Central Office Coordinator Policies & Procedures Requirements:

- Two (2) years of continuous sobriety
- Two-year term, beginning January 1st.
- Knowledge of West Pasco/Tarpon Springs Intergroup corporate entity
- Knowledge of West Pasco/Tarpon Springs Intergroup Bylaws and Book of Motions

The Central Office Coordinator shall be responsible to coordinate and cooperate with the requests for twelve (12) step assistance. Prepare information for and participate in all regular Intergroup Meetings and Steering Committee meetings without the privilege of a vote. Maintain all permanent records at the Central Office. Maintain a $40.00 cash box for change only. Oversee payment of authorized obligations of the Central Office. Ensure that all volunteer office hours are manned by scheduling and outlining duties and hours for said volunteers. Maintain a library of A.A. Conference approved literature and provide a reasonable inventory of the same and other related materials as requested by the Groups for sale. It is recommended that the Central Office Coordinator attend Florida Area Quarterlies with the approval of the Steering Committee.

A. Coordinate and cooperate with requests for twelve (12) step assistance.

B. Prepare information for and participate in all regular Intergroup Meetings and Steering Committee meetings without the privilege of a vote.

C. Maintain all permanent records at the Central Office.

D. Maintain a $40.00 cash box for change only.

E. Oversee payment of authorized obligations of the Central Office.

F. Insure that all volunteer office hours are manned by scheduling and outlining duties and hours for said volunteers.

G. Maintain a library of A.A. Conference approved literature and provide a reasonable inventory of the same and other related materials as requested by the Groups for sale.

H. It is recommended that the Central Office Coordinator attend Florida Area Quarterlies with the approval of the Finance Committee.