

## Trusted Servant Position Descriptions

*Chairperson:* Create agenda for business meetings and chair them, make decisions and update the script as appropriate, exercise judgment, ensure that our primary purpose to help other alcoholics is our highest responsibility, coordinate with other services positions, available for any group member to contact.

*Co-Chair:* Manage host/co-host positions to ensure we have coverage, train the new host/co-host as needed, serve as back up for the chair.

*Secretary:* Take notes during group conscience and business meetings, send notes to the group, save copies of all notes in the designated file. Volunteers should be computer savvy or willingness to learn using Google Docs and Google Drive is a plus.

*Communications:* Maintain the system that facilitates communication between and among the group and its members, manage the email distribution list, responsible for emails that come into the group's email and from the website, manage the phone list which involves testing of the request forms. Volunteers should be computer literate or be willing to learn and use the email list server including Google Groups, Google Forms, and Google Sheets.

*Treasurer:* Manage all money in and out of our bank account. Assess different technological solutions to make donating easier. Maintain the running total balance and reconcile the bank account.

*General Service Representative (GSR):* Represent Sunrise Zoom at district meetings and area assemblies, keep group members informed about General Service activities in their local areas, receive and share all emails from the General Service Office including the newsletter, Box 4-5-9, which is General Service Office's (G.S.O.) primary tool for communicating with the group.

*Intergroup Representative:* Attend the monthly Intergroup Representative meetings held on the second Tuesday of every month at 8pm, responsible to two-way communication between Sunrise Zoom and Intergroup.

*Literature Representative:* Create a newcomer packet, keep two big books on hand to send to anyone who cannot afford it, welcome all newcomers via chat and offer a welcome packet, and maintain Wednesday Big Book study group.

*Website Representative:* Maintain website so information is current, removing old information, solicit feedback from group members on enhancement ideas.