

# Thames Valley Intergroup

## Introduction to Service

January 1996

"Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking.

There are no dues or fees for A.A. membership; we are self-supporting through our own contributions.

A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety."

© AA Grapevine inc, 1947

Introduction To Service .....	3
Intergroup Officers - Chairman .....	4
Intergroup Officers - Vice-Chairman .....	5
Intergroup Officers - Secretary.....	6
Intergroup Officers - Treasurer .....	7
Intergroup Officers - Prison Liaison .....	8
Intergroup Officers - Public Information .....	9
Intergroup Officers - Telephone Service & Responders .....	10
Intergroup Officers - Hospital Liaison.....	11
Intergroup Officers - Probation Liaison .....	12
Intergroup Officers - Industry Liaison.....	13
Intergroup Officers - Literature Secretary .....	14
Intergroup Officers - Archivist .....	15
Regional Representatives.....	16
Share Representative .....	17
Group Officers - Group Service Representative .....	18
Group Officers - Group Secretary .....	20
Group Officers - Group Treasurer.....	22
Group Officers - Literature Secretary.....	23
Group Officers - Tea Person.....	24
Dalai Lama's Millennium Message .....	25

## Introduction To Service

With respect to AA tradition these job descriptions are meant as guidelines only. We hope they will be of help to any member wishing- to make a commitment to the Group, the Intergroup, and to the fellowship as a whole.

"This we owe to AA's future. To place our common welfare first. To keep our fellowship united. For on AA unity depends our lives. And the lives of those to come." (Guideline number 2)

"Alcoholics Anonymous is more than a set of principles; it is a fellowship of alcoholics in action. Service is at the centre of every AA concept and activity. It is as fundamental to AA as abstinence is to sobriety. Without this giving of oneself to another there would be no fellowship. This desire to serve improves recovery."

"As newcomers we see people giving time, energy and love in the service of the fellowship, and it is suggested that we, too, should become involved. Those of us who have done this will tell you of the enormous benefits we have received by willingly stepping into service. A great paradox of AA is that rewards will come when we begin to forget ourselves."

"AA's twelfth step 'Carrying the message' is the basic service that our fellowship gives; it is our principle aim, and the main reason for our existence. We must carry AA's message otherwise we ourselves may fall into decay and those who have not been given the truth may die.

Carrying AA's message is therefore the heart of our third legacy of service. Any action which helps AA to function as a whole is service. Where better to begin than in our own home group."

(From AA pamphlet "Growing into Service.")

We lead by example an essential part of the commitment to recovery, the Group, the Intergroup and the Fellowship is that we be seen to regularly attend a Home Group within the Thames Valley Intergroup.

"I am responsible...  
When anyone, anywhere, reaches out for help,  
I want the hand of AA always to be there.  
And for that I am responsible."

## **Intergroup Officers - Chairman**

Extract from guideline number 2

"The Chairman has the responsibility of convening and conducting the meetings, and approving the agenda and minutes before they are published."

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Chairman 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## **Intergroup Officers - Vice-Chairman**

Extract from guideline number 2.

"The Vice-Chairman will substitute for the Chairman-if absent and will help and advise as necessary".

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Vice-Chairman 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## Intergroup Officers - Secretary

Extract from guideline number 2.

"The Secretary will prepare the agenda and minutes of meetings in conjunction with the Chairman, and will distribute them to the groups well before meetings so that there is ample time to discuss the contents. The Secretary will also deal with all correspondence passing requests for speakers at outside organisations to either the P.I. Officer or to a suitable member. The Secretary should also keep in touch with G.S.O. taking particular care to see that a copy of the minutes and change of officers, etc. are sent to them promptly.

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Secretary 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general!

## Intergroup Officers - Treasurer

Extract from guideline number 2.

"The Treasurer should keep a proper account of all Intergroup finances and insure that funds are available for it's essential current requirements with a prudent reserve of, say, two months estimated expenditure. He should report to Intergroup the balance remaining for prompt transfer to the G.S.O. The accounts should be open to inspection at all times and be properly audited or independently checked before the AGM."

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Treasurer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## Intergroup Officers - Prison Liaison

Extract from guideline number 2.

"A Prison Liaison Officer should gather and collate all information about the prison groups in his/her area (including open prisons, borstals etc.) and forward the information to their Region, where such is operating, and to G.S.O.

