

Current Steering Committee Members

- Steering Committee Chair: Steve S.
- Recording Secretary: Rosalinda L.
- Treasurer: Jamie G.
- Literature coordinator: Stephanie L
- Secretary Coordinator: Deanna S.
- Supplies: Jeff (11:30am mtg attendee)
- Website: Rob B./Jon M. (Sponsor)
- Members-at-Large
 - James Crowley
 - Hugo Solaris
 - Lisa R.
 - Gloria V.

Secretary Checklist

- Register with Central office (form in book, please fill out and return to secretary coordinator or register online at aasanjose.org).
- Attend a secretary workshop if a “new” secretary or if you have never attended one, 1st Saturday of each month 10am Central Office.
- Attend monthly steering committee meeting, 2nd Sunday 10:45 am.
- Fill all necessary service positions for meeting:
 - Set up
 - Coffee
 - Literature Rep
 - Clean up
 - Sponsorship box
 - H&I
 - General Service Rep
 - Intergroup Rep

- Provide email and phone number to steering committee for contact purposes.
- DO NOT PUT H&I Cans in closet, secretary, please keep your can with your or H&I rep can secure.
- Turn money into treasurer weekly (make arrangements with treasurer).
- Keep headcount on meeting log

Important Contacts for Secretary

- Steering Committee Chairperson – Steve S.
- Treasurer – Jamie G.
- Secretary Coordinator – Deanna S.
- Coffee Supplies – Jeff
- Masonic Contact – (contact Gloria V. with issues to be reported)
- Local police number – 408-354-8600
 - CALL 911 if you have an emergency and do not know what to do

Spiritual Progress Steering Committee Positions

These positions are elected at and by SPG Steering committee, interested candidates present themselves at the monthly business meeting.

- Steering Committee Chair
- Recording Secretary
- Treasurer
- Secretary Coordinator
- Supplies
- Literature Coordinator
- Babysitting coordinator
- Website Administrator

Spiritual Progress Meeting Positions

These positions are elected at meeting level.

- Meeting Secretaries
- Set up
- Coffee
- Literature Rep
- Clean up
- Sponsorship box

Santa Clara County Intergroup Committees

- Intergroup IRep
- COIN

AA Service Committees

- Hospitals & Institutions (H&I)
- General Service Representative (GSR)
- Member-at-Large

Long term members of SPG that have regular attendance, have served the group and attend the steering committee on a regular basis. They are able to answer questions and provide history on the group's activities.

Steering Committee Chairperson

- The steering committee chair is responsible for running the monthly steering committee meetings and keeping the business on track.
- Prepare the steering committee meeting agenda.
- Keep contact info of the steering committee members.
- Inform the Steering Committee of any open service positions.
- Solicit volunteers for service positions that are open.
- Keep the group informed of what the steering committee is doing.
- Take a group conscience when needed.
- Help the meeting secretary hold elections for service positions when necessary.
- Help coordinate the evaluation of steering committee members attendance (i.e. recording secretary, treasurer, secretaries, supplies, literature, and other service positions reporting at monthly meeting)
- Help facilitate the announcement to all meetings and the recruitment of positions on the SPG steering committee (i.e. recording secretary, treasurer, supplies, literature)
- Conduct appointment of Steering Committee positions at a monthly steering committee meeting
- Keep up with group annual events and help coordinate/facilitate i.e. summer picnic, service event, etc.

Sobriety Requirement

- 5 years continuous sobriety.
- 2 year term

Additional experience and/or preferred requirements:

- Previous chairperson experience in AA or equivalent business related experience
- Knowledge of the service bodies within AA
- Knowledge of the Spiritual Progress steering committee
- Regular attendee of the Spiritual Progress meetings
- Regular attendee of the Spiritual Progress monthly steering committee meeting
- Homegroup or well-known member of Spiritual Progress Group

Steering Committee Recording Secretary

- Attendance at monthly Steering Committee meetings.
- Sends email reminders to members regarding upcoming meeting (not just meeting secretaries)
- Brings copies of past meeting minutes for distribution to members attending the meeting
- Takes minutes during steering committee meetings and types them up for future reference by the committee and/or group (i.e. motions made with pass/fail results, items held over, unfinished business, etc.).
- Keep a file of all minutes and hand over to new secretary at end of term.

