

Group Trusted Servant Opportunities - SUGGESTED DUTIES

Group Chairperson & Alternate | Group Treasurer & Alternate | Group Secretary & Alternate | Committee(s) Chair(s) & Alternate(s) | General Service Representative & Alternate

Suggested Duties - General Service Representative

Suggested length of sobriety: Subject to group conscience, at least two years.

Suggested term of office: Subject to group conscience, two years.

The group General Service Representative (G.S.R.) is the group's direct link with A.A.'s General Service Conference, through which U.S. and Canadian groups share their experience and express A.A.'s collective conscience. G.S.R.'s work through your District 24 and Southern Minnesota Area 36 committees.

Experience suggests that a history of group service helps in fulfilling G.S.R. responsibilities. An Alternate G.S.R. can share the function when necessary at the group, district and area levels.

The following are suggested duties of the G.S.R. and Alternate G.S.R.:

- Represent the group at District 24 (Scott County and Eastern Carver County) meetings and So. MN Area 36 service assemblies.
 - Keep the group members informed about A.A. General Service activities in the local area.
 - Receive and share with groups all mail received from A.A. Service Structure entities including: "Box 4-5-9" the General Service Office Newsletter for communicating with the fellowship. "The Link", the newsletter of the General Service Conference Committee of Southern Minnesota (Area 36).
 - Assist groups with solving problems or answering questions related to A.A.'s Traditions.
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Suggested Duties - Group Chairperson

Suggested length of sobriety: Subject to group conscience, at least one year.

Suggested term of office: Subject to group conscience, six months to one year.

Experience suggests that members who have accountability to the group are the most effective Group Chairs. The Chairperson coordinates activities with other group officers - and with those members who assume responsibility for literature, hospitality, coffee-making, programming individual meetings within the group and other vital functions.

The more informed that Chairpersons are about A.A. as a whole, the better they function. By keeping Tradition One firmly in mind and by encouraging group members to become familiar with all A.A.'s Traditions, a healthy A.A. group will be assured.

The following are suggested duties of Group Chairpersons:

- Maintain cordial relations between the group and the organization from which the meeting room is rented.
 - Schedule and preside at periodic group business meetings.
In the absence of a meeting chairperson open group meetings or assign the responsibility to other officers.
 - Substitute for other group officers when necessary.
 - Call to the group's attention announcements from the A.A. General Service Office, A.A. World Services, The General Service Conference Committee of Southern Minnesota (Area 36), District 24, and Mpls. Inter-Group.
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Suggested Duties - Group Treasurer

Suggested length of sobriety: Subject to group conscience, at least one year.

Suggested term of office: Subject to group conscience, six months to one year.

The Treasurer is responsible for the Group's finances consistent with Tradition Seven, "Every A.A. group ought to be fully self-supporting, declining outside contributions". Group funds, received through meeting collections, are used for rent, A.A. literature, meeting lists, coffee/refreshments and support of A. A. service entities, usually monthly or quarterly.

The following are suggested duties of group Treasurer:

- Pass the collection basket at each meeting.

- Maintain simple, accurate records of income and expenses as well as a bank account where appropriate according to group conscience.
- Pay rent to the meeting place landlord.
- Subject to group conscience - Report the group's financial condition at business meetings and/or at general meeting
- Reimburse suppliers for refreshments and related expenses.
- Pay for A.A. literature and meeting books.
- Maintain a prudent reserve equivalent to one/two months' group expenses - Subject to group conscience. (Some groups keep a prudent reserve of what their bank conditions require as minimum balance plus \$25)
- Subject to group conscience, disburse group funds in excess of a prudent reserve to A.A. service entities. A.A.'s General Service Conference pamphlet, "Self-Supporting Through Our Own Contributions" provides information on the suggested distribution of group funds. The free pamphlet is available on request from Minneapolis InterGroup

Suggested Duties - Group Secretary

Suggested length of sobriety: Subject to group conscience, at least ninety days.
Suggested term of office: Subject to group conscience, six months.

Group Secretaries, like Chairpersons, need to be good all-around group servants. A.A. experience suggests that Group Secretaries function most effectively with a background in other group offices. The following duties are suggested:

- Announce information about A.A. activities and events.
- Maintain and update a STRICTLY CONFIDENTIAL file of names, addresses and telephone numbers of group members (subject to each member's and group conscience approval); and know which members are available for Twelfth-Step calls.
- Maintain a record of members' anniversaries (subject to group conscience).
- Maintain a Group bulletin board or table for posting A.A. announcements and newsletters.
- Inform your District 24 Group Records Chairperson and Minneapolis Inter-Group in writing of any changes of address, meeting place, meeting time and group officers.
- Provide Minneapolis InterGroup with a current list of group member names and phone numbers as group Twelfth-Step contacts.
- Accept and assign calls for Twelfth-Step help (unless there is a Twelfth-Step Chairperson for this task).
- Share with group members all mail from the A.A. General Service Office, A.A. World Services, The Grapevine, The General Service Conference Committee of Southern MN (Area 36), District 24 (Scott County and Eastern Carver County) and Minneapolis Inter-Group.
- Subject to group conscience, maintain a literature table in the group meeting place (if there isn't a Literature Chairperson). Experience suggests that the following A.A. General Service Conference approved books are often in demand: "*Alcoholic Anonymous*" (The Big Book), "Twelve Steps and Twelve Traditions", "Living Sober", "Came to Believe", "A.A. Comes of Age", "Daily Reflections", "As Bill Sees It", "Pass It On" and "Dr. Bob and The Good Old Timers". A supply of A.A. pamphlets, especially those for beginner.
 - **Each of the above duties can be held by individual members of the Group – these are opportunities for everyone to have a trusted servant position!**

Suggested Duties – Committee(s) Chairperson(s)

**(Corrections | Public Information | Treatment Facilities | Literature |
 Communication With The Professional Community | Remote Communities & Special Needs | Website
 | Newsletter | Grapevine)**

Suggested length of sobriety: Subject to group conscience, at least ninety days.
Suggested term of office: Subject to group conscience, two years (along with GSR).

**Your District 24 Committee Chairs will help your Group
 with any of the above-named committee responsibilities.**

**Additional information about the suggested duties of group officers is available in the
 General Service Conference pamphlet, "*The A.A. Group...Where it all begins*".**