

Noonaroos Trusted Servants

The Second Tradition states, “For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”

Service is a vital part of the "triangle" of recovery, and staying sober!

Noonaroos always has service positions open to Home Group Members, such as Greeters, Meeting Secretaries, co-hosts, and others. To volunteer for any open positions, come to our business meeting on the third Sunday of the month, directly after the meeting!

Current Group Officers

Position	Main	Alt	Term	Requirement(s)
Chairperson	*OPEN*	Khaos	1 Year	1 year sobriety
Secretary	Khaos	Kat	1 Year	1 year sobriety
Treasurer	Khaos	*OPEN*	2 Years	2 years sobriety, has sponsor, has worked all 12 steps, financially stable, more details in description.
GSR	Dan E	Jeff	2 Years	1 year sobriety
Coin Representative	Khaos	VJ		1 year sobriety

Current Meeting Service Positions

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Position	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Requirement
Secretary	Kat	Kabar	Robert G	Nevin	Ben J	Dan E	Robert G	60 Days
Alt	Khaos	*OPEN*	*OPEN*	*OPEN*	Kat	*OPEN*	Jeff	60 Days
Co-Host(s)	Dan E/Khaos	*OPEN*	*OPEN*	*OPEN*	Jeff	*OPEN*	*OPEN*	30 days suggested
Greeter	*OPEN*	*OPEN*	*OPEN*	*OPEN*	*OPEN*	Gretchen	*OPEN*	1 day

Service Position Descriptions

Meeting Secretary:

The meeting Secretary is generally responsible for opening/preparing the meeting venue and facilitating the meeting. Their responsibilities, some of which may be delegated, usually include:

- Opening the meeting venue, usually 30 minutes prior to the meeting for in person meetings, and 15 minutes prior for online meetings.
- Setting up chairs and/or tables/podium, etc, as needed for the meeting, or setting up chat room/security features, for online meetings.
- Making sure coffee is made and cups, condiments, and any other refreshments are set out before the meeting starts.
- Finding readers, a chairperson, coffee maker/pourer, greeter(s), co-host(s)/security, clean up people, and other per meeting service positions, as applicable.
- Opening meeting with preamble, announcements, readers, then introducing/turning meeting over to chairperson.
- Announcing 7th tradition halfway through the meeting, then turning back over to chairperson.
- Closing the meeting with regular end readers/announcements, and closing prayer.

Meeting Chairperson:

- Introduces the meeting topic, sometimes by reading a passage from Conference approved literature
- Speaks for 5-10 minutes on the topic
- Calls on people to speak.

- Turns meeting back to the Secretary halfway through the meeting for 7th Tradition, then resumes calling on people after announcement.
- Turns meeting back over to Secretary at end of sharing portion of meeting.

Co-Hosts (For Zoom meetings):

Co hosts are generally responsible for a variety of support tasks, such as

- Managing waiting room and admitting participants
- Security, such as managing (removing & reporting) Zoom bombers, locking down chat/unmuting/video/etc, and re-opening them, as needed
- Renaming participants as needed
- Marking participants as “shared”
- Pasting announcements/links in chat
- Screen sharing readings
- Answering questions in chat

Greeter:

This is pretty self explanatory. Greeters greet participants and welcome them as they come in the door/Zoom room. If it's a Zoom meeting, they may continue to welcome people via chat once the meeting has started.

Group Chairperson:

Group chairpersons serve for a specified period of time (usually six months to a year). Experience suggests that they should have been sober awhile, at least a year; and, ideally, they have held other group offices first. The chairperson coordinates activities with other group officers — and with those members who assume the responsibility for literature, hospitality, coffee making, programming individual meetings within the group, and other vital functions. The more informed that chairpersons — and other group officers — are about A.A. as a whole, the better they function. By keeping Tradition One firmly in mind and encouraging members to become familiar with all the Traditions, they will help to ensure a healthy A.A. group.

