

Information Page

Here are the By-laws and Job Descriptions that have been updated and made more user-friendly.

Please send any questions, comments, concerns, changes, or recommendations to kandismontalvo@gmail.com

Discussion and voting will take place at the June 2025 (if needed July) HASC meeting. Only current representatives will be able to vote.

Some information about the document

- **Strike through words are being removed**
 - **Underlined words are being added**
- **Words that have neither strike through or underlined are being left**
- **The formatting, capitalization, grammar will be fixed once the voting takes place.**
- **If you have a suggestion how a section should be written, please send that to the email address above.**

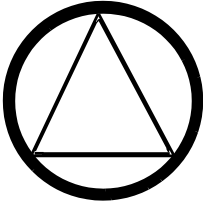
Please take this to your meetings, share with those AA members that have an interest in the happenings of the HACO. These documents are available for the next 3 months.

If you want a paper copy of this document you can pick one up at the Harbor Area Central Office.

Hope you all can participate and have a voice in updating these By-laws and Job Descriptions.

Table of Contents

ELECTIONS	2
CHAIR #1 - CHAIRMAN	3
CHAIR #2 - BOARD MEMBER	4
CHAIR #3 - BOARD MEMBER	5
CHAIR #4 - BOARD MEMBER	6
CHAIR #5 - BOARD MEMBER	7
HARBOR AREA SERVICE COMMITTEE TREASURER	8
HARBOR AREA SERVICE COMMITTEE SECRETARY	9
ACTION AND RESPONSIBILITY COMMITTEE CHAIRMAN	10
AFTER HOURS PHONES CHAIRMAN	11
ARCHIVES COMMITTEE CHAIRMAN	12
HARBOR LIGHT EDITOR	13
PROGRAM COMMITTEE CHAIRMAN	14
PUBLIC INFORMATION COMMITTEE CHAIRMAN	15
TWELVE STEP WORK COMMITTEE CHAIRMAN	16
HARBOR LIGHT BULLETIN	17
HOSPITAL & INSTITUTION COMMITTEE	18
GENERAL SERVICE REPRESENTATIVE	19
CENTRAL OFFICE COORDINATOR MANAGER	20
<i>PERSONNEL</i>	<i>20</i>
<i>ACCOUNTING AND FINANCE</i>	<i>20</i>
<i>BOARD AND COMMITTEE SUPPORT</i>	<i>20</i>
<i>GENERAL DUTIES AND RESPONSIBILITIES</i>	<i>21</i>
CENTRAL OFFICE STAFF	22
<i>GENERAL DUTIES</i>	<i>22</i>
<i>ACCOUNTING AND FINANCE</i>	<i>22</i>
<i>DESIRED SKILLS</i>	<i>22</i>
WEBSITE COMMITTEE ADMINISTRATOR LIAISON	23
DELEGATE REPRESENTATIVE REGISTRAR	24



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

ELECTIONS

Harbor Area Service Committee elections are held at the regular December committee meeting. Each year the Harbor Area Service Board chairs will move up one level; i.e., Chair 5 will become Chair 4.

- ◆ A new Chair 5 will be elected each year.
- ◆ A Treasurer will be elected each year.
- ◆ A Secretary will be elected each year.
- ◆ A Registrar will be elected each year.

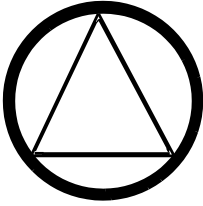
The following Committee Chairs will be elected each year:

- ◇ Action & Responsibility Chair
- ◇ After-hours Telephone Chair
- ◇ Archives Chair
- ◇ ~~Harbor Light Editor~~
- ◇ Program Chair
- ◇ Public Information Chair
- ◇ ~~Service Committee Set-up (Coffee maker) Committee~~
- ◇ Website Chair

Note: Hospital & Institution Committee and District General Service organizations in the Harbor Area conduct their own, separate elections.

Elected Board members and Committee chairs will take office the succeeding month (January).

