

## **PUBLIC INFORMATION COMMITTEE (PI) CHAIRPERSON**

### **JOB DESCRIPTION**

**General Description:** The Committee Chairperson is elected by the Area Assembly to serve a two-year term that runs concurrent with the Area officers, and is a voting member of the Area Assembly and member of the Area Committee.

**Position Description:** The Public Information Committee Chairperson has overall responsibility for the activities of the Area Public Information Committee, including providing information to the general public and keeping the area fellowship well informed.

#### **Duties and Responsibilities:**

- Chair PIC meetings.
- Designate committee member to perform functions at quarterly meetings.
- Attend SETA quarterly meetings.
- Submit quarterly reports to SETA assembly.
- Submit quarterly newsletter article to SETA Newsletter Chair.
- Submit quarterly reports and minutes of PIC meetings to GSO PI desk.
- Submit documents to the SETA Information Technology Chairperson as is appropriate to the office.
- Be available to SETA area officers, SETA committees, and all members of AA in area as a resource for questions or issues concerning PI.
- Coordinate scheduling of PIC visits with District Committee Members (DCMs).
- Designate team leader and PIC participants for PI visits.
- Maintain adequate supply of AA literature for use on PI visits.
- Liaison with Intergroup PIC or designate Liaison.
- Prepare annual budget and attend budget meeting.
- Ensure that other PIC trusted servants know and perform their responsibilities.
- Maintain records of the PIC to be passed on to the next chairperson.
- Follow up on correspondence received from the PIC desk at GSO.
- Ensure annual review by the committee of the Public Information Workbook.
- Encourage and support each District to create a committee of servants to perform Area PIC service within their own District boundaries.
- Select one or two PI committee members to perform a practice presentation at each PIC meeting.
- Prepare a budget and attend the Annual Budget Meeting.

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### **JOB DESCRIPTION CONTINUED**

- Job Descriptions will be reviewed or revised by April of every even numbered year to reflect any necessary changes or additions to the position. In addition, file review or revision will be noted in footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.

#### ***Responsibilities for using SETA computer equipment***

*Where computer equipment is provided for a SETA service position, that User's Job Description should outline the responsibility for computer use and maintenance.*

1. *All Information Technology equipment should always be stored in a manner that does not expose same to extreme ambient or damaging conditions.*
2. *The assigned user should store and use the equipment during his/her term. If there is a vacancy in the position the alternate takes possession until the position is filled. Unused equipment should be referred back to the Area Committee for disposition.*
3. *In order to preserve and secure SETA's data, the assigned user should use SETA equipment for Area business when supplied. Use of personal equipment is discouraged.*
4. *All data relating to Area business should be stored on the SETA-provided equipment.*
5. *Transfer of SETA equipment to the new user should take place as soon as practicable after elections and completion of assigned tasks.*
6. *Data from all SETA equipment should be backed up on to currently available backup media supplied by SETA, such as another computer, flash drive or optical disk. Backed up data should also be kept at an alternate site. Backup media should be passed to the successor at the end of the term.*