

AA Gainesville Commitment Descriptions

Remember... It is your job to make sure the job gets done! If you cannot make it to the meeting, make sure you get someone to fulfill your commitment.

Commitment	Description
Birthday Coordinator EVAN K.	• Coordinate Birthday meeting every quarter • Get a Cake and candles • Make sure all celebrants have annual chips (work with Literature coordinator to get the chips) • Arrange a food list and ensure that everybody brings what they committed to bring – REMIND people what they signed up to bring • Remind everyone that Coat and Tie is mandatory for presenters and celebrants. • Make frequent announcements at the end of each meeting explaining birthday procedure and scheduled date for the party • Work with birthday chair to pick up the annual anniversary chips
Clean Up Joshua J. Kris H.	• Clean off the tables • Set the chairs neatly around the tables • Clean the kitchen, empty coffee pots • Sweep the floor • Put away the butt cans • Put up all the supplies into the cabinets • Make Sure all dishes are cleaned and put back in the kitchen • Sweep up any major messes on the floor • Check the hallway for general cleanliness • Check the bathrooms for general cleanliness
Coffee Gregg D.	• Make two pots of coffee (One thick and one for old people) • Make sure cups, creamer, sugar are out. • If we are low on supplies, notify the supply chairman
GSR TBD	• Attend Monthly District meetings • Report any district business back to the group • Conduct votes on any issues brought from the district
Greeting James K.	• Be at the meeting by 6:30 standing out in the smoking area or in the entry hallway ready to greet everyone that comes into the room with a warm handshake • Show newcomers and visitors where the meeting and the bathroom is.
Secretary Mike E.	• Open the meeting hall by 6:30 • Appoint commitments and make sure the jobs are filled • Maintain the meeting format • Maintain the commitment descriptions • Update meeting format and commitment descriptions as needed • Appoint Chair people • Liaison to the church – key contact point.

Restaurant James K.	• Select restaurants for Thursday Night dinner • Make sure each restaurant selection is on the group calendar by Monday of the week. • Dinner is from 5:15-6:15 except when there are birthday meetings
Setup Skyler B. Todd M.	• Be at the meeting by 6:30 • Setup chairs • Arrange tables • Get out the meeting book and collection basket and set at head of table • Put out the literature • Make the step and traditions signs visible • Put out the two group signs and the ashtray.
Snacks Will R.	• Buy good snacks for every meeting... Don't buy crap. • If you need to be reimbursed, save a receipt and request payment from the treasurer • Put out plates and plastic ware
Supplies / Literature James C.	• Ensure that the group has sufficient coffee, 12oz. cups, sugar, creamer. • Make sure we have some Big Books for sale (at least 5 on hand) • If people want to buy big books, collect the money and give to the treasurer. We don't give away big books. • Submit receipts to treasurer for reimbursement.
Treasurer Mike E.	• Collect the weekly money. • Give monthly rent to the Secretary to pay the church • Reimburse members for group expenses • If not present at the meeting, appoint someone to collect the cash • Give a weekly report on the state of the treasury.
Web Mike E.	• Maintain the group phone list, commitment list and website