

Ann Arbor OA Intergroup
GUIDELINES FOR ONLINE COMMUNICATIONS COMMITTEE

Statement of Purpose

This committee supports the key work of the IG in communicating all manner of information – meetings, special events, program updates. It enables Intergroup to carry their message to compulsive overeaters, leveraging new technology which provides for economical communications while also allowing for individual preferences.

Guidelines:

This role coordinates the review and distribution of all communication between the IG and groups/individuals. It also serves as interface with technology providers. Significant changes to technology or content require IG approval.

Criteria:

Chair person must be familiar with or motivated to learn technology platforms. Specific skills and requirements include firm grasp of online communication standards, writing and communication prowess.

Responsibilities:

1. Maintain A2OA.org website and calendar.
2. Publish Newsletter.
3. Maintain member emails lists.
4. Promote all IG workshops and special events, supporting event organizers.
5. Send IG meeting reminders and related documents.
6. Bring to IG new ways to use technology and/or relevant changes in technology offerings.

Process / Schedule:

It is important that changes and updates be done in a timely fashion (for example: website calendar updates, IG meeting minutes).

Funding

Online costs are funded by general budget.

Online costs are a separate line item in budget.

Committee coordinates budget and payments with Treasurer.

May 15, 2020