

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)  
DUTIES OF**

**STEERING COMMITTEE MEMBERS**

**Revised June 2020**

All Steering Committee members are expected to attend the Steering Committee monthly meeting, their respective Committee/Zone meeting, and the monthly five-county Zone Intergroup Representatives (IGR) meetings on a rotating basis. They present report of Steering Committee activities at each meeting.

The (IGR) meetings are held on the second Monday of every month at 7:00 pm in each of the five zones. The Steering Committee meetings are held on the Wednesday after the first Monday of every month at 7:00 pm at the Intergroup Office. The Chairperson may call special Steering Committee meetings in response to emergencies.

Each Steering Committee member is expected to make weekly contact with the Intergroup office, either in-person or by phone, to check for messages and requests.

The Vice-Chairperson, Secretary, all Committee Directors, and all Zone Coordinators are expected to supply the Office Manager with a written monthly activity report shortly after their meeting and before the end of the month. Care must be taken to ensure the anonymity of meeting participants by removing any last names, personal email addresses, and personal phone numbers.

All Steering Committee members are considered ex-officio members of the Special Events Committee and are expected to attend the Round-Up, the Share-A-Day event, and any Breakfasts, Dinners, Dances, or other events sponsored by the Special Events Committee. All Steering Committee members also support the Unity Committee events including the Unity Picnic, as well as Unity Pitches whenever possible.

If, for some legitimate reason, a Steering Committee member cannot attend a required meeting, advance notification must be given to the Chairperson, Vice-Chairperson, or the Office Manager *only*. If there are three or more absences in the calendar year, the member is disqualified from serving on the Steering Committee.