

54. LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: NEWCOMER MEETING SECRETARY

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 expected that you attend the monthly business meeting on the 2nd Sunday, 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. 3 years of sobriety.
2. Suggested home group member.
3. A willingness and time available to serve.
4. Able to attend Thursday and Sunday meeting

Your responsibilities are:

1. You are responsible for the format of the newcomer meeting on Thursday nights.
2. The newcomer meeting should be focused on helping the newcomer to A.A.. It is designed to be of maximum benefit to those that have been sober less than 60 days.
Keep a relationship with the local treatment centers, encourage them to send their clients to our meeting. Encourage those attendees to be of service at the group if possible.
3. To be the Secretary of the **NEWCOMER** meeting.
4. Keep in communication with the Commitment Coordinator regarding commitments that need to be filled or any changes.
5. You are responsible for updating the verbiage of the **NEWCOMER** meeting format. There is a script which will be yours once passed along.
6. Clear tables and set up chairs before the meeting and put everything back as it was after the meeting; you can recruit helpers for set-up and putting the room back together.
7. Your term will end on the last Thursday in September.

Prior Chairs: 2021 Frank H, 2023 Ryan S, 2024 Jeff W, 2025 Dawn M, 2026 Bob K