

Commitment	Description
Birthday	<ul style="list-style-type: none"> <li>• Track upcoming birthdays. (these should be updated on the website)</li> <li>• Get a speaker for the birthday meeting</li> <li>• Get a cake and candles</li> <li>• Make sure all celebrants have annual chips (work with Literature coordinator to get the chips)</li> <li>• Arrange a food list and ensure that everybody brings what they committed to bring – REMIND people what they signed up to bring (ask the celebrants what they want as a main course).</li> <li>• Remind everyone that Coat and Tie is mandatory for presenters and celebrants.</li> <li>• Make frequent announcements at the end of each meeting explaining birthday procedure and scheduled date for the party</li> </ul>
Clean Up	<ul style="list-style-type: none"> <li>• Clean off the tables</li> <li>• Set the chairs neatly around the tables</li> <li>• Clean the kitchen, empty coffee pots</li> <li>• Vacuum the floor.</li> <li>• Empty ashtrays</li> <li>• Put away signs</li> <li>• Put up all the supplies into the cabinets</li> <li>• Clean dishes and put back in the kitchen</li> <li>• Sweep up any major messes on the floor</li> <li>• Check the hallway for general cleanliness</li> <li>• Check the bathrooms for general cleanliness</li> </ul>
GSR	<ul style="list-style-type: none"> <li>• Attend Monthly District meetings</li> <li>• Report any district business back to the group</li> <li>• Conduct votes on any issues brought from the district</li> </ul>
Hospitality	<ul style="list-style-type: none"> <li>• Be at the meeting by 6:40 standing out in the smoking area or in the entry hallway ready to greet everyone that comes into the room with a warm handshake</li> <li>• Show newcomers and visitors where the meeting and the bathroom is.</li> <li>• Send a weekly text as to where we are having Thursday night dinner</li> </ul>
Phone / Ride	<ul style="list-style-type: none"> <li>• Rotate mobile phone app across the group on a monthly basis</li> <li>• Instruct people on how to use the app and what to do when people call</li> <li>• Attempt to coordinate rides for people that "really need" them</li> </ul>
Secretary	<ul style="list-style-type: none"> <li>• Open the meeting hall by 6:30</li> <li>• Appoint commitments and make sure the jobs are filled</li> <li>• Maintain the meeting format</li> <li>• Maintain the commitment descriptions</li> <li>• Update meeting format and commitment descriptions as needed</li> <li>• Appoint Chair people</li> <li>• Get Speakers for Birthday nights</li> <li>• Website - Maintain the group phone list, commitment list, calendar and general website</li> <li>• Liaison to the church – key contact point.</li> </ul>
Setup	<ul style="list-style-type: none"> <li>• Be at the meeting by 6:30</li> <li>• Make coffee</li> <li>• Set out supplies, cups, sugar, creamer, etc...</li> <li>• Setup chairs</li> <li>• Arrange tables</li> <li>• Get out the meeting book and collection basket and set at head of table</li> <li>• At 6:30, put the yard signs in the front and back entrances, and put the butt cans in the entry way smoking area.</li> <li>• Put out the literature</li> <li>• Steps and Traditions signs are hung and visible</li> </ul>
Snacks	<ul style="list-style-type: none"> <li>• Buy good snacks for every meeting... Don't buy crap.</li> <li>• If you need to be reimbursed, save a receipt and request payment from the treasurer</li> </ul>
Supplies / Literature	<ul style="list-style-type: none"> <li>• Ensure that the group has sufficient coffee, 12oz. cups, sugar, creamer.</li> <li>• Make sure we have some Big Books for sale (at least 5 on hand)</li> <li>• If people want to buy big books, collect the money and give to the treasurer. We don't give away big books.</li> <li>• Submit receipts to treasurer for reimbursement.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Collect the weekly money.</li> <li>• Give monthly rent to the Secretary to pay the church</li> <li>• Reimburse members for group expenses</li> <li>• If not present at the meeting, appoint someone to collect the cash</li> <li>• Give a weekly report on the state of the treasury.</li> </ul>