Also, it should be noted that, the 3 month voluntary quit rule applies to all representatives and chairs. The voluntary quit rule is equivalent to resignation.

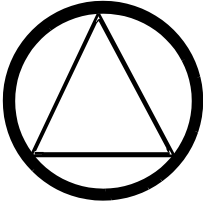


HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

CHAIR #1 – CHAIR of the Board

(Supervisory and Administrative)

1. Designates the time and place of all Harbor Area Service Board (HASB) meetings.
2. Notifies all Board members and interested parties of the HASB meeting.
3. Formulates the agenda and chairs the Board meeting.
4. Edits the Board's minutes and presents them at the HASC meetings.
5. ~~Carries out such duties as necessary for the administration of the Harbor Area Central Office in his/her capacity as Office Manager.~~
6. Central Office employees and office procedures are the responsibility of the Board and are under the direct supervision of the Chair of the Board, Chair 1.
 - Office Manager come to Chair 1 for requests or proposals.
 - Office staff and/or manager present to Chair 1 problems or concerns.
 - Oversight of office manager and staff as administrative arm of the HASB.
 - Legal responsibilities are carried out if needed.
 - Reviews office managers' evaluation of the staff.
 - Chair 1 brings all staff proposals, requests, concerns, and problems to the HASB as needed.
7. Performs as authorized signatory for all bank accounts.
8. Attends or appoints a representative to attend all meetings of major committees affecting A.A. as a whole in the Harbor Area including Hospital and Institutional Committee, General Service meetings, and Harbor Area Service Committee meetings, etc.
9. Not a voting member of the HASC unless they are representative of a meeting.

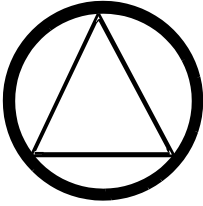


**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

CHAIR #2 - BOARD MEMBER

(Administrative and Advisory)

1. Procedures and By-Laws advisor.
 - 1.A. Assists and advises the Chair 1 and the Board as to proper procedure.
 - ~~1.B. Director of the *Harbor Light* Bulletin. Purpose: approve content, liaison between editorial staff and the Board. Composition: editor.~~
2. Advisor (liaison) to Action and Responsibility Chair.
3. Advisor (liaison) to Archives Committee.
4. Signatory on all bank accounts.
5. Not a voting member of the HASC unless they are a representative of a meeting.
6. In the absence of Chair 1, Chair 2 serves as the Chair of the Board.

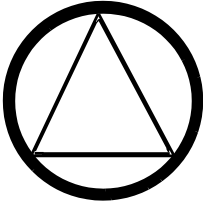


**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

CHAIR #3 - BOARD MEMBER

(Administrative and Advisory)

1. ~~Liaison and Communications.~~
2. ~~Attends all subcommittee meetings including Public Information and Program Committees.~~
3. ~~Serves as the Board representative at such meetings.~~
4. ~~Communicates information between these committees and the Board for greater cooperation and unity.~~
5. Board advisor (liaison) to
 1. ~~Website Committee Chair~~
 2. ~~Public Information (PI) Committee Chair~~
 3. Program Committee
6. Communicates information between these committees and the Board for greater cooperation and unity.
7. Signatory on all bank accounts.
8. Not a voting member of the HASC unless they are a representative of a meeting.

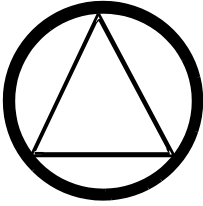


**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

CHAIR #4 - BOARD MEMBER

(Administrative and Advisory)

1. Maintains a file in the Central Office of the minutes and recommendations of the Service Board.
2. Establishes criteria for any interested volunteer to work in conjunction with the After-Hours Telephone Answering Committee. Trains volunteers in practices and procedures.
3. Liaison to the Twelve Step (in person) Committee to assist with any problems.
4. Assists the Chair of the Board, Chair 1 in the preparation of the Service Board report.
5. Signatory on all bank accounts.
6. Not a voting member of the HASC unless they are a representative of a meeting.

