

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

PUBLIC INFORMATION COMMITTEE

Revised June 2020

The Director of the Public Information Committee is responsible to recruit and maintain a committee of qualified A.A. members who can be available to fill requests for information about A.A. from schools, churches, health fairs, the media, etc.

The Director of the Public Information Committee is SEPIA's principal contact for the organizations that request information about A.A. for their members, students, etc. The Director keeps the Steering Committee and Intergroup Representatives (IGRs) informed regarding P.I. activity in our area, and keeps G.S.O. informed of new and/or different activities.

The Director of the Public Information Committee ensures that Committee members and volunteers always operate within the Twelve Traditions, especially those traditions that deal with self-support, attraction rather than promotion, and anonymity.

The Director of the Public Information Committee maintains regular, ongoing contact with the Zones' Liaisons and/or Coordinators.

The Director of the Public Information Committee selects the Chairperson for each P.I. presentation.

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

The Assistant Director is involved in, and assists the Director, in all Public Information Committee activities.

Both the Director and Assistant Director attend all Steering Committee meetings and functions; the Public Information Committee meetings; and the monthly five-county Zone IGR meetings on a rotating basis. They give a report on the activities of the P.I. Committee at each meeting.

The Director and the Assistant Director support and attend all Special Events like the Round-Up, the Share-A-Day event, the Gratitude Breakfasts, the Dinner Dance, and other events sponsored by the SEPIA Special Events Committee. They also attend Unity Committee events like the annual Unity Picnic and attend Unity Pitch events whenever possible.

The Public Information Committee meets on the third Wednesday of each month at the Intergroup Office, or at another designated five-county area location if needed.