|  |  |
| --- | --- |
| Image result for aa logo official | Alcoholics AnonymousNew ZealandGeneral Service Board |

# Position Description: Class B Member

April 2019

# Preamble

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

# Our mission

To serve the fellowship of Alcoholics Anonymous.

# Our Vision

We strive to be our best, for the benefit of the fellowship of Alcoholics Anonymous. We value:

* + Inclusivity and diversity within our Board
  + A supportive culture whereby we work collegiately
  + Working with willingness, energy and enthusiasm
  + Accountability as individuals as well as a group
  + Working together to get it right

# The role

This role provides general support to the General Service Board and is not limited to the responsibilities below.

# Relationships

Regular contact as needed with Board Chair, other Class A and Class B Board Members, and EO at GSO.

External agencies as required as part of ongoing project/sub-committee work.

# Key responsibilities

* Attendance at two full weekend Conferences, with Board meeting on Friday.
* Attendance at AGM.
* Attendance at teleconference meetings throughout the year. These can last for several hours.
* Participation in Conference and Board sub-committees and or working groups.
* Conference Advisory Actions as delegated by Conference and Board Chairs.
* Preparation prior to meetings is essential to allow for full participation. This comprises preparation of own papers and thorough reading of other members’ work.
* Regular contact with the Board Chair.
* Referral to and familiarisation with the following documents is essential:
  + The 12 Concepts,
  + 12 Traditions,
  + Board By-Laws,
  + Conference Charter,
  + Board Constitution.
* As the Board is effectively the employer of paid staff, it is useful to understand the importance of this responsibility. In the event that unforeseen circumstances occur at GSO and staff cover is needed, it may fall to Board Members in the short term to facilitate the ongoing functioning of GSO.
* If you are a Conference experienced Board Member your knowledge of the service structure and the practical application of the 12 Steps, 12 Traditions & 12 Concepts will be invaluable to the running of the Board.
* Class B Members may be asked to be Chair, Vice Chair or Secretary.
* Have contact with outside organisations when necessary.

# Additional duties

* Undertake own project work.
* Actively participate in Board and Conference sub committees.

# Technical skills and experience

* Business and leadership experience is useful.
* Intermediate use of MS Office Products.
* Able to use, and have access to, a laptop/PC.

# Class B Board member (Alcoholic)

10 years continual sobriety recommended.

Evidence of service positions at various levels.

Demand on time will vary throughout the 3-year term depending on current projects and tasks. Prospective member should however be prepared to spend a minimum of several hours per week during busy times.

It is highly recommended that Board Members have service sponsors. It is a given that Class B’s have 12 step sponsors.