

JFTV Group Service Positions and Descriptions

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. In the process of being updated as of March 2024.

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 ●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 in JFTV Service Positions is recommended, such as JFTV 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 quarterly business meetings and special business meetings, solicits agenda items, and posts announcement ~2 weeks before meeting. ●Ensure minutes are taken for each meeting, posted on website and archived in Google drive. ●Maintain secretary email inbox at JFTVSecretary@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). ●Liaise with the various Steering Committee Chairs: Virtual 6am Chair, Virtual 7am Chair. 			
ALT-SECRETARY	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ●Willingness to chair group discussions and voting in Secretary's stead ●Background and interest in applying the 12 Traditions to group discussions and needs. 	<ul style="list-style-type: none"> ●Act as back up to group secretary as needed 			
TREASURER	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
<ul style="list-style-type: none"> ●Willingness and ability to collect contributions from 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 contributions and deposit in JFTV account. ●Make quarterly contributions to World Services, Intergroup(s), District, and Grapevine distributions agreed upon by the Group Conscience. ●Responsible for JFTV bank account. ●Provide treasurer's report to group at regular business meetings. ●Manage check and virtual payment options. ●Reimburse group members who purchase items in the course of their service to JFTV. ●See AA pamphlet for more guidance. ●Chair semi-annual ad hoc committee to discuss distributions 			

WEBSITE ADMINISTRATOR	Minimum Sobriety	X years	Term	X Years
Skills Needed	Responsibilities			
● Familiar with GoDaddy	<ul style="list-style-type: none"> ● Maintain group website ● Update with JFTV and AA announcements as submitted ● Upload documents – meeting scripts, slide decks, business meeting agenda, minutes, other documents as needed 			
GENERAL SERVICE REP (GSR) + ALT GSR	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
● See AA GSR pamphlet for more details.	<ul style="list-style-type: none"> ● Link between AA group and AA as a whole. ● Attend monthly virtual District meetings on a Wednesday evening and Area assemblies (various locations). ● See AA GSR pamphlet for more guidance. 			
CENTRAL SERVICE REP	Minimum Sobriety	2 years	Term	2 Years
Skills Needed	Responsibilities			
● 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. 			
INTERGROUP REP (IGR)	Minimum Sobriety	2 years	Term	2 years
Skills Needed	Responsibilities			
● TBD – NEW POSITION	● TBD – NEW POSITION; WORK WITH OIAA			

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 JFTV VM Service Positions is recommended, such as JFTV Virtual Meeting Host, etc. 	<ul style="list-style-type: none"> ● Coordinate virtual meeting service roles in conjunction with JFTV Secretary, Contact List Manager, Treasurer, Steering Committees, and JFTV Platform Liaison. ● Maintain <JFTVServiceJobs@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 JFTV 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 JFTV Virtual Platform Liaison 			
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 	<p>*Note: Separate committees for the 6AM and 7AM meetings.</p> <ul style="list-style-type: none"> ● Based on JFTV Group Conscience at Virtual Business Meeting on 28MAR2020, and in alignment with AA's Twelve Traditions (specifically Tradition 9), the JFTV Virtual 			

<ul style="list-style-type: none"> ● Interest in applying the 12 Traditions. 	<p>Steering Committees will receive, discuss, recommend, and decide on all technical matters associated with JFTV meetings.</p> <ul style="list-style-type: none"> ● 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. 			
<p>STEERING COMMITTEE CHAIR*</p>	<p>Minimum Sobriety</p>	<p>1 year</p>	<p>Term</p>	<p>6 months</p>
<p>Skills Needed</p>	<p>Responsibilities</p>			
<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. ● Ability to prepare Steering Committee Meeting minutes. ● Familiarity and ability to apply Tradition 9 to the Steering Committee. 	<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 JFTV Service Jobs, other steering committee members, virtual meeting hosts, and meeting attendees. ● Ensure notes are taken and distributed to JFTV Secretary ● Collaborate with steering committee chair from the other meeting to pursue format consistency when possible. ● Ensure meeting format documentation is adjusted as needed. ● 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. 			
<p>VIRTUAL PLATFORM LIAISON</p>	<p>Minimum Sobriety</p>	<p>2 years</p>	<p>Term</p>	<p>6 months</p>
<p>Skills Needed</p>	<p>Responsibilities</p>			
<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 JFTV Virtual Meeting Steering Committees, JFTV 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. 			
<p>SIGNUP GENIUS MONITOR</p>	<p>Minimum Sobriety</p>	<p>6 months</p>	<p>Term</p>	<p>1 month</p>
<p>Skills Needed</p>	<p>Responsibilities</p>			
<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) 			

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. 	<p>* This job is a daily, one-week role that rotates in and out once every 6-8 weeks</p> <ul style="list-style-type: none"> ● 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 re-mute 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. 			