**APPENDIX I**

**NEIG COORDINATORS DUTIES AND RESPONSIBILITIES**

1. **LITERATURE COORDINATOR:**
   1. Shall purchase literature from the DA General Service Office and resell it, at the same cost, to DA groups or others for the express purposes of fulfilling DA’s primary purpose.
   2. Shall be custodian of funds received and disbursed for literature
   3. May request additional funds from NEIG as needed, to supplier the groups or others as approved, with DA literature
   4. Assure literature available for sale at NEIG sponsored activities, as requested.
   5. Maintain monthly records of all literature income and expenses during his / her term of office.
   6. Provide a monthly sales, inventory, and financial report to NEIG.
2. **EMAIL / TELEPHONE COORDINATOR:**
   1. Shall monitor NEIG email and telephone line, at minimum, twice weekly
   2. Listen to and/or review all requests, responding to each or forward to the appropriate NEIG officer or Coordinator
   3. Maintains a record of all emails and phone calls received and disposition of each.
   4. Keep a record of any expense incurred for reimbursement by the NEIG Treasurer
   5. Assure outgoing phone and email messages are current and Web Site Coordinator is notified of any substantial changes
   6. Provide a summary report at monthly NEIG meetings.
3. **PUBLIC INFORMATION / OUTREACH COORDINATOR:**
   1. Assures that DA message is presented in a spirit of attraction, rather than promotion, when interacting with media, schools, hospitals, institutions or prisons and debt-related professionals, such as accountants, tax preparers, lawyers, and social workers.
   2. Educate the public and make public presentations on behalf of NEIG as requested, and train other DA members to speak at non-DA meetings or forums on the hope of DA recovery for their clients, students, parishioners, prisoners, or others.
   3. Assure the tradition of anonymity is conveyed to professionals and organization representatives and understood by DA volunteers sharing the message on behalf of NEIG.
   4. Use the DA Manual of Service and Public Information Manual of the WSO as a guide in carrying out duties of the position
   5. Distribute DA literature and conference approved materials, as needed, coordinating with NEIG and the Literature Coordinator
   6. Work with Telephone / Email Coordinator and Web Site Coordinator to best serve DA as a whole.
4. **WEB SITE COORDINATOR:**
   1. Maintain the NEIG web site as an up to date resource for DA members and the public to access for information on DA meetings, workshops and special events sponsored by NEIG and/or member groups.
   2. Respond promptly to requests for web site updates and changes or other communication from NEIG
   3. Assure anonymity of any personal contact information posted
   4. Make recommendations to NEIG for web site enhancements or improvements, as needed
   5. Provide summary report of activity to NEIG monthly
5. **WORKSHOP COORDINATOR:**
   1. Identify presenters for NEIG sponsored monthly workshops
   2. Assure topics offered and presenter qualifications meet NEIG requirements
   3. Provide general guidance and support to presenters, including suggestions for format, materials, and collecting contributions
   4. Coordinate with Virtual Meeting Coordinator as needed and facilitate presenter and host collaboration prior to workshop.
   5. Attend workshops whenever possible and provide report to NEIG.
6. **VIRTUAL MEETING COORDINATOR:**
   1. Act as host for NEIG monthly meetings and workshops
   2. Open virtual meeting room 10 minutes prior to the commencement of the scheduled meeting or workshop.
   3. Remain in the virtual room for duration of the meeting / workshop or assign host duties to another DA member
   4. Manage technicalities of the meeting such as welcoming participants, mute, shared screen, etc.
   5. Assure Meeting ID and passcode are maintained and accurately communicated.
7. **MEETING REGISTRAR COORDINATOR:**
   1. **?**