

Just for Today Service Positions

JFT Group Service Positions and Descriptions				
<p><i>These service job descriptions were developed by current and past job holders and are open to reinterpretation by Group Conscience. These are recommendations based on the experience of those who have performed these jobs. They should be updated annually or as circumstances change. The “Skills Needed” and “Responsibilities” are suggestions based on experience—willingness is the only “requirement” for a service job. Endorsed at Virtual Business Meeting 26SEP2020; updated by group conscience 09JAN2021 and 20MAR2021.</i></p>				
SECRETARY	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Willingness to chair large group discussions to achieve Group Conscience. ● Willingness and ability to develop clear agenda, propose topics, and manage group voting ● Willingness and enthusiasm for liaising both in-person <u>and</u> virtual meetings. ● Background and interest in applying the 12 Traditions and 12 Concepts. ● Ability and enthusiasm to use/learn technology such as MS Office, Google email, webpage oversight. ● Prior experience as a group secretary and in JFT VM Service Positions is recommended, such as JFT VMH, Service Jobs Coordinator, Steering Committee Chair, etc. 	<ul style="list-style-type: none"> ● Chair group business meetings and anniversary speaker meeting (last Sat of month). ● Plan and lead virtual and in-person quarterly business meetings and special business meetings, solicits agenda items, and posts announcement ~2 weeks before meeting. ● Ensure minutes are taken for each meeting and posts meeting minutes on bulletin board and website and archives old minutes in meeting book and Google drive. ● Maintain group announcement board (in-person) and group website (including Bulletin Board). ● Maintain secretary email inbox at JFTSecretary@gmail.com and responds promptly to emails (daily: 1-10 emails). ● Ensure service position list and job descriptions are maintained, available to all group members, posted on the group website, and posted on Google drive (working closely with Service Job Coordinator). ● Lead JFT Virtual Steering Committee meetings as needed (composed of all virtual service job leads at the time). ● Liaise with the various Steering Committee Chairs: Virtual 6am Chair, Virtual 7am Chair, In-Person Meetings Chair (see “Alt-Secretary” job description). ● Lead Thanksgiving breakfast planning meeting in October to ensure committee is established. Ensures facility is contacted via Facility Liaison if issues arise at facility (such as plumbing issues, etc.). <p><i>NOTE: All in-person meeting responsibilities described above may be delegated to Alt-Secretary, who leads the In-person Meeting formal or informal steering committee; see Alt-Secretary description below.</i></p>			
ALT-SECRETARY	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Regular attendee of in-person meetings. ● Willingness to chair in-person group discussions and voting ● Background and interest in applying the 12 Traditions to group discussions and needs. 	<ul style="list-style-type: none"> ● Lead in-Person Meeting steering committee (formal or informal, as the in-person meeting group members decide). ● Seek input from both 6am and 7am meeting attendees on in-person meeting needs. ● Plan and lead business/steering committee meetings as the group members deem needed, solicit agenda items, and post announcement ~2 weeks before meeting. Ensure meeting notes are taken and posts meeting notes/decisions on bulletin board. ● Maintain group announcement board. ● Ensure in-person service positions are filled. ● Liaise with group Treasurer and Secretary on topics that affect JFT as a whole. 			
TREASURER	Minimum Sobriety	2 years	Term	2 Years

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Skills Needed	Responsibilities			
<ul style="list-style-type: none"> Willingness and ability to collect contributions from in-person meeting, electronic contributions, and post-office box. Ability to manage online PayPal account, bank account, virtual meeting host account. 	<ul style="list-style-type: none"> Collect daily contributions and deposit in JFT account. Make quarterly contributions to World Services, Intergroup, and District, in distributions agreed upon by the Group Conscience. Responsible for JFT bank account. Provide treasurer's report to group at regular business meetings. Manage virtual payment options. Reimburse group members who purchase items in the course of their service to JFT. See AA pamphlet for more guidance. 			
GENERAL SERVICE REP (GSR) + ALT GSR	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> See AA GSR pamphlet for more details. 	<ul style="list-style-type: none"> Link between AA group and AA as a whole. Attend monthly district meetings on a Wednesday evening at District Location and Area attends assemblies (various locations). See AA GSR pamphlet for more guidance. 			
CENTRAL SERVICE REP	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> See aaboston.org website. 	<ul style="list-style-type: none"> Attend monthly Delegates meeting at Boston Central Service in Boston at 7PM on the 3rd Wednesday of each month. See aaboston.org for more details. 			
JFT CONTACT LIST LEAD	Minimum Sobriety	6 months	Term	6 months
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> Ability and enthusiasm to use/learn technology such as Google Groups and MS Office. Willingness to respond to email and update various lists frequently. Willingness to print and provide Contact Lists at in-person meeting. 	<p><i>Hardcopy JFT Group Member Contact List</i></p> <ul style="list-style-type: none"> Responsible to ensure adequate copies of the contact list are in the notebook on the back table in the in-person meeting; note that the group uses 20-30 copies per month. Update contact list at least every 6 months To update, circulate the hard copy list at 6AM and 7AM meetings for up to 2 weeks to ensure all group members get to review and update their contact information. Ask group members to check off their confirmed information and update information (e.g. phone number and email address); if someone is not on the list and wants to be, ask them to write in their name, phone number and email address. Remove names not checked to keep contact list up to date. <p><i>Electronic JFT Group Member Contact List</i></p> <ul style="list-style-type: none"> Obtain info from group members who want to share their info electronically with other group members and update E-Contact List. Distribute per the e-contact list policy. Develop a maintenance plan to ensure list is current. <p><i>Virtual Meeting Distribution List</i></p> <ul style="list-style-type: none"> Ask the virtual meeting host to make occasional announcements at meetings that if people want to be on the JFT Google Distribution List, they should write to jftcontactlist@gmail.com with their name, phone number, and email address. If someone wants access to the meeting, provide the current JFT login/password information and add them to the JFT Google Distribution List. Send out communications to all on behalf of the Group Secretary, Platform Liaison, or Steering Committee Meeting Chairs. 			

