

**AA Responsibility Statement: I am responsible. When anyone, anywhere reaches out for help, I want the hand of AA always to be there. And for that, I am responsible.**

March 2025 JFTV Group Service Positions & Descriptions-Preliminary DRAFT (Final to be approved by Group Conscience)
<i>The service job descriptions, which were developed four years ago, were recommended by the experience of our trusted servants and approved by Group Conscience. This PRELIMINARY DRAFT attempts to maintain those recommendations and experience, while meeting the needs of JFTV, which has changed since then. It is expected that they will be updated as future circumstances change. <b>The following are suggestions based on experience—willingness is the only requirement for a service job. Please be mindful that our trusted servants are volunteers. They are carrying the message to alcoholics to the best of their ability. Love and tolerance is our code.</b></i>

Trustees (3)	Sobriety-5 Years	Term-5 Years	
<ul style="list-style-type: none"> <li>Guided by the Twelve Traditions of Alcoholics Anonymous and the JFTV Articles of Association; and in collaboration with the JFTV AA group, officers, and group conscience; the JFTV Trustees are responsible for overseeing the operation of the nonprofit organization of the JFTV and assuring JFTV's conformance to the legal responsibilities of JFTV as a 501c3 non-profit status</li> <li>In addition to a minimum of 5 years of sobriety, a minimum of 2 years active membership in JFTV, ideally with experience of service with the group</li> </ul>			
Secretary	Sobriety-2 Years	Term-2 Years	
<ul style="list-style-type: none"> <li>Chair quarterly business meetings, special business meetings and monthly anniversary speaker meetings</li> <li>Plan business meetings: agenda, notification, ensure minutes are taken. Google Contacts is used for email communication. Familiarity with Group Conscience and Robert's Rules is helpful</li> <li>Maintain jftsecretary@gmail.com and respond promptly to emails</li> <li>With Service Jobs Coordinator, maintain Jobs Guide and that it is available on Google Drive to ensure smooth transitions</li> <li>Ensure website and Google Drive are updated with business meeting minutes, service positions list and job descriptions, as well as group and AA news, as needed</li> <li>Liaise with those in JFTV service jobs positions, as needed</li> <li>Prior experience in a JFTV service job is helpful</li> <li>Familiarity with 12 Traditions, 12 Concepts and the pamphlet The AA Group is helpful</li> </ul>			
Assistant Secretary	Sobriety-2 Years	Term-2 Years	
<ul style="list-style-type: none"> <li>Act as back up to group secretary as needed; Chair meetings</li> <li>Knowledge of 12 Traditions and 12 Concepts is helpful</li> </ul>			
Treasurer	Sobriety-2 Years	Term-2 Years	
<ul style="list-style-type: none"> <li>Collect contributions (via checks or Paypal) and deposit in JFTV account; pay JFTV bills</li> <li>Reconcile bank and Paypal accounts</li> <li>Make quarterly contributions as agreed upon by Group Conscience</li> <li>Report at quarterly business meetings</li> <li>Reimburse group members who purchase items in the course of their service to JFTV</li> <li>See AA pamphlet for more guidance.</li> </ul>			
IGR and Alt IGR Representative	Sobriety-2 Years	Term-2 Years	
<ul style="list-style-type: none"> <li>Link between JFTV and OIAA</li> <li>Attend OIAA quarterly forums and other events</li> <li>Report at quarterly business meetings</li> <li>Alt IGR fills in for IGR when needed</li> <li>See OIAA website for more guidance</li> </ul>			

