

JOB DUTIES
Newsletter Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson
Purpose: To be the Editor of the CAIG Newsletter

Job Duties

- Recruit volunteers to submit articles (As needed)
- Travel to A.A. groups to solicit materials & distribute Newsletters (As needed)
- Recruit members to assist in the typing & editing of Newsletter (As needed)
- Establish & maintain relationship with printing contractor to ensure publication
- Stay within allotted budget
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)