

YOUR INTERGROUP

Intergroups (or *Central Offices as they are sometimes called*) provide a local clearinghouse for A.A. groups. Although they are not a part of the General Service Structure of Alcoholics Anonymous, Intergroups are an A.A. entity responsive to the local fellowship. Here are some service positions that may be available at your Intergroup:

CHAIRPERSON—conducts business meetings and coordinates activities with other Intergroup officers.

VICE CHAIRPERSON—manages the 12-Step List and coordinates duties with the Chair.

SECRETARY—records minutes of meetings.

TREASURER—oversees all financial activities including signing checks and reconciling accounts, provides financial report.

PHONE ARMY DIRECTOR—oversees Phone Army which answers the A.A. 24-hour hotline during holidays, nights and weekends.

SOCIAL EVENT DIRECTOR—oversees all the social events sponsored by Intergroup.

WEBMASTER—manages the website.

INTERGROUP REP—see INTERGROUP REP under HOME GROUP.

12-STEP MEMBER—answers requests from either the Phone Army or Office Volunteer to reach out to the suffering alcoholic.

PHONE ARMY MEMBER—answers the A.A. 24-hour hotline from the comfort of their home when the office is closed.

OFFICE VOLUNTEER—answers the A.A. hotline from the office and helps in various administrative tasks.

The following pamphlets are published by Intergroup 5: *The Message* (Intergroup5's monthly newsletter) and *Where & When* (a listing of all local meeting times and locations). Look at them along with *Intergroup Bylaws* for more information. Attend your monthly Intergroup meeting—visitors are always welcomed.

BE A PART OF (INSTEAD OF APART FROM)

So now you've got a good overview. If you are like most of us, you might find this information helpful on your journey in discovering the rewarding joy of A.A. service work. Remember that we are all learning as we go along in our various positions. Read A.A. service materials, talk to others, maybe even get a *Service Sponsor*. Try to select someone whom you know is familiar with the structure and process of Alcoholics Anonymous. A Service Sponsor can be an invaluable tool in your service work much like a regular sponsor is in helping you to stay sober.

You never have to be alone again when you join with the many members who have found contented sobriety in service work. Service workers provide something far more valuable than their donation in the basket—they give of themselves to get the work done that makes it all go! And just about the time when you finally feel proficient in your position, your term will be up. You'll rotate so it stays fresh for you and gives someone else a chance to do what you just did. And so it starts all over again. But don't forget—our very survival requires that we must carry the message to the alcoholic who still suffers and that can sometimes mean lots to be done. We need you. Keep coming back!



COUNTIES IN DISTRICT 5

District 5 consists of the following North Florida counties: Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, and Wakulla.

SERVICE WORK



An Overview
for District 5
of Service Positions in
Alcoholics Anonymous

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WHERE TO BEGIN

There are four places where you might find A.A. service work opportunities. You might want to participate at your Home Group, your District, North Florida Area or Intergroup 5.

Many different positions are available, but please bear in mind that each A.A. entity is autonomous so there may be slight discrepancies with what is outlined here.

However, before you volunteer for any position you should ask three questions:

1. How long is the job for?
2. How much sobriety is suggested?
3. What are the required duties?

YOUR HOME GROUP

Here are some service positions that may be available at your Home Group:

CHAIRPERSON—conducts business meetings and coordinates activities with other group officers.

SECRETARY—records minutes, maintains confidential group member information.

TREASURER—collects basket money, pays bills, makes group donations and provides financial report.

GSR (General Service Rep)—direct link to the General Service Structure of A.A., attends District meetings and Area Assemblies.

INTERGROUP REP—direct link to Intergroup, attends the Intergroup Rep meeting.

LITERATURE CHAIR—purchases and displays A.A. Conference-approved materials and local meeting schedules.

GRAPEVINE REP—promotes Grapevine magazine and related products.

PROGRAM CHAIR—arranges speakers for group speaker meetings.

SUPPLY CHAIR—purchases various group supplies (sometimes its called a *Coffee* or *Birthday Chair* instead).

GREETER—welcomes all the newcomers.

Look in the pamphlet *The AA Group* for more information and attend your Home Group's business meeting.

YOUR DISTRICT

Groups, Districts and Areas make up part of the General Service Structure of A.A. which is represented by a Delegate who attends the annual General Service Conference (*see page S16 in the A.A. Service Manual*). You may notice that some of the same positions at District are duplicated at the Area level. For example, all the Treatment Chairpersons from each District meet with the Treatment Chairperson at Area during an assembly to share experience, strength and hope.

Here are some service positions that may be available at your District:

DCM (District Committee Member)—Chairperson of the District who conducts business meetings and coordinates activities with other officers.

ALTERNATE DCM—Vice Chairperson of the District and coordinates duties with Chair.

SECRETARY—records minutes / maintains District roster and attendance lists.

TREASURER—collects contribution money, pays bills and provides financial report.

ACCESSIBILITIES—handles any special needs newcomers may have in accessing A.A.

ARCHIVES—preserves historical materials of interest to the fellowship.

CORRECTIONS—reaches out to still suffering alcoholics who are incarcerated.

CPC (Cooperation with the Professional Community)—if it's the doctor or minister you are reaching out to, then it's CPC, if it's the doctor's patient or minister's parishioner it's PI (Public Information).

GRAPEVINE—promotes Grapevine magazine and related products.

INTERGROUP—acts as liaison to Intergroup.

PI (Public Information)—see CPC.

TREATMENT—reaches out to still suffering alcoholics who are in treatment.

GSR's—see GSR under HOME GROUP.

Look in the pamphlets *Your DCM*, *GSR* and *A.A. Service Manual* for more information. Attend your monthly District meeting—third Wednesday of every month.

YOUR AREA

When the quarterly Area Assembly takes place, many service workers are present—many DCM's with all the GSR's from all over North Florida, along with the Area Officers and Committee Chairs. They meet to share experience, strength and hope concerning their various service tasks.

Here are some service positions that may be available at your Area:

DELEGATE—direct link to the General Service Structure of A.A., attends the annual General Service Conference.

ALTERNATE DELEGATE—Vice Delegate and coordinates duties with Delegate.

AREA CHAIR—conducts business meetings and coordinates activities with other officers.

ALTERNATE AREA CHAIR—Vice Chairperson of the Area and coordinates duties with Chair.

SECRETARY—records and mails minutes.

TREASURER—collects contribution money, pays bills and provides financial report.

REGISTRAR—maintains Area roster and attendance lists.

PARLIAMENTARIAN—insures that actions are conducted according to the rules.

FINANCE—oversees the fiscal responsibilities of the Assembly.

GROWTH—records and maintains growth records.

SITE/AGENDA—makes arrangements for Assembly location and creates the agenda.

The Assembly also includes Chairpersons for each the following committees similar to those in District:

ACCESSIBILITIES, ARCHIVES, CORRECTIONS, COOPERATION with the PROFESSIONAL COMMUNITY (CPC), GRAPEVINE, INTERGROUP, PUBLIC INFORMATION (PI), and TREATMENT

Look in North Florida Area's *Structures & Guidelines* and *A.A. Service Manual* for more information. However nothing can substitute for the experience of attending an Assembly.