

5.0 SECRETARIES

Each meeting is conducted by a secretary who is elected at the meeting level to serve a three-month term. A member may secretary up to two meetings at a time.

5.1 SECRETARY REQUIREMENTS AND TERMS

Sobriety requirement: 6 months. Term: 3 months, with a maximum of two, consecutive 3 month terms.

5.2 SECRETARY RESPONSIBILITIES

1. Show up: Try to show up about 30 minutes before the meeting to start the coffee. If you are going to miss a meeting, or cannot show up on time, select a temporary secretary, someone you trust, in advance. If the format of your meeting is Speaker-Discussion, please select a chairperson in advance (recommended sobriety to chair a meeting is at least 90 days).
2. Pass out readings: How it works, 12 Traditions, and Promises/Vision for you.
3. Read and follow the suggested meeting format from this (PHG) binder.
4. Pass the basket: Half way through the meeting. Read the 7th tradition explanation from format.
5. Book sales: Secretaries sell books. Policy and prices are listed in the black book cabinet. Take books from the black cupboard or closet: Please do not sell copies from the display shelf. Please note all book transactions on the money envelope and book inventory checklist.
6. Deposit money in the safe: Count up the money AFTER the meeting, put it in the envelope, and deposit the envelope in the safe slot in the wall to the upper right of the bathroom door. DON'T FORGET TO INCLUDE H & I, COFFEE KITTY AND BOOK SALES.
7. Clean up: Please see that the following tasks are completed before leaving (usually volunteers are secured in the beginning of the meeting): Wash dishes, counters, coffee pots, etc. Clean and or put

away anything the ants might be interested in. Tidy the room for the next meeting. Clean the bathroom as needed. (Garbage goes out WEDNESDAYS, after the noon meeting.)

8. Shutdown: Please secure windows and check that everything is turned off (lights, fan, coffee makers. . . . You DO NOT need to touch the heater.)
9. Make sure the doors, meeting hall and garden, are locked and the key is returned to key lock.

PLEASE READ:

- It is suggested that secretaries Establish a Greeter. Preferably, a person who regularly attends the meeting you are secretary of. Greeter's duties include: Make contact with newcomers and visitors: Try to make them feel comfortable. Provide newcomer packets or meeting schedules. Explain the format of the meeting and answer questions. Let people know about parking, etc.
- We want Newcomers to feel welcome and to want to "Keep Coming Back"!
- Attend Monthly Business (Group Conscience) Meetings: As a secretary it is your responsibility to represent the meeting you secretary at the monthly PHG Group Conscience Meeting, held the third Saturday of every month at 10:15 at PHG. If you cannot attend, you can send a trusted proxy to provide first-hand information as needed, and inform the Secretaries Coordinator of all pertinent and pressing matters relating to your meeting.
- Pass It On and Turn It Over. During the last month of your term, make the announcement at each meeting that the secretary position will need to be filled. The election should be held at the last meeting of your term. It is suggested Secretaries have at least 6 months clean and sober and have a sponsor. Please "Pass It On" by showing the new secretary ALL of their duties, including reviewing this task list with them and answering or helping to find answers to any questions they might have.
- You are responsible for having a working knowledge of the Alcoholics Anonymous Twelve Traditions.
- YOU'RE A TRUSTED SERVANT OF AA! CARRY THE MESSAGE!

I am responsible...
When anyone, anywhere, reaches out for help,
I want the hand of A.A. Always to be there.
And for that: I am responsible.

5.3 SECRETARIES' WORKSHOP

Meeting Secretary Workshops should be conducted no less than once a year and more often if deemed necessary by the elected trusted servants for PHG. These workshops instruct members how to conduct regularly scheduled AA meetings, how to handle any disruptive behavior and how to conduct secretary elections as per PHG guidelines. Some of the trusted service positions require a secretary workshop. Please refer to the descriptions of trusted servant positions.

