

Group Service Positions

Group Representative (GR)

The Group Representative represents the group at district and area assembly meetings where groups share information of importance. This entails a monthly district meeting (usually the first Saturday of the month) and two area assemblies (one in the spring and one in the fall).

It is the group's responsibility to pay the GR's expenses to area assemblies. The GR also serves as the representative for the Forum, Al-Anon's monthly magazine.

Requirements: Willingness and ability to make the commitment. Preferably someone with a basic knowledge of the Al-Anon program. The Group Representative serves for three years.

Restrictions: The Group Representative may NOT be a member of Alcoholics Anonymous.

Alternate Group Representative

The Alternate Group Representative represents the group at the Information Service meetings. The AIS usually meets once a year and twice on the third year. The Alternate GR also fills in for the GR if the GR is unable to be at a meeting or replaces the GR if the GR has to step down for any reason.

Requirements: Willingness and ability to make the commitment.

Restrictions: The Alternate GR may NOT be a member of Alcoholics Anonymous.

Program Chairperson

Plans the meetings, arranges for speakers and prepares the agenda. The Program Chairperson basically is responsible for making sure that there is someone to chair the meeting each week.

This can be done by asking people one on one, or by passing a calendar and asking for volunteers.

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be Group Program Chairperson.

Treasurer

The treasurer passes the basket at the meetings and collects the money. The Treasurer keeps and disburses the money as determined by the group. The Treasurer also submits regular financial reports to the group and pays the group's expenses.

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be Group Treasurer.

Secretary

The Secretary handles the group's correspondence and takes minutes at the business meetings. The Secretary also notifies WSO of any changes of the group and/or GR mailing address. The Secretary also maintains the group's telephone list and makes the weekly announcements not made by the GR.

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be Group Secretary.

Literature Chairperson

The Literature Chairperson orders and maintains a sufficient amount of Conference Approved Literature to supply the groups needs. The Literature Chairperson also sells the literature at the meetings.

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be Group Literature Chairperson.

Group Service Positions - continued

Phone List

This person maintains a list of the members of the group who wish to have their name on the group's phone list. The list should be passed around at least once a month to maintain accuracy, and to add members who wish to be on the list. Copies of the list should be made available for members to pick up at the meeting. The information on the list usually includes columns for: first name and last initial, telephone number, cell phone number, and e-mail address. A member may provide as much information as they are comfortable with.

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can maintain the Telephone List.

Medallions

This person maintains the list of the anniversary dates of the group's members. The medallion book should be passed around for members to enter their years in Al-Anon, if they wish to celebrate their anniversary and receive a medallion. On anniversary night, this person will also ask the celebrants who they want to present their medallion to them. This person is also responsible for ordering medallions and making sure we have the corresponding years available.

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can maintain the Medallion Book.

Greeter

This person helps set up the meeting and greets newcomers and regular members. (Great way to get lots of hugs).

Term of service to be determined by individual group.

Requirements: Willingness and ability to make the commitment.

Restrictions: None. Any Al-Anon member can be the Greeter.