

Below is a list of positions in both General Service and Intergroup that will be presented and discussed. The Order of presentation by night is at the very bottom of the list. We hope you'll join us and get involved!

### RCGS Positions

**General Service Representative (GSR)**- One of the most important roles in AA!

- Supports the connection between the group and the Area as well as AAWS. Attend monthly Rockland County meetings and Area assemblies, over a period of two years, has the potential to learn the workings of the AA Service structure.
- An active GSR report to the group problems and solutions that could affect the Unity, Health and Growth of AA. Keeping the group informed and bringing the group conscious to the district is a vital communication

### **DCMC**

- An essential link between the GSR's and the Area delegate.
- As Chair of the district, made up of the groups GSR, the DCMC is exposed to Rocklands conscience and passes that thinking on to the delegate.
- 4-5 years of continuous sobriety is suggested. Sets up the communication for AAWS Conference topics, keeps in touch with Alternate DCMC and refers to SENY by-laws as needed

### **Alternate DCMC**

- Backup to the DCMC should they resign or is unable to serve, the alternate steps in.
- Alternate is encouraged to assist, participate and share in the DCMC responsibilities. They should have 4+ years of continuous sobriety.

### **Treasurer**

- Attends monthly district meetings giving a detailed report of activities for the previous month as well as any anticipated activity.
- Maintains a group donations spreadsheet and district expenses.
- Treasurer is not responsible to determine the appropriateness of funds and will seek guidance from the DCMC or the body. They should have 4+ years of continuous sobriety.

### **Secretary**

- Records and sends drafts of the minutes of RCGS DCMC and prepares copies for the groups so as to accept for the record. They should have 2+ years of continuous sobriety.

### **Literature Chair**

- Should become familiar with MG 9 AA Guidelines for Lit Chairs.
- Keeps account of orders and monies, provide information and forms to groups. They order literature for Groups, Service Committees and individuals only from AA.org. They should have 3+ years of continuous sobriety.

### **Grapevine**

- Sells GV literature and is available for county events.
- Maintains and keeps inventory stock, purchases and sales and passes monies to district treasurer. They should have 2+ years of continuous sobriety.

### **Technology and Communication Officer**

- A new position and the intent is to make available to any officer or group a point of contact for computer or technology assistance.
- Must be computer literate, this is a technical position.

- Register with TIAA/forum.org and must receive approval of officers prior to any communication to the district. They should have 4+ years of continuous sobriety.

### **General Service Intergroup Liaison**

- Attends all county meetings and has a vote with General Services, has a voice but no vote at Intergroup.
- Reports back to RCGS of all old business- discussions and debates are not part of the report. Is under no obligation to answer questions that may need verification or accuracy.
- Coordinates with SENY Liaison so both reports are accurate and complete. They should have 2+ years of continuous sobriety.

### **Accessibilities**

- Registers with SENY committee.
- They should become familiar with workbook and related literature available at AA.org.
- Creates a list of priorities and picks 1-2 project ideas and focus on these goals. Communicates and cooperates with other county committees.
- Submits requests for budgetary items to perform 12<sup>th</sup> step work based on approved budget line. They should have 4+ years of continuous sobriety.

### **CPC**

- Provides a clearing house of information to the district for professionals who have contact with alcoholics.
- They should become familiar with workbook and related literature available at AA.org.
- They should find productive and creative ways to cooperate without affiliation with professionals. They should have 4+ years of continuous sobriety. Communicates and cooperates with other county committees.

### **Archives**

- Collect and store historical data pertinent to the county. Displays archives at County events. They should have 2+ years of continuous sobriety

AD HOC have no vote with RCGS these are service positions created as needed. Spiritual Breakfast, the Alcathon and workshops fall within this category.

### **Why is Service work important?**

AA is organized around the 12 traditions which are based on the hard-won experience of our early Fellowship and relies a great deal on members service work. Local service positions IGR, GSR help keep the home group aware of what is going on in AA.

### **Why is Service work Important for the individual?**

Service work helps individuals stay sober. It does this in several ways, not the least of which is offering a sense of connection to other alcoholics because it requires us to interact with other parts of group, local, or area service structures. It also offers a sense of responsibility when the individual is entrusted with a specific service position.

## Intergroup Positions (Positions in red/asterisked are up for election for 2021)

### Intergroup Representative

- Elected by your home group- length of service and suggested length of continuous sobriety vary by group
- Meets monthly (first Tuesday of the month from 8-9pm)
- Votes on intergroup matters
- Takes notes and brings back information to their home group

### Public information Committee Chairperson

- Two-year commitment with *suggested* continuous sobriety of two years.
- Maintain a Speaker Bureau roster for speaking at non-alcoholic groups and arrange speaking engagements.
- Maintain a post office box for mail inquiries.
- Assist press and other public media in the development of publicity about A.A., in keeping with the Twelve Traditions
- Cooperate but not affiliate with other with other community agencies in dealing with the alcoholic.

