

POTENTIAL LIFERING VOLUNTEER POSITIONS | International Operations

	Planning	Operations	Volunteers	Funding	Knowledge	Visibility	Sobriety Resources	Progress	Leadership
INITIATIVE TEAM	<ul style="list-style-type: none"> ◆ Planning Initiative Leader 	<ul style="list-style-type: none"> ◆ Operations Initiative Leader ◆ Database Administrator ◆ Website Technical Administrator ◆ Procedures Administrator 	<ul style="list-style-type: none"> ◆ Volunteer Initiative Leader ◆ International Operations Team Leader ◆ Prospective Convenor Team Leader 	<ul style="list-style-type: none"> ◆ Funding Initiative Leader ◆ Treasurer ◆ Budgeting Team Leader ◆ Finance Team Leader ◆ Fundraising Team Leader ◆ Treasurer 	<ul style="list-style-type: none"> ◆ Knowledge Initiative Leader 	<ul style="list-style-type: none"> ◆ Visibility Initiative Leader ◆ Outreach Team Leader ◆ LifeRing Press Editor ◆ Media Liaison Team Leader ◆ Advertising Team Leader 	<ul style="list-style-type: none"> ◆ Resources Initiative Leader 	<ul style="list-style-type: none"> ◆ Progress Initiative Leader ◆ Evidence-Based Practices Team Leader ◆ Survey Team Leader ◆ Academic Research Team Leader 	<ul style="list-style-type: none"> ◆ Leadership Initiative Leader ◆ Policy Team Leader ◆ Advisory Board Team Leader ◆ Global Circle Team Leader ◆ Leadership Development Team Leader
ORGANIZING ROLES	<ul style="list-style-type: none"> ◆ Strategic Planning Team Leader ◆ Tactical Development Team Leader ◆ External Environment Assessment Team Leader 	<ul style="list-style-type: none"> ◆ Operations Planning Liaison ◆ Office Manager ◆ Human Resources Manager for Paid Staff ◆ Sales Fulfillment Manager ◆ Contracting Manager ◆ Inventory Manager ◆ Meeting Schedule Administrator ◆ Calendar Manager ◆ Communications Requests & Responses Manager ◆ IT & Server Administrator ◆ Opt-in Program Manager ◆ Privacy & Confidentiality Team Leader ◆ Password Coordinator 	<ul style="list-style-type: none"> ◆ Volunteer Planning Liaison ◆ Professional Volunteer Recruiter ◆ General Skills Volunteer Recruiter ◆ Leadership Recruiter ◆ Volunteer Appreciation Team Leader ◆ Non-Member Volunteer Coordinator ◆ Maintain Job Board 	<ul style="list-style-type: none"> ◆ Funding Planning Liaison ◆ Audit Liaison ◆ Meeting Donation Coordinator 	<ul style="list-style-type: none"> ◆ Knowledge Planning Liaison ◆ Recovery Theory Team Leader <ul style="list-style-type: none"> ○ CBT Theory Lead ○ Choice Theory Lead ○ REBT Theory Lead ◆ Research Evaluation Team ◆ Photography Archive Team Leader ◆ Graphic Design Archive Team Leader ◆ LifeRing Historical Team Leader ◆ LifeRing Publications Archives Team Leader ◆ Videography Archive Team Leader ◆ Sound & Audio Archive Team Leader ◆ Oral History Team Leader 	<ul style="list-style-type: none"> ◆ Visibility Planning Liaison ◆ Public Service Announcement Team Leader ◆ Conference Organizer ◆ Major Exhibit Organizer ◆ Recovery Month Organizer ◆ Partnerships Organizer ◆ Sobriety Support Groups Liaison ◆ Treatment Center Targeted Outreach Program Coordinator ◆ Language & Translation Coordinator ◆ Youth Programs Coordinator ◆ Continuing Education Program Coordinator ◆ Media List Coordinator ◆ Liaison Positions for each targeted Institutional Audience (attached) 	<ul style="list-style-type: none"> ◆ New Member Services Coordinator ◆ Resources Planning Liaison ◆ Knowledge Resources Liaison ◆ Annual Meeting Organizer ◆ Face to Face Meeting Policy Team ◆ Online Guidelines & Policy Team ◆ People with Disabilities Team Leader ◆ E-Pals Coordinator ◆ Pen Pals Coordinator ◆ One to One Coordinator ◆ Main Blog Comment Manager 	<ul style="list-style-type: none"> ◆ Progress Planning Liaison 	<ul style="list-style-type: none"> ◆ Leadership Planning Liaison ◆ Governance Information System Team Leader ◆ Board Development Team Leader ◆ Annual Congress Organizer ◆ National Office Liaison ◆ Foundations Alignment Team Leader ◆ Legal Team Leader
