

**LOVE AND SERVICE GROUP'S  
QUALIFICATIONS AND RESPONSIBILITIES FOR:  
SUNDAY ATTENDANCE CARD SIGNER POSITION  
2025**

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 attend the monthly business meeting on the 2<sup>nd</sup> Sunday of each month, 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 of sobriety.
2. A willingness to serve.

Your responsibilities are:

1. to sign court card slips at the end of the Sunday meeting
2. Please stand and make yourself visible to the meeting when the Sunday Secretary announces this.
3. At the end of the meeting, stay at the literature area for at least 10 minutes to sign attendance cards.
4. If possible ask if they would like a meeting schedule and if they would like a home group/sponsorship phone list.
5. Let them know we have a "Newcomers meeting" on Thursday nights at 7pm and that our group goes to dinner after the Sunday night meeting.
6. Work with the Sponsorship committee to help newcomers.
7. check L&S email after meeting and send out meeting attendance confirmations for those that are virtual. Work with the Tech Chair to gain access to the group email inbox
  - a. Within 24-hours after the meeting, review the Love and Service inbox for any new emails that are tagged as "Proof of Attendance"
  - b. Reply back to those emails with something like:  
Hello <person's first name>,

This email confirms your attendance at the <date of meeting> Love and Service AA meeting.

Sincerely,

<Your First name and initial of your Last name>

- c. Then untag(remove) their email for the inbox, but leave it tagged as "Proof of Attendance"