

# Valley Intergroup Service Center

The Valley Service Center provides a service to the community of Alcoholics Anonymous in the Tri-Valley Area. We provide AA literature, pamphlets, sobriety chips, online and printed meeting schedules, 24-hour hotline service, area announcements, special event information, workshop information, Public Information/Cooperation with the professional community and the Valley View - our local newsletter. For more info please email us at: [info@trivalleyaa.org](mailto:info@trivalleyaa.org)

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(925) 829-3160

**Office Hours:**  
**Mon: 5pm-7:30pm**  
**Except 1st Mon. 5-7**  
**Wed: 6pm-8pm**  
**Sat: 10:30am-2:30pm**

**Email:**  
[info@trivalleyaa.org](mailto:info@trivalleyaa.org)  
**Website:**  
[www.trivalleyaa.org](http://www.trivalleyaa.org)

**Without the WE  
There is no ME!**

## Become part of the rest of the solution. . . Volunteer to be of service to the Valley!

The purpose of the Valley Intergroup Council is to provide service activities, functions, and programs which strengthen AA's unity and spirit of purpose while perpetuating the program of Alcoholics Anonymous in our community.

A service center office is maintained by the VISC (Valley Intergroup Service Council) for the purpose of conducting ordinary AA business and to better serve individual groups and AA as a whole. This body is a partnership of community AA groups, whereby all groups equally enjoy the benefits of its operation. Meeting groups register at their own request for the common purpose of sharing and exchanging information amongst themselves.

Responsibility of service activities is placed at the groups' level, and all service center activities are guided by the 12 Traditions and the groups' will and conscience. Unity of purpose, thought, and deed is of primary importance in all Valley Intergroup actions.

The continued advancement of the AA program through the performance of service work is the ultimate objective of the Valley Intergroup Council.



**What's your Service  
Commitment?**

**VALLEY INTERGROUP  
SERVICE COUNCIL**

WANT TO GET INVOLVED. . .  
HAVE IDEAS TO SHARE. . .

WANT A FUN SERVICE  
COMMITMENT. . .



**Become an  
Intergroup Volunteer**

**VALLEY INTERGROUP  
SERVICE COUNCIL**

## Officer Positions

### **Chairperson: 2 Year Commitment**

#### **5 Year Sobriety Requirement**

First year— Chair Intergroup meetings, plan, prepare agenda, conduct meeting each month.

2nd year—serve as Board member, attend monthly meetings last Monday each month.

### **Treasurer: 2 Year Commitment**

#### **5 Year Sobriety Requirement**

Attend monthly board meetings and attend monthly Intergroup meetings

Oversees proper and equitable recording of all incoming funds and distribution thereof, based on the approval of the Board

Cosigns for any and all approved expenditures, tax forms, and other legal documents required to function as a charitable trust, provides a monthly report to be reviewed, amended, and approved at both the Board of Directors and Intergroup meetings.

Oversees proper maintenance of a reasonable prudent reserve.

Attends Board of Director meeting on the last Monday of each month

Attends Intergroup meeting on the first Monday of each month.

Supervise financial procedures, bank accounts, and other financial transactions of Valley Service Center. Sign checks, supervise deposits of receipts and pay VISC Office Manager.

### **Secretary: 1 Year Commitment**

#### **2 Year Sobriety Requirement**

Takes minutes of the monthly Intergroup meetings and distributes to members and VSC Office Manager in a timely manner

Submits minutes of Office Manager for submission into Valley View newsletter

Assumes Chairperson's role if Chairperson is unable to attend.



## Committee Chair Positions

### **2 Year Sobriety Requirement**

#### **Workshop Coordinator: 1 Year Commitment**

Arranges and schedules workshops to share experience on recovery-related topics. Usually, a minimum of two workshops per year.

#### **Special Events Vice Chairperson: 2 Year Commitment**

1st year~ Assists Special event Chairperson in scheduling and organizing annual Intergroup fund raising events (summer picnic and anniversary dinner)

2nd year~ Moves into Special Events Chairperson position.

#### **Hotline Chairperson: 1 Year Commitment**

Maintains a 24-hour answering service, up-to-date 12-step list, listing in local telephone books, and a fair distribution of 12-step work.

Keeps an active list of volunteers to answer the "Hotline."

Keeps an accurate and up-to-date list of volunteers on file with the Service Center.

Oversees the gathering of names, phone numbers, and duty times of hotline volunteers.

Schedules training sessions for 24-hour Hotline volunteers and 12-stepworkers

#### **Hotline Co-Chairperson: 2 Year Commitment**

Assists the hotline Chairperson with maintaining the 24-hr answering service and other responsibilities.. Attends required functions when Chairperson is unable to attend. Moves into Hotline Chairperson position, after one year.

#### **PI/CPC Chairperson: 2 Year Commitment**

Maintains information flow with non-AA organizations and professionals to keep community informed as to the availability of AA. Participates as a member of the CA Northern Coastal Area Public Information Committee.

Contacts schools, churches, police, doctors, attorneys, etc. to inform them that AA speakers are available.

Makes sure literature is available for above groups and has speakers available to answer questions  
Holds periodic speaker Workshops for new speakers  
Ensures all speaking engagements covered and reviews post engagement reports.

### **Outreach: 1 Year Commitment**

The Outreach Chairperson is responsible for visiting groups that meet within the area covered by the Valley Service Center are informed about upcoming Intergroup Activities, encourages participation in Intergroup, requests a current contact name and phone number for the group, and provides them with the most recent copy of the Secretary's handbook and the Valley View.

## Liaison Members

### **H&I Liaison: 1 Year Commitment**

Keeps Intergroup informed about needs and services of H&I activities.

Attends monthly meetings of H\*I Committee on the first Wednesday of each month

Attends monthly Intergroup meetings

### **NCCAA Liaison: 1 Year Commitment**

Attends meetings of NCCAA and monthly meetings of Intergroup. Keeps Intergroup informed of NCCAA needs and activities.

### **Webmaster: 2 Year Commitment**

#### **2 Year Sobriety Requirement**

Knows Word Press and maintains the VSC Website.

**Contact the Valley Service Center office and let them know you are interested in any of these positions.**

**Intergroup Service commitments are from April to March!**

**Chair members are voted on during the March Intergroup meetings.**

