

Woodland Online Group Trusted Servants

Position	Description	Length of Sobriety	Length of Service
Chairperson	Facilitate business meetings. Has no vote except if there is a tie	1 year	1 year
Alternate Chairperson	Facilitate the business meeting if the chairperson is absent	1 year	1 year
General Service Representative (GSR)	Attend District and Area meetings to represent the group.	2 years (aligned with the panel)	2 years
Alternate General Service Representative (GSR)	Attend District and Area meetings to represent the group.	2 years (aligned with the panel)	2 years
Treasurer	Collect contributions from P.O. Box, Venmo, PayPal, make deposits, make disbursements as approved by the group, balance the account/spreadsheet, report to the group	2 years	2 years
Assistant Treasurer	Assist Treasurer as needed (required position if the Treasurer is not local to Woodland)	2 years	2 years
Secretary	Takes minutes of the business meeting and distribute them to the group	1 year	1 year
CCFAA Delegate (Central Calif. Fellowship of AA)	Attend monthly meeting, represent the group, and report back to the group	6 months	1 year
Alternate CCFAA Delegate	Attend monthly meeting, represent the group, and report back to the group	6 months	1 year
H&I Liaison	Attend monthly H&I meetings and report back to the group.	6 months	1 year
NCCAA	Attend monthly meetings and report to the group	6 months	1 year
Secretary Liaison	Provide coverage for meetings when secretaries cannot attend (or arrange for someone to cover the meeting), train new	1 year	1 year

Position	Description	Length of Sobriety	Length of Service
	secretaries, track secretary terms and upcoming openings, keep meeting format/script updated and current, provide support to secretaries, as needed, and report to group monthly.		
Assistant Secretary Liaison	Assist the Secretary Liaison, as needed	1 year	1 year
Host Liaison	Manage the group's Zoom account, track hosts, assign and track Zoom licenses and associated accounts and passwords, commit to hosting at least one weekly meeting throughout the duration of the term, train new and current hosts, and report to the group monthly.	2 years	1 year
Asst. Host Liaison	Assist the Host Liaison, as needed.	2 years	1 year
Website Coordinator	Manage the website – edit and create postings, keep the website updated, etc. Responsible for all issues related to the website.	1 year	1 year
PI/CPC Liaison	Work with district PI/CPC Coordinator, conduct PI/CPC activities.	1 year	1 year
Literature Committee Chairperson	Leads literature committee and reports to the group. Coordinates the distribution of books, chips, bookmarks	1 year	1 year
Alcathon Queen (or King, Czar, etc)	Coordinate alcathons – Develop schedule, recruit, train, and support individual alcathon coordinators, develop and revise guidelines	TBD	1 year
Events Coordinator	Coordinate special events (Birthday nights, workshops, or any other events the group authorizes)	1 year	1 year