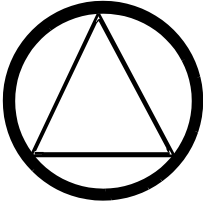


**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

CHAIR #5 - BOARD MEMBER

(Administrative and Advisory)

1. Chair of the Harbor Area Service Committee.
2. Serves as liaison between the Harbor Area Service Committee and the Board.
3. Prepares agenda for the Harbor Area Service Committee meetings.
4. Responsible for Board business as it relates to the Harbor Area Service Committee meeting.
5. Reviews the minutes of the Harbor Area Service Committee meeting for correctness. ~~and proper form before they are submitted for publication in the Harbor Light Bulletin.~~
6. Performs as authorized signatory for all bank accounts.
7. Responsible for the review of the minutes of the Harbor Area Service Committee for the year served as Chair. All continuing motions should be extracted and deleted motions removed from the records. An updated, corrected Appendix "A" will be completed and attached to the by-laws for the information and guidance of the incoming Chairperson, representatives and interested persons.
8. Attends quarterly General Service Assembly Meeting (Panel 2), authorized vote.
9. Not a voting member of the HASC.



**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

HARBOR AREA SERVICE COMMITTEE TREASURER

(Sobriety requirement: 24 months)

The Harbor Area Service Committee Treasurer is elected to administer the funds of the Committee and provide guidance and counsel regarding the fiduciary responsibilities of the Committee.

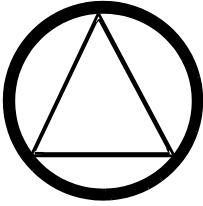
The Treasurer sees that the advice of the Harbor Area Service Committee and Service Board concerning expenditures is followed, and that the Committee and the groups have a monthly income statement and literature statement.

Their service is in being the custodian ~~and disburser~~ of the money contributed to our Central Office. Maintains an awareness of all income and expenses.

Prepares and provides financial reports to the monthly Harbor Area Service Committee meeting.

The Treasurer is an authorized signatory for all bank accounts and is a co-signer of all checks.

Not a voting member of the HASC unless they are a representative of a meeting. They cannot motion their own reports or recommendations.



**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

HARBOR AREA SERVICE COMMITTEE SECRETARY

(Sobriety requirement: 12 months)

The Harbor Area Service Committee Secretary is elected to maintain a record of the proceedings and recommendations of the Harbor Area Service Board and Committee.

The Secretary attends all meetings of the Harbor Area Service Committee and the Harbor Area Service Board and records the minutes of said meetings.

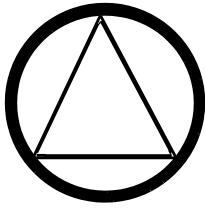
Ensures that Chair #4 has a copy of the Board minutes and recommendations for the Central Office file.

Send the Board meeting minutes to Chair 1 for changes before sending them out to the representatives.

Send the Committee meeting minutes to Chair 5 for changes before sending them out to the representatives.

~~Is responsible to see that the minutes are typed and prepared for publication and to submit them to the Harbor Area Service Board for approval prior to publication in the *Harbor Light*.~~

Not a voting member of the HASC unless they are a representative of a meeting.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

ACTION AND RESPONSIBILITY COMMITTEE CHAIRMAN

(Sobriety requirement: 12 months)

The Harbor Area Service Committee Action and Responsibility Chair is elected to select and chair a committee whose responsibility is:

To visit registered groups and discuss with them:

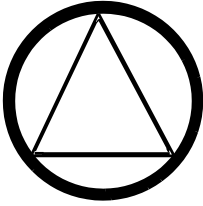
- ◆ The services the Central Office performs for the groups and the alcoholic who still suffers,
- ◆ The importance of contributing to the Central Office,
- ◆ The importance of having a representative attend the Harbor Area Service Committee meetings to represent their group's conscience in matters pertaining to the Harbor Area ~~and A.A.~~ as a whole.
- ◆ The committee encourages groups and meetings to keep their records up to date with Central Office.

