



South and East England Intergroup

Vacancy

Greeter

Qualifications

1. The Greeter should have current continuous abstinence of three months.
2. Have been working the 12 steps of OA for at least three months.
3. Be willing to become familiar with the 12 Traditions and 12 Concepts of OA
4. Be a regular attendee of an active group for at least six months
5. Have attended two or more previous Intergroup meetings as an Intergroup Rep or visitor.

General Responsibilities

1. Shall save all copies of documents needed to perform officer role in the IG Dropbox and maintain archives as necessary.
2. 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.

Greeter Responsibilities

1. Shall set up the room prior to the meeting including signs, welcome table and meeting table
2. Shall greet people on arrival, ensuring everyone has a badge, and that newcomers have a Newcomers Pack.
3. Shall tidy the room at the end of the meeting.