



It is with deep regret that we have accepted Michelle's resignation as the Heartland Intergroup Office Manager. Michelle has done a great job while serving as the Intergroup office manager and we appreciate all she has done to help carry the message to the next sick and suffering alcoholic. Michelle has accepted a full-time position in the nursing field effective March 1st. We wish her the very best as God opens this opportunity for her.

We are immediately accepting applications for this position, which requires a minimum of two years continuous sobriety. This is a part-time paid position, with a starting salary of \$1,300 per month. The position requires a schedule of 20 hours per week, with flexibility as to what hours are covered within the office's schedule. To be considered for the position, please submit your resume to **officemanager@heartlandintergroup.org**. The cutoff date for applications is 5:00 p.m. on February 12th.

In love and service,

The Intergroup Board

ARTICLE VII of the Intergroup Bylaws:

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 ensure 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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