



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

AFTER HOURS PHONES CHAIRMAN

(Sobriety requirement 24 months)

The Harbor Area Service Committee After Hours Telephone Committee Chairman is elected each year to select and chair a committee whose responsibility is to answer calls coming in to Alcoholics Anonymous during the hours the Central Office is closed.

The committee will:

- ◆ Coordinate assignment of volunteers for after hours phones.
- ◆ Insure that they receive resource list, twelve step list, current directory and instruction sheet.
- ◆ Find back-up volunteers in case of cancellation.
- ◆ Call and remind volunteers to report the number of calls they received to Central Office.
- ◆ Fill out calendar and deliver copy to Central Office.