

LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: BUSINESS MEETING CO-CHAIRPERSON

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.
- 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 Commitment Coordinator.

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

1. 5 years of sobriety
2. One prior commitment at Love & Service
3. Home Group Member
4. Working knowledge and understanding of the 12 Traditions, 12 Concepts and Robert's Rule of Order.

Your **responsibilities** are to work with the current business meeting chair to ensure the following are met:

1. To be the Business Meeting Secretary of Love and Service on the 2nd Sunday of each month @ 4:30 pm.
2. Assist the Chair in preparing an Agenda for each business meeting, including old business, new business and discussion topics. See Business Meeting Chair job description for more details.
3. To familiarize yourself with the passed group conscience motions "books" in the [Business Meeting Minutes](#) folder of the [L&S All Members Shared Google Drive](#) so that you are aware of, and can continue to uphold the decisions of the group. You are to assist the Recording Secretary to add new group decisions and to keep the list up to date.
4. To stay "aware" of the feel of the group and what's happening. It will be your responsibility to assist in maintaining a healthy group environment by guiding the group in the use of the Traditions and Concepts to solve group problems and apply Rule 62
5. The Recording Secretary will forward you the meeting minutes for your review and approval. Once minutes are approved you will upload to the

appropriate year folder in the [GoogleDrive](#) and email them back to the recording secretary and/or potentially assist with uploading to SLACK.

6. Participate in, and serve as recording secretary for, the monthly Advisory Committee Meeting –held on the 3rd Sunday of each month @ 5pm.
7. The Business Meeting Secretary will be a part of the Advisory Committee for a maximum term of 6 years.
8. The Business Meeting Chairperson will rotate into the Advisory Committee Chair the following year after the term of Business Meeting Chairperson ends.