

# CHECKLIST FOR GENERAL SERVICE POSITIONS

*“All such representatives are to be guided in the spirit of service, for true leaders in AA are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.” Tradition 9 (Long Form)*

Minimum Desirable Sobriety	AA Service Role	General Duties	Suggested Rotation
		<b>Further Information</b>	
1 day	<b>Meeting Greeter</b>	<ul style="list-style-type: none"> <li>• Welcomes everyone</li> <li>• Takes names for the Chair</li> <li>• Identifies newcomers and visitors</li> </ul> <p style="text-align: right;">Further Information: <i>‘Friendly hands had stretched out in welcome.’ Alcoholics Anonymous page 53</i></p>	6 months
6 months	<b>Literature Coordinator</b>	<ul style="list-style-type: none"> <li>• Procures AA literature for the Group</li> <li>• Displays AA literature at meetings</li> <li>• Accounts to Group Treasurer</li> </ul> <p style="text-align: right;">Further Information: <i>The AA Group Handbook (page 27)</i> AA Literature Price List at <a href="http://www.aa.org.au/members/literature-price-list">www.aa.org.au/members/literature-price-list</a> List of Central Service Offices at <a href="http://www.aa.org.au/contact-central-service-offices">www.aa.org.au/contact-central-service-offices</a> AA Guideline GL-02: Conference-Approved Literature (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>) Australian AA Service Manual, Section 11: AA Literature (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	6 months
6 months	<b>Meeting Chair</b>	<ul style="list-style-type: none"> <li>• Chairs the meeting according to the wishes of the Group Conscience</li> </ul> <p style="text-align: right;">Further Information: Twelve Traditions (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a> <i>AA Preamble</i> <i>The AA Group Handbook (page 12)</i></p>	Each meeting or Group decision
1 year	<b>Group Treasurer</b>	<ul style="list-style-type: none"> <li>• Responsible for contributions</li> <li>• Pays expenses</li> <li>• Accounts for all funds to Group Conscience, noting any amount beyond a prudent reserve</li> <li>• As decided by Group Conscience, forwards any surplus funds to CSO; GSO; Area; or District</li> </ul> <p style="text-align: right;">Further Information: <i>The AA Group Handbook (page 24)</i> <i>Memo to an AA Group Treasurer (Brochure)</i> <i>Group Donation Plans (Brochure)</i> <i>Self Support: Where Money and Spirituality Mix (Brochure)</i> <i>Group Treasurer’s Account Book (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</i></p>	6 months

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1 year	<b>Group Secretary</b>	<ul style="list-style-type: none"> <li>• Opens the venue and sets up the meeting and any refreshments</li> <li>• Selects meeting Chair and opens the AA meeting</li> <li>• Keeps order to the extent that the AA message can be carried at the meeting</li> <li>• Makes AA announcements and closes the meeting</li> <li>• Cleans up and locks the venue after the meeting</li> <li>• Coordinates any Group business matters between meetings</li> <li>• Arranges Group Conscience meetings and records substantial consensus</li> <li>• Ensures GSO and local CSO have current contact details for the Group</li> <li>• Registers the Group with GSO for public liability insurance cover</li> <li>• OPTIONAL: Maintains list of Group member AA birthdays and contact details (if they agree)</li> </ul> <p style="text-align: right;">Further Information:  <i>The AA Group Handbook</i> (page 23)  <i>The AA Group Secretary</i> (Brochure)  <i>The AA Group Conscience</i> (Brochure)  <i>Traditions Checklist</i> (Brochure)</p> <p style="text-align: center;"><i>Australian AA Service Manual, Section 2: The AA Group</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Appendix: Group Registration Form</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <a href="mailto:gso@aa.org.au">gso@aa.org.au</a> or 02 9599 8866</p> <p style="text-align: center;">List of Central Service Offices at <a href="http://www.aa.org.au/contact-central-service-offices">www.aa.org.au/contact-central-service-offices</a>  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a></p>	6 months
2 years	<b>General Service Representative</b>	<ul style="list-style-type: none"> <li>• Represents Group at District or Area meetings by transmitting ideas and opinions as well as facts (but is entrusted under Concept III to vote as their conscience dictates at the time)</li> <li>• Maintains two-way communications between the Group and District or Area and GSO</li> <li>• Participates in District and Area service activities</li> <li>• Arranges for a Group Conscience to consider Topics for Conference</li> </ul> <p style="text-align: right;">Further Information:  <i>The AA Group Handbook</i> (page 27)</p> <p style="text-align: center;"><i>AA Guideline GL-03: The General Service Representative</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>AA Guideline GL-05: Australian General Service Structure Simplified</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 3: The GSR</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years

