

## **JOB DESCRIPTIONS OF DIRECTORS AND MEMBERS AT LARGE**

### **Chair**

The chair is responsible for the effective coordination of the activities and programs of the Society. They preside at Operating and Intergroup committee meetings, ensuring that changes to the Society and its services are in response to the needs and wants of all groups that participate. The chair supervises the operations of the Intergroup office, always aware of the Twelve Traditions and Twelve Concepts of A.A. Service. They shall be one of the signing officers. The chair should have extensive experience within the Intergroup Committee or have equivalent experience. Thorough knowledge of the Twelve Traditions is suggested.

2-year term

Probable time commitment 20-40 hours a month.

Suggested length of sobriety is three years.

### **Vice-Chair**

The vice-chair assists the chair and the society as required. The vice-chair shall carry out the duties of the chair during their absence and shall assume such additional duties as may be assigned from time to time by the Operating Committee. The vicechair will attend to such sub-committees as the chair may designate. The vice-chair shall be one of the signing officers. Experience needed is like that of the chair or they need a willingness to learn. 2-year term.

Probable time commitment is 10-20 hours a month.

Suggested length of sobriety is three years.

### **Secretary**

The secretary shall take and prepare minutes of all meetings of the Society and Operating Committee. The minutes record all decisions made by the committees and they help operations to function smoothly. The secretary may be asked to carry out other duties such as maintaining membership lists or records as required. Ability to be organized, thorough and timely are suggested requirements of this position.

2-year term.

Probable time commitment is 7-8 hours a month.

Suggested length of sobriety is one year.

### **Treasurer**

Working closely with Intergroup office staff and the Chair, the treasurer shall oversee the bookkeeping at the Intergroup office, reviewing expenditures and financial reports monthly. The treasurer assists with the annual valuing of the physical inventory and provides information to the Operating Committee upon request and to the Intergroup Committee at every meeting. The Treasurer shall possess computer skills with Word and Excel and should have significant experience maintaining records and providing regular reports. The treasurer shall be a signing officer.

2-year term.

Probable time commitment is 8-12 hours a month.

Suggested length of sobriety is three years.

### **Literature Chair**

The Literature coordinator shall ensure that there is an adequate supply of General Service Office and Grapevine literature

and other items as approved by the Society held for sale at the Intergroup Office for day-to-day sales as well as rallies and other special events. They will also conduct, at minimum, an annual physical count of all inventory held for sale or at such other times as directed by the Society.

1-year term.

Probable time commitment is 6-8 hours a month.

Suggested length of sobriety is two years.

### **Telephone Answering Service**

The Telephone Answering Service Coordinator manages the 24-hour answering service, maintaining lists of volunteers, and ensuring that volunteer shifts at the Intergroup Office and home phone shifts are filled. The T.A.S. coordinator updates and maintains the Guidelines for Telephone Volunteers and provides training in cooperation with the office manager.

1-year term.

Probable time commitment is 6-8 hours a month.

Suggested length of sobriety is two years.

### **Newsletter**

The Newsletter Chair shall prepare all content layout and design for the Pass It On newsletter, collecting announcements from Intergroup Office, coordinating submissions from members and/or GSO approved content. The newsletter is published several times a year.

1-year term.

Probable time commitment would be 8 hours every 2 months.

Suggested length of sobriety is two years.

### **Website**

The Website Chair shall post current announcements to the website, maintain an online up to date meeting list, communicate member website requests to the Operating Committee, and monitor/update the website as required. Experience with website construction helpful but willingness to learn is important.

1-year term.

Probable time commitment is 10 hours a month.

Suggested length of sobriety is two years.

### **Members at Large**

Members at Large currently are required to be present in order for any business to be conducted at the Operating Committee Meetings. Members at Large offer advice on the Traditions, Concepts and appropriate processes as required during the meetings. Members at Large may be asked to liaison with employees or volunteers. Knowledge of the Twelve Traditions and previous service experience would be helpful and barring that, a willingness to learn.

2-year term.

Probable time commitment is 4-6 hours a month.

Suggested length of sobriety is three years

### **Archives**

Receive, classify, and index all relevant material, correspondence, and literary works and artefacts considered to have historical importance to Alcoholics Anonymous in the mid-Island area. May be asked to provide presentations for special events.

1-year term.

Probable time commitment is 6-8 hours a month.

Suggested length of sobriety is two years