

- NOTE: All contracts and legal documents require the signature of the Executive Secretary AND the signature of either the current Chairperson and/or the current Treasurer
- Maintain an inventory of items for resale to groups, individuals and other Intergroup Offices on a regular basis
- Maintain computer with accurate information and updates that can produce timely and accurate reports
- Request, in writing, to attend conferences, seminars, and/or assemblies where information may be obtained that will benefit Metrolina Intergroup Association, Inc, and its office
- Perform such additional duties as may be specified, by the Steering Committee, as directed by the Chairperson
- Handle other duties as assigned
- Open building
- Take out trash
- Sell/Ship literature for out of town orders
- Update information, changes, forms, mailings, etc. as needed
- Help to secure replacements when volunteers cancel or are unable to fulfill their commitment
- Maintain office supplies
- Keep meeting directory up to date
- Maintain website
- Maintain record of Intergroup events
- Average 40 hours per week
- Shall make a report of activities to the Steering Committee

- **Public Information/CPC**

- Receives and responds to requests from the public and professional community, including the media, for information about A.A. utilizing committee members and volunteers from the A.A. community as needed.
- Keeps informed of activities around the area and GSO
- Attend all Steering Committee and Delegate meetings.
- Express prudent concern for the finances of the committee
- Shall make a report of activities to the Steering Committee and Newsletter.