<b>GSR and Alt GSR Representative</b>	<b>Sobriety-2 Years</b>	<b>Term-2 Years</b>	
<ul style="list-style-type: none"> <li>• Link between JFTV and District 22, Area 30 and AA as a whole</li> <li>• Attend monthly District 22 meetings (virtual) and Area 30 assemblies (5 assemblies each year)</li> <li>• Report at quarterly business meetings</li> <li>• Alt GSR fills in for GSR when needed</li> <li>• See AA GSR pamphlet for more guidance</li> </ul>			
<b>Contact Administrator</b>	<b>Sobriety-6 months</b>	<b>Term-6 months</b>	
<ul style="list-style-type: none"> <li>• Requests for virtual meeting information (IDs and passwords for 6am and 7am) generate an automatic response</li> <li>• Check jftcontactlist@gmail.com several times per week on new attendees. Welcome them to meetings and/or correspond via email to welcome them</li> <li>• Encourage signing up for the e-contact list. Form is on the website</li> <li>• Distribute per the e-contact list per request to jftcontactlist@gmail.com</li> <li>• Update Google Contacts and e-contact list quarterly</li> <li>• Google Contacts will be the primary communications for emails from secretary</li> </ul>			
<b>Website Administrator</b>	<b>Sobriety-1 year</b>	<b>Term-2 Years</b>	
<ul style="list-style-type: none"> <li>• Maintain JFTV website justfortodayaa.org</li> <li>• Knowledge of GoDaddy or willingness to learn</li> <li>• Post announcements for JFTV and AA when submitted</li> </ul>			
<b>Service Jobs Coordinator</b>	<b>Sobriety-2 Years</b>	<b>Term-6 months</b>	
<ul style="list-style-type: none"> <li>• Coordinate service jobs roles with Secretary, Treasurer, Contact Administrator, Steering Committee chairs</li> <li>• Maintain/update SignUpGenius account and coordinate with the monthly SignUpGenius monitor</li> <li>• Check jftservicejobs@gmail.com and respond to queries in a timely manner</li> <li>• Coordinate with Secretary that Service Jobs Descriptions document is up-to-date and uploaded to the website and Google Drive</li> <li>• With Secretary, coordinate transitions between service jobs holders. Ensure Job Guides are up-to-date and on Google Drive</li> <li>• Communicate with 6am and 7am VMHs to make announcements as they are needed for VMHs, Chairs and other service jobs positions</li> <li>• Support Steering Committees as Ex-Officio member, as needed</li> </ul>			
<b>Commitment Coordinator</b>	<b>Sobriety-1 year</b>	<b>Term-6 months</b>	
<ul style="list-style-type: none"> <li>• Coordinate JFTV's twice monthly commitment to Proctor House at McLean Hospital</li> <li>• Coordinate bringing Big Books, as per agreed by Group Conscience</li> </ul>			
<b>Virtual Platform Liaison</b>	<b>Sobriety-2 Years</b>	<b>Term-1 year</b>	
<ul style="list-style-type: none"> <li>• Maintain platform access and security</li> <li>• Keep up-to-date with and advise best practices for use of platform for safety and anonymity, other traditions, and industry recommendations</li> </ul>			
<b>Chips/Medallions?</b>	<b>Sobriety-6 months</b>	<b>Term-6 months</b>	
<ul style="list-style-type: none"> <li>• Respond to requests for chips during the first year of sobriety (24 hours, 1-3-6-9 months). Mail to recipient</li> <li>• Ensure the supply of chips</li> <li>• Coordinate with Treasurer to be reimbursed</li> </ul>			
<b>6am and 7am Steering Committee Chairs</b>	<b>Sobriety-1 Years</b>	<b>Term-1 year</b>	
<ul style="list-style-type: none"> <li>• Call and lead Steering Committee as needed</li> <li>• Develop agenda from input from group members, meeting attendees, VMHs, service jobs holders</li> <li>• Report at quarterly business meeting</li> </ul>			
<b>Clerk-Meeting Documentation</b>	<b>Sobriety-1 year</b>	<b>Term-1 year</b>	
<ul style="list-style-type: none"> <li>• Attend quarterly business meetings and take notes. Submit to Secretary in a timely matter</li> <li>• Attend special business meetings as needed</li> </ul>			

