



Central New Mexico Intergroup

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

Prepared by: Dodie H.

Date: July 2022

Job Description

ROLE AND RESPONSIBILITIES

(CURRENTLY, ALL CNMI MEETINGS ARE BY ZOOM AND WILL CONTINUE TO BE THAT WAY IN THE FORESEEABLE FUTURE. CONSEQUENTLY, SOME ROLES AND RESPONSIBILITIES MAY NEED TO BE ADJUSTED BASED ON CIRCUMSTANCES AT THE TIME.)

- Maintains communication with OA homebound members, meetings in outlying areas, and members without internet access.
- Sends paper copies of CNMI Monthly Newsletter, quarterly meeting lists and flyers about OA events to persons on our list without computer access. Sends computer copy to persons who have requested this service. (Copies of this information are available at oa-cnmi.org.)
- Emails Newsletter, Minutes, Treasurer Reports, and other key reports to persons on the list who are contacts for outlying areas. (If the group has an Intergroup Rep, that Rep will receive this information each month prior to the Intergroup meeting.)
- Encourages outlying groups to have an Intergroup representative.
- 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 when indicated.
- Makes trips to visit outlying meetings to strengthen ties between meetings and Intergroup annually or as frequently as possible.
- Develops yearly budget request for Outreach Committee.
- Purchases stamps, envelopes and labels for any mailings which may be indicated. 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 and e-mailing skills.

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 committee chair qualifications and duties and CNMI Policy Manual, Article VIII, for more information about committees

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PREFERRED SKILLS

ADDITIONAL NOTES