

Minnesota Debtors Anonymous Intergroup

Service Job Description

Service Position: Public Information Coordinator

Length of Service: 12 months

Qualifications: 9 months of not incurring unsecured debt

2 Pressure Relief Meetings

Duties:

1. Attend monthly Intergroup meeting
2. Provide information and spread awareness of the availability of Debtors Anonymous
3. Have an organized "Tools Packet" from which to operate as suggested in Debtors Anonymous Manual for Service, p. 61-67*
4. Develop and implement plan for requests for public information in a timely fashion
 - Maintain a list of DA members that have taken the Media Training
5. Create an Outreach Packet for mental health professionals, churches, EAPs, doctors, bankruptcy lawyers, suicide prevention lines, churches, recovery treatment centers and other 12 Step fellowships (See p. 63 of Debtors Anonymous Manual for Service)
6. Collaborate with Website Coordinator on outreach efforts

Estimated time commitment per month: 3 – 6 hours

Notes:

1. Suggested that Public Information Coordinator complete the DA Media Training
2. Public Information Coordinator should review "Chapter 4 – Public Information Outreach" of the Debtors Anonymous Manual for Service
3. Public Information Coordinator should know and understand the 12 Traditions of DA
4. It may be prudent to create a committee to assist with the duties of this position

*The International Public Information Information Manual is available as a free download at the D.A. website, www.debtorsanonymous.org