

Service Positions Descriptions
• Stepping Stones To Serenity •
Updated August 2023

Group Representative (GR): 3 year term

From the 2014 - 2017 Al-Anon/Alateen Service Manual pgs 47,48.

Acts as liaison between the groups and the district and between the group and the Assembly. Familiarizes themselves with the current copy of the Al-Anon/Alateen Service Manual (P-24/27), and encourages its use among group members. Works through the district in helping to initiate public outreach projects. Encourages Alateen sponsorship in accordance with Area Alateen Safety and Behavioral Requirements.

Serves as local representative of the Al-Anon/Alateen magazine, The Forum, by:

- Acquainting members with its usefulness.
- Suggesting personal subscriptions.
- Submitting group subscriptions to the WSO
- Encouraging members to write articles.

Is elected for a three-year term.

Encourages election of an Alternate GR.

Attends the spring and fall AZ Area Al-Anon Assemblies to carry our group's vote.

Attends District 15 business meetings to carry our group's vote.

Gives a report on the District and Area at our group's business meetings.

Finds a substitute if unable to fulfill duties.

Alternate Group Representative: 3 year term

From the 2014 - 2017 Al-Anon/Alateen Service Manual pgs 147.

Since a GR may be unable to attend all district and Area meetings, an Alternate GR is needed and is elected at the same time. The Alternate may be runner-up in the elections. The Alternate GR's duties may include serving as the group's public outreach contact, newsletter reporter, and official greeter of newcomers and visitors.

If the GR resigns or proves to be inactive, the Alternate completes the term and may then be elected for a three-year term of his own. Another Alternate may then be elected. No one who is also an AA member may serve as Alternate GR.

In a city where there is an Al-Anon Information Service (Intergroup), the Alternate GR may serve as the Information Service Representative (ISR). The GR generally serves as the Alternate Information Service Representative (AISR).

Attends the Salt River Al-Anon Information Service (SRVAIS) meetings to carry our group's vote.

Attends District 15 business meetings to carry our group's vote, if GR cannot.

Gives a report on the SRVAIS at our group's business meetings.

Finds a substitute if unable to fulfill duties.

Treasurer: 1 year term (requires 1 year as a home group member)

Gives 7th tradition basket to meeting leader before the meeting starts.

Collects 7th tradition money.

Pays babysitter.

Counts and records income.

Reports finances at monthly business meeting.

Finds a substitute if unable to fulfill duties.

Weekly expenses:

Babysitter (\$15.00, + \$10 for babysitting during the business meeting)

GR Reserve (\$3) To be capped at \$250

Technology Fund (\$10)

Reimburse any other expenses (literature, birthday, institutions). Keep all receipts for 2 years and then discard them.

Quarterly donation as follows:

Church 50%

District 15 20%

SRVAIS office 20%

Institutions 10%

Mailing Information:

Church Shadow Rock Church

c/o Lois (602-993-0050)

12861 N. 8th Ave., Phoenix, AZ 85029

District 15

Payable to: Lorenza

SRVAIS (Salt River Valley Al-Anon Information Service) office

2432 W. Peoria Ave, Suite #1027, Phoenix, AZ 85029

Institutions

Payable to: Melanie Souder, 2528 E. Parkside Ln, Phoenix, AZ 85024

NOTE: Make sure to include group number #063433, Stepping Stones to Serenity with any donations sent.

Secretary: 6 month term (requires 1 year as a home group member)

Attends monthly business meetings and takes minutes.

Maintains and archives minutes and motion log.

Maintains sign-up sheets for volunteers to lead the meeting (up to and including the first month after secretary term ends), coordinates with babysitting to obtain volunteers for that service commitment.

Makes announcements at meeting about upcoming events and keeps flyer of events.

Maintains and updates format of the meeting as needed.

Finds a substitute if unable to fulfill duties.

Greeters (3): 6 month term

Arrives at the meeting at least 15 minutes prior to meeting start time.

Looks at meeting format to determine whether the meeting is a ticket meeting and begins handing out tickets if necessary (please do not hand out tickets during the meeting except when asked to do so at the beginning of the meeting).

Greets each person to the meeting.

If newcomers are present at the meeting, makes sure they have a newcomer's packet, phone list and meeting list.

Finds a substitute if unable to fulfill duties.

Set-up (1 coordinator, 3 others): 6 month term

Arrives by 6:30pm (and 5:15pm on business meeting nights).

Puts big sign outside.

Gets literature box and Steps and Traditions posters.

Sets up literature on table and hangs Steps and Traditions posters.

