

West End Intergroup

Introduction to Service

November 2017



Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions.

AA is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes.

Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

TABLE OF CONTENTS

Three Legacies of Alcoholics Anonymous	-	3
Introduction to Intergroup Service	-	4
Group Service Representative (GSR)	-	5
Chair	-	6
Archivist	-	7
Armed Forces Liaison Officer	-	8
Electronic Communications Officer	-	9
Employment Liaison Officer	-	10
Health Representative	-	11
London Region Representative	-	12
Prison Liaison Officer	-	13
Probation Representative	-	14
Public Information Representative	-	15
Public Information Committee	-	15
Secretary	-	16
Share Representative	-	17
Telephone Liaison Officer	-	18
Treasurer	-	19
Vice Chair	-	20
Young Person's Liaison	-	21
Capio Nightingale Hospital Liaison	-	22

THREE LEGACIES OF AA

UNITY

This we owe to A.A.'s future.
To place our common welfare first;
To keep our fellowship united;
For on A.A. unity depend our lives,
and the lives of those to come.

Declaration of 35th Anniversary International Convention 1970

SERVICE

When anyone, anywhere reaches out for help,
I want the hand of A.A. always to be there,
and for that: I AM RESPONSIBLE.

Declaration of 30th Anniversary International Convention 1965

RECOVERY

The essence of all recovery is a willingness to
change for the better, and then an unremitting
willingness to shoulder whatever responsibility
this entails.

Grapevine July 1965

INTRODUCTION TO INTERGROUP SERVICE

The groups are the powerhouse of Alcoholics Anonymous, and all related service committees, boards and officers exist primarily to serve them. Thus, the aim of Intergroup is to support the groups in the common purpose of carrying the AA message to the still suffering alcoholic and, by using their combined strength and unity, to develop and maintain good relations with all organisations in the community.

This booklet contains descriptions of the West End Service Committee positions, and an outline of the role of Group Service Representative (GSR). In the tradition of AA, these are meant as guidelines and not rules. They are intended to be of assistance to any AA member interested in being involved in Intergroup service.

If you or anyone you know might be interested in pursuing this rewarding aspect of recovery, then you are invited to come along to any Intergroup meeting, held on the second Thursday of odd numbered months to ask questions and learn more. All meetings are held at St Anne's Anglican Church in Soho, 55 Dean Street London W1D 6A (Soho Sober meeting venue), from 6:30pm to 8:00pm. Your group's GSR can help you with details and questions or put you in touch with a Service Committee member.

The process of securing a Service Committee post starts by you asking your Group to nominate/sponsor you for the position in which you are interested, letting your GSR or a Service Committee member know of your interest and nomination, and coming along to the next full GSR Intergroup meeting, where you will be asked to give a brief verbal summary of your 'SERVICE CV' before a vote is taken.

If you simply wish to come along to see how intergroup works you are very welcome to do so. Make sure to introduce yourself to the chair or secretary before the intergroup meeting starts so we can make you feel welcome or if you want to contact us to find out more about intergroup then email chair.lnwe@aamail.org and we will be very happy to answer any questions you may have.

Our Twelfth Step ~ carrying the message ~ is the basic service that the AA Fellowship gives; this is our principle aim and the main reason for our existence. Therefore, AA is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

-AA Service Manual, pg. 1

GROUP SERVICE REPRESENTATIVE (GSR)

Job Description

The Group Service Representative (GSR) acts as the voice of his or her group, taking the wishes and views of its members to Intergroup and feeding back to the group the discussions, suggestions and decisions made at Intergroup meetings. The GSR should be a regular attendee of their group, develop a familiarity with the thinking and wishes of its members, and be available to lead the meeting in the Secretary's absence. The GSR shares, with the Secretary, responsibility for conducting regular group conscience meetings.

In the interest of continuity, the GSR is responsible for attending all Intergroup meetings (totalling six annually, held on the second Thursday of odd numbered months) or appointing an alternate from his or her group to from his or her group to stand in during any necessary absences.

The GSR should encourage their group members to attend and observe Intergroup meetings to help foster interest and encourage members' to widen their horizons within AA and Intergroup, but it should be noted that only GSRs and Service Committee members are entitled to vote at Intergroup meetings.

