

# Meeting List Job Description

## Qualifications:

- Must have access to the internet

## Term:

- Volunteer

## Responsibilities:

- Every three months will call contact person for each WNY meeting to verify contact person and IG representative status, as well as meeting time and place information.
- Send WNY meeting list to Flutterbye volunteer at least 1 week before the next IG meeting.
- Keep the WSO meeting information up to date on-line via the WSO website ([https://secure.yourmis.com/oa.org/us\\_group\\_registration.html](https://secure.yourmis.com/oa.org/us_group_registration.html) )