

What an FA Intergroup Office Provides

(Based on the Chicagoland Intergroup experience)

Centralized Distribution

1. Provides a place where mailings for the member groups are photocopied, assembled and mailed.
2. Meeting directories are updated and distributed to member groups and other interested parties.
3. Literature is ordered in bulk quantities to be made available to member groups and for use in Public Information activities.

Centralized Receiving

1. Donations to the Intergroup are recorded and deposited.
2. Mailings are received by the staff, photocopied and mailed out.
3. Invoices and bills are logged and forwarded to the Treasurer.
4. The Information Number and regular phone lines are located in the Intergroup Office and answered by the volunteer office staff.

Other

1. Newsletters, flyers, and notices are produced at or through the Intergroup office.
2. A fax machine is available to member groups.
3. Computer, E-mail and Internet connection
4. A meeting room is provided for Intergroup meetings, convention planning and other meetings.
5. Calls from concerned family members and friends who have questions about the program or need a group referral are handled by office volunteers.
6. An Intergroup newsletter can be distributed to member groups.
7. Historical records from previous annual conventions are filed to help with future committee planning.