

# Vacancy

## **PROFESSIONAL OUTREACH**

### Qualifications

1. The Professional Outreach officer should have current continuous abstinence for a minimum of 12 months
2. Have been working the Twelve Steps of OA for at least 6 months.
3. Be familiar with the Twelve Traditions and Twelve Concepts of OA.
4. Be a regular attendee of an active group for a period of at least 1 year.
5. Have attended two or more previous IG meetings as an intergroup representative or visitor.

### General responsibilities for all Officers

1. Shall provide an officer report for each agenda pack describing actions taken since last Intergroup (IG) meeting.
2. Shall save copies of all documents needed to perform officer role in the IG Dropbox and maintain archives as necessary.
3. Shall perform all other necessary duties as prescribed in IG meetings or as requested by Executive Committee.
4. Officers shall support each other and may request help from other officers or IR's as the need arises in performing duties not within the normal scope of their job description.
5. Shall act in accordance with the Data Policy Protection, and related policies, to ensure that personal information is collected and used fairly, stored securely and not disclosed unlawfully.

### Professional Outreach responsibilities

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