

LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: SPEAKER RECORDING EDITOR

Elections for this position are held 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.
- If you are filling in for a vacated position, the Commitment Chair will find someone who has done the position before to train you. You are still eligible to make yourself available for one full term of that position. We discourage making yourself available for any position that you have previously served a full term.
- It is suggested that you attended the monthly business meeting on the 2nd Sunday 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 Commitment Coordinator.

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

1. 6 months sobriety
2. A willingness and time available to serve.
3. Access to a computer

Your responsibilities are:

1. Work with the Tech Committee for access to web assets
2. Weekly after the Sunday Speaker meeting, download the [Zoom](#) audio recording:
 - a. Rename the download recording to YYYY-MM-DD - <Speaker First Name, Last Initial OR the Panel Name OR Homegroup Birthday Night> from <City State>
 - b. Notate if the recording is CLEAN (c) or NOT CLEAN (nc) to indicate if last names were mentioned during the recording
 - i. Where appropriate, silence/bleep out last names of AA members. Instructions will be provided by the Tech Committee(Group conscience is we will not publish last names on our podcast in alignment with 12th tradition. This applies to deceased AA members too.)
 - c. Convert the recording to MP3
 - i. Suggested to use [Audacity](#)
 - ii. Add suggested Meta Data when converting
 1. Artist Name: Love & Service Group
 2. Track Title: The file name from step #1a

3. Album Title: Love & Service Group
 4. Year: The current year
 5. Genre: AA Speaker
 - d. Upload the MP3 to the appropriate [year recording folder in Google Drive](#)
 - e. Update the [Recording List](#) file (this will update the list on the [website](#))
3. Inform Tech Chair when upload to Google Drive is complete