He/she should also keep himself informed via his Region and G.S.O. on Home Office and Conference policy with regard to special subjects, such as parole, the use of tapes, etc., in order that he/she can help prison sponsors with any problems which may arise in the area. i.e. G.S.O. and the G.S.B. maintain excellent contact with the Prison Department of the Home Office, and Intergroups should communicate with G.S.O. regarding any problems which may arise in the area."

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ a To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested. (minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Prison Liaison Officer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## Intergroup Officers - Public Information

Extract from guideline number 2.

"A P.I. Officer assumes the responsibility of ensuring that the AA message and programme of recovery is conveyed to outside organisations to the best possible advantage. The provision of a panel of members to comply with requests for speakers is an important part of this activity.

"Assisting local press and radio to obtain accurate information about AA is another important function and calls for a thorough appreciation of our Traditions."

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup ..or Region if requested. (minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region, National Directory; and with having telephone number (telephone essential for this post) address, and surname used in the event of mailshot, and for public and professional enquiries.
- ❖ To twelve step new Public Information Officer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## Intergroup Officers - Telephone Service & Responders

In brief ...to co-ordinate the manning of the AA help-line, change the message daily, note any messages left on the answerphone and to liaise with Intergroup Officers as necessary.

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Telephone Service Officer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

Extracts from guideline number 7.

Our growing experience is that a successful telephone service concentrates on putting the suffering alcoholic in touch with an individual contact or local AA group. It is the responsibility of the members of the local group to carry out the necessary twelfth step work, to provide a welcome to the new members and to share their experience, strength and hope with them and thus to set them on the road to recovery

Common sense and a regard for AA principles are of much more help in maintaining a successful telephone service than the establishment of administrative procedures. However, certain points can be taken from our experience of telephone service offices to date:

\*Members participating in telephone service should have a period of continuous sobriety of approximately 12 months.

\*The member answering the call should remember the first time caller is nervous, so the response should be positive and sympathetic.

\*Details of phone numbers of AA members ready -and willing to carry out the twelfth step work should be conveniently to hand and generally listed on an area basis for speed of reference. The list of group meetings should be available for immediate reference. Intergroup and regional officers' phone numbers, together with the G.S.O. phone number, should also be readily available so that calls from the media and other agencies are referred to the correct source.

\*Experience has shown that a large number of calls will be received from employers, doctors, social workers, newspapers, radio and T.V. as well as alcoholics and their families.

\*Great care should be taken regarding the confidentiality of members' phone numbers. The information as to how an enquirer may be contacted is taken and passed on to the member. It then becomes the responsibility of that member to take whatever action is appropriate. It is important to have a large number of members to share the considerable time and effort required to maintain the telephone service office. Some members may be able to devote a lot of their time to this service and this can be very useful in providing continuity and a link of information for the other members participation. However, as in other AA service it is unfair and unwise to depend too much or for too long on the availability and dedication of one individual.

## Intergroup Officers - Hospital Liaison

Extract from guideline number 2.

"A Hospital Liaison Officer has a similar duty to that of the Prison Liaison Officer: to provide support for hospital groups and to encourage visits to alcoholic patients in hospital.

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested. (minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Hospital Liaison Officer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## **Intergroup Officers - Probation Liaison**

Extract from guideline number 2.

"The primary object of Probation Liaison is to -establish ii links with the Probation Services in England and Wales, so that the clients of the probation services may benefit from being introduced to AA. It is suggested that each Intergroup appoints a Probation Liaison Officer and that a Regional Probation Officer may help in co-ordinating these efforts. It is also suggested that talks to Probation Officers, together with displays of the video, will further our primary purpose."

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Probation Liaison Officer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## Intergroup Officers - Industry Liaison

For additional information refer to guideline number 4.

An Industry Liaison Officer assumes the responsibility of ensuring the AA message and programme of recovery is conveyed to outside organisations to the best possible advantage. This office is closely connected to the functions of Public Information with whom communication is essential

Further information can be obtained from the pamphlets "Alcoholism is a Management Problem." and "AA and the Alcoholic Employee."

Tradition 6 says "An AA Group ought never endorse, finance or lend the AA name to any related facility or outside enterprise lest problems of money, property and prestige divert us from our primary purpose."