In addition the committee may conduct a periodic "Service Workshop" within the Harbor Area to provide area secretaries and other interested parties with an introduction to the services provided for them and available to them from the various organizations within Alcoholics Anonymous usually:

- ◆ The Harbor Area Service Committee and its' functions
- ◆ The Harbor Area Central Office and its' functions
- ◆ The Hospital and Institutional Committee and its' functions
- ◆ The General Service organization and its' functions

Chair 2 is the liaison to Action and Responsibility Chair.

Chair and committee are to verify the time and place of a meeting if needed.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

AFTER HOURS PHONES CHAIRMAN

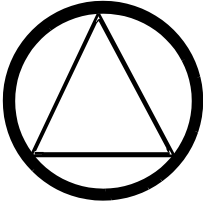
(Sobriety requirement 24 months)

The Harbor Area Service Committee After Hours Telephone Committee Chairman is elected each year to select and chair a committee whose responsibility is to answer calls coming in to Alcoholics Anonymous during the hours the Central Office is closed.

The committee chair will:

- ◆ Coordinate assignment of volunteers for after-hours phones.
- ◆ Ensure that they receive a resource list, twelve step list, current directory and instruction sheet.
- ◆ Find back-up volunteers in case of cancellation.
- ◆ Call and remind volunteers to report the number of calls they received to Central Office.
- ◆ Fill out calendar and deliver copy to Central Office.

Chair 4 is the liaison to the After Hour phone Chair.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

ARCHIVES COMMITTEE CHAIRMAN

(Sobriety requirement: 24 months)

The Harbor Area Archives Committee Chairman is elected each year to select and chair a committee whose responsibility is to promote the importance of, acquire new material for and maintain the Archives for Alcoholics Anonymous in the Harbor Area.

The Harbor Area Archives Committee actively seeks historical information regarding the beginnings of A.A. in the Harbor Area and background information of the various groups and meetings that are, or have been, in existence.

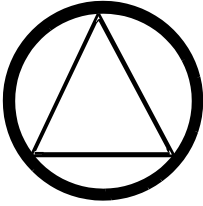
The committee will:

- ◆ Promote the growth and importance of the Archives.
- ◆ Solicit material from groups and meetings to add to the Archives.
- ◆ Catalogue and list the materials in the Archives.
- ◆ ~~Provide storage and safekeeping for the Archives.~~
- ◆ Store and maintain archives display at Central Office.
- ◆ Coordinates with other archivists in the area.
- ◆ ~~Submit a monthly Archives page for publication in the *Harbor Light*.~~

The Committee has collected numerous pieces of memorabilia from members who have been part of the programs over the years.

The Committee has also published a History of A.A. in the Harbor Area from 1941. Copies are available at Central Office. As time permits the committee will recommend updates and modifications to the current History of A.A. in the Harbor Area.

Chair 2 is the liaison to the Archives Chair.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

HARBOR LIGHT EDITOR

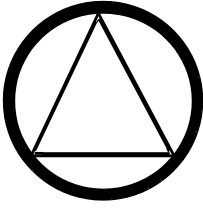
(Sobriety requirement: 24 months)

The Harbor Area Service Committee *Harbor Light* Editor is elected each year to select and chair a committee whose responsibility it is to prepare and publish the monthly *Harbor Light* Bulletin.

The committee will:

- ◆ Solicit meeting notices from the groups,
- ◆ Obtain Harbor Area Service Committee and Board meeting minutes,
- ◆ Obtain the Hospital & Institution Committee report
- ◆ Obtain any other news of interest to the Harbor Area for inclusion in the Bulletin.

