

The Duties of the SLAA Intergroup Phone Committee Chair *page 1 of 1*

I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Phone Committee Chair acts as a “trusted servant” of SLAA.

II. General Responsibilities of All Officers: The following statement is copied from the Bylaws and provided within this template of position duties for your convenience. It should accurately reflect the Bylaws; if it does not, remind the Bylaws officer that this section of the template must be updated.

1. Attendance at all Intergroup meetings is required. If officers cannot attend, they should:

a) arrange for a replacement who can perform their duties, or

b) supply an official written report, or in the case of a non-reporting officer, supply an official written notice of non-attendance, which must be sent either to the Chair or the Recording Secretary prior to the Intergroup meeting.

(10/15/2005)

Officers who fulfill these criteria are considered “Not In Attendance.” If officers fail to make these arrangements for a given meeting, they are considered “Absent” from that meeting.

2. In the event that an Intergroup officer is Absent (rather than “Not In Attendance”) 3 consecutive meetings or 4 in a calendar year, they may be replaced if the group favors such action.

(7/17/99)

3. Reporting and non-reporting officers

a) Reporting officers should provide a written or verbal report at each Intergroup meeting.

b) Non-reporting officers may make a report at any Intergroup meeting provided they notify the Chair in advance, and must make a report if requested in advance by the Chair or by a vote of Intergroup.

4. Outgoing officers work at the end of their terms with incoming officers to transfer the duties of the position.

III. Specific Responsibilities of the Phone Committee Chair: It is important that you remember to document the responsibilities of your position. At the end or beginning of your term, inform the Bylaws officer of how, if at all, these responsibilities have changed.

A. On-going and As Needed.

1. Maintains hardcopy of the Intergroup phone number, passwords, calling guidelines, and voice mail script.

2. Recruits, coordinates, and provides instructions to volunteers who receive and respond to inquiries left on voice mail.

3. Maintains supply of stamps, 40-Questions pamphlets, meeting lists, and envelopes to respond to phone inquiries, with a monthly budget for this purpose.

4. The Phone Committee Officer is a non-reporting officer (per 10/15/2005 Intergroup vote).

B. Time Sensitive Duties.

1. By February 1st of each year, the Phone Committee Chair should make live contact (by phone or personal visit) with, and make sure he or she has an up to date list of contact information (current phone number as well as email address) for all Phone Committee Volunteers.