

OFFICER ROLES • SEPTEMBER 2017 - 2018

1. All officer Terms of Service will be for one year
2. Announcement of officer elections will commence at the beginning of every new year (at Group Birthday Party (in September)
3. Officer elections will be held a month before every new year (in August)
4. Newly elected officers will begin service at the first business meeting after election.
5. Acknowledgement of officer service will be held at every annual ACA Ridgeview celebrates is annual Birthday Party (in September)
6. New treasurers must have a minimum of 12 months of meeting attendance before running for office; only a group conscience will waive the requirement
7. Two unexcused absences will signify a resignation of an officer's role; and, immediate announcements for a replacement will commence without notice to the outgoing officer. Even with an excused absence, officers unable to attend meetings should ensure that a report covering any updates on their respective role is delivered through an alternative means/person for that meeting
8. All officers are responsible for making open position announcements at each ACA Ridgeview meeting
9. All officers are responsible for taking on the responsibilities of open positions until they are filled
10. All ACA Officers are permitted to sell literature, provided that they leave a note on a post-it along with collected funds, indicating what was sold and also the quantity sold so that our literature officer may more easily keep accurate records.

ACA RIDGEVIEW OFFICER JOB DESCRIPTIONS 2017-18

TREASURER

- Collects and records 7th Tradition donations
- Pays meeting expenses (rent, Post Office box, etc.)
- Reimburses members who present receipts for refreshments, literature, copies, recovery chips, etc.
- Keeps a prudent reserve (usually two month's meeting expenses)
- Sends 60 percent of remaining group funds to Intergroup and 40 percent to World Service Organization each month (per group conscience)
- Offers a monthly financial report to the group, detailing donations, expenses, and fund balance
- Should have one year or more in the ACA recovery program (per group conscience) and have an exemplary record of honesty

BACKUP TREASURER

- In the event the first treasurer is unavailable, this officer will collect and deposit 7th tradition donations and money from book sales
- In the event the first treasurer is unavailable, this officer will also be responsible for delivering the monthly financial report at group business meetings
- Make a note of the amounts collected in each category and hold onto the funds and the records until the next meeting when to give to treasurer
- Adds documented amounts to the spreadsheet of monthly balances

SECRETARY / BACKUP SECRETARY

- Be present at the business meetings, the first Sunday of each month.
- Take minutes during the meeting
- email the minutes to the officers
- Bring the minutes to the next meeting
- Read the minutes at the next meeting for approval
- Print important e-mails from the officers that are exchanged in between meetings, bring them to the meeting and keep a record of them for future discussions.
- Communicate with the backup Secretary when those duties cannot be fulfilled and arrange for them
- Maintain updated email list by making an announcement for sign-ups at every meeting
- Keep copies of all ACA Ridgeview's Meeting Format and Officer Roles up to date and ready to distribute or transfer to new incoming officers.

ACA RIDGEVIEW OFFICER JOB DESCRIPTIONS 2017-18

LITERATURE OFFICER / BACKUP LITERATURE OFFICER

- Purchase literature and chips from the ACA WSO website
- Print a copy of the receipt and submit it to the Treasurer
- Receive the literature shipment and bring it to the Sunday meeting
- Store the literature in the designated bin and make it secure
- Sell literature to individuals attending the meeting and leaders of other ACA meetings -- (Chips are not for sale to other groups)
- Note how many books are sold each week and submit the totals, along with the funds, to the Treasurer for bookkeeping purposes
- Keep track of the inventory weekly
- Inform the group once supplies are down to 5 or less of either the red book or yellow book, or if chips are needed. Coordinate with the Treasurer and the group on what to order and when, based on available funds.
- All ACA Officers are permitted to sell literature, provided that they leave a note on a post-it with collected funds indicating what was sold along with the quantity sold so that the literature officer may easily keep accurate records

INTERGROUP REPRESENTATIVE

- Organize the development of an Atlanta-Area Intergroup meeting
- Represent the concerns of the Sunday Ridgeview groups at a monthly WSO meeting. Meetings may be online or over the phone (none currently organized - may have to start one anew)
- Report what was shared on our behalf during our monthly business meetings

FACILITIES MANAGER

- Communicate with Ridgeview Institute to schedule events / meetings
- Coordinate with Ridgeview Institute to inform patients about meetings
- Coordinate with Ridgeview institute head nurse / security to stay abreast of safety / emergency plans for group members