

## **Chairperson**

1. Shall preside at all regular and special meetings of this Intergroup and Intergroup Board.
  - a. Start and end meeting on time.
  - b. Stick to agenda and allotted time frame for each agenda item.
  - c. Makes determination when item up for discussion should be moved to committee status for further research or work.
  - d. Follow GKCAI amended Robert's Rules of Order.
  - e. Remind members of time frame for each item of discussion before discussion begins.
  - f. Moderates discussion of topics, making sure each member gets a chance to speak (It has been suggested that each member get a chance to speak once before any member speaks a 2<sup>nd</sup> time. Also that no one speaks a second time until a motion is made, seconded, and the item is opened for any further discussion).
2. Shall be responsible for establishing the agenda for all Intergroup meetings.
  - a. Reviews minutes from previous meeting to make sure all items of business are accounted for as postponed or tabled. Postponed items should appear on the agenda.
  - b. Address recommendations of member requests for agenda items. Incorporate those recommendations into current items or create a new item, even if time limits will require it to be postponed.
3. May cast the deciding vote to make or break a tie; otherwise the Chairperson does not vote.
4. Is an ex-officio member of all standing committee meetings. Should make sure committees are meeting and reporting back at the following IG meeting.
5. May serve as ex-officio Chairperson the following year.
6. Works with WSO delegate to cast GKCAI ballot in regards to topics for WSO Business Assembly. The Chair or Secretary must sign and submit the GKCAI ballot to WSO.
7. Receives and conveys information about events going on around Region IV. Makes sure these are posted on the website for all members to participate.