

**EL CERRITO COURAGE TO CHANGE FELLOWSHIP  
SERVICE COMMITTEE ELECTIONS**

**AUGUST 16,2022 @ 7:00pm**

**Zoom Mtg**

**Position Descriptions for the Service Committee**

**Chairperson Term of Service: 2 years**

- Suggested Sobriety Requirement: 5 years

**Duties:**

1. Chairs the Service Committee Meetings and encourages member participation.
2. Coordinates with other committee members to insure a well-run Fellowship.
3. Signatory on the checking account (3 total signatories recommended).
4. Responds to inquiries from the general membership, delegating the responsibilities as appropriate.
5. Keeps a book of minutes and other notes for the archives and to turn over to the next Chairperson.
6. Hires contractors as necessary. Contracts under \$500.00 can be directly contracted. If costs (within a given month) are over \$500.00 the expense must be approved by the Service Committee.
7. Keeps a list of secretaries and their phone numbers (provided by the Secretary Coordinator).
8. Only votes at Service Committee Meetings to break a tie.

**Vice Chairperson Term of Service: 2 years**

- Suggested Sobriety Requirement: 5 years

**Duties:**

1. Attends the monthly Service Committee Meeting, providing back-up support to the Chairperson.
2. Coordinates Special projects of an ad hoc (temporary) nature.
3. Signatory on the checking account.
4. Presides over the Service Committee meetings when Chairperson is unavailable.
5. Monitors the bulletin boards (keeping them neat, removing old notices, etc.).

### **Treasurer** Term of Service: 2 years

- Strongly suggested Sobriety Requirement: 5 years
- Must be employed or have a visible, substantial means of support and assets equaling 3-month prudent reserve.
- Must have ability to use Financial Software, produce spreadsheets and reports.

#### **Duties:**

1. Attends the monthly Service Committee Meeting, providing a printed treasurer's report to the Service Committee Meeting.
2. Performs bookkeeping responsibilities; pays all bills on time; keeps accounting records.
3. Posts monthly report on bulletin board (12 months should be posted in the Fellowship). Posts reports to cloud storage.
4. Requests a regular yearly financial review.
5. Files and pays all required taxes, fees and corporate papers in a timely fashion.
6. Keeps all receipts, bank statements, contribution envelopes filed in an easy to understand manner. Keeps a book of bank statements and treasurer's reports in the Corporate Binder or cloud storage for tax purposes and archives.
7. Signatory on the checking account.
8. Has a 2<sup>nd</sup> signature on all checks over \$500 other than reoccurring expenses e.g. rent, insurance, etc.
9. Passes on all records & trains the new treasurer.

### **Assistant Treasurer** Term of Service: 2 years

- Strongly suggested Sobriety Requirement: 5 years
- Must be employed or have a visible, substantial means of support and assets equaling 3-month prudent reserve.

#### **Duties:**

1. Provides support to the Treasurer as needed. Responsibilities can include: picking up, counting, and depositing contributions; making the report to the Service Committee Meeting if Treasurer is unavailable.
2. Signatory on the checking account.
3. Reviews bank balances and transactions online at least once a month to confirm all is in order.
4. Assists in keeping all receipts, bank statements, contribution envelopes filed in an easy to understand manner

### **Recording Secretary** Term of Service: 1 years

- Suggested Sobriety Requirement: 1 year
- Ability to use word processing software and print minutes.

#### **Duties:**

1. Takes minutes of the monthly Service Committee Meetings. Takes special care to record all motions; during the meeting reads back the proposed motion to be sure wording is correct.
2. Distributes the previous month's minutes for review prior to the start of the meeting.
3. Posts the approved minutes on the bulletin board. It is recommended the past 12 months are posted. Posts minutes to cloud storage.
4. Maintains paper minutes for tax and archive purposes in the Corporate Binder or cloud storage.

**Meetings Secretary Coordinator** Term of Service: 2 years

- Suggested Sobriety Requirement: 2 years

**Duties:**

1. Attends the monthly Service Committee Meeting, providing for a substitute to make the report if absent.
2. Announces Secretary turnover, posting notices.
3. Keeps Secretary Desk organized, neat, and stocked.
4. Keeps a listing of all secretary phone numbers and provides a copy to the Chairperson.
5. At each 6-month meeting secretary rotation, announces and conducts new secretary trainings. Changes the lockbox combination and gives to Service Committee members and new secretaries.
6. Updates Secretary Checklist. Gives copies to all new Secretaries. Keeps a copy at the Secretary desk.

