

*Service Positions Simply Defined.* Not all groups have all of these positions. Others may have more than this. These are simply food for thought and discussion.

### **District Representative (DR)**

This person is elected by the Group Representatives in their District every three years. The person should have held the position of Group Rep prior to and be familiar with chairing business meetings and use of the Al-Anon/Alateen Service Manual. Being mindful of time commitment, and open to relying on other officers at the District level to resolve questions and get information out to the Groups they serve in a timely manner. Also attends Virginia World Service Committee meetings, Assemblies, and brings back information to the GRs. Keep current, updated list of all GR/CMA contact information and report to the Area World Service Committee. Notifies Area Group Records of group changes. Keeps District website current. (if your District has one) Stay in contact with all GR's, visit meetings, (especially new groups) making sure they are getting necessary information out to their groups and learn their views. He/She may report such to the VAWSC.

## **Group Representative (GR)**

Regularly attend group meetings and attend the District meeting once a month. (Or as the District schedules) The GR acts as liaison between District and their group and the Assembly. This is a 3-year term, but if you must step down before then, it is ok. Become familiar with the Al-Anon Service Manual, which will be provided to you. Generally, chairs business meetings. Or can ask for another chair. Attends the Spring and/or Fall Assemblies. Sometimes the Alt GR will attend one, and GR will attend the other, but that is decided between GR and Alt GR. (this is a BLAST) Also can have another member attend if neither are available.

**Alternative GR:** backs up the GR. (By the way, ANYONE can come and is encouraged to attend District Meetings) Can chair business meetings, attend Assembly, generally support your Group Representative.

*The only stipulation is that a member of AA cannot hold GR or the Alt GR position. All other positions are open to everyone. This was written this way by Bill & Lois years ago.*

**Secretary:**

Works with GR to manage group emails. Keeps an up-to-date Excel spreadsheet (or word doc or stone tablet) with member information. (Circulate a couple of times a year to stay current). Keep copies of this list on hand in the book, at meetings, and email occasionally. Make sure any changes to the Group (IE: GR or CMA mailing address as well as phone number of GR, or time/location of meeting changes) get reported to Area Group Records Coordinator or WSO by sending to District Rep. Information will be provided.

Takes minutes at business meetings and keeps records. After approval by GR or Alt GR, sends out to the membership for approval before next business meeting. Can also have **Alt Secretary** as an additional service position to help with tasks, if needed.

**Treasurer:**

Maintains financial records of the group, i.e., bank accounts, donations, expenditures, contributions to Service Arms. Deposits cash and PayPal donations. Reports at business meetings. Gives check or reimbursement to Literature coordinator or others for justifiable expenses.

**Literature coordinator:**

Keeps current inventory of literature on hand and orders when necessary. Sets up books for display at meetings. Shares about new books.

**Outreach Coordinators:**

A person or committee responsible for community outreach. Can work with District Outreach or just in your groups area.

**Church Liaison:**

Works with church on any changes to rooms, times, etc. Is key holder as well as one other person who has a key in the group, to be determined. Obviously, the key holder should be someone who regularly attends in-person meetings. Also, can work with corresponding AA meetings on group efforts.

**Zoom Coordinator/Church Openers:** Hybrid meetings. Would be key holder? And commit to running the Zoom meeting at church while others are at home? Recommend group of back up people for this position.

**Greeter:** Welcomes newcomers, gives them newcomer packets, answers questions. Offers your group email and asks if they would like additional information sent by email or to be added to mailing list.

**Hospitality:**

Set up coffee, or other beverages and clean up. This can be a rotating position or a group of people.