

JOB DUTIES
Corresponding Secretary of Cape Atlantic Intergroup
(CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To ensure all correspondence is done accurately & efficiently

Job Duties

- In the absence of the Recording Secretary, take minutes at Steering Committee & CAIG Business Meetings
- Mail minutes to all groups
- Check Post Office for mail
- Sort mail & distribute to appropriate Chairpersons
- Write letters and answer correspondence (As needed)
- Attend all Steering Committee & CAIG Business Meetings (Monthly)
- Is responsible for keeping the laptop stored in a secure place; that it be signed in/out only by Committee Chairs for use at AA events; & ensures that it is returned promptly & in good condition