



# Central New Mexico Intergroup

<b>Job Title:</b>	Electronic Communications Coordinator (ECC)	<b>Job Category:</b>	Committee chair*
<b>Abstinence requirement:</b>	3 months current abstinence		
<b>Term of Office:</b>	2 years		

Prepared by: this form prepared by Pat O.  
(complete, descriptions that follow this page were prepared by Mary S., Gloria B., and Pat O. in 2016 and updated in 2018)

Updated: July 2018

## Job Description

### ROLE AND RESPONSIBILITIES

The Electronic Communications Coordinator is responsible for facilitating and orchestrating all business that passes through the CNMI email account. This includes maintaining the CNMI contact list and communicating with the intergroup board and committee members, as well as handling all sorts of interesting things that come to us in the email account. They also maintain the CNMI meeting list.

### GUIDELINES FOR MAINTAINING THE CNMI EMAIL ACCOUNT

Summary of tasks (details on following pages):

(re: review of incoming e-mails, labeling, & distribution of notifications)

- Check email account daily or at least every other day.
- Read incoming emails to determine content, labeling, and recipient.
- Label incoming emails with appropriate label, i.e. CNMI Business, Website, Contact list, Meeting list, Newsletter, etc.
- Forward, answer, or distribute emails - as appropriate.

### GUIDELINES FOR MAINTAINING THE EMAIL CONTACT LISTS

Summary of tasks (details on following pages):

- ☐ OA CNMI Newsletter List:
  - o Circulate the Sign-Up Sheet for Email Delivery of Newsletter at the meetings one attends.
  - o Add new addresses to the list when received.
  - o Delete addresses from the contact list in response to email messages received from members asking to opt out.
  - o Delete addresses for which non-delivery messages are received in response to mailings.
- ☐ CNMI Board, Committees and Reps:
  - o Board Members and Committee Chairs - Add and delete addresses when Board Members and Committee Chairs assume or leave office.
  - o Intergroup Reps – The Intergroup Rep Support Committee Chair will have updated lists of intergroup reps - in the absence of an Intergroup Rep Support Committee Chair, update the contact list based on recent Intergroup meeting attendance.

## **GUIDELINES FOR DEALING WITH CNMI BUSINESS IN THE EMAIL ACCOUNT**

Summary of tasks (details on following pages):

- Check the CNMI email account on a regular basis for messages/notices meant for intergroup members and send them out
- Send out reminders regarding newsletter and intergroup report deadlines
- Send out monthly minutes, agenda, and reports to the intergroup contact list
- Send out monthly newsletter after intergroup meeting to the general contact list

## **GUIDELINES FOR MAINTAINING THE CNMI MEETING LIST**

**The basic maintenance is:**

- Get meeting changes from the email account
- Get trusted servants list changes from intergroup meetings
- Make updates and changes on the Excel file
- Make a pdf copy and send to website manager for posting

## **PREFERRED SKILLS**

General computer skills needed. Experience with current CNMI email service very helpful.

## **ADDITIONAL NOTES**

The original very detailed submissions by Gloria B, Mary S, and Pat O. follow the summary on this form

\*See CNMI bylaws, Article VII for more information about Committees and  
CNMI Policy Manual, Article \_\_\_\_ for Committee chair qualifications and duties

# **DETAILED GUIDELINES FOR ECC POSITION:**

## **GUIDELINES FOR MAINTAINING THE CNMI EMAIL ACCOUNT**

Summary of tasks:

(re: review of incoming emails, labeling, & distribution of notifications)

Check email account daily or at least every other day.

Read incoming emails to determine content, labeling, and recipient.

Label incoming emails with appropriate label, i.e. CNMI Business, Website, Contact list, Meeting list, Newsletter, etc.

Some emails are set up to be labeled automatically when they arrive in the mailbox, i.e. WSO & WordPress (Website)

Select "Mark as unread" when finished reading emails so that others accessing the account can see them in the inbox.

Archive messages as agreed upon in consultation with the newsletter editor, the website manager, and the ECC

If emails are to be forwarded to someone who does not have access to the email account, label accordingly, forward to proper recipient, then archive.

If email is soliciting business, such as a website developer, the email can be deleted without any action. Before deleting, set up a filter so that any further emails from the sender will be automatically directed to trash.

Notifications for CNMI (agenda, minutes, treasurer's reports, committee reports) are to be mailed out monthly on the Wednesday before intergroup meets. A reminder notice should be sent the Friday before reports are due.

Notifications of general interest for events that will take place before the next Intergroup meeting - Special Event notifications & reminders, information about upcoming events in other areas, etc. - should be distributed to the OA CNMI Mailing list using BCC. (*this is because they will be over before they can be announced in the newsletter, so we send the news out to everyone*)

If there are notices of temporary meeting changes these can be sent out with key information in the subject line (i.e. 'no meeting this week for Thurs. PM')

Notifications of general interest for events that will take place after the next Intergroup meeting - Special Event notifications & reminders, information about upcoming events in other areas, etc. - should be labeled "Newsletter" and the notice will be published in the next newsletter.

