

CENTRAL COAST CENTRAL OFFICE INTERGROUP

Communications Chair

QUALIFICATIONS

1. The Communications Chair shall have a minimum of 2 years continuous sobriety.
2. The Communication Chair shall be appointed to the Board of Directors to serve for a one-year term, renewable for one additional term.

TIME ESTIMATE

No specific work hours are required but it is estimated the Communication Chair will work up to 6 hours monthly. Attendance at Board and Intergroup meetings is 2 hours.

DUTIES

The Communication Chair shall perform their duties in the best interest of the Central Office, keeping in mind the overall purpose and guidelines of Alcoholics Anonymous.

Specific duties include the following:

1. Creates monthly phone forwarding schedule using the schedule provided by the Volunteer Coordinator.
2. The Volunteer Coordinator maintains the master schedule.