

ECLO Job Description

Below is a section from Chapter 3 of the Service Handbook (as approved by Conference 2017). It describes the role of the ecomms officer.

We do not have an extended document detailing this role. If this afternoon's discussion throws up some pointers, then the ECSC will draw up such a document and post it in the **Service/Electronic Communications** section of the website.

N.B. It is **not** the intention of today's discussion to amend Section 3.5 below. Some questions which may be of interest follow the extract from Chapter 3.

3:5 Electronic Communications Liaison Officer

The principal role of the ECLO is one of liaison, communication and co-ordination between groups, intergroup, region, and the Electronics Communications Sub-Committee (ECSC) - and to facilitate correlation and dissemination of relevant information between these principal service areas. Therefore a good understanding of the Traditions and Service and Structure Handbooks is more important to the role than technical knowledge. A minimum of three years' sobriety is recommended, and a general competence with the use of computers.

If desired, a committee of technically skilled members could be formed to assist the ECLO in setting up/maintaining/updating any local website, with the ECLO acting as Chair of this committee. Such a committee would provide an opportunity for less experienced but technically skilled members to engage in service.

The ECLO:

- Is the liaison point between the local Fellowship and the Electronic Communications Sub-Committee, advising the intergroup/region on the

availability and use of the facilities available on the AAGB website.

- Is responsible for checking the accuracy of any local information posted on the website (i.e. meeting list addresses and postcodes, local webpage content etc) to ensure that out of date or misleading local information is not published.

Some Questions

Email

Is the ECLO to be involved in all stages of using aamail.org addresses by local officers? Is it expected that the ECLO will:

- ask local officers to apply through him/herself?
- be given copies of any passwords issued?
- give advice on whether full mailboxes or forwarders are most appropriate?
- read mail in a box for which the service post is vacant?
- read mail in a box when the serving officer cannot receive emails?
- inform emailAdmin when a service post is vacated, so that any existing forwarder can be deleted?

Website

- If a meeting changes details (including closures), does the ECLO inform GSO if the group has not done so?
- If an I/G maintains a local WtF, is it the ECLO's responsibility to make sure that Pink Forms are as up-to-date as local information?

ORS/Chat Now

- Is it advisable that the ECLO be familiar with the requirements of these services?
- Should the ECLO keep copies of the application forms for handing to prospective responders?

General

- Should an incoming/outgoing ECLO inform ECSC of the change?