



Central New Mexico Intergroup

Job Title:	Public Information and Professional Outreach (PI/PO) Chair	Job Category:	Committee Chair*
Abstinence requirement:	3 months current abstinence		
Term of Office:	2 years		

Prepared by: Don J

Updated: July 2018

Job Description

ROLE AND RESPONSIBILITIES

- Planning and making an annual budget request
- Looking for opportunities to spread the word and to participate in events
- Working with event sponsors
- Ordering literature and supplies
- Writing newsletter articles about past or coming events
- Attending Central New Mexico Intergroup meetings and making reports
- Storing supplies, literature and booth display
- Setting up and transporting booth display
- Recruiting volunteers to staff event booth
- Sending out notices and scheduling to OA volunteers on what to expect
- Making sure payments to event sponsors are made
- Printing of meeting schedules for events
- Arranging for publication of the OA ad in the Albuquerque Journal's Support Group wrap

PREFERRED SKILLS

- Computer and email skills
- Printing skills
- Public speaking for events
- Public relations and organizational skills

ADDITIONAL NOTES

*See CNMI bylaws, Article VII for more information about Committees and CNMI Policy Manual, Article ___ for Committee chair qualifications and duties