



Heartland Intergroup Treasurer & Secretary Elections

***2 Year Term- 2024-2025**

***2 years continuous sobriety required.**

Intent to run needs to be sent to officemanager@heartlandintergroup.org prior to October 9th Heartland Intergroup Representative Meeting and/or candidate must be present at October Meeting to announce intent to run. Elections will be at the November 13th, 2023 Heartland Intergroup Representative Meeting.

SECRETARY- The duties and service obligations of the Secretary include:

- A. Record minutes of Intergroup meeting.
- B. Attend all Intergroup-sponsored functions.
- C. Make certain that all necessary materials are made available at Intergroup meetings, such as sign-in sheets, etc.
- D. Perform other duties that the Chairperson may request.
- E. Must be familiar with the By-Laws and 36 principles.

TREASURER- The duties and service obligations of the Treasurer include:

- A. Require skills of current bookkeeping system.
- B. Prepare a monthly financial statement and present this report at Representatives meetings.
- C. Attend all Intergroup-sponsored functions.
- D. Perform any other duties the Chairperson may request.
- E. Must be familiar with the By-Laws and 36 principles.

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|Heartlandintergrouper@gmail.com| *||*

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