

Trusted Servant Positions

The table below is reformatted for easy posting on a website or distribution as a Word document.

Position	Primary Responsibilities	Minimum Sobriety	Service Commitment
Chair (Group)	Experience suggests that they should have been sober awhile, at least a year; and, ideally, they have held other group offices first.. (see rest of P16 for details) Chair leads the monthly business meeting.	3 years	2 years
IGR	Similar to GSR role, see P16. IGR is our group's link to OIAA (Online Intergroup) IGR represents our group; keeping group members informed about upcoming events or items requiring the group's attention, and votes on behalf of the group.	2 years	2 years
Alt IGR	Accompany IGR to virtual events or fill in for IGR if not available (See The A.A. Service Manual, Chapter 2, "The Group and its G.S.R.," for further information.)	2 years	2 years
Secretary	Announce information about important A.A. activities and events. Maintain and update a strictly confidential file of name, names, addresses and telephone numbers of group members and sobriety dates (subject to each members approval). (see P16 for details) Secretary sends out literature and medallions to members.	2 years	2 years
Co- Secretary	Maintain minutes of business meetings.and sends minutes to members via email.	2 years	2 years
Treasurer	A.A. groups are fully self-supporting through their members' voluntary contributions. Passing the basket at meetings usually covers the group's monetary needs, with enough left over so the group can do its fair share of supporting the local intergroup (central office), the general service district. and area offices, and the General Service Office.	2 years	2 years
Web Admin	Maintain the Sunshine 7Am website via	2 years	2 years

	Go Daddy. Update the Events Calendar and additions or changes to the group meeting format. Web/tech experience needed.		
Chairperson (AA Meeting)	Chairperson opens the meeting at 7 AM and coordinates with the Host to maintain the flow of the meeting. See Chairperson's guidelines for details https://sunshine7am.com/chairpersons-guidelines-1	6 months	1 month
Host (AA Meeting)	Host keeps a watchful eye for any potential disruptions to the meeting and removing persons when necessary; mute and unmute participants and screen share readings, etc. See Hosting Guide for details https://sunshine7am.com/hosting-guide	6 months	1 month