

GNOSB Secretary Job Description - Trustee Level

Minimum Qualifications

- Ability to serve for a **two year** term (July 1, 2021- June 2023)
- Have at least **two years of continuous sobriety**
- Willing/able to serve on at least one Service Board Committee
- Participate in Service Board events and service opportunities

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 all monthly service board meetings and take minutes
- Attend monthly trustee meetings
- Manage the service board:
 - Calendar, notifying participants in advance of each meeting
 - Monthly report document
 - Email list
 - Google Drive / Account
- Approve requests to pay bills from the central office manager / serve as approved check-signer for GNOSB account
- With trustee colleagues, oversee and support Central Office

Additional considerations

- Position term alternates with Vice Chair and 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](#)