

# Wall Lamplighters Group Service Commitments

## Table of Contents

### 3 Month Commitments

1. Greeter	Page 2
2. Leader	Page 3
3. Coffee	Page 4
4. Setup	Page 5
5. Clean-up	Page 6
6. Cake	Page 7

### 6 Month Commitments

7. Secretary	Page 8
8. Minutes Taker	Page 9
9. Literature	Page 10
10. Celebration Facilitator	Page 11
11. Supplies	Page 12
12. Closer/Inspector	Page 13

### 2 Year Commitments

13. Treasurer	Page 14
14. Intergroup Rep	Page 15
15. General Service Rep (GSR)	Page 16
16. Alternate GSR	Page 16
17. Booker	Page 17
18. Alternate Booker	Page 17
19. Coins	Page 18
20. Webmaster	Page 19
21. Alternate Webmaster	Page 19

## **Greeter**

**Term:** 3 Months

**Sobriety Requirement:** None

**Team Members:** # 3-4

**Facility Responsibility:** N/A

**Report Time:** 7:00

**Support Team:** Coffee and Set up Teams (they open the doors)

**Summary Of Position:** Greet Participants as they come through the doors.

### **Position Detail:**

1. Stand at the "T" of the inner door way on both sides of the isle
2. Greet incomers as they enter.
3. Suggested Greetings "Welcome to Lamplighters", "Hi Welcome"
4. Be friendly and smile!!!! **You may be the first person someone sees at their very first AA meeting!!!**
4. Answer any questions and direct to the appropriate person if needed (bathroom etc.)

## **Leader/Chair Person**

**Term:** 3 Months

**Sobriety Requirement:** 90 Days

**Team Members:** 1

**Facility Responsibility:** N/A

**Report Time:** 7 pm

**Support Team:** Secretary, General Rep

### **Position Detail:**

1. Open meeting at 7:30pm and follow the "Leader Script" in the binder on the podium.
2. Invite another member to read "How It Works" Note: Celebration Night read "The 9th Step Promises" in lieu of "How it Works"
3. Welcome the incoming speaking commitment and express gratitude for their presence.
4. Obtain necessary information from the incoming commitment (Group Name, meeting date/time, leader's name) and welcome the incoming speaking commitment and express gratitude for their presence.
5. Celebration Night Instructions: Refer to instructions inside the Leader Book.
6. Handling Incoming Groups: Follow outlined procedures provided above.
7. Meeting Closure Protocol: By default, the Leader is responsible for closing the meeting as per the book. However, in practice, the incoming group may be asked to close the meeting at the end of their commitment. Communicate these instructions to the commitment upfront.

## **Coffee Commitment**

**Term:** 3 Months

**Sobriety Requirement:** Main (1 year) Helper (30 days)

**Team Members** 1 Primary 1 Alternate

**Facility Responsibility:** Keys (main)

**Report Time:** 6:15-6:30 pm

**Support Team:** General Rep, Stock Manager... ???

**Summary Of Position:** Prepare Coffee, Coffee Accessories (i.e. Milk, Cups Sugar etc) and Literature for Monday night 7:30 Meetings. Clean up items set up. (Fellowship Members will assist as volunteers are available).

### **Position Detail:**

1. Coffee Supplies are in the storage area next to the storage Cabinet (please ensure we do not use church supplies) Coffee Brewers are located in the kitchen.
2. Set Up, Allocate Tables in the left corner area outside of the kitchen and set up cups, sweeteners, Milk Half and half cookies etc. Also set up Literature items on the tables as well.
3. Coffee must be brewed in the kitchen to avoid tripping the main breakers.
4. Large Pot is for regular coffee, smaller one is for decaf and smallest 12 cup brewer is for Tea.
5. Brewing: Use one Scoop of grounds per 3 cups of water Regular Coffee to make 50 cups ... Decaf 30Cups. When coffee is ready, move to the tables in the main room. Use a power strip to re-plug in pots.

