



CSO Positions

Central Service Office (CSO)

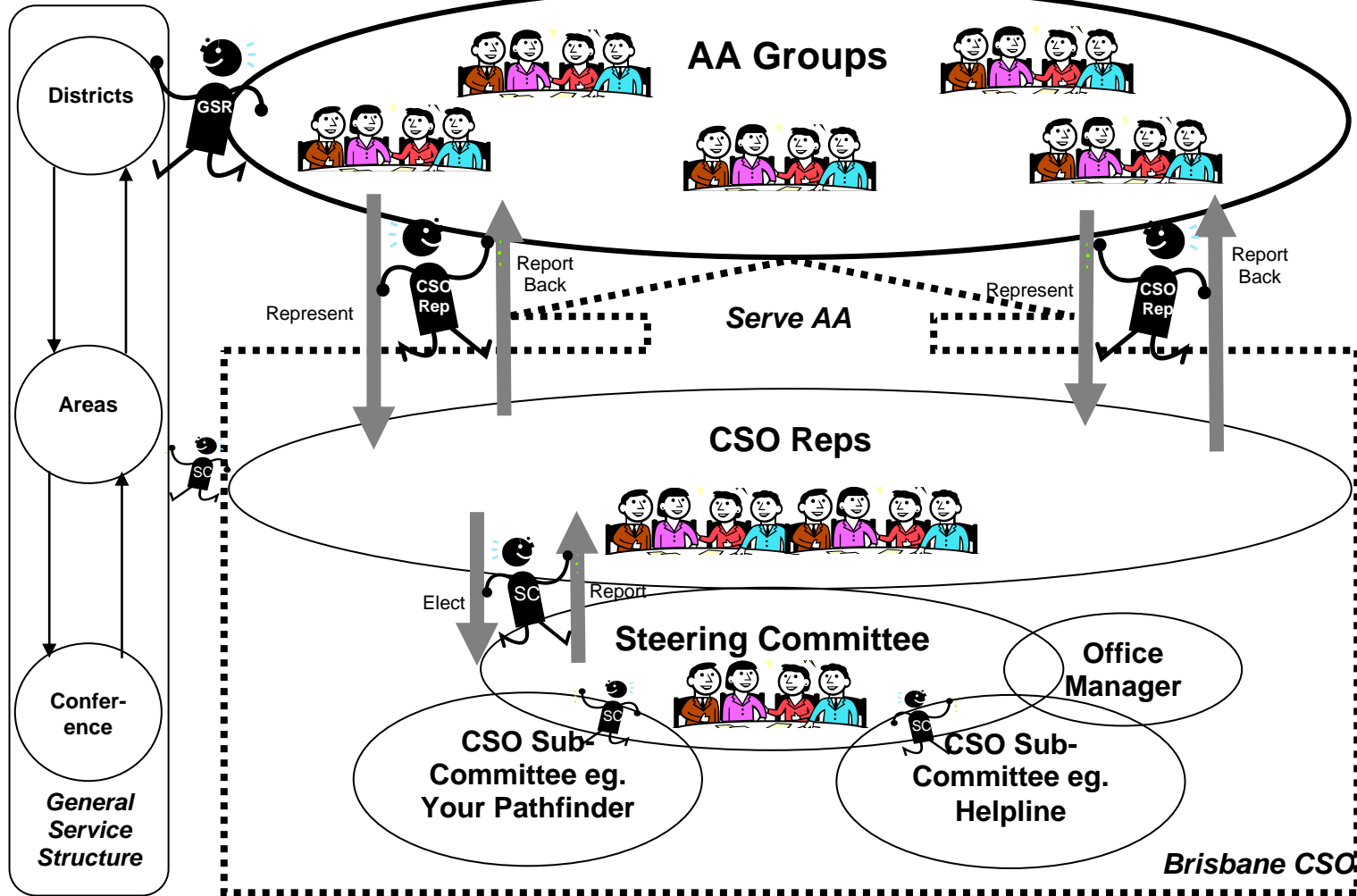
Position	Sobriety	Position Description	Term
CSO Reps - Central Service Office Representatives	One year	Represents group at meetings of Central Service Office [CSO]. May be a member of CSO working committees, e.g. PI / CPC, Treatment Facilities, etc. Reports to group on CSO affairs.	Two years
Office Manager / Secretary	If alcoholic, two years	A paid full or part time employee, who also acts as Secretary to the Committee.	No set time
Steering Committee Members:	Two years	Attend SC meetings on 1 st Monday of each month at CSO at 7pm & CSO Reps meeting every 3 months. Send apology & report if unable to attend. Become familiar with the relevant Traditions, Concepts & Guidelines.	Two years
Chairperson	Two years	<ul style="list-style-type: none"> • Chair monthly SC meetings & be available to chair CSO Reps meetings. • Be available to OM to answer non-routine inquiries & co-sign cheques. 	Two years
Treasurer	Two years	<ul style="list-style-type: none"> • Liaise with OM to ensure appropriate accounting practices are maintained • Make any necessary non-routine monthly entries to MYOB such as accrual provisions. • Prepare Annual Budget & report on Performance against Budget monthly. • Prepare Monthly Balance Sheet & Profit & Loss to report to each SC & CSO Reps meeting. • Monitor CSO financial performance eg. Liquidity / ability to meet financial obligations • Liaise with Auditor in preparing annual report. • Answer non-routine financial inquiries. 	Two years
Sub-committee Chairpersons:	Two years	<ul style="list-style-type: none"> • Attend & chair sub-committee meetings & give a written report to SC & CSO Reps of their activities. • Become familiar with the relevant Guidelines relating to your Sub-committee, & advise SC on policy. • Develop / co-ordinate / organise / present any useful workshops on their sub-committee area. • Recruit a replacement for your sub-committee position & be available for handover. 	Two years
Helpline Chair	Two years	<ul style="list-style-type: none"> • Develop & maintain the 12-Step Phone Roster (contact members re availability & update contact details), & develop roster schedule & distribute to volunteers & sub-committee diverters. • Co-ordinate Phone Committee roster of members to do daily diversion of 12-Step phone. • Develop & maintain the Contact List for members willing to do 12-Step follow-up. 	Two years
YP Chair	Two years	<ul style="list-style-type: none"> • Chair monthly meetings. • Liaise with steering committee & represent YP at relevant AA meetings (e.g. CSO Reps meetings). • Field non-routine inquiries / complaints re editorial content / other YP issues. 	Two years
PI / CPC Chair	Two years	<ul style="list-style-type: none"> • Prepare & mail out to Schools (& other institutions) inviting them to receive AA speakers. • Maintain roster of available AA speakers for Schools & other occasions. • Co-ordinate dates, times & speakers with responses to mail-out (+ any other requests). • Liaise with Area / District PI/CPC, to ensure co-operation & prevent duplication / omission. • Respond to PI inquiries passed on from OM • Co-ordinate speakers for radio interviews. 	Two years