PROFESSIONAL ROLES	<ul style="list-style-type: none"> ◆ Appreciative Inquiry Facilitator ◆ Organizational Design Manager ◆ Process Analyst ◆ Cost-Benefit Analyst ◆ Targeting Specialist ◆ Dashboards Administrator ◆ Programs Planner ◆ Gap Analyst ◆ TRIZ Analyst ◆ Program Analyst 	<ul style="list-style-type: none"> ◆ Systems Analyst ◆ Procedures Editor ◆ Procedures Writer ◆ Onsite Computing & Server Administrator ◆ Digital Records Administrator ◆ VOIP Manager 	<ul style="list-style-type: none"> ◆ Convenor Training Coordinator ◆ New Meeting Training Coordinator ◆ Meeting Outreach Training Coordinator ◆ Operations Volunteer Training Coordinator ◆ Webinar & Web Based Training Coordinator ◆ Role Description Manager ◆ Media Trainer 	<ul style="list-style-type: none"> ◆ Certified Public Accountant ◆ Financial Analyst ◆ Member Donation & Participation Analyst ◆ Postal Appeal Manager ◆ Email Appeal Manager ◆ Online Fundraising Manager ◆ Social Network Fundraising Manager ◆ International Publishing Manager ◆ Foundation Grant Coordinator ◆ Corporate Programs Coordinator ◆ Investment Advisor ◆ Financial Forecaster ◆ Federated Campaigns Coordinator ◆ Equipment Maintenance Specialist 	<ul style="list-style-type: none"> ◆ Organizational Historian ◆ Semantic Web Specialist ◆ Search Engine Optimization Specialist ◆ Usability Analyst ◆ Web Design Professionals ◆ Librarians ◆ Archivists ◆ Design Specialists ◆ Medical Advisor ◆ Counseling Advisor ◆ Facilities Advisor ◆ Corrections Advisor ◆ Oral Historians ◆ Videographer ◆ Web Archivist 	<ul style="list-style-type: none"> ◆ Liaisons for Various Categories of Media ◆ Demographer ◆ Market Targeting Specialists ◆ Style & Branding Manager ◆ Graphic Artists ◆ Photographer ◆ Videographer ◆ Powerpoint Expert ◆ Advertising Manager ◆ Pen Pals Manager ◆ E-Pals Manager ◆ VOIP Meeting Coordinator ◆ Telephone Meeting Coordinator ◆ Hot Line Coordinator ◆ Publications Editors ◆ Publications Reviewers ◆ Sound Engineer ◆ Audio Recording Specialists ◆ Interactive Online Conference & Meeting Programs ◆ Apps Developer ◆ Press Release Coordinator 	<ul style="list-style-type: none"> ◆ Writers ◆ Accessibility Specialist ◆ Online Accessibility Specialist 	<ul style="list-style-type: none"> ◆ Demographics Specialist ◆ Evidence-Based Practices Specialist ◆ Survey designers ◆ Researchers 	<ul style="list-style-type: none"> ◆ Recording Secretary ◆ Meeting Facilitator ◆ Conflict Resolution Specialist ◆ Legal Counsel International Law ◆ Legal Counsel Copyrights & Trademarks ◆ Legal Counsel regarding Choice in Treatment ◆ Legal Counsel for Friend of the Court & Amicus Briefs ◆ Legal Counsel for Nonprofit & Governmental Compliance ◆ Policy Writer
GENERAL SKILL ROLES	<ul style="list-style-type: none"> ◆ Planning Meeting Notice Coordinator ◆ Planning Meeting Facilitator 	<ul style="list-style-type: none"> ◆ Data Entry for People ◆ Data Entry for Providers ◆ Communications Requests & Response System Workers ◆ Manage Emails ◆ Manage Phone ◆ Manage Calls to Voice Mail ◆ Postal Mail ◆ Notices Coordinator 	<ul style="list-style-type: none"> ◆ Trainers ◆ Procedure Writers ◆ Template Writers ◆ Database Managers 	<ul style="list-style-type: none"> ◆ Donation Tracking Data Entry 	<ul style="list-style-type: none"> ◆ Book Reviewers ◆ Information Gatherers assigned to various subjects, sources, & media ◆ Collection Developers 	<ul style="list-style-type: none"> ◆ Translators ◆ Program Volunteers for all Institutional Audiences ◆ Continuing Education Program Trainers ◆ Database Managers for each of the Coordination Areas ◆ Data Entry ◆ Geographical Forum Managers 	<ul style="list-style-type: none"> ◆ Chat Coordinator ◆ LSRsafe Manager ◆ LSRmail Manager ◆ Forum Manager ◆ Ning Manager ◆ Facebook Manager ◆ Twitter Manager ◆ YouTube Manager ◆ Language Forum Managers ◆ Twitterers ◆ Blog Writers 	<ul style="list-style-type: none"> ◆ Dashboard Monitors ◆ Survey Collectors 	<ul style="list-style-type: none"> ◆ Regional Representatives ◆ Online Representatives

