

GNOSB Unity and Service Chair Job Description

DRAFT

Minimum Qualifications

- Willing and able to serve for a **one year** term (July 1- June 30)
- Have at least **one year of continuous sobriety**

Highly Preferred:

Be an active member of the AA fellowship

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

Responsibilities

- Attend all monthly service board meetings
- Lead monthly Unity & Service committee meetings
- Recruit committee members and hold committee elections
- Maintain open communication with Service Board Trustees and the Central Office Manager
- Monitor the calendar of conferences, roundups, assemblies, and group activities; share dates/information for these events with GNOSB at monthly meeting
- **Host at least two events (workshops, unity-building events) annual for the GNO community that promote unity and service**
- Procure venues, purchase needed supplies and food, set up/clean-up for each event, with the assistance of a committee
- Develop flyers, distribute flyers, place dates and information on website in bulletin and in social media groups

Additional considerations

- Position is appointed by the GNOSB chair
- 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)
- End of current term is June 2021*
- Please reference additional supporting information included in the [GNOSB Bylaws](#)