CONSIDERATION.

Do we encourage the minority opinion, the “Right of Appeal”, to be heard at our home group, district committee meetings, area assemblies and the Conference?

What does our group accept as “substantial unanimity?”

Has our group experienced the “tyranny of the majority” or the “tyranny of the minority?”