

Open Steering Committee Positions

2 year commitment

If you're interested in volunteering for an open Steering Committee position, please attend a Steering Committee meeting on October 6th or November 3rd for more information. Steering Committee meetings are held in person at 6:15pm at 804 Leander Dr, Leander, Tx.

Elections will be held during the December 1st 7:05pm Group Conscience Meeting. Those elected will start January 1st 2026.

Group A Service Positions

Chair – Suggested sobriety 1 year

- Attend and preside over all steering committee and group conscience meetings using Roberts Rules of Order as a guideline for format and procedures.
- Collect agenda items from steering committee and Hope Group members and condense into an agenda for business meetings.
- Coordinate activities with other group officers – and with those members who assume the responsibilities for other vital functions.

General Service Representative (GSR) - Suggested sobriety 2 years.

What is a GSR? GSRs work via the district and area committees. The GSR is the group's link with the general service conference through which US and Canadian groups share their experience and voice AA's collective conscience. Sometimes called "the guardians of the traditions" GSRs become familiar with AA's third legacy – our spiritual responsibilities to give service freely.

- Attend all steering committee and group conscience meetings and provide GSR report in verbal form.
- Attend all District 22 meeting, representing the Hope Group, and report back to Steering committee and group conscience meetings.
- Attend all SWTA68 Area Assemblies and workshops, representing the Hope Group, and report back to steering committee and group conscience meetings.

- In the event that they cannot represent the Hope Group at the district and area level, they are responsible for ensuring the Hope Group is represented, working first with the Alternate GSR.
- Keep group members informed about general service activities.
- Serve as the group contact and receive and share with their groups all mail from District area and the general service office, including newsletters.
- GSRs may also assist their groups in solving a variety of problems, especially those related to the traditions.
- They should possess the character qualities that mark a good, trusted servant of any sort: patience, understanding, and a firm determination “to place principles before personalities.”
- GSR should hold no other offices in any group at any level.

Alternate General Service Rep (Alt GSR) – Suggested sobriety 2 years

- 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. is encouraged to share the responsibilities of the G.S.R. at the group, district and area levels.
- Attend all Steering Committee and Group Conscience meetings and provide Alternate G.S.R. report in verbal form.
- Alternate G.S.R. is responsible for representing the Hope Group at the District and Area level when notified by the G.S.R. that the G.S.R. cannot attend.
- Attends all SWTA68 Area Assemblies and Workshops when GSR is unable to attend, representing the Hope Group, and Report back to Steering Committee and Group Conscience meetings.
 - When attending Area Assemblies and Workshops, the group will cover the expenses of the G.S.R. for hotel room up to the SWTA68 conference room rate, up to \$20 per diem for food with receipt and travel mileage at the District 22 mileage calculation method and reimbursement rate. The Group will pay for lodging and mileage for attendance, whether by advance or reimbursement as needed.
- Serve as Vice-Chairman at Steering Committee and Group Conscience meetings in Chairman's absence.

Treasurer - Suggested sobriety 2 years.

Suggested to have familiarity with the twelve traditions and familiar with the principles and practices of the group itself.

- Attend all steering committee and group conscience meetings and provide treasurer's report in verbal and written form. Report to be emailed to steering committee members.
- Manages monthly accounts payables/receivables, produces reports, pays bills, makes deposits, maintains bank account, and collects and counts 7th tradition monies with literature rep/asst treasurer.
- Signature on bank account.
- Responsible for drafting and proposing monthly operating budget for approval by steering committee and group conscience.
- Responsible for filing and maintaining tax records and correspondence regarding taxes. May hire professional tax preparers to ensure timely filing of taxes.
- Authorized to pay all expenses within the monthly operating budget or identified in the guidelines without steering committee approval. All expenditure should be supported by an invoice or receipt. Any expenses not yet identified in the guidelines requiring withdrawal from prudent reserve must have the approval of the steering committee or group conscience, as appropriate.
- Keeps one of two keys required to be used simultaneously to open the safe.
- Responsible for distributing monthly to the aa entities any funds left over after paying operating expenses and retaining prudent reserve.

PI/CPC – Suggested sobriety 6 months

Public Information-Cooperation w/ Professional Communities

- Attend all Steering Committee and Group Conscience meetings and provide PI/CPC report in verbal form.
- Work with District and Area PI/CPC Representatives regarding Public Information and coordinating with the Professional Community.
- Intergroup Reporter

Intergroup Rep - Suggested sobriety 6 months

- Attend all steering committee and group conscience meetings and provide Intergroup report in verbal form.
- Provide Intergroup with any updates to the meeting schedules for Hope Group.
- Notify Intergroup of any events at Hope Group.

CFC / TC - Suggested sobriety 1 year

Correctional Facilities/Treatment Representative

- Attend all Steering Committee and Group Conscience meetings and provide C.F.T. report in verbal form.
- Arranges members to serve at Treatment Centers and Correctional Facility meetings.
- Arranges new members to receive appropriate training if required by institutions.

Grapevine - Suggested sobriety 6 months

- Attend all Steering Committee and Group Conscience meetings and provide Grapevine report in verbal form.
- The job of the Grapevine Representative is to familiarize members with the Fellowship's international journal, The A.A. Grapevine, and its bi-monthly Spanish-language magazine La Viña.
- Participate in the activities of their District and Area's Grapevine committee, announce the arrival of new magazines at the group each month, encourage members to submit articles and illustrations, and explain how members can order their own subscriptions.

Archives - Suggested sobriety 6 months

- Responsible to set up Group archives and engaging in the work of setting up archives.
- Responsible to collect and preserve Group history. Written materials (books, pamphlets, newsletters, written histories, and interviews), photographs, and audiotapes are the foundations of a collection. Group A.A. historical material is sought out from newcomers, old timers, past home group members, district committee members, and others with experience to share.

Zoom Liaison - Suggested sobriety 1 year

- Invite online members to “chair” and “co-chair” meetings.
- Train new “chairs” and “co-chairs” how to use zoom to host online meetings.
- Maintain online “chair schedule” calendar.
- Monitor online meetings, insuring they follow AA traditions and etiquette.
- Online meetings should closely follow same format as Hope Group in-person meetings.
- Share Hope Group announcements with online group.
- Attend monthly Steering Committee meetings and provide any relevant Hope Group online updates.