

Intergroup Representative Guidelines

What are the qualifications for serving as an Intergroup Representative or IR?

You must have 90 days of working the Program, 90 days of continuous CEA-HOW abstinence and make a one-year commitment to attend the monthly Intergroup meetings.

What are the responsibilities of an IR?

The primary responsibility of the IR is to carry information between your Meeting and the Intergroup:

1. Reporting to your Meeting about upcoming activities sponsored by the Intergroup, current meeting issues discussed at the Intergroup meeting and the Intergroup's monthly balance sheet. This oral reporting to your Meeting may be done either once per month or during one or more weeks, depending on whether your Meeting prefers one report or several, shorter reports;
2. Periodically reporting to the Intergroup about the concerns and issues that arise in your Meeting;
3. Obtaining current Valley Meeting Guide, flyers concerning upcoming activities, literature, and other recovery support materials available from the Intergroup Office. You should take ONE flyer for each announced activity and make an appropriate number of photocopies for your meeting, getting reimbursed for your photocopying and any other literature expenses from your Meeting;
4. Giving a copy of the Intergroup Meeting Agenda Packet you obtained at the Intergroup meeting to your Meeting's Secretary;
5. Giving a copy of the updated literature order form to the Literature Person for your Meeting.
6. Ensuring that a Meeting Change Form is completed whenever there is a change of service positions at your Meeting.
7. Participating in Intergroup Committees (although any Member of any Meeting may do so, IR's are especially encouraged to become active in Intergroup Committee work).

When and where are the Intergroup meetings?

Please call the San Fernando Valley Intergroup office at (818) 437-5176 for current meeting location and directions.

Meetings start promptly at 7:30 P.M. on the first Wednesday of each month, with changes allowed for holidays.

What do I do to prepare for an Intergroup meeting?

You will need to know your meeting's number to sign in at the Intergroup meeting. This number is in the Valley Meeting Guide opposite the time and location of your meeting.

You may wish to take notes during the Intergroup meeting, so bring paper and a pen.

Additionally, the Intergroup meetings follow parliamentary procedure as set forth in Robert's Rules of Order. These Rules can be purchased in any bookstore as a paper back for a nominal amount, and will assist you in understanding proper procedure at the Intergroup meetings.

How many Meetings can one person represent in the Intergroup?

One individual may represent more than one Meeting to the Intergroup. However, each IR gets only one vote on each Intergroup matter brought to a vote. This means that even if a person is the IR for 3 meetings, that IR will only have one vote, not three votes.

What is the CEA-HOW Intergroup of San Fernando Valley?

The Intergroup is the level of organization of CEA-HOW that provides support directly to Meetings by providing them with literature, information regarding recovery workshops and activities. Each Intergroup consists of a representative from each CEA-HOW Meeting plus an Executive Board.

Each Intergroup is a member of a geographically defined Area and Representatives elected from each Intergroup attend Area Assemblies. Delegates are elected from Area Assemblies to attend CEA-HOW's Business Conference at which policies for CEA-HOW as a whole are discussed and defined. A General Service Board is then elected from among the Area Delegates.

To more fully understand the responsibilities of each of the Intergroup Executive Board members and/or understand how the Intergroup is organized, you may wish to read the Intergroup's Bylaws. A copy of the Bylaws is available at the Intergroup Office.