Sobriety Requirement

- 2 years continuous sobriety.
- 2 year term.

Treasurer

- Collect contributions at meeting.
- Count and deposit money.
- Balance check book.
- Maintain prudent reserve of 3 months rent at current rate.
- Pay the required monthly rent to Masonic and Los Gatos Recreation Center (Sunday 9:30am Monday 8pm meeting)
- Keep account at central office funded for literature purposes.
- Reimburse supplies person.
- Maintain record of expenditures.

- Notify steering committee chairperson when unable to attend meeting.
- Must attend monthly Steering Committee meetings.
- If 2 consecutive steering committee meetings missed, review of position will be made by steering committee.
- Make reports to Group quarterly and annually.
- After paying rent and all expenses for the quarter, distribute the remaining money as follows:
 1. 70% to Intergroup Central Office
 2. 20% to General Service, N.Y.
 3. 5% to CNCA
 4. 5% to North County District 04
 (all addresses are in the meeting directory)

Sobriety Requirement

- 5 years continuous sobriety
- 2 year term; also member of group Steering Committee

Additional experience and/or preferred requirements:

- Previous treasury experience in AA or equivalent business related experience
- Knowledge of the Spiritual Progress meetings and steering committee
- Regular attendee of the Spiritual Progress meetings
- Regular attendee of the Spiritual Progress monthly steering committee meeting
- Homegroup or well-known member of Spiritual Progress Group
- Served at least 1 other position on the Spiritual Progress Group steering committee prior to treasury

Secretary Coordinator

- Coordinator for all secretaries of Spiritual Progress meetings
- Attend monthly steering committee.

- Meet with incoming and outgoing secretaries of all meetings to go through requirements of their position as indicated on secretary position description
- Review meeting binders and beginning of each new term to ensure all materials are up to date and update as needed throughout your term.
- Provide contact information of steering committee members and other group information updated as needed to secretaries throughout your term. An example is emailing the monthly Intergroup or GSR reports to all secretaries so they can make announcements at their meetings. This position is all about communication
- Provide guidance to secretaries as needed.
- Bring issues to the Steering Committee for discussion and vote if needed
- Pass on your experience to newly elected secretary coordinator.

Sobriety Requirement

- 5 years continuous sobriety
- 2 year term; also member of group Steering Committee

Supplies

- Purchase coffee supplies: coffee, sugar, Splenda packets, Coffee Mate, napkins, garbage bags for seven meetings
- Keep stock / inventory in back closet or at your house
- Must provide all receipts of purchases to the Treasurer for reimbursement
- Make arrangements for someone to cover you if you are unable to complete tasks.
- Pass-on your experience to newly elected supplies person.
- Lowest cost stores for specific items:
 - Smart&Final or Cash&Carry
 - Foam cups – 8oz size
 - Wooden stir sticks
 - Tea – Lipton packets in large box
 - Costco

- Coffee and decaf coffee – Kirkland brand
- CoffeeMate powder – large Carnation can
- Napkins – largest bag, lowest price
- Sugar – Large C&H sugar bag
- Splenda packets – large yellow box
- Garbage bags – black large 32 gallon bag box

Sobriety Requirements

- 2 years sobriety
- 2 year term
- Must attend a Sunday meeting on regular basis
- Must stay in contact with 7:30AM coffee setup team to determine what supplies are needed for the next week.
- Able to afford one month's worth of supplies for seven meetings before reimbursement
- Ability to shop at Smart&Final, Cash&Carry, and/or Costco

Literature Coordinator

- Literature coordinator is responsible for going to Central Office purchasing books, literature, and obtaining flyers for upcoming events for the activities board.
- Responsible for the activities board.
 - Post new flyers upcoming events (Central Office always has flyers on upcoming AA events)
 - Throw away outdated flyers or non-AA related information.
- Before meeting, put literature out on the table and make sure that activities board is current and up-to-date.
- Must attend either the 7:30AM or 9:15 AM meeting on Sundays. If you attend only the 9:15AM meeting it is your responsibility to show the group Literature

Representative for 7:30AM how to set-up literature and activity board for all Sunday meetings.

