

GNOSB Chair Job Description

DRAFT

Minimum Qualifications

- Ability to serve for a **two year** term (July 1, 2021 - June 30, 2023)
- Have at least **four years of continuous sobriety**

Highly Preferred:

- Be an active member of the AA fellowship
- Have previous leadership experience at any service level (group, committee, district, area, conference)
- Current participation in a home group
- Have worked the 12 steps
- Be actively sponsored and sponsoring within the fellowship
- Strong leadership, communication, organization, technology, and diplomacy skills

Responsibilities

- Plans and leads monthly service board meetings with agenda/minutes
- Plans and leads monthly Trustee meetings
- Supports and advises all standing committees
- Supervises the operation of Central Office, including the Central Office Manager
- Leads and directs all activities of the Service Board
- Makes routine decisions of scope of with Service Board and Central Office
- Organizes a bi-annual Service Board Inventory and subsequent Ad-Hoc committee (typically Nov/December in the first year of his/her term)

Additional considerations

- Position term alternates with Vice-Chair/Treasurer* elections (elected every two years)
- Trustee meetings are typically virtual and can be attended from anywhere; they take place the week prior to the SB meeting
- Service Board meetings are always held the last week of the month, on rotating days M-Th @ 6:30pm (dates listed on website calendar at aaneworleans.org)
- Please reference additional supporting information included in the [GNOSB Bylaws](#)