

## Guidelines for Group Service Positions

“For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” - Our Second Tradition - C.A. groups may create such service positions, as they deem necessary to carry on the group functions with such job duties and sobriety requirements, as they feel appropriate. **See below suggestions:**

<p><b>Group Service Representative (GSR)</b></p> <p><b>Suggested:</b> 1 year Term: 1 year sobriety</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Ensure Traditions are followed within the Group.</li> <li>2. Facilitates business meetings.</li> <li>3. Keep up-to-date record of group conscience decisions.</li> <li>4. Keep a record of committee members' election date.</li> <li>5. See that the responsibilities of the other Group servants are met.</li> <li>6. Liaise between the Group, District/Area.</li> <li>7. Reads communications from the District/Area.</li> <li>8. The Group is autonomous to create a private closed social media platform to communicate on.</li> <li>9. Be a Responder to the local District/Area CA Helpline.</li> </ol>	<p><b>Secretary</b></p> <p><b>Suggested:</b> 1 year Term: 6 months sobriety</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Facilitate the meeting.</li> <li>2. Follow the format in accordance with the group conscience.</li> </ol>
<p><b>Group Treasurer</b></p> <p><b>Suggested:</b> 1 year Term: 1 year sobriety Gainfully employed and/or financially solvent.</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Collects 7th Tradition donation.</li> <li>2. Keeps an accurate records of incoming and outgoing monies e.g. donations/expenses. (See the group treasury guidelines from CA London Area).</li> <li>3. Gives financial updates to the Group regularly e.g monthly business meeting.</li> <li>4. Pays all Group expenses e.g. rent, ea/coffee/literature &amp; maintain communication with venue letting officer.</li> <li>5. Passes donation to the District.</li> </ol>	<p><b>Group PI Liaison</b></p> <p><b>Suggested:</b> 1 year Term: 6 months sobriety</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Familiarise yourself with PI guidelines and C.A. 12 Traditions.</li> <li>2. Act as a liaison between your Group and your local PI committee at District.</li> <li>3. Actively support your group by placing literature / posters in your meeting venue / local area on regular basis.</li> <li>4. Keep group members informed of upcoming PI activities and opportunities for service.</li> </ol>
<p><b>Group Literature</b></p> <p><b>Suggested:</b> 1 year Term: 1 year sobriety</p> <p><b>Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Familiarise yourself with literature available: leaflets, books, key rings etc.</li> <li>2. Carry out monthly stock take &amp; provide update report at monthly business meeting.</li> <li>3. Order literature from District/Area in accordance with the group conscience.</li> <li>4. Collect literature order and display at each meeting.</li> <li>5. Announce literature availability during meeting &amp; assist interested fellows with literature needs/questions.#</li> </ol>	<p><b>Tea Person</b></p> <p><b>Suggested:</b> 1 year Term: sobriety not required</p> <p><b>Duties and Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Ensure adequate tea, coffee, milk, biscuits available.</li> <li>2. Purchase as required providing a receipt to the Group Treasurer.</li> <li>3. Arrive timely to set up and prepare refreshments for attendees.</li> <li>4. Ensure hired kitchen facilities are left clean/tidy.</li> </ol>
<p><b>For further guidance see: Being a GSR, The 7th Tradition, Being of Service and World Service Manual.</b></p>	

