

San Francisco and Marin Intergroup

SF Teleservice Committee Chair Commitment Description

The SF Teleservice Committee Chair is responsible for preparing the agenda and leading the monthly online SF Teleservice Committee meeting on the third Monday of each month at 6:45pm. The SF Teleservice Committee Chair is also required to attend the monthly online Intergroup meeting on the first Wednesday of each month at 7 pm to report any Teleservice Committee announcements.

Specifically, the Chair:

- Delivers a written and verbal report at the monthly Intergroup meeting on the actions and needs of the SF Teleservice Committee and brings relevant information from Intergroup back to the Committee.
- Prepares a written agenda for the SF Teleservice Committee monthly meeting and facilitates the meeting.
- Ensures that all Daily Coordinator positions are filled.
- Ensures that the purpose and scope of the SF Teleservice Committee is carried out by committee members, including showing up for their teleservice commitment and answering the phone lines.
- Raises awareness of SF Teleservice to the San Francisco Fellowship and facilitates the recruitment of new volunteers for SF Teleservice.
- Alongside the Co-Chair, assumes Daily Coordinator responsibilities when necessary.
- As needed, serve in the Co-Chair position, or find a volunteer to assist with those responsibilities, until the position is filled.

Skills and Requirements

The SF Teleservice Committee Chair should be organized, possess strong written and oral communication skills, and be detail-oriented.

The SF Teleservice Committee Chair should own a personal computer or smart phone and have regular access to the internet. They must also be able to attend the monthly online SF Teleservice Committee meeting. The chair must be familiar with San Francisco and Marin Intergroup and its commitment to serving the San Francisco and Marin Fellowship, groups and service entities.

The SF Teleservice Committee Chair position is a 2-year commitment.

The sobriety requirement for this position is 2+ years. The person should have completed working the 12 Steps and be familiar with the 12 Traditions and how to apply them in a service commitment.