

SOUTHERN ALBERTA INTERGROUP COMMITTEE POSITIONS

Committee Positions:

Telephone Chairperson
Twelfth-Step Within Chairperson
Archivist

To qualify for election to the SAI Board, an individual must:

These positions are appointed by the Chair so the qualifications may be amended at the Chairperson's discretion.

1. Be working the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service to the best of his/her ability.
2. Be a regular member of an affiliated group for a minimum of six (6) months and have given a minimum of three (3) months service to the group.

Nominees must be present at the election meeting.

Positions are appointed for 1 year terms.

Telephone Committee Chairperson

The Telephone Chairperson shall:

- 1. Be responsible for managing the OA telephone line as directed by the board.**
- 2. Be responsible for the daily retrieval of messages left on OA's voicemail and respond to these messages as required.**
- 3. Update the outgoing message on the answering machine as needed.**
- 4. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 5. Submit a detailed monthly report to the secretary prior to scheduled board meetings. A yearly summary of all calls is to be submitted for the AGM.**
- 6. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 7. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Twelfth–Step–Within Committee Chairperson

The Twelfth–Step–Within Chairperson shall:

- 1. Coordinate volunteers as required to do Twelfth Step work within the Fellowship.**
- 2. Be the liaison between members and correspond with people in isolated outlying areas, by whatever methods appropriate in conjunction with the co-chair.**
- 3. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 4. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 5. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 6. Annually review the positions job description and recommend updates as necessary for the June AGM.**

Archivist

The Archivist shall:

- 1. Build, maintain and keep in his/her possession a collection of materials which have been generated by OA members in the Southern Alberta Intergroup and which are deemed to be of concern to preserving the history of SAI.**
- 2. Attend all regularly scheduled intergroup meetings and special meetings as called. Contact the secretary or chairperson prior to the meeting if you are unable to attend for an excused absence.**
- 3. Submit a detailed monthly report to the secretary prior to scheduled board meetings.**
- 4. Perform all other duties as prescribed in the SAI Policy & Procedures Manual.**
- 5. Annually review the positions job description and recommend updates as necessary for the June AGM.**