

Role – treasury support role

Description:

To send receipts to all groups, intergroups and individuals who have contributed to OAGB each month

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:

* Have access to an approved OAGB email address which will be provided
* Receive an email monthly which lists contributors, group contacts and intergroup contacts
* Connect each contribution with the contact for each group / intergroup or individual
* Send a receipt to each contact stating how much they contributed, the date it was received and the amount received.
* Resolve any anomalies

Working with:

The treasurer

Approximate time commitment:

Approximately 2 hours per month

Technical requirements:

Must be able to use email confidently, have MS Office installed, read Excel files and regularly check, receive and send emails including attachments.