Sets up chairs for the meeting.
Finds a substitute if unable to fulfill duties.

Clean-up (1 coordinator, 3 others): 6 month term

Puts away chairs after the meeting closes.
Takes down posters and puts them back in the box.
Puts room back the way it was when we came in.
Puts away the literature into our bins, allowing time for people who may want to buy something, and returns the bins and the podium to the storage location.
Disposes of any water bottles or papers left behind by group.
Shuts off lights.
Brings in sign from parking lot and puts in storage area.
Finds a substitute if unable to fulfill duties.

Babysitting Coordinator: 6 month term (requires 6 months as a home group member)

Maintains list of weekly volunteers from meeting.
Maintains relationship with paid babysitter to resolve issues as necessary.
Trains and coaches paid babysitter as necessary and ensures that babysitter has proper certification.
Leads efforts to find paid babysitter as necessary.
Encourages group members to volunteer to help in babysitting room each week.
Ensures parents are signing children in and out of babysitting room.
Takes a visual survey of the babysitting room before and after meeting to ensure children in babysitting room are respectful of church property and abide by church requests.
Ensures babysitting room and/or paid babysitter and/or babysitting volunteers are abiding by the group Babysitting Guidelines.
Maintains group Babysitting Guidelines and makes them known to parents using babysitting services and all other involved.
If babysitting volunteer and/or paid babysitter are not available for their commitment, finds a replacement.
Ensures paid babysitter is paid by Group Treasurer as needed.
Finds a substitute if unable to fulfill duties.

Birthday Coordinator: 6 month term (requires 6 months as a home group member)

Birthdays are celebrated the 4th Wednesday of every month.
Preparation: 2 weeks prior the birthday meeting, pass around a birthday sign up sheet for all people celebrating birthdays within the month (prior to the 4th Wednesday).
Ensure that a card and a flower for each birthday celebrant is provided at the meeting.
The cards should be available on the back table or passed around in the meeting for people to write in and sign.
At Meeting: give the list of birthdays to meeting chair at beginning of meeting; list should be in order of number of years in Al-Anon (least to greatest 1, 2, 3, ...).
No food can be a part of the celebration. (church requirement).
Clean up after birthday meeting.
Find a substitute if you cannot fulfill your duties.

Speaker Coordinator: 6 month term (requires 6 months as a home group member)

Invites an Al-Anon member (may ask home group members) to speak at our meeting on the first Wednesday each month.

Finds a substitute speaker if speaker cancels.

Finds a substitute for coordinator position if unable to fulfill duties.

Newcomer Liaison: 6 month term (updated description is needed)

(requires 1 year in Al-Anon and 6 months as a home group member)

Coordinates with the secretary to get people to sign up to chair the newcomer's meeting.

Answers questions for those who have never led the meeting (such as how and where to set up the chairs, where the format is located, and so on).

Communicates with the people who chair the newcomer's meeting and the literature person as to what literature is needed for the newcomer's meeting.

Keeps and maintains the newcomer's meeting format and makes any changes as approved by the group.

Adds phone lists and meeting lists to the newcomer packets.

Finds a substitute if unable to fulfill duties.

Literature Coordinator: 6 month term (requires 6 months as a home group member)

Ensures adequate supply of Al-Anon Conference Approved literature.

On a regular basis, reviews supply of books and pamphlets using the literature inventory list.

Coordinates with the Newcomer Meeting Coordinator and the Alateen Meeting Coordinator to provide them with literature.

Purchases books and pamphlets to maintain supply of literature.

Gets reimbursed from Treasurer and provides written receipt.

Recommends books/literature that should be added or deleted to the Literature Inventory list.

Collects money from people who purchase literature at the meeting and uses that money to replace the literature.

Reports to Treasurer on a weekly basis the funds that they've collected and disbursed.

Provides a written report for monthly business meeting.

Finds a substitute if unable to fulfill duties.

Fellowship Coordinators (2): 1 year term (requires 6 months as a home group member)

Works with members of the home group to organize and implement at least two events per year outside of the regular meeting time.

Sets up other activities as they determine.

Anniversary Coordinator: 1 year term (requires 6 months as a home group member)

Is the chairperson of the Anniversary Event which is usually held in February and runs all committee meetings.

The committee meets at least 6 times prior to the event.

Gives the homegroup Secretary the information about the event so that it may be announced at all meetings to encourage participation.

Is the contact person with the church to secure the venue and ensures a solid working relationship with them.

Writes the agenda for all committee meetings.

