

## **Southern AZ Intergroup Rep Binder Table of Contents**

Refer to our SoAZ website for many documents **[oasouthernaz.org](http://oasouthernaz.org)**  
Most documents in the following index will be found on our website under  
Service (For Intergroup Reps). If you are not online or have any other  
problems please call your IR Trainer.

2021 IR Trainer: Deb B, 520-248-7531, [manddbrown@gmail.com](mailto:manddbrown@gmail.com)

1. Booklets-OA Handbook and Twelve Concepts SEAZ Intergroup
2. Standing Rules (revised 2018)
3. Minutes for current year
4. Treasurer's most recent report
5. Vision and Goals
6. Bylaws (amended 2020)
7. Policy Manual (1995-2020)
8. Motions Passed/Failed (for Current year and not yet in By-Laws  
or Policy Manual)
9. Calendar for current year
10. Name and Address List (For Your Use Only)
11. Parliamentary Procedures
12. Job Descriptions for Committee Chairs
13. Strong Meeting Checklist
14. Structure of OA
15. IRs and the Right of Decision
16. Intergroup Inventory
17. Agendas
18. What is Intergroup and what does it do?

Please pick up Event Flyers, meeting lists, and other handouts at Intergroup  
and bring at least one copy of each to your home Group to share as  
announcements.

Your Call to Action is available within a few days after the Intergroup  
meeting. It will either be emailed to you directly or you can print a copy  
from the website.

You are encouraged to save work and paper by creating a group of email  
addresses for your home group so you can email pertinent items your  
members who want them.