

# Georgia Region Nar-Anon Service Opportunities

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The following service opportunities are separate and independent positions from other positions held on the board. Positions are open to all members of the Georgia Region Nar-Anon Family Groups, including members residing outside of the Atlanta Area.

## HOTLINE

Region provides phone line.

### DUTIES:

- Responsible for responding to hotline calls/inquiries, directing callers to appropriate resources.
- Good listening skills and patience a plus.

## OUTREACH

This subcommittee acts as a vital link between individuals seeking help and Nar-Anon members who share their experience, strength, and hope. Its mission is to provide information regarding Nar-Anon to agencies and the public. Group members are also available to assist individuals in establishing meetings where there is need.

## WEBMASTER

The webmaster is the “gatekeeper” for information posted on the website, servicing to represent the Region and groups’ collective position. One person is responsible for website management.

### DUTIES:

- Responsible for entering new meeting locations and times, or updates/deletions, corrections, as given at Area meetings or by groups. Information is submitted to webmaster via e-mail.
- Major changes in content of the website are submitted to the board for approval prior to implementing.
- Provide response to e-mail inquiries about Nar-Anon GA, directing individuals to meetings.
- Responds to occasional distress inquiries (same as the hotline) – basic response or forward WSO inquiries or announcements to Area group leaders.
- Quarterly written report to Area.
- Web statistics summary is submitted to Chairperson & Secretary prior to meeting for distribution.