



Central New Mexico Intergroup

Job Title:	Chair	Job Category:	CNMI Board*
Abstinence requirement:	6 Months current abstinence		
Term of Office:	2 Years – elected in even years		
Prepared by: Mary S		Updated: July 2018	

Job Description

ROLE AND RESPONSIBILITIES

Provides leadership to the CNMI voting member group, and by extension to the member community, guided by the Twelve Steps, the Twelve Traditions and the Twelve Concepts of OA Service:

- Oversees compliance with OA's Twelve Traditions
- Prepares the agenda and presides at all regular and special CNMI meetings
- Monitors financial planning and financial reports
- Conducts an annual intergroup inventory
- Serves as *ex officio* member of all CNMI committees except the Nominating Committee
- Assists with coordination of efforts among the committees
- Provides support to board members and committee chairs in the execution of their duties
- Monitors the CNMI calendar of events to ensure that all deadlines are met, including submission of governmental reports, registration deadlines for WSBC delegates and region reps, and annual activities such as the financial audit and preparation of the CNMI budget.
- Responds to inquiries and requests for assistance from the World Service Office, Board of Trustees and Region 3, or refers such matters to the appropriate individuals within CNMI.
- Responds to concerns raised by members of the CNMI community
- Writes a monthly article for the CNMI newsletter
- Sets the schedule for the monthly CNMI meetings and coordinates with the meeting location
- Prepares and submits a budget request when prompted by the CNMI Treasurer

PREFERRED SKILLS

- A history of one or more years of service beyond the group level
- Familiarity with OA's Steps, Traditions and Concepts
- Organizational skills sufficient for execution of responsibilities described above
- Reasonable balance between attention to detail and comprehension of the larger picture
- Willingness and ability to delegate tasks
- Tact and patience in interactions with others
- Access to and proficiency in use of Word and Excel, or similar software.
- Access to and proficiency in use of email.

ADDITIONAL NOTES

*See CNMI bylaws, Article IV for more information about the CNMI Board and CNMI Policy Manual, Article ___ for Board member qualifications and duties