

JOB DUTIES
Office Manager of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: Encourage & support young AA members seeking sobriety

Job Duties

- Keep track of all supplies on hand
- Purchase necessary supplies (As needed)
- Seek approval vote for expenditures over \$150 (As needed)
- Keep accurate records of all purchases & provide receipt to Treasurer & Budget Chair
- Maintain office bulletin board with updated information
- Assist Policy & Structure Chair in preparing IGR (& Alternate) kits (As needed)
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)