**Meeting Schedule Coordinator** *Bylaw IV.3 (not Exec. Bd.)*

Term: not specified *Bylaw V.1*

Maximum three consecutive years as Meeting Schedule Coordinator.

 *Bylaw V.3*

Qualifications: *Bylaw VII.3*

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. *Bylaw V.5, VII.9*

Duties:

1. Attend Intergroup Assembly and Executive Board meetings.

2. Collect updated meeting information from Intergroup members.

3. Notify Web Editor of meeting changes so online meeting schedule can be updated.

4. Advise persons responsible for new meeting to notify World Service about the meeting.

5. Notify Treasurer of meeting changes so liability insurance policy can be updated.

6. Compile updated meeting and special event information into a quarterly flier.

7. Arrange for quarterly fliers to be printed.

8. Bring fliers to Intergroup Assembly meeting for distribution.

9. Upload new meeting schedule and other documents relevant to future Meeting Schedule Coordinators to appropriate Dropbox folder.

*Duties are based on Nov. 2012 Job Description (“EB OA IG Job Duties . . .”) and “IG Meeting Schedule Coordinator Job Description 9.07.doc” in “Service Position Descriptions” Dropbox folder.*

*NOTES:*

*1. Added duties (i.e., not listed on previous job descriptions):*

 *#5 Notify Treasurer (based on Treasurer’s duties)*

*2. Omitted duties (i.e., duties on some previous job descriptions):*

 *Mail meeting schedules. Are such mailings still occurring?*

*3. There is also a detailed Meeting Schedule Coordinator manual. I’ve based the above list of duties partly on the manual.*