

**You are the voice of your meeting...  
We are so glad you have joined us!**

We hope this pamphlet answers some questions you may have about your SCDA Intergroup service.

### **What do I look for?**

Here is a helpful checklist of what to look for before you take a seat. These items are available on a table near the meeting room entrance. If you are unable to find them, ask the person next to you where they are.

- One FREE copy of Checks & Balances (more are available for purchase at the literature table outside the meeting room)
- Intergroup meeting agenda
- Minutes from last month's Intergroup meeting
- Treasurer's report
- Workshop Chair's report
- Miscellaneous reports
- Workshop and Special Events flyers (take enough for your meeting)

### **What can I expect?...**

The general nature of the Intergroup meeting is that of a business meeting, based on Robert's Rules of Order.

When the meeting begins, it is helpful to follow along with the Intergroup Agenda. This lets us know what is being discussed and what will be next. While it is common for the new Intergroup Representative to feel lost when everyone is flipping through papers and making notes, if you follow the agenda, you will know exactly where we are.

After the opening statements and prayers, we review, correct, and accept the Minutes from the previous month's Intergroup meeting.

Next come the Committee Reports. There will be time after each report to ask questions of the reporting member, or offer comments about the report. The more clarity you have, the more informed you will be when you report back to your own group.

If there are tabled motions from previous meetings, we re-consider them in the Old Business segment. We then proceed to New Business, where we discuss and vote on new motions, or table them until the next meeting.

After the business portion of the meeting, time is allotted for Representatives to state their individual Meeting Concerns. Issues such as growing your meeting or dealing with continually vacant service positions are brought up. Other Representatives share their Experience, Strength, and Hope about the particular matter.

We conclude the general meeting with For the Good of the Order, where Representatives announce their group's workshops or mention the "good stuff" - meeting milestones, gratitudes, etc.

### **What do I report to my group?**

Generally, the person giving a Committee Report shares information that he or she feels is important, and may ask that a certain item be reported to the groups if it is of particular significance. Certainly, report anything you feel is noteworthy. Remember, *you* are the link between your group and the rest of SCDA.

### **What do I take back to my group?**

We suggest taking as many flyers of upcoming events that you feel may be of interest your group, and for other meetings you attend which may not have an Intergroup Representative.

As an Intergroup Representative, you are given one free copy of the new Checks & Balances newsletter. Additional copies are sold before and after the meeting, along with other DA books and pamphlets. The literature table is usually in the lobby outside the meeting room.

## **IG Representative Position Description**

### **At the Intergroup Meeting**

- Bring your own Experience, Strength, and Hope to other members of the fellowship and the IG
- As a liaison, help improve communications between the IG and individual meetings
- Vote on issues and motions affecting SCDA as a whole
- Perform service by helping IG committees when they need volunteers for various activities, as you desire to help
- Participate in miscellaneous activities as they occur

### **Take back/report to your meeting:**

- The IG's current activities
- The Treasurer's report
- Flyers of upcoming Workshops and Events
- DA Literature that your meeting may need
- Mention SCDA's current available positions, as members of the fellowship may want to fill them
- Ask your meeting for their concerns and bring them to the next IG meeting

We encourage everyone to remember that it's

**Principles before personalities**