



Central New Mexico Intergroup

Job Title:	Outreach Committee Chair	Job Category:	Committee chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Mary C-W

Update: July 2018

Job Description

ROLE AND RESPONSIBILITIES

Maintains communication with OA homebound members and meetings in outlying areas.

Sends paper copy of CNMI Monthly Newsletter to persons on our list who have requested this service. These may be persons who do not go out of their homes due to health and/or persons without computer access.

Mailings includes quarterly meeting lists, and sometimes flyers about OA events.

Emails Newsletter, Minutes, Treasurer Reports, and other key reports to persons on the list who are contacts for outlying areas. Emails meeting lists and flyers with the monthly message when needed.

Makes calls to contact persons of outlying meetings to see how those meetings are progressing.

When problems arise with those meetings, helps troubleshoot possible solutions or passes issues along to appropriate persons in CNMI who may be able to assist.

Communicates by text, phone or email with outlying meetings.

Makes trips to visit outlying meetings to strengthen ties between meetings and intergroup. Makes visits annually or as frequently as possible.

Manages and maintains the CNMI Speaker List, receives applications, and acts as the contact person for any meeting or event that wants to arrange for a speaker.

Develops yearly budget request for Outreach.

Purchases stamps, envelopes and labels for the mailings. Requests reimbursement from CNMI Treasurer.

Submits a report in person or in writing to the CNMI, preferably monthly, but at least quarterly, and at the end of any specific event coordinated by the committee.

Attends monthly CNMI meetings.

PREFERRED SKILLS

Verbal communications skills, word processing, e-mailing skills and etiquette, ability to print Avery address labels.

ADDITIONAL NOTES

2 or more years of OA membership is helpful.

Knowledge of Intergroup processes and regulations is helpful.

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