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JFT Virtual Meeting Service Positions and Descriptions				
<p><i>These virtual meeting (VM) service job descriptions were developed by current and past job holders since the virtual JFT Meetings started in March 2020 and are open to reinterpretation by Group Conscience. These are merely recommendations based on the experience of those who have performed these jobs. These job descriptions should be updated annually or as circumstances change. The “Skills Needed” and “Responsibilities” are merely suggestions—willingness is really the only “requirement” for a service job. Note that Job Guides are provided to those rotating into each job with day-to-day details on how to do the service job.</i></p>				
VM SERVICE JOB COORDINATOR	Minimum Sobriety	2 years	Term	3 months
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Ability and enthusiasm to use/learn technology such as MS Office, Google email, webpage oversight. ● Experience with JFT VM Service Positions is recommended, such as JFT Virtual Meeting Host, etc. 	<ul style="list-style-type: none"> ● Coordinate virtual meeting service roles in conjunction with JFT Secretary, Contact List Manager, Treasurer, Steering Committees, and JFT Platform Liaison. ● Maintain <JFTServiceJobs@gmail.com> Email and Google Drive <ul style="list-style-type: none"> ○ Respond to queries on a timeline basis to this email address ○ Maintain Google Drive of e-files that track all incoming and outgoing VM service jobs ● Maintain SignUpGenius account ● Maintain Job Guides in Google Drive for each VM Service Job (Note: Secretary maintains analogous Job Descriptions, including job requirements and job durations) ● Coordinate with JFT Virtual Meeting Hosts (6 am and 7 am) Week-Long Rotation ● Coordinate with Sign-Up Genius Monitor ● Coordinate with other Virtual Service positions ● Support Steering Committees as ExOfficio Member ● Collaborate with JFT Virtual Platform Liaison 			
JFT VM STEERING COMMITTEE MEMBER*	Minimum Sobriety	None	Term	3 months
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Willingness to participate in group discussions. ● Ability to seek greater group input as needed ● Interest in applying the 12 Traditions. 	<p>*Note: Separate committees for the 6AM and 7AM meetings.</p> <ul style="list-style-type: none"> ● Based on JFT Group Conscience at Virtual Business Meeting on 28MAR2020, and in alignment with AA’s Twelve Traditions (specifically Tradition 9), the JFT Virtual Steering Committees (2) will receive, discuss, recommend, and decide on all technical matters associated with JFT’s Virtual Meetings. ● Scope includes technical/security matters with platform; virtual meeting format; and other service positions. ● Steering Committee members will seek input from other group members to inform steering committee before decisions are made on behalf of the group. 			
JFT VIRTUAL STEERING COMMITTEE CHAIR*	Minimum Sobriety	1 year	Term	6 months
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Willingness to chair group discussions and voting. ● Willingness and enthusiasm for allowing full discussion to reach Group Conscience. ● Willingness to seek greater group input so as to represent the meeting. ● Background and interest in applying the 12 Traditions and 12 Concepts. 	<p>*Note: Separate committees for the 6AM and 7AM meetings</p> <ul style="list-style-type: none"> ● Call and lead Steering Committee as needed ● Develop agenda from input from meeting members, those in other JFT Service Jobs, other steering committee members, virtual meeting hosts, and meeting attendees. ● Ensure notes are taken and distributed to JFT Secretary ● Collaborate with steering committee chair from the other meeting to pursue format consistency when possible. ● Ensure meeting format documentation is adjusted as needed. 			

