

Communications Team – What do we do?

The Communications team meets the first Tuesday of odd months at 7pm at the Tri-County Intergroup Office (TCIO) located at 1827 Reynolds Avenue, North Charleston. We act as the Group Conscience for the Tri-county area to make decisions related to the staffing of the hotline (the number printed on the back of the white chip) and processes associated with it. Regularly attending these meetings ensures your group has a voice in how we address the calls coming in.

The Communications Team is an opportunity to provide service work and support someone seeking help. Many times, we go to treatment centers or jails to carry the message in person, but you can do the same by participating in this group. It is our responsibility to be there when anyone anywhere reaches out, and we can make a difference by bridging the gap for those getting out of a treatment center and getting them plugged into the AA community.

The Communication Team is responsible for oversight of the AA Hotline which may be someone's first contact with the community of Alcoholics Anonymous or maybe they are an active member of the AA community and just need help to find a meeting while in the area. The hotline provides a 24/7 service to assist these individuals.

Roles and Responsibilities:

TCIO Communication Chair:

Sobriety Requirement: 1 year
Commitment: 1 year

1. Facilitate bimonthly meetings.
2. Reports what the Communication team is doing to TCIO, districts and other groups.
3. Attend Area Assembly and report what we are doing and learn about what others are doing throughout the state to help the Tri-county area improve our process.
4. Promote team activities on social media with assistance from TCIO Event Coordinator.
5. Point of Contact (POC) for any issues related to communications between meetings.

TCIO Communication Secretary:

Sobriety Requirement: 1 year
Commitment: 1 year

1. Work with Communication chair to plan and facilitate bimonthly meeting.
2. Send out meeting reminders, agenda and minutes.
3. Serve as back up for Communication Chair as needed (lead meetings, POC, etc.)
4. Maintain all team documents and work with TCIO Web Admin to keep documents current on website.
5. Yearly maintenance of 12-Step volunteer list.

Note: List divided among group in September. Each person on the list is contacted to see if they want to be on the list for the following year. Updates returned to secretary at November meeting in preparation for printing and distribution in January.

TCIO Communication Representative, District:

1. Attend bimonthly Communication meetings.
2. Assist with TCIO communication efforts to groups within their district.

Communication Team Member:

1. Each group providing coverage for the hotline should have a Communication Representative that will be the primary point of contact. It is recommended to have a backup/secondary representative.
2. The primary or secondary Communication representative or group's TCIO representative should attend each Communication meeting which is held the 1st Tuesday of odd months at 7pm (one-hour duration).
3. The Communication representative for each group staffing the hotline is responsible for:
 - a. Ensuring their assigned shift is covered
 - b. Providing the person staffing the hotline with information needed to cover the shift
 - c. Notifying the TCIO Communication Chairperson when his/her communication service commitment (term) ends and who will be the new representative for that group
 - d. Knowledge of the TCIO website and how to locate documents related to the Communication team to ensure each group has the most up to date information
4. Assist with yearly maintenance of 12-Step Volunteer list.

