

Position Description

Office Manager

Volunteer

AA Declaration

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:

I am responsible

Responsible to

Committee/ AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Purpose

The position of Office Manager supports the NSCSO's services by providing leadership to the Committee members to ensure successful operations of the Office.

Duties & responsibilities

Your duties as Office Manager are to include but are not limited to the following:

- Liaise with the Committee members and service coordinators to ensure the smooth running of the office services.
- Assist Committee members and coordinators when necessary
- Assist when necessary in guiding the activities of the office within the bounds of the traditions
- Organise and chair Monthly Meetings of the NSCSO
- Conducting negotiations on behalf of the NSCSO with outside providers ie councils, telephone and other equipment providers
- Manage and reply to official correspondence on behalf of NSCSO
- Ensure smooth day to day running of the office. Check Diary and emails regularly and issue tasks to appropriate members.
- One of the Authorised Signatories for cheques/EFTs

Qualifications

Basic knowledge of Microsoft programs especially Word, Excel, and email. Pleasant manner, problem solving ability, patience and dependability.

Office Manager – Position Description cont

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Length of Appointment

The Office Manager is assigned for 2 years from AGM. After the 2 years if there is no other volunteer for this position the current Office Administrator maybe reappointed.

Time Commitment

Varying hours per week – this is a substantial time commitment.

Sobriety Requirement

This position requires a minimum of 2??? years sobriety

Location

The Office Manager position may work from home if the volunteer has computer access and from the Office in St Ives.

Support

A hand over of this position will be provided. In addition, the Office Administrator will be available for assistance