

JOB DUTIES
Hospitals & Institutions Chair of Cape Atlantic Intergroup
(CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To bring A.A.'s message to individuals who are unable to come to A.A. meetings.

Job Duties

- Responsible for recruiting volunteers to speak at Correctional Facilities
- Confirm volunteers are keeping commitments (As needed)
- Distribute literature to patients of facilities (As needed)
- “Raffle off” H & I Commitments at CAIG Business Meeting (Monthly)
- Write reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)
- Assist in & stay within allotted budget