Edinburgh and Midlothian Intergroup
Service Role Descriptions

ROLE DESCRIPTION: INTERGROUP SECRETARY

Purpose of the Role

The Intergroup Secretary supports the effective functioning of the Intergroup by providing administrative and communication support. The role helps ensure that information flows smoothly between AA groups, the Intergroup, and the wider AA service structure, in line with AA Traditions and principles.

Term: Typically a three-year term, to be confirmed by the Intergroup

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Qualifying Requirements

- **Active AA Membership** – A member of Alcoholics Anonymous with a sound understanding of AA Traditions, particularly those relating to service and communication.
- **Period of Sobriety** – Usually a minimum of one to two years' continuous sobriety, as agreed by the Intergroup.
- **Organisational Skills** – Able to manage correspondence, records, and meeting administration reliably and confidentially.
- **Service Commitment** – Willingness and availability to attend Intergroup meetings regularly and to serve for the agreed term.

Key Responsibilities

Meeting Administration
Prepare agendas, circulate papers, take accurate minutes of Intergroup meetings, and distribute them promptly.

Correspondence and Communication
Act as a central point of contact for incoming and outgoing correspondence, ensuring timely and appropriate responses.

Record Keeping
Maintain up-to-date records of Intergroup officers, group representatives, and key decisions, in line with data protection principles.

Information Sharing
Ensure relevant information from GSO, Regional or National service bodies, and other Intergroups is shared with local groups.

Support to Officers and GSRs
Assist the Chair and other officers with administrative tasks and provide practical support to Group Service Representatives.

Continuity of Service
Keep orderly files and hand over clear records to the next Secretary to ensure continuity of service.

Notes

The Intergroup Secretary is a vital service role, helping the Intergroup carry the AA message by supporting communication, unity, and effective local service.