

Service Opportunities!

Election of Intergroup Positions

- ❖ Intergroup Chairperson
- ❖ Secretary
- ❖ VSC Board Member (3 positions open)
- ❖ Public Information/Cooperation with the Professional Community (PI/CPC)
- ❖ Hotline Vice-Chairperson
- ❖ Special Events Chairperson
- ❖ Workshop Coordinator
- ❖ Outreach Chairperson
- ❖ H&I Liaison
- ❖ Northern California Council of Alcoholics Anonymous (NCCAA) Liaison

Elections will be held on
March 7, 2016
7:30 p.m.

at

Trinity Lutheran Church
1225 Hopyard Road
Pleasanton

Job descriptions are on the back of this flyer. Descriptions are also available in the February issue of the Valley View (VSC newsletter) or on the VSC website:

www.trivalleyaa.org

Intergroup Chairperson

Requirement—Five years continuous sobriety

Commitment—Two years (one year as VISC Chairperson and Board Member and one year as Board Member only)

Duties: Preside over and guide monthly VISC meetings, working knowledge of the concepts, traditions, and Robert's Rules of Order, Able to conduct meetings in an orderly, timely, and impartial manner; Provide input for VISC meeting Agenda, Recaps, and Minutes; Serve on the VISC Board, Attend the monthly VISC Board meeting (last Monday of the month) and the monthly VISC meeting (first Monday of the month).

Intergroup Secretary

Requirement—Two years continuous sobriety

Commitment—One year

Duties: Prepare agenda for monthly VISC meeting with input from Chairperson; attend and record minutes of the monthly VISC meetings; disseminate recaps of the minutes to Intergroup Representatives (IGRs) and all other VISC members; finalize minutes for dissemination to VISC Council and publication on the VSC website.

Board Member for the Valley Intergroup— THREE POSITIONS OPEN

Requirement—Five years continuous sobriety

Commitment—Two years

Duties: Act as an advisory arm of the VISC concerning the business and administration of the Service Center. Attend monthly Board meetings, Previous experience in Intergroup is a plus, but not required.

Board Secretary

Requirement—Two years continuous sobriety

Commitment—One year

Duties: With input, prepare agenda for monthly VISC Board Meeting (last Monday of each month); attend and record minutes of the monthly VISC Board meeting; disseminate finalized minutes to Board members

Hotline Vice Chairperson*

Requirement—Two years continuous sobriety

Commitment—Two years (one year as Vice Chairperson, one year as Chairperson)

First year functions as Vice Chairperson, Second year functions as Chairperson

Duties: Keeps an active list of volunteers to answer the Hotline and to conduct 12-step calls and provide updated lists to the VSC; oversees the gathering of names, phone numbers, and duty times of Hotline volunteers; schedules training sessions for 24-hour Hotline volunteers and 12-step volunteers.

Workshop Coordinator

Requirement—Two years continuous sobriety

Commitment—One year

Duties: Organize and host a minimum of three workshops throughout the year to share experience on recovery-related topics—one of the workshops is the

Secretary's Workshop.

Special Events Vice-Chairperson*

Requirement—Two years continuous sobriety

Commitment—Two years (one year as Vice-Chairperson, one year as Chairperson)

First year functions as Vice Chairperson, assisting Chairperson at all Special Events; Second year functions as Chairperson

Duties: Organizes and hosts Special Events including at least two fundraisers (Annual Anniversary dinner on the third Saturday of January and the Annual Picnic)

H&I Liaison

Requirement— Two years continuous sobriety

Commitment – One year

Duties: Attends monthly VISC meeting and provides information about needs, service opportunities and activities of H&I, attends monthly H&I meeting in Oakland (third Wednesday of each month), and gives and takes reports between VISC and H&I.

Public Information/Cooperation with the Professional Community (PI/CPC) Chairperson

Requirement—Two years continuous sobriety

Commitment—Two years

Duties: Acts in an informative capacity with non-AA organizations and professionals to keep the community informed as to the availability of AA. Participate as a member of the California Northern Coastal Area (CNCA) Public Information (PI) Committee. Attends the CNCA PI Committee meetings and reports back to the monthly VISC meetings.

Outreach Chairperson

Requirement— Two years continuous sobriety

Commitment—One year

Duties: Responsible for visiting groups that meet within the area covered by the VSC, specifically those groups that are not currently active within VISC, keep groups informed about upcoming VISC activities, encourage participation in VISC, provide most recent copy of the Secretary's Handbook and Valley View newsletter.

Northern California Council of Alcoholics Anonymous (NCCAA) Liaison (2 positions)

Requirement—Two years continuous sobriety

Commitment—One year

Duties: Attends monthly VISC meeting and keeps VISC informed about needs, service opportunities and activities of NCCAA; serves on and attends NCCAA Steering Committee meetings and conferences; Gives and takes reports to and from VISC and NCCAA.

***Vice Chairs for Hotline and Special Events**

First year assist the Chairperson with their respective duties and responsibilities. Second year perform the duties and responsibilities of the commitment shadowed by the new Vice-Chairperson