Position	Sobriety	Position Description	Term
TF Chair	Two years	<ul style="list-style-type: none"> • Liaise with Groups to maintain list of group activities & meetings in TF. • Liaise with TF to determine current activities & identify needs & advertise these to groups. • Answer TF inquiries from Groups / TF. • Develop sub-committee / roster of available members / groups to do TF 12-Step work. • Liaise with any Area / District TF work. 	Two years
Fundraising Chair	Two years	<ul style="list-style-type: none"> • Organise Fund-raising activities through organising sub-committees. • Liaise with Groups / District / Area in regards to staging such events. 	Two years
Sub-Committee Members:			
Helpline Co-ordinator	2 years	<ul style="list-style-type: none"> • Attend Helpline committee meetings • Divert helpline when rostered for 2 weeks each night & weekend mornings & afternoons. • Assist Helpline Chair & OM with maintaining volunteer roster & replacing Vacancies 	Two Years
YP Editor	2 years	<ol style="list-style-type: none"> 1. Receive articles, stories, letters, events, meeting changes, humour, etc. 2. Securely maintain collection of YP info, including 'filler' material. Securely back-up all computer files. 3. Select content for month, insert into <i>MS Word</i> document & format content (headings, fonts etc.) 4. Present suggested content for upcoming issue to committee for approval. 5. Send draft to CSO for insertion of Meetings List. 6. Final edit of the magazine (approved by committee). 7. Send <i>MS Word</i> file to the printer. 8. Receive and respond to phone messages, faxes & e-mails, re-route to the relevant person. 	Four Years
YP Treasurer	2 years	<ol style="list-style-type: none"> 1. Keep the accounts: collect dockets, bills, and receipts etc. & record info in <i>MYOB</i>. 2. Print the bills & reminders for overdue subscriptions, forward to Distribution Officer. 3. Write the receipts & cheques e.g. Postage, Printing, Phone. Arrange approval & signing. 4. Prepare annual budget for Your Pathfinder, including expected sales & cost of production. 5. Liaise with CSO Committee regarding finances. 6. Prepare end-of-year financial statement for CSO audit. 7. Maintain list of subscribers including: name, address, number copies, renewal / paid-up date. 8. Report to committee, # of subscribers, list of arrears, follow-up, and cancellations. 9. Collect mail from PO Box & distribute to relevant committee member. 	2 years
YP Secretary	1 Year	<ol style="list-style-type: none"> 1. Co-ordinate & minute monthly meetings. 2. Write up minutes, incorporating committee reports. 3. Distribute minutes & agenda to committee members before next meeting. 	2 years
YP Promotions	1 Year	<ol style="list-style-type: none"> 1. Maintain YP promotional material including subscription forms, signs, sample packs, and recent YP magazines. Keep supply of current YP to take to meetings. 2. Arrange beforehand with function organisers for permission to have YP table at event. 3. Where possible and convenient, attend AA meetings, weekends, conventions and other functions. 4. Manage / roster YP table to sell magazines, etc. Collect payments securely and forward to Treasurer with record of sales. 5. Develop and implement approved strategies for promoting YP & increasing subscriptions. 	2 years