Requirements

The GSR should have an established period of continuous sobriety, ideally not less than two years, should serve in the post for a minimum of two years, and assist in the transition of their duties to another member of the group on completion of service.

A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

See page 80 of the AA Structure Handbook for Great Britain 2017, and the pamphlets 'The AA Group' and 'The Rewards of Being a GSR' for more detail.

CHAIR

Job Description

The aim of the Chair is to provide overall guidance and leadership in Intergroup's efforts to maintain its primary purpose of carrying the message.

The Chair is responsible for convening and conducting Intergroup meetings.

In advance of Intergroup meetings:

- Ensure the secretary sends out the requests to officers for reports in a timely manner.
- Check the agenda drawn up by the secretary (date and time? All service positions mentioned under *officers reports*? Vacancies and elections correct? AOB correct, including items held over from previous meetings?)
- Check the treasurer's report.
- Make sure the secretary sends out pack including agenda, minutes from last time, and other reports from service officers in a timely manner.
- Read all of the reports and anticipate possible questions people may ask or other problems. Get the necessary information prepared before the meeting.

At meetings:

- Distribute the preamble, traditions, and concepts for reading.
- At the due time, start the meeting with a moment's silence and the readings.
- Request that officers and GSRs sign in on the sign-in sheets; explain them.
- Otherwise, follow the agenda.
- Make sure the meeting is closed by the scheduled completion time.

After meetings:

- Check the minutes for the secretary and approve before they are distributed.
- Ensure the minutes and pack are sent out in a timely manner.

The chair is also responsible for dealing with issues between intergroup meetings by liaising with other Service Committee members and group officers.

Requirements

The Chair should have an established period of continuous sobriety, ideally not less than two years, and possess some prior experience with Intergroup.

The Chair should be very familiar with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Chair serve in the post for not less than two and not more than three years, and assist in the transition of a new Chair to the position on completion of service.

See page 88 of the AA Structure handbook of Great Britain for more detail.

ARCHIVIST

Job Description

The Archivist carries the AA message from yesterday into today and hands it on to tomorrow, by collecting all information relevant to the history of AA within the Intergroup. The Archivist is part of a network of enthusiasts who share the aim of preserving the Fellowship's past and ensuring that fact prevails over fiction. The task is to capture a history of AA as a way of passing the message of experience, strength and hope on to future AA generations. Contributions sought from AA older-timers by the Archivist include letters, books, tapes, meeting records and memorabilia.

Regional Archivists meet annually and attend workshops to study the techniques of preserving and storing information.

The archivist does not have any voting rights at Intergroup

Requirements

The Archivist should have an established period of continuous sobriety, ideally not less than two years.

A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

The Archivist will be expected to attend Intergroup meetings, making a short verbal report of any activities undertaken.

It is recommended the Archivist serve in the post for not less than two years and assist in the transition of a new Archivist to the position on completion of service. Archivists are not subject to the principles of rotation, since continuity at all levels can be shown, through experience, to be a vital aspect of archival work.

See Chapter 11 of the AA Service Handbook 2017 for Great Britain for more detail.

ARMED FORCE LIAISON OFFICER

Job Description

The Armed Forces Liaison aims to establish contact with any currently serving members of the armed forces or veterans, who may be experiencing alcohol problems. They will make contact with and maintain relationships with any appropriate installations, barracks, charities and professional service providers in order to carry the AA message to the still suffering alcoholic who has served with the armed services.

The Armed Forces Liaison will be expected to intergroup meetings, making a short verbal report of any activities undertaken.

Requirements

The Armed Forces Liaison should have an established period of continuous sobriety, ideally not less than two years. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Armed Forces Liaison serve in the post for not less than two and not more than three years, and assist in the transition of a successor to the position on completion of service.

See Chapter 2 of the AA Service Handbook for Great Britain 2017 for more detail.

ELECTRONIC COMMUNICATIONS LIAISON OFFICER

Job Description

The Electronic Communications Liaison Officer (ECLO) liaises between individual AA Groups, Intergroup, Region and the Electronics Communications Sub-Committee (ECSC) to facilitate correlation and dissemination of relevant information between these principal service areas.

