

AIS CALGARY - MONITORING COORDINATOR

Term: 3 years January 2019 – December 2021

This position requires a person with:

- a) a flexible schedule allowing them to be easily accessible by telephone and email and allow calls from the Answering Service as necessary
- b) access to a secure computer, e-mail and internet
- c) proficiency with email and Microsoft Word
- d) Strong communication and cooperation skills

Duties:

- Non-voting unless also representing a specific group
- Attend 5 AIS meetings (February, April, June, September, November)
- Coordinate the telephone monitoring for City of Calgary and surrounding area
- Work with GRs to identify telephone monitors
- Provide orientation, encouragement and support for group monitors
- Maintain and revise an annual telephone monitoring schedule once yearly (start in Sept for Jan 1)
- Distribute copies of the annual Monitoring Schedule to groups via email (including DRs) and the AIS Newsletter Editor for publication
- Act as Liaison between scheduled group monitors and the answering service
- Prepare a report for each AIS meeting
- Monitor and respond to the AIS Calgary Monitoring email account
- Work closely with Calgary AIS Newsletter Editor to ensure schedule updates/changes are published in a timely manner
- Prepare and submit a draft annual budget to the Treasurer for approval every February
- Approve all invoices involving the telephone monitoring

*The time commitment is listed on the AIS Monitoring Work Plan
On occasion, all positions may require an additional time commitment
for projects on an ad hoc basis.*

<p style="text-align: center;">Extend the gift of recovery to others by requesting their assistance and support</p>
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