Minimum Desirable Sobriety	AA Service Role	General Duties	Suggested Rotation
2 years	<b>District Committee Member</b>	<ul style="list-style-type: none"> <li>• Elected by GSRs to arrange and chair District Committee meetings</li> <li>• Maintains two-way communications between the GSRs and Area</li> <li>• Serves as member of Area Committee</li> </ul> <p style="text-align: right;">Further Information: <i>Your DCM</i> (Brochure)</p> <p style="text-align: center;"><i>AA Guideline GL-05: Australian General Service Structure Simplified</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Australian AA Service Manual, Section 4: The District</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Australian AA Service Manual, Section 12: Third Legacy Procedure</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a></p> <p style="text-align: center;"><i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years
2 years	<b>District Secretary</b>	<ul style="list-style-type: none"> <li>• Prepares agenda for District Committee meetings in consultation with GSRs and DCM</li> <li>• Arranges and coordinates District meetings</li> <li>• Records and circulates District consensus to Groups and Area Assembly</li> <li>• Ensures GSO and CSO have current contact details for the District</li> </ul> <p style="text-align: right;">Further Information: <i>The District</i> (Brochure)</p> <p style="text-align: center;"><i>AA Guideline GL-05: Australian General Service Structure Simplified</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Australian AA Service Manual, Section 4: The District</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a></p> <p style="text-align: center;"><i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years
2 years	<b>District Treasurer</b>	<ul style="list-style-type: none"> <li>• Responsible for contributions</li> <li>• Pays expenses</li> <li>• Accounts for all funds to District Committee</li> <li>• As decided by District Committee, forwards any surplus funds to Area</li> <li>• Requests funds from Area for special projects</li> </ul> <p style="text-align: right;">Further Information: <i>The District</i> (Brochure)</p> <p style="text-align: center;"><i>AA Guideline GL-05: Australian General Service Structure Simplified</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Australian AA Service Manual, Section 4: The District</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p> <p style="text-align: center;"><i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a></p> <p style="text-align: center;"><i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years

Minimum Desirable Sobriety	AA Service Role	General Duties	Suggested Rotation
2 years	<b>District or Area Coordinators</b> (e.g. for Public Information; Cooperation with the Professional Community; Treatment Facilities; Correctional Facilities)	<ul style="list-style-type: none"> <li>• Keeps abreast of Group and other service efforts within the Area</li> <li>• Promotes service projects to Groups</li> <li>• Initiates and fosters service projects to carry the AA message</li> <li>• Keeps Groups informed through Area Assembly</li> <li>• Motivates and supports members and Groups to carry the message</li> <li>• Chairs any service team meetings</li> <li>• Liaises with the local CSO to avoid duplication of effort and seek support for initiatives</li> <li>• Deals with external enquiries about relevant AA service in the Area</li> <li>• Liaises with the National Coordinators through the Australian General Service Office</li> <li>• Attends National Forums if requested and funded by Area Assembly</li> </ul> <p style="text-align: right;">Further Information:  <i>The AA Group Handbook</i> (pages 28-31)            Relevant AA brochures such as <i>Speaking at Non-AA Meetings</i>            Relevant AA Guidelines (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years
2 years	<b>Area Secretary</b>	<ul style="list-style-type: none"> <li>• Prepares agenda for Area Assembly in consultation with GSRs, DCMs and Assembly Chair</li> <li>• Arranges and coordinates Area Assembly, including inviting any special attendees</li> <li>• Records and circulates Assembly consensus to the Area Committee then the DCMs and Groups</li> <li>• Ensures GSO and CSO have current contact details for the Area</li> </ul> <p style="text-align: right;">Further Information:  <i>AA Guideline GL-05: Australian General Service Structure Simplified</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 5: The Area</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years

