

Hope Group Guidelines

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General Guidelines

- Utilize Robert's Rules of Order as modified for AA meeting in conduction Group Conscience and Steering Committee meetings.
- Suggested sobriety requirements for chairing meetings is 90 days except for newcomer's meetings which is 2 years.
- Prudent Reserve is set at \$10,000.00.
- No smoking or vaping during AA meetings.
- Hope Group Guidelines must be approved by Group Conscience.

Steering Committee Roles & Responsibilities

- Steering Committee is comprised of the elected Service Position Representatives outlined below.
- At steering committee meetings, questions related to group practices, business functions, and other group issues often are tackled first by the steering committee (or group service committee), which goes to the group for its members' group-conscience decision.

Hope Group Guidelines

- Steering Committee meets at regularly scheduled times as agreed to by a majority of the Steering Committee members.
- Service Position Representatives are elected to two year terms. To ensure continuity as well as spirit of rotation:
- Group A Service Positions' terms start in January of even years and run through December of odd years.
- Group B Service Positions' terms start in January of odd years and run through December of even years.
- Service Position Representatives shall be elected using the "Third Legacy Procedure" as defined in the AA Service manual. In the event that a Service position is vacated mid-term and a replacement is elected, the newly elected representative shall serve the remainder of the term.
- Committee members should possess character qualities that mark a good trusted servant (and a good A.A.): patience, understanding, and a firm determination "to place principles before personalities."
- In the event that a Service Position Representative fails to represent the Hope Group in two consecutive business meetings by not performing their duties as defined below, they can be removed from office by a majority vote of the Steering Committee. Business meetings are defined as Group Conscience, Steering Committee, District, and Intergroup meetings and Area Service Conferences.
- Service Positions Representatives are elected by the Group Conscience.
- Steering Committee is empowered to authorize the Treasurer in up to \$250.00 for Hope Group or to carry the message to the alcoholic who still suffers within AA as a whole that are not in the approved budget without going to Group Conscience for approval.
- A quorum required to conduct a Steering Committee meeting is defined as the majority of the Service Positions for the Hope Group.

Hope Group Guidelines

Steering Committee Positions Group A

Chair - Suggested sobriety 1 year

- Attend and preside over all steering committee and group conscience meetings using Roberts Rules of Order as a guideline for format and procedures.
- Collect agenda items from steering committee and Hope Group members and condense into an agenda for business meetings.
- Coordinate activities with other group officers – and with those members who assume the responsibilities for other vital functions.

General Service Representative (GSR) - Suggested sobriety 2 years.

- What is a GSR? GSRs work via the district and area committees. The GSR is the group's link with the general service conference through which US and Canadian groups share their experience and voice AA's collective conscience. Sometimes called "the guardians of the traditions" GSRs become familiar with AA's third legacy – our spiritual responsibilities to give service freely.
- Attend all steering committee and group conscience meetings and provide GSR report in verbal form.
- Attend all District 22 meeting, representing the Hope Group, and report back to Steering committee and group conscience meetings.
- Attend all SWTA68 Area Assemblies and workshops, representing the Hope Group, and report back to steering committee and group conscience meetings.
- In the event that they cannot represent the Hope Group at the district and area level, they are responsible for ensuring the Hope Group is represented, working first with the Alternate GSR.
- Keep group members informed about general service activities.
- Serve as the group contact and receive and share with their groups all mail from District area and the general service office, including newsletters.
- GSRs may also assist their groups in solving a variety of problems, especially those related to the traditions.

Hope Group Guidelines

- They should possess the character qualities that mark a good, trusted servant of any sort: patience, understanding, and a firm determination “to place principles before personalities.”
- GSR should hold no other offices in any group at any level.

