

**JOB DESCRIPTION FOR  
CENTRAL OFFICE MANAGER  
OAHU A.A. INTERGROUP December 4, 2003**

**GENERAL**

1. The **Central Office Manager** is the focal point of AA contact and communication on Oahu. The manager must be responsive to the needs of the groups and members. The manager will function under the guidance and supervision of Oahu Intergroup.
2. The COM must have ability to effectively represent AA with outside agencies. These include the media, schools, churches, industry, and professionals including those working in the field of alcoholic rehabilitation.
3. The nature of the position is such that working hours must be flexible. However~ the COM will schedule a minimum of 30 hours per week. This is a managerial job and not a secretarial position.

**PREREQUISITES**

1. Minimum of 5 years of continuous sobriety in Alcoholics Anonymous.
2. Group service as secretary, treasurer, and Intergroup Representative.
3. Complete familiarity with the operation of Central Office through experience as a Telephone Volunteer and Twelve Step Volunteer.
4. General administrative experience in office management, preparation of correspondence, filing and. limited typing ability.
5. Ability to perform basic operations on a personal computer. Must demonstrate some proficiency in Microsoft Word, Excel, Internet Browsing, E-Mail operations and posting to the World Wide Web.
6. General financial skills to include maintenance of checking and savings account records, simple bookkeeping, and preparation of regular financial statements.
7. Understand the A.A. structure from the group to the General Service Offices (GSO). Be familiar with Intergroup, District, and Area functions, relations and operations. Understand the relationship of the Hawaii Area and the Pacific Region.
8. Familiarity with the A.A. Service Manual, Twelve Concepts of AA Service and A.A. Guidelines - Central or Intergroup Offices.

**DUTIES**

1. Maintain the Central Office Facility according to A.A. Guidelines.
2. Receive and process all calls for help or inquiries concerning A.A. on Oahu and in the State.
3. Maintain such logs and records necessary for effective operations.
4. Ensure that the office is staffed with experienced and competent volunteers, and maintain a roster and schedule of these volunteers.
5. Provide for adequate telephone communications for the office.
6. Provide for an effective answering service when the office is not manned.

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7. Maintain an up-to-date Twelfth Step List in the office and at the answering service so that Twelfth Step service is available when required.
8. Provide for a Post Office Box to receive incoming mail.
9. Ensure that the office is capable of exchanging of information on A.A. matters between groups and members.
10. Cooperate with A.A.'s friends in the professional community in matters concerning the suffering alcoholic.
11. Receive requests for assistance from the following: Public Information, Hospitals, Treatment Facilities, Corrections, and Cooperation with the Professional Community (CPC). Pass these requests to the appropriate Chairman of that Area Committee.
12. Maintain an up-to-date schedule of A.A. meetings on Oahu and make sufficient copies for groups and members. Post changes on the Master List for office use between printings.
13. Maintain a literature display of books and pamphlets for the individual use and purchase along with Twelve Step Purposes.
14. Maintain a stock of books and literature for groups and others to purchase in quantity. This will be called the "Book Bank". This will require processing orders to groups, ordering from A.A. World Services (AA WS), receipt of material from shippers, stocking the shelves and packaging group orders.
15. Be responsible for maintaining the following bank accounts:
  - a. Oahu A.A. Intergroup Checking Account.
  - b. A.A. Book Bank checking Account
  - c. Intergroup Savings Account.
16. Ensure that all bills and financial obligations are met each month by preparing checks for the treasurer's signature.
17. Be responsible for the following reports:
  - a. Monthly Central Office report of operations
  - b. Annual Report of Office operations Monthly Intergroup Financial Statement (in conjunction with Intergroup Treasurer).
  - c. Annual Intergroup Financial Statement (in conjunction with Intergroup Treasurer).
  - d. Annual Budget for the next fiscal year (in conjunction with Intergroup Treasurer).
  - e. Annual Report of Book Bank operations to include. Financial transactions, Inventory, Accounts receivable and net worth.
  - f. Annual Intergroup Income Tax Report for Non Profit Organizations (Form 990) or provide a CP A with the necessary data to submit the report.
18. Arrange meeting times and places for the Intergroup and the Steering Committee in coordination with the Chairman and the Secretary.
19. Advise the Intergroup Chairman of any matter requiring action or decision before the next intergroup meeting.
20. Operate the Central Office in the spirit of the Twelve Traditions

## **AD HOC COMMITTEE ON GUIDELINES TO SELECT THE CENTRAL OFFICE MANAGER**

The Committee as appointed by Intergroup Chairman Ted K., met on Monday December 8, 2003 to review and revise the methods for selecting the Central Office Manager.

This Committee is comprised of:

Steve "Steamer" J.

Rae M.

Mat L.

Clarence "Sonny" S.

Herein we recommend our findings after thorough review of all pertinent information available to us. This information included archival documents, statements from experienced parties and much discussion within the Committee. These are our findings:

1. The position is a full time job with a minimum of 30 hours a week.
2. The Central Office Manager should be an active member with at least 5 years of continuous sobriety.
3. The term of employment would be 2 years at an approved salary.
4. Job Reviews would be every 6 months. A satisfactory approval review at 18 months would be mandatory for continuing employment.

This would be the process of the **Job Selection Round:**

1. Job Application forms would be available at Central Office and sent out to Intergroup Representatives to the Oahu fellowship-at-large. The form would also be available online at the Central Office and Area Websites.
2. A three-month period would be the timeline for announcement, application, review, vetting, consideration and selection. This process is performed by the Steering Committee: After review and consideration, the final selection is then presented to Intergroup to be confirmed by a Simple Majority... Intergroup has one month to confirm or deny the candidate.
3. Upon denial of confirmation, the Steering Committee will process the next likely candidate or call for a new Job Selection Round.