**Answering Service Coordinator**  *Not listed in Bylaws*

Term: not specified

Maximum three consecutive years as Answering Service Coordinator.

 *Based on Bylaw V.3 by analogy*

Qualifications: *Based on Bylaw VII.3 by analogy*

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly. *Based on Bylaw V.5, VII.9 by analogy*

Duties:

1. Ensure Intergroup’s two phone lines are operating (ensure bills are paid and respond when problems arise).

2. Ensure answering service is answering calls to Intergroup’s phone lines (ensure bills are paid, answering service is properly instructed, and make sample calls to check on service).

3. Ensure OA hotline volunteers are available to take calls on referral from answering service (recruit volunteers and provide information to answering service).

4. Update answering service script with approval by Intergroup Assembly as needed.

5. Upload documents useful to future Answering Service Coordinators to the “Position-specific Documents/Answering Service Coordinator Documents” Dropbox folder.

*Duties are based on “Answering Service Coordinator Description-Dec 2016.docx” in “Answering Service Coordinator Documents” folder in “Position-specific Documents” Dropbox folder.*

*NOTES:*

*1. Should the duties include “Attend Intergroup Assembly meetings”?*

*2. A detailed manual of Answering Service Coordinator duties also exists. I’ve adapted the above list of duties from the manual.*