



A.A. POSITIONS VACANT

By Rotation Process



The Group

Position	Sobriety	Position Description	Term
Greeter	One day or more	Welcomes all members at door; Takes names and enquires if new or visiting; Gives list of names and info to Chairperson at start of meeting; etc.	Six months
Secretary	One year or more	Responsible for setting up meeting, providing refreshments collecting mail, reading notices, washing & cleaning up, etc. May delegate some of these jobs to other group members.	Six months
Treasurer	One year or more	Responsible for financial contributions, keeping records, paying bills [rent, tea, coffee, literature, etc.], sending donations to National Office, Central Office, Area and District while being accountable to and guided by the Group Conscience.	Six months
Literature Officer	Six months or more	Ensures good supply of Conference Approved Recovery & Service literature is available on display. Regularly shares on value of literature as aid to sobriety.	Six months
Meeting Chairperson	Six months or more	Chairs and keeps order of the meeting, asking speakers to share and members to read, etc.	Six months
CSOR - Central Service Office Representative	One Year or more	Represents group and reports on group activities at meetings of Central Service Office [CSO]. May be a member of CSO working committees, e.g. Public Information, Treatment Facilities, etc. Reports to group on CSO affairs.	Two years or as decided by Grp Cons
GSR – General Service Representative	Two years or more	Is group's link to AA as a whole and its legacy of experience. Represents group at District meetings and Area Assemblies & reports back to group on content of these meetings. Finds out group opinion on issues discussed including Conference Topics, but is trusted by Group to vote as his or her conscience dictates at the time. [Concept 3]	Two years
Alt GSR – Alternate General Service Representative	Two years or more	Walks with the GSR to learn how to be a GSR and step in their place if needed or rotates into the GSR position when vacant and decided by Group Conscience	Two Years
Group Conscience Chairperson	Two years or more	Chairs regular meetings of group conscience [recommended monthly] in an orderly fashion and maintains objectivity in meetings.	Six Months
Group Conscience Secretary	One year or more	Takes minutes of group conscience meeting & reminds members as necessary of decisions taken.	Six Months

Central Service Office (CSO)

Position	Sobriety	Position Description	Term
Administrator / Secretary	If an alcoholic, two years or more	A paid full or part time employee, who also acts as Secretary to the Committee. The Committee meets regularly, receives reports from the groups and advises groups of its financial state and its current and proposed activities.	No set time
Chairperson	Two years or more	Chairs meetings of representatives and the steering committee. Is first line of contact to Office Administrator.	Two years
Treasurer	Two years or more	Receives records and banks incoming funds; pays necessary expenses as authorised by group conscience; submits financial report regularly.	Two years
CSOR - Central Service Office Representatives	One year or more	Represents group and reports on group activities at meetings of Central Service Office [CSO]. May be a member of CSO working committees, e.g. PI / CPC, Treatment Facilities, etc. Reports to group on CSO affairs.	Two years or as decided by group conscience
CSO Coordinators: <ul style="list-style-type: none"> • Helpline • PI / CPC • TF & CC 	One year or more	Coordinators of subcommittees responsible for AA activities in each of these categories.	Two years or as decided by group conscience

N.B. A CSO is the front line of AA 12th Step work and the main point of contact for alcoholics seeking help.

District

Position	Sobriety	Position Description	Term
DCM - District Committee Member	Four years or more	Has a dual role. Elected by GSRs, Chairs meetings of District Committee; also serves as a member of the Area Committee, using the experience gathered from District.	Two years
District Secretary	Two years or more	Takes minutes of District meetings, and distributes these to all groups in District. In co-operation with DCM prepares agenda for each District meeting. When possible reminds GSR's to attend forthcoming meetings.	Two years
District Treasurer	Two years or more	Collects and records Funds collected and pays necessary expenses. When necessary, prepares submission to Area for extra funds for special projects	Two years
District Coordinators: <ul style="list-style-type: none"> • PI / CPC • Literature • TF & CC 	Two years or more	The number and scope of these committees will depend on whether a local CSO is doing any of these jobs and can be worked out in cooperation with it.	Two years
GSRs - General Service Representatives	Two years or more	As above in Group positions.	Two years
[Possible] AA fellowship weekend Chairperson	Two years or more	Chairs subcommittee of weekend planning; ensures regular reports are presented to district.	Two years

N.B. A District Committee Meeting consists of the GSRs in the District plus the above office bearers.