**Assistant Meetings Secretary Coordinator** Term of Service: 1 year

- Suggested Sobriety Requirement: 2 years

**Duties:**

1. Assists Meetings Secretary Coordinator.
2. Attends monthly Service Committee Meeting whenever possible; serves as backup if Coordinator cannot attend.

## Position Descriptions for the Facility Services

### **Coffee Manager** Term of Service: 1 year

- Suggested Sobriety Requirement: 1 year

#### **Duties:**

1. Coordinates with supply person on supplies of coffee, tea, creamer, paper cups, stir sticks, sweeteners, etc.
2. Cleans and maintains coffee area.

### **Supplies Manager** Term of Service: 1 year

- Suggested Sobriety Requirement: 1 year

#### **Duties:**

1. Attends the monthly Service Committee meetings and reports on the supplies.
2. Works with other Committee Members and arranges for pick-up and delivery of supplies. Keeps an inventory of supplies and orders as necessary.

### **Facilities Manager/Assistant Facilities Manager** (revised 1/22/2019)

#### **Duties:**

1. Oversees Housekeeper. Performs other fellowship maintenance, including small repairs or overseeing repairs.
2. Oversees annual Fellowship cleanup.
3. Coordinates with Supplies Manager for housekeeping supplies.
4. Advises the Service Committee Chair of all building issues in a timely manner (landlord issues, leaks, unlocked doors, bathroom/plumbing problems, needed supplies, etc.)

### **Housekeeper** (added 1/22/2019)

#### **Duties:**

1. This is a paid independent contractor, contracted by the Service Committee Chair.
2. Cleans, mops, vacuums Fellowship and common areas per contract.
3. Reports needed supplies for cleaning to Fellowship
4. Turns in time sheets as appropriate for compensation

## Position Descriptions for the A.A. Service Positions

### **General Services Representative (GSR)** Term of Service: 2 years

- Suggested Sobriety Requirement: 2 years

**Duties:**

1. Attends the monthly Service Committee meeting and makes a report.
2. Attends the monthly district meeting.
3. Attends district area meetings and presents the group conscience of the El Cerrito Courage to Change group.
4. Keeps the "General Service" bulletin board up to date and as attractive as possible.
5. Conducts a Sharing Session to take the group conscience on issues.

### **Alternate General Services Representative** Term of Service: 2 years

- Suggested Sobriety Requirement: 2 years

**Duties:**

Assists the General Service Representative as needed.

### **Intergroup Representative** Term of Service: 2 years

- Suggested Sobriety Requirement: 2 years

**Duties:**

1. Attends the monthly Service Committee meeting and provides an update on the activities at the Central Office and the area.
2. Attends East Bay Central office meeting.
3. Posts new bulletins and keeps the Intergroup bulletin board current with local activities. Keeps it as attractive as possible.

### **Hospitals and Institutions (H&I) Representative** Term of Service: 2 years

- Suggested Sobriety Requirement: 1 years

**Duties:**

1. Attends the monthly Service Committee meeting.
2. Attends monthly area H&I meetings (1<sup>st</sup> Wednesday of the month).
3. Reports on H&I needs in the area.
4. Posts new H&I bulletins and keeps the H&I bulletin board current with local activities. Keeps it as attractive as possible.

**Literature** Term of Service: 1 year

- Suggested Sobriety Requirement: 1 year

**Duties:**

1. Attends the monthly Service Committee meetings and reports on sales, inventory and new literature information as they come up.
2. Buys & stocks inventory of AA literature on a regular monthly basis (books, bulletins and pamphlets as approved by General Service Office).

**Public Information and Cooperation with Professional Community (PICPC)** Term of Service: 1 year

- Suggested Sobriety Requirement: 1 year

**Duties:**

1. Attends the monthly Service Committee meetings.
2. Attends the monthly area meetings and reports on activities.
3. Speaks to groups as requested.

**Grapevine Representative** Term of Service: 1 year

- Suggested Sobriety Requirement: 6 months

**Duties:**

Checks to see that the Grapevine have arrived. Make announcements and post subscription information on the AA bulletin board.