Keeps the committee on track with our timeline and makes sure all committee chairs are upholding their responsibilities.

Runs committee meetings smoothly and effectively.

Institutions Coordinator: 1 year term (requires 1 year as a home group member)

Organize the volunteers to run monthly Al-Anon meetings at shelter.

Make contact with shelter or facility and remain in contact frequently so as to keep a presence there.

Be responsible for getting literature to volunteers who are chairing the on-site meetings there monthly.

Also take literature directly to the shelter/facility when and if needed.

Coordinate with the treasurer to keep the literature for the meetings stocked.

Take event flyers for the shelter/facility staff.

Meet with shelter/facility contact quarterly.

Come to monthly business meetings with a report.

Alateen Liaison: 1 year (requires 1 year as a home group member)

Coordinates with the Area Alateen Chair to get people certified through an AMAIS protocol.

Keeps and maintains an Alateen meeting format

Communicates with other meetings in the district to increase awareness about the meetings. (emails and flyers)

Finds a substitute if unable to fulfill duties.

Communications Coordinator: (1 year term – July thru June)

(requires 6 months as a home group member)

Creates and maintains an email group (e.g. – Google Group) that will be used only for the purpose of sharing Stepping Stones to Serenity information.

Such information includes:

Requests for filling in for service

Changes to Church related issues

Monthly Business Meeting Information

Stepping Stones To Serenity members in need of help

Specific information that pertains to the meeting

Maintains / updates phone list and ensures supply of that list for newcomers and others.

Supplies copies of the phone list, meeting list, and event flyers for the literature table (current meeting lists are available online at www.al-anon-az.org).

Gets seed money or reimbursement money from treasurer and provides written receipt.

It is the discretion of the Communications Coordinator as to what application is used for this communications group.

Finds a substitute if unable to fulfill duties.

Phone / Meeting List & Flyer Supplier: 6 month term

(requires 6 months as a home group member)

Maintains / updates phone list and ensures supply of that list for newcomers and others.

Supplies copies of the phone list, meeting list, and event flyers for the literature table (current meeting lists are available online at www.al-anon-az.org).

Gets seed money or reimbursement money from treasurer and provides written receipt.

Finds a substitute if unable to fulfill duties.

Owl's Nest: 6-month term

Requirement: Must be home group member for at least one year

Duties:

1. Ensure the Owl is stored in a safe and secure place when not in use
2. Bring the Owl to and from the in-person meetings or arrange for other volunteers to do so.
3. Set up and take down the Owl at each in-person meeting or arrange for other volunteers to do so after training them how to do the set up and take down.
4. Arrange to have a laptop or tablet brought to the in-person meeting on a weekly basis. Note: Make sure that the Zoom app is installed on the laptop or tablet that accompanies the Owl.

Zoom Host: 6-month term

Duties:

1. Sign in with admin username and password to the Weds night Zoom meeting at approximately 6:45-6:50 pm.
2. Ensure that the Zoom room can hear and see the in-person meeting chairperson.
3. Mute or unmute people in the Zoom room as needed during the meeting.
4. Ensure that the meeting chairperson is aware of newcomers in the Zoom room.
5. For ticket meetings, call names in the Zoom room or assign someone else to do so.
6. For meetings that require a timer, find a timer in the Zoom room.

Bank Account Service Position I and II:

Requires one year as a home group member.

Term min of 1 year, but may continue until trusted servant is no longer capable or passes it to another, at which time a new account will be opened or the account is closed and all money in the account is handed to the care of the treasurer.

Two members must be on the bank account.

Oversees savings account for prudent reserve, tech fund, GR fund, anniversary fund, etc. (The treasurer will continue to payout the church, district, SRVAIS, and institutions from 7th tradition funds)

Sends monthly balance reports to the treasurer.

Makes Monthly or quarterly deposits for the treasurer.

Withdraws money for treasurer when needed. (reimbursements, events, etc.)

Links bank account debit card to Zoom and website accounts for automatic payments.

Website coordinator- 1 year term

Maintains stepnstones.org website on the WIX site- this includes secretary minutes and business meeting agenda.

Uploads new business positions in the content manager of the Wix website every 6 months

Communicate Billing and invoice payments at Monthly business meeting

Receive and forward all phone list e-mails from the website to the communication coordinators

Update event calendar as necessary

Update format of the meeting as necessary

Keep a rolling calendar of Weekly chairperson and monthly birthday celebration in Google format for others to edit

Edit and update any additions to the website based on approval from business meeting attendees

Find a replacement if unable to fulfill duties