

Flutterbye Coordinator Job Description

Qualifications:

- None

Term:

- Serves at will

Responsibilities:

- Announce, solicit, and collect Flutterbye contributions from groups, individuals.
- Ensure that contributions reflect members experience, strength, and hope being mindful of copyright laws and OA's twelve traditions
- Obtain monthly Flutterbye from IG and distribute at their group meeting
- Design, print, duplicate, assemble, and distribute Flutterbye package at the monthly IG meeting. This includes duplicating and inserting the meeting list (provided by the Meeting List Coordinator).
- Collect money at IG (and special events or meetings where appropriate) from Flutterbye sales. Flutterbye's are typically sold in sets of 10.
- Contents of Flytterbye can include, but is not limited to: OA members original writing, reprinting the 12 Steps or Traditions, reprinting any other OA or AA literature with prior written permissions form that fellowship, upcoming OA events (service and social), OA anniversaries.