

# There Is A Solution

## Committee Position Descriptions

### INTERGROUP REP

- One year of sobriety
- One-year term
- Responsibilities to be determined, but may include the following once confirmed:
- Attends all committee, group conscience, service meetings, business meetings and elections
- Represents There Is A Solution Group at Intergroup meetings at Central Office (held the first Monday of each month at 7:00pm, in person and via zoom)
- Ensures that There Is A Solution Group members have the opportunity to volunteer for telephone answering shifts for the Central Office telephone line
- Provides the Central Office report to the Tech Rep so it may be posted on the There Is A Solution Group website ([www.thereisasolution.ca](http://www.thereisasolution.ca))

### SECRETARY

- • Six months sobriety
- • One-year term
- Attends and takes minutes of all committee, group conscience, business meetings and elections
- Keeps a copy of all minutes for committee, group conscience meetings and elections in the binder
- Responsible for providing each committee member with an updated job description and updated committee list (with phone numbers).
- Responsible for compiling group conscience issues
- Emails There Is A Solution Tech Rep the following for posting on the website:

♣ Minutes   ♣ Group Conscience Agenda

- Reminds each committee member of upcoming meetings 1 or 2 days before

## CHAIRPERSON

- • Two years sobriety
- • One year term
- Attends all committee, group conscience, service meetings, business meetings and elections
- Is the primary contact between the group and committee
- Authority to sign cheques when needed
- Attends and presides over all monthly committee meetings, group conscience meetings, business meetings and elections
- Is knowledgeable about AA's Twelve Traditions to ensure that the group conscience is met and that the group's primary purpose is to carry the message
- Ensures that absentees are aware that when unable to attend committee meetings, written reports are necessary for the committee to function as a whole
- Brings concerns/issues in writing to the committee. Informs the members of the committee's decision.
- Follows up on old business
- May be responsible for speaking to committee members regarding duties
- Ensures that all committee members are given a job description and current committee list

## Tech Rep Position Description

- One year sobriety required
- One year term
- Attends Committee Meetings
- Votes on motions at Committee Meetings
- Sends regrets when unable to attend meeting
- Maintains website ([www.thereisasolution.ca](http://www.thereisasolution.ca))
- Maintains group email recipients ([thereisasolutioncommittee@gmail.com](mailto:thereisasolutioncommittee@gmail.com))
- Maintains online accounts:
  - Zoom
  - Gmail account: email address and google drive for website backups
- Looks out for cheaper solutions (come end of term with Wix, some of our costs may rise unless we can find better deals)
- Creates new online accounts for new online services as required

## Member at Large Position Description (2 Members at Large Required)

- Three months sobriety required
- One year term
- Attends Committee Meetings
- Votes on motions at Committee Meetings
- Sends regrets when unable to attend meeting
- Miscellaneous duties and projects as agreed upon

