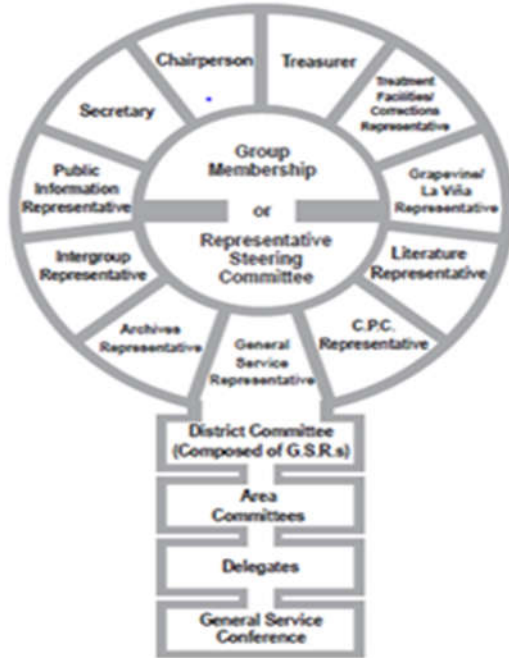


Service Positions

SERVICE STRUCTURE INSIDE THE A.A. GROUP



The Foundation Group

The Home group where they accept service responsibilities and try to sustain friendships. Although all A.A. members are welcome at all groups and feel at home at any of these meetings, the concept of the "Home Group" has still remained the strongest bond between the A.A. member and the Fellowship

Service Structure of the Foundation Group

The Principle of Rotation Traditionally, rotation ensures that group tasks, like nearly everything else in A.A., are passed around for all to share. Many groups have alternates to each trusted servant who can step into the service positions if needed.

Group Chairperson: The chairperson coordinates activities with other group officers—and with those members who assume the responsibility for literature, hospitality, coffee making, programming individual meetings within the group, and other vital functions. These responsibilities will rotate through the group membership with the Group Chair providing direction. The more informed that chairpersons—and other group officers—are about A.A. as a whole, the better they function. By keeping Tradition One firmly in mind and encouraging members to become familiar with all the Traditions, they will help to ensure a healthy A.A. group. Arrange for Chairperson's for both the open and closed meeting. **(Minimum Two Years Sobriety ~ One Year Term)**

Secretary: The secretary is generally expected to: • Announce and/or mail information about important A.A. activities and events. • Maintain minutes of business meetings. • Maintain and update a strictly confidential file of names, addresses, and telephone numbers of group members (subject to each member's approval); and know which members are available to visit still-suffering alcoholics (Twelfth-Step calls). • Keep a record of members' sobriety dates. • Maintain a bulletin board for posting A.A. announcements, bulletins and newsletters. • Make certain that the General Service Office and other service entities are informed, in writing, of any changes of address, meeting place or group officers. • Accept and assign calls for Twelfth-Step help. • **(Minimum One Years Sobriety ~ One Year Term)**

Treasurer: A.A. groups are fully self-supporting through their members' voluntary contributions. Passing the basket at meetings usually covers the group's monetary needs, with enough left over so the group can do its fair share of supporting the local intergroup (central office), the general service district and area offices, and the General Service Office. Group funds ordinarily are earmarked for such expenses as: • Rent • A.A. literature • Local meeting lists, usually purchased from your nearest intergroup (central office), general service district or area committee • Coffee and refreshments • Support of all A.A. service entities, usually on a monthly or quarterly basis. Treasurer's generally maintain clear records (a ledger is helpful) and keep their groups informed about how much money is taken in and how it is spent. They may make reports to the group and post financial statements **monthly**. The flyer "The A.A. Group Treasurer" must be read by anyone

accepting the position. As for distribution of money, the pamphlet "Self Support" should be used as the group guideline. (Minimum One Years Sobriety ~ One Year Term)

G.S.R.: General service representative (G.S.R.): Working via the district and area committees, the G.S.R. is the group's link with the General Service Conference, through which U.S. and Canadian groups share their experience and voice A.A.'s collective conscience. Sometimes called "the guardians of the Traditions," G.S.R.s become familiar with A.A.'s Third Legacy—our spiritual responsibility to give service freely. Usually elected to serve two-year terms, they: • Represent the group at district meetings and area assemblies. • Keep group members informed about general service activities in their local areas. • Receive and share with their groups all mail from the General Service Office, including the newsletter Box 4-5-9, which is G.S.O.'s primary tool for communicating with the Fellowship. • Chair group business meetings. An alternate G.S.R. is elected at the same time in the event that the G.S.R. may be unable to attend all district and area meetings. Alternate G.S.R.s should be encouraged to share the responsibilities of the G.S.R. at the group, district and area levels. (See The A.A. Service Manual, Chapter 2, The Group and its G.S.R., for further information. Any new G.S.R should read the Pamphlet G.S.R. May Be the Most Important Job in A.A' (Minimum Two Years Sobriety ~ Two Year Term)

Intergroup: (central office) representative: In the many locations where an intergroup (or central office association) has been formed, each group usually elects an intergroup representative, who participates in business meetings with other such representatives several times a year to share their groups' experience in carrying the A.A. message. The intergroup representative tries to keep the group well-informed about what the local intergroup is doing minimum. (Minimum One Years Sobriety ~ One Year Term)

Literature/ Grapevine Rep: The Literature / GvR's participate in the activities of their area's Grapevine committee, announce the arrival of new magazines and literature. They also makes certain that A.A. Conference approved books and pamphlets, ordered from the General Service Office, or purchased from the local intergroup (central office), are on hand for meetings and properly displayed.. A new GvR / Literature Rep should read the Grapevine Our Meeting In Print' pamphlet and send his/her name, address, group name and group service number to: The A.A. Grapevine, P.O. Box 1980, Grand Central Station, New York, NY 10163, Attn: GVR/RLV Coordinator.) (Minimum Six Months Sobriety ~ One Year Term)

Public Information Committee Liaison Group Public Information representatives (P.I.) usually work with the local intergroup (central office), district or area P.I. committee to carry the A.A. message locally. They periodically inform their home groups of local activity and may arrange for group volunteers to participate in P.I. programs requested by schools, businesses, law-enforcement agencies and other organizations interested in the A.A. approach to recovery from alcoholism. (Minimum One Years Sobriety ~ One Year Term)

Corrections Committee Liaison

Group Corrections Representatives take part in local intergroup, district or area corrections committee meetings. They keep their home group informed about local 12-step activities in nearby institutions and encourage group members to participate.

Treatment Facility Committee Liaison

Public Information Committee Liaison

Cooperation with the Professional Community Committee Liaison

Special Needs – Accessibility Committee Liaison