

## **NORTHERN CALIFORNIA COUNCIL OF ALCOHOLICS ANONYMOUS (NCCAA) –**

**H&I VOLUNTEER:** brings AA meetings and literature to those confined in hospitals and institutions.

**NCCAA CONFERENCE LIASON:** represents San Francisco and Marin Fellowship at regular NCCAA Conference meetings & reports to the fellowship on Conference activities (must be an IFB Rep).

**NCCAA CONFERENCES:** begun in 1947, and presently composed of California Northern Coastal Area & California Northern Interior Area; meets three times a year, Spring, Summer, & Fall.

## **GENERAL SERVICE –**

**GSR:** General Service Representative acts as a conduit of information between an AA group and General Service by participating in regular meetings.

**DCM:** District Committee Member – helps coordinate & facilitate communication among GSRs from 6-12 meetings.

**DCMC:** District Committee Member Chair – chairs the General Service District's monthly business meeting; works with other GS District and Area officers to best serve the district.

## **OTHER –**

**PI/CPC:** Public Information / Cooperation with the Professional Community brings AA to schools and DUI classes, conferences, etc.

**BRIDGING THE GAP:** assists those released from confinement in connecting with the local AA fellowship.

**LIVING SOBER:** an annual conference for gay, lesbian, bisexual, and trans-gendered members of AA held July 4<sup>th</sup> weekend in San Francisco; numerous service positions are available.

**SPIRIT OF SAN FRANCISCO:** an annual conference for AA members usually held Labor Day weekend in San Francisco – many service positions are available.

***I am responsible...***

*When anyone, anywhere,  
reaches out for help. I want  
the hand of A.A. always to be there.*

***And for that: I am responsible.***

## **AA SERVICE OPPORTUNITIES**

### **San Francisco/Marin**



One of the most important aspects of living a sober life is doing service. There are many opportunities for doing AA service in San Francisco and Marin. This pamphlet briefly describes many of those opportunities.

**For more information about any of these service positions, talk with others at your meetings or call Central Office.**

INTERCOUNTY FELLOWSHIP OF  
ALCOHOLICS ANONYMOUS

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## **AT MEETING GROUP LEVEL –**

**SECRETARY:** conducts the group's regular meetings according to the group's conscience.

**TREASURER:** collects 7<sup>th</sup> Tradition money, pays group expenses, maintains accurate records, & disburses H&I money and any surpluses according to the group's conscience.

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

**SWEETIE:** provides treats for the meeting.

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

**CHAIR:** at the request of the group secretary, leads the discussion of a single meeting.

**SECURITY:** holds the key to the meeting location; opens the room before the meeting & locks it after.

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

**RAFFLE PERSON:** sells raffle tickets for a book or other prizes to help provide income for the group.

**SPEAKER:** shares their experience, strength, and hope at a meeting; also may suggest a discussion topic depending on the meeting format.

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

**GREETER:** welcomes people to the meeting at the entrance to the meeting place.

**CHIP PERSON:** inventories and buys chips used to commemorate lengths of sobriety.

**IFB REPRESENTATIVE:** represents the group for a two-year term at monthly meetings of the Intercounty Fellowship Board.

**GSR:** represents the group at the local General Service meetings and conducts business meetings and elections for the group.

## **AT INTERGROUP LEVEL –**

**CENTRAL OFFICE PHONE VOLUNTEER:** answers the phone at Central Office when the office is open.

**CENTRAL OFFICE VOLUNTEER:** helps with folding of literature or schedules.

**TELESERVICE VOLUNTEER:** answers the Central Office phone number at home when the Central Office is closed.

**TELESERVICE COORDINATOR:** coordinates the scheduling of a group of Teleservice Volunteers.

**12<sup>th</sup> STEP VOLUNTEER:** works one on one with alcoholics expressing an interest in getting sober through AA.

**IFB REP:** represents an AA group on the Intercounty Fellowship Board (the board that oversees the running of Central Office).

**IFB CHAIR:** leads the monthly IFB meeting and co-ordinates IFB activities (this is a position elected from the IFB Rep membership).

**IFB VICE CHAIR:** performs all the duties of the Chair in the Chair's absence. This position is elected from the IFB membership.

**IFB SECRETARY:** records & maintains minutes of

all regular & special meetings of the Intercounty Fellowship Board. This position is elected from the IFB membership.

**IFB TREASURER:** takes a lead in maintaining the financial well being of Central Office (this is a position elected from the IFB Rep membership).

**12<sup>th</sup> STEP COMMITTEE MEMBER:** helps with updating the 12<sup>th</sup> Step volunteer list for Central Office; participates in training other AA members to do 12<sup>th</sup> Step work.

**THE POINT COMMITTEE MEMBER:** participates in the production of the monthly Central Office newsletter, *The Point*; duties may include writing articles, editing, layout, proofreading, etc.

**WEBSITE COMMITTEE MEMBER:** participates in overseeing, maintaining, and updating the AA website for the San Francisco/Marin Central Office.

**ACCESS COMMITTEE MEMBER:** helps evaluate the special needs of AA members and identify ways AA groups can meet the needs of the disabled community.

**ARCHIVES COMMITTEE MEMBER:** participates in maintaining archives of local AA history.

**The following two committees are not currently active. Please contact Central Office if you need more information regarding them:**

**LITERATURE COMMITTEE**—participates in the approval and production of new literature and editing locally produced literature.

**SPECIAL EVENTS COMMITTEE**—helps plan and sponsor AA events to promote fellowship for the Intergroup and Central Office.