### \*\*\* Answering Service Chairperson

- One-year commitment with *suggested* continuous sobriety of five years. Also serves as Alternate Intergroup Chair and rotates into the position of Intergroup Chairperson after one year.
- Maintain the telephone vendor, so that inquiries about A.A. can be passed on to A.A. members who have volunteered for 12- Step calls.
- Provide "12-Step Lists" consisting of A.A. volunteers from A.A. groups within Rockland County
- Arrange a schedule for all Rockland County A.A. groups that participate.
- Serves Rockland County Intergroup Association of Alcoholics Anonymous as the Alternate Chair Person.

### \*\*\* Secretary

- Two-year commitment with *suggested* continuous sobriety of five years.
- Keep the minutes of the meetings and present them at the next business meeting
- Email meeting minutes out to IG representatives
- Maintain a roll of membership.
- Send copies of approved minutes to the Web Master for posting on our Web Site

### Treasurer

- Two-year commitment with *suggested* continuous sobriety of five years.
- Receive and deposit all funds.
- Pay bills and provide checks to committee chairs as funds are needed
- Maintain the IG post office box.
- Maintain an up-to-date spreadsheet documenting incoming and outgoing funds; present a report at monthly intergroup meetings

### \*\*\* SENY Liaison

- Two-year commitment with *suggested* continuous sobriety of five years.
- Attend monthly Rockland County General Service meetings, General Service assemblies, mini-assemblies, and district and/or committee meetings. Present a monthly report to Intergroup

### Bookers Exchange Chairperson

- Two-year commitment with *suggested* continuous sobriety of two years.
- Facilitates quarterly exchange meetings (March, June, September, and December) for groups to book speakers. Notifies all groups in Rockland county of any changes to this cadence.

### \*\*\* Meeting List Chairperson

- Two-year commitment with *suggested* continuous sobriety of two years.
- Will partner with the webmaster to maintain an accurate and up-to-date list of all meetings in Rockland County.
- Responsible for the printing and distribution of meeting lists

### \*\*\*Hospitals and Institutions Chairperson

- Two-year commitment with *suggested* continuous sobriety of two years
- Establish and maintain contacts in Rockland County institutions (hospitals and rehabilitation centers, in- and out-patient)
- Facilitate meetings in said institutions by overseeing a monthly Booking exchange where all AA groups in Rockland county are encouraged to attend
- Provide literature (books and pamphlets) for said institutions within the constraints of the committee's monthly budget

### \*\*\*Women's corrections chairperson

- Two-year commitment with *suggested* continuous sobriety of two years
- Establish and maintain contacts in Rockland County Jail in New City, NY
- Maintain weekly meetings in the Rockland County Jail, currently on Mondays and Wednesdays
- Provide chair persons and literature on a weekly basis

### Men's corrections chairperson

- Two-year commitment with *suggested* continuous sobriety of two years
- Establish and maintain contacts in Rockland County Jail in New City, NY
- Maintain weekly meetings in the Rockland County Jail, currently on Mondays and Wednesdays
- Provide chair persons and literature on a weekly basis

### \*\*\*Share-a-day Co-chairperson

- Two-year commitment with *suggested* continuous sobriety of two years
- Elected each year and serves as co-chair then rotates in to the chairperson positions the following year
- The committee arranges an annual special meeting with panels, meetings, and/or workshops to provide an opportunity for Rockland and surrounding AA group members to come together.

### Service committee chairperson

- Two-year commitment with *suggested* continuous sobriety of two years
- Maintain contacts in Rockland County AA groups to foster their participation in Intergroup, advise groups them of Intergroup's function, and the need for groups' participation
- At the request of local groups, attend business meetings to explain Intergroup's roll and importance in the health of Rockland County AA

### Webmaster

- Two-year commitment with *suggested* continuous sobriety of five years.
- Maintain the Rockland County AA website at [www.rocklandnyaa.org](http://www.rocklandnyaa.org). Keep all information up to date and in keeping with the AA traditions.

### \*\*\*Young Person's Liaison

- Two-year commitment with *suggested* continuous sobriety of two years.
- Responsible for sourcing and disseminating information on AA events occurring in the tri-state area
- Partner with and maintain on-going contact with any/all new YP meetings in Rockland County

### \*\*\*Bridging the Gap

- Two-year commitment with *suggested* continuous sobriety of two years.
- Maintains a list of volunteers to assist in getting AAs to their first meeting.
- Coordinates with the Hospitals and Institutions committee to maintain contacts and good relations with local jails and rehabilitation centers.
- For more information, see [https://www.aa.org/assets/en\\_us/aa-literature/p-49-bridging-the-gapbetween-treatment-and-aa-through-temporary-contact-programs](https://www.aa.org/assets/en_us/aa-literature/p-49-bridging-the-gapbetween-treatment-and-aa-through-temporary-contact-programs)

Any questions prior to the workshop can be addressed to [rcichair@aarockland.org](mailto:rcichair@aarockland.org).

The following positions will be presented on Wednesday night (October 7):

General Service Representative	Intergroup Representative
Treasurer	Hospitals and Institutions
Technology and Communications	Grapevine
SENY Liaison	Intergroup Liaison

The following positions will be presented on Thursday night (October 8):

DCMC	Intergroup Chair
Answering Service	Alternate DCMC
Secretary	Bridging the Gap
Literature	CPC
Accessibilities	Archives
Meeting List	Women's Corrections
Share-a-day co-chair	Young Person's Liaison