CONTACT DATA BASE SERVICE POSITION

Contact Data Base Commitment: 6 months of continuous abstinence and 2 year commitment.

Responsibilities:

* Keeps a current record of OA meetings affiliated with Intergroup and prepares and distributes updated meeting list for each Intergroup meeting.
* Ensures that all new meetings are registered with World Service Office
* Ensures that all new meetings are listed on the COI Meeting List
* Ensures that all meeting changes and updated at World Service Office
* Ensures that all meeting changes are updated on the COI Meeting List
* Ensures that the updated meeting list is sent to the COI Web Master for update to the COI Web Site using email address [webservice@oaontario.org](mailto:webservice@oaontario.org)
* Ensure that the updated meeting list is sent to the Telephone Committee Chair using email address [helpline@oaontario.org](mailto:helpline@oaontario.org)
* Maintains a master list of all groups attached to Central Ontario Intergroup
* Provides a monthly report for the Intergroup meeting showing changes made broken down by type, providing location information on new meetings opened, as well as providing an overall total number of meetings in the COI listing. Report to be sent by email to the Secretary using email address [secretary@oaontario.org](mailto:secretary@oaontario.org)