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	Planning	Operations	Volunteers	Funding	Knowledge	Visibility	Sobriety Resources	Progress	Leadership
INITIATIVE TEAM	◆ Local Planning Team Leader	◆ Local Operations Team Leader	◆ Local Volunteer Team Leader	◆ Local Funding Team Leader	◆ Local Knowledge Team Leader	◆ Local Visibility Team Leader	◆ Local Resources Team Leader	◆ Local Progress Team Leader	◆ Local Organizing Team Leader
ORGANIZING ROLES	◆	<ul style="list-style-type: none"> ◆ Book Sales ◆ Sales Fulfillment ◆ Meeting Schedule Coordinator ◆ Calendar Coordinator 	<ul style="list-style-type: none"> ◆ Convenor Recruiting Coordinator ◆ Convenor Training Coordinator ◆ Convenor Coordinator ◆ Volunteer Recruiting Coordinator ◆ Volunteer Training Coordinator ◆ Volunteer Coordinator 	<ul style="list-style-type: none"> ◆ Financial Contributions Coordinator ◆ Liaison with International Fund Managers 	<ul style="list-style-type: none"> ◆ Blog Coordinator ◆ Heads-Up Coordinator to International Knowledge Resources ◆ Pipeline to International Knowledge Resources 	<ul style="list-style-type: none"> ◆ Local Publications Coordinator ◆ Media Liaison ◆ Outreach to New Members ◆ Regional Representative Liaison ◆ Recovery Month Coordinator ◆ Events Coordinator ◆ Conferences Coordinator ◆ Tabling Manager ◆ Classifieds Coordinator ◆ Craigslist Coordinator ◆ Facebook Coordinator ◆ Twitter Coordinator ◆ Public Calendar Coordinator ◆ Web Listing Coordinator ◆ Delivery Coordinator ◆ Local Display Coordinator ◆ Bulletin Board Coordinator ◆ Local Government Advisory Boards Coordinator ◆ Liaison Positions for each targeted Institutional Audience (attached) 	<ul style="list-style-type: none"> ◆ Potential Location Coordinator ◆ New Meetings Coordinator ◆ Liaison with Drug Court ◆ Liaison with Correctional Facilities ◆ Law Enforcement Coordinator ◆ Probation ◆ Parole ◆ Treatment ◆ LGBT Community ◆ Veterans ◆ Hospitals Liaison ◆ Rides Coordinator ◆ Peers Coordinator ◆ One to One Coordinator ◆ Fun Organizer ◆ Email Coordinator Daily Support 	◆ Track Meeting Attendance	◆ Liaison Regional Representative
PROFESSIONAL ROLES	◆ Local Planner	<ul style="list-style-type: none"> ◆ Manage Local "Office" ◆ Web Person ◆ Database Coordinator 	<ul style="list-style-type: none"> ◆ Convenor Training ◆ Convenor Recruitment ◆ Convenor Liaison 	<ul style="list-style-type: none"> ◆ Local Fundraiser ◆ Community Foundation Liaison ◆ Local Grant Writer 	<ul style="list-style-type: none"> ◆ Manage local digital files ◆ Librarian 	<ul style="list-style-type: none"> ◆ Media Liaison ◆ Webmaster ◆ Local Publications Developer ◆ Graphic Artist ◆ Historian ◆ Photographer ◆ Videographer ◆ Designer 	<ul style="list-style-type: none"> ◆ Gather names from online locals ◆ Online Coordinator 	◆	◆
GENERAL SKILL ROLES	◆	◆ Data Entry	◆ Manager of Local Convenor Email List	◆	◆ Writers	<ul style="list-style-type: none"> ◆ Brochure Distribution ◆ Social Networking Manager ◆ Tabling ◆ Twitterers ◆ Facebook 	<ul style="list-style-type: none"> ◆ Convenor ◆ Profession-Specific Convenor ◆ Translator (Spanish Speaking) ◆ Translator (ASL) ◆ Translator (for the Blind) ◆ Liaison with Online Resources 	◆ Dashboard Monitor	◆