Edinburgh and Midlothian Intergroup
Service Role Descriptions

INTERGROUP ELECTRONIC COMMUNICATIONS LIAISON OFFICER

Purpose of the Role

The Electronic Communications Liaison Officer supports Intergroup by managing digital communication channels, ensuring accurate information is available to members and newcomers. The role helps Intergroup carry the AA message responsibly through online platforms, in line with AA Traditions.

Term: Typically a three-year term, confirmed by Intergroup.

Qualifying Requirements

- **Active AA Membership** with understanding of AA Traditions, especially anonymity in digital spaces.
- **Minimum two years' continuous sobriety**, as agreed by Intergroup.
- **Technical competence** with email systems, websites, and online meeting tools.
- **Reliability and discretion** in handling sensitive information.

Key Responsibilities

Digital Information Management
Maintain Intergroup website content, meeting lists, and service information. Ensure accuracy and alignment with AA guidance.

Email and Communications Handling
Manage Intergroup email accounts, forwarding messages to appropriate officers. Support officers in using digital tools.

Online Meeting Support
Assist groups and Intergroup with online or hybrid meeting guidance, including anonymity and security best practice.

Coordination with Region and GSO
Share updates on national digital guidance and ensure local practices follow AA GB recommendations.

Continuity of Service
Provide a full handover of passwords, accounts, and documentation to the incoming officer.

Notes

This role is increasingly important as AA continues to use digital channels to reach newcomers and support members.