OFFICE MANAGER, SERVICE BOARD

Office Manager Commitment: requiring 6 months of continuous abstinence and 2 year commitment.

Responsibilities:

* Opens incoming mail and refers it to the Committee concerned.
* Advises the chairperson in advance if unable to attend an Intergroup meeting, so the office manager’s report can be presented by another Intergroup officer or representative.
* Maintains an email distribution list for the monthly mailing of COI information to Intergroup Reps and service positions and sends this out each month before the COI meeting
* Maintains a list of the groups requiring hard copies of the monthly mailings
* For the groups that do not receive email make photo copies of the monthly mailing and mails these out to the meetings requiring hard copies.
* Provides a monthly report for the Intergroup meeting by email to the Secretary at email address [secretary@oaontario.org](mailto:secretary@oaontario.org)
* Works with Contact Data Base to confirm all information for meetings
* Checks the office managers email regularly and answers any questions related to this positions and forwards any questions/e-mails to other committees if needed.