- Maintain the supply of books, meeting directories and pamphlets as needed using the inventory check list* provided by the Steering Committee (* list not yet created).
- Maintain a current literature price list and make sure that all seven SPG meetings have copies for the Secretary and Literature Representatives.
- Purchase needed literature from Central Office, charge to Spiritual Progress Account if funds not available notify treasurer to add funds
 - Treasurer of the group will make sure to list your name at Central Office as the SPG literature coordinator
- It is your responsibility to make sure that all seven SPG meetings have a fully trained literature representative for each meeting and remind the meeting secretary **if no literature representative is appointed for their meeting the secretary is responsible for handling the position**
- Make arrangements for someone to cover you if you cannot attend a meeting.
- Pass on your experience to newly elected literature person.

Sobriety Requirement

- 1 year sobriety
- 1 year term

Babysitting Coordinator

- Coordinate weekly babysitter for 9:15am meeting
- Work with steering committee to ensure babysitters are qualified to babysit for group. *(i.e. 16 years old, responsible, child of a member in good standing, monitor babysitter for adherence to guidelines for safety)*
- Attend monthly Steering Committee meeting.
- Pass on your experience to newly elected babysitter coordinator.

Sobriety Requirement

- 2 years continuous sobriety
- 1 year term; also member of group Steering Committee
- Weekly attendee of Sunday 9:15am big meeting

Intergroup Representative

- Attend monthly meeting at:

Santa Clara County Intergroup Service Council *
Trinity Lutheran Church
Union near Foxworthy Ave.
San Jose, CA

1st Wednesday of each month at 7:30pm

New representatives meeting at 7:00 pm

** Meeting time and location subject to change and should be verified in meeting directory and/or by previous Intergroup Rep.*

- Attend monthly Steering Committee meeting.
- Report Intergroup Service information to the group.
- Write up a brief report of highlights from the monthly IG meeting and email to Recording Secretary/Secretary Coordinator to forward to all meeting secretaries to share at their meetings.

Sobriety Requirement

- 2 years continuous sobriety
- 2 year term; also member of group Steering Committee

General Service Representative (GSR)

- Attend monthly meeting at:

South County General Service District 40 *

First Congregational Church of Christ

1980 Hamilton Ave., @ Leigh Ave.

San Jose, CA

Third Tuesday of each month at 7:00 PM

New GSRs meeting at 6:30 PM

** Meeting time and location subject to change and should be verified in meeting directory and/or by previous GSR.*

- Attend monthly Steering Committee meeting.
- Report General Service information to the group.
- Take ideas, opinions and the group conscience to the General Service meeting.
- Attend the area assemblies four times per year. The assemblies are usually held out of town over a weekend. to and from assemblies by the group. The G.S.R. is reimbursed gas only, or mileage only at .55 per mile, not both. In addition the G.S.R may be reimbursed for lodging as needed.

Sobriety Requirement

- 2 years continuous sobriety
- 2 year term; also member of group Steering Committee

Hospitals & Institutions (H&I)

- Attend monthly meeting at:

Hospitals & Institutions Committee *
4th Tuesday each the month at 7:30 pm
First Congregational Church
1980 E. Hamilton Av at Leigh Ave.
San Jose, CA

** Meeting time and location subject to change and should be verified in meeting directory and/or by previous H&I Rep.*

- Collect money from pink cans and turn in at H&I meeting, or mail to:

Northern California H & I
P. O. Box 192490
San Francisco, CA 94119-2490

- Get receipt for contribution. Make sure we get credit for our contributions.
- Make report to our group each time you attend the H&I meeting including how much our group has contributed. Bring “H & I Highlights” summary and solicit volunteers from membership for available H&I service.
- Attend monthly Steering Committee meeting.

