

## **JOB DUTIES**

### **Workshop Chair of Cape Atlantic Intergroup (CAIG)**

**Reports to:** Chairperson & Vice Chairperson  
**Purpose:** Coordinate and facilitate workshops

#### **Job Duties**

- Coordinate and facilitate workshops
- Provide written reports for Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)