

### **Duties of the Elected Foothills Chairperson**

**Length of Term:** 1 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, , Foothills Group member attending regular FH meetings.  
**Time Commitment:**

**Description/Responsibilities:** divided into two categories: (List is not complete)

#### **Foothills AA/ Group Conscience Duties**

- Responsible for chairing Group Conscience Meeting. If unable to attend, makes sure that alternate is available to chair. Verifies Agenda prior to Meeting using FH Group Conscience Agenda Format.
- Conducts Group Conscience meeting based on modified Robert's Rules of Order, FH General Meeting Guidelines
- Uses the Principles, Traditions and Concepts of A.A to guide group discussions, decisions and actions.
- Available between Group conscience meetings for questions concerning the group's decisions and actions.
- De Facto member of all other committees

#### **Building/Facilities Responsibilities**

- Primary Signature on Lease, w/Treasurer
- Authorized Signature on Bank Account, w/Treasurer
- Authorized Signature on other business documents
- Number and Name Listed on In case of Emergency sign in front window
- Issues front door and supply room keys
- Has keys to all secured areas and access to safe
- Handles issues relating to building that cannot wait until next regularly scheduled Group Conscience meeting.

### **Duties of the Elected Foothills Alternate Chairperson**

**Length of Term:** 1 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.  
**Description:**

- Attends Group Conscience meetings and is available to help Chairperson as needed.
- Available to help as needed with keys, room opening, emergency contact when Chairperson is temporarily unavailable.
- Utilizes the established Agenda and Guidelines to chair Group Conscience Meeting as needed in the absence of the Chairperson.
- Is available and able to take over all business responsibilities if the Primary Chairperson is unable to complete their commitment.

Date Drafted:  
Date Approved:

### **Duties of the Elected Treasurer**

**Length of Term:** 2 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.  
**Time Commitment:** approx. 27 hours per month, 16 hours between month's end and group conscience meeting  
**Description/Responsibilities:** Responsible for safe keeping of all collected funds, maintaining required bank accounts, handling all disbursements and preparing monthly report for Group Conscience Meeting. Has access to building and to safe.

#### **Deposits/Disbursements:**

- Responsible for picking up collection envelopes on a regular basis, making timely deposits to the accounts,
- Makes sure funds are available before disbursements are made. (Don't Bounce Checks!)
- Maintains prudent reserve as specified by the group.
- Makes disbursements in a timely manner, follow group policy for disbursing funds and reimbursing supply and maintenance people. Pays all bills on time.
- Allocates funds according to group policy

#### **Bank Accounts:**

- Primary Signature on Lease, w/Group Chairperson
- Authorized Signature on Bank Account, w/Group Chairperson or alternate Treasurer
- Authorized Signature on other business documents as needed
- Reconciles all Bank Accounts on a Monthly Basis

#### **Reports:**

- Prepares report for monthly group conscience, including bank reconciliation, expenses report, daily meeting/collection reports.
- Reports status of prudent reserve and budget annually
- Handles issues relating to building that cannot wait until next regularly scheduled Group Conscience meeting.

### **Duties of the Elected Foothills Alternate Treasurer**

**Length of Term:** 2 years, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.  
**Description:**

- Alternate/Assistant Treasurer needs to be knowledgeable of all established procedures of the Treasurer's position.
- May perform or assist Treasurer with delegated tasks, but Treasurer retains authority and responsibility
- May be alternate signature on bank accounts, leases or business documents.
- Is available and able to take over all business responsibilities if the Treasurer is unable to complete their commitment

Date Drafted:

Date Approved:

## **Duties of the Elected Secretary**

**Length of Term:** 1 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.  
**Time Commitment:** 2-6 hours per month (added 10-20-20)

**Description/Responsibilities:**

- Attends all group Conscience meetings
- Has access to building and to areas required to carry out duties
- Provides copies of previous month's minutes and meeting agenda for all regular attendees (basically 25 copies)
- Compiles the agenda using the approved format and previous month's minutes,
- Documents business conducted at Group Conscience meeting, utilizing written copies of reports and motions as well as personal notes. Needs to include motions or voted actions verbatim
- Posts new business from group conscience meeting so it can be reviewed with all meetings and meeting reps.
- Submits minutes of the previous meeting for group review and approval, amends minutes as necessary and files approved minutes in permanent notebook and electronic record as well.
- Maintains temporary sponsor lists and email lists for the group as well.
- Maintains information notebook and any other documentation (policy and service description manual)
- Duties can be delegated or shared with alternate Secretary, but Secretary retains responsibility.