6.0 TRUSTED SERVANTS, STEERING COMMITTEE AND BUSINESS MEETINGS

PHG Trusted Servants initiate activities of various kinds, insure that all group needs are taken care of, attempt to make the group operate smoothly, and elect (at a business meeting or Steering Committee meeting) people to cover vacant group service positions. Robert's Rules of Order will loosely govern both the Steering Committee and Business Meeting. A Steering Committee made up of four Trusted Servants, Coordinator, Co-Coordinator, Recording Secretary and Treasurer, meets if urgent Business Meeting matters must be decided between Business Meetings. Otherwise, all PHG needs are taken care of at the Business Meeting.

6.1 BUSINESS MEETING BUSINESS

Ordinary Trusted Servant business shall be conducted within the context of the monthly Business Meeting. Trusted Servant business includes both the approvals of candidates for election to PHG Trusted Servant

positions and reports by Trusted Servant members and Meeting Secretaries. These meetings are open to all members of the group.

6.1.1 BUSINESS MEETING DISCUSSION

It is important that everyone at the meeting understands the issues and has an opportunity to express his/her opinion. Therefore, we have adopted a policy of not taking a vote on an issue until everyone is ready to vote. Anyone not ready at the time has the opportunity to ask for clarification or add new information. This is not intended to be a filibustering tool, but rather to avoid rushing through something when the group conscience is not yet formed.

6.1.2 BUSINESS MEETING QUORUM

Business Meetings require a quorum of the Trusted Servants (50% + 1) to be present in order to conduct business. Lack of a quorum may cause the meeting to be terminated with respect to being an official function capable of making binding group decisions. This determination may or may not be made at the discretion of the PHG Coordinator.

6.2 BUSINESS MEETING

The Business Meeting is the governing bodies and group conscience of PHG. Business Meetings are held on the third Saturday of each month. They are open to all group members, and all may vote. Robert's Rules of Order loosely govern the meetings. In general, all topics will be presented at the Business Meeting for ratification or discussion. Any group issue may be presented at the Business Meeting. Items of proposed business are typically submitted to the PHG Coordinator in writing one week in advance of the Business Meeting. This is to allow the Coordinator enough time to properly prepare the Business Meeting agenda. Most votes on motions require a simple majority of votes cast (50% + 1). The following specific motions require a 2/3 majority to carry:

1. A change to the Informed Group Conscience Document,
 2. An amendment to a previously discussed and voted motion,
 3. A motion to vote (to cease further discussion on a motion may be at the discretion of the PHG Coordinator).
- The Group Chairperson may vote only to break a tie.

6.2.1 BUSINESS MEETING AGENDA

1. Meeting begins at 10:15 am.
 2. Open the meeting with a moment of silence, followed by the Serenity Prayer.
 3. One individual reads the Traditions, short form.
 4. Group reviews and approves the minutes.
 5. Elections are conducted as needed. Hold voice, hand, or count-off (not written ballot) vote.
 6. Trusted Servant reports:
Coordinator, Co-Coordinator, Secretary, Treasurer, Communications, Secretary Coordinator, Chips, Garden, GSR, Intergroup, Spic and Span, Supplies, Literature, Potluck, Landford Liaison
 7. Meeting Secretary Reports
 8. Old business.
 9. New business
 10. The Seventh Tradition basket is passed.
- Meeting ends with the Responsibility Pledge.

7.0 BUSINESS MEETING SERVICE

The various Trusted Servant position terms, requirements, and responsibilities are individually defined in the sections that follow. The Business Meeting elects all Trusted Servant positions with the exception of the following: Alternate Intergroup Representative, Alternate General Service Representative.

7.1 TRUSTED SERVANT QUALIFICATIONS

There are four basic qualifications for all positions, which are defined as follows:

1. One must be a member of the group.
2. One must meet the requirements listed and defined for the individual position desired at the time of election.
3. Treasurer may only hold the position for one two-year term. Regarding other Trusted Servant Positions, one may not hold the same position for more than two consecutive full terms. A partial term does not disqualify you from two full terms (the GSR serves one elected two-year term only).

4. A group member may take on more than one Trusted Servant position concurrently if appointed by the PHG Coordinator.

7.2 VOLUNTEERING FOR TRUSTED SERVANT POSITIONS

Any positions, which are vacant, or are about to become vacant, will be posted on the clip board approximately one month in advance. Anyone meeting the qualifications may be nominated or volunteer for the position at the regular business meeting at the time the election is conducted.