Group Secretary (AKA Recording Secretary):

Like chairpersons, secretaries need to be good all-around group servants. For groups that have no chairpersons, they may perform the tasks associated with that position. While each group has its own procedures, the secretary is generally expected to:

- Announce and/or mail information about important A.A. activities and events.
- Maintain minutes of business meetings.
- Maintain and update a strictly confidential file of names, addresses and telephone numbers of group members (subject to each member’s approval); and know which members are available to visit still suffering alcoholics (Twelfth Step calls).
- Keep a record of members’ sobriety dates, if the group so wishes.
- Maintain a bulletin board for posting A.A. announcements, bulletins and newsletters.
- Make certain that the General Service Office and other service entities are informed, in writing, of any changes of address, meeting place or group officers.
- Accept and assign calls for Twelfth Step help (unless there is a Twelfth Step chairperson for this task).
- Share with group members the mail from other groups and the intergroup (central office), unless this is done by the intergroup representative.

Treasurer:

A.A. groups are fully self-supporting through their members’ voluntary contributions.

Noonaroos Treasurer requirements include having worked the steps in full, have a sponsor, and be financially stable (*have job or regular income, bills regularly paid, budgets own finances well, etc – not necessarily solvent – just not desperate.*)

Passing the basket at meetings usually covers the group’s monetary needs, with enough left over so the group can do its fair share of supporting the local intergroup (central office), the general service district and area offices, and the General Service Office. Group funds ordinarily are earmarked for such expenses as:

- Rent or Zoom/other online meeting account.
- A.A. literature.
- Local meeting lists, usually purchased from your nearest intergroup (central office), general service district or area committee.
- Coffee and refreshments.
- Support of all A.A. service entities, usually on a monthly or quarterly basis.
- Treasurers generally maintain clear records (a ledger is helpful) and keep their groups informed about how much money is taken in and how it is spent.
- They may make periodic reports to the group and post financial statements quarterly.

General service representative (G.S.R.):

Working via the district and area committees, the G.S.R. is the group's link with the General Service Conference, through which U.S. and Canadian groups share their experience and voice A.A.'s collective conscience. Sometimes called "the guardians of the Traditions," G.S.R.s become familiar with A.A.'s Third Legacy — our spiritual responsibility to give service freely. Usually elected to serve two-year terms, they:

- Represent the group at district meetings and area assemblies.
- Keep group members informed about general service activities in their local areas.
- Receive and share with their groups all mail from the General Service Office, including the newsletter Box 4-5-9, which is G.S.O.'s primary tool for communicating with the Fellowship.
- G.S.R.s also may assist their groups in solving a variety of problems, especially those related to the Traditions. In serving their groups, they can draw on all the services offered by G.S.O. (see page 33).

Financial Support: Current experience indicates that many groups provide financial support for their general service representatives to attend service functions.

Intergroup (central office) representative:

In the many locations where an intergroup (or central office association) has been formed, each group usually elects an intergroup representative, who participates in business meetings with other such representatives several times a year to share their groups' experience in carrying the A.A. message. The intergroup representative tries to keep the group well-informed about what the local intergroup is doing. This position may be combined with the GSR position.

A.A. Grapevine/La Viña representative (GVR/RLV):

The job of the GVR and RLV is to familiarize members with the Fellowship's international journal, A.A. Grapevine, and its bimonthly Spanish-language magazine La Viña, and the enhancements to sobriety the magazines offer. The magazines contain articles written by A.A. members based upon their personal experiences; discussion topics; regular features; and a calendar of special A.A. events. GVRs and RLVs participate in the activities of their area's Grapevine committee, announce the arrival of new magazines at the group each month, encourage members to submit articles and illustrations, and explain how members can order their own subscriptions.

Literature representative:

The group's literature representative makes certain that A.A. Conference approved books and pamphlets, ordered from the General Service Office or purchased from the local intergroup (central office), are on hand for meetings and properly displayed.

Coin representative:

The group's coin representative makes certain that A.A. Coins and "chips" are purchased and available to provide to group members for sobriety milestones. This position may be combined with the literature representative position.