



## **HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS**

### **TWELVE STEP WORK COMMITTEE CHAIRMAN**

*(Sobriety requirement: 24 months)*

The Harbor Area Service Committee Twelve Step Work Committee Chairman is elected each year to assist in the operation of the Harbor Area Central Office.

The Twelve Step Work Committee Chairman is an elected position whose responsibility it is to obtain and schedule volunteers to work at the Central Office who would:

- ◆ Be available to answer the telephones,
- ◆ Be available to refer people to meetings,
- ◆ Be available to arrange Twelve Step calls.

Provides instructions for the volunteers and, if necessary, provide training to new office workers and Twelve Step volunteers.