

Canberra and Region Central Service Office

Service Positions

Chairperson

- ***(Term: 2 years, Sobriety Requirement: 1 year)***
- Notify committee in advance about regular and special committee meetings.
- Prepare agenda.
- Attend monthly CSO Zoom committee meetings on 1st Sat of month, 4.30-5.30pm.
- Chair CSO committee meetings
- Liaison with other AA committees or members, or outside organisations as requested or approved by the CSO Committee.
- Produce an annual report for the fellowship at the end of each financial year.

Secretary

- ***(Term: 2 years, Sobriety Requirement: 6 months)***
- Request agenda items and reports by email from committee members in advance of the meeting.
- Email the agenda a few days before the meeting.
- Attend monthly CSO Zoom committee meetings on 1st Sat of month, 4.30-5.30pm.
- Take notes (minutes) during committee meetings of decisions made, and action to be taken
- (There is a template for this).
- Email draft minutes to the committee after the meeting. Make amendments as required after committee feedback.

Treasurer

- ***(Term: 2 years, Sobriety Requirement: 2 years)***
- Attend monthly CSO Zoom committee meetings on 1st Sat of month, 4.30-5.30pm
- Maintain records of all income and expenditure using (user-friendly) Quicken accounting program
- Arrange cheque payments of invoices as necessary.
- Bank incoming cash.
- Maintain the office petty cash.
- Distribute group donations as requested by each group, usually 60:30:10
- Produce monthly reports for the CSO meeting on the previous month's

income and expenses.

- Provide information to the committee where additional expenditure is planned.
- Consult with the committee for direction on any financial issues arising.
- Produce an annual report for the fellowship at the end of each financial year.
- Accounting skills are not required. Some computer literacy and common sense are helpful.

Office Coordinator:

- ***(Term: 2 years, Sobriety Requirement: 1 years)***
- Attend monthly CSO Zoom committee meetings on 1st Sat of month, 4.30-5.30pm
- Oversee the smooth running of the AA Office at Holder.
- Manage the staff roster - fill vacancies as they occur. Fill one-off staff vacancies from casual pool. Recruit for casual pool.
- Act as back-up Staffer if required (record Literature sales/Donations, respond appropriately to a variety of calls to office, general office work - basic).
- Maintain office and kitchen supplies.
- Act as point of contact for ACT Property Group (landlord) and Square (all-in-one device for credit card payments and receipts).
- Submit monthly reports to CSO Committee.
- Produce an annual report for the fellowship at the end of each financial year.
- Basic computer skills and reliability are helpful skills but not essential.

Information Coordinator

- ***(Term: 2 years, Sobriety Requirement: 1 years)***
- Update and make any required or requested changes to the aacanberra.org website.
- Keep contact and position email address details up to date for the CSO and Area B Committees.
- Update meetings list on the website as required.
- Maintain distribution (email) lists.
- Email the B-Line and meeting list updates to the email list.
- Respond to information or other requests coming through the website via **info@aacanberra.org**,
- Organise payment with the treasurer for website hosting and domain name when due.
- There is a detailed and easy to follow guide for the Information Coordinator. If I can follow it then anyone can.
- Produce an annual report for the fellowship at the end of each financial year.

