

Positions, Requirements, & Length

Chairperson of Business Meeting:

The Chairperson of Business Meetings oversees Business Meetings, writes the Business Meeting agenda, and sends the Business Meeting agenda (via WhatsApp link or Zoom chat) to members prior to the start of the business meeting

- Requirements: at least 5 years sobriety, active in a 12 Step program, and demonstration of ability to transmit message (example: your sponsee has a sponsee)
- Length of term: 2 years, re-electable

Chairperson of Meeting:

The Chairperson of the Meeting chairs the daily morning meeting

- Requirements: at least 1 year of sobriety and active in a 12 Step program,
- Length of term: 2 months, re-electable

Secretary:

Submits minutes of the monthly Business Meeting. Responds to emails sent to verifyJOL@gmail.com, from AA's requesting email confirmation for Zoom meeting attendance. Ensures participants receive documentation approximately 48 hours post attendance. Monitors the group email joyoflifeaa@gmail.com for literature and sobriety chip requests, and forwards those requests to the treasurer.

- Requirements: at least 2 years of sobriety
- Length of term: 2 years, re-electable

Treasurer:

Collects 7th tradition money, pays group expenses, and maintains accurate records. Gives a bi-monthly treasury report at the Business Meeting. Kansas City Intergroup office to ensure members receive requested materials in a timely manner. Upon literature and sobriety requests from the secretary, forwards those to the KC intergroup for purchase/order.

- Requirements: at least 2 years of sobriety
- Length of term: 5 years, re-electable

Group Service Rep/ Alternate:

Regularly attend area assemblies and district meetings. Regularly make reports to the AA group regarding information received from area assemblies and district meetings. Work with the group Treasurer to develop Seventh Tradition support for the General Service Board, the area, and the district (and other AA entities that the group would like to support)¹. Keep the group up to date on the latest A.A. literature and service material. Responsible for monitoring and ensuring the group is compliant with A.A. traditions and concepts.

- Requirements: at least 2 years of sobriety
- Length of term: 2 years, re-electable

Intergroup OIAA Rep/ Alternate:

Register online for the group. Then get emails for meetings held at the intergroup level. Vote on policies and procedures on intergroup relations. Every 2 years vote on the board of directors. Distribute resources available for newcomers and AA online. Other boards to join (Technology, finance, etc).

- Requirements: at least 2 years of sobriety
- Length of term: 2 years, re-electable

Spiritual Timekeeper:

Times shares during morning meeting for 2 mins

- Requirements: at least 1 year of sobriety
- Length of term: 2 months, re-electable

Zoom Chat Topic Poster:

Posts daily topic in zoom chat box

- Requirements: at least 1 month of sobriety
- Length of term: 2 months, re-electable

WhatsApp group positions

(Morning Meditation Poster, Mid-Day Meditation Poster, and Evening Meditation Poster, Alphabetical Share Tracker)

- Requirements: at least 3 months of sobriety
- Length of term: 4 months, re-electable

¹ Online Intergroup of Alcoholics Anonymous (OIAA), TIAA, KC District Office

Zoom Security Position (at least 3 total positions):

Admits people into the meeting, puts down hands after people share if they don't themselves, mutes people who unmute and disrupt the meeting, removing Zoom bombers when they reveal themselves, and follows up via email to report Zoom bombers who are removed

- Requirements: at least 1 year of sobriety, computer proficiency, and commitment to regular meeting attendance
- Volunteer-based: volunteer availability at the business meeting, and you will be assigned co-host by the meeting host

Saturday Meeting Chairperson Booker:

Reaches out to schedule rotating chairpersons for Saturday meetings

- Requirements: at least 1 year of sobriety
- Length of term: 4 months, re-electable

Technology/ information coordinator:

Ensures that the group website and service position documents (located in the group's Google Drive) are updated after each business meeting. Holds and manages login information for the website, assisting with troubleshooting as needed. Maintains familiarity with the group's Google Drive and ensures that materials are organized and up-to-date. Manages the joyoflifeaa Gmail account as well as the JOL ZOOM account, and coordinates with the treasurer re: renewal, upgrades, etc.

- Requirements: at least 1 year of sobriety
- Length of term: 1 year, re-electable

Newcomer Liaison/ Alternate Newcomer Liaison:

One male Newcomer Liaison and one female Newcomer Liaison, each with a corresponding Alternate Newcomer Liaison. Alternates rotate into service as needed and assist the primary liaison in carrying out the responsibilities of the position.

Responsibilities:

- i. Consistently attend the morning meeting
 - ii. Co-host privileges to be able to communicate with newcomers during the meeting.
 - iii. Available to introduce themselves to newcomers and open for any questions they may have during, or after, the meeting. Offering ongoing guidance as they navigate AA.
 - iv. Provide a newcomer care package
 1. Website, phone list, WhatsApp
 2. Alternate meetings [men's and women's]
 3. Encouraging additional resources: Everything AA app, sponsorship, assists with finding in-person meetings.
- Requirements: at least 1 year of continuous sobriety (all substances), should have a sponsor, and be actively working the 12 steps of the program. Must be a member of JOL and currently on the group phone list
 - Length of term: 4 month, re-electable