

**Minnesota Debtors Anonymous Intergroup
Service Job Description**

Service Position: Vice-Chair

Length of Service: 12 months

Qualifications: 12 months of not incurring unsecured debt

2 Pressure Relief Meetings

Duties:

1. If Chair is absent:
 - Facilitates the Intergroup meeting in accordance with the meeting format (ensure meeting starts and end meeting on time)
 - Prepares and distributes the Intergroup Meeting Agenda
2. Supports the Chair in the facilitation and direction of the efforts of MN Intergroup
3. Performs tasks as needed and directed by Chair
4. Attend monthly Intergroup meeting
5. Trains to step into Chair role (optional)
6. Monitors the Intergroup email - info@daminnesota.org
 - Responds to emails, as needed
 - Track email frequency and reports to MN DA Intergroup at monthly meeting the following:
 - # of emails received each month
 - type (what was the issue)
 - if you are contacted by the media – please refer the request to Public Information Coordinator

Estimated time commitment per month: 1 – 4 hours

Notes:

- Recommended that the Co-Chair be familiar with 12 Traditions and 12 Concepts of Service