7.3 ELECTION OF TRUSTED SERVANT POSITIONS

All candidates must be present. Trusted Servant positions are elected at the Business Meeting. Candidates receiving a 2/3 majority of the votes.

7.4 RESIGNING FROM A TRUSTED SERVANT POSITION

You may not resign from one elected position in order to run for another without a vote of a 2/3 majority approval at the Business Meeting. Any group service position will be declared vacant by the Business Meeting if the person holding the position:

1. Resigns.
2. Fails to maintain sobriety.
3. Fails to carry out his/her responsibilities. When members fail to carry out their responsibilities, an attempt will be made by the PHG Coordinator to contact them and give them the opportunity to change before the position is declared vacant by the Business Meeting.
4. Has three or more unexcused absences from Steering Committee/Business meetings within one year.

7.5 TRUSTED SERVANT POSITION VACANCIES

Vacant Trusted Servant positions will be filled by members of the Group, by election at a Steering Committee meeting, until a replacement can be elected using the normal election procedure. In the event of a vacancy in the Intergroup Representative, General Service Representative Coordinator or Treasurer positions, the Alternate or Co-Trusted servant will fill in until the position is re-elected at the following Business Meeting.

7.6 TRUSTED SERVANT TERMS, REQUIREMENTS, AND ELECTIONS

See Section 3.6 for possible exceptions.

GROUP ELECTED SERVICE POSITION	TERM MONTHS	SOBRIETY REQUIRED	OTHER REQUIRED	ELECTED BY OR APPOINTED
Coordinator***	12	2 Years	PTS	Group
Co-Coordinator	12	2 Years	PTS	Group
Recording Secretary	12	2 Years	PTS	Group
Treasurer***	24	5 Years	PTS	Group
Co-Treasurer	12	5 Years	PTS	Group
Communications	12	6 Months		Group
Secretary Coordinator	12	2 Years	PTS/SWR/SWS	Group
Chips	12	6 Months		Group
Garden	12	6 Months		Group
GSR	24	2 Years	PSE	Group
Alternate GSR	12	1 Year	PSE	Appointed by GSR
Intergroup	12	2 Years	PTS	Group
Alternate Intergroup	12	1 Years	PSE	Appointed by Int.

Spic and Span	6	6 Months		Group
Supplies	12	2 Years	PTS	Group
Literature	12	1 Year	PSE	Group
Potluck	12	6 Months		Group
Meeting Secretary	3	6 Months	SWR/SWS	Meeting

LEGEND:

*** Has authority to sign checks
 PTS Prior PHG Trusted Servant experience required (Elected or Appointed)
 PSE Prior PHG service experience required (All Appointed or Elected Service Positions)
 SWR Secretary Workshop required
 SWS Secretary Workshop Suggested - It is strongly suggested that all existing Meeting Secretaries and Secretary Coordinator attend the next available Secretary Workshop.
 Note: Service positions are defined as Meeting Secretary or Trusted Servant positions and Alternate Trusted Servant positions held at Pacific Home Group.

7.7 TRUSTED SERVANT POSITION DESCRIPTIONS

PHG COORDINATOR

(Elected for a term of one year)

Requirements: 2 years sobriety, Prior Trusted Servant experience, and Secretaries' Workshop. Has authority to sign checks.

Chair Steering Committee and Business Meetings. Prepare an agenda for each meeting. Make sure all tasks are being performed. Call special meetings when necessary. Co-sign checks. Help maintain bank signature cards (along with the Treasurer). Administer and carry out the Informed Group Conscience. Function. Act as interface, with the Landlord Liaison, between the Group and the Landlord.

PHG CO-COORDINATOR

(Elected for a term of one year)

Requirements: 2 years sobriety, Prior Trusted Servant experience, and Secretaries' Workshop.