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<ul style="list-style-type: none"> ● Ability to prepare Steering Committee Meeting minutes. ● Familiarity and ability to apply Tradition 9 to the Steering Committee. 	<ul style="list-style-type: none"> ● In alignment with Tradition 9, ensure input is sought from group members beyond the Steering Committee to inform steering committee members before decisions are made on behalf of the group. 			
VIRTUAL PLATFORM LIAISON	Minimum Sobriety	2 years	Term	6 months
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Ability and enthusiasm to use and educate others on technology such as Zoom, MS Office, Google email, webpage oversight. 	<ul style="list-style-type: none"> ● Serve as advisor to the JFT Virtual Meeting Steering Committees, JFT Group Secretary, Virtual Meeting Service Jobs Coordinator, and Virtual Meeting Hosts regarding the use and implementation of virtual meeting platform (ie., Zoom). ● Maintain Platform Access and Security and provide to hosts. ● Advise regards best practices for use of platform (AA recommendations for safety and anonymity, other traditions, and Industry recommendations). ● Maintain Meeting VMH Guidance documentation, in coordination with the Service Jobs Coordinator. 			
VM CHAIRPERSON SIGNUP GENIUS MONITOR	Minimum Sobriety	6 months	Term	1 month
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Ability and enthusiasm to use/learn technology such as email and SignUpGenius. 	<ul style="list-style-type: none"> ● Recruit Chairs as needed ● train incoming sign-up genius monitor, In collaboration with VM Service Jobs Coordinator ● Daily Communication/Reminder to Host and Meeting Chairs to share contact info (both 6 am and 7 am meetings) 			
ANNIVERSARY E-CARD COORDINATOR	Minimum Sobriety	tbd	Term	tbd
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● tbd 	<ul style="list-style-type: none"> ● tbd 			
VIRTUAL MEETING HOST (VMH)	Minimum Sobriety	6 months	Term	1 week*
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ● Access to computer with ability to easily operate Zoom security and management features (such as muting/unmuting, Screensharing, admitting participants, etc). ● Ability and enthusiasm to use/learn technology such as Zoom, etc. 	<ul style="list-style-type: none"> * This job is a daily, one-week role that rotates in and out once every 6-8 weeks ● Serve as online platform host each day for a 7-day week rotation. ● Open the virtual meeting approximately 15 minutes prior to the start of the meeting. ● Remain to hold meeting open for 15 minutes after the end of the meeting. ● Share Screen to bring up slides as called for in the host format instructions. ● Admit participants from waiting room (recruit helper to be the door person) ● Collaborate with Meeting Chair to keep watch for unmuted participants ● Help lower hands and remute participants as needed. ● Make announcements as required by Group Secretary or other virtual meeting needs. ● Be prepared for un-welcomed security breaches such as zoom bombing and take immediate action to preserve group safety. 			

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VM STEERING COMMITTEE MEMBER	Minimum Sobriety	n/a	Term	Per each job
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> As appropriate for each job. 	<ul style="list-style-type: none"> Composed of all those currently serving in Virtual Meeting Service Jobs. Serves as an advisory group to Secretary prior to business meetings and in case of urgent decisions needed to be made by Secretary. 			
VM MEETING FORMAT MANAGER	Minimum Sobriety	6 months	Term	3 months
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> As appropriate for each job. 	<ul style="list-style-type: none"> Edit and preserve the three basic documents that are used in JFT Virtual Meetings: <ul style="list-style-type: none"> JFT Virtual Meeting Format JFT Virtual Meeting Host Guide JFT VMH Slides Maintain version integrity when changes are proposed for these documents by Steering Committee Chairs or Secretary After approval from the JFT Secretary, make such changes as have been approved and post the new documents in the appropriate locations of the JFT Google Drive. Remove obsolete versions of the documents to archival folders where casual browsers will not find them. 			

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JFT In-Person Meeting Service Positions and Descriptions		
Position		Description
Calendar		Using the prior year's calendar as a guide, responsible person purchases and completes a JFT Master Calendar used for people to sign up to chair the 6AM and 7AM meetings. This person fills in the meeting topic and page number of the appropriate literature for the day. Completes early in the year (ie., fill out 2021 calendar by Fall 2020) for the upcoming year so that anniversaries can be reserved.
Min Sobriety	6 months	
Term	1 year	
Cards and Chips		Monitors supplies and orders new stock from Central Service.
Min Sobriety	None	
Term	3 Months	
Cleaning Coordinator		Acts as a liaison between JFT and the facility cleaning service(s).
Min Sobriety	1 year	
Term	1 year	
Coffee Buyer		Monitors supply of coffee and sweeteners and purchases from cost effective vendors.
Min Sobriety	None	
Term	3 months	
Facility Liaison		Acts as liaison between JFT and the facility (Richard). Ensures Facility is contacted to secure date Thanksgiving breakfast date and coordinate access to Hall. Reaches out to Facility contact (Richard) if issues arise at facility (such as plumbing issues, etc.). Liaises with Secretary and Alt-Secretary on issues affecting all-JFT as a whole.
Min Sobriety	1 year	
Term	1 year	
Literature		Monitors supplies and orders new stock from Central Service.
Min Sobriety	None	
Term	3 Months	
Milk Buyer		Monitors supply of milk and cream and purchases from cost effective vendors.
Min Sobriety	None	
Term	3 months	
Supplies Buyer		Monitors tea, paper towels, tissues, hand & dish soap, gallon size Murphy's vegetable oil soap, large black bags & tall white bags, plastic spoons; purchases from cost effective vendors.
Min Sobriety	None	
Term	3 months	