If there are items of interest and news that is not time sensitive, they can be put together to form a bulletin that can be sent out periodically. If there is a lot of information this could happen monthly, but usually there won't be that much to send out. The coordinator will determine what goes out and how often. The idea is to not over-use the distribution list.

## **GUIDELINES FOR MAINTAINING THE EMAIL CONTACT LISTS**

Summary of tasks:

- OA CNMI Newsletter List:
  - Circulate the Sign-Up Sheet for Email Delivery of Newsletter at the meetings one attends. (copy attached)
  - Add new addresses to the list when received from the following sources:
    - The sign-up sheet described above
    - Email messages from members who have obtained requests from people attending their meetings
    - Email messages received directly from members requesting addition of their addresses
    - Requests forwarded from the CNMI website
  - Delete addresses from the contact list in response to email messages received directly from members asking to opt out.
  - Delete addresses for which non-delivery messages are received in response to mailings. If the individual is known, attempt to obtain a correct address.
  - When this effort was first undertaken sign-up sheets were distributed to Intergroup Reps with a request that they be circulated at meetings and new sign ups be reported to me. A new Electronic Communications Coordinator may wish to reinstitute this practice.
  
- CNMI Board, Committees and Reps:
  - Board Members and Committee Chairs - Add and delete addresses when Board Members and Committee Chairs assume or leave office.
  - Intergroup Reps:
    - When the Intergroup Rep Support Committee Chair position was filled periodic lists of reps were obtained from this individual and the contact list was updated based on this information.
    - In the absence of an Intergroup Rep Support Committee Chair I have updated the contact list based on recent Intergroup meeting attendance.

Prepared by Mary in May 2016 and updated by current ECC in July 2018

## GUIDELINES FOR DEALING WITH CNMI BUSINESS IN THE EMAIL ACCOUNT

### Summary of tasks:

- Check the CNMI email account on a regular basis for messages/notices meant for intergroup members and send them out
  - ✓ Notices sent to the general intergroup contact list should be sent BCC
  - ✓ Notices should be sent as new messages or attachments, not forwards. When appropriate, an introductory message should be added (having a prepared script for common send outs saves time and energy)
  
- Send out monthly minutes, agenda, and reports to the intergroup 'voting members' contact list
  - ✓ All such items should be submitted by 8PM on the Wednesday before intergroup and sent to the intergroup (voting members) contact list that evening if possible
  - ✓ These items should be sent as attachments on one email with an appropriate introductory message
  - ✓ An exception to the above is the case of a member sending in a late report that is to be sent to the chair for her information – these messages can simply be forwarded to the chair.  
**Note:** It's important to check the email account early on intergroup Saturday morning for any late reports that need to be forwarded to the chair

## **GUIDELINES FOR MAINTAINING THE CNMI MEETING LIST**

### **The basic maintenance is:**

- Get meeting changes from the email account
- Get trusted servants list changes from intergroup meetings
- Make updates and changes on the Excel file
- Make a pdf copy and send to website manager for posting

### **Other ways to check for changes:**

- Keep ears open at intergroup and around the rooms for changes that might not have been sent to the intergroup email (meetings aren't always good about notifying us officially of changes)
- Regularly check the OA.ORG website to see how their list compares to ours, track down any conflicts (by calling the group contact person), and make updates to our list as appropriate. Often meetings make changes in one place but not both places thinking that we are WSO or they are us. The easiest way to do this is to search for the intergroup affiliated list by searching for meetings using 'service body' and our number (09024) to see a list of all meetings affiliated with our intergroup. However, to look for unaffiliated groups one must go through each city under NM in the regular 'search for a meeting'. Unaffiliated meetings will be listed under the city in NM, but not under our intergroup number. These meeting contacts should be communicated with to see if they want to be affiliated and even if they don't we ought send them our newsletter, etc. (you would work with the outreach committee chairperson regarding unaffiliated meetings)

### **Follow up on changes:**

- It's important to follow up to make sure that the changes get made to the WSO list (if their list is the one that is not up to date) which sometimes involves 'nagging' local meetings to make the changes there OR asking permission to make the changes for them. Anyone can update meetings on the WSO website.

### **Excel file changes:**

- With each change, be sure to adjust the date at the top of the list (this list current as of . . .) and save the file as the 'new date' excel file, as well as, a pdf file lest there be confusion about which is the most current list
- Regarding the little blurbs/headings/one liners (like Tradition Three . . .): they can be added to or taken away based on space available on the page
- Regarding the 'we care' list – that can be checked up on and updated periodically by calling the folks on it
- Make all changes in a timely manner

### **General comments:**

The meeting list maintenance involves and impacts the work of other committees, especially the Outreach Committee. There is a lot of overlap, therefore there should be good communication channels established with Outreach, the Website Manager, and the Newsletter editor.

