

# Group B Service Positions

**Secretary** – suggested length of sobriety 1 year

- Attend and maintain minutes at all steering committee and group conscience meetings and make group conscience notes available to hope group members by posting in the meeting room and emailing minutes to members via Hope Group email.
- Announce and post information about important AA activities and events
  - a. Maintain announcement sheet for meetings
  - b. Maintain bulletin board for announcements
- Maintain email address ([thehopegroupaa@gmail.com](mailto:thehopegroupaa@gmail.com)) for communications
- Maintains committee members job descriptions and keeps records of members' length of service and notifies chair when service commitments are 60 days from terminating
- Keep all group records including tax records and archives (to be maintained in perpetuity)
- Responsible for maintaining copies of correspondences regarding hope group activities.
- Maintain hope group guidelines and post them in the meeting room
- Maintains current men and women's phone list and makes available
- Secretary is authorized by group conscience to audio record the group conscience and steering committee meetings for transcribing minutes, to be deleted after completing report
- Signatory on bank accounts

**Literature Representative/Assistant Treasurer** – suggested length of sobriety 1 year

- Attends all steering committee and group conscious meetings or ensures that a substitute will attend in his or her place when unable to attend.
- Ensures that the group's meeting space has an adequate, organized and visible inventory of AA-conference approved literature for sale (such as books and manuals) and for distribution for free (such as newcomer packets, pamphlets, inserts and cards.)
- Ensures that the group's meeting space has a clear, visible price list of literature for sale (such as books and manuals) and clear signs showing what literature is available for no charge.
- Ensures that the group's meeting space has an adequate and organized inventory of chips.
- Ensures that the group's literature and chips are purchased from the GSO, the local Intergroup, or online, as approved by the group and with the approval of the Treasurer as required.
- Provides the literature report in verbal form at each steering committee and group conscious meetings, or provides the report via a substitute when unable to attend.
- Collects and counts 7<sup>th</sup> Tradition contribution monies with the Treasurer.
- Acts as a signatory on Hope Group bank accounts as required.
- Keeps one of two keys required to be used to simultaneously open the safe that holds 7<sup>th</sup> Tradition contribution.
- Prepares the chips and GSO pre-addressed envelopes

## **Events Chair** – suggested length of sobriety 6 months

- Attend all Steering Committee and Group Conscience meetings and provide events report in verbal form
- Responsible for ensuring birthday cake is purchased and presented at birthday night
- Responsible for coordination and planning AA focused events, educational workshops at Hope Group or to carry the message to the alcoholic who still suffers within the AA community
- Responsible for coordinating and assisting with all Hope group sponsored District 22 meetings, SWTA 68 meetings or other local AA conferences/meetings/workshops
- Responsible for coordinating with the foundation on recovery related portion of social events – Thanksgiving dinner, Christmas dinner, and Hope AA Anniversary
- Responsible for coordinating volunteers in support of hope group recovery related events
- Coordinate Alcathon for Thanksgiving, Christmas, and New Year
  - a. Align date with YHF for approval and alarm changes
  - b. Create and include clipboard to sing up to be passed at meetings

## **Speaker Representative** - suggested length of sobriety 1 year

- Responsible for locating and scheduling volunteer speakers to share their experience strength and hope at regularly scheduled speaker meetings
- Responsible for lining up and coordinating with speaker meeting chairpersons. Chairperson will introduce speaker and facilitate speaker meeting