Co-Chair Business Meetings. Assist PHG Coordinator: Prepare an agenda for each meeting; Make sure all tasks are being performed; Call special meetings when necessary; Administer and carry out the Informed Group Conscience; Function. Act as interface, with the Facility Liaison, between the Group and the Landlord. Assume full PHG Coordinator responsibilities when the PHG Coordinator is absent.

GROUP (RECORDING) SECRETARY

(Elected for a term of one year)

Requirements: 2 years sobriety Prior Trusted Servant experience.

Responsibilities : Record minutes of Steering Committee and Business Meeting. Post and provide copies to group members promptly. Pass around a sign-in sheet at Business Meeting. Maintain a record of, and post, group decisions and changes in the Informed Group Conscience Document. Keep records of names and phone numbers of all current Trusted Servant members. Post to PHG meeting binder and distribute same via email to all Trusted Servants in a timely fashion. Obtain the up-to-date list of records of all current meeting secretaries from the Secretary Coordinator. Purchase and maintain office supplies, forms as needed.

Yvette, regarding the Treasurer position, the Guideline committee voted to have a co-treasurer, and have two signatures on all checks.

Co-signer: Could be you because you are already on the bank account. It could be you on a permanent basis or we could make it up to the group conscience as to who should be trusted with this important responsibility. What is your desire?

Co-Treasurer: This position is to help with internal control (security) and ease the burdens on the Treasurer. It can essentially be a training position for someone who may become the Treasurer in the future if they work out.

TREASURER

(Elected for a term of two years)

Requirements: 5 years sobriety, Prior Trusted Servant Experience.

Responsibilities: Ensure that secretaries collections are counted (alone or with the Co-Treasurer), recorded, and deposited into the bank at least four times a month. Co-sign checks. Maintain bank signature cards (for the Treasurer and the Co-Signer). Co-Signer is Yvette M. In the event that Yvette is no longer able to be the PHG Co-Signer, a new Co-Signer will be elected at the Business Meeting, under such terms and conditions as the Group Conscience determines at that time.

Keep the group's bills and rent paid on a current, timely basis. Maintain proper insurance coverage. Maintain the Group's P.O. Box, and check it regularly for the group's for mail. Maintain records and prepare monthly financial statement/spreadsheet for presentation at the group Business Meeting. Those reports will include the following: Begin with the balance forward from previous month's report, income for current month showing actual receipts and expenditure disbursements and accruals, and any other important financial information for the group to review.

Keep a watchful eye on the group's bank balance for the prudent reserve balance of \$4,500.00. When the bank balance exceeds that amount, inform the group which may pass a motion to send the excess funds to A.A. service groups. Currently, the distribution percentages according to the group conscience are:

10% to District 14

10% to California Northern Coastal Area Committee

30% to G.S.O.

50% to Mendocino Coast A.A. Intergroup

When the group's bank balance falls below the prudent reserve of \$4,500.00, inform the group and caution them to incur only essential expenses and encourage more generous 7th Tradition donations.

Maintain actual bank account statements, prepare and maintain spreadsheets that reflect an accurate accounting of our income, expenses, and accruals, and any other important financial information for the group to review. Make sure to collect, review and maintain receipts for all funds provided, whether in advance or as reimbursement, for group expenses, purchases and other payments such as for services. Keep check register, whether on spreadsheet or manually reconciled to the bank statement balance at all times.

When numbered checks are running low, order a new batch of checks. If run out of checks, get counter checks from bank. Do not pay out group funds in cash for any purpose unless a motion is passed based on a fully informed group conscience to do so.

Attend and actively participate in all PHG functions in which money is involved. Function as an automatic member of the Steering Committee, and work in cooperation with the Supply, Potluck and Event Coordinators and the Group Recording Secretary.

Train and utilize the Co-Treasurer as needed.

CO-TREASURER

(Elected for a term of two years)

Requirements: 5 years sobriety, Prior Trusted Servant Experience.

Responsibilities: Obtain training for the Treasurer position and assists the Treasurer in performing Treasurer position duties with the exception that Co-Treasurer does not sign checks unless the Business Meeting votes to make the person who is Co-Treasurer to also be the Co-Signer.

