

Alpharetta Group Trusted Servant Positions

Chairperson:

Sobriety Requirement: 3 Years

Length of Term: 1 Year

Duties:

- Chair Group Conscience meetings
- Appoint interim replacements for any trusted servant who resigns or otherwise leaves the office until an election can be conducted

Secretary:

Sobriety Requirement: 3 Years

Length of Term: 1 Year

- Record & post minutes of Group Conscience meetings
- Post what CG is going to vote on next month on the white board in the front of the toom
- Maintain White Board in back of room.
 - Post info for current month and coming month GC meetings.
- Remove all announcements other than CG related announcements from front of room. New meetings at other locations and other announcements may be place on the left bulletin board.
- Maintain supply of Alpharetta Group Meeting schedules by door.
- Maintain Group Conscience email list. This includes, but is certainly NOT limited to the trusted servants.

Treasurer:

Sobriety Requirement: 3 Years

Length of Term: 2 Years

- Pay expenses for group in a timely manner
- Reconcile checking/savings accounts with statements
- Track/Maintain receipts
- Provide monthly report of expenses/income to Group Conscience
- Make quarterly and annual contributions to recommended AA levels when appropriate
 - Historically we have given \$900 quarterly. Also, we donate whatever amount we have in excess of our prudent reserve at the end of the year.
 - Allocation of contributions:
 - 35% to Atlanta Central Office
 - PO Box 1215
 - Atlanta, GA 30301
 - 4045253178
 - 30% to GSSA
 - PO Box 7325
 - Macon, GA 31209
 - 20% to GSO NY
 - PO Box 459
 - Grand Central Station
 - New York, NY 10163
 - 212-870-3400
 - 10% to GA prepaid

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- PO Box 7325
- Macon, GA 31209
- 5% to Zone
 - District 13
 - PO Box 14986
 - Atlanta, GA 30324
- Participate in monthly group conscience meetings

GSR:

Sobriety Requirement: 3 Years

Length of Term: 2 Years

Alternate GSR:

Sobriety Requirement: 3 Years

Length of Term: 2 Years

Collections

Sobriety Requirement: 3 years

Length of Term: 1 Year

- Retrieve envelopes from safe at least once a week
- Check to ensure all scheduled meetings have an envelope. Report missing envelopes to Group Conscience
- Sort and organize collections and deposit into Wells Fargo Account
- Bill Counter will be provided

Intergroup Rep:

Sobriety Requirement: 6 months

Length of Term: 1 Year

Alternate Intergroup Rep:

Sobriety Requirement: 6 months

Length of Term: 1 Year

Literature:

Sobriety Requirement: 6 months

Length of Term: 1 Year

- Maintain Books (Order and Stock)
- Each week check the literature display case. Ensure at least two copies of each book are available.
- Each week check the pamphlet display and replenish as needed
- Literature is stored in the lock cabinet in the closet.
- Binder in cabinet with list of literature available to order. Cost and price are located on the sheet
- New comer packs are in the cabinet. Make sure there is an ample supply in the bookcase in main room
- Hard cover Big Books are for sale. Also needs to be copies available for meetings. Group copies are in the mild create.
- Books can be ordered by calling Central Office

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- 404-525-3178.
- Our group number is AG007
- Books ship directly to literature person
- Bill is sent to treasurer

Books to always have in stock (at minimum):

- AA Comes of Age
- Alcoholics Anonymous (The Big Book)
- As Bill Sees It
- Came to Believe
- Daily Reflections
- Dr. Bob and the Good Ol' Timers
- Living Sober
- Pass It On
- Sermon on the Mount
- The Twelve Steps and Twelve Traditions (12&12)
- Twenty-four Hours a Day

Cleaning:

Sobriety Requirement: 6 months

Length of Term: 1 Year

Grapevine:

Sobriety Requirement: 6 months

Length of Term: 1 Year

- Order and Stock Grapevines
- How many do we order each month

Chips:

Sobriety Requirement: 6 months

Length of Term: 1 Year

Chips

- Every 3-5 days check chip caddies in both large and small rooms and replenish
- White chips and Visitor Chips usually need to be refilled once a week
- Additional chips can be ordered by calling Central Office-404-525-3178. Our group number is AG007. Chips ship directly to chip person, bill is sent to treasurer.
- Visitor Chips must be ordered from independent company
- Custom Imprint-Strongsville, OH 440-238-4488. Minimum order is 300, must pay with credit card.

