

Marin Teleservice Meeting Representatives **Suggested Job Description**

The responsibility of a Marin Teleservice meeting representative is to make members of the Marin County Fellowship aware of Marin Teleservice, who, and what we are, and the service opportunities that are available.

Your Job as a Teleservice Rep. is as follows

1. Make a Teleservice announcement at the group level during the regular AA related announcement portion of your meeting.

The Following is a sample Teleservice announcement

“Hi my name is _____ and I am an alcoholic. I serve this meeting as your Teleservice Representative. Teleservice is the 24-hour phone line for the alcoholics in need. Teleservice refers callers to AA meetings, provides current meeting directory information and connects callers with 12th step workers when needed. To volunteer please see me after the meeting or go online to www.marintelesevice.com Thank you.”

You can also announce that the Teleservice Committee holds its business meeting every month on the 4th Tuesday at the Marin Alano Club 1460 Lincoln Ave in San Rafael. All are welcome.

Please make yourself available for a few minutes following the meeting to answer any questions that anyone might have about Marin Teleservice. Remember you are the link Between the Teleservice Committee and your meeting.

2. **Attend the monthly business meeting.** At our monthly meeting we discuss information and events that may need to be included in your Teleservice announcement. For example at the business meeting weekly coordinators announce any open shifts that they may have. Relaying these shifts back to your meeting helps make sure that the phone line is answered at all times. Our monthly meeting is also the place to present any information that your meeting might have for the Teleservice Committee. Again remember you are the link between your meeting and the Teleservice Committee, this is why it is important that as a Teleservice Rep. you attend the monthly business meeting.

REMEMBER that Teleservice is the 24 hour information line for alcoholics, often it can be someone’s first exposure to AA. It is because of the volunteers that answer the phones, the representatives at the meeting, and the Teleservice Committee that we are able to help the alcoholic in need 24 hours a day

We thank you for your service...MARIN TELESERVICE

