

JOB DUTIES

Public Info & CPC Chair of Cape Atlantic Intergroup (CAIG)

Reports to: Chairperson & Vice Chairperson

Purpose: To create understanding of AA in the community

Job Duties

- Responsible for recruiting volunteers to participate in community events (As needed)
- Recruit volunteers to speak at schools (As needed)
- Distribute literature to police stations, conventions, school boards, etc.
- Create & distribute public service announcements for newspaper & radio (As needed)
- Provide & maintain literature racks for display at publicly accessible facilities (As needed)
- Write & present reports at Steering Committee & CAIG Business Meetings (Monthly)
- Attend Steering Committee & CAIG Business Meetings (Monthly)
- Stay within allotted budget