

### **PI Secretary Duties**

- Draft PI Secretary Reports that capture treasure actions, motions, PI Committee decisions, group consciences, and other actions.
- Distribute the draft secretary's Report to PI representatives for their review and corrections prior to the next meeting.
- Distribute any additional information to PI representatives as necessary.
- Maintain a distribution list of PI Committee members.

### **Pi Chair Job Description**

- Act as liaison between Pi committee and Intergroup
- Act as liaison between Pi committee and church/venue for meeting place
- Get to meeting place at least half hour early to unlock meeting place and set up chairs
- Facilitate Pi committee meeting, keeping meeting on track and within 12 traditions, going over all committee officer reports
- Make sure any Pi commitments are filled with sufficient volunteers, filling in when needed and communicating with volunteers and Public Outreach chair