LITERATURE COORDINATOR

Sobriety requirement: 1 year. Term: 1 year. Prior Service experience.

Take an initial inventory of all pamphlets and books, make a written record of each item and the current quantity on hand. Make a separate list of 1) Books for Sale and 2) Book Study books. Ten to twelve books each are maintained in good working order for the various book studies. The outgoing Literature person can assist you with this inventory and give you tips that can make your job easier. Keep the price list up-to-date and posted inside of the door to the black cupboard located next to the supply closet. Determine which pamphlets are most relevant for our fellowship, and avoid stockpiling ones that are not popular. It is suggested that you read at least

some of the pamphlets. Keep our primary AA books (Big Books, 12 Steps & 12 Traditions, Daily Reflections, Living Sober, and As Bill Sees It) well stocked and clearly organized, and a smaller inventory of each of the less popular books (AA Comes of Age, Pass It On, etc.). Make a written monthly inventory of books, and an ongoing list of items that are running low. Prepare a quarterly literature order to present to the PHG business meeting for approval prior to placing the order with General Service Office. When the order arrives, make a copy of the invoice, giving one to the Treasurer and keeping one for your records. Monitor inventory of "newcomer packets" to ensure availability for any newcomers attending meetings at PHG. Keep supply available on desk and in unlocked black cabinet behind desk. Back up supply should be kept in the locked supply closet. A newcomer packet contains the following:

- Meeting schedule
- Pamphlet - Frequently asked Questions
- Pamphlet - Q & A on Sponsorship
- Pamphlet - A newcomer asks
- Pamphlet - this is AA
- Serenity Prayer card (containing 12 steps and 12 traditions)
- Write on envelope: Please take a phone list

There is a binder available to maintain literature records. The current literature person will share with you how he/she utilizes the binder contents.

SUPPLY COORDINATOR

Sobriety requirement: 2 years. Term: 1 year. Prior Trusted Servant experience. The PHG Supply Person ensures that there are adequate supplies to conduct all meetings in the PHG Building. This includes supplies to maintain the kitchen area and bathroom. In addition, the supply person ensures there are adequate cleaning supplies to clean the PHG building on a weekly basis and as needed. In addition, the supply person is responsible for monitoring the heating oil supply for the PHG building.

DUTIES

Check the supply closet at least weekly to ensure adequate supplies. Supplies that are noted by members to be needed are usually recorded on the clipboard hanging by the closet.

Ensure there is adequate coffee and related supplies during the holiday season.

You will receive calls from members at times requesting items. If they are unusual items they need to be approved at the next business meeting. Buying items on sale when possible is encouraged. The Supply Person will initially receive \$200.00, monthly per the Informed Group Conscience, from the PHG Treasurer to maintain supplies. In turn all the supply receipts are given to the PHG treasurer. If more money is needed during the month, seek the additional funds from the PHG Treasurer.

In addition, the supply person has the responsibility of monitoring the kerosene (heating oil) supply for PHG. The fuel tank is located outside at the back of the driveway on the right side of the PHG building. There are two round fuel tanks sitting on raised support beams in this area. PHG has fuel Tank # 2 which is marked on the front of the tank. The supply person reports the reading to the PHG Coordinator who then arranges for a fuel delivery is needed.

The kerosene supply should be monitored 2 – 3 times a month in the winter to ensure that the supply does not run out. If the supply tank runs out the lines have to be "bleed" which creates an additional cost to PHG.

LIST OF KITCHEN, BATHROOM AND MISCELLANEOUS SUPPLIES

KITCHEN SUPPLIES	BATHROOM SUPPLIES	MISCELLANEOUS SUPPLIES
Coffee Coffee Reg. & Decaf	Toilet Paper	Carpet cleaner
Coffee filters - Commercial*	Hand Soap	Mops
Tea	Comet	Brooms
Sugar	Air freshener	Vacuum bags
Sugar substitute	Sponges/Brushes (for cleaning)	Cleanser (i.e. 409, simple green)
Coffee Creamer		

Paper Towels		
Tall Kitchen Plastic Bags		
Black Trash Bags		
Dishwashing Liquid		
Sponges/Scouring pads (for washing dishes)		

*Thanksgiving Coffee Company has these filters locally.

