

Central Office of Santa Fe, Inc.

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"It [Central Office] exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers."* The Central Office (Board) shall therefore, carry out the policies for operation as specified by the Articles of Incorporation, By-Laws, Central Office Board of Trustees & Steering Committee.

*A.A. Guideline MG-02/ Central or Intergroup Offices.

Nominations: At the Board Meeting October 2, 2017

Elections: At the Board Meeting December 4, 2017

Term: Begins January 1, 2018

NOMINATING COMMITTEE:

Sobriety requirement; 1 year, Commitment: 2 months

A Nominating Committee will be selected by the Central Office Board at its meeting in November composed of no less than three and no more than five members of the Fellowship. This Committee will meet and select a proposed slate of officers to fill vacancies to be presented to the Central Office Board Meeting in December. Election of the officers will be held at the regular Board Meeting in December, beginning with the proposed slate of candidates, but always open to nomination of those present at the December meeting

Service Position/Chairperson

1. Insuring that Central Office is operated according to the 12 Traditions and 12 Concepts as published by A.A. World Services.
2. Presiding at all meetings of the Steering Committee and Board of Trustees, and maintaining an atmosphere conducive to the spirit of decision-making through group conscience.
3. Preparing the agenda for Steering Committee and Board of Trustees meetings.
4. Being available for advice and assistance requested by the Office Coordinator.
5. Signing checks to pay the bills of Central Office, as presented by the Treasurer with appropriate invoices.

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Service Position/Secretary

1. Maintain roster of Central Office Representatives attending Board Meetings.

2. Keep accurate minutes of the meetings.
3. Insuring that Central Office is operated according to the 12 Traditions and 12 Concepts as published by A.A. World Services.
4. Preside in the absence of the Chairman at all meetings of the Steering Committee and Board of Trustees, and maintaining an atmosphere conducive to the spirit of decision-making through group conscience.
5. Being available for advice and assistance requested by the Office Coordinator.
6. Signing checks to pay the bills of Central Office, as presented by the Treasurer with appropriate invoices.

Service Position/Treasurer

1. Insuring that Central Office is operated according to the 12 Traditions And 12 Concepts as published by A.A. World Services.
2. Keeping accurate financial records reflecting the operation of Central Office, including monthly Profit and Loss Statements, Balance Sheets, Bank Reconciliation Reports and Inventory Reconciliation. Reports using Quicken, Microsoft Money or similar computer software.
3. Making timely bank deposits of funds received at Central Office and the Post Office Box for sales, donations from the Groups, and whatever other types of income.
4. Paying the bills of Central Office in a timely manner.
5. Approving expenses as submitted by the Central Office Coordinator regarding inventory.
6. Supplying the Steering Committee and Board of Trustees whatever financial information they may require in making decisions regarding fiscal policy.
7. Coordinating with the Secretary all necessary annual corporate reports to governmental agencies to maintain the status of the corporation.
8. Maintaining an adequate Prudent Reserve as mandated by the By-Laws.
9. Attending monthly meetings of the Steering Committee and Board of Trustees, giving previous month-end and year-to-date financial reports.