Sobriety Requirement

- 2 years continuous sobriety
- 2 year term; also member of group Steering Committee

Meeting Secretary

- Read the Secretary Guidelines and become familiar and be able to uphold the policy.
- Arrive 30 minutes early to run the meeting.

- Get chairperson and readers.
- Before meeting begins, verify the meeting has been setup properly (see setup guidelines on page 18).
- At 2 minutes before 9:15 announce that people should take their seats so the meeting can begin on time.
- Count members in attendance and record on weekly summary sheet in binder.
- **SECRETARY MUST TURN IN MONEY TO TREASURER WEEKLY BUT NO MORE THAN A MONTH OF CONTRIBUTIONS SHOULD BE KEPT. IF A SECRETARY IS UNABLE TO DO THIS ANOTHER SECRETARY SHOULD BE ELECTED.**
- After meeting is over, verify the meeting room has been restored
- New secretaries must register with Central Office.
- Secretaries are to attend the first available Secretary's Workshop at Central office, 1st Saturday of the month, if they have not already attended such in the past.
- Three weeks before secretary term is up, announce for two consecutive weeks that the group will be holding elections for secretary, literature person, coffee maker, refreshments person, setup person and cleanup person, providing requirements for each position including sobriety requirements. Hold elections one week before your last week so existing service position holders can show the newly elected service people how to do the functions of their position.
- Make arrangements for someone to cover you if you cannot attend a meeting. It is recommended to have a recent secretary or steering committee member who is familiar with the meeting.
- Pass on your experience to newly elected secretary.

Sobriety Requirement

- 2 years of continuous sobriety (this applies to 915am BIG meeting, other meetings can use their discretion)
- 6 months term.
- 9:15am BIG meeting secretary nominees must have regular attendance and be an active member in service.

Greeters

- Arrive 30 minutes early to greet members at the main doors of meeting room
- Introduce yourself, welcome to SPG, answer questions.

Sobriety Requirement

1. None
2. 6 months term.
3. This position is recruited by current secretary and can be done via announcement to group or by approaching members looking for service commitment
4. Minimum 2 greeters for 9:15am BIG meeting, other meetings can use their discretion

Literature Representative *

- Make sure that all literature is neat and orderly placed.
- Activity Board looks well organized and current / up-to-date.
- Sells books before or after the meetings:
 1. Price list is up-to-date (this is supplied by literature coordinator)
 2. Gives proceeds to the secretary
- Make arrangements for someone to cover you if you cannot attend a meeting.
- Pass on your experience to newly elected literature person.

** If the meeting does not have a literature representative the meeting secretary is responsible for this.*

Sobriety Requirement

- 6 months of continuous sobriety.
- 6 months term.

Sponsorship Box Coordinator

- Make announcement at meeting “We have a temporary sponsorbox, if you need a sponsor or are willing to be a sponsor please fill out the slip in the box and we will match the men with the men and the women with women within a week”.
- Make a list of names of available sponsors
- Match sponsees with sponsors on a weekly basis
- Make arrangements for someone to cover you if you cannot attend a meeting.
- Pass on your experience to newly elected literature person.

Sobriety Requirement

- 1 year of continuous sobriety.
- 6 months term.

Coffee Maker

- Arrive at 1 hour before meeting to get coffee started.
- Start additional pot for hot water.
- Set up cups, tea, sugar, creamer, etc.
- Clean up area after you prepare everything.
- Make arrangements for someone to cover you if you cannot attend a meeting.
- Pass on your experience to newly elected coffee person.

