

## **OFFICERS**

- **Chairperson**

- Preside over meetings of Steering Committee and Intergroup Delegates.
- Appoint committees as necessary to carry out the routine business of the Steering Committee.
- Oversee all activities of the Steering Committee & Intergroup Delegates.
- Execute Agenda for all meetings.
- Review Bank Statements quarterly.

- **Vice – Chairperson**

- Assist the Chairperson and in Chairperson’s absence, serve as Chairperson
- Oversee the production of timely and accurate meeting schedules, working with the Office Manager.

- **Secretary**

- Record the proceedings of all Steering Committee and Intergroup Delegate meetings.
- Initiate any correspondence that the Steering Committee may require.
- Submit to the Steering Committee any correspondence addressed to the secretary.
- “All minutes from the Delegates and Steering Committee meetings must be emailed to the Executive Secretary no later than two weeks after the meetings are held.

- **Treasurer**

- The Treasurer and Executive Secretary shall prepare the New Year’s budget in December for review by the Steering Committee at the January Steering Committee meeting.
- The Treasurer and newly elected Assistance Treasurer must sign documents at the bank to become authorized to sign checks for MIA.
- The Treasurer should be available to come to the MIA office to sign checks for MIA. Checks require the signature of both the Executive Secretary and the Treasurer.
- The Treasurer should assist the newly elected Treasurer in learning the task and responsibilities of the position as to ensure a smooth transition.