## **Set Up**

**Term:** 3 Months

**Sobriety Requirement:** 90 Days

**Team Members:** 2 Primary 1 Alternate

**Facility Responsibility:** Keys

**Report Time:** 6:15 - 6:30 PM

**Support Team:** GSR, Secretary, Supply Manager, Treasurer, Chairperson

**Summary Of Position:** Set up for the meeting as described below

### **Position Detail:**

1. Turn on the lights
2. Roll the podium to the front of the room
3. Plug in the speaker and mic
4. Make the sure the clock is on the podium and set to the correct time as well as the clock on the wall above the kitchen
5. Hang the 12 Steps & the 12 Traditions
6. Put out the slogans
7. Setup the chairs
  - a. 6 chairs on each side divided by the aisle
  - b. Leave 2 tiles between each row to allow for walking space
  - c. Setup chairs along the wall on each side
8. Place the "Reserved Seating" sign on the first 3 chairs for the incoming commitment (located inside the podium)

## **Clean Up**

**Term:** 3 months

**Sobriety Requirement:** None

**Team Members** 2

**Facility Responsibility:** none

**Report Time:** post meeting

**Support Team:** Closer/Inspector

**Summary Of Position:** Post Meeting Clean up (fellowship member volunteers will assist if not draft members for assistance)

### **Position Detail:**

1. Empty and clean coffee pots - DO NOT POUR LIQUIDS IN GARBAGE DRAIN COFFEE WELL
2. Wipe down Kitchen
3. Be sure all items are back in storage area
4. Take trash to the disposal area (Meeting, Kitchen, Bathrooms)
5. Post clean up of literature and all items before lock up!
6. Double check chairs are properly stacked, mic and amp back in podium and podium in closet, steps and traditions posters down and put away, slogans put away

## **Cake for Celebrations**

**Term:** 3 months

**Sobriety Requirement:** None

**Team Members:** 1

**Facility Responsibility:** N/A

**Report Time:** 7pm Celebration Nights (once a month last Monday a month)

**Support Team:** Secretary, Treasurer, Supply Manager

### **Summary Of Position:**

Purchase cake for Celebration Meeting, assist in cutting and putting out on plates, and get reimbursed by Treasurer

### **Position Detail:**

1. Purchase a large rectangular cake for the celebration meeting
2. Arrive at Celebration 30 minutes early
3. Acquire plates and utensils from the supply cabinet (this stock is maintained by the supply manager but if you notice low stock please communicate!!)
4. Cut cake and place on plates with a fork and then place on tables by the coffee
5. At the end of the night give the receipt for the purchase of the cake to the treasurer to be reimbursed from the till.

## **Secretary**

**Term:** 6 Months

**Sobriety Requirement:** 2 years

**Facility Responsibility:** N/A

**Report Time:** 7 pm

**Support Team:** Minutes Taker, General Service Rep, Leader, Treasurer, Intergroup Rep, Celebration Coordinator, Coins

**Summary Of Position:** Make announcements at the beginning of each homegroup meeting. Maintain and distribute as needed all home group governance such as phone lists, speaking commitments, home group commitments, new members and other communications. Maintain group Google Drive Folder and archives. Run monthly business meetings.

### **Position Detail:**

1. Will need access to Wall Lamplighters Google Drive and Account – predecessor should grant and assist in transition
2. All email correspondence shall use the “Home Group” which is maintained in Google Contacts - update regularly
3. Verify both men’s and women’s phone lists are by the literature and there are plenty printed as backup.
4. Note new members who want to join the home group by documenting their name (First and last initial), phone number, email address and sobriety date. Add them to the Google Contacts - be sure to add the label “Home Group”. Add them to the master phone list and mark the they were date added in “Last reviewed” column; Mark “Yes” if they would like to be included on the phone list Add them to monthly list of new members and announce at next business meeting
5. Read “Secretaries Report” off the script in the Secretary Binder in the Podium
  - a. Have list of celebrants for the month in hand
  - b. Have last week’s outgoing commitments in hand with names
  - c. Have next week’s upcoming commitments in hand with names
6. Keep a notebook (computer, etc...) on hand at ALL TIMES to continually update info such as new members, celebrants, etc...
7. Keep the “Home Group” email list updated regularly
8. Keep the “Google Drive” updated regularly
9. Lead the Monthly Business Meeting (review Roberts Rules of Order)
  - a. Template in Binder - minutes taker will record minutes
10. Send out Monthly Meeting Minutes via email blast to “Home Group”
  - a. Minutes Taker will forward
  - b. Make sure bookers information is included
  - c. Make sure quarterly commitment information is included each quarter
11. Coordinate Filling Group Service Commitments Each Quarter
  - a. There is a live spreadsheet in the Google Drive that must be updated quarterly to reflect the new commitments (March, June, Sept, Dec)