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested. (minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Industry Liaison Officer 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## **Intergroup Officers - Literature Secretary**

To obtain copies of all Intergroup minutes within the South Midlands Region, to précis and present any ideas considered as useful or interesting to-the Intergroup.

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Literature Secretary 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service; Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## **Intergroup Officers - Archivist**

To collate all information relevant to the history of AA within T.V.I.

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Archivist 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and-AA literature in general.

## Regional Representatives

Extract from guideline number 3.

"Regional Reps and alternates should be elected-as carefully as GSR's. They should be chosen as a general rule among serving GSR's but any member who has the necessary qualifications, even if he is not at the time serving as a G.S.R., may be elected. It goes without saying that such a Rep will attend ALL Intergroup meetings to report from the Region and to hear from the Intergroup their wishes to be expressed at the next Regional Meeting.."

- ❖ Established length of continuous sobriety at least 3 years.
- ❖ In the interest of continuity to serve for 3 years. After which he must retire and cannot be re-elected for at least 1 year.
- ❖ To attend all the related meetings i.e. Intergroup, Intergroup Officers and Regional meetings. (minimum 15 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Regional Rep 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general plus knowledge of the structure of AA and the Twelve Concepts for World Service.

## Share Representative

To encourage and collate writings from members within T.V.I. for despatching to the Share Magazine. Also to promote the sale of Share within the local groups.

- ❖ Established length of continuous sobriety of not less than 2 years.
- ❖ To serve for not less than 2 years and no more than 3.
- ❖ To attend all related meetings i.e. Intergroup, Intergroup officers, and be prepared to attend any other meetings held within the Intergroup or Region if requested.  
(minimum 10 per year)
- ❖ To be comfortable with having telephone number readily available throughout the Intergroup, Region and National Directory
- ❖ To twelve step new Share Representative 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, Twelve Traditions and Twelve Steps, and AA literature in general.

## Group Officers - Group Service Representative

Refer to guideline number 3 for additional information.

"By choosing it's most qualified man or woman as GS- R. a group helps it's own future and the future of AA as a whole."

To be chosen to represent our group is to be given the opportunity to take part in AA's Third Legacy, that of Service and to have the chance to become a "trusted servant."

Bill said, "the strength of our whole structure starts with the group and with the G.S.R. that the group elects."

### RESPONSIBILITIES.

Knowing the responsibilities entailed is therefore essential. The first is that the G.S.R. should be the vital first link in the chain of communications; the chain which leads to knowledge, ideas, unity and growth.

The GSR's communications are two way. It is important to report back to the group all that the G.S.R. learns at any meeting attended on behalf of the group as it is to inform the meeting of the groups own wishes.

The agenda of any meeting which the G.S.R. is to attend on behalf of the group should be fully discussed with the group, and their wishes on any subject thereon ascertained. The G.S.R. should thereafter faithfully express the groups opinion whatever his/her feelings may be. At the same time he/she should remember the forth Tradition; and bear in mind that he/she should not be a rubber stamp but be free, in the light of what he/she hears at the meetings, to consider the welfare of AA as a whole. (Concept 3).

The G.S.R. has a responsibility to attend all meetings, and if this is impossible, to brief thoroughly an alternate who will stand in for him/her and should be chosen by the group.

It should be the GSR's responsibility to encourage observers to attend Intergroup and Regional meetings, when this is permitted, in order to foster interest and encourage members to widen their horizons; but it should be noted that ONLY GSR's and members of the committee are entitled to vote at Intergroup meetings.

It is the GSR's responsibility to know his/her group so well that should unexpected matters come before the meeting he/she will have a fair idea--of what his/her groups wishes would be. The G.S.R. should also think of Tradition 7 and remind members of the group's part in keeping all of AA self supporting. Notification of change of group officers and any other changes should be notified to G.S.O. promptly.

### QUALIFICATIONS.

The G.S.R. should always put principles before personalities; and be regular weekly attendee at his/her own group whose confidence he/she should have; thus being in a position to know the group's wishes, inclinations and conscience intimately, and therefore able, should necessity arise, to stand in for any other officer of his/her group who is unable to be present. He/she should report back to the group as concisely and interestingly as possible, bearing in mind that the group may grudge the time devoted to 'business'.

In the interest of continuity the G.S.R. should be prepared to serve for a minimum of 2 years, at the same time not forgetting the principle of rotation.

