**Corresponding Secretary**

Executive Board

Term: 1 year (July - June)

Maximum 3 consecutive terms as Corresponding Secretary, 4 consecutive terms on Executive Board.

Qualifications:

1. OA membership: 6 months

2. Abstinence: 3 months

3. Intergroup service: 6 of the last 8 months

4.        Be working the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service

to the best of their ability,

5.        Be a regular attending member of an affiliated group.

If no qualified candidate is available, these requirements may be modified by the Intergroup Assembly.

Duties:

1. Attend Intergroup Assembly and Executive Board meetings.

2. Check post office box on Piedmont Avenue in Oakland weekly and respond to inquiries or forward to appropriate persons.

3. Check Intergroup email (info@eastbayoa.org) and respond to inquiries or forward to appropriate persons.

4. Upload documents relevant to future Corresponding Secretaries to “Position-specific Documents/Corresponding Secretary” Dropbox folder.

*Approved by Intergroup 2/2/19*