The Committee will prepare the layout and format for the Bulletin, publish the newsletter, collate and prepare it for mailing, attract and maintain the list of subscribers.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

PROGRAM COMMITTEE CHAIR

(Sobriety requirement: 12 months)

The Harbor Area Service Committee Program Committee Chair is elected to select and chair a committee whose responsibility is to conduct events to help raise funds to finance the operation of the Harbor Area Central Office. The program committee shall prepare an annual calendar for Harbor Area programs and events.

In this capacity the Chair:

1. Plans and coordinates up to four fund raisers each year as determined by the by-laws of the Harbor Area Service Committee.

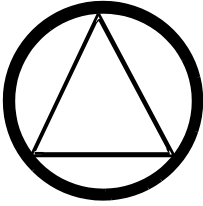
Events can include:

- Spring Event (March or April)
- Summer Event (July)
- Traditions Dinner/Fall Event (November)
- Optional Event

Events to be held at the discretion of the Program Chair with approval from the HASC.

2. Appoint or recruit members to the committee from the membership at large.
~~Organizes a subcommittee of members to help fulfill additional responsibilities. This subcommittee shall consist of six members to be elected by the delegates from the membership at large; three in January, three in July. The committee shall be rotating and each member shall serve a period on one year.~~
3. Attends all monthly Harbor Area Service ~~Board and~~ Committee meetings.
4. Records and accounts for all budgets, expenses and contributions to Central Office, in regard to the ~~fundraising~~ events. Presents income and expense statement at HASC meeting after the event.
5. ~~Maintains the Program Committee checking account, which requires two signatures: one being the Program Chair, the Treasurer, and/or another board member.~~

Chair 3 is the liaison to Program Chair.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

~~PUBLIC INFORMATION (PI) COMMITTEE~~ CHAIRMAN

(Sobriety requirement: 12 months)

The Harbor Area Service Committee ~~Public Information~~ PI Committee Chairman is elected to select and chair a committee whose responsibility entails informing the “non-Alcoholics Anonymous community” in regard to A.A.’s purpose on behalf of the Harbor Area Service Committee.

~~Public Information~~ PI receives requests from corporations, hospitals and/or hospice outreach programs, schools, churches, and synagogues. ~~P. I. speaks to the six year old as well as the sixty year old individual.~~

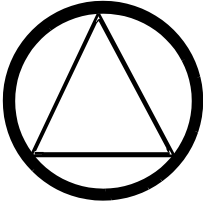
The usual format of a ~~Public Information~~ PI presentation consists of a one-to-two-hour session, given by two or three Alcoholics Anonymous members. These presentations may include, but are not limited to:

1. A VERY short history of what it was like (or “drunkalogue”).
2. A short history of A.A.
3. An explanation of the Steps.
4. An explanation of the Traditions, especially as they may pertain to every individual, e.g., the 7th, 11th, and 12th Traditions in particular.
5. An explanation of A.A. as a worldwide Fellowship, self-supporting through its’ own contributions.

The usual ~~P.I.~~ PI presentation also includes precisely what A.A. can do for the community as a whole and the individual and, in addition, what A.A. cannot and does not do, e.g., “Engage in any controversy”; ally or support any “causes”; nor ally itself with any sect, denomination, politics, organization nor institution. It includes explaining the primary purpose of A.A., the need for the individual member to stay sober and for each member of the group to help other alcoholics to achieve sobriety.

The ~~Public Information~~ PI committee operates strictly in accordance with and usually well below the funds allocated to the committee for any literature (\$50.00/month).

Chair 3 is the liaison to Public Information Chair.



**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

**TWELVE STEP WORK / IN OFFICE PHONES
COMMITTEE CHAIR**

(Sobriety requirement: 24 months)

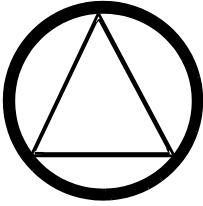
The Harbor Area Service Committee Twelve Step Work / In Office Phones Committee Chair is elected each year to assist in the operation of the Harbor Area Central Office.