The ECLO is responsible for updating the local intergroup page and for answering emails sent to West End AA.

They will attend the regional quarterly meetings for all Electronic Communications Liaison Officers; the ECLO then reports back to the West End Intergroup. The ELCO will keep Intergroup apprised of the latest developments with the national AA website and the proposed regional and national initiatives regarding online communications.

The Electronic Communications Liaison Officer plays an important role in the recruitment of national web team members (Online Responders, Forum Moderators and Technical Web Assistants), giving guidance and assistance to members applying for positions on the national web team. (Guidelines handbook.)

Requirements

The Electronic Communications Liaison Officer should have an established period of continuous sobriety, ideally not less than three years and a general competence with the use of computers. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Electronic Communications Liaison Officer serve in the post for not less than two and not more than three years, and assist in the transition of a successor to the position on completion of service.

See Chapter 3 of the AA Service Handbook for Great Britain 2017 for more detail.

EMPLOYMENT LIAISON OFFICER

Job Description

The Employment Liaison Officer assumes responsibility for interfacing with all sectors of commerce and industry, developing and maintaining contact lists. The focus of the task is closely linked with that of the Public Information Rep, so that close coordination between these two posts is essential. It is also helpful to be in contact with the Prison and Health Reps with the aim of forming a committee of fellow AAs willing to pass the message. The committee can then coordinate with employers by informing them about AA, what we are, what we can and cannot do. We let them know we are available to help in any way we can when they call on us.

Requirements

The Employment Liaison should have an established period of continuous sobriety, ideally not less than two years. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

The Employment Liaison will be expected to attend Intergroup meetings, making a short verbal report of any activities undertaken.

It is recommended the Employment Rep's serve in the post for not less than two and not more than three years, and assist in the transition of a new Employment Rep to the position on completion of service.

See Chapter 5 of the AA Service Handbook for Great Britain 2017 for more detail.

HEALTH LIAISON OFFICER

Job Description

The Health Liaison Representative, in conjunction with the Public Information Representative, aims to establish contact with any health personnel who are likely to come into contact with anyone who may be experiencing an alcohol problem. Through the use of AA literature, videos, attendance at meetings and word of mouth from fellow recovering alcoholics, show that AA works. Maintain a list of contacts and keep in touch with them.

It is also helpful to be in contact with the Prison and Employment Liaisons with the aim of setting up a committee of fellow AAs will to pass the message. The committee can then coordinate with professionals by informing them about AA, what we are and what we can and cannot do. We let them know we are available to help in any way we can when they call on us.

The Health Liaison Officer will be expected to attend Intergroup meetings, making a short verbal report of any activities undertaken.

Requirements

The Health Rep should have an established period of continuous sobriety, ideally not less than two years. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Health Rep serve in the post for not less than two and not more than three years, and assist in the transition of a new Health Rep to the position on completion of service.

See Chapter 6 of the AA Service Handbook for Great Britain for more detail.

LONDON REGION REPRESENTATIVE

Job Description

The Region Representative links Intergroup and its GSRs to the wider Fellowship of AA via London Region North, in exactly the same way as the GSR is the vital link between the Group and Intergroup. Region Reps from all the London Intergroups North of the River gather quarterly (on the first Sunday morning in March, June, September and December) to share experience and hear what is happening on the Regional Sub-committees and the Board of Trustees. The Regional bodies are purely administrative; budgetary decisions, election of officers and so on are all passed by conscience of the GSRs in the annual General Assembly or pre- and post-Conference meetings, but it's where proposals for those are hammered out, application of the Traditions and Concepts discussed and recommendations made.

The Region Rep's primary task is to attend and give a brief report at the quarterly Region meetings and report key matters back to the GSRs via Intergroup. The role is also key in encouraging GSRs and their groups to take an active role in Conference and gives a real insight into the wider Service Structure of our Fellowship and its importance in ensuring that we continue to carry the message of recovery to all those who want (not need) it.

Requirements

The recommended minimum sobriety requirement is three years and a reasonable amount of GSR experience is very useful, familiarity with the Traditions and Guidelines being essential. As with all Intergroup posts, the Region Rep serves for a minimum of two and maximum of three years and, as a serving Intergroup officer, attendance is expected at the majority of the monthly Service Committee / GSR meetings as well as the four Region meetings, pre- and post- Conference and General Assembly.

See page 89 : 3 of Structure Handbook for Great Britain 2017 for more detail.

PRISON LIAISON OFFICER

Job Description

General guidelines applying to all Intergroup PLOs include keeping informed via Region and GSO on Home Office and Conference policy with regards to specific subjects such as parole, the use of AA tapes and other published AA materials, and helping prison sponsors with problems and concerns. The GSO and General Service Board maintain excellent contact with the Home Office Prison Department. Intergroup should communicate with GSO regarding problems that may arise.

The Prison Liaison coordinates closely with the Probation Representative and arranges prison sponsors to carry the message to inmates through correspondence and one-to-one contact. The PLO is expected to attend monthly Intergroup meetings and make a short verbal report of current activities.

Requirements

The PLO should have at least two years' continuous sobriety and some experience of Intergroup Prison service. The PLO should be familiar with the AA Service Manual and Twelve Concepts, have a good understanding of the AA Twelve Steps and Twelve Traditions and AA literature in general.

It is recommended that the Prison Liaison serve in the post for not less than two and not more than three years, and assist in the transition of a new PLO on completion of service.

See Chapter 8 of the AA Service Handbook for Great Britain 2017 for more detail.

PROBATION REPRESENTATIVE

Job Description

The main function of Probation Liaison Officer is to link with the Probation Service in a purposeful way, to clearly explain what AA can do (and what it can't) to stimulate local Probation Officers to encourage probationers who have a drink problem to give AA a try. The Probation Liaison Officer will work with counterparts across the Region [London Region (North)] in joint efforts and meet them at the quarterly meeting of all Probation LO's in the region.

It may be necessary to have contact with the Prison Service and the Courts and with neighbouring Intergroups

The Probation Liaison Officer is expected to attend Intergroup meetings keeping GRS's and Intergroup members informed of developments in the Probation Service.

The Probation Liaison Officer will administer and maintain the 'Chit'¹ system for participating groups within West End Intergroup.

Requirements

The Probation LO should have two years sobriety be familiar with the Steps & Traditions, the AA Service and Structure Handbooks for Great Britain and AA literature in general.

It is recommended that the service should be not less than two years and no more than three years, and it's important to assist in the transition of a new Probation LO at the completion of service.

See Chapter 9 of The AA Service Handbook for Great Britain 2017 for more detail.

¹ The 'Chit' system, originally approved by Conference in 1987.

PUBLIC INFORMATION REPRESENTATIVE

Job Description

The job of the Public Information (PI) Officer is firstly to inform the wider public community and agencies, in the catchment area, of the help available to anyone who thinks they might have a problem with alcohol.

This can be achieved through literature, requested PI information talks and working with the other officers who deal with Health or Education.

Normally a PI officer will have a team of members willing to help distribute information or be part of a requested talk.

Requests can come from G.S.O. or the local community including Police, Schools and Health agencies.

The P.I. officer can also benefit from attending an intergroup conference and exchanging ideas with the other officers.

Requirements

The PI Rep should have an established period of continuous sobriety, ideally not less than two years, and possess some experience with Intergroup. A familiarization with the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the PI Rep serve in the post for not less than two and not more than three years. Assisting in the transition of a new PI Rep to the position on completion of service is important for continuity with this post.

See Chapter 1 of the AA Service Handbook for Great Britain 2017 for more detail.

Public Information Committee, West End Intergroup.

West End Intergroup has formed a P.I. committee. This allows our Intergroup to pool resources to better carrying the message of recovery to the still suffering alcoholic by informing the general public in our intergroup about the AA program.

The P.I. committee is comprised of intergroup service officers and GSR's. The committee meets immediately after West End Intergroup in the same room. Current P.I. projects are discussed along with new ideas on how to best carrying the message of recovery within our intergroup. The P.I. committee is accountable to West End Intergroup reports back on its activities and expenditure.

Any member is welcome to observe, join or participate in the P.I. committee. If you wish to do so just stay on after Intergroup or ask one of our service officers for more information.

