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HEARTLAND INTERGROUPER

4204 S. Florida Ave, Suite H.

Lakeland, FL 33813

863-688-0211 or 863-687-9275

www.heartlandintergroup.org

Monday-Thursday 9am-1pm (after hour appointments available)

It is with a deep regret that we have accepted Cathy's resignation as our Office Manager. Cathy has accepted a full time position with a local not for profit effective March 29. We wish her the very best as God opens this opportunity for her.

With that being said we are immediately accepting applications for this position which requires a minimum of two years continuous sobriety. Please submit applications to officemanager@heartlandintergroup.org.

The Intergroup Board

In love and service,

Joanann

Joanann M. Brown

Cut off date for applications will be 5PM on March 26, 2021

ARTICLE VII DUTIES OF THE OFFICE MANAGER

The duties and service obligations of the Intergroup Manager include, but are not limited to the following:

A. Management Duties:

- a. Responsible for proper office maintenance.
- b. Ensure office is manned during open hours.
- c. Handle correspondence and maintain filing system.
- d. Pay bills (including signing checks) and make timely deposits. (N.B. There are checks & balances to insure honesty/accuracy. Both the Chairman and Treasurer have password access to all accounts.)
- e. Maintain inventory and place timely orders.
- f. Provide contribution lists to newsletter editor for publication.
- g. Select, approve and train who shall work at the direction of the office manager.

B. AA-Related Duties:

- a. Maintain up-to-date confidential 12-Step lists and notify answering service of changes.
- b. Monitor office logs daily, insuring that 12-Step calls are responded to in a timely manner.
- c. Keep postings of AA communications & AA event flyer postings current.
- d. Provide up-to-date meeting lists.
- e. Oversee newsletter publication and maintain database for approved mailings.
- f. Up-date group information & contact person whenever possible.

C. Public Relations:

- a. Maintain contact with District, Area & GSO, and share information with Intergroup Representatives and officers.

D. Attend annual Intergroup Office Managers Seminar and prepare report for Intergroup Representatives meeting. (Reimbursement is made for expenses related to this seminar.)

E. Fiscal Responsibility - The office manager is expected to run the office in a fiscally responsible manner and keep on hand the tools necessary to accomplish that. This may include purchasing items needed to perform a variety of tasks. Should the cost of these items exceed \$200.00, the manager must get approval from the

representatives prior to purchase. Purchase of inventory and general office supplies are not governed by this limitation.



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Any questions can be emailed to the office manager at:

*officemanager@heartlandintergroup.org

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