

<b>GROUP SERVICE—ELECTIONS</b>		<b>Date:</b>
<b>Role &amp; Requirements</b>	<b>Name/Telephone</b>	<b>Term/Expires</b>
<b>Two Co-Chairs</b>		
You are responsible for finding a speaker and leading the meeting each week. Often co-chairs alternate weeks, but other arrangements are possible, depending on personal preferences and schedules. The requirements are three months in UA and two action meetings.		3 months/
		3 months/
<b>Treasurer</b>		
You are responsible for taking the 7th Tradition collection each week, paying the rent, and safeguarding the prudent reserve. The requirements are three months in UA and two action meetings; additionally you must be familiar to the people in the room.		3 months/
<b>Literature Person</b>		
You are responsible for bringing literature to each meeting, staying after the meeting to sell it, and coordinating with the Treasurer to buy new literature. The only requirement is a willingness to serve.		3 months/
<b>Contact Sheet Coordinator</b>		
You are responsible for making the Contact Sheet announcement at each meeting, and then destroying the sheet at the end. You also need to make sure there are a pen and clipboard and enough sheets. The only requirement is a willingness to serve.		3 months/
<b>Intergroup Service Representative</b>		
You are responsible for attending monthly Intergroup meetings, sharing our issues and concerns with them, and bringing back any information or announcements. The requirements are 6 months in UA and two action meetings.		1 year/
<b>General Service Representative</b>		
You are responsible for attending monthly GSB meetings, sharing our issues and concerns with them, and bringing back any information or announcements. You are also responsible for attending the annual World Service Conference on our behalf. The requirements are one year in UA and two action meetings.		1 year/
<b>Business Chair</b>		
You are responsible for chairing the monthly business meetings. The requirements are familiarity with business meetings, 3 months in UA and two action meetings.		3 months/
<b>Business Secretary</b>		
You are responsible for taking clear, concise notes at the monthly business meetings. The only requirements are clear handwriting and a willingness to serve.		3 months/