Sun 9:30am Service Positions Descriptions

Secretary

Zoom Host

Speaker Chair

Treasurer

Intergroup Representative

Contact name & number listed on Bridge/oasf.org

Phone Newcomers During the Week

Hospital Liaison

Literature Person

Signs Person

Set-Up Person

Clean-Up Person

Secretary

Qualifications: Six months of current abstinence

Term: Three months

Duties:

- Bring to the meeting each week the binder containing the script, meeting readings, copies of the closing prayer, and business meeting script and agenda items as well as the weekly sign-in sheets on which group members write their names and phone numbers.
- Run each meeting in accordance with the group-approved format and script.
- Conduct the monthly business meeting on the first Sunday of the month in accordance with the group-approved format and script, and inform group members of decisions made during the business meeting.
- When the Treasurer is absent, perform the duties of the Treasurer.
- Ensure that the integrity of the meeting is maintained at all times in accordance with the 12 Traditions.
- If unable to attend any particular meeting, arrange for a substitute.

Zoom Host

Qualifications: N/A

Term: Three months

Duties:

- Show up 10 minutes early to the meeting
- Keep the meeting safe from disruption
- Help the secretary run the meeting
- Maintain a “Task List” to pass on to the next Zoom Host
- If unable to attend, arrange for a substitute

Speaker Chair

Qualifications: N/A

Term: Three months

Duties:

- Obtain speakers for each meeting. Speakers should have six months of current abstinence and be an active member of OA, defined as regularly attending meetings.
- Inform prospective speakers that they must speak on conference-approved literature.
- Confirm with each speaker several days before the meeting at which they are to speak.
- Attend this meeting’s monthly business meeting or send a substitute.

Treasurer

Qualifications: (Suspended)

Term: Three months

Duties:

WEEKLY:

- Collect 7th Tradition donations at each meeting; if unable to attend a particular meeting, arrange for a substitute.
- Maintain a written account of all funds collected from 7th Tradition donations and literature sales.
- Maintain a $200 prudent reserve.
- Communicate with the Literature person about availability of funds for purchasing literature.

MONTHLY:

- Send a rent check on the 25th of each month in the amount of $175 to:

  ~~CPMC Support Services~~

~~P.O. Box 7999~~
~~San Francisco, CA 94120~~

~~Note the meeting's day/time on each check.~~

- Send the meeting's account balance to Intergroup on the 30th of each month (excluding prudent reserve and literature needs) to:

  ~~SF OA Intergroup~~ *(see oasf.org/contribute for current address)*
  ~~P.O. Box 2543~~
  ~~San Francisco, CA 94126~~

- Attend the monthly business meeting and report on the meeting's fund balance and activity over the past month, or send a substitute.

Intergroup Representative

Qualifications: N/A

Term: Three months

Duties:

- Represent this meeting by attending and voting at monthly OA Intergroup meetings; if unable to attend any particular Intergroup meeting, arrange for a substitute.
- Keep group members informed about Intergroup's activities and decisions by making a monthly report as well as announcements during the weekly meeting as appropriate.
- Report to the Intergroup office any change in this meeting's address, meeting place, contact person, or other relevant information.
- Attend this meeting's monthly business meeting or send a substitute.

Contact name & number listed on Bridge/oasf.org

Qualifications: N/A

Term: One year

Duties:

- Contact Bridge liaison to ensure that your name and number are listed on the Bridge as this meeting's contact person.
- Respond to all calls inquiring about the meeting (location, theme, etc) as soon as possible.
- Attend this meeting's monthly business meeting or send a substitute.

Phone Newcomers During the Week

Qualifications: N/A

Willingness to attend each meeting or find a substitute when necessary.

Term: Three months

Duties:

- Use the phone list to take down the names and phone numbers of anyone who identified themselves as newcomers during the meeting.
- Make an outreach call to each person before the next meeting.

Hospital Liaison **(on hold)**

Qualifications: 6 months current abstinence

Term: 2 years

Duties:

- Attend this meeting's monthly business meeting or send a substitute.
- Represent the meeting to CPMC Support Services
- Renew the meeting's room reservation annually
- Sign documents for the reservation and for any special events
- Serve as contact person for the meeting should the hospital need to use the room as the contract reflects
- Inform the treasurer and the group of the amount of rent

Literature Person (on hold)

Qualifications: One month of current abstinence

Term: Six months

Duties:

- Maintain a stock of OA conference-approved literature, including books, pamphlets, newcomer packets, and copies of Lifeline; a stock of select AA conference-approved literature should also be maintained.
- Bring literature to the meeting each week and display it in a manner that enables group members to see what is available; if unable to attend any particular meeting, arrange for a substitute.
- Sell literature to group members for the exact purchase price of each item, excluding pamphlets and newcomer packets which are free to group members.
- Maintain a price list showing sale price of each item OR mark each item with current sale price
- When new OA and AA literature needs to be ordered, discuss prospective purchase with the Treasurer in order to ascertain the amount of funds needed and amount of funds available. Based on the outcome of that discussion, obtain funds from the Treasurer to order new literature; OA books and pamphlets can be ordered from bookstore.oa.org, and AA literature can be ordered from aa.org.

- Attend this meeting's monthly business meeting or send a substitute.

Signs Person (on hold)

Qualifications: Willingness to attend each meeting or find a substitute when necessary

Term: Six months

Duties:

- 15 minutes before the meeting starts each week, place directional signs in the building at the following locations: the main lobby, near the elevators on B level, outside the meeting room, and other locations as appropriate.
- Retrieve signs at the end of each meeting.
- If unable to put up and/or take down the signs for any particular meeting, arrange for a substitute.
- Attend the monthly business meeting or send a substitute.

Set-Up Person (on hold)

Qualifications: Willingness to attend each meeting or find a substitute when necessary

Term: Six months

Duties:

- 15 minutes before the start of each meeting, set up chairs in the meeting room.
- Ensure that there are a sufficient number of chairs for each group member to have a place to sit. If at any point in the meeting the number of group members exceeds the number of chairs available, help find additional chairs.
- If the door to the meeting room is locked, contact the security guard to unlock it.
- If unable to set up any particular meeting, arrange for a substitute.
- Attend the monthly business meeting or send a substitute.

Clean-Up Person (on hold)

Qualifications: Willingness to attend each meeting or find a substitute when necessary

Term: Six months

Duties:

- Return the chairs to the café after the meeting.
- If the door to the meeting room is locked, contact the security guard to unlock it.
- If unable to attend any particular meeting, arrange for a substitute.
- Attend the monthly business meeting or send a substitute.