## **Minutes Taker**

**Term:** 6 Months

**Sobriety Requirement:** 90 Days

**Team Members:**N/A

**Facility Responsibility:** N/A

**Report Time:** 7 pm

**Support Team:** Secretary

**Summary Of Position:** Document business meeting discussion notes and populate/update the "Business Meeting Minutes"

### **Position Detail:**

1. Must attend each business meeting
2. Take notes as secretary leads group through the agenda
3. Confirm With Secretary the accuracy of the notes taken from the meeting to ensure accuracy
4. Type notes within 5 days and send them to the secretary for review.
5. Update as needed and resend to secretary
6. Suggested that Secretary and Minute Taker speak with new Commitment Leaders for smooth transition by sharing the format and discussing any pressing items from prior business meetings.

## **Literature**

**Term:** 6 Months

**Sobriety Requirement:** 1 year

**Team Members:** 1

**Facility Responsibility:** N/A

**Report Time:** Business Meetings

**Support Team:** Treasurer, GSR

### **Summary Of Position:**

Manage the inventory and coordinate the purchase of the literature items available at the lamplighters meeting

### **Position Detail:**

1. Check inventory regularly to see if meeting books, pamphlets, or literature are needed.
2. If an order is necessary, visit [https://nnjaa.org/service/literature/order\\_eng/literature\\_form.php](https://nnjaa.org/service/literature/order_eng/literature_form.php) to see literature available through the district.
3. Then share what is needed with the district literature contact (currently Jaime M. 347-251-1274).
4. Arrange with literature contact to get the items and pay them\*.
5. Once received, write the prices inside the front cover of each book.
6. Give our group treasurer receipt for reimbursement. (some people might prefer to get a check from the treasurer first.)

## **Celebration Facilitator**

**Term:** 6 Months

**Sobriety Requirement:** 1 year

**Facility Responsibility:** N/A

**Support Team:** Secretary, Minutes Taker, Coin Master

**Summary of Position:** The Celebration Facilitator commitment is to ensure all monthly celebrants are aware of the group conscience for Celebration night and prepared so the night runs smoothly. Works with the Secretary to finalize the list of celebrants, leader and speaker.

### **Position Detail:**

1. Work with Secretary to obtain list of all monthly celebrants by 2<sup>nd</sup> Monday of the month- with phone numbers
2. Contact person with most amount of time:
  1. Ask them to either select a speaker or delegate.
  2. Given that we tend to have a lot of celebrants and the speaker may or may not get time, its suggested that the speaker be someone who attends meeting regularly or is local
  3. Note- This is just a suggestion in case we run short on time
3. Contact person with 2<sup>nd</sup> amount of time:
  1. Ask them to select Celebration Leader or delegate; this should be a HG member
  2. **IMPORTANT!!** Brief Leader that the meeting is turned to Celebration Leader after the regular leader is finished. Remind Celebration Leader that "Leaders lead! The leader should remind celebrants/sponsors **to be brief** to allow time for all and the speaker. Only 90 day-ers bring up Sponsor- this will have been communicated in advance!! Final celebrant should turn the meeting back to the Leader who then **acknowledges family/friend** then introduces speak if time allows, or closes the meeting
4. Contact all celebrants to in advance confirm, remind of 1) time constraints and 2) only 90 days bring up Sponsor
5. Facilitator is to provide Secretary the info for Leader and Speaker **by 3<sup>rd</sup> Monday of the month** for announcements
6. We may get last minute celebrants but the Leader and Speaker should be decided on by 2<sup>nd</sup> Monday regardless to ensure we are prepared.