Anniversary Medallions-Supply Box

- Every 10 days check anniversary board-note name and number of years
- Put anniversary medallion in plastic bag, place sticker with member name and anniversary number on top of bag. Place in box at leaders table
- All anniversary chips must be completed by birthday meeting, last Friday of month

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- Additional chips can be ordered by calling Central Office-404-525-3178. Our group number is AG007. Chips ship directly to chip person, bill is sent to treasurer.
- Keep a supply of at least 10 chips for years 1-10, other years order as needed
- Once a quarter look in box and see if any chips have not been picked up and return to supply box

Supplies:

Sobriety Requirement: 6 months
Length of Term: 1 Year

Building/Facilities:

Sobriety Requirement: 6 months
Length of Term: 1 Year

Sunday night Speaker Meeting:

Sobriety Requirement: 6 months
Length of Term: 2 persons, six months each (Nov-April, May-Oct)

- Chair Speaker Meeting every Sunday evening at 7:00
- Line up speaker for the meeting each week

Birthday Meeting

Sobriety Requirement: 6 months
Length of Term: 1 Year

- Chair Birthday meeting the last Friday of every month
- Line up speaker for Birthday meeting

Corrections

Sobriety Requirement: 6 months
Length of Term: 1 Year

- The Corrections Chairperson ("CC") for Alpharetta Group/AA is a year long service position which is an elected position after nomination and agreement to serve. Sobriety requirements are as outlined in the Alpharetta Group's Service Manual. In addition, such person should be cognizant of the 10th, 11th, and 12th Traditions and willing to honor them. Such person should develop tact and diplomacy in dealing with officials and inmates of the various Department of Corrections.
- The CC's primary responsibility is to identify State, County, and Municipal correction facilities that allow AA to carry the message into their respective facilities. Once these facilities are identified, contact person information should be obtained so that any CC may contact such person to arrange for a group member to qualify to become certified to enter such facility.
- Some facilities have strict qualifying requirements while others only require for example an ID such as a Georgia driver license to enter the facility.
- The CC should contact the Area 16 (Georgia) Corrections Chairperson in order to best identify which State, County and Municipal governments have facilities that allow members to carry the message inside the facilities. As of 1/1/2020 David Jenkins 706-990-1134 acts in that capacity.
- In carrying the message behind the walls, the CC or any member should always follow the facilities guidelines regarding inmate contact, proper attire, and what items may be brought to the inmates; i.e. books, paper, pencils, pens.

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- At a minimum each person desiring to carry the message behind the walls of a State institution should complete the State Corrections Training Session held quarterly at the State office (GSSA) in Macon, Ga

Treatment/CPC/PI Rep

Sobriety Requirement: 6 months

Length of Term: 1 Year

Social Picnic

Social Sobriety Requirement: 6 months

Length of Term: 1 Year

Social Christmas Party

Sobriety Requirement: 6 months

Length of Term: 1 Year

Social Bar-B-Que

Sobriety Requirement: 3 years

Length of Term: 2 Years

- Not really a trusted servants position

Website

Sobriety Requirement: 2 Years

Length of Term: 2 Years

- Update and modify meeting schedule per group conscience meetings.
- Keep Zoom meetings up to date in the zoom applications with Admin Log in.
- Admin group conscience meetings once per month.
- Update website as needed.
- Direct incoming e-mails from website form to appropriate contacts.