

Just For Today AA Meeting Service Positions				
Position	Name	Term	Term Start*	Term End*
Secretary	Wendy M. O.	2 years	Sep 2020	Sep 2022
Alt-Secretary	Jim S.	2 years	Jan 2021	Dec 2022
Treasurer	Jennifer L.	2 years	Sep 2019	Sep 2021
General Service Rep (GSR)	Kit M.	2 years	Jan 2021	Dec 2022
Central Service Delegate (CSR)	Les P.	2 years	Sep 2020	Sep 2022
JFT Contact List	Carol Ch.	6 months	April 2021	Sept 2021
In-Person Meeting Jobs				
Calendar	Jeff M.	1 year	Jan 2021	Dec 2021
Cleaning Coordinator	Chuck T.	1 year	Jan 2021	Dec 2021
Cards and Chips	Mary Anne J.	3 months	Apr 2021	Jun 2021
Church Liaison	Mark B.	1 year	Aug 2020	Aug 2021
Coffee Buyer	Jason	3 months	Apr 2021	Jun 2021
Literature (to purchase)	Brian D.	3 months	Apr 2021	Jun 2021
Milk Buyer	Jason	3 months	Apr 2021	Jun 2021
Supplies Buyer	Jason	3 months	Apr 2021	Jun 2021
OnSite Steering Members (If recommended)	tabled	3 months	Jan 2021	Mar 2021
Virtual Meeting Jobs				
Virtual Service Jobs Coordinator*	Ric Q.	6 months	April 2021	Sept 2021
6 am Virtual Steering Chair	Justina W.	6 months	April 2021	Sept 2021
6 am Virtual Steering Ctte	Multiple Members	3 months	Apr 2021	Jun 2021
7 am Virtual Steering Chair	Lee D.	6 months	April 2021	Sept 2021

7 am Virtual Steering Ctte	Multiple Members	3 month	Apr 2021	Jun 2021
Virtual Platform Liaison*	Caitlin V.	6 months	Jan 2021	June 2021
Virtual Meeting Documentation	Larry L.	6 months	April 2021	Sept 2021
ECard#	Julie L./Gwen B.	3 months	Apr 2021	Jun 2021
Virtual Chair SignUp Monitor	Contact JFTServiceJobs@gmail.com	Rotates Monthly		
Virtual Meeting Hosts	Contact JFTServiceJobs@gmail.com	Rotates Weekly		
Virtual Meeting Chair	Self-Sign up JustforTodayaa.com	Daily		

Service Job Recommendations

***Approved Change to minimum sobriety** of a) Virtual Service Jobs Coordinator and b) Virtual Platform Liaison to 2 years, These positions are equivalent to Treasurer and Secretary/Alt Secretary. They steward our virtual access (zoom) and steward the service structure of virtual meetings.

#Extended this rotation as per January 2021 vote, to allow this new role to proceed with current team to continue to build experience and practices. *Job description in development.*

Suggested Service Roles to add to virtual meetings; propose the development of a model for implementation and Job Descriptions for these roles in collaboration with other trusted servants. These will be considered by Task Teams. Some suggestions below:

- Web Master - 2 years sobriety; with content confirmed through and delegated from secretary
- Virtual Greeter(s) - 30 - 90 days sobriety? less?
 - Length of assignment: Week at a time, or a month of Mondays, a month of Tuesdays, etc, or recruited in the day
 - Tech:
 - Would require chat to be turned on for “Hosts Only” ongoing
 - the greeter would be given co-host standing,
 - rename as JFT Greeter - Name, number;
 - Is one greeter enough? (6 am mtg has 80 people); if more than one divide coverage by alphabet?
 - Tasks:
 - send outbound broadcast welcome message in chat to all; a few times before and in the opening minus of the meeting;
 - send standardized private chat to new folk that they do not recognize with invitation to a) take down numbers, b)note those who offer to be temp sponsors, c) reach out for additional information about the group...

- Friday Chips (Ted is happy either way - share or continue doing it); 30 days of sobriety? less?
 - Length of assignment: Once a week for a month, recruit in the moment?
 - Tech:
 - Stop by St. Camillus to get the chips - OR, some form of electronic Chip!?
 - if electronic - who would screen share?
 - Task:
 - Do the Chips on Friday
 - Send Electronic Chip via Email
 - If desired - Invite pickup of Chip at St. Camillus? to be delivered? Safety Questions (maybe this is an additional job?)