## **Duties of the Elected Foothills Alternate Secretary**

**Length of Term:** 1 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 1 Year Continuous Sobriety

**Description:**

- Attends all Group Conscience meetings and is available to help Secretary as needed.
- Helps Secretary with duties if delegated, but Secretary retains responsibility.
- Attends meetings in place of Secretary as needed.
- Is available and able to take over all business responsibilities if the Secretary is unable to complete the commitment.

Date Drafted:

Date Approved:

## **Duties of the Elected General Service Representative**

**Length of Term:** 2 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Funding:** Per Foot Hills Group conscience, all reasonable expenses to attend pre-assemblies and assemblies are paid for by the Group.

**Time Commitment:**

**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings

**Description/Responsibilities:** taken from the A.A. pamphlet P-16, "The A.A. Home Group" page 22  
"Working via the district and area committees, the G.S.R. is the group's link with the General Service Conference through which the U.S. and Canadian groups share their experience and voice A.A.'s collective conscience. Sometimes called "the guardians of the Traditions", G.S.R.'s become familiar with A.A.'s Third Legacy-our spiritual responsibility to give service freely. Usually elected to serve two-year terms, they:

- Represent the group at district meetings and area assemblies
- Keep group members informed about general service activities in their local area
- Receive and share with their groups all mail from the General Service Office, including the newsletter Box 4-5-9, which is G.S.O.'s primary tool for communicating with the fellowship.
- G.S.R.'s also may assist their groups in solving a variety of problems, especially those related to the Traditions. In serving their groups, they can draw on all the services offered by G.S.O.

## **Duties of the Elected Foothills Alternate General Services Representative**

**Length of Term:** 2 year, election held at December's Group Conscience, responsibility starts in January

**Number of Terms:** May serve more than once, but no consecutive terms

**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.

**Description:** taken from the A.A. pamphlet P-16, "The A.A. Home Group" page 22

"Alternate G.S.R. is elected at the same time in the event that the G.S.R. is unable to attend all district and area meetings.

Alternate G.S.R.'s should be encouraged to share all the responsibilities of the G.S.R at the group, district and area levels. (See The A.A. Service Manual, Chapter 2, "The Group and It's G.S.R.," for more information)"

Date Drafted:

Date Approved:

### **Duties of the Intergroup Representative**

**Length of Term:** 2 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.  
**Time Commitment:** 2-3 hours for monthly meeting, time on flyers and meeting information is variable  
**Description/Responsibilities:**

- Attends monthly Intergroup Representative Meeting, currently held on the 2<sup>nd</sup> Sunday, 2:00PM Brown Baggers
- Acts as the Foot Hills designated representative to the Intergroup Meeting, which is the governing body of the Central Office. Each group has one vote.
- Carries information back to the Foothills and raises concerns of the Foot Hills Group at the meetings.
- Reviews all Foot Hills Flyers prior to distribution or posting. Distributes information/flyers at monthly Intergroup Meeting.
- Maintains meeting information for Foot Hills at Central Office.

A group may also, at its option, elect an alternate representative who may vote in the absence of the duly elected representative

### **Duties of the Alternate Intergroup Representative**

**Length of Term:** 2 year, election held at December's Group Conscience, responsibility starts in January  
**Number of Terms:** May serve more than once, but no consecutive terms  
**Requirements:** 2 Years Continuous Sobriety, Foothills Group member attending regular FH meetings.  
**Description/Responsibilities:**

In the event the designated Intergroup Representative is unable to attend the monthly meeting, the alternate attends the meeting. If the Intergroup Representative resigns, the alternate takes over all duties and responsibilities of the Intergroup Representative.