Area

Position	Sobriety	Position Description	Term
Area Delegate	Five years or more	The "Trusted Servant" of all AA members and groups in the Area. Has the capacity to gather via DCMs and otherwise the feeling on various issues coming before Conference. Is good communicator, trusted to vote according to conscience and report widely and accurately to the Area. Clarifies issues not always clearly understood.	Three years
Alternate Delegate	Five years or more	Assists the Delegate, is equally well informed and possesses similar qualities. In an emergency may stand in for Delegate at Conference.	Three years
Area Chair	Two years or more	Presides over meetings of Area Committee and Area Assemblies. Should be tactful and tolerant but experienced in keeping meetings on track and on time. Usually has had previous jobs in General Service.	Two years
Area Secretary	Two years or more	Takes minutes of Committee and assembly meetings, recording all relevant information. Compiles these and sends them to all attendees as well as to the National Office and CSO in the Area. Experienced in distilling essence of discussions and recording motions accurately.	Two years
Area Treasurer	Two years or more	Records all incoming and outgoing funds. Prepares a budget and keeps members informed. Ensures Conference levy instalments are despatched on time. Makes recommendations as to the best use of surplus Area funds.	Two years
Area Coordinators: <ul style="list-style-type: none"> • PI / CPC • TF / CC • Literature • International 	Two years or more	Keeps in close contact with activities in these categories within the Area and report to Assembly. Stimulates and encourages enthusiasm for these tasks.	Two years

General Service Board (GSB)

Position	Sobriety	Position Description	Term
6 x Regional Trustees	Five years or more	Six of These, one from each Region [State] all AA members, well regarded with good Service experience, capable of putting principles before personalities. Experience in such fields as Finance, AA Literature, Public Information, Treatment Facilities etc., is all added bonus, as all are asked to serve in one of these Board Committee categories.	Four years
2 x General Service Trustees	Five years or more	Two of these, AA members, living in or near Sydney, accessible to the National Office as needed. Possess administrative or financial skills.	Four years
4 x Class A Non - Alcoholic Trustees	Non - Alcoholic	Four of these, men or women, existing or potential friends who believe strongly in AA and wish to help it help the suffering alcoholic. Usually skilled in a relevant profession and highly regarded publicly. As such can endorse AA with no anonymity concerns.	Five or ten years
N.B. :- All Trustees are voting members of Conference.			

Australian General Service Conference

This is the collective group conscience of AA in Australia and meets once a year in Sydney on the first week end in November. The Conference is a wide ranging forum for discussion and makes recommendations to the fellowship designed to improve our capacity to fulfil 'Our Primary Purpose'.

Position	Position Description	Term
Area Delegates from all over Australia	Voting members (see above in 'Area')	Three years
Class A Non - Alcoholic Trustees as above	Voting members (see above in 'GSB')	Five or ten years
Class B Trustees as above	Voting members(see above in 'GSB')	Four years
National Office Manager & Secretary of General Service Board	Voting member; Paid employee	Undetermined
National Office Staff members	Non voting attendees; Paid employees	Undetermined
Two x International Delegates	Voting members; We participate in two AA forums held outside Australia. One is the Asia Oceania Service Meeting, taking in the Asia Pacific Countries plus Australia and New Zealand. This meeting is held every two years. The other forum is the World Service Meeting held every two years, i.e. 2006, 2008 etc. One meeting every four years is held in New York and the alternate one is held in a country having bid for it and having a fully functioning Service Structure. This meeting is co-ordinated and heavily financed by GSO New York. Both these meetings are sharing sessions where problems and possible solutions are widely canvassed. Australia is represented by two delegates selected, endorsed by and reporting to Conference and General Service Board meetings. We in this country can both learn to our advantage from these meetings and contribute our experience to those in countries still in early AA development.	Four years

Abbreviations & Acronyms

AA: Alcoholics Anonymous	CSOR: CSO Representative	GSR: General Service Representative
CC: Correctional Centres	DCM: District Committee Member	NOAA: National Office of AA, Sydney
CPC: Co-operation with Professional Community	Grp Cons: Group Conscience	PI: Public Information
CSO: Central Service Office	GSB: General Service Board	SC: Steering Committee
	GSO: General Service Office, NY	TF: Treatment Facilities

You are suited for one of these positions. AA needs action from us all to stay sober and carry our message of recovery