

Trusted Servant Position Descriptions*

Co-Chairs (3 positions): These individuals coordinate with each other, individuals in other service positions, and group members to ensure that the group's primary purpose to help other alcoholics is our highest priority. This includes recruiting and training co-hosts, updating the co-host manual, updating the co-host script as needed, facilitating business meetings, and other tasks necessary to support our primary purpose.

Secretary: Take notes during business and group conscience meetings and ensure that minutes are read at the following business meeting and posted to the website.

Treasurer: Manage monetary contributions as well as expenditures. Maintain the running total balance and reconcile the bank account. Assess different technological solutions as necessary to make donating more accessible.

General Service Representative (GSR): Represent the group at district meetings and area assemblies (many conducted in zoom) and keep group members informed.

Literature Representative: Welcome all newcomers via chat and offer to send a newcomer packet. Send newcomer packet to anyone who requests one.

Website Representative: Maintain website so that information is current and updated once as necessary.

“Cheerful Chipmunk”: Responsible for sending physical chips to individuals. This involves purchasing the chips and mailing to recipients. These expenses will be reimbursed by the group once receipts are submitted to group treasurer.

*NOTE: These positions are a one-year commitment, which may be extended for an additional one-year term. One year of continuous sobriety is required to run for a position. Elections are held at the March business meeting. Anyone interested in filling a position should contact one of the co-chairs prior to the March business meeting.