

Role – Events Email Responder

Description:

You will be looking after the events@oagb.org.uk inbox and sending on information about events to other volunteers for publication on our website and our email list.

Qualifications:

* To have at least three months of current continuous abstinence
* To have been in OA for at least a year
* To be working the OA steps with a sponsor
* To have an understanding of the 12 Traditions

Tasks involved:

* Log into the webmail account for events@oagb.org.uk a couple of times a week to check for new emails
* When event flyers are received, check them to make sure the following information is included:
	+ Name of group or intergroup organising the event
	+ At least one person’s contact details (phone and/or email)
	+ As far as you can tell, the dates/times etc are correct
* If any of this is missing/incorrect, liaise with the group/Intergroup to get the flyer updated
* Once checked, send the flyers to the Email List Volunteer and the Events Page Updater

Working with:

Your main contact on the Board will be the Communications Officer and you will also work with other volunteers, mainly the Email List Volunteer and the Events Page Updater

Approximate time commitment:

2-3 hours a month

Technical requirements:

This role requires Internet access, and would be more easily done on a laptop/PC but would be possible on a tablet/phone