The Twelve Step Work / In Office Phones Committee Chair is an elected position whose responsibility is to obtain and schedule volunteers to work at the Central Office who will:

- ◆ Be available to answer the telephones,
- ◆ Be available to refer people to meetings,
- ◆ Be available to arrange Twelve Step calls.

Provides instructions for the volunteers and, if necessary, provide training to new office workers and Twelve Step volunteers.

Chair 4 is the liaison to the Twelve Step Committee/ In Office Phones Chair



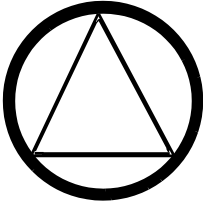
HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

~~HARBOR LIGHT BULLETIN~~

~~Every month the Harbor Area Service Committee Harbor Light Committee publishes a newsletter, the “*Harbor Light*” an intergroup exchange bulletin. Groups can make this bulletin more representative of A.A. by choosing a member to be the group’s contact with the newsletter.~~

~~That person should encourage his/her group to announce their meeting in the bulletin and for group members to subscribe.~~

~~That person might also benefit from participating in the preparation and publication of the Bulletin. It’s a great way to keep aware of what is happening throughout the Harbor Area.~~



**HARBOR AREA SERVICE COMMITTEE
JOB DESCRIPTIONS**

**HOSPITAL & INSTITUTION COMMITTEE
LIAISON**

Perhaps the most effective way that we “Carry the Message” to the alcoholic who still suffers is through the Hospital & Institution Committee.

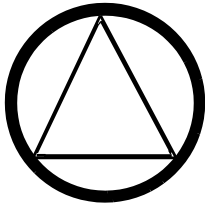
This committee is a standing committee of the Harbor Area Service Committee and is self-regulating.

In addition to its normal business functions, there are Group Chairs for:

- ◆ Hospital panels
- ◆ Institution panels

These panels take concerned volunteer members into the various facilities to conduct “meetings” for those who would otherwise be unable to get to a meeting.

Hospital & Institution Committee in the Harbor Area conduct their own, separate elections and meetings.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

GENERAL SERVICE REPRESENTATIVE LIAISON

(Sobriety requirement: 24 months)

The ideal way to sustain continuous contact between the members of any A.A. group and the General Service Office in New York is for the group to choose a member to serve as a General Service Representative.

An active GSR can strengthen observance of our first tradition,

“Our common welfare should come first; personal recovery depends on A.A. unity.”

The structure of the General Service Organization is composed of regions, areas, and districts. The Harbor Area is located in the Pacific Region, the Mid-Southern California Area, and falls within;

The First District which includes the cities of:

Gardena	Hermosa Beach
Redondo Beach	Palos Verdes
Rolling Hills	Lawndale
Torrance	Manhattan Beach

The Second District which includes the cities of:

Artesia	Lakewood
Bellflower	North Long Beach
Cerritos	Compton
Hawaiian Gardens	Paramount
	Norwalk

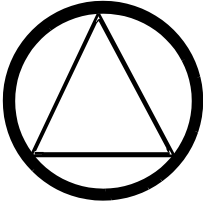
The Third District which includes the cities of:

Carson	Lomita
Dominguez	San Pedro
Harbor City	Wilmington

The Fourth District which includes the cities of:

Belmont Shore	Rossmoor
Los Alamitos	Signal Hill
Naples	South Long Beach
	(south of Carson Street)

It is also represented by the “Spanish Speaking” area representatives.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

CENTRAL OFFICE MANAGER COORDINATOR

The Harbor Area Central Office adheres to the Twelve Traditions of Alcoholics Anonymous. Therefore, the Central Office ~~Coordinator~~ manager must understand the Traditions thoroughly in order to maintain this adherence.

The Central Office ~~Coordinator~~ manager position is a ~~full~~-part-time, paid position with the Harbor Area Service Committee. As such, the person employed for the position must have a minimum of five (5) years sobriety, be familiar with the workings of the Harbor Area Service Committee, its structure and operation, and it would be helpful if the person had served on said Committee at some time prior to employment.

The Central Office ~~Coordinator~~ manager performs or supervises the

following tasks: PERSONNEL

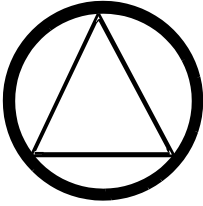
1. Supervise the Office Staff
2. Advise and train the staff regarding office operations; including group contributions, literature sales, inventory control, bookkeeping and office demeanor.
3. Advise and train the telephone volunteers.

ACCOUNTING AND FINANCE

1. Receive and post all literature sales and contributions to the appropriate account daily
2. Reconcile literature sales receipts and contributions with the cash-on-hand amounts daily.
3. Prepare Accounts Payable vouchers and payment checks for signature in a timely fashion.
4. Maintain payroll records and prepare weekly paychecks for signature.
5. Disburse Committee funds as directed by Committee Chairs.
6. Maintain payroll and financial records for monthly submittal to the Bookkeeper.
7. File all taxes on time.

BOARD AND COMMITTEE SUPPORT

1. Answer directly to the Chair of the Harbor Area Service Board.
2. Attend Board and Committee meetings and report on Central Office activities.
3. Cooperate with the standing committees and sub-committee chairs as appropriate.
4. Cooperate with the After-Hours Phone Committee to ensure that sober AA members answer the Central Office phones at all times.
5. ~~Support the Harbor Light Editor; maintain the workspace; proofread as requested; provide changes to the mailing list; provide seventh Tradition contributions and Income Statement.~~
6. ~~Copy/print the Harbor Light in accordance with the committee's schedule.~~
7. ~~Prepare the Harbor Light for collation.~~



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

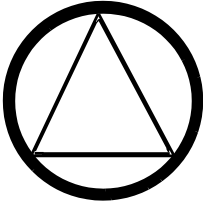
CENTRAL OFFICE MANAGER ~~COORDINATOR~~-(Continued)

GENERAL DUTIES AND RESPONSIBILITIES

1. Maintain a professional rapport with Groups and Meetings in the Area; other A.A. organizations, e.g., Intergroup Organizations, Mid-Southern California Area representatives, other Central Offices, World Services in New York, etc.
2. Refer all media and public information requests to the Public Information Chair.
3. Maintain records and files on all Harbor Area Groups and meetings.
4. ~~Produce and maintain an adequate inventory of the Harbor Area Directory of A.A. Meetings.~~
5. Control and maintain an adequate inventory of A.A. approved literature.
6. Prepare lists and reports as needed
7. Participate in the Southern California Central Office Association.
8. Maintain a cheerful and businesslike atmosphere at the Central Office.

DESIRED SKILLS

1. QuickBooks, MS Office Suite, Basic PC Skills & Troubleshooting



HARBOR AREA SERVICE COMMITTEE

JOB DESCRIPTIONS

CENTRAL OFFICE STAFF

The Harbor Area Central Office adheres to the Twelve Traditions of Alcoholics Anonymous. Therefore, the Central Office Staff must understand the Traditions thoroughly in order to maintain this adherence.

The Central Office Staff positions are part-time, paid positions with the Harbor Area Service Committee. As such, the person(s) employed for the position must have a minimum of three (3) years sobriety, be familiar with the workings of the Harbor Area Service Committee, its structure and operation, and it would be helpful if the person had served on said Committee at some time prior to employment.

