

Serenity Group Service Positions

Job Descriptions

Per group conscience approval Oct 19, 2020 all positions will begin in January and be held for one year, with the exception of Treasurer and GSRs, who serve for two years. AA's "spirit of rotation" suggests trusted servants will leave positions open after serving for a period set by the group conscience. A Serenity home group member may serve in multiple positions over time, non-concurrently. It is suggested in AA that an AA member serves, and votes, in only one AA group, designated as their "homegroup".

All positions require a period of 6 months continuous sobriety, and regular attendance at monthly Serenity group conscience meetings, either in-person or online. Any further questions please email ginnymerc@gmail.com – welcome to all who want to be part of the service group at Serenity!

in- **To stand for a position**, simply show up at the group conscience on Monday, Nov 22, at 7:10 – either person at the club or online – and raise your hand when the position comes up. You will be asked to give your sobriety date and mention any AA service you have done in the past – if you have a particular interest in the position, mention that. **The only requirement is 6 months sobriety and an interest in service.** Most positions call for very little time commitment but do include attendance at group conscience and willingness to participate. Service at your home group is a great way to feel connected and useful and helps strengthen the group overall. No position requires you to know everything or manage responsibilities alone – **we're in this together.**

Chairperson: Serenity home group member, ideally having served in another group position previously, with at least 6 months sobriety and regular attendance at Serenity meetings. Duties include presiding over monthly group conscience meetings, preparing agenda with the co-chair based on previous GC minutes and any current issues that need addressing by the group. Recommended thorough knowledge of AA Traditions

Co-chairperson: Serenity home group member with at least 6 months sobriety and regular attendance at Serenity meetings. Duties include attendance at monthly group conscience meetings, working with the chairperson to prepare agendas, and assisting chairperson in whatever is needed. Recommended thorough knowledge of AA Traditions.

Parliamentarian/Historian: Utilizes a thorough knowledge of Robert's Rules of Order to assist in ensuring an orderly and fair discussion of the group's business. In addition, the position requires a strong interest in learning the group's history in terms of past decisions and practices.

The position of Parliamentarian/Historian was approved by Group Conscience on June 21, 2021

Group Service Rep: Serenity home group member with at least 6 months sobriety. Duties include attendance at monthly District 31 committee meetings as well as monthly Serenity group conscience meetings, in addition to Area Assemblies Q3 months, where the GSR votes on behalf of Serenity group. The GSR develops a thorough knowledge of AA Traditions & Concepts and is available for reference when group members have questions regarding AA matters. The GSR serves as communication link between the group and the District/Area, and serves for 2 years, January to December 31 corresponding to the Area elections. (Currently serving: Kristi N, through Jan 2023)

Alternate GSR: Serenity home group member with at least 6 months sobriety. Duties include attendance at monthly District 31 meetings and quarterly Area assemblies, as well as monthly Serenity group conscience meetings. The alternate GSR assists the GSR and learns the role, rotating into the primary position when it becomes open. Customarily serves 2 years as alternate followed by 2 years as GSR. (Currently serving: Andrew B, through Jan 2023)

Treasurer: Serenity home group member with at least 2 years sobriety and experience in AA service, with a background in financial organization and basic knowledge of accounting. The treasurer is responsible for collecting all 7th-tradition envelopes and other contributions including electronic methods, keeping clear and accurate records of all accounting and bank deposits. The treasurer will attend all Serenity group conscience meetings and present a current report of bank balance & expenses, will pay the customary percentage of collections to the SMCAF for group rent, and will disburse any excess funds after maintaining the \$5500 prudent reserve per group conscience approval. Any non-routine expenses must be approved by group conscience before payment. The treasurer may work with a co-treasurer who will assist as determined by the treasurer, and both will serve for 2 years. (Currently serving: Greg B and Crystal B, through Jan 2023)

Secretary: Serenity home group member with at least 6 months sobriety, the secretary attends all monthly group conscience meetings and records the minutes clearly and accurately. Minutes will be submitted to the Chairperson & other officers for review and will be posted on the Serenity website after approval. In addition, the secretary works with the Literature chair to prepare for monthly birthday night, ensuring the required chips and certificates are available for celebrants.

Intergroup Rep: Serenity home group member with at least 6 months sobriety, the Intergroup rep attends bi-monthly Intergroup delegate meetings (3rd Thursday of even-numbered months @7:30 pm). In addition, the rep will attend all monthly Serenity group conscience meetings and report Intergroup activities as they come up. The Intergroup rep communicates any changes in the Serenity group meeting schedule to ensure accuracy.

Literature Chair: Serenity home group member with at least 6 months sobriety, the literature chair maintains a current inventory of AA books and pamphlets, keeps a regular inventory of AA chips, and works with the secretary to ensure certificates and chips are available for each birthday night. The literature chairperson will attend all monthly group conscience meetings and will submit requests for purchases to the group.

Treatment Facilities Committee Rep: Serenity home group member with at least 6 months sobriety, the TFC rep attends all Area TFC meetings and learns how other groups connect with AA treatment facilities in their groups' areas. In addition, the TFC rep attends monthly Serenity group conscience meetings to report Area activities and other groups' events, or projects related to treatment centers.

Correctional Facilities Committee Rep: Serenity home group member with at least 6 months sobriety, the Correctional Facilities Committee rep attends Area CFC meetings and demonstrates an interest in facilitating AA in correctional facilities. The CFC rep will attend all monthly Serenity group conscience meetings and report Area activities and events, in addition to informing the group of any volunteer opportunities in corrections.

Cooperation with the Professional Community/Public Information Rep: Cooperation with the Professional Community rep works with the Area CPC committee and the District 31 CPC committee if active to promote education regarding AA among professionals such as counselors, teachers, physicians, parole officers, and the like. The Public Information rep likewise works with the Area PI &/or District 31 committee, promoting educational events that inform the public about what AA is. These two committee reps are often combined, as they serve similar functions

Grapevine Rep: Serenity home group member with at least 6 months sobriety, the Grapevine rep provides information to the group about Grapevine subscriptions and publications, increasing AA members' awareness of the Grapevine overall.

Group/Club Liaison: Serenity home group member with at least 6 months sobriety, the group liaison attends monthly club board meetings and group conscience meetings, to facilitate communication between the two entities. Five positions are available.

Webmaster: Serenity home group member with at least 6 months sobriety and a strong knowledge of computer design, the webmaster will maintain the serenitywoodlands.com website.

Serenity Online Team Chair and Co-Chair: Coordinate all activities related to Serenity Online Team (SOT) and Zoom meetings including schedules, chairpersons, training, documentation, and administration of the Zoom group account. Facilitate discussions and decisions affecting the online meetings through the SOT and participants and bring issues that impact Serenity as a whole to Group Conscience for informed decision making. Support in-room and hybrid events with the required AV equipment and processes aligned with the AA tradition of anonymity. Partner with the Serenity webmaster and GSR to maintain email accounts, publicly available meeting schedules and URL's on external websites.

A reasonable working knowledge in administering Zoom or similar SaaS software and related collaboration tools is recommended for either the SOT Chair, Co-Chair or 1-2 SOT members.