



Position Available — Secretary (Minimum 2 years sobriety)

The Secretary supports Barrie Intergroup by helping maintain clear communication, accurate records, and organized committee information.

Serving at the Intergroup level offers so much simply by being present, listening, learning, meeting members from different groups, and gaining a deeper understanding of how Intergroup serves the fellowship.

Key Qualities

- Reliable and organized
- Able to listen carefully and record information accurately
- Respectful of AA Traditions and anonymity
- Willing to communicate and follow through in a timely manner

Basic Skills

- Must have a minimum of 2 years sobriety
- Responsible for recording the minutes of the Intergroup Meetings
- Following review by the Chairperson, distribute the minutes within 2 weeks of the Intergroup Meeting to the Committee and Representatives
- Inform the Webmaster of any pertinent information, such as Workshops, Conventions, and Conferences
- Keep a Motion Book to record all motions passed by Intergroup
- Get mail and distribute and answer mail when appropriate
- Maintain the Intergroup committee directory
- Maintain the Intergroup files at the Central Office

Administrative experience is helpful, but willingness, consistency, and a spirit of service are most important.

What This Role Offers

- Growth in confidence and service experience
- A deeper understanding of Intergroup operations
- Opportunity to support communication, unity, and service
- A meaningful way to contribute to AA in the Barrie area
- Ongoing support, you are never doing it alone

If interested, please contact your Intergroup Chair Randy S or Alternate Chair Brandon F.

Next INTERGROUP MEETING

112 Collier St. Barrie, ON

Friday, March 13th, 2026 @ 7:00 pm