6. LOVE AND SERVICE GROUP'S x
QUALIFICATIONS AND RESPONSIBILITIES FOR:
COMMITMENT COORDINATOR CO-CHAIR

Elections at the September business meeting.

- Thank you for accepting this *one year and one month commitment*, from the day you accepted the position through the first meeting in October. If possible, you will shadow your predecessor, and train your successor when you leave the position.
- We discourage making yourself available for any position that you have previously served a full term.
- You are expected to be at the 2nd Sunday monthly business meeting and become familiar with the Love and Service Group's History and Objectives.

If you are unable to fulfill your commitment at any meeting, please find someone from our group to cover for you (preferably *someone who has done the job before*) **AND** let the Commitment Coordinator know. Or, if you need to discontinue your commitment altogether, please contact the Business Meeting Secretary.

The suggested **qualifications** and sobriety for this position are:

1. 4 years of sobriety
2. One year prior Love & Service commitment
3. Suggested Home group member
4. Able to attend Sunday & Thursday meetings.(This can be split between Chair/Co-chair)
5. Leadership ability and organizational skills.

Your responsibilities are: (Duties can be split up between CHAIR Person and Co-CHAIR as per arrangement made between current position holders.)

1. Keep all service positions filled for the Sunday and Thursday night meetings and fill in where needed.
2. To train or have someone train members to know their commitment.
3. Provide "Qualifications & Responsibility" sheets to everyone when they first take the commitment.
4. Be sure the commitment is being done or find someone to do it.
5. Update the excel file commitment list.
6. Update the church with your name and info as a key holder for the facility. See church liaison for contact info.
7. Announce at the meetings if commitments are available and need to be filled.
8. Arrive by 5:00 pm on Sunday and 6:00 pm on Thursday to determine if all positions are covered and find someone to fill any open commitments that evening.
9. Prior to each meeting check the following:
    a. Turn 4 sets of lights on (1 by Grapevine, 1 around the corner from this, 2 across the closet door by women's bathroom by foyer and 3 on left in back of the sanctuary.

b. Sign out- 1 on Morello and 1 up towards church.
c. Coffee being made.
d. The recording table in place and set-up.
e. Greeters in place and sign out.
f. Chairs, window shades set-up correctly in each room.
g. Literature & Grapevine set-up.
h. Sponsorship table set-up.
i. Room temperature set at 72.
j. No drink signs posted for Sunday night meeting.

10. Stay late enough to be sure that all after meeting commitments are taken care of.
11. Check all bathrooms each night for cleanliness. Check there is nothing stored under the 2nd section under the stage in teh sanctuary. We no longer have access to this section.
12. Check messages on boards in rooms 4,5,8,9 re; where to place chairs after meeting.
13. Check small kitchen to make sure coffee maker is turned off and the kitchen is clean.
14. On Sunday walk-thru sanctuary and make sure all trash is picked up, and that trash in the coffee room is thrown.If there is trash left in the meeting area or bathroom, let the clean up commitment holder know.
15. Don't turn off thermostat in sanctuary.
16. Lock all doors and make sure all doors are locked (see lock up procedure) and check to make sure thermostats are turned off.
17. Attend yearly meeting with co chair, chair, Liaison and Church in January.
18. Co-CHAIR Reviews Job Descriptions by having commitment holders review and update them in Pas it On File at least once a year.
19. Co-CHAIR assists Chair with a training period between outgoing and incoming commitment holders, a suggested 2 week shadow period for most jobs and 4 weeks for more complicated positions. (Shadowing means that the new person will follow the old commitment holder around to learn the new job.)