

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)  
DUTIES OF DIRECTOR AND ASSISTANT DIRECTOR OF**

**UNITY COMMITTEE**

**Revised June 2020**

The Director of the Unity Committee is responsible to recruit A.A. volunteers from the five-county area who are familiar with SEPIA and its various functions to help SEPIA inform groups about the availability of Twelve-Step opportunities at, and through, their Intergroup.

The Committee, when invited, visits groups to explain how SEPIA works and encourage group members to volunteer on an Intergroup Committee and participate in the Twelve Step opportunities available. The Committee fosters Tradition One: “Personal recovery depends upon A.A. unity.”

The Director of the Unity Committee is responsible for choosing the site and date for the annual Unity Picnic and for organizing food purchases (including hamburgers, hot dogs, coffee, water, and soda), as well as finding volunteers to help facilitate the picnic.

The Director of the Unity Committee maintains regular, ongoing communication with the Zone’s Liaison and/or Coordinator.

The Director and Assistant Director prepare and submit a budget to the Finance Committee by September 1 for the upcoming year.

The Assistant Director of the Unity Committee assists the Director in all activities and acts for the Director when he/she is not available.

Both the Director and Assistant Director attend all Steering Committee meetings and functions; the Unity Committee meeting; and all five Zone Intergroup Representative (IGR) meetings on a rotating basis. They are responsible for presenting a report on Unity Committee activities at these meetings.

The Director and Assistant Director support and attend all Special Events including the Round-Up, the Share-A-Day event, the Gratitude Breakfasts, the Dinner Dance and any other event sponsored by the SEPIA Special Events Committee.

The Unity Committee meets the 3rd Tuesday of each month at the Intergroup Office or at another designated five-county area location if necessary.