Date Drafted:

Date Approved:

## **Great Opportunity for Sponsor/Sponsee shared responsibility!**

### **Duties of the Elected Meeting Representative**

**Length of Term:** 1 year, Meeting Representatives are elected/appointed by the meetings they represent, responsibility starts in January

**Number of Terms:** May serve more than once, but no consecutive terms

**Time Commitment:** In addition to regular attendance at meetings, 1-2 hours per month at group conscience

**Requirements:** 1 Year Continuous Sobriety, Foothills Group member attending regular FH meetings.

**Description/Responsibilities:** Meeting Representatives are the communication links between the individual meetings and the Foothills Group as a whole. They are active members of the meeting(s) they represent, are willing to listen to the concerns/problems affecting those meetings, and convey those issues to the entire group at the Group Conscience. Meeting Representatives make it possible for all the meetings held at the Foothills to function together as a single group. Responsibilities are:

- Attend the meeting (s) they represent regularly. For daily meetings, Representatives should be sure that every day of the week is visited at least once during the month. This can be split between the Rep. and the Alt. Rep.
- Be available to group members attending those meetings who have concerns affecting the meeting and/or the group, as a whole. Convey those concerns to the Group conscience at the monthly meeting. Individual meetings are encouraged to handle situations that will not affect other meetings or the group, if possible.
- Attend every Group Conscience meeting. Representatives and alternates are strongly encouraged to attend every Group Conscience. When it isn't possible for the Representative or Alternate to attend, they are expected to ask another regular meeting participant to attend in their place.
- Carry pertinent results/ information from the Group Conscience back to their individual meetings.
- Review upcoming business with meeting, and carry meeting's decisions back to Group Conscience

Individual members of Foothills are always welcome to bring their concerns, questions and concerns to the Group Conscience Meeting themselves. They always have a right to vote on any issue after attending one Group Conscience meeting. (In their second Group Conscience meeting)

### **Duties of the Elected Meeting Representative Alternate**

**Length of Term:** 1 year, elected/appointed by the meetings they represent, responsibility starts in January

**Number of Terms:** May serve more than once, but no consecutive terms

**Requirements:** 6 months Continuous Sobriety, Foothills Group member attending regular FH meetings.

**Description/Responsibilities:** The same as the appointed representative as needed  
Is available and able to take over all responsibilities if primary is unable to complete their commitment

Date Drafted:

Date Approved:

## Duties of the Elected Speaker Meeting Chairperson

**Length of Term:** 1 year, election held at December's Group Conscience, responsibility starts in January

**Number of Terms:** May serve more than once, but no consecutive terms

**Time Commitment:**

**Requirements:** 6 months Continuous Sobriety, Foothills Group member attending regular FH meetings.

### Description/Responsibilities:

- Ask an individual with 1+ of sobriety to share their experience, strength and hope.
- Write and update schedule of speakers on the large dry-erase board north of desk.
- Arrive 30 minutes early to clean up room and welcome attendees.
- Make coffee
- Position the podium for the speaker.
- Run meeting according to format.
- Fellowship afterwards, clean out trash bins, coffee room bathrooms.
- Ensure building is empty, lights are out and all doors are locked.

## Duties of the Alternate Speaker Meeting Chairperson

**Length of Term:** 1 year, election held at December's Group Conscience, responsibility starts in January

**Number of Terms:** May serve more than once, but no consecutive terms

**Requirements:** 6 months Continuous Sobriety, Foothills Group member attending regular FH meetings

**Description/Responsibilities:** Back-up for Elected Speaker Meeting Chairperson in the following ways:

- Able to assist Speaker Meeting Chairperson in all facets of the position.
- In the event the Speaker Meeting Chairperson isn't able to carry out duties and responsibilities, facilitates Speaker Meeting.
- In case the Elected Speaker Meeting Chairperson resigns or is no longer able to continue, alternate is expected to take over the position and responsibilities of the Elected Speaker Meeting Chairperson for the duration of the term.

Date Drafted:

Date Approved: