

Trusted Servant Positions

Secretary: Term April to April

- Home Group Member, with 6 months minimum clean time
- Willingness and Desire to serve
- An Understanding and Working Knowledge of the 12 Steps and 12 Traditions of NA
- Keeps record/log of all business meeting reports
- Takes notes at all business meetings
- Brings copies of notes to the following business meeting
- Assists Treasurer in ordering/stocking group supplies including NA materials and coffee stuff etc.

Chairperson: Term June to June

- Home Group Member, with 1 year minimum clean time
- Willingness and Desire to serve
- An Understanding and Working Knowledge of the 12 Steps and 12 Traditions of NA
- Responsible for chairing the business meetings
 - Accepting motions
 - Processing information/discussion
 - Presenting "old" and "new" business
 - Hearing officers reports
 - Opening and closing the meeting
- All of which is done with the help and support of all attending Home Group members

Treasurer: Term August to August

- Home Group Member, with 1 year minimum clean time
- Willingness and Desire to serve
- An Understanding and Working Knowledge of the 12 Steps and 12 Traditions of NA
- Pays the groups bills

- Keeps financial records
- Carries out group conscience decisions regarding flow of funds
- Orders/Stocks group supplies including NA materials and coffee stuff etc.
- Makes regular reports to the group in business meetings

Group Service Representative (GSR): Term October to October

- Home Group Member, with one year minimum clean time
- Willingness and Desire to serve
- An Understanding and Working Knowledge of the 12 Steps and 12 Traditions of NA
- Attends Area Service Committee meetings regularly
- Votes according to the group conscience at Area Meetings
- Supports the Area wherever possible
- Reports regularly to the Home Group the business discussed at Area
- Works with and helps train the Alternate GSR

Alternate GSR: Term October to October: This position can be combined with either the position of Secretary or Chairperson

- Home Group Member, with one year minimum clean time
- Willingness and Desire to serve
- An Understanding and Working Knowledge of the 12 Steps and 12 Traditions of NA
- Attends Area Service Committee meetings when the GSR cannot attend or with the GSR
- Votes according to the group conscience at Area Meetings
- Supports the Area wherever possible
- Reports regularly to the Home Group the business discussed at Area if the GSR was unable to attend the Area Meeting