

## NGSG Officer Responsibilities, Guidelines, and Suggested Qualifications\*

	<b>DCMC (District Committee Member Chair)</b>	<b>First Alternate DCMC</b>	<b>Second Alternate DCMC</b>	<b>Treasurer</b>	<b>Secretary</b>	<b>Technology &amp; Communications Officer</b>
<b>Continuous Sobriety</b>	5 years	5 years	5 years	3 years	3 years	3 years
<b>Previous Service</b>	GSR, DCM/Alternate DCM	GSR, DCM/Alternate DCM	GSR, DCM/Alternate DCM	GSR, Treasurer in Group, District	GSR, Secretary in Group, District	GSR
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Meeting planning</li> <li>• Management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Meeting planning</li> <li>• Management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Leadership</li> <li>• Meeting planning</li> <li>• Management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Finances, banking, bookkeeping</li> <li>• Understanding of 7th Tradition</li> <li>• Ability to use Excel or similar program</li> <li>• Prepare reports</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with document production</li> <li>• Ability to prepare meeting minutes</li> <li>• Knowledge of group email distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use Excel or similar program to manage membership data</li> <li>• Technical skills necessary to assist with virtual events</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Provides leadership and support to other officers and members</li> <li>• Delegation of responsibilities as necessary</li> <li>• Appoints and oversees NGS G Committee chairs</li> <li>• Prepares meeting agendas</li> <li>• Right of Decision between meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Provides leadership and support to standing committees</li> <li>• Takes on DCMC responsibilities if DCMC unable to serve</li> <li>• DCM orientation and support</li> </ul>	<ul style="list-style-type: none"> <li>• Provides leadership to ad hoc chairs and committees (Unity Breakfast, Big Meeting, LISTS)</li> <li>• GSR orientation and support</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains bank account; records</li> <li>• Writes checks as authorized (two signatures)</li> <li>• Makes timely deposits</li> <li>• Picks up mail</li> <li>• Sends thank-you letters for contributions</li> <li>• Prepares Treasurer &amp; Contributions Reports, Year-end report &amp; budget for the following year</li> </ul>	<ul style="list-style-type: none"> <li>• Records minutes at county meetings &amp; officer meetings</li> <li>• Sends meeting notices, agendas, &amp; reports to members by email</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolls new DCMs, GSRs, Alternates, &amp; Committee Chairs in NGS G, SENY, &amp; GSO databases</li> <li>• Provides NGS G officers with updates to membership lists</li> </ul>
<b>At NGS G Meetings</b>	<ul style="list-style-type: none"> <li>• Chairs meetings</li> <li>• Votes only in case of a tie</li> <li>• Instructs members in procedure &amp; Concepts</li> <li>• Encourages participation</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs in absence of DCMC</li> <li>• Reports on assigned committees &amp; responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Chairs in absence of DCMC &amp; 1st Alternate</li> <li>• Reports on assigned committees &amp; responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Collects 7th Tradition contributions &amp; reports on total</li> </ul>	<ul style="list-style-type: none"> <li>• Keeps minutes, including names of those making &amp; seconding motions</li> </ul>	<ul style="list-style-type: none"> <li>• Enrolls &amp; introduces new members</li> <li>• Requests &amp; assists members to update the database</li> </ul>
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Prepares agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Contributes to agenda</li> </ul>
<b>Reports at meetings &amp; in writing</b>	<ul style="list-style-type: none"> <li>• Reports on important A.A. matters</li> <li>• Seeks guidance from members</li> <li>• Reports on county issues</li> </ul>	<ul style="list-style-type: none"> <li>• Collects reports from assigned committees &amp; sends to members one week before meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Collects reports from assigned committees &amp; sends to members one week before meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares Financial Report &amp; Contributions Report &amp; sends to members</li> <li>• Reviews reimbursement forms</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares Minutes of each meeting &amp; sends to members after DCMC review</li> </ul>	<ul style="list-style-type: none"> <li>• Introduces new members</li> <li>• Reports on membership</li> </ul>
<b>SENY Committees - member</b>	<ul style="list-style-type: none"> <li>• Area Committee</li> <li>• Service Participation Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Area Committee</li> <li>• Service Participation Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Area Committee</li> <li>• Service Participation Committee</li> </ul>			<ul style="list-style-type: none"> <li>• Registration Committee</li> </ul>
<b>Attendance is supported by NGS G at:</b>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Area Committee</li> <li>• Officer Meetings</li> <li>• Area Convention</li> <li>• NERAASA</li> <li>• SENY Service Participation Committee</li> <li>• Nassau District events</li> <li>• NERF, NYSIW</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Area Committee</li> <li>• Officer Meetings</li> <li>• Area Convention</li> <li>• NERAASA</li> <li>• SENY Service Participation Committee</li> <li>• Nassau District events</li> <li>• NERF, NYSIW</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Area Committee</li> <li>• Officer Meetings</li> <li>• Area Convention</li> <li>• NERAASA</li> <li>• SENY Service Participation Committee</li> <li>• Nassau District events</li> <li>• NERF, NYSIW</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Officer Meetings</li> <li>• NERF, NERAASA (once)</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Officer Meetings</li> <li>• NERF, NERAASA (once)</li> </ul>	<ul style="list-style-type: none"> <li>• Assemblies</li> <li>• Officer Meetings</li> <li>• NYSIW</li> <li>• NERF, NERAASA (once)</li> </ul>

(\*): All officers should have a sound understanding of the Steps, Traditions, & Concepts and possess Good communication, organizational, & record-keeping skills