POTLUCK COORDINATOR

Sobriety requirement: 6 months. Term: 1 year.

- Ask the Communication's trusted servant to create a flier announcing the potluck and asking for people to bring food.
- Ask the treasurer for a check
- You are responsible for checking the closet and make sure you have plates for dinner and dessert and utensils for the potluck. Notify Supply trusted servant if supplies are needed, and he or she will make the purchase.
- Buy sodas and water
- The day of the potluck buy ice for the ice chest(s) to cool the beverages in.
- Set up the tables at the end of the room
- Put out plates, utensils, etc.
- Put sodas and water in the ice chest(s)
- Receive the food and put it on the tables
- Ask for help cleaning up- we usually leave the sodas and water leftover in ice chest for members to use up
- Make sure all leftover food is taken home
- It is suggested that you call people on the phone lists to remind them of the potluck
- Make sure the event is announced at meetings

GENERAL SERVICE REPRESENTATIVE (GSR)

Sobriety requirement: 2 years. Term: 2 years. Prior service experience. The GSR links the Pacific Home Group (PHG) with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district (District 14) committee members and to the delegate who passes them onto the conference. The communication is a two-way street. The GSR brings back to the group conference actions that affect AA unity, health, and growth. Only when the GSR keeps the group informed, and communicates the group conscience, can the conference truly act for AA as a whole. The GSR attends the monthly District 14 meetings and monthly PHG business meetings, makes a report to the group at each meeting. The General Service District 14, Mendocino County meets at 1:30 pm - 3rd Sunday of each month. The meeting rotates between Ft. Bragg, Ukiah & Willits:

January, April, July & October – Ukiah, Ukiah Fellowship, 292 Seminary Ave.

February, May, August & November – Willits, Integrated Service Building - Atlantic Room, 221 S. Lenore Street

March, June, September & December - Ft. Bragg, PHG - Noyo Harbor, 32341 N. Harbor Drive

The PHG business meeting is held on the third Saturday of each month at 10:15 am, at PHG. The GSR is also

encouraged to but is not required to attend the monthly area meeting of California Northern Coastal Area (CNCA). The CNCA monthly meeting is held from 12:00 pm - 4th Saturday of each month, at Petaluma Community Center, 320 North McDowell Blvd., Petaluma. The GSR also attends the four district-hosted Assemblies per year, as a voting participant. The location and date of these assemblies are communicated via the monthly CNCA newsletters.

ALTERNATE GENERAL SERVICE REPRESENTATIVE

(Elected for a term of one year)

Requirements: 1 year sobriety, 1 year involvement in group.

Responsibilities: Same responsibilities as the General Service Representative. Votes in the absence of the GSR. This position fulfills a requirement for Prior Service Experience.

INTERGROUP REPRESENTATIVE (IGR)

(Elected April for a term of two years)

Requirements : 1 year sobriety, Prior Service Experience.

Responsibilities: Attend or sent Alternate to each Intergroup meeting. Report to Trusted Servants on Intergroup activities. Obtain group position on Intergroup issues. Schedule time at Business Meeting for Intergroup issues as needed. Report to Business Meeting. Select an Alternate IGR. Inform Intergroup Communications Trusted Servant of PHG meeting schedule changes and provide Intergroup information for mailing and distribution to the Business Meeting. Post Intergroup Minutes and Treasurer Reports on the Bulletin Board, and announcements and fliers on the clip board that is passed at meetings.

ALTERNATE INTERGROUP REPRESENTATIVE

(Elected for a term of one year)

Requirements : 1 year sobriety. 1 year involvement in group. Same responsibilities as IGR. Should attend all Intergroup, and Business Meetings. Votes in absence of IGR. This position fulfills a requirement for Prior Service Experience.

SECRETARIES COORDINATOR

Sobriety requirement: 2 years. Term: 1 year. Prior Trusted Servant experience and Secretary Workshop.

