

## The Duties of the SLAA Intergroup Public Information Officer *page 1 of 2*

I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Public Information Officer 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 Public Information Officer: 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. Provides information to non-SLAA institutions, such as hospitals, penal institutions, correctional facilities, mental health clinics, rehabilitation centers, courts, juvenile homes, and abused family residences seeking information about SLAA.
2. Acts as liaison with the public, exercising a combination of public relations skills with a thorough grasp of SLAA traditions in relation to the public. Provides the public with information about SLAA through regional papers, radio, TV and other public media.
3. May form committees to assist in discharging the duties of the office. Committee members should be active, sober, and familiar with the Traditions and the published SLAA guidelines for public information.
4. Works with professionals who ask for help in establishing an SLAA group in their facilities by acting as a liaison to the general membership.
5. Exchanges, assimilates, translates, and distributes information to other SLAA members who then might participate in professional programs that are designed to reach other sex and love addicts.
6. Manages a budget for postage, literature and meeting lists for distribution to health organizations that are interested and are in a position to help the sex and love addict who still suffers.

B. Time Sensitive Duties.

1. Monthly - the Public Information officer is a reporting officer (as described above under General Responsibilities).