## **Supply Monitor**

**Term:** 6 Months

**Sobriety Requirement:** 1 Year

**Team Members:**N/A

**Facility Responsibility:** N/A

**Report Time:** 6:45-7:00pm

**Support Team:** Coffee Team and Treasurer (Communications to ensure stock is taken so that items can be purchased and delivered prior to any meeting commencement)

### **Summary Of Position:**

Maintain enough inventory of supply items for meetings

Position Detail:

1. Communicate with Coffee team weekly to determine what items if any may need to be purchased for future consumption (enough stock for a 4 week interval)
2. Purchase items as needed (If possible Costco or BJ's)
3. Deliver items (Between 6:30pm and 7pm so as to not disrupt coffee making flow determine time with your coffee team ❖❖)
4. Turn in Receipts for Items purchase for reimbursement with Treasure
5. Stock of items are in the room across from the kitchen.

## **Closer/Inspector**

**Term:** 6 months

**Sobriety Requirement:** 1 year

**Team Members:** 1

**Facility Responsibility:** Final Inspection before door is locked for night

**Report Time:** 7:30pm

**Support Team:** Cleanup, Chairperson

**Summary Of Position:** Responsible for final walk through of meeting to insure everything is properly cleaned including by not limited to, garbage disposed, mens and ladies rooms have trash disposed, all reading material properly put away in document closet, insure all lights other than those that are automatic have been turned off.

### **Position Detail:**

1. Perform Final Walkthrough and inspect following
  - a. Chairs properly stacked on right hand side of room when looking in except for first three rows
  - b. Podium put in closet
  - c. Steps and Traditions put in closet
  - d. Tables all cleaned
  - e. Coffee Pots cleaned and put away
  - f. Garbage taken out - main meeting, kitchen, both bathrooms
  - g. Lights out
2. The key for locking the facility is located above the door ledge of the front door. The key provided must be put back in the same place where it was located. This replacement of the key is essential as once the door is locked, there is no ability to re-enter.
3. After completing six months closing assignment, the person who had the previous assignment should be available for the first week of their successor to provide any guidance on procedures.

## **Treasurer**

**Term:** 2 Years

**Sobriety Requirement:** 2 Years

**Team Members:** # 1

**Facility Responsibility:** N/A

**Report Time:** Business Meetings

**Support Team:** Secretary, GSR

### **Summary Of Position:**

Collect, Manage And Report Funds from meetings/bank accounts for its distribute towards expense reimbursements (Leaders/Facilities and AA groups Identified below.)

### **Position Detail:**

1. Collect Funds from donations at each lamplighters Meeting
2. We reimburse at each if meeting if possible, those funds to commitment leaders (Coffee, Cake, Supply Monitor, Coins and Literature) upon receiving receipts.
3. Distribute Funds based on Business meeting determinations to AA groups (General Service Office, District Service Office , Area 44 and Intergroup
4. Pay the
  - a. Rent CCP Monthly,
  - b. Insurance annually
5. Make deposits and checks or withdrawals as needed to distribute as stated above.
6. Report Current Status of Distribution and Balance of funds at each Business Meeting.

## **Intergroup Rep**

**Term:** 2 Years

**Sobriety Requirement:** 2 Years

**Team Members:** 1

**Facility Responsibility:** N/A

**Report Time:** Business Meetings

**Support Team:** Secretary, GSR, Booker

### **Summary Of Position:**

Attend monthly intergroup meetings via Zoom and report Intergroup information back to Home Group - vote on Intergroup related matters based on Group Conscience.

### **Position Detail:**

1. Attend Monthly Zoom Meeting the first Tuesday of every month at 8:30pm either in person or via Zoom (Zoom address will be sent to email or can be accessed on [nnjaa.org](http://nnjaa.org) website)
2. Vote on behalf of Lamplighters on Intergroup matters
3. Provide an "Intergroup Report" at monthly business meeting about any items you voted on and how you voted as well as other Intergroup News
4. Relay any information on Bookers Exchange to the Booker
5. Bring any available information on Service Opportunities to the Group

## **General Service Representative (GSR) and Alternate GSR**

**Term:** 2 years

**Sobriety Requirement:** 2 years Consecutive

**Team Members:** 1 Primary 1 Alternate

**Facility Responsibility:** NA

**Report Time:** Monthly Business meetings, Monthly District Meeting, Annual Area 44 Mini-Conference

**Support Team:** Secretary, Intergroup Rep, Treasurer

### **Summary of Position:**

The General Service Representative and his/her alternative serve as linking the group with AA's General Service Structure as a whole. Pertinent information about group matters and concerns are channeled to AA as a whole by the GSR and important Area and General Service matters are relayed to the group by the GSR. The GSR also brings the group conscience to the AA Service entities.