Sobriety Requirement

- 6 months sobriety (this applies to 9:15am BIG meeting, **other meetings can use their discretion**)

- 6 months term

Donut Person (9:15am Meeting)

- Buy donuts at Maple Donuts per currently approved spending allowance
- Give receipts to the meeting secretary for reimbursement.
- Put donuts out on table 30 minutes prior to start of meeting
- Make arrangements for someone to cover you if you cannot attend a meeting.
- Pass on your experience to newly elected donuts person, including where donuts are picked up and that cash is required for payment and that donuts are prepared in advance by donut shop and what the spending allowance is.

Sobriety Requirement

- 6 months sobriety
- 6 months term

Cleanup Person

- During the meeting announcements when the secretary asks for a cleanup announcement, go to the microphone and make the following request:

“We’d like to have help cleaning up after the meeting. We need 2 volunteers to help check that all waste left after meeting is picked up and disposed of, check the bathrooms for garbage disposal and supplies are stocked. Thank you!”

- Make sure the counter and tables get wiped clean.
- Spot check floor for spills and trash, clean and wipe as necessary

- Make sure all supplies are put away in the closet.
- Check bathrooms for overflowing garbage and tidy up for next meeting
- Make arrangements for someone to cover you if you cannot attend a meeting.
- Pass on your experience to newly elected cleanup person.

Sobriety Requirement

- 6 months sobriety
 - 6 months term
-

Setup

7:30 am Meeting

1. Set up chairs and tables
2. Hang Steps and Tradition signs
3. Put out literature rack for literature person
4. Make arrangements for someone to cover you if you cannot attend a meeting.
5. Pass on your experience to newly elected set-up person.

9:15 am Meeting

1. Take down back tables and set up 3 rows of chairs
2. Move podium to front of room and set up microphone
3. Make arrangements for someone to cover you if you cannot attend a meeting.

11:30 am Meeting

1. Clean up coffee pots
2. Wipe down all counters in the kitchen
3. Clean up trash in restrooms and meeting area

7:30 pm Meeting

4. Take down literature rack and literature and put in closet
5. Put away coffee pots and supplies and put in closet
6. Put away chairs and tables
7. Wipe down all counters in the kitchen
8. Clean up trash in restrooms and meeting area
9. Pass on your experience to newly elected set-up person.

12pm Meeting (Thursday -- As Bill Sees It)

- Setup Los Gatos Recreation Center

9:30am & 8pm Meeting (Los Gatos Recreation Center)

Rules for using room 206, it is a little bit different from your other rental so please review them carefully and forward them to anyone who may be leading the meetings.

1. Please only use the back door for entering and exiting the building (the one that has the lock box on it)
2. Use the lock box to enter the back door and unlock the classroom door. Please be sure to replace the key at the end of the meeting.
3. Participants can ring the doorbell and have someone let them in, or you can station someone downstairs next to the door to open it up for them
4. The back door must remain closed or watched, do not prop the door open, unattended, under any circumstance. We have issues with the general public and homeless people wandering into the building and causing safety hazards and bathroom issues.
5. Please be sure to leave the room as you found it.
6. If you are the only ones in the building please check the bathrooms and the front door to ensure all your participants are gone before leaving.

Please be advised there is a reading program in room 214 that you may run into. Please do not unlock or use the front sliding glass doors unless you will have someone posted at the door for the entire use of the door.

Sobriety Requirement

- 6 months' sobriety
- 6 months' term

Spiritual Progress Webmaster

New new position created February 2016

- Maintain the Spiritual Progress website which includes:
 1. Updates to content, themes, any fixes that need to be addressed from end-user feedback.
 2. Maintenance of hosting services.
- Train Steering Committee members on how to edit/post content.
- Present usage data of the website to the Steering Committee meetings.
 1. Maintenance of hosting services
- Attend monthly Steering Committee meetings
- Transition knowledge to new Webmaster for a minimum 1-month period. This includes:
 1. Explaining site structure.
 2. Permissions for Steering Committee members.
 3. Gathering usage statistics for Steering Committee meeting.

Sobriety Requirement

- 1 year sobriety
- 2 year term