

# MIRACLES WITHIN TRUSTED SERVANT OPENING

091024

Election of a Content & Document Coordinator will occur at an upcoming Group Conscience meeting. See a description of the role's responsibilities and requirements below.

## **Content & Document Coordinator**

- Keep contact list up to date and easily accessible.
- Update and manage email distribution based off contact list.
- Ensure Contact and Distribution lists align with our online presence tools such as FaceBook.
- Provide, organize and maintain digital storage area for group documents and resources.
  - ✓ Group Conscience Meeting Minutes
  - ✓ Trusted Servant Role Descriptions
  - ✓ Chair book documents
- Ensure events and meeting updates are posted to online presence tools in a timely manner and communicated via email to the MW distribution list. (Note this may be delegated, yet it is the responsibility of this role to ensure that this happens in a timely manner by someone.)
- Provide links and QR codes to group resources (scripts, contact list, readings, etc.) for online presence tools such as FaceBook.
- Attend Group Conscience meetings.
- *As needed:* Create and update group helper documents to include in the Chair book. One example is the document on how to chair a meeting.
- *As needed:* Update meeting format scripts for in-person and virtual meetings to incorporate group's changes.
- *As needed:* Maintain descriptions of trusted servant roles and provide templates for posting roles as they come open.

## **Requirements**

- 2 years' continuous sobriety
- Have a sponsor
- Home group is Miracles Within
- 2-year term

## **Questions about the role? Another way to make nominations?**

Contact Jacki R. (404-234-9710) or Nancy K., Miracles Within chair, (678-557-8155).