

7. LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: ONLINE COMMITMENT COORDINATOR

Elections at the September business meeting.

- Thank you for accepting this one year and one month commitment, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- We discourage making yourself available for any position that you have previously served a full term.
- You are expected to be at the 2nd Sunday monthly business meeting and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Business Meeting Secretary.

The suggested **qualifications** and sobriety for this position are:

1. 4 years of sobriety
2. One year prior Love & Service commitment (preferably an online commitment)
3. Suggested Home group member
4. Able to attend Sunday & Thursday meetings.
5. Familiarity with the Love & Service online landscape and tools like Zoom
6. Leadership ability and organizational skills.

Your responsibilities are:

1. Keep all service positions filled for the Sunday and Thursday night online meetings and fill in where needed.
2. To train or have someone train members to know their commitment.
3. Provide "Qualifications & Responsibility" sheets to everyone when they first take the commitment.
4. Be sure the commitment is being done or find someone to do it.
5. Update the excel file online commitment list.
6. Announce at the meetings if commitments are available and need to be filled.
7. Be available by 5:30pm on Sunday and 6:30pm on Thursday online to determine if all positions are covered and find someone to fill any open commitments that evening.
8. Prior to each meeting check the following:
 - a. An online representative for greeting, sponsorship and safety are available
 - b. Online host has the meeting open by 5:30
 - c. Coordinate with in-person tech people to ensure proper equipment is set up
9. After the meeting ensure online representatives are available to any online attendees in need

No Prior Chairs