

**SOUTHEASTERN PENNSYLVANIA INTERGROUP ASSOCIATION (SEPIA)
DUTIES OF DIRECTOR AND ASSISTANT DIRECTOR OF**

INTERPHONES COMMITTEE

Revised June 2020

The Director of the Interphones Committee is responsible to recruit and maintain a list of available, capable A.A. members to be Interphones phone volunteers during all hours of each day, except for the normal business hours (9:00 AM to 5:00 PM Monday to Friday) of the Intergroup Office.

The Director of the Interphones Committee updates the volunteer list on a monthly or bi-monthly basis (depending on the number of volunteers) and updates the list for adding to the Comcast VoiceEdge Be Anywhere system. This confidential list must also be provided to the SEPIA Office Manager.

The Director of the Interphones Committee coordinates with the Office Manager about the availability of updating VoiceEdge daily.

The committee coordinates the HUSSHH (Helping Unite Sick, Shut-in, Hospitalized & Homebound) subcommittee.

The Director of the Interphones Committee provides committee members as well as phone and HUSSHH volunteers with the latest available information on A.A. meetings in the five-county area.

The Director of the Interphones Committee maintains regular, ongoing contact with the Zone's Liaison and/or Coordinator.

The Director and Assistant Director prepare and submit a budget to the Finance Committee by September 1 for the upcoming year.

The Assistant Director of the Interphones Committee assists the Director in all Interphones activities and acts for the Director when he/she is not available.

Both the Director and Assistant Director attend all Steering Committee meetings and functions, the Interphones Committee meeting, and all five-county monthly Zone Intergroup Representative (IGR) meetings on a rotating basis and gives a report on Interphones activities at each meeting.

Both the Director and Assistant Director support and attend all Special Events, including the Round-Up, the Share-A-Day event, the Gratitude Breakfasts, the Dinner Dance, and all other events sponsored by the SEPIA Special Events Committee. They also support the Unity Committee events by attending the Unity Picnic as well as Unity Pitches whenever possible.

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Interphones Committee

The Interphones Committee meets the last Wednesday of the even months (February, April, June, August, October and December) at the Intergroup Office, or at another designated five- county area location if needed.