

ELDORADO A.A. GROUP SERVICE POSITIONS

Group Secretary

Term of office: 1 year

Suggested sobriety: 1 or more years

Suggested previous service experience: Service at the group level, as well as some intergroup or General Service experience.

Duties and Responsibilities: Leads the group business meeting. Records the activities of the monthly business meeting including attendance, Chair reports, motions and their outcomes. The Group Secretary should not express opinions not vote on specific issues or motions except in extreme circumstances or a tie vote.

Alternate Group Secretary

Term of office: 1 year

Suggested sobriety: 1 or more years

Duties and Responsibilities: The Alternate Group Secretary should meet the same suggested requirements stated above and be able and willing to step in for the Group Secretary in his or her absence.

Group Treasurer

Term of office: 2 years

Suggested sobriety: 2 or more years

Duties and Responsibilities: The Treasurer maintains the group's checking account, accepts contributions from all Eldorado A.A. meetings, pays expenses, makes distributions to various organizational A.A. entities and provides reports to the group at the monthly business meeting.

Alternate Group Treasurer

Term of office: 1 year

Suggested sobriety: 2 or more years

Duties and Responsibilities: The Alternate Group Treasurer should meet the same suggested requirements as the Group Treasurer and be able and willing to step in for the Group Treasurer in his or her absence.

Central Office Representative:

Term of office: 1 year

Suggested sobriety: 6 months or more

Suggested previous service experience: Service at the group level, and preferably some intergroup experience, either as a group representative or through committee work.

Duties and Responsibilities: Informs the group of business items and news of interest. Obtains the group's conscience when necessary. Communicates group information, ideas, and opinions to the members of Central Office.

Alternate Central Office Representative

Term of office: 1 year

Suggested sobriety: 6 months or more

Duties and Responsibilities: Alternate Central Office Representative should meet the same suggested requirements stated above and be able and willing to step in for the Central Office Representative in his or her absence.

Group Literature Chairperson

Term of office: 1 year

Suggested sobriety: 6 months or more

Duties and Responsibilities: The Group Literature Chairperson helps ensure that there are those new to AA and to the group have access to the basic AA literature. The Group Literature Chairperson also supplies group meetings with service pamphlets as needed and makes sure that A.A. monthly and yearly chips are available for those groups that give chips out to members celebrating lengths of sobriety. The Group Literature Chairperson provides reports to the group at the monthly business meeting.

Group General Service Representative

Term of office: 2 year

Suggested sobriety: 1 year or more

Duties and Responsibilities: Attends quarterly assemblies in New Mexico, presents news and motions for the group to consider. Reports on activities in the New Mexico area at the monthly business meeting. Maintains receipts for reimbursement of expenses.

Alternate Group General Service Representative

Term of office: 2 year

Suggested sobriety: 1 year or more

Duties and Responsibilities: The Alternate Group General Service Representative should meet the same suggested requirements stated above and be able and willing to step in for the Group General Service Representative in his or her absence.

Group Liaison

Term of office: 1 year

Suggested sobriety: 6 months or more

Duties and Responsibilities: The Group Liaison attends each Eldorado A.A. meetings once a month to assure that all meetings are represented at the monthly business meeting

Alternate Group Liaison

Term of office: 1 year

Suggested sobriety: 6 months or more

Duties and Responsibilities: The Alternate Group Liaison should meet the same suggested requirements stated above and be able and willing to step in for the Group General Service Representative in his or her absence.