

## **Open Intergroup Service Positions**

**January 31, 2012**

The following are descriptions of the responsibilities of both elected\* and appointed positions. All positions require at least one year of sobriety and, hopefully, some service experience.

### **Message Editor, 1st-year:**

- Assemble newsletter in Word document format, including reports/submissions collected by 2nd-year editor, formatting as needed to fit completed newsletter into 8 pages including mailing label page
- Condense Intergroup minutes into highlights, include in newsletter
- Exercise editorial judgment, along with 2nd-year editor, regarding selection of content to publish, consulting Intergroup body for assistance when needed.
- Convert finished newsletter to .pdf file and email to Central Office Manager, who will take care of printing and mailing.
- Send electronic copy of newsletter to addresses on email distribution list.
- Attend monthly Intergroup meeting, or alternate with 2nd year.

### **Website Admin (1st year)**

- This position is a two year commitment
- The first year being in charge of the website
- The second one helping the new website editor as needed.
- The schedule on the website needs to be kept up-to-date with information from the Central Office Manager
- Update other information the Intergroup decides should be available on-line.
- Requires attendance at the monthly Intergroup meetings.