

LOVE AND SERVICE GROUP'S QUALIFICATIONS AND RESPONSIBILITIES FOR: THURSDAY BIG BOOK 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.

Suggested Qualifications and Sobriety For This Position:

1. 3 years of sobriety
2. One prior commitment at Love & Service for a full year
3. Suggested Home Group Member
4. Able to attend every Thursday and Sunday.

Your Responsibilities:

1. Secretary the weekly Big Book meeting.

- a. As the Secretary, each Thursday, you'll lead the L&S Big Book meeting, utilizing the meeting script and your selected Chairperson for that week.
- b. If you are ***unable to fulfill your commitment***, you ***must*** find someone from our Group to cover for you.
 - i. Ensure you let the Commitment Coordinator ***and*** Secretary of the Steps, Traditions, and Concepts meeting know when you'll be out and who will be covering for you.

2. Schedule a different Chairperson each week.

- a. Each week, ensure you have a Chairperson scheduled who will select a portion of the Big Book, that is meaningful or valuable to them, that they'll read and share on for up to 15-mins. They can choose to read a word, paragraph, or a few pages – anything between the covers, from the title page to the stories.
- b. Chairpersons can be A.A. members from within or outside of the Group.

3. Minimize repetitive readings.

- a. Keep track of the pages read and shared on.

- b. Every Friday send a confirmation to your upcoming Chairperson, that includes a list of pages already shared with the group over the past five-weeks or so.
i.e.

Thank you for agreeing to Chair the L&S BB meeting this, Thu, 07. __ at 7p.

Over the last month, the following pages have been read.

Past speakers have found this info helpful when selecting what they will, or rather won't, share on.

Pgs. 24, 37-38 | Hot Stove & Jaywalker Examples

Pg. 25 | There is a Solution

Pg. 319-320, 323 | Student of Life

Pg. 30 | More About Alcoholism

Pgs. 450-451 | He Lived Only to Drink

If you have any questions let me know.

Thank you so much for your service and see you on Thursday!

4. Prior to the meeting.

- a. Grab the backpack with BB's in it, located in the L&S cabinet, and bring it into the meeting room.
- b. Check that the BB meeting room is set up. (Chairs set-up in a circle or square, etc.)
- c. Reserve a seat for yourself and the Chairperson.

5. Post-meeting.

- a. Help break down the meeting and restore the room to its original set-up.
- b. Collect the BB's and return the backpack to the L&S cabinet.

6. Big Book meeting script.

- a. As a trusted servant, you are trusted to and responsible for keeping the Big Book meeting script up to date.

7. 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 and Steps, Traditions and Concepts Secretary know.

8. If you need to discontinue your commitment altogether, please contact the Commitment Coordinator.