

Job Description

New Person Liason (aka: Newcomer Liason)

Min. Sobriety: **6 months**

Term: **TBD**; Pilot Program (4.18.2022 –5.21.2022) 7 am Steering Committee will implement the role for the initial period using [Sign-Up Genius](#) to maintain coverage during the pilot.

Skills Needed:

- Knowledge of the basic workings of the online meeting, the JFT group, and AA in general.
- Ability to copy and paste into chat. Please note that you need to use the full url, including the <https://> for a post to be clickable in zoom chat. Ie: <https://justfortodayaa.com/>

Responsibilities:

- Express JFT/AA's welcome to new people and guests.
- Direct them to/provide them with resources or contact information to connect the newcomer with JFT and AA.
- Encourage new persons to reference the #TempSponsor in our meeting, the [Q&A on Sponsorship Pamphlet](#) and the [Newcomer Page on our website](#).
- Be present in meetings regularly to be introduced and have your contact information provided.
- Identify yourself on screen as 'LIAISON' with your phone number (*via rename function*) in this format: LIAISON, Name, XXX.XXX.XXXX
- Send a pre-scripted CHAT (*below on this document*) to EVERYONE at the beginning of the meeting and at the break.
- Send one pre-scripted welcome DIRECT CHAT (*below on this document*) to NEWCOMERS who introduce themselves in the meeting.
- Be available to chat further during the meeting with newcomers who respond/reach out.
- Make yourself available for contact, via text or phone call, from newcomers after your initial outreach;
- Help answer questions in a general way about literature, sponsorship and how AA works, as well as clarifying any questions
- Familiarize yourself with the literature on the website, particularly on the Newcomer Page, to respond to questions with a reference to AA literature rather than your opinion.
- Help newcomers with online meeting tools if needed.

Protocol for New Person Liaison

1. Rename yourself in zoom to: LIAISON, Name, phone number.
2. Introduce yourself in the meeting: "Hi I am (name), I am the newcomer liaison for today.
3. At the beginning of the meeting and again at the break - copy and paste the following in the CHAT for EVERYONE. (*Note: People do not see content in zoom chat that is posted prior to their arrival in the meeting.*)

Welcome to the JFT 7 virtual meeting.

Please note that participants who post their PHONE NUMBER are willing to receive calls or texts.

Participants who have a HASHTAG (#) in front of their names are willing to be a temporary sponsor.

Participants who are identified as LIAISON are Newcomer Liaisons who are here to answer questions about the meeting, the JFT group, literature, sponsorship or how AA works.

If you are new to AA, WELCOME!

My name is (add name), and I am the new person liaison for today. If you have questions please send me a direct chat (which is private).

**You are encouraged to check out the Newcomer's Page on our website:
<https://justfortodayaa.com/for-newcomers>**

If you are new to the Just For Today group or you are coming back, WELCOME!

We love to celebrate folk who are new to our group. Friday's are chip day so please join us then to celebrate early sobriety.

4. Send one, pre-scripted welcome chat to new people **who have introduced themselves** in the meeting. Remember, we want to welcome people. We do not want to overwhelm or scare anyone away. Do not send further communication unless the newcomer responds, or reaches out.

Hi, this is (*add name*). I am the newcomer liaison. WELCOME! Please don't hesitate to reach out if you have any questions. We are so happy you are here! Please KEEP COMING, you are worth it!

Here is our website with access to our new person page for your reference: <https://justfortodayaa.com/>