

## OIG Secretary Report - Year and Month ended 2025.12.31

### Job Description Review

Steering Committee Officers have recently been asked to aid the OIG Ad Hoc Cmte by reviewing their various Job Descriptions

- By Law Job Descriptions
- S&G Job Descriptions

Note: "April 17, 2016" referenced in S&G Job Descriptions  
(not provided, not yet able to find)

### Duties & Responsibilities per OIG Bylaws:

In addition to being member of the Steering Committee/Board of Directors of Oahu Intergroup of Oahu, Inc, with voting representation,

Section III,C. of the OIG By Laws state:

The Secretary shall keep the minutes of all meetings,  
and keep the records of INTERGROUP in good order at all times.

Section III, G specifies the rights of the Steering Committee  
to authorize the hiring of special workers it finds necessary,

Section III also specifies the term of sobriety required to be duly elected and states that  
Broken sobriety during tenure of office will automatically disqualify any officer for  
continued service in the elected position.

I was duly elected, having more than two years of sobriety at the time of election and remain qualified to serve in my position, as my sobriety has not been broken.

Under Section V

The Steering Committee assumes overall responsibility for the day-to-day operation of the Oahu Central Office. The Steering Committee may adopt such methods of operation and operational procedures required for the efficient and responsible function of the Oahu Central Office provided they are in the spirit of the Twelve Traditions of A.A.

In the event a major decision must be made before an INTERGROUP meeting may be convened, a substantial unanimity of the Steering Committee is required, and such action must be reported at the next INTERGROUP meeting.

Section V continues

The Oahu Central Office Manager shall come under the supervision of the Steering Committee officers as described in the Oahu Central Office Managers job description. For administrative purposes, the Oahu Central Office Manager coordinates with a designated INTERGROUP Steering Committee officer.

The remaining responsibilities specified in the By Laws deal with Finances, Prudent Reserve, and Non-Profit status under section 501(c)(3) of the Internal Revenue Code.

However the most important part of my duties and responsibilities of this position as a Steering Committee member, is following the Preamble which states:

In all its proceedings, INTERGROUP shall  
observe the spirit of A.A.tradition, taking great care: that it never becomes the seat of  
perilous wealth or power;

that sufficient operating funds, plus ample reserve, be its prudent financial principle;  
that none of its members shall ever be placed in a position of unqualified authority over any of the others;  
that all important decisions be reached by discussion, vote, and whenever possible by substantial unanimity;  
that no committee action ever be personally punitive, or an incitement to public controversy;  
that though it may act for the service of Alcoholics Anonymous groups on the Island of Oahu, it shall never perform any acts of government;  
and that, like the society of Alcoholics Anonymous,  
it will always remain democratic in thought and action.

All of this is for the purpose stated in Section I:

The purpose of INTERGROUP shall be the administration and coordination of A.A. activities common to the various groups comprising membership.

The activities include:

- A. Furthering the A.A. program in accordance with the Twelve Traditions of Alcoholics Anonymous.
- B. Maintaining a Central Office for A.A. on the Island of Oahu.

### **Duties & Responsibilities per OIG Structure & Guidelines:**

The OIG Structure & Guidelines state in Section 2.7:

All Steering Committee members are responsible to:

- A. Ensure Oahu Central Office runs ethically, is mission driven and it is fiscally responsible to the fellowship it serves.
- B. Ensure the direct oversight of the Central Office Manager to include hiring, firing and facilitating regular performance evaluations.
- C. Ensure the Oahu Central Office Manager acts in an ethical and legal manner with all volunteers adhering to labor laws.
- D. Secure resources by recruiting volunteers and assist with the hosting of effective activities.

Section 2.11 outlines the Secretary's Duties

- A. Read and adhere to the secretary's duties outlined in Oahu Intergroup of Hawai'i, Inc. By-Laws and amended job description, approved April 17, 2016.
- B. Perform the other Steering Committee duties in their absence
- C. Record the minutes of all Steering Committee and OIG Business meetings.
  - i. Distribute previous minutes at each Steering Committee meeting to all Steering Committee members.
  - ii. Distribute the minutes no later than ten (10) days after each OIG Business meeting to all I.G.R.'s, D.C.M.s, Steering Committee members, and area officers.
  - iii. The Secretary shall keep the minutes of all meetings, and keep the records of Oahu Intergroup of Hawai'i, Inc., of Alcoholics Anonymous in good order at all times.
  - iv. Distribute previous Steering Committee meeting minutes to all I.G.R.'s, D.C.M.'s, Steering Committee members, and Area Officers at the next OIG Business meeting.

- D. Keep a roster of Oahu's A.A. groups. The roster should include current OIG participant information, full name, mailing address, email, phone and entity they represent.
  - i. Register all voting members at OIG Business meetings and determine a quorum for voting (50% +1 of members present).
  - ii. Notify OIG Business meeting members of upcoming OIG Business meetings and events.
- E. When voting, determine whether a motion is accepted or defeated.

The legal requirements and fiduciary responsibilities of corporation officers in the State of Hawaii need to be researched and considered for inclusion in updating the By Laws and Structure & Guidelines.

Secretarial Equipment & Expenditures, unreimbursed:

OIG computer/laptop and recorder

OIG Secretary used *personal* equipment for OIG Business in 2025:

- Laptop (borrowed from third party unrelated to AA)
- Recorder (borrowed from A17 Delegate until 2025 purchase)
- External Harddrive for backup (2025 purchase)

OIG Secretary needs to be using *OIG equipment* for OIG Business.

2025 Expenditures (personally incurred):

- Laptop Security & provision
- Portable Hard Drive,
- Meeting Recorder,
- Paper & Ink for printing
- Confidence with QBO Training (\$111 per month for 12 months)  
Provides current/future officers & Oahu CO Mgr with library access for QBO training & accumulated error correction assistance

OIG Business Meeting Requests Received

- Verbally announce meeting changes at the OIG BUS MTG as well as website
- Include meeting changes in Oahu Central Office Report
- Include Upcoming Events in Oahu Central Office Report as well as website

Continuity Documentation, Development of Procedures/Methods

Secretary Position/Treasurer Position procedures/methods for Nov/Dec 2026 changeover following November elections needs documentation throughout 2026. Samples of the following have been started and provided to Steering Committee members

- Procedure specifics and reasoning for them
- 2026 Time Tables
- 2026 Calendar & Deadlines for use in creating same for 2027