

# Group Service Positions

***Tradition Two**—For our group purpose there is but one authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants—they do not govern.*

## **Suggested Duties of Group Officers/Leaders**

Group officers rotate regularly. Rotation gives all members the privilege of serving. Officers/leaders are trusted servants; they do not govern the group. Groups may attain more participation by electing alternates to the group service positions.

### **Chairperson/Leader:**

- plans meetings in advance with the Program Chairperson
- opens the meeting by reading the Preamble or the Welcome and leads the group in reciting the Serenity Prayer; follows the group's meeting format
- introduces speakers or announces the subject of the meeting
- invites members to take part

### **Program Chairperson:**

- selects a chairperson for the meeting
- plans meetings (see "Meeting Ideas")

### **Secretary:**

- handles group correspondence
- notifies WSO of any changes of the group, GR, and/or CMA mailing address as well as telephone numbers of group contacts
- may pick up the mail from the post office box (if applicable) or Current Mailing Address (CMA)
- keeps an up-to-date list of members, and their telephone numbers
- makes necessary Al-Anon-related announcements at meetings
- orders Conference Approved Literature in sufficient quantities to supply the group's needs (if the group does not have a Literature Chairperson)
- encourages support of Alateen by providing information
- regarding Al-Anon Members Involved in Alateen Service certification until the group elects a Group Representative

### **Treasurer:**

- acts as collector, custodian and disbursing officer of funds as determined by the group (some groups have an actual budget that includes contributions to the district, local Al-Anon Information Service, Area Assembly, and World Service Office; see "Group Finances")
- passes the collection basket at group meetings
- asks another member to help count and record the collection (some groups have checking accounts requiring two signatures)
- submits a financial statement to the group at regular intervals

### **CMA (Current Mailing Address):**

- receives group mail and brings it to the Group Secretary (see "Things to Consider when Starting an Al-Anon or Alateen Group")

### **Group Telephone Contact**

- receives calls from newcomers seeking Al-Anon's help or others seeking directions or additional information about the Al-Anon meeting.

**Group Representative\* (GR):**

- is elected for a three-year term
- acts as liaison between the group and the district and between the group and the Assembly
- familiarizes themselves with the current copy of the *AI-Anon/Alateen Service Manual* (P-24/27) and encourages its use among group members
- works through the district in helping to initiate Public Outreach (Cooperating with the Professional Community, Public Information, and Institutions) work
- encourages Alateen sponsorship in accordance with Area Safety and Behavioral Requirements
- serves as local representative of the AI-Anon/Alateen magazine, *The Forum*, by acquainting members with its usefulness
- suggesting personal subscriptions and submitting group subscriptions
- encouraging members to write articles
- encourages election of an alternate GR

**Information Service Representative (ISR):**

- attends meetings of the AI-Anon Information Service (AIS/Intergroup)
- acts as liaison between the group and the AIS
- reports AIS activities to the group
- the Alternate GR may serve as the ISR, and the GR serve as the Alternate ISR\*

**Greeters**

- make sure that all attendees are welcomed, particularly the newcomer
- gives newcomer literature and meeting schedule to all newcomers

**Hospitality**

- sets up refreshments if the group provides them
- makes sure meeting area is cleaned up after the meeting

**Business or Steering Committee:**

- deals with questions of policy and local public outreach
- deals with any internal problems that arise between the group's regular business meetings

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*\* AI-Anon and Alateen members who are also members of A.A. may not serve as GR or Alternate GR. See "Digest of AI-Anon and Alateen Policies," Dual Membership in AI-Anon/Alateen and A.A.*