

## Qualifications and Duties for DA Service Positions

- Secretary**                      Commitment:     6 months  
Qualifications:     3 months abstinence from incurring unsecured debt  
Duties:                      Secretary the meeting.  
                                    Attend monthly business meeting.
- Treasurer**                      Commitment:     2 years  
Qualifications:     12 months abstinence from incurring unsecured debt.  
Duties:                      Collect money from 7<sup>th</sup> tradition and literature sales on a weekly basis.  
                                    Safeguard the funds and keep records of fund balance.  
                                    Make quarterly disbursements, literature purchases, other misc. purchases.  
                                    Attend monthly business meeting.
- Literature Person**              Commitment:     6 months  
Qualification:            3 months in the program  
Duties:                      Put out literature before meeting starts, and put away afterwards.  
                                    Determine literature needs and make recommendation at business meeting regarding literature orders.  
                                    Fill out and mail literature order.  
                                    Attend monthly business meeting.
- Key Holder**                      Commitment :     1 month  
Qualifications:            6 months in the program, must have held a prior service position.  
Duties:                      Opens and closes the building  
                                    Attend monthly business Meeting
- Newcomer Greeter**              Commitment:     3 months  
Qualifications:            3 months in the program  
Duties:                      Welcomes newcomers and visitors  
                                    Hands out and maintains Newcomer packets and phone lists
- Church Liaison**                Commitment :     2 years  
Qualifications:            6 months in the program, held prior service position  
Description:                Main contact between the DA meeting and Church  
                                    Attends monthly business meetings
- Intergroup Representative**      Commitment:     1 year  
Qualification:            1 year in the program, 1 year abstinence  
Duties:                      Attend monthly Intergroup meeting.  
                                    Report results of Intergroup meeting to group.  
                                    Attend monthly business meeting.
- General Service Representative**      Commitment:     3 years  
Qualifications:            2 years abstinence  
Duties:                      Attends monthly GSR meetings  
                                    Attends annual WSC as voting delegate  
                                    Shares the results of the WSC with group  
                                    Participates on a Committee or Caucus (of their choice)