1. Give each secretary the secretary guidelines and go over the guidelines with them;
2. Become apprised of any and all problems with each meeting, deciding whether the secretary is following PHG Secretary guidelines and PHG group conscience;
3. Oversee that Secretaries meet PHG's Sobriety requirement for secretaries based on PHG "business meeting/trusted servants" group conscience;
4. Follow-up with each secretary to see how their meeting is going;
5. Generate monthly update for PHG secretary contact list and distribute as needed to PHG trusted servants, including but not limited to Coordinator, Co-Coordinator, Treasurer, Recording Secretary;
6. Make sure secretaries know how to fill out 7th Tradition envelope;
7. Make sure outgoing secretaries train incoming secretaries;
8. Ask each secretary if there are any problems with their meetings;
9. Phone each secretary during the week before each month's business meeting to remind the secretary to attend the business meeting;
10. Form subcommittee if needed comprised of a morning meeting, an afternoon meeting and an evening meeting secretary co-coordinators.
11. Secretary workshops as needed for training and consistency purposes;
12. Consult PHG coordinator and/or co-coordinator as needed for guidance; and
13. Report unresolved problems to trusted servants at monthly business meeting.

TABLE OF PHG MEETINGS

DAY	TIME	MEETING	SECRETARY	TERM ENDS	CONTACT ##
Sunday	Noon	As Bill Sees It			
Sunday	*6:30 PM	Big Book Study			
Monday	*8:00 AM	Daily Reflection			
Monday	Noon	Big Book Study			
Lunes	*8:00 PM	Española			
Tuesday	*8:00 AM	Daily Reflection			
Tuesday	Noon	12 x 12			
Tuesday	*6:30 PM	Big Book Study			
Wednesday	*8:00 AM	Daily Reflection			
Wednesday	Noon	Topic/Discussion			
Wednesday	*6:30 PM	Speaker/Discussion			
Miercoles	*8:00 PM	Española			
Thursday	*8:00 AM	Daily Reflection			
Thursday	Noon	Living Sober			
Thursday	*6:30 PM	Meditation			
Friday	*8:00 AM	Daily Reflection			
Friday	Noon	Your Week In Recovery			
Friday	*6:30 PM	Speaker			
Friday	*8:00 PM	MYPAA			
Saturday	*9:00 AM	12 X 12			
Saturday	Noon	New Foundations/Topic			
Saturday	*6:30 PM	Speaker/Discussion			

COMMUNICATIONS COORDINATOR

Sobriety requirement: 6 months. Term: 1 year. Attend monthly business meetings. Update and generate next business meeting and birthday meeting flyers for clipboard and bulletin board. Include PHG and District 14 service positions available, new and old business announcements and next business meeting flyer. Generate business meeting approved requested special event flyers for clipboard and bulletin board. Maintain backup supply of 25 men's and women's phone lists in black cabinet behind secretary's desk. Update and generate new phone list every 6 months. Make and maintain electronic copy of phone lists, and forward these documents on to the new Communications trusted servant when this position is rotated. Submit all copying receipts to treasurer for copying fees reimbursement.

SPIC N SPAN COORDINATOR

Sobriety requirement: 1 year. Term: 6 months. Announce this opportunity for service at A.A. Meetings and act as a guide to others who are doing the work. The cleanup is done every Sunday except when District 14 meets on the coast.

Floors and rugs

The chairs are moved out to the parking area weather permitting. When this is not possible the chairs can be placed on the table moved from side to side as needed.,

The rugs are vacuumed including under the tables. The floors are all damp mopped including in the bathroom.

Bathroom

Clean toilet and sink.

Spot mirror if needed.

Make sure the drawer is supplied with extra toilet paper from the supply cupboard.

Empty the garbage.

Counters and Sink

Wipe down counters especially around the coffee pots

Clean sink

Make sure all cups are washed.

Desk

Wipe off the desk and remove any extra paper

Refill the envelopes if needed.

Replace in the bookcase any books left on the desk with the exception of the Daily Reflections.

Make sure garbage is emptied.

Chairs

As often as possible wipe off the arms and legs.

General

Empty all garbage cans and replace all garbage bags.

