

GNOSB Vice Chair Job Description

DRAFT

Minimum Qualifications

- Ability to serve for a **two year** term (July 1, 2020 - June 30, 2022)
- Have at least **four years of continuous sobriety**
- Willingness to participate in at least one Service Board Committee

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 diplomacy skills

Responsibilities

- Attend monthly service board meetings
- Attend monthly Trustee meetings
- Vice Chair is appointed to a standing committee as advisor and volunteer by GNOSB Chair. In the event the GNOSB Chair is unable to lead for any reason, the Vice Chair assumes all duties of the Chair including:
 - ✓ Sets time and date for service board meetings
 - ✓ Oversees all standing committees
 - ✓ Supervises the operation of Central Office
 - ✓ Leads and directs the Service Board
 - ✓ Makes routine decisions of scope of with Service Board and Central Office
 - ✓ Chairing Service Board meetings with Agenda/Minutes
 - ✓ Coordinating activities of the standing committees
 - ✓ Capable of and can perform all other duties as designated by Chair

In general, the GNOSB Service Board Vice Chair is a person capable of being Chair at any time, directing and supervising the Service Board and Central Office with all managerial, financial and operations.

Additional considerations

- Position term alternates with Chair/Secretary 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)
- End of current term is June 2021 for Chair/Secretary/Treasurer
- Please reference additional supporting information included in the [GNOSB Bylaws](#)