



Central New Mexico Intergroup

Job Title:	Twelfth Step Within Chair	Job Category:	Committee Chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Frank L

Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

The Twelfth Step Within Chair is responsible for facilitating Twelfth Step Within activities for CNMI. Twelfth Step Within refers to working the twelfth step *within* our fellowship, helping those who are struggling in their program – or who just want to strengthen their program. Contrast this with more traditional twelfth step work where we attempt to attract those not in program to OA.

Responsibilities include:

- Promote the program, educating members on its availability and benefits
- Help those who wish to start a workshop using the Twelve Step Workshop and Study Guide to understand the requirements and assist in getting the workshop started
- Coordinate with the Special Events Chair on events related to the twelfth step within concept
- Optionally facilitate one or more workshops per year using the Twelve Step Workshop and Study Guide. This includes:
 - Securing a location for the 15 session workshop
 - Advertising the workshop in the newsletter, website, and optional special emails
 - Facilitating each of the 15 sessions
 - Making and distributing handouts for each session for each participant. This may be hundreds of pages depending on group size **
 - Coordinating with participants if meetings are cancelled or changed.
 - Making sure a 7th Tradition is taken and submitted to CNMI at regular intervals
- Preparing a budget for CNMI each year

** Recent workshops have held a group conscience and decided to have each participant secure a workbook, either by purchase or loan, rather than making handouts.

PREFERRED SKILLS

- Access to email and text to send out updates
- A clear speaking voice
- Comfortable leading a group of 5 to 15 people in a workshop setting

ADDITIONAL NOTES

The Twelve Step Workshop and Study Guide currently references the first edition of The Twelve Steps and Twelve Traditions of Overeaters Anonymous, while many participants have already obtained the second edition. Until an updated version of the Guide is produced, it's worthwhile to reference page numbers of both editions for readings. Recent groups have required participants to have their own copy of the Guide or use a loaner copy.

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