

# **REFUGE RECOVERY**

## **A Buddhist Path to Recovering from Addiction**

### **CONTACT LIST PERSON**

Creating and maintaining contact lists (with phone numbers and/or email addresses) of group members who wish to be on them can be hugely important in delivering relevant news and information, such as changes to the meeting schedules or locations, announcement of RR sangha events, re-opening of in-person meetings when feasible, changes to Zoom meeting links, announcements of new local meetings, and the RR newsletters. The position has a term of six months, subject to election to one possible consecutive term afterward.

Responsibilities of the Contact List Person are:

- Create the contact list for the meeting if the list does not already exist.
- Maintain the contact list, by circulating a clipboard for members to sign-up at in-person meetings, and by saving the chat windows at online meetings to gather contact details offered there.
- Maintain the meeting's email account, and ensure that the appropriate group volunteer responds to emails from members or prospective members.
- Train the new Contact List Person when leaving the position.