

BFAA Officers: Roles and Responsibilities

Updated Feb. 2024

Page 1

Business Manager: 2-Year Sobriety Requirement/ 1-Year Commitment

Access to a computer and the ability to use the internet are important to fulfilling the responsibilities of this position.

- Develops the monthly Business Meeting agenda, shares it in advance with the Recording Secretary and chairs the meeting;
- Ensures that all service positions are adequately supported and functioning;
- Ensures that the fellowship facility is safe and maintained
- Functions as the representative for BFAA where required
- Attends all Business meetings and provides a report.

Assistant Business Manager: 1-Year Sobriety Requirement/ 1-Year Commitment

- Supports the Business Manager and substitutes for the Business Manager if they are unable to fulfill their duties;
- Is the facility contact or liaison with the church;
- Purchases supplies for BFAA except literature and for events;
- Takes on particular responsibilities as agreed with the Business Manager;
- Attends all Business meetings or submits a report.

Recording Secretary: 1-Year Sobriety Requirement/ 1-Year Commitment

Access to a computer and the internet and the ability to use both are important to fulfilling the responsibilities of this position.

- Takes meeting minutes at the monthly business meeting;
- Compiles and circulates meeting minutes at least one week before the next business meeting.
- Maintains a list of BFAA officers and those interested in receiving the minutes
- Attends all Business meetings or finds a substitute.

Treasurer: 2-Year Sobriety Requirement/ 2-Year Commitment/ Must have a steady reliable source of income and a bank account.

Access to a computer and the internet, knowledge of and the ability to use Venmo/ Zelle accounts are important to fulfilling the responsibilities of this position.

- Prepares and maintains the Fellowship budget;
- Collects and deposits 7th Tradition contributions and makes ledger entries recording the amounts collected and deposited;
- Writes checks to pay for Fellowship expenses in accordance with the adopted budget, and makes ledger entries recording the amounts expended;
- Prepares a monthly income and expense report for presentation at the Business Meeting;
- Attends all Business meetings or submits a report.

BFAA Officers: Roles and Responsibilities

Updated Feb. 2024

Page 2

Assistant Treasurer: 2-Year Sobriety Requirement/ 2-Year Commitment

Access to a computer and the internet, knowledge of and the ability to use online payment app used by the BFAA are important to fulfilling the responsibilities of this position.

- Must have a steady reliable source of income and a bank account.
- Assists the Treasurer as needed with budget reporting, handling 7th Tradition funds or other duties as assigned by the Treasurer.
- Perform the duties of the Treasurer as needed in the absence of the Treasurer.

Webmaster: 6-Month Sobriety Requirement/ 2-Year Commitment

Familiarity with website software and design are essential to fulfilling the responsibilities of his position.

- Maintains the BFAA Website;
- Attends all Business meetings or submits a report.

Zoom Meeting Coordinator: 1-Year Sobriety Requirement/ 1-Year Commitment

Capable of providing Zoom training is essential to fulfilling the responsibilities of this position.

- Available to provide Zoom training for new secretaries 1:1 and hold Zoom workshops as needed.
- Supports secretaries to help them fulfill their commitments;
- Every three months provides an updated email list of meeting secretaries to the Recording Secretary for the Business Meeting Minute distribution.
- Provides periodic training and orientation for secretaries to ensure meetings function appropriately;
- Helps to maintain Zoom security;
- Attends all Business meetings or submits a report.

In Person Meeting Coordinator: 1-Year Sobriety Requirement/ 1-Year Commitment

- Supports secretaries to help them fulfill their commitments;
- Provides periodic training and orientation for secretaries to ensure meetings function appropriately;
- Takes responsibility for disbursement and monitoring for keys
- Helps to maintain building security;
- Attends all Business meetings or submits a report.

Literature Coordinator: 6-Months Sobriety Requirement/ 1-Year Commitment

- Monitors the secretary closet and purchases replacement literature and birthday chips as needed;
- Acts as a liaison to BFAA and distributes information to in-person secretaries;
- Attends all Zoom and in-person Business meetings or submits a report.

Events Coordinator: 6-Month Sobriety Requirement(?) / 2-Year Commitment

Access to transportation is desirable for fulfilling the responsibilities of this position.

- Plans and coordinates special events for the Fellowship, including speakers (e.g. holiday parties,

BFAA Officers: Roles and Responsibilities

Updated Feb. 2024

Page 3

picnics, potlucks, etc.);

- Forms an event committee
- Propose event budgets and purchase supplies and food according to the budget;
- Creates sign-in sheets for set-up /clean-up helpers and potluck
- Makes and distributes event fliers and announces at meeting
- Maintains special event supplies and equipment owned by the fellowship;
- Attends all Business meetings or submits a report.

Assistant Events Coordinator: 6-Month Sobriety Requirement/ 1-Year Commitment

Assists the Events Coordinator as assigned.

General Service Representative (GSR): 2-Year Sobriety Requirement/ 2-Year Commitment

- Attends the monthly District General Service Meeting and reports on fellowship news and issues that are germane to the General Service Office;
- Attends the monthly Business Meeting and reports on General Service news and issues that are germane to the Fellowship;
- In March holds a special event/-s to collect the Berkeley Fellowship group conscience on each General Service Conference Agenda topic of interest to the Fellowship, and presents the group conscience to the Area Delegate.
- Reports the results of the General Service Conference back to the Fellowship.
- Attends all Business meetings or submits a report.

Alternate General Service Representative (GSR): 1-Year Sobriety Requirement/ 2-Year Commitment

- Shadows the General Service Representative and substitute as needed
- Attends the monthly District General Service Meeting
- Attends all Business meetings

Intergroup Representative: 1-Year Sobriety Requirement/ 1-Year Commitment

- Attends the monthly Intergroup Meeting and reports on fellowship news and issues that are germane to the Intergroup Office;
- Attends the monthly Business Meeting and reports on Intergroup news and issues that are germane to the Fellowship;
- Attends all Business meetings or submits a report.

Hospitals and Institutions Coordinator: 1-Year Sobriety Requirement / 1 Year Term

- Attends monthly Alameda County Area 53 H&I Business Meetings
- Reports to BFAA on current H&I volunteer needs, activities and current events
- Reports to Area 53 H&I Committee questions and concerns from the BFAA

BFAA Officers: Roles and Responsibilities

Updated Feb. 2024

Page 4

Hybrid Meeting - IT (Information Technology) Coordinator: 18-Month Sobriety Requirement / 1 Year Term

- Responsible for BFAA hybrid equipment including the following : Laptop, Webcam, Speaker, Monitor and all of their charging and connection cables
- Attend in person, the monthly BFAA Business Meeting. Designate a substitute for Monthly Business Meeting if you are unable to attend
- Charge and maintain equipment prior to meeting
- Set up equipment and test it (10 minutes) prior to the meeting start time.
- Take full responsibility for equipment and its performance for the entire meeting time
- Assist the flow of the meeting by making adjustments as needed (for instance: redirecting speaker or webcam as the situation or speaker adjusts)
- Break down equipment and store in the safe and locked storage area as designated by the BFAA Business Manager