

**Central Office Board of Directors**  
**Central Office Coordinator**  
(Board of Directors/Voting Position)

- Recommended Sobriety 5 Years\*\*
- Collect sales receipts, cash and checks from the office post office box at least once a week.
- Deposit cash and checks weekly.
- Enter sales receipts into Quick Books.
- Keep track of all office supplies, paper toner, pens, TP, paper towels, coffee supplies & any needed cleaning supplies.
- Open & distribute all mail as needed.
- Fill in for volunteers as needed
- Maintain a schedule of hours to be open based on available volunteers.
- Recruit & train volunteers on phone procedures & sales.
- Update 12 Step List.
- Update office key list.
- Work with Treasurer to compile monthly sales and donation stats.
- Prepare monthly report of state of the office, as well as Monthly Volunteer Schedule, and present both at monthly IGR meetings.
- Prepare a monthly list of stats of phone calls, walk-ins, books/pamphlets/chips/etc. sold to be put in Newsletter.
- Help with all Central Office fundraisers.
- Help set up & man Central Office table at yearly Roundup.
- Attend monthly Board meetings.
- Optimize display of merchandise.
- Keep office clean and organized.
- **\*Notify buyer if there has been a run on an item and it has sold out. (We have no Buyer. CO Coordinator places orders.)**

Added and revised 9/2/17 by vote of IGR Steering Committee

\*\*Revised 4/30/23 at Executive Board Meeting