Minimum Desirable Sobriety	AA Service Role	General Duties	Suggested Rotation
2 years	<b>Area Treasurer</b>	<ul style="list-style-type: none"> <li>• Responsible for contributions</li> <li>• Pays expenses, including Conference levy installments</li> <li>• Accounts for all funds to Area Assembly (and through Assembly to the Groups)</li> <li>• Guards Area funds against foolish or extravagant outlays</li> <li>• Organises any fund raising, if necessary</li> <li>• As decided by Area Assembly, forwards any surplus funds to GSO</li> <li>• Hands on all records and arranges new bank account signatories before rotating off</li> </ul> <p style="text-align: right;">Further Information:  <i>Australian AA Service Manual, Treasurer Qualifications</i> (page 42) (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years
2 years	<b>Area Registrar</b>	<ul style="list-style-type: none"> <li>• Makes personal contact with as many Groups in the Area as possible</li> <li>• Encourages Group participation in General Service</li> <li>• Maintains a record of Group contacts for Area and GSO use</li> <li>• Keeps track of AA growth in the Area over time</li> </ul> <p style="text-align: right;">Further Information:  <i>Australian AA Service Manual: The Role of the Area Registrar</i> (page 54) (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>The AA Group Handbook</i>  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years
5 years	<b>Chair of Area Assembly</b>	<ul style="list-style-type: none"> <li>• Plans an agenda to progress service matters</li> <li>• Maintains order and objectivity in Area Committee and at Assembly with tact and tolerance</li> <li>• Leads members to substantial unanimity to take appropriate action</li> <li>• Instills a high interest in General Service</li> <li>• Monitors that all Area responsibilities are being fulfilled</li> </ul> <p style="text-align: right;">Further Information:  <i>Australian AA Service Manual, Section 5: The Area</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 12: Third Legacy Procedure</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	2 years

Minimum Desirable Sobriety	AA Service Role	General Duties	Suggested Rotation
5 years	<b>Area Delegate</b>	<ul style="list-style-type: none"> <li>• Acts in the best interests of AA as a whole at the Australian General Service Conference</li> <li>• Gathers Group advice about Topics to Conference and other matters of interest in the Area</li> <li>• Communicates to Groups on General Service matters and encourages their participation</li> <li>• With the assistance of the GSO, advises on the practical application of what the AA literature says about issues that may arise and shares experience from similar situations elsewhere</li> <li>• Attends Area activities where possible</li> <li>• Liaises with Delegates from adjoining Areas and GSO on matters that extend beyond the Area</li> <li>• Engages the Alternate Delegate to help wherever possible and keeps them informed, especially when rotating off</li> </ul> <p style="text-align: right;">Further Information:  <i>The AA Group Handbook</i>  <i>AA Guidelines</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 5: The Area</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 6: The Area Delegate</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 7: The Conference</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 10: The General Service Office</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Australian AA Service Manual, Section 12: The Conference Charter</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)  <i>Twelve Traditions</i> (Long Form) at <a href="http://www.aa.org.au">www.aa.org.au</a>  <i>Twelve Concepts for World Service</i> (available at <a href="http://www.aaservice.org.au">www.aaservice.org.au</a>)</p>	Up to 3 years
5 years	<b>Alternate Delegate</b>	<ul style="list-style-type: none"> <li>• Learns about General Service in preparation for rotating on as Delegate</li> <li>• Assists the Delegate and may stand in at Conference, if necessary</li> <li>• Serves on Area sub-committees or special projects</li> </ul> <p style="text-align: right;">Further Information: Same as Area Delegate</p>	Up to 3 years