

# SUGGESTED Key Duties



## Secretary's Duties

- Opens and closes the meetings
- Welcomes newcomers and solicits support to introduce newcomers to Step 1, the Laundry List, literature options and sponsorship
- Asks for volunteers/assistance as needed (e.g., timekeeper, birthday chips, set-up, clean-up, facility key, signage)
- Assumes responsibility for meeting unity by “*gently*” reminding members about:
  - Avoiding crosstalk
  - Avoiding discussion of specific therapeutic techniques
  - Avoiding inappropriate announcements (See BRB p.613)
  - Avoiding discussion of personal affiliations (e.g., profession, religion, politics)
  - Maintaining time limits and sharing only once
  - Using “I statements”
- Safeguards the meeting facility e.g., (key, security code, storing of materials)
- As needed, arranges for meeting speakers who carry the ACA message addressing the twelve steps/traditions, inner child, inner loving parent and other ACA principles
- Arranges for secretary coverage when not able to attend a meeting.
- Notifies meeting facility contact person with contact information for a new secretary
- Updates meeting information with WSO (and Intergroup) for changes in meeting location/times, secretary and treasurer addresses and contact info
- Uses Robert’s Rules of Order as a guide to run business meetings with emphasis on decisions which address group conscience and substantial unanimity where appropriate.
- Chairs business meetings and takes minutes (or assigns a fellow traveller) to insure that the group has an ongoing record of meeting activities

**Note:** If service positions are vacant, the secretary assumes these responsibilities and announces openings to facilitate election to vacant positions

## Treasurer's Duties (1+ years recovery recommended)

- Collects and records all income (7<sup>th</sup> Tradition, Literature, etc.)
- Pays meeting expenses (e.g., rent, other disbursements voted on by group conscience)
- Reimburses members who present receipts for approved disbursements
- Maintains prudent reserve (2 months expenses)
- Attends and makes a monthly report at the business meeting
- Calculates and sends 7<sup>th</sup> tradition donations to WSO and Intergroup (monthly or quarterly)
- Suggests at each meeting (at 7<sup>th</sup> tradition) that the standard dollar donation of the 1950’s does not cover the cost of carrying the message.. \$2 is more appropriate.
- Arranges for a fellow traveller to handle funds if unable to attend a meeting

**Note:** Fund Flow Model 60% Intergroup/40% World Service Organization (WSO)

## Literature Person's Duties

- Orders literature from WSO in conjunction with meeting needs
- Makes additional copies of depleted table literature
- Presents receipts to Treasurer for reimbursement of items approved by group conscience
- Displays conference approved literature at each meeting (other literature may be displayed separately - See BRB pp. 612-13)

## Intergroup/Group Service Rep's Duties (TBD)



# Business Meeting Record

**MEETING NAME/#**  
**MEETING LOCATION**  
**INTERGROUP CONTACT**

**TIME**

**BUSINESS MEETING DATE** \_\_\_/\_\_\_/\_\_\_

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In Attendance: Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_  
Literature \_\_\_\_\_ Group Rep \_\_\_\_\_  
Others:

## **BUSINESS MEETING**

*(RECOMMENDED FORMAT)*

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Opening Prayer  
Read Concept for the corresponding month (BRB p.615)  
Review Last Business Meeting Minutes

Treasurer's Report:

Intergroup/Group Service Rep's Report

Literature Person's Report:

Secretary's Report:

Old Business:

New Business:

Motions (Passed, Rejected, Tabled):

Next Steps:

Closing Prayer: