

Secretary Checklist

Getting Started

- Register with Central Office: Complete your registration online at aasanjose.org.
- Meet with the Secretary Coordinator: Review the Secretary Guidelines together to ensure you fully understand your responsibilities.
- Attend a Secretary Workshop: Required if you are a new secretary or have never attended before Monthly held on the 1st Saturday of each month at 10:00 AM at Central Office.

Ongoing Responsibilities

- Steering Committee Participation: Attend the monthly Steering Committee meeting, held on the 2nd Sunday at 10:45 AM.
- Fill Essential Meeting Service Positions:
 - Set-Up
 - Coffee
 - Donuts
 - Clean-Up
 - Sponsorship Box
- Share Contact Info: Provide your email and phone number to the Steering Committee for communication purposes.
- Financial Duties:
 - Turn in collected funds to the Treasurer weekly.
 - Coordinate directly with the Treasurer to arrange drop-off or transfer.
- Track Attendance: Maintain a headcount log for each meeting.

Important Contacts

(A phone number list will be sent separately)

- Steering Committee Chairperson: Carole R.
Term ends: 6/30/2025
- Treasurer: Donna B.
Effective: 1/1/2024 – Term ends: 12/31/2025
- Secretary Coordinator: Stephanie C.
Term ends: 12/31/2025
- Coffee Supplies Coordinator: Eric B.
Effective: 1/1/2025
- Meeting Monitor: 7:30am Stephanie O / 9:15am and 9:30am OPEN rotates with secretaries every January and July
- Blackout Date Coordinator: Jerry C. Term ends 12/31/2025

Emergency Information

- Local Police (non-emergency): 408-354-8600
- Emergency: If unsure what to do in an emergency, CALL 911

Spiritual Progress Group – Service Positions Overview

STEERING COMMITTEE POSITIONS

(Elected at and by the SPG Steering Committee; interested members present themselves at the monthly business meeting)

- **Steering Committee Chair**
- **Recording Secretary**
- **Treasurer**
- **Secretary Coordinator**
- **Supplies Coordinator**
- **Literature Coordinator**
- **Meeting Secretary**
- **Webmaster**
- **LGREC Meeting Monitors (One per meeting)**
- **Black Out Date Coordinator**

INTERGROUP / DISTRICT SERVICE POSITIONS

(These roles serve as liaisons between Spiritual Progress and the broader AA service structure)

- **Intergroup Representative (Santa Clara County Intergroup)**
- **General Service Representative (GSR)**
- **H&I (Hospitals & Institutions Representative)**

MEETING-LEVEL SERVICE POSITIONS

(Elected by individual meetings)

- **Meeting Secretaries**
- **Set-Up Coordinator**
- **Coffee Maker**
- **Donut Coordinator**
- **Clean-Up Coordinator**
- **Sponsorship Box Coordinator**
- **Greeter**

MEMBER AT LARGE

Role Overview:

Members at Large are long-time, trusted members of Spiritual Progress Group (SPG) who have demonstrated consistent service, regular meeting attendance, and active participation in Steering Committee meetings. They serve as valuable resources for group history, guidance, and support. While they may not hold a formal position, their experience and institutional knowledge are vital to the group's continuity and spiritual progress.

Responsibilities May Include:

- **Providing historical context for group decisions**
- **Offering guidance to current service members**
- **Answering questions from newer members or trusted servants**
- **Supporting continuity between rotating service positions**

Current Members at Large:

- **Lisa R. (Former Chairperson)**
- **Gloria V. (Former Chairperson)**

Steering Committee Chairperson

Sobriety & Term Requirements

- **Minimum of 5 years of continuous sobriety**
- **2-year term commitment**

Preferred Experience & Qualifications

- **Previous experience as a chairperson in AA or relevant business-related leadership experience**
 - **Familiarity with AA's service structure and service bodies**
 - **Working knowledge of the Spiritual Progress Group (SPG) Steering Committee**
 - **Regular attendee of SPG meetings and monthly Steering Committee meetings**
 - **has previously served in at least two SPG Steering Committee service positions.**
 - **Identify SPG as their home group or is a well-known, active member of the group.**
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Primary Responsibilities

- 1. Lead the Monthly Steering Committee Meetings**
 - **Maintain focus, order, and time management throughout meetings.**
- 2. Prepare & Distribute Meeting Agendas**
 - **Create and share agendas in advance to ensure productive meetings.**
- 3. Maintain & Share Contact Info**
 - **Keep an updated list of Steering Committee members' contact information and distribute as needed.**
- 4. Manage Open Positions & Elections**
 - **Notify the committee of open service positions.**
 - **Announce vacancies at meetings and actively recruit trusted servants.**

STEERING COMMITTEE CHAIRPERSON CONTINUED

- **Assist Meeting Secretaries in holding elections when necessary.**
- **Conduct official appointments of Steering Committee positions during meetings.**

5. Communication & Transparency

- **Keep the SPG fellowship informed of Steering Committee activities.**
- **Take group conscience on major decisions when appropriate.**

6. Support & Oversight

- **Coordinate evaluation of service position attendance (e.g., Recording Secretary, Treasurer, Supplies, Literature, H&I, IG, GSR, etc.)**
- **Support the recruitment and onboarding of new Steering Committee members.**

7. Event Coordination

- **Assist in organizing and facilitating annual group events such as:**
 - **Summer Picnic**
 - **Service Events**
 - **Other SPG-sponsored gatherings**

Steering Committee Recording Secretary

Sobriety & Term Requirements

- **Minimum of 1 year of continuous sobriety**
 - **1-year term commitment**
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Primary Responsibilities

1. Attend Monthly Steering Committee Meetings

- **Participate fully and be present to document discussions and decisions.**

2. Send Meeting Reminders

- **Email reminders to all Steering Committee members, not just meeting secretaries, prior to each monthly meeting.**

3. Distribute Past Meeting Minutes

- **Bring printed copies of the previous month's minutes for attendees at each meeting.**

4. Take and Prepare Meeting Minutes

- **Record detailed minutes during Steering Committee meetings, including:**
 - **Motions made (with pass/fail results)**
 - **Unfinished business**
 - **Items held over for future discussion.**
- **Type and distribute the minutes for review and reference by the committee and group.**

5. Maintain Meeting Records

- **Keep an organized file of all meeting minutes.**
- **At the end of the term, pass the complete file to the incoming Recording Secretary.**

TREASURER

Sobriety & Term Requirements

- **Minimum of 5 years of continuous sobriety**
 - **2-year term**
 - **Must be an active member of the Spiritual Progress Group (SPG) Steering Committee**
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Preferred Experience & Qualifications

- **Prior experience as a Treasurer in AA or equivalent business/financial experience**
 - **Familiarity with SPG meetings and the SPG Steering Committee**
 - **Regularly attend SPG meetings and monthly Steering Committee meetings**
 - **Considered a homegroup or well-known, trusted member of SPG.**
 - **Has served in at least two prior Steering Committee service positions.**
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Primary Responsibilities

1. Collect & Manage Contributions

- **Collect weekly 7th Tradition contributions from meetings.**
- **Count and deposit funds in a timely and secure manner.**
- **Balance the checkbook and maintain accurate financial records.**

2. Maintain Group Financial Health

- **Ensure a prudent reserve of at least 3 months' rent (based on current rates)**
- **Keep the Central Office literature account funded (minimum \$200)**
- **Reimburse trusted servants for approved expenses (e.g., coffee, donuts, supplies)**

3. Pay Monthly Expenses

- **Pay monthly rent to:**
 - **Los Gatos Recreation Center (Sunday meetings)**
 - **Holy Cross Church (via bank withdrawal, if applicable)**
- **Track and document all expenditures.**

4. Reporting & Attendance

- **Provide quarterly and annual financial reports to the group**
- **Notify the Steering Committee Chairperson if unable to attend a meeting.**

TREASURER CONTINUED

- **Mandatory attendance at all monthly Steering Committee meetings**
 - **If two consecutive meetings are missed without notification, the Steering Committee will conduct a review of the Treasurer's position**

5. Distribute Excess Funds Quarterly

- **After covering rent and expenses, allocating remaining funds as follows:**
 - **70% – Intergroup Central Office**
 - **20% – General Service Office, New York**
 - **5% – California Northern Coastal Area (CNCA)**
 - **5% – North County District 40**
(Mailing addresses can be found in the AA meeting directory)

SECRETARY COORDINATOR

Sobriety & Term Requirements

- **Minimum of 5 years continuous sobriety**
 - **2-year term**
 - **Must be a member of the Spiritual Progress Group (SPG) Steering Committee**
 - **Must have previously served as a Meeting Secretary within the group**
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Primary Responsibilities

- 1. Coordinate All Meeting Secretaries**
 - **Serve as the main point of contact and support for secretaries of all SPG meetings**
 - **Maintain regular communication with each secretary throughout their term**
- 2. Attend Monthly Steering Committee Meetings**
 - **Participate actively and represent the interests and needs of meeting secretaries.**
- 3. Facilitate Onboarding for Secretaries**
 - **Meet with both incoming and outgoing secretaries to review:**
 - **Secretary role responsibilities**
 - **The Secretary Guidelines**
 - **The contents and usage of the meeting binder**
- 4. Maintain & Update Meeting Binders**
 - **Review each binder at the beginning of every new term.**
 - **Ensure all materials are current and accurate.**
 - **Update group-related documents throughout your term as needed**
- 5. Ensure Flow of Group Information**
 - **Provide up-to-date contact information for Steering Committee members**
 - **Distribute important reports and announcements (e.g., Intergroup, GSR updates) to secretaries for meeting announcements.**
 - **Prioritize effective and timely communication — this role is all about communication.**
- 6. Support & Guidance**
 - **Be available to answer questions and offer guidance to secretaries as issues arise.**
 - **Escalate concerns or unresolved matters to the Steering Committee for discussion and group conscience, if necessary**
- 7. Service Continuity**
 - **At the end of your term, meet with the newly elected Secretary Coordinator to share your experience, tools, and any updates.**

SUPPLIES

Requirements

1. 2 years of sobriety
2. 2-year term
3. Must attend a Sunday meeting on regular basis
4. Must stay in contact with 7:30AM coffee setup team to determine what supplies are needed for the next week.
5. Able to afford supplies for meetings before reimbursement via venmo
6. Ability to shop at Smart&Final, and/or Costco

Job Description

1. Purchase coffee supplies: coffee, sugar, stevia, Coffee Mate, napkins, garbage bags for meetings.
 2. Keep stock / inventory in storage cabinet.
 3. Must provide all receipts of purchases to the Treasurer for reimbursement
 4. Plan for someone to cover you if you are unable to complete tasks.
 5. Pass-on your experience to newly elected supplies person.
- Lowest cost stores for specific items:
 - Smart & Final
 - Foam cups – 10oz size
 - Wooden stir sticks
 - Tea – Lipton packets in large box
 - Coffee – Folgers
 - CoffeeMate powder – large Carnation can
 - Sugar– Large C&H sugar bag
 - Splenda packets – large yellow box
 - Garbage bags – black large 32 gallon bag box
 - Costco
 - Coffee – Kirkland brand
 - Decaf INSTANT COFFEE
 - CoffeeMate powder – large Carnation can
 - Napkins – largest bag, lowest price
 - Sugar– Large C&H sugar bag
 - Splenda packets – large yellow box
 - Garbage bags – black large 32 gallon bag box

LITERATURE COORDINATOR

Sobriety Requirement

1. 1 year sobriety
2. 1 year term

Job Description

1. Literature coordinator is responsible for going to Central Office purchasing books, literature, and obtaining flyers for upcoming events for the activities board.
 - Post new flyers upcoming events (Central Office always has flyers on upcoming AA events)
 - Throw away outdated flyers or non-AA related information.
2. Before meeting, put literature out on the table and check flyers are current and up to date.
3. Must attend either the 7:30AM or 9:15 AM meeting on Sundays. If you attend only the 9:15AM meeting it is your responsibility to show the 7:30am group how to set-up the literature Sunday meetings.
4. Maintain the supply of books, meeting directories and pamphlets as needed any special requests should be approved by the Steering Committee
5. Maintain a current literature price list and make sure that all SPG meetings have copies for the Secretary and Literature Representatives.
6. Purchase needed literature from Central Office, charge to Spiritual Progress Account. If funds are not available notify treasurer to add funds
 - The treasurer of the group will make sure to list your name at Central Office as the SPG literature coordinator.
7. It is your responsibility to make sure that all SPG meetings have a fully trained literature representative for each meeting and remind the meeting secretary if no literature representative is designated for their meeting the secretary is responsible for overseeing the position
8. Plan for someone to cover you if you cannot attend a meeting.
9. Pass on your experience to newly elected literature person.

INTERGROUP REPRESENTATIVE

Sobriety Requirement

1. 2 years of continuous sobriety
2. 2-year term; also, member of group Steering Committee

Job Description

1. Attend monthly meetings at:
 - * Santa Clara County Intergroup Service Council
 - Trinity Lutheran Church
 - Union near Foxworthy Ave
 - San Jose, CA
 - 1st Wednesday of each month at 7:30pm
 - New representatives meeting at 7:00 pm
 - * Meeting time and location subject to change and should be verified in meeting directory and/or by previous Intergroup Rep.*
2. Attend monthly Steering Committee meeting.
3. Report on Intergroup Service information to the group.
4. Write up a brief report of highlights from the monthly IG meeting and email to the Recording Secretary/Secretary Coordinator to forward to all meeting secretaries to share at their meetings.

GENERAL SERVICE REPRESENTATIVE

Sobriety Requirement

1. 2 years continuous sobriety
2. 2 year term; also member of group **Steering Committee**

Job Description

1. Attend monthly meetings at:

* South County General Service District 40

First Congregational Church of Christ

1980 Hamilton Ave., @ Leigh Ave.

San Jose, CA

Third Tuesday of each month at 7:00 PM

New GSRs meeting at 6:30 PM

** Meeting time and location subject to change and should be verified in meeting directory and/or by previous GSR.*

2. Attend monthly Steering Committee meeting.
3. Report General Service information to the group.
4. Take ideas, opinions, and the group conscience to the General Service meeting.

Attend the assemblies four times per year. The assemblies are usually held out of town over a weekend. to and from assemblies by the group. The G.S.R. is reimbursed gas only, or mileage only at .55 per mile, not both. In addition, the G.S.R may be reimbursed for lodging as needed. Please discuss with the Steering Committee and/or Treasurer to confirm guidelines.

HOSPITALS & INSTITUTIONS

Sobriety Requirement

1. 2 years of continuous sobriety
2. 1 year term; also member of group Steering Committee

Job Description

1. Attend monthly meetings at:
 - * Hospitals & Institutions Committee
 - 4th Tuesday each the month at 7:30 pm
 - First Congregational Church
 - 1980 E. Hamilton Av at Leigh Av
 - San Jose, CA

** Meeting time and location subject to change and should be verified in meeting directory and/or by previous H&I Rep.*
2. Collect money from pink cans and turn in at H&I meeting,
online <https://www.handinorcal.org/>
or mail to:
 - Northern California H & I
 - P. O. Box 192490
 - San Francisco, CA 94119-2490
3. Get receipt for contribution. Make sure we get credit for our contributions.
4. Make a report to our group each time you attend the H&I meeting including how much our group has contributed. Bring "H & I Highlights" summary and solicit volunteers from membership for available H&I service.
5. Attend monthly Steering Committee meeting.

MEETING SECRETARY

Sobriety Requirement

1. 2 years of continuous sobriety (this applies to 7:30 am and 915am meetings, 1 year for other meetings.)
2. 6 months term.
3. Meeting Secretary Nominees **MUST BE REGULAR** attendees and be an active member in service holding at least one prior service commitment other than secretary.

Job Description

1. Read the Secretary Guidelines and become familiar and be able to uphold the policy. Important guidance on chairpersons, script and other helpful info.
2. Arrive 30 minutes early to run the meeting.
3. Make sure the meeting is set up properly.
4. Get chairperson and readers. **READ SECRETARY GUIDELINES FOR CLARITY ON CHAIRPERSONS.**
5. Before the meeting begins, verify the meeting has been setup properly
6. **TWO (2) minutes before meeting start time announce that people should take their seats so the meeting can begin on time.**
7. Count members in attendance and record on weekly summary sheet in binder.
8. **SECRETARY MUST TURN IN MONEY TO TREASURER WEEKLY IF A SECRETARY IS UNABLE TO DO THIS ANOTHER SECRETARY SHOULD BE ELECTED.**
9. After the meeting is over, verify the meeting room has been restored
10. New secretaries must register with Central Office.
11. Secretaries will meet with SPG Secretary Coordinator to go over responsibilities and should attend the first available Secretary's Workshop at Central office, 1st Saturday of the month, if they have not already attended such in the past.
12. Three weeks before the secretary term is up, announce for two consecutive weeks that the group will be holding elections for secretary, literature person, coffee maker, donuts, setup person and cleanup person, providing requirements for each position including sobriety requirements. Hold elections one week before your last week so existing service position holders can show the newly elected service people how to do the functions of their position.
13. Plan for someone to cover you if you cannot attend a meeting, It is recommended to have a recent secretary or steering committee member who is familiar with the meeting.
14. Pass on your experience to the newly elected secretary.

GREETERS:

Sobriety Requirement

1. None (suggest 6 months)
2. 6 months term.
3. This position is recruited by the current secretary and can be done via announcement to group or by approaching members looking for service commitment.

Job Description

4. Arrive 30 minutes early to greet members at the main doors of meeting room
5. Introduce yourself, welcome to SPG, answer questions.

LITERATURE REPRESENTATIVE*

Sobriety Requirement

1. 6 months of continuous sobriety.
 2. 6 months term.
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1. Make sure that all literature is neat and orderly placed.
looks well organized and current / up to date
 2. Sell books before or after meetings.
 - a. The price list is up to date (this is supplied by literature coordinator)
 - b. Gives proceeds to the secretary.
 3. Plan for someone to cover for you if you cannot attend a meeting.
 4. Pass on your experience to newly elected literature person.

***If the meeting does not have a literature representative the meeting secretary is responsible for this.**

TEMPORARY SPONSOR BOX COORDINATOR

Sobriety Requirement

1. 1 year of continuous sobriety.
2. 6 months term.

Job Description

1. Making the following announcement at meeting:

“We have a temporary sponsor box, if you need a sponsor or willing to be a sponsor, please fill out the slip in the box and we will match the men with the men and the women with women within a week Please read the Pamphlet on Sponsorship to learn more.”

2. Make a list of names of available sponsors.
3. Match sponsors with sponsees on a weekly basis.
4. Plan for someone to cover you if you cannot attend a meeting.
5. Pass on your experience to a newly elected sponsor box person.

COFFEE SERVICE

Sobriety Requirement

1. 6 months sobriety
2. 6 months term

7:30am Meeting

Job Description

1. Arrive 1 hour before the meeting to get coffee started.
2. Start an additional pot for hot water.
3. Set up cups, tea, sugar, creamer, etc.
4. Clean up the area after you prepare everything.
5. After meeting save extra coffee in smaller pot, clean large coffee pot and wipe up any spills and throw away garbage from the meeting
6. Plan for someone to cover for you if you cannot attend a meeting.
7. Pass on your experience to the newly elected coffee person.

9:15am Meeting

Job Description

8. Arrive 1 hour before the meeting to get coffee started.
9. Start an additional pot for hot water.
10. Set up cups, tea, sugar, creamer, etc.
11. Clean up the area after you prepare everything.
12. After the meeting clean up coffee pots and put away the cups, tea sugar, creamer etc. and wipe up any spills and throw away garbage from the meeting
13. Plan for someone to cover for you if you cannot attend a meeting.
14. Pass on your experience to the newly elected coffee person.

DONUT PERSON – 7:30am and 9:15am meeting

Sobriety Requirement

- 1. 6 months sobriety**
- 2. 6 months term**

Job Description

- 1. Buy donuts at Maple Donuts, 540 N Santa Cruz Ave, Los Gatos, per currently approved spending allowance Current \$40 for 7:30am and \$26 for 9:15am If you have a donut shop closer to your home within spending allowance you can purchase donuts there for convenience.**
- 2. Send payment request to treasurer via Venmo @spiritualprogress95030 for reimbursement.**
- 3. Put donuts out on the table 30 minutes before the meeting starts.**
- 4. Plan for someone to cover for you if you cannot attend a meeting.**
- 5. Pass on your experience to newly elected donuts person, including where donuts are picked up and that cash is required for payment and that donuts are prepared in advance by donut shop and what the spending allowance is.**

CLEANUP PERSON

Sobriety Requirement

1. 6 months sobriety
2. 6 months term

Job Description

1. During the meeting announcements when the secretary asks for a cleanup announcement, go to the microphone and make the following request:

7:30am

“We’d like to have help cleaning up after the meeting. We need 2 volunteers to help check that all waste left after the meeting is picked up and disposed of, check the bathrooms for garbage disposal and supplies are stocked. Remove chairs adjacent to coffee service and stack 8 high and place against wall. Thank you!”

9:15am

“We’d like to have help cleaning up after the meeting. We need 2 volunteers to help check that all waste left after the meeting is picked up and disposed of, check the bathrooms for garbage disposal and supplies are stocked. Stack 8 high and place against wall. Thank you!”

2. Make sure the counter and tables get wiped clean.
3. **7:30** mtg Clean the large coffee pot. Leave extra coffee in smaller pot for next meeting (the coffee service is responsible for this but ask for a volunteer to help in the kitchen)
4. Spot check floor for spills and trash, clean and wipe as necessary
5. Make sure all supplies are put away in the closet.
6. Check bathrooms for overflowing garbage and tidy up for next meeting
7. **9:15** meeting put away all chairs and tables.
8. The coffee service person cleans up the kitchen, ask for volunteers to help in the kitchen.
9. Wipe down all counters and spot check floor for spills and trash, clean and wipe as necessary
10. Take out the trash
11. Plan for someone to cover for you if you cannot attend a meeting.
12. Pass on your experience to the newly elected cleanup person.

SETUP - LG REC

Sobriety Requirement

1. 6 months sobriety
2. 6 months term

Job Description – 7:30am meeting

1. Set up chairs and tables
2. Hang Steps and Tradition signs
3. Put out literature rack for literature person
4. Plan for someone to cover for you if you cannot attend a meeting.
5. Pass on your experience to the newly elected set-up person.

9:15 am meeting - N/A

9:30am meeting (LGS Rec center)

Rules for using room 206, it is a little bit different from your other rental so please review them carefully and forward them to anyone who may be leading the meetings.

1. ***Please only use the back door for entering and exiting the building (the one that has the lock box on it)***
2. ***Use the lock box to enter the back door and unlock the classroom door. Please be sure to replace the key at the end of the meeting.***
3. ***Participants can ring the doorbell and have someone let them in, or you can station someone downstairs next to the door to open it up for them***
4. ***The back door must remain closed or watched, do not prop the door open, unattended, under any circumstance. We have issues with the public and homeless people wandering into the building and causing safety hazards and bathroom issues.***
5. ***Please be sure to leave the room as you find it.***
6. ***If you are the only ones in the building, please check the bathrooms and the front door to ensure all your participants are gone before leaving.***

Please do not unlock or use the front sliding glass.

SET UP – HOLY CROSS CHURCH

Thursday 12noon Women's Step Study

11:30am START SET UP

- **Storage closet in main bldg. (All items in large BLUE bin are for this meeting including big books, 7th tradition baskets and H&I cans and binder for meeting**
- **Place AA meeting signs at walkway entrance and where you go right to enter from side door**
- **Set up card table for Secretary**
- **Set up Literature and books for sale**
- **Set up 25 Chairs in a circle and place blue bin with BIG BOOKS for meeting use**
- **Hang 12 Steps and 12 Tradition banners**

END OF MEETING

- **Set up table and chairs as found at beginning of meeting**
- **Put all items including literature bins and return to storage closet**
- **SECRETARY IS RESPONSIBLE FOR ENSURING THAT ROOM IS RESTORED BEFORE LEAVING**

Spiritual Progress Webmaster (new position created 02 2016)

