

**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.

As of \_\_\_\_\_

Group: \_\_\_\_\_ Group # \_\_\_\_\_

**Chairperson/Leader:**

- Plans meetings in advance with the Program Chairperson. (See “Meeting Ideas.”)
- 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.

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**Program Chairperson:**

- Asks a member to chair the meeting.
- Plans meetings. (See “Meeting Ideas.”)

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**Secretary:**

- Handles group correspondence.
- Notifies their Area Group Records Coordinator or the WSO of any changes of the group, GR, and/or CMA, as well as phone numbers of group contacts.
- May pick up the mail from the post office box (if applicable) or serves as the CMA (Current Mailing Address).
- Keeps an up-to-date list of members, and their phone 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 (AMIAS) certification until the group elects a Group Representative.

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**Treasurer:**

- Maintains the group’s financial records in a manner that reflects the group conscience. Some groups have an actual budget that includes periodic contributions to the district, local Al-Anon Information Service, Area Assembly, and World Service Office. (See “Group Finances/Budget.”)
- Passes the collection basket at group meetings.
- Asks another member to help count and record the collection.
- Reads the Quarterly Appeal Letter, and passes around the accompanying collection envelope to the group at two consecutive meetings.
- Submits a financial statement to the group at regular intervals.

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**CMA (Current Mailing Address):**

- Receives postal and electronic group mail.
- Brings the mail to the group. (See “Things to Consider when Starting an Al-Anon or Alateen Group.”)

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**Group Phone Contact:**

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

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

- Acts as liaison between the group and the district and between the group and the Assembly.
- Familiarizes themselves with the current copy of the Al-Anon/ Alateen Service Manual (P-24/27), and encourages its use among group members.
- Works through the district in helping to initiate public outreach projects.
- Encourages Alateen sponsorship in accordance with Area Alateen Safety and Behavioral Requirements.
- Serves as local representative of the Al-Anon/Alateen magazine, The Forum, by:
  - Acquainting members with its usefulness.
  - Suggesting personal subscriptions.
  - Submitting group subscriptions to the WSO.
  - Encouraging members to write articles.
- Is elected for a three-year term.
- Encourages election of an Alternate GR.

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

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**Information Service Representative\* (ISR):**

- Attends meetings of the Al-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\*.

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**Greeters:**

- Make sure that all attendees are welcomed, particularly those new to the group.
- Give literature and meeting schedules to all newcomers.

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**Hospitality:**

- Sets up refreshments if the group provides them.
- Makes sure meeting area is cleaned up after the meeting.

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**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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