

ForToday8ET Service Board Position Descriptions

January-June & July-December

Updated: February 10, 2024

If you would like to serve in one of these positions, please send your name, position of interest and phone number to fortoday8et@gmail.com. Thank you for your consideration.

GC Chair - monthly

Chair the Group Conscience meeting, create the agenda for the next meeting, send a new agenda to the Website & Zoom Coordinator to post on the website.

Secretary - monthly

Record/create GC minutes, update meeting format to reflect GC changes and update the Service Position Descriptions as necessary. Send revised PDFs to Website & Zoom Coordinator to post on the website. At the GC meeting, give an oral report highlighting the previous month's minutes. Report motions carried to the membership during the 8AM For Today meeting.

Treasurer - monthly (3-month period of consistent attendance and no binges required)

Open and maintain a non-interest bearing financial account exclusively for the purpose of collecting donations and distributing funds. Work with the Website & Zoom Coordinator to set up and maintain a donation tool (such as PayPal) on our website. Pay bills and send any remaining funds (less the reserve) to OA WSO. Create a monthly financial report and send the PDF to the Website & Zoom Coordinator to post on the website. At the GC meeting, please give an oral report on any activity.

Service Contact- ongoing

Provide information about daily service positions. Connect interested members with service position trainers.

Service Coordinator- ongoing

Monitor the SignUp Genius and post vacant positions on the WhatsApp For Today group. Make a volunteer announcement at least three times a week in the 8am For Today meeting. Update the SignUp Genius by deleting a meeting date once it has met and adding future dates periodically.

Website & Zoom Coordinator - ongoing

Update the For Today website with meeting information and templates making any necessary changes as agreed upon by GC. Maintain the For Today Zoom account.

We Care List Coordinator - ongoing

Coordinate the collection, accessibility, and distribution (Gmail) of members' contact and sponsor status information (Sheets).

Meeting Contact - ongoing

Add your contact info to our meetings on OA.org and respond to requests for information. (88904-88910)

Literature Coordinator - ongoing (requirement - live in the US)

Mail newcomer packets to interested members. Record name, address and date sent in small notebook (provided). Provide oral report of how many packets have been sent at the For Today GC meeting.