

TLG Service Position Description

Supply Chair

Objective: To keep the Group stocked up on supplies as we run low.

Qualifications:

- 1 year sobriety / 1 year term

Responsibilities:

- Attend monthly Business Meetings and provide a report.
- Purchase Supplies including: Coffee, Creamer, Sugar, Cups/Lids, Tea, Stir Sticks, Paper Towels, Garbage Bags, Pens, Highlighters, Tape, Timer, Envelopes for 7th Tradition, Tissue Paper, and other paper products (*not literature*).
- Make purchases within the budget set by current Group Conscience (\$67 per month).
- Submit receipts to the Treasurer for reimbursement.
- Take a regular inventory of supplies and maintain stock in the meeting room storage cabinet.
- One month before rotating out of this position, start announcing when the position will be open. Start looking for someone who may want the position when you rotate out.
- Help train the newly elected person into the position after you.