

GEORGETOWN TRUSTED SERVANTS RESPONSIBILITIES

Coordinator

Group Coordinators serve for a year. Two years continuous sobriety is required

The Coordinator 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. The more informed that coordinators - 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

Assistant Coordinator

In the event the Coordinator is not able to fulfill their duties, the assistant Coordinator will assume responsibility. Two years continuous sobriety is a requirement for this position. After one year this position assumes the responsibility of Group Coordinator.

Secretary

Secretaries need to be good all-around group servants.

While each group has its own procedures, the Secretary is generally expected to:

- Announce and/or mail information about important AA activities and events.
- Maintain minutes of business meetings.
- Maintain and update a strictly confidential contact list 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, if the group so wishes.
- Maintain a bulletin board for posting AA announcements, bulletins and newsletters.

Treasurer

The position of group treasurer is one of the most responsible positions in any A.A. group. Two years of sobriety is required for a member to take on the position of group treasurer, many groups suggest that the treasurer should have a reasonable period of sobriety (at least six months to a year or more). It is also suggested that group treasurers be well grounded in the Twelve Traditions and be familiar with the principles and practices of the group itself.

The group treasurer takes reasonable precautions to safeguard the group's funds. Many groups keep the group's treasury in a bank checking account in the group's name, often requiring at least two signatures on all checks. This provides security against accidental loss; it also provides ease of disbursement and a continuing record of income and expenses. Monthly bank statements are normally sent directly to the group treasurer, who can bring them to the group's business meeting.

The group treasurer is usually the person responsible for paying the group's routine bills and for keeping accurate records of the group's funds. The treasurer needs to be well informed about how the group's money is spent and should have addresses and mailing information for all A.A. service entities that the group contributes to.

After the group's basic needs are met, such as providing for rent, literature, refreshments, and insurance, the group can participate in the financial support of the Fellowship sending money to various A.A. service entities: 1) their local intergroup or central office; 2) their area and district; and 3) the General Service Office. Many groups provide financial support for their G.S.R.s attending service functions.

These entities use contributions in a number of ways, always with the aim of carrying the A.A. message to the alcoholic who still suffers.

Treasurer Reports

Most groups request a treasurer's report and all relevant documentation at monthly or regularly scheduled business meetings. This way, all group members can stay informed about the financial health of the group.

Prudent Reserve

Most groups try to hold a certain amount of money in reserve. There is no predetermined amount for such a reserve, but most groups try to put aside enough money to cover at least one to three months' operating expenses. The group itself usually determines the actual size and scope of the prudent reserve. Our experience shows that an accumulation of A.A. funds for unspecified purposes beyond a prudent level may divert a group's attention from carrying the message to the alcoholic who still suffers. Groups with excess funds are encouraged to support other service entities.

General Service Representative (GSR)

Working via the District and Area committees, the GSR is the group's link with the General Service Conference, through which U.S. 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 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 GSO, including the newsletter Box 4-5-9, which is GSO's primary tool for communicating with the Fellowship.
- GSRs also may assist their groups in solving a variety of problems, especially those related to the Traditions. In serving their groups, they can draw on all the services offered by GSO. An Alternate GSR (Alt GSR) is elected at the same time as the GSR in the event that the GSR may be unable to attend all District and Area meetings. Alternate GSRs should be encouraged to share the responsibilities of the GSR at the Group, District and Area levels. (See The AA Service Manual, Chapter 2, The Group and its GSR, for further

information.)

Intergroup 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 AA message. The Intergroup Representative tries to keep the group well-informed about what the local Intergroup is doing.

AA Grapevine Representative

Familiarize members with the Fellowship's international journal, The AA Grapevine, and its bi-monthly Spanish-language magazine La Vina, and the enhancements to sobriety the magazines offer. The magazines contain articles written by AA members based upon their personal experiences; discussion topics; regular features, and a calendar of special AA events. Participate in the activities of their 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.

Literature Representative

The Group's literature Representative makes certain that AA Conference-approved books and pamphlets, ordered from the General Service Office, or purchased from the local Intergroup, are on hand for meetings and properly displayed.

Correctional Facilities Representative

Group Corrections Representatives take part in District or Area Corrections committee meetings. They keep their home groups informed about local Twelfth-Step activities in nearby correctional institutions and encourage group

members to participate. Corrections Representatives, known in some areas as Hospitals and Institutions (H&I) Representatives, take AA meetings into prisons and jails, where allowed by the correctional facility, to help alcoholic inmates recover and prepare for sober, fulfilling lives after release. As part of the Temporary Contact Program known in some areas as Bridging the Gap, they may also serve as correspondents and as AA contacts when the inmates are released. The pamphlet AA in Correctional Facilities and the Corrections Workbook can be of help to AAs in corrections service work.

Treatment Facilities Representatives

Serve as the group liaison with the District and Area Treatment Committees and/or the local InterGroup. They share this vital service work with Home Group members and encourage them to join in this responsibility.

Members of the Treatment Facilities Committee work to help hospital and treatment center staffs better understand AA, and to take the AA tools of recovery to alcoholics in treatment. As part of the Bridging the Gap program (Temporary Contact). Treatment Facilities Committee members also may act as contacts when alcoholic patients are discharged.

The pamphlet AA in Treatment Settings and the Treatment Workbook can be of help to AAs in treatment service work.

Approved:

