

There Is A Solution

Committee Position Descriptions

Treasurer Position Description

- Three years sobriety
- Previous financial experience an asset
- Two-year term of service

- Responsible for all financial matters of the group
- Attends all committee, group conscience, service meetings, business meetings and elections
- Votes on motions at Committee Meetings
- Sends regrets when unable to attend meeting
- When unable to attend a meeting, provides written report in advance of the meeting
- Keeps an account of the group's financial matters and presents at each monthly There Is A Solution Committee Meeting. One copy of the Treasurer's report provided to the Tech Rep and another kept in Treasurer's records
- Signing authority - There will be three members from There Is A Solution Committee with signing authority, one of them to be the Treasurer.

- Receives paper copies of the Assiniboine Credit Union monthly statements at their home address
- All 7th Tradition contributions are received via e-transfer
- Has login access to online banking at Assiniboine Credit Union
- Downloads monthly bank statements from the Assiniboine Credit Union website to the TIAS Google Drive
- Keeps an electronic copy of all bills, statements, etc. on the TIAS Google Drive
- Responsible for passing on all documents in an organized manner to the next Treasurer

Expenses:

- Ensures all expenses are paid promptly
- Any expense above \$500.00 must be approved by Group Conscience
 - Bi-Annual Expenses
 - Web Hosting – Wix.com - renews in October. Invoice will be emailed to the Tech Rep and paid by credit card. TIAS reimburses the committee member who paid for this expense on their credit card. Approximately \$265 (in 2023)

- Annual Expenses
 - Zoom Account – renews in November. Invoice will be emailed to the TIAS Chairperson and paid by credit card. TIAS reimburses the committee member who paid for this expense on their credit card.
 - Domain Name Hosting – Wix.com - renews in October. Invoice will be emailed to the Tech Rep and paid by credit card. TIAS reimburses the committee member who paid for this expense on their credit card. Approximately \$21 (in 2024)
- Quarterly Expenses
 - Funds beyond our prudent reserve (annual costs of running the group plus 10%; no less than \$550.00 for the prudent reserve) be split equally (50%) and donated to Manitoba General Service and Central Office quarterly on the 15th (March/June/September/December) via e transfer. *(to be reviewed at the October 2024 Group Conscience).*

INTERGROUP REP

- One year of sobriety
- One-year term
- Responsibilities to be determined, but may include the following once confirmed:
- Attends all committee, group conscience, service meetings, business meetings and elections
- Represents There Is A Solution Group at Intergroup meetings at Central Office (held the first Monday of each month at 7:00pm, in person and via zoom)
- Ensures that There Is A Solution Group members have the opportunity to volunteer for telephone answering shifts for the Central Office telephone line
- Provides the Central Office report to the Tech Rep so it may be posted on the There Is A Solution Group website (www.thereisasolution.ca)

SECRETARY

- • Six months sobriety
- • One-year term
- Attends and takes minutes of all committee, group conscience, business meetings and elections

- Keeps a copy of all minutes for committee, group conscience meetings and elections in the binder
- Responsible for providing each committee member with an updated job description and updated committee list (with phone numbers).
- Responsible for compiling group conscience issues
- Emails There Is A Solution Tech Rep the following for posting on the website:
 - ♣ Minutes ♣ Group Conscience Agenda
- Reminds each committee member of upcoming meetings 1 or 2 days before

CHAIRPERSON

- • Two years sobriety
- • One year term
- Attends all committee, group conscience, service meetings, business meetings and elections
- Is the primary contact between the group and committee
- Authority to sign cheques when needed
- Attends and presides over all monthly committee meetings, group conscience meetings, business meetings and elections
- Is knowledgeable about AA's Twelve Traditions to ensure that the group conscience is met and that the group's primary purpose is to carry the message
- Ensures that absentees are aware that when unable to attend committee meetings, written reports are necessary for the committee to function as a whole

- Brings concerns/issues in writing to the committee. Informs the members of the committee's decision.
- Follows up on old business
- May be responsible for speaking to committee members regarding duties
- Ensures that all committee members are given a job description and current committee list

Tech Rep Position Description

- One year sobriety required
- One year term
- Attends Committee Meetings
- Votes on motions at Committee Meetings
- Sends regrets when unable to attend meeting
- Maintains website (www.thereisasolution.ca)
- Maintains group email recipients (thereisasolutioncommittee@gmail.com)
- Maintains online accounts:
 - Zoom
 - Gmail account: email address and google drive for website backups
- Looks out for cheaper solutions (come end of term with Wix, some of our costs may rise unless we can find better deals)
- Creates new online accounts for new online services as required

Member at Large Position Description (2 Members at Large Required)

- Three months sobriety required
- One year term
- Attends Committee Meetings
- Votes on motions at Committee Meetings
- Sends regrets when unable to attend meeting
- Miscellaneous duties and projects as agreed upon