

White House AA Steering Comm Elections

Saturday, May 4th 8:00am

@ the White House

Open Positions and Sobriety Requirements:

Three Years Sobriety

- Treasurer

Two Years Sobriety

- Co-chair

One Year Sobriety

- Secretary
- Literature
- Intergroup Rep
- Treatment & Corrections
- Public Information (PI)
- Cooperation with the Professional Community (CPC)
- Archives

Position Descriptions

(all positions to attend monthly Steering Committee meeting held the 3rd Saturday of each month at 8:00am)

- **Treasurer:** Manages the White House AA Steering Committee (SC) bank account. Makes and presents monthly financial reports to the SC. Deposits funds from literature cabinet and maintains check book. **Must have access to a computer and transportation to the bank.**
- **Co-chair:** Attends Thursday Night 7pm speaker meeting and assists Chair. Fulfills duty of Chair in the absence of the Chair. Co-chair will move into role of Chair at end of one-year term.
- **Secretary:** Maintains detailed minutes of SC monthly meeting and presents printed copies each month. Maintains confidential list of SC members' email and phone numbers. Maintains attendance records for SC monthly meeting. **Must have access to a computer.**
- **Literature:** Stocks SC literature cabinet with AA-approved literature from Central Office on a weekly basis. Maintains AA coins in SC cabinet and orders from Central Office as needed. **Must have transportation to Central Office (downtown DSM).**
- **Intergroup Rep:** Attends monthly Intergroup meeting at Central Office (2nd Sunday of each month at 1pm) and brings back meeting minutes and flyers to SC.
- **Treatment & Corrections (T&C):** Attends monthly T&C meeting at the White House (3rd Wednesday of each month 6pm) and reports AA activities, events and needs for treatment centers and institutions to SC.
- **Public Information (PI):** Attends monthly PI meeting at Lutheran Hospital cafeteria (1st Sunday of each month at 1pm) and reports AA activities, events and needs for schools, businesses and media to SC.
- **Cooperation with the Professional Community (CPC):** Attends monthly CPC meeting at Lutheran Hospital Cafeteria (1st Sunday of each month at 1pm) and reports AA activities, events and needs for health care professionals, educators, and other professionals to SC.
- **Archives:** Collects and displays items from AA History in the glass cabinet at the White House.