

## **Valley Intergroup Service Council – Recap of Meeting – February 1, 2016**

### **Service Opportunities:**

**H & I:** Always looking for more people to volunteer, you can volunteer for a single day or multiple.

**PI/CPC:** Bob W. is looking for people to volunteer for PI/CPC, he can be reached via the website.

**Hotline:** Looking for volunteers, see website for more details.

**EBYPAA:** Is looking for service opportunities

**Intergroup:** Announce that positions are available for Intergroup, see flyer below for more details.

**Valley Service Center:** One spot open to volunteer at the VSC, 2 year sobriety requirement. Position would be for the 4th Saturday of each month 12:30pm – 2:30pm.

### **Events:**

**Workshop:** Next workshop will be at St. Clare's Episcopal Church on February 20<sup>th</sup> at 11:30am – 2:00pm. It will be a Secretary Workshop.

**Conference:** Planning meetings for the San Ramon NCCAA Conference in 2016. The conference will be at the San Ramon Marriot from March 18<sup>th</sup> – 20<sup>th</sup>.

- a. Please distribute flyers at your meeting
- b. Please encourage people from your group to join the conference as delegates
- c. Encourage pre-registration for the conference and also that staying at the hotel helps keeps costs down.

**EBYPAA:** February 27<sup>th</sup> 6pm – Comedy and dinner Grange Hall in Danville – \$15 at the door, not suggested.

### **Misc.:**

**Valley View** - Please distribute out to your groups. Has group contributions on page 4 – check these for your group names and contributions amounts. Consider showing it to your treasurer of your group and make sure it is accurate. Contact VSC if you don't think it is correct.

**GSR:** Don't forget to register your group.

**Annual Dinner:** Announce that it went well and if anyone wants a CD they are available at the VSC.

**Meeting Moved:** Free Thinkers Meeting has moved – see Valley View and / or website for updated location.

Also, no Danville Speaker meeting in March 2016.

**Next Intergroup Meeting:** March 7, 2016

For Information about local AA events and announcements, please visit the Valley Service Center Intergroup website [www.TriValleyaa.org](http://www.TriValleyaa.org)

# **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](http://www.trivalleyaa.org)*

**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).

**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.

**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 assisting Chairperson in all Hotline duties. Second year functions as Chairperson and responsible for all Hotline duties (shadowed by new Vice 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 and responsible for all Special Events (shadowed by new Vice 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. Participates as a member of the California Northern Coastal Area (CNCA) Public Information 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.