- ❖ Established length of continuous sobriety 2-3 years, preferably holding no other group office.

- ❖ To serve for a minimum of 2 years, not forgetting the principle of rotation.
- ❖ To attend all meetings and if that's not possible to brief an alternative who will stand in for him/her and be chosen by the group.
- ❖ To be comfortable with having telephone number readily available to Intergroup officers and all GSR's, plus address for Intergroup secretary & G.S.O.
- ❖ To twelve step new G.S.R., 3 months before and 3 months after completion of service.
- ❖ To be familiar with the Group Handbook, the AA Service Manual, the AA Service Handbook for GB, the Twelve Traditions, the Twelve Steps, the pamphlet the AA Group and AA literature in general.

## Group Officers - Group Secretary

Extract from guideline number 5.

- 1) Secretaries are generally responsible for maintaining good relations between the group and the landlord. If AA members are seen to be pleasant people, our work is respected and sick alcoholics may be encouraged to contact us.

The same principle applies if the group wishes the Secretary to liaise with local doctors, clergymen, social workers and others who are in contact with suffering alcoholics.

- 2) Receive mail from the group including 'Share' and 'The Roundabout, Box 514', and any information from G.S.R., making these readily available to the group.
- 3) Arrive some time before a meeting is due to start, in order to arrange the room, usually with the help of other members or the refreshment helpers..
- 4) Encourage the meeting to start punctually.
- 5) Usually make any AA announcements at the end of the meeting (i.e. news of conventions, new meetings, new literature etc.)
- 6) Try to stress the 7th Tradition by passing the pot and the speaker or leader to close the meeting with the Serenity Prayer.
- 7) Should have confidential list of those members willing to do twelfth step work, and pass on any calls for help.
- 8) Make sure, with the Treasurer's help, that the rent is paid.
- 9) Help the Treasurer to count and keep records of the group's collections.
- 10) Inform the Intergroup Secretary and G.S.O. of the names, addresses and telephone numbers of the group officers' together with up-to-date group telephone contacts, also of any changes in these or the group's venue. In this way the correct information is always available for inclusion in 'Where to Find AA.'
- 11) Provide safe keeping for such group records and correspondence as exist, thus preserving anonymity at all times.

The Secretary as well as other group officers has a special responsibility for seeing that newcomers get help and are made welcome on arrival. In some groups certain members are specifically asked to do this.

- 12) Find suitable speakers for each meeting.
- 13) Book them well in advance.
- 14) Inform them of the time, date and address of the meeting.
- 15) Explain the usual format of the group, i.e. length of his/her talk or discussion etc. and what time the meeting ends.
- 16) Try to visit other groups in order to book a variety of speakers so as to get a good cross-section of AA recovery.

- ❖ Most Groups make sure that their officers have a known period of continuous sobriety of a suggested minimum of 6 months.
- ❖ Suggested length of service months
- ❖ To attend all meetings and if that is not possible to inform the G.S.R. or another Group officer who will stand in. Please note, the Secretary should arrive at least 15 minutes before the start of the meeting
- ❖ To be comfortable with having telephone number readily available to other group officers.
- ❖ To twelve step new Secretary, 1 month before and 1 month after completion of service.
- ❖ To be familiar with the Group Handbook, the Twelve Traditions, the Twelve Steps and AA literature in general.

## Group Officers - Group Treasurer

Extract from guideline number 5.

- 1) Collect the money from passing the pot at group-meetings.
- 2) Count this with the Secretary's help.
- 3) Enter the amount into a cash book.
- 4) Make regular reports to the group showing what the money is needed for.

Group funds usually go for such services as:

- (a) Rent, light and heat for the meeting place.
  - (b) Refreshments and miscellaneous expenses.
  - (c) AA Literature payments for 'Share' and 'The Roundabout'.
  - (d) Contributions to Intergroups or G.S.O.
- 5) Treasurers usually keep good, simple records and inform their group as to how much is taken and how it is spent. Problems can be avoided by keeping the group's funds in a separate bank account which requires 2 signatures on each cheque. This method usually eliminates any trouble later.

AA experience clearly shows that it is NOT a good idea for a group to accumulate large funds in excess of what is needed. A prudent reserve for monthly rent and bills is recommended. Group funds are used for all group expenses, but NOT for members' expenses in twelfth step work.