SECRETARY

Job Description

The Secretary is the key record keeper of Intergroup meetings, preparing and circulating agendas and minutes, maintaining confidential attendance and contact lists, up-to-date GSR contact information, and keeping Intergroup records safe and accessible. The Secretary also deals with general correspondence as it occurs, highlights problems as they arise in the Intergroup, and maintains communications with the General Service Office, ensuring that GSO is promptly informed of changes in officers.

Secretary proceedings around West End Intergroup

1. The secretary emails Intergroup officers (ELO, HLO, ECLO etc..) with a request for officer reports to be emailed no later than two weeks prior to Intergroup.
2. Emails agenda along with submitted officer reports to Intergroup at one week prior to intergroup.
3. Keeps a clear record of Intergroup minutes for distribution.
4. Emails Intergroup minutes along with officer reports (after being checked and approved by chair) no later than one week after intergroup sitting.
5. Keeps up to date record of Intergroup contact list.

Requirements

The Secretary should have an established period of continuous sobriety, ideally not less than two years, and possess some prior experience with Intergroup. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Secretary serve in the post for not less than two and not more than three years, and assist in the transition of a new Secretary to the position on completion of service.

See page 88 of the AA Structure Handbook of Great Britain 2017

SHARE REPRESENTATIVE

Job Description

The Share Representative is responsible for promoting the circulation of Share Magazine; the official AA monthly magazine produced by GSO; within the Intergroup, by encouraging subscriptions at group level, encouraging written contributions of experience, strength and hope for inclusion in future editions, and urging other officers to include relevant events and activities in the magazine's publication.

The Share Rep will be expected to attend Intergroup meetings, making a short verbal report of any activities undertaken.

Requirements

The Share Rep should have an established period of sobriety, ideally not less than two years. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Share Rep serve in the post for not less than two and not more than three years, and assist in the transition of a new Share Rep to the position on completion of service.

TELEPHONE LIAISON OFFICER

Job Description

The Telephone Rep has overall responsibility for coordinating the phone teams that London West End Intergroup are responsible for filling on a monthly basis. This involves liaising with Team Leaders as to the status of their teams, recruiting reserves as necessary and ensuring that teams are phoned into the Telephone Office in good time (one week in advance). There is a Team Leaders (TLO) meeting at the Telephone Office every 2 months on a Thursday.

The Telephone Rep should have an established period of continuous sobriety, ideally not less than two years and needs to have some experience in doing service at the Telephone office. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

The Telephone Rep will be expected to attend Intergroup meetings, making a short verbal report of any activities undertaken.

Requirements

It is recommended the Telephone Rep serve in the post for not less than two and not more than three years, and assist in the transition of a new Telephone Rep to the position on completion of service.

See Chapter 10 of the AA Service Handbook for Great Britain 2017 for more detail.

TREASURER

Job Description

The Treasurer is responsible for keeping account of all Intergroup finances; ensuring that funds are available for essential current requirements while maintaining a prudent reserve of about two months' expenditures. The Treasurer will be expected to attend the Intergroup meetings and report the balance remaining for prompt transfer through the service structure to the General Service Office. The Treasurer ensures that the accounts are open to inspection at all times and pays routine bills and reimburses other officers for their expenses.

In overseeing Intergroup's finances, the Treasurer maintains a two signature cheque writing system, with the other signatories drawn from the Intergroup Service Committee, typically the Chair and Secretary providing the second signature to that of the Treasurer.

The Treasurer, through regular communication with GSRs, encourages groups to contribute their surplus funds to Intergroup on a regular basis, urging a regular flow of funds to GSO. Attendance at annual meetings of Region Treasurers enables the Treasurer to engage in useful exchanges of experience and ideas for action within Intergroup.

Requirements

No accountancy qualifications nor experience are necessary. The book keeping and reporting systems are simple and logical and are easy to operate. The principal tasks of recording revenue, making payments and preparing the monthly Treasurer's Reports for Intergroup meetings require about three hours per month.

The Treasurer should have an established period of continuous sobriety, ideally not less than two years, and possess some prior experience with Intergroup. The Treasurer should also be in a position of solvency in their personal finances. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Treasurer serve in the post for three years, and assist in the transition of a new Treasurer to the post on completion of service.

