



**HARBOR AREA SERVICE COMMITTEE  
JOB DESCRIPTIONS**

**CHAIR #4 - BOARD MEMBER**

*(Administrative and Advisory)*

1. Maintains a file in the Central Office of the minutes and recommendations of the Service Board.
2. Establishes criteria for people from the committee to work in conjunction with the After Hours Telephone Answering Committee.
3. Liaison to the Twelve Step Committee and Website Committee to assist with any problems.
4. Assists the Chairman in the preparation of the Service Board report.