

SECTION VII – VICE-CHAIR, THE CORPORATION SECRETARY

The Vice-Chair, the Corporation Secretary, shall be elected for a two-year term commencing February 1st of each odd numbered year and terminating January 31st of the following odd numbered year. Candidates for the Vice-Chair are to be nominated and present their qualifications at the November Intergroup Association meeting. The Vice-Chair shall have at least two (2) years of sobriety. The Vice-Chair shall perform the usual functions of a corporate secretary including, but not limited to, the following:

- a. In the absence of the Chair or upon the Chair's request, perform or share the functions of the Chair;
- b. Develop and maintain a system for the orientation and education of Central Service Representatives and Zone Delegates;
- c. Serve as a member and Vice-Chair of the Intergroup Association, Central Service Committee and the Central Service Executive Committee;
- d. Serve as an *ex officio* member on all committees;
- e. Attend all Intergroup Association meetings, Central Service Committee meetings, and Central Service Executive Committee meetings;
- f. Organize and lead in the recruitment of Central Service Representatives; and
- g. When contacted by the Recording Secretary that a Zone has missed three (3) consecutive Intergroup Association and Central Service Committee meetings, the Vice-Chair will notify the groups that their Zone is considered inactive.