### **Position Detail:**

1. Attends 12 District meetings held on the first Tuesday of each month (alternate GSR)
2. Attends 2 Section Meetings concerning General Service conference matters
3. Coordinates special business meeting(s) with home group to present, discuss and vote on General Service Conference Agenda Items
4. Reports Monthly District meeting information to group at business meetings
5. Relays group conscience to District
6. Responsible for ensuring an "informed group conscience" in keeping with AA's 12 Traditions and 12 Concepts.
7. Attends four (4) Area Assemblies held quarterly on Saturdays. Involves Travel to locations in the area.
8. Attends one (1) Area Mini-Conference for voting on General Service Conference Agenda Items
9. Complete Listing of the responsibilities and duties can be found on page S26 in the AA Service Manual. The previous GSR for Lamplighters should be able to loan a copy for your use until one is provided. There is also a Conference Approved Pamphlet titled "GSR - General Service Representative".

## **Booker/Alternate Booker**

**Term:** 2 years

**Sobriety Requirement:** 2 years

**Team Members:** 2 (Staggered so that when booker ends the alternate moves to booker and a new alternate is chosen so he/she can learn the process.)

**Facility Responsibility:** N/A

**Report Time:** Business Meetings and Booker meetings

**Support Team:** Secretary, Chairperson, Intergroup Rep

### **Summary Of Position:**

Manage and coordinate the Booking speakers for Lamplighter meetings as well as present requests for speakers at other AA meetings and locations

### **Position Detail:**

1. Attend "Bookers Exchange" Second Sunday of March, June, Sept and Dec in Clark NJ 5am (See intergroup website for updates). Exchange incoming and outgoing speaking commitments.
2. Booker is a two person commitment one staggering the other by a year
3. Fill commitments for upcoming month at monthly business meeting
4. Maintain an active quarterly commitment list to be included in business meeting minutes and provided to the secretary so he/she can announce recent commitments in the secretary report weekly.

## **Master of Coins**

**Term:** 2 years

**Sobriety Requirement:** 2 years

**Team Members:** 1

**Facility Responsibility:** N/A

**Report Time:** Celebration Meeting

**Support Team:** Secretary

**Summary Of Position:** Maintain the inventory of coins and prepare coins for celebration night.

### **Position Detail:**

1. Manage the inventory of the 2 boxes of coin stock. Deliver receipts to Treasure for reimbursement. (boxes are located in room across from the kitchen in the inventory closet. They are labeled with quantities.)
2. Prepare the coins the week prior to the meeting and make any updates throughout the week.
3. Coin preparation. Put the appropriate coin in an envelope with the recipient's name.
4. Give the envelopes to the Meeting Leader on celebration night.

Ordered Coins from following sites below.

1. <http://Recoverychip.com>
2. <https://www.recoveryshop.com/Recovery-Lapel-Pins-s/173.htm>

## **Webmaster/Alternate Web Master**

**Term:** 2 years

**Sobriety Requirement:** 2 years webmaster/1 year Alt Webmaster

**Team Members:** 2 (Staggered so that when the webmaster ends the alternate moves to webmaster and a new alternate is chosen so he/she can learn the process.)

**Facility Responsibility:** N/A

**Report Time:** Quarterly Updates at business meeting (March, June, Sept, Dec)

**Support Team:** Secretary, Chairperson, Booker, Intergroup Rep

### **Summary Of Position:**

Manage and and update webpage monthly as well as post urgent announcements

### **Position Detail:**

1. Update website monthly (calendar updates with events and incoming/outgoing commitments)
2. Remove past due events and items monthly to keep website updated
3. Post urgent announcements to group if needed (meeting cancellations, etc...)
4. Provide a quarterly update of website status/issues to group
5. Coordinate payments to website hosting service
6. Teach Alt Webmaster how to run the site (updates, edits, payments, etc..)