

TLG Service Position Description Newcomer Representative

Objective: To provide newcomers with information about A.A., the Three Legacies Group and sponsorship.

Service position requirements:

- 6 month sobriety / 6 month term

Responsibilities:

- Attend monthly business meetings and provide a report.
- Be at the meeting 15 minutes before the meeting starts to look for newcomers, introduce them to our members and help to prepare them for the meeting.
- The Newcomer Representative will coordinate with the Alternate Newcomer Rep coverage at each TLG meeting.
- Provide newcomers with a Newcomer Packet and make them feel welcome and supported.
- Provide out of town visitors, and people new to the area with a [About the TLG Handout](#)
- Make an announcement at the end of the meeting welcoming new people and visitors by name and be available to answer questions.
- When the Birthday Chair can't be at the meeting, it is the Newcomer Reps responsibility to cover for them as backup.
- Help to train the Alternate Newcomer Rep into the position and help them to learn the service position.