Position	Sobriety	Position Description	Term
YP Envelopes	1 Year	<ol style="list-style-type: none"> 1. Receive <i>MYOB</i> customer card file from Treasurer. 2. Convert <i>MYOB</i> card file to <i>MS Excel</i> spreadsheet and create Envelope <i>MS Word</i> file. 3. Print Envelopes. 4. Deliver envelopes to Distribution officer. 	2 years
YP Distribution	1 Year	<ol style="list-style-type: none"> 1. Pick up magazines from Printer. 2. Insert the bills, receipts and fliers into YP magazines. 3. Insert YP magazines in envelopes, taking care with quantity (1 or 2). 4. Complete Print Post Form. 5. Deliver & lodge envelopes & print post form at Post Office & pay postage. 	2 years
YP Webmaster	1 Year	Maintain website including up-to-date meetings list, contact details and relevant links.	2 years
PI Co-ordinator	2 Years	Assist PI Chair to organise speakers for schools	
TF Roster Co-ordinator	1 Year	Usually done by Groups	
Other CSO Volunteers:			
Helpline Volunteer at CSO	6 months	Answer Helpline for a 4-hour shift each week either 10am to 2pm or 2pm to 6pm.	N/A
Helpline Volunteer from Home	1 Year	Answer Helpline once every six weeks when rostered from their home either 6pm to 10pm weeknights, or 10am-4pm / 4pm to 10pm weekends.	N/A
Helpline Contact List	1 Year	Be available to take 12 step calls from helpline; speak to a caller & if possible assist them to get to a meeting in their area.	N/A
YP Helpers		Assist stuffing envelopes, mailing, promoting, & selling YP.	N/A
PI / CPC Speaker for Schools	1 Year (6 months if with a 5 year+)	Be available to speak at schools, universities & other institutions.	N/A
TF Visitor / Speaker	1 Year (HADS)		N/A

1. In line with Position Rotation suggested in Tradition 2 & 9, we try to avoid exceptions to the Terms of Positions.
2. Regular attendance at Sub-Committee meetings is a part of the position description. Members who miss 3 meetings in a row are asked to state their intentions about continuing in the position.
3. As with all forms of service work with CSO, Your Pathfinder is staffed by active AA members doing service as part of their recovery program in AA. Your Pathfinder service work is not available to people who are no longer attending AA. We do not police whether people attend AA or not, so we rely on them to voluntarily inform us if they are no longer active in AA. Serving on Your Pathfinder cannot be their only contact with AA.

Central Service Office (CSO) Brisbane Structure



AA Groups

An A.A. Group that supports & wishes to participate in the pursuits of the objects of the CSO may register as a registered Group with the CSO.

Brisbane CSO

To assist the expansion & development of AA in the CSO's area of responsibility in Queensland in accordance with the Traditions & Concepts of AA;

(b) To co-ordinate the activities of AA Groups & Committees to give adequate & fitting expression to the collective group conscience.

Membership of the CSO shall consist of two classes (a) CSO Reps; & (b) Steering Committee Members.

CSO Reps

CSO Reps qualified for membership shall be appointed by an AA Group, such Group being duly registered in the books of the CSO as a registered & participating Group. Provided however that any registered AA Group may have only one appointee serving as a CSO Rep at any time. CSO Reps has a quorum of 20 & meet **quarterly**.

Steering Committee (SC)

Steering Committee Members shall comprise nine (9) members elected to the SC at a CSO Reps Meeting when they shall cease membership as a CSO Rep. SC shall have the general control & management of the administration of the affairs, property & funds of the CSO. SC has been so created to serve the fellowship and not to govern SC has a quorum of 5 & meets **monthly**.

Office Manager (OM)

The Office Manager shall be a suitable person approved by the SC & employed or engaged in such capacity, & shall have the same voting rights at the SC meetings as elected members.

Sub-Committees

The SC may delegate any of its functions to a sub-committee consisting of such persons as the SC thinks fit. Any such sub-committees shall include not less than one member of the SC who shall provide liaison between such sub-committee & SC. Sub-committees usually meet **monthly**.

(From CSO Brisbane Inc. Constitution)