- ❖ Most Groups make sure that their officers have a known period of continuous sobriety of a suggested minimum of 12 months.
- ❖ Suggested length of service 12 months
- ❖ To attend all meetings and if that is not possible to inform the G.S.R. or another Group officer who will stand in.
- ❖ To be comfortable with having telephone number readily available to other group officers and Intergroup Treasurer.
- ❖ To twelve step new Treasurer, 1 month before and 1 month after completion of service.
- ❖ To be familiar with the Group Handbook, the Twelve Traditions, the Twelve Steps and AA literature in general.

## Group Officers - Literature Secretary

Extract from guideline number 5.

- 1) Make sure the group has its own copy of the 'Big Book' (Alcoholics Anonymous).
  - 2) Order and keep the group supplied with copies of the 'Big Book', '12 Steps and 12 Traditions', 'AA Comes of Age', 'As Bill Sees It' (AA Way of Life), 'Come to Believe' and 'Living Sober'.
  - 3) Have available ALL pamphlets published by AA.
  - 4) Put together selected packs of literature for newcomers.
  - 5) Re-order books and pamphlets as they are sold.
  - 6) Make sure these are on display and available to members at group meetings; encouraging members to buy them.
  - 7) Have the current edition of the AA Service Handbook for Great Britain available especially at business meetings.
  - 8) Pass any accounts for payment of these to the Treasurer.
  - 9) Sell the magazines when they arrive each month and help the Secretary to circularise Box 514, Convention Forms, notices from G.S.O., etc.
- 
- ❖ Most Groups make sure that their officers have a known period of continuous sobriety of a suggested minimum of 6 months.
  - ❖ Suggested length of service 6-12 months.
  - ❖ To attend all meetings and if that is not possible to inform the G.S.R. or another Group officer who will stand in. Please note, the Literature Secretary should arrive at least 15 minutes before the start of the meeting.
  - ❖ To be comfortable with having telephone number readily available to other group officers and address available for G.S.O.
  - ❖ To twelve step new Literature Secretary, 1 month before and 1 month after completion of service.
  - ❖ To be familiar with the Group Handbook, the Twelve Traditions, the Twelve Steps and AA literature in general.

## Group Officers - Tea Person

Extract from guideline number 5.

..... Helpers should make sure that the kettles are boiling, milk is available, coffee or tea and sugar is in plentiful supply, the cups are bright and clean, ash trays are at the ready. Any expenses for refreshments may be reclaimed from the Group Treasurer. After each meeting the floor should be left well swept, clean, tidy, and in proper order.

- ❖ Most Groups make sure that their officers have a known period of continuous sobriety of a suggested minimum of 3 months.
- ❖ Suggested length of service 3-6 months
- ❖ To attend all meetings and .if that is not possible to inform the G.S.R. or another Group officer who will stand in. Please note, the Tea Person should arrive at least 15 minutes before the start of the meeting
- ❖ To be comfortable with having telephone number readily available to other group officers.
- ❖ To twelve step new Tea Person after completion of service.

## **Dalai Lama's Millennium Message**

Instructions for life in the new millennium from the Dalai Lama:

- 1) Take into account that great love and great achievements involve great risk.
- 2) When you lose, don't lose the lesson.
- 3) Follow the three R's: Respect for self, respect for others and responsibility for your actions.
- 4) Remember that not getting what you want is sometimes a wonderful stroke of luck.
- 5) Learn the rules so you know how to break them properly.
- 6) Don't let a little dispute injure a great friendship.
- 7) When you realise you've made a mistake, take immediate steps to correct it.
- 8) Spend some time alone every day.
- 9) Open your arms to change, but don't let go of your values.
- 10) Remember that silence is sometimes the best answer.
- 11) Live a good, honourable life. Then when you get older and think back, you'll be able to enjoy it a second time.
- 12) A loving atmosphere in your home is the foundation for your life.
- 13) In disagreements with loved ones, deal only with the current situation. Don't bring up the past.
- 14) Share your knowledge. It's a way to achieve immortality.
- 15) Be gentle with the earth.
- 16) Once a year, go some place you've never been before.
- 17) Remember that the best relationship is one in which your love for each other exceeds your need for each other.
- 18) Judge your success by what you had to give up in order to get it.
- 19) Approach love and cooking with reckless abandon.