



## **ALTERNATE CHAIRPERSON**

**Requirements:** 6 months of abstinence; working knowledge of the 12 Steps and 12 Traditions of OA; mirrors efforts of the chair.

**Term:** 2 year commitment.

- Assists Chair in managing overall retreat planning efforts put forth by the committee as a whole.
- Assists Chair in coordinating overall schedule of committee tasks.
- Helps Chair oversee all other retreat committee positions.
- Mirrors the efforts of the Chair who schedules and serves as Chair for all meetings held to coordinate the retreat (4-5 planning meetings/year – can be facilitated online).
- Assists Chair in ensuring follow-up and sending meeting reminders as needed.
- Assists Chair in preparing a report for OASV Intergroup.