8.0 FINANCES**8.1 ACCOUNTS**

The group maintains a checking account for group funds. Bills are paid manually by the Group Treasurer. Checks issued will require two signatures: Group Treasurer and Co-Signer. The checking account maintains an appropriate Prudent Reserve.

8.2 REGULAR AND OTHER EXPENSES

Expenditures for rent, coffee, literature, minor repairs or replacement items are approved by the Group Treasurer up to a maximum of \$50. The Business Meeting must approve any expenditure greater than \$50 that is not already approved. Emergency expenditures may be approved by a decision of the Steering Committee. No one individual may enter into contracts, real or implied, without prior Steering Committee/Business Meeting approval.

8.3 PRUDENT RESERVE

The group's first priority, after meeting expenses, is to establish a prudent reserve. For this group, a prudent reserve \$4,500.00. The reserve can be used for unanticipated group expenses but should be restored as quickly as possible. The Steering Committee and Business Meeting must approve expenditure of any of the prudent reserve funds.

8.4 DISTRIBUTIONS

Distributions are made quarterly of all funds collected for Hospitals and Institutions. Distributions are also made quarterly of any excess funds over our prudent reserve to Mendocino Coast A.A. Intergroup, Central Office, New York General Service Office, California Northern Coastal Area, and District 14 (Mendocino County) according to the following plan:

10% to District 14

10% to California Northern Coastal Area Committee

30% to G.S.O.

50% to Mendocino Coast A.A. Intergroup

8.5 FINANCIAL PROCEDURES

Upon rotation of the Treasurer and the PHG Coordinator, each person is to make sure that the incoming Treasurer/Coordinator gets signed onto the bank account and their own name is removed within 30 days. Neither on-line account access nor ATM/debit or credit card are allowed. All checks will require two signatures. Those will be the PHG Coordinator and the Group Treasurer only. There will be an audit of the PHG's financial books as requested by the Business Meeting or Steering Committee. Reports to be included in the Business Meetings are:

1. All current bank statements.
2. An Income statement showing
 - A. Income from meeting envelope counts;
 - B. Monthly expenses incurred and the YTD beginning and ending cash balances; and
 - C. Reserve balances for periodic income and expenses, such as for H & I collections, Big Book "Birthday" donations and Liability Insurance expenses.

9.0 ACTIVITIES

Proposals for activities other than those described in this document must be submitted to the Business Meeting for approval. All PHG group activities are announced at group level. Activities must be available to any member of the group; therefore, it is important that activities be selected which are low cost or no cost at all. Some activities, however, seem to be inappropriate to us: these include gambling, fund raisers with non-A.A. members, and any activity that may be prohibited in our lease.

10.0 GROUP EMERGENCY PROCEDURES (GENERAL STATEMENT)

Appropriate action consistent with *Safety and A.A.: Our Common Welfare*, published by GSO on January 25, 2017, will be taken as a means of dealing with illegal behavior. All emergencies will be dealt with using the public "911" emergency system. Abusive or violent persons disrupting the meeting will be asked to leave. For the purpose of information exchange and decision-making, with respect to emergency situations, all instances will be reported to one of the following Trusted Servants (telephone numbers for all Trusted Servant members are posted in the PHG Meeting Binder on the meeting desk.):

1. PHG Coordinator
2. Group (Recording) Secretary
3. Group Treasurer
4. PHG Co-Coordinator
5. Secretary Coordinator

Currently there is a list of three specific Trusted Servants' names and phone numbers to contact in case of an emergency posted on the clipboard.

NOTES TO SECRETARIES

- Secretaries are responsible for reporting all emergency actions or incidents, which occur or are reported to them during the meeting.
- Secretaries are responsible for their meeting and are expected to take appropriate action to maintain order within the meeting.
- Secretaries will ask members to refrain from disruptive behavior or to continue their conversations outside.
- Disruptive people may be asked to leave the meeting, but are welcome at later meetings if they can refrain from disrupting.
- A member should not take a disruptive person outside to talk to alone, as in any 12-step call.

PHONE NUMBERS

- Non-Emergency Police number: 707-961-2800

ADDENDUM LIST:

- Chronology of Changes