See page 88 of the AA Structure Handbook for Great Britain 2017 for more detail.

VICE CHAIR

Job Description

The Vice Chair supports the Chair in the preparation, conduct and follow-up of monthly Intergroup meetings, and conducts the Intergroup meetings in the absence of the Chair. The Vice Chair also undertakes delegated tasks and acts as caretaker for vacant service positions.

Requirements

The Vice Chair should have an established period of continuous sobriety, ideally not less than two years, and possess some prior experience with Intergroup. The Vice-Chair should have a familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Vice Chair serve in the post for not less than two and not more than three years, and assist in the transition of a new Vice Chair to the position on completion of service.

The Vice Chair position does not carry with it any expectation or automatic right of succession to the Chair.

YOUNG PERSONS LIAISON

Job Description

The Young Persons Liaison aims to establish contact with any young persons who may be experiencing an alcohol problem. Through the use of AA literature, videos, attendance at meetings and word of mouth from fellow recovering alcoholics, show that AA works. Maintain a list of contacts and keep in touch with them.

It is also helpful to be in contact with the Prison and Employment Liaisons with the aim of setting up a committee of fellow AAs will to pass the message. The committee can then coordinate with professionals by informing them about AA, what we are and what we can and cannot do. We let them know we are available to help in any way we can when they call on us.

The Young Persons liaison will be expected to attend monthly Intergroup meetings, making a short verbal report of any activities undertaken.

Requirements

The Young Persons Liaison should have an established period of continuous sobriety, ideally not less than two years. A familiarization with the AA Service Manual and Twelve Concepts, the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Young Persons Liaison serve in the post for not less than two and not more than three years, and assist in the transition of a new YPL to the position on completion of service.

See Chapter 12 of the AA Service Handbook for Great Britain 2017 for more detail.

CAPIO NIGHTINGALE HOSPITAL LIAISON

Background

Capio Nightingale describes itself as the leading private mental health hospital delivering specialist treatment in general psychiatry, addictions and eating disorders in London

From the Capio group of meeting secretaries, one of us takes the weekly meeting at the hospital each Sunday afternoon. Most meetings attract about 2 or 3 patients who are staying at the hospital for a detox programme but this can include work on Step 1 and related addiction therapies. We aim to invite another AA member to give a chair at the meeting but on occasions there may be just one of us.

The meeting follows the usual format of Preamble, introductions and chair followed by general sharing. The meeting is not advertised in the London Where To Find and is not open to visitors. Very infrequently, we can find that no patients attend the meeting as it is optional.

Generally, the discussions are informal in style and often depend on whether there are one or more patients who have no experience of the AA programme or meetings. In this case, we usually answer many questions on topics such as attending meetings in London and finding a sponsor.

Job Description

The Capio liaison officer is responsible for organising an on-going rota for a team of secretaries and arranging any necessary cover.

The team ideally consists of four secretaries, which allows each member to take a meeting in the hospital once a month. When the team is larger than this then we can provide cover easily during holidays or sickness and when there is a fifth Sunday of the month. The requirement to become a secretary is at least one year of continuous sobriety.

The liaison officer also needs to liaise with the hospital staff on any matters arising with the meetings and ensure that the secretaries are aware of the requirements set by the hospital for these meetings to take place and for the continuing relationship with the hospital staff.

Literature is purchased from intergroup funds and it is the Liaison Officer who currently orders the literature and ensures that there is sufficient stock for the regular meetings.

The meetings are held every Sunday from 1430 for an hour, Capio Nightingale, 11-19 Lisson Grove, NW1 6SH

Requirements

The Capio liaison should have an established period of continuous sobriety, ideally not less than two years, and possess some experience with Intergroup. A familiarization with the AA Service Handbook for Great Britain, the Twelve Steps and Twelve Traditions, and AA literature in general.

It is recommended the Capio liaison serve in the post for not less than two and not more than three years. Assisting in the transition of a new Capio liaison to the position on completion of service is important for continuity with this post.

See page 52 , 6:4 – 6:7 of AA Service Handbook of Great Britain 2017 for more information