

## 2011 Service Positions

Central Service will be voting in a new executive on  
**September 7<sup>th</sup> 2010**

Central Service exists to help our membership provide some important services to the District 1 and 2 AA community. The following are the mandate of the committee.

- Telephone answering service
- Listing in the phone directory
- 12 step meeting lists
- Phone office
- Literature
- Social events
- Annual Mid Winter Roundup
- Monthly newsletter
- Hospital visitation
- Website

***Come out and support AA. Help make our Service Structure Stronger. Volunteer for a position!***

### **CENTRAL SERVICE COMMITTEE**

#### **Duties of Executive and Committee Chairs**

**Terms of Office are for a Two Year Period Beginning January 1, 2011**

1. EXECUTIVE COMMITTEE
  - a. Chair
    - i. Chair monthly Central Service Committee meetings according to AA Concepts of Services as outlined in the AA Service Manual.
    - ii. Convene Executive Committee as required.
    - iii. Attend District I GSR meeting.
    - iv. Prepare agenda.
    - v. Organize workshops.
    - vi. Assist the Committee in its work of carrying the AA message.
  - b. Co-Chair
    - i. In absence of Chair, chair monthly Central Service meetings.
    - ii. Attend District II meeting.
    - iii. Assist Committee in its work of carrying the AA message.

- c. Treasurer
  - i. Responsible for accounting of all income and expenses relating to the Central Service Committee.
  - ii. Prepare monthly financial statements.
  - iii. Prepare annual budget.
  - iv. Assist Committee in its work of carrying the AA message.
- d. Secretary
- i. Record minutes of monthly Central Service Committee meetings.
  - ii. Copy and circulate minutes at each meeting.
  - iii. Maintain contact list of all Committee members.
  - iv. Assist Committee in its work of carrying the AA message

## 2. COMMITTEE CHAIRS

- a. Literature
- b. Phones
- c. Entertainment
- d. Website
- e. Newsletter
- f. Hospital Visitation

### *LENGTH OF SOBRIETY*

*All of the positions below are an extension of 12<sup>th</sup> step work and have the potential to positively or negatively impact AA as a whole. At our August 2006 meeting, we recommended that Committee Chairs have a minimum of two years continuous sobriety and be actively working the steps. It is suggested that volunteers who assist the Committee Chairs in the work of each committee should have at least one year continuous sobriety.*

### NEWSLETTER PUBLISHER

The Newsletter Publisher is responsible for publishing the monthly Central Service newsletter, either by doing so themselves or coordinating it with others. Ownership of, or access to a computer with Microsoft Word and email, is required. The newsletter takes approximately 6 hours to complete from start to finish. Our current publisher, receives numerous phone calls, emails, and voice messages each month regarding announcements for the newsletter. Her deadline is always the 25<sup>th</sup> of each month to ensure a few days to compile all the information (birthdays, announcements, group changes, etc.). The newsletter is emailed, first and hard copies are available at Central Services Committee meeting the first Tuesday of each month The publisher prints and brings them to the CSR meeting month. The Newsletter Publisher reports monthly to the Central Service Committee. There is no direct budget attached to this activity however, one may be needed to cover photocopying costs.

### PHONE COMMITTEE CHAIR

The Phone Committee chair recruits numerous volunteers from the fellowship to answers the 461-1119 phone line. This includes answering the phone in the CS office at Club 24 from Monday to Friday 9:00am to 6:00pm, taking the cell phone from 6:00pm until 11:00pm or doing overnight phone coverage from 11:00pm until 9:00am. Responsible for keeping an up-to-date list of those willing to assist with twelve step calls and for keeping information in the phone office up-to-date including the instructional binder. Provide training to new volunteers, and present

monthly reports to Central Service Committee on number of incoming calls and twelve step calls, etc. Replenish office supplies as required .

#### WEBMASTER

The Webmaster requires specialized computer knowledge on managing a website. Update website pages such as the monthly AA newsletter, meeting lists and announcements. Converts and makes available website pages in various formats for the user availability. Required to receive and respond to e-mail messages accordingly. This includes information requests, 12 step messages, directions, etc. Provide a monthly report to Central Service Committee.

#### ENTERTAINMENT COMMITTEE CHAIR

The Entertainment Committee Chair recruits and works with volunteers to organize social events such as dances and the annual cocktail party. Assume all responsibility for events from booking facilities to purchasing refreshments and the like. Organizes volunteers to help decorate and set up. Circulate event flyers.. Provide a monthly report to Central Service Committee.

#### LITERATURE COMMITTEE CHAIR

Primarily the Literature Committee Chair works as a one-person committee but ideally should have a backup person in the event the Literature Chair is unavailable to attend meetings and events. Orders AA conference approved literature (including pamphlets and books) from GSO New York and distributes to groups in Districts 1 and 2. Also update and distribute District 1 and 2 meeting lists, including ensuring the Webmaster is current on all changes. Present monthly financial report to Central Service Committee and annually prepare year end reports. Also makes AA literature available at monthly Central Services Meeting and at events such as annual Mid-Winter Roundup. Maintain a large inventory of literature (\$2000 in inventory and cash) and a budget of \$1000. Persons interested in this position should have available transportation, computer and space to store inventory and be financially stable. In the past, Literature Chairs have taken it upon themselves to use personal credit cards for ordering and paying for inventory from GSO New York because it is easier, faster and makes accounting much easier.

#### HOSPITAL VISITATION CHAIR

The Hospital Visitation Chair coordinates the activities of volunteers from the fellowship to arrange visits to AA members in hospitals, nursing homes, etc. Vehicle is an asset. Provide a monthly report to Central Service Committee. A special subscription to the Grapevine has been purchased by Central Service for giving to members who are incapacitated. Finding out about members who are hospitalized or otherwise or otherwise incapacitated is often through word of mouth or via the phone office. Members are encouraged to let the phone office know if they know of anyone who might like a visit.