Sobriety Requirement

- 1. 1 year sobriety***
- 2. 2-year term**

Job Description

- 1. Maintain the Spiritual Progress website which includes:**
 - a. Updates to content, themes, any fixes that need to be addressed from end-user feedback.**
 - b. Maintenance of hosting services.**
- 2. Train Steering Committee members on how to edit/post content.**
- 3. Present usage data of the website to the Steering Committee meetings.**
 - a. Maintenance of hosting services**
- 4. Attend monthly Steering Committee meetings**
- 5. Transition knowledge to new Webmaster for a minimum 1-month period. This includes:**
 - a. Explaining site structure.**
 - b. Permissions for Steering Committee members.**
 - c. Gathering usage statistics for Steering Committee meeting.**

MEETING MONITOR *(new position created 04 2025)*

Sobriety Requirement

- Minimum of **6 months to 2 years** of continuous sobriety (as determined by the group). Must serve a **6-month term** and be an active member of the **Steering Committee**.

Position Responsibilities

1. Meeting Oversight

- Monitor meetings to ensure adherence to LGRec rules and building usage guidelines.
 1. Bikes parked at bike racks
 2. No animals except trained service dogs (additional info in binder)
 3. No use of stairs or hallways
 4. Enter only at doors to left of sliding main doors
 5. No smoking or vaping
 6. Add to list....

2. Committee Participation

- Attend and participate in monthly Steering Committee meetings.

3. Support for Secretaries

- Meet with incoming and outgoing secretaries to review their responsibilities as outlined in the building and group guidelines.

4. Maintain and Update Role Description

- At the beginning of each term, review and revise this position description to reflect current duties. Update as needed during the term to ensure accuracy.

5. Communication and Information Sharing

- Provide up-to-date contact information to secretaries and Steering Committee members.
- Keep group documents (such as this role description) current and share updates with the group to ensure secretaries can make timely announcements.

6. Resource for Secretaries

- Be available to answer questions and provide guidance to secretaries as needed.

7. Issue Escalation

- Bring concerns or issues to the Steering Committee for discussion and, if necessary, a group vote.

8. Transition Support

- Share your experience and insights with the incoming Meeting Monitor to ensure a smooth transition.

This position is rooted in **clear communication, consistent support, and maintaining group unity and compliance**.

BLACKOUT DATE COORDINATOR *(new position created 04 2025)*

Sobriety Requirement

- Minimum of **5 years** of continuous sobriety (as determined by the group).
- Must serve a 1-year **term** and be an active member of the **Steering Committee**.
- RECOMMEND THIS PERSON BE WELL KNOWN MEMBER PREFEREABLY OF 7:30AM MEETING (THIS MEETING IS IMPACTED MOST CRITICALLY DUE TO SIZE)

Position Responsibilities

1. Inform groups of your activity and advise of upcoming blackout dates as they become available.
2. Locate alternate meeting location(s) proactively to ensure availability when required.
3. Confer with treasurer and steering committee all costs involved to ensure funds are available
4. **Committee Participation**
 - Attend and participate in monthly Steering Committee meetings.
 - Solicit help from meetings as needed to ensure thorough coverage of all details
5. Inform Central office of the temporary location, date, etc. posting on the aasanjose.org website.
6. **Support for Secretaries**
 - Meet with incoming and outgoing secretaries to review your role as coordinator for meeting locations should a blackout date occur
7. **Maintain and Update Role Description**
 - At the beginning of each term, review and revise this position description to reflect current duties. Update as needed during the term to ensure accuracy.
8. **Communication and Information Sharing**
 - Provide up-to-date contact information to secretaries and Steering Committee members.
 - Keep group documents (such as this role description) current and share updates with the group to ensure secretaries can make timely announcements.
9. **Resource for Secretaries**
 - Be available to answer questions and provide guidance to secretaries as needed.
10. **Issue Escalation**
 - Bring concerns or issues to the Steering Committee for discussion and, if necessary, a group vote.
11. **Transition Support**
 - Share your experience and insights with the incoming Meeting Monitor to ensure a smooth transition.

This position is rooted in **clear communication, consistent support, and maintaining group unity and compliance**.