Alternate General Service Rep (Alt GSR) – Suggested sobriety 2 years

- An alternate G.S.R. is elected at the same time in the event that the G.S.R. may be unable to attend all district and area meetings.
- Alternate G.S.R. is encouraged to share the responsibilities of the G.S.R. at the group, district and area levels.
- Attend all Steering Committee and Group Conscience meetings and provide Alternate G.S.R. report in verbal form.
- Alternate G.S.R. is responsible for representing the Hope Group at the District and Area level when notified by the G.S.R. that the G.S.R. cannot attend.
- Attends all SWTA68 Area Assemblies and Workshops when GSR is unable to attend, representing the Hope Group, and Report back to Steering Committee and Group Conscience meetings.
- When attending Area Assemblies and Workshops, the group will cover the expenses of the G.S.R. for hotel room up to the SWTA68 conference room rate, up to \$20 per diem for food with receipt and travel mileage at the District 22 mileage calculation method and reimbursement rate. The Group will pay for lodging and mileage for attendance, whether by advance or reimbursement as needed.
- Serve as Vice-Chairman at Steering Committee and Group Conscience meetings in Chairman's absence.

Hope Group Guidelines

Treasurer - Suggested sobriety 2 years.

- Suggested to have familiarity with the twelve traditions and familiar with the principles and practices of the group itself.
- Attend all steering committee and group conscience meetings and provide treasurer's report in verbal and written form. Report to be emailed to steering committee members.
- Manages monthly accounts payables/receivables, produces reports, pays bills, makes deposits, maintains bank account, and collects and counts 7th tradition monies with literature rep/asst treasurer.
- Signature on bank account.
- Responsible for drafting and proposing monthly operating budget for approval by steering committee and group conscience.
- Responsible for filing and maintaining tax records and correspondence regarding taxes. May hire professional tax preparers to ensure timely filing of taxes.
- Authorized to pay all expenses within the monthly operating budget or identified in the guidelines without steering committee approval. All expenditure should be supported by an invoice or receipt. Any expenses not yet identified in the guidelines requiring withdrawal from prudent reserve must have the approval of the steering committee or group conscience, as appropriate.
- Keeps one of two keys required to be used simultaneously to open the safe.
- Responsible for distributing monthly to the aa entities any funds left over after paying operating expenses and retaining prudent reserve.

Hope Group Guidelines

PI/CPC – Suggested sobriety 6 months

- Public Information-Cooperation w/ Professional Communities
- Attend all Steering Committee and Group Conscience meetings and provide PI/CPC report in verbal form.
- Work with District and Area PI/CPC Representatives regarding Public Information and coordinating with the Professional Community.
- Intergroup Reporter

Intergroup Rep - Suggested sobriety 6 months

- Attend all steering committee and group conscience meetings and provide Intergroup report in verbal form.
- Provide Intergroup with any updates to the meeting schedules for Hope Group.
- Notify Intergroup of any events at Hope Group.

CFC / TC - Suggested sobriety 1 year

- Correctional Facilities/Treatment Representative
- Attend all Steering Committee and Group Conscience meetings and provide C.F.T. report in verbal form.
- Arranges members to serve at Treatment Centers and Correctional Facility meetings.
- Arranges new members to receive appropriate training if required by institutions.

Hope Group Guidelines

Grapevine - Suggested sobriety 6 months

- Attend all Steering Committee and Group Conscience meetings and provide Grapevine report in verbal form.
- The job of the Grapevine Representative is to familiarize members with the Fellowship's international journal, The A.A. Grapevine, and its bi-monthly Spanish-language magazine La Viña.
- Participate in the activities of their District and Area's Grapevine committee, announce the arrival of new magazines at the group each month, encourage members to submit articles and illustrations, and explain how members can order their own subscriptions.

Group B Service Positions

Yellow House Foundation (YHF) Liaison - Suggested sobriety 1 year

- Attend all Steering Committee and Group Conscience meetings and provide YHF Liaison report in verbal form.
- Attend all YHF Board meetings and represent the Hope Group to the YHF Board.
- The YHF Liaison shall take Hope Group questions and concerns to the YHF board and vice versa.
- The YHF Liaison will bring any announcement requests from YHF to Group Conscience and/or Steering Committee for approval to be included in written AA meeting announcements.