The Central Office Staff performs the following tasks:

GENERAL DUTIES

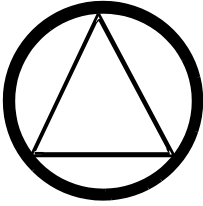
1. Assist the Central Office Coordinator in all affairs concerning the operation of the Central Office.
2. Assist the Central Office Coordinator in the preparation of orders for A.A. approved literature as necessary (*requires Coordinator review and approval*)
3. Advise and train the telephone volunteers. Also, answer the phones as necessary.
4. ~~Assist the Central Office Coordinator in the preparation of Copy/Print material submitted for reproduction including; the Harbor Light, Meeting Directories, flyers and other office information as necessary.~~

ACCOUNTING AND FINANCE

1. Receive and post literature sales and contributions to the appropriate account daily.
2. Reconcile literature sales receipts and contributions with the cash-on-hand amounts daily.
3. Conduct a monthly inventory of all A.A. literature and material and prepare a literature report.
4. Post all cash transactions to the ledger and perform month-end trial balance.
5. Prepare office and coffee supplies orders for review and approval of Central Office Coordinator.
6. Understand basic accounting principles

DESIRED SKILLS

1. QuickBooks, MS Office Suite, Basic PC Skills & Troubleshooting



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

~~WEBSITE COMMITTEE ADMINISTRATOR~~ LIAISON

(Sobriety Requirement 24 months)

The Harbor Area Website ~~Administrator~~ Liaison is elected each year to select the committee whose responsibility is for the content of the Central Office website, subject to review by the Harbor Area Service Board and the Harbor Area Service Committee.

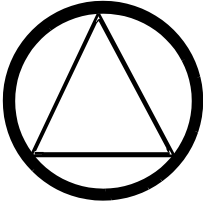
The Central Office website has proven to be one of the most utilized communication tools of the Harbor Area Service Committee and is visited more than 30,000 times a year. The website committee liaison is considered a key service commitment. Any changes to the website go through the liaison.

The Website ~~Administrator's~~ Liaison duties are, through use of website special workers:

- ◆ Maintain, expand, broaden, and operate the existing Harbor Area Service Committee's website in accordance with the Twelve Traditions of Alcoholics Anonymous and the A.A. World Service guidelines.
- ◆ Upload and update flyers for upcoming events for central office and other events of Alcoholics Anonymous.
- ◆ Maintain and review existing web pages for accuracy. This entails ensuring the overall integrity of website through constant review of content, ensuring all links are active and troubleshooting errors.
- ◆ Ensure that the overall navigational design flow of the website is user friendly.
- ◆ Ensure that all new website content is uploaded to the site on a timely basis.
- ◆ Monitor the use of the website on a monthly basis by submitting the website statistics to the board. These statistics will be printed in the monthly HASC Agenda
- ◆ Work with the Office ~~Coordinator~~ Manager with any issues that arise with either the web hosting company or the domain registrar.
- ◆ Review the content of the website and recommend changes to the Harbor Area Service Committee for approval.

Tools used to maintain the website:

Microsoft Excel, Microsoft Word, Adobe Dreamweaver, Adobe Photoshop and Adobe Acrobat. Knowledge and experience in these programs or equivalent are suggested.



HARBOR AREA SERVICE COMMITTEE JOB DESCRIPTIONS

DELEGATE HASC REGISTRAR

(Sobriety requirement: 24 months)

The Harbor Area Service Representative Registrar, who serves as a liaison to group representation, is elected to:

- welcome and sign-in
- ◆ representatives
- ◆ explain voting guidelines to new
- ◆ representative
- ◆ summarize meeting procedures
- ◆ provide new representative packet
- track attendance

The Representative Registrar, in accordance with the Harbor Area Service Committee bylaws, will:

- ◆ Track monthly voter eligibility; ~~all representatives and alternate representatives will be registered with Central Office ten (10) days prior to having a vote in the service committee meeting.~~
- ◆ Monitor attendance. Any group that has not had a representative or alternate representatives present at the Harbor Area Service Committee meetings for three (3) consecutive months shall be subject to voluntary quit rule. Voluntary quit rule is equivalent to resignation.
- ◆ Advise that a quorum comprising of a majority of the average number of representatives present at the last three (3) preceding meetings exists.
Provide Central Office with original sign-in sheets and representative
- ◆ forms.
- ◆ Call for a quorum check if it appears that a significant number of representatives have left the meeting and call the roll of signed-in representatives.