

Minnesota Debtors Anonymous Intergroup

Service Job Description

Service Position: Chair

Length of Service: 1 – 3 years

Qualifications: Given service in home group or Intergroup

12 months of not incurring unsecured debt

2 Pressure Relief Meetings

Duties:

1. Facilitates the monthly Intergroup meeting in accordance with the meeting format (ensure meeting starts and end meeting on time)
2. Prepares and distributes the Intergroup Meeting Agenda
3. Facilitates and directs the efforts of MN Intergroup as follows:
 - Guides the efforts and receives regular reports from other board positions and committee/team leads
 - Recruit volunteers to Intergroup board positions
 - Shapes the agenda for planning session in the fall for the upcoming year events and focus
 - Facilitates efforts of the Public Information Coordinator and the Workshop Coordinator
 - Welcomes and facilitates interaction with DA visitors (such as guest speakers, visiting national speakers, etc.)
4. Interacts with GSRs in Minnesota

Estimated time commitment per month: 3 – 6 hours

Notes:

- It may be helpful to come 5-10 minutes early to insure you are set up to start the meeting on time
- Recommended that the Chair be familiar with 12 Traditions and 12 Concepts of Service