

CAN Service Position Descriptions

Thanks for volunteering to fill one of these very important service positions!

Please take a moment and read the duties of your position, as previously established by the Group Conscience. This is intended to serve as a guide and not be restrictive. If you have any questions about your duties, please address the Group Conscience at the next regular monthly meeting, which is held at the group at 8:30pm on the last Monday of every month.

Expense Reimbursement: For the Beverage, Coffee & Paper Supplies, Maintenance and Cleaning positions, normal expenses will be reimbursed by the Group Treasurer. Place receipts in the safe along with your full name and physical mailing address. A reimbursement check will be mailed to you. If you do not have the ability to cover out-of-pocket expenses, please see the Group Chairperson as soon as possible.

Group Chairperson

- Term of Service is for 6 months.
- Minimum continuous sobriety is 2 years.
- Preside over Clean Air North Group Conscience and related meetings.
- If you are unavailable for a scheduled meeting, please delegate to another regular member of Clean Air North having a minimum of 2 years of continuous sobriety.

Group Secretary

- Term of Service is for 6 months.
- Minimum continuous sobriety is 6 months.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- At the beginning of your term, obtain the meeting minutes notebook from the outgoing secretary.
- Keep the minutes at all Group Conscience Meetings. Post the minutes on the CAN bulletin board and archive in the minutes notebook.
- Maintain a list of phone numbers for trusted servants.
- Keep AA bulletin board current. (Discard outdated items).
- Retrieve mail from the mailbox on a weekly basis. (Please see the previous Secretary to obtain the mailbox key).
- Place all bills in the safe for the Treasurer's retrieval.
- If you are unable to attend the Group Conscience Meeting, please ask another regular member of Clean Air North to record the minutes of the meeting.

Treasurer

- Term of Service is for 2 years.
- Minimum continuous sobriety is 2 years.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Handle all group financial matters, as outlined on Page 26 in the "AA Group" pamphlet.
- Maintain current financial records of the group.
- Promptly collect and reimburse supply receipts.
- Post financial statements in a timely manner each month on the CAN bulletin board.
- Give a status report at all scheduled Group Conscience meetings.

Program Chairperson

- Term of Service is for 6 months.
- Minimum continuous sobriety is 12 months.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Provide a meeting chairperson for every evening meeting and assist in getting speakers for open meetings. (It is helpful to keep a journal or calendar and coordinate with the previous Program Chairperson, so that the same member isn't chairing too many meetings).
- In keeping with AA's Singleness of Purpose, please remind the chairpersons of open meetings to invite only speakers that are alcoholics and that will share their recovery from alcoholism.
- Meeting chairpersons must be regular members of Clean Air North and have a minimum of 1 year of continuous sobriety.
- Remind meeting chairpersons to read the CAN meeting guide book and follow the meeting format approved by the Group Conscience.
- Ensure that meeting chairpersons have a key to the front door.
- Give a status report at all scheduled Group Conscience meetings.

Literature Chairperson

- Term of Service is for 6 months.
- Minimum continuous sobriety is 6 months.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Purchase and maintain only AA conference approved literature, and group-related items including desire chips, monthly chips, yearly chips and Newcomer Packs.
- Keep literature rack orderly and post current literature prices.
- Maintain a supply of CAN meeting schedule cards.
- Conduct a yearly chip count well in advance of the monthly birthday meeting, to ensure that there are a sufficient number of yearly chips for the birthday night celebrants.
- AA conference approved literature, chips, and *Newcomer Packs are purchased in person from the Dallas Intergroup Association, located at 6162 E. Mockingbird Lane, Suite 213, Dallas, TX 75214. For the store office hours, visit www.aadallas.org, or call (214) 887-6699. Charges should

Literature Chairperson (continued)

be made to the Clean Air North Group literature account. The group will be invoiced later.

*Note: Purchase the Newcomer Pack version that does NOT include the Greater Dallas Meeting Schedule inside. Insert a CAN meeting schedule card into each Newcomer Pack.

- Give a status report at all scheduled Group Conscience meetings.

Maintenance Chairperson

- Term of Service is for 6 months.
- Minimum continuous sobriety is 1 year.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Purchase and maintain a supply of toilet paper, paper towels, liquid hand soap, hand sanitizer, trash bags, and cleaning supplies.
- Replace and maintain A/C filters, light bulbs, clock batteries, fire extinguisher, and perform other facility related tasks as scheduled and posted on the electrical room door.
- Interface with Bright Management's onsite representative on matters pertaining to the facility, as necessary.
- Give a status report at all scheduled Group Conscience meetings.

Cleaning Chairpersons

- Term of Service is for 6 months.
- Minimum continuous sobriety is 6 months.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Promote and coordinate the monthly group clean-up activity to be held at 2pm on the Sunday immediately following Birthday Night. Enlist the aid of all members to help clean the facility.
- Provide a clean meeting area. This includes the kitchen, restrooms, floors, counters, chairs, tables, baseboards, windows, fans, refrigerator, bookshelves, podium, trash cans and recycle bin. Enlist the aid of newcomers, sponsees and other members as needed.
- Restrooms should be cleaned and sanitized weekly. Spot carpet cleaning should occur as-needed. Whole-carpet steam cleaning must be approved by the Group Conscience.
- Empty the cigarette butt receptacle at the rear of the building as needed and pick up trash left behind by members.
- Give a status report at all scheduled Group Conscience meetings.

Beverages Chairperson

- Term of Service is for 6 months.
- Minimum continuous sobriety is 6 months.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Purchase and maintain the supply of beverages including bottled water and soft drink products.

Beverages Chairperson (continued)

- Re-stock refrigerator on a regular basis (every few days during summer season).
- Please consider joining Sam's Club or Costco to take advantage of the cost savings.
- Give a status report at all scheduled Group Conscience meetings.

Coffee & Paper Supplies Chairperson

- Term of Service is for 6 months.
- Minimum continuous sobriety is 6 months.
- Obtain a front door key from the Group Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX. Do not make copies of the key for other members.
- Responsibilities include purchasing and maintaining coffee, filters, creamers, sweeteners, stirrers and cups, as well as miscellaneous birthday party goods including napkins, paper plates, plastic flatware, etc.
- Give a status report at all scheduled Group Conscience meetings.

Meeting Chairperson (Evenings)

- Term of Service is for 1 month (weekly meeting).
- Obtain a front door key from the Program Chairperson. At the end of the Term of Service, drop the key in the KEY DROP BOX.
- Arrive 30 minutes before the scheduled start of the meeting to turn the lights on, make coffee, arrange the chairs, and prepare for the meeting.
- Read and follow the script in the CAN meeting guidebook. Please do NOT deviate from the script.
- Chair the meeting for the month you have agreed. If you are unable to chair a meeting, delegate another regular member of Clean Air North, having a minimum of 1 year of continuous sobriety.
- If chairing a closed discussion meeting, please ask late-arrivers to identify themselves so as to maintain the integrity of the closed meeting. Persons that do not identify themselves as alcoholic or do not have a desire to stop drinking, should be kindly asked to return during one of our open meetings.
- In keeping with AA's Singleness of Purpose, please invite only speakers to open meetings that are alcoholics and that will share their recovery from alcoholism.
- At the end of the meeting collect all basket, soft drink, and coffee contributions, as well as any money for literature purchases (in the wood box). Write the amounts on a pre-stamped envelope and place the envelope in the safe located in the kitchen.
- At the end of the meeting please throw away any trash (coffee cups, etc.), and arrange the chairs in the manner previously approved by the Group Conscience.
- Before leaving, please make sure that no one is inside either of the restrooms and that the front and back doors are locked and the lights are off.