



AA Intergroup Service Position



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What are the purpose and requirements of this role?

- The principal role of the ECLO is one of **liaison, communication** and **coordination** between groups and intergroup.
- A minimum of three years' sobriety is recommended, along with a general competence with the use of computers.



What are the responsibilities of the ECLO?

The ECLO is responsible for:

- Maintaining the local Intergroup Microsite, ensuring details of upcoming events (i.e. intergroup meetings, conventions) are visible
- Communicating details of such events with GSRs via the GSR WhatsApp group
- Checking the accuracy of any local information posted on the website (i.e. meeting list addresses and postcodes, local web page content etc) to ensure that out of date or misleading local information is not published.
- Submitting New Intergroup Officer forms to GSO as required
- Assisting Intergroup Officers with AA email address setup where needed; liaising with the GSO helpdesk to resolve any issues.
- Assisting groups with meeting set up / changes (pink form submission) if required.

What experience do I need to carry out this role?

- A general understanding of email, internet browsing & WhatsApp, and the use of a smart phone and/or computer is all that is required.
- **No prior experience of editing a website is required.** There is a Content Management System (CMS) which allows easy creation and editing of Microsite web pages. GSO have created a detailed guide, and the webpage design can be as simple or as complicated as you wish.
- This role can be done using a smart phone, although access to a tablet / laptop is ideal for updating the website (but not essential).

If you are interested in taking on this role, I (Viv) will be happy to show you through the basics and will be on hand to assist in the future if required.

Thanks for your time!



**For more information, please contact Viv via the GSR
WhatsApp or at ecomm.sbedfordshire@aamail.org**