

The Duties of the SLAA Intergroup Communications Officer *page 1 of 2* (updated Dec 2022)

I. Purpose: This document is to provide SLAA members an understanding of how the Intergroup Communications 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 Communications 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. Publishes the monthly Intergroup Messenger Newsletter via email for purposes of providing information about the fellowship, Intergroup and announcements to the San Francisco – East Bay fellowship.
2. The Intergroup Messenger will be reviewed and approved each month by two active members of Intergroup, one of whom should be the Intergroup Chair.
3. At the end of each Intergroup meeting, during announcements, the Communications Officer will compile and list out loud the current announcements for the Intergroup Representatives.

B. Time Sensitive Duties.

1. The Intergroup Messenger will be sent out no later than the first week of each month (instructions on creating and distributing the e-newsletter can be found on this back page).

Mail Chimp Instructions:

mailchimp.com

User name: slaa-sfeb

Pw: SLAAw3bmast3r2022!

When you open Mail Chimp, you will see:

- Dashboard
- Campaigns
- Lists

1. To create new Intergroup Messenger:

- a. Find previous Intergroup Messengers in Campaigns.
- b. Click Replicate to start a new Intergroup Messenger.
- c. Use the same font size in previous Intergroup Messengers.
- d. Leave one space between title and article.
- e. Leave two spaces after article and title of next article.
- f. Save & Close to save your work.
- g. Save & Exit will take you out of Mail Chimp and you will need to log in again.

2. Go to Intergroup Google Mail to get Tips of the Month for Intergroup Messenger.

Sf.eb.messenger@gmail.com

Pw: StAugustine

Apps – Drive

Tips of month = quotes

3. Send Test Messenger to Email Addresses

- a. Preview + Test
- b. Send review test to:
Chair: sfebintergroup@gmail.com
Plus one other person

Don't send to list until you have sent review test to a few others people to review and give you feedback.

4. To Send Intergroup Messenger to List:

- a. Click "Plain Text Message" at bottom
- b. Copy Text from HTML
- c. Click "Choose Plain Text"
- d. Confirm
- e. Send
- f. Template: My Templates