Hope Group Guidelines

Assistant Treasurer/Literature Representative –

Suggested sobriety 1 year

- Attends all steering committee and group conscious meetings or ensures that a substitute will attend in his or her place when unable to attend.
- Ensures that the group's meeting space has an adequate, organized and visible inventory of AA-conference approved literature for sale (such as books and manuals) and for distribution for free (such as newcomer packets, pamphlets, inserts and cards.)
- Ensures that the group's meeting space has a clear, visible price list of literature for sale (such as books and manuals) and clear signs showing what literature is available for no charge.
- Ensures that the group's meeting space has an adequate and organized inventory of chips.
- Ensures that the group's literature and chips are purchased from the GSO, the local Intergroup, or online, as approved by the group and with the approval of the Treasurer as required.
- Provides the literature report in verbal form at each steering committee and group conscious meetings, or provides the report via a substitute when unable to attend.
- Collects and counts 7th Tradition contribution monies with the Treasurer.
- Acts as a signatory on Hope Group bank accounts as required.
- Keeps one of two keys required to be used to simultaneously open the safe that holds 7th Tradition contribution.

Hope Group Guidelines

Secretary - Suggested sobriety 1 year

- Attend and maintain minutes at all steering committee and group conscience meetings and make group conscience notes available to hope group members by posting in the meeting room and emailing minutes to members via Hope Group email.
- Announce and post information about important AA activities and events.
 - Maintain announcement sheet for meetings.
 - Maintain bulletin board for announcements.
- Maintain email address (thehopegroupaa@gmail.com) for communications
- Maintains committee members job descriptions and keeps records of members' length of service and notifies chair when service commitments are 60 days from terminating.
- Keep all group records including tax records and archives (to be maintained in perpetuity).
- Responsible for maintaining copies of correspondences regarding hope group activities.
- Maintain hope group guidelines and post them in the meeting room.
- Maintains current men and women's phone list and makes available.
- Secretary is authorized by group conscience to audio record the group conscience and steering committee meetings for transcribing minutes, to be deleted after completing report.
- Signatory on bank accounts.
- Speaker Representative - Suggested sobriety 1 year
- Responsible for locating and scheduling volunteer speakers to share their experience strength and hope at regularly scheduled speaker meetings.
- Responsible for lining up and coordinating with speaker meeting chairpersons. Chairperson will introduce speaker and facilitate speaker meeting.

Hope Group Guidelines

Speaker Representative - Suggested sobriety 1 year

- Responsible for locating and scheduling volunteer speakers to share their experience strength and hope at regularly scheduled speaker meetings.
- Responsible for lining up and coordinating with speaker meeting chairperson will introduce speaker and facilitate speaker meeting.

Events Chair - Suggested sobriety 6 months

- Attend all Steering Committee and Group Conscience meetings and provide events report in verbal form.
- Responsible for ensuring birthday cake is purchased and presented at birthday night.
- Responsible for coordination and planning AA focused events, educational workshops at Hope Group or to carry the message to the alcoholic who still suffers within the AA community.
- Responsible for coordinating and assisting with all Hope group sponsored District 22 meetings, SWTA 68 meetings or other local AA conferences/meetings/workshops.
- Responsible for coordinating with the foundation on recovery related portion of social events – Thanksgiving dinner, Christmas dinner, and Hope AA Anniversary.
- Responsible for coordinating volunteers in support of hope group recovery related events.
- Coordinate Alcathon for Thanksgiving, Christmas, and New Year
 - Align date with YHF for approval and alarm changes
 - Create and include clipboard to sign up to be passed at meetings

Hope Group Guidelines

Zoom Liaison - Suggested sobriety 1 year

- Invite online members to “chair” and “co-chair” meetings.
- Train new “chairs” and “co-chairs” how to use Zoom to host online meetings.
- Maintain online “chair schedule” calendar.
- Monitor online meetings, insuring they follow AA traditions and etiquette.
- Online meetings should closely follow same format as Hope Group in-person meetings.
- Share Hope Group announcements with online group.
- Attempt to resolve Hope Group meeting issues specific to Zoom, including but not limited to technical issues, use or disabling of chat, video, audio and/or other attendance functions.
- Attend monthly Steering Committee meetings and provide any relevant Hope Group online updates, including but not limited to issues arising during Zoom meetings that affect Hope Group as a whole and/or that require Steering Committee or Group Conscience input.

Hope Group Guidelines

Release Notes	Date
Approved by Group Conscience	2019/10/06
Updated prudent reserve to \$10k, Added Zoom Liaison position description, Added table of contents.	2025/??/??
Added “Birthday Night Coordinator” position.	2025/11/07
Updated Zoom Liaison description (Anne D.)	2026/09/14
Converted document to Google Doc format (Paul D.)	2026/09/14