

SECRETARY: conducts the group's regular meetings according to the group's conscience. Announces the regular monthly Group Business meeting, date, day and time, and invites all members of the group to attend that monthly meeting. Read the Pamphlet about the AA Group: Where It All Begins. If the Group has a GSR, the GSR would facilitate the Group Business Meeting and the Secretary would take notes. (Stated in The Group: Where it All Begins, and in the GSR Pamphlet.)

SPIRIT OF ROTATION

The Literature piece BM-31 is called the AA Service Manual and it has an article about The Spirit of Rotation. People rotate out of the jobs and don't keep repeating the job, and this allows others to also have a chance to take a service position. All Group Jobs would have the Spirit of Rotation in effect, so you step down and let someone else have the job. You can be available for a different job. (Discussed in the AA Service Manual Lit. piece # BM-31)

TREASURER: collects 7th Tradition money, pays group expenses, maintains accurate records, & disburses H&I money and any surpluses according to the group's conscience. Gives a monthly report at the monthly group business meeting... with a corresponding copy off the bank statement in addition to the report. See Pamphlet about the AA Group Treasurer.

INTERGROUP REP: represents the group at monthly meetings of the Napa Valley Intergroup, and reports back. If the Rep is also an Intergroup, they should vote the Group's Conscience and opinion and continue representing the Group, or get a replacement elected if they wish to vote the officer job instead of the Group opinion. Reps may only represent one group at a time.

GENERAL SERVICE REP: represents one group at monthly meetings of the District 11 business meeting in Yountville. Read **The AA Group: Where It All Begins**. A GSR vote is for the Group Conscience of the Group you represent and usually, a GSR learns to be a GSR for a panel before being voted in as a District Officer., They must represent the group and only one vote at District Meetings. (Open jobs can be filled by someone else in the Fellowship when the Fellowship is notified of that opening at District)..

Attend the Sub-District Meeting of the D.C.M. as part of the GSR job, as you gain information to take back to your group that you do not hear at just the District meeting or Area Assembly. The GSR is requested to attend, if possible, the Four Area Assemblies each year. Area site: <http://www.cnca06.org>. [Map to District Meeting](#). Information was obtained from GSR Pamphlet and AA Service Manual. Do not represent two or more groups or voting service jobs at the same time, if avoidable.

GROUP. AAGRAPEVINE REP. Registers email at aagrapevine.org and gets information for the group about new books and products at the aagrapevine.org. Tells newcomers how to get a subscription to the AA Grapevine or La Vina magazine, which is our meetings in print. Teaches that the book "Language of the Heart" is the collective writing in the AA Grapevine magazine by Bill W. about AA. Tells members that to order

a book, click first on Store then find the product they want. Literature at aagrapevine "is also AA Literature." AA Grapevine, Inc, is one of the three corporations that make up all of AA. Elect a Grapevine Rep for your group. Discuss time requirement in your Group's Business Meeting.

SET UP: sets up and arranges chairs before the meeting; checks lights and temperature of the room.

CLEAN UP: returns the meeting room to its original configuration.

LITERATURE PERSON: maintains an inventory of AA literature for group members.

COFFEE MAKER: buys supplies & makes coffee & tea for the meeting; sometimes buys additional refreshments.

SPEAKER: shares their experience, strength, and hope at a meeting; also may suggest a discussion topic depending on the meeting format. You do not have to mention other members of the Fellowship if that is part of your story. Keep their anonymity.

GREETER: welcomes people to the meeting at the entrance to the meeting place. May sit down and join the meeting once it begins.

CHIP PERSON: inventories and buys chips used to commemorate lengths of sobriety. Some groups prefer not to give out Chips in their own meeting but to attend the month Birthday Meeting (see Special Meetings under Group Resources)

BIRTHDAY BOOK PERSON. Keeps a binder by the month dividers to allow people to write first name, last initial and sobriety month, day, year in the pages for their sobriety birthday month and the group will have members sign a card to present to them at the end of the month of their sobriety. Not all groups do this. Cards may be purchased or hand made, depending on the group desire. Discuss in a group business meeting unless your group already has a Birthday Book Person.

All persons with a group service position are encouraged to show up each week at the group meeting and to attend their monthly Group business meeting, and to encourage regular members to also come to the Business meeting, that they are welcome to come to the Business Meetings.

All Members of the Fellowship are welcome to attend any AA Business Meeting or Assembly. Members are welcome at meetings of the Area and the Area Committees except DCMC and Finance. Members are welcome at the District and Intergroup meetings, the H&I Meeting, etc. These are service meetings. Assemblies are open.