

ALCOHOLICS ANONYMOUS
EL CERRITO FELLOWSHIP
BASIC GROUP POLICY
(Subcommittee Draft 4/2022)

Article 1 - Name

Section 1. This document constitutes the basic group policy for the El Cerrito Fellowship.

Section 2. The name of this organization is El Cerrito Fellowship, El Cerrito, California.

Section 3. The object of this organization is to work for and therefore enjoy our sobriety and fellowship. And our group has one primary purpose - to carry its message to the alcoholic who still suffers.

Section 4. This group policy may be changed as an agenda item at any regular business meeting of the group or at an announced special meeting of the El Cerrito Fellowship.

Article 2 - Business Meetings

Section 1. El Cerrito Fellowship is an AA group consisting of all AA members who identify as members of the fellowship. The only requirement for AA membership is a desire to stop drinking. The Fellowship may have many different recovery meetings, e.g., Step Study, Big Book Study, Speaker, Open Discussion, For Newcomers, etc., but all, whether online or in-person, are considered AA meetings and all should be represented at our regular business meetings.

Section 2. Regular business meetings of the El Cerrito Fellowship shall be held on the 2nd Monday of each month, at 7:00 pm. Anyone who identifies as an alcoholic and as a member of the El Cerrito Fellowship is welcome and encouraged to attend.

Section 3. An agenda for the business meeting will be compiled by the ECF business manager and assistant business manager and posted at least three days prior to the business meeting. Draft minutes of the business meeting will also be posted at least three days prior to the business meeting and will be maintained by the ECF recording secretary.

Article 3 - Officers

Section 1. The principal authority for this organization is a loving God of our understanding, as expressed in our group conscience. The primary principles for our functioning as a group are the Twelve Traditions of Alcoholics Anonymous. Every business meeting should begin with a reading of the Twelve Traditions.

Section 2. El Cerrito Fellowship's trusted servants will be elected from the group conscience at an announced Business Meeting where 10 or more members are in attendance. The terms of office for ECF's trusted servants and the requirements for each position are listed in the "Job Descriptions" section below. No trusted servant shall succeed themselves in office, without an intervening term. The AA principle of rotation should govern our selection of trusted servants.

Section 3. We will help each other to remember that it is a privilege to serve the A.A. Group Fellowship and that others enjoy the same privilege. As a Group it is our responsibility to give our cooperation to our trusted servants during their term of office and our equal responsibility to free the officer of the responsibility of the office by electing another member to fill the vacancy.

Section 4. The attached "Secretaries Guidelines" should be followed by all Secretaries at El Cerrito Fellowship. These guidelines should be updated and approved as needed by the Business Meeting and Secretaries should be aware of any changes.

Section 5. The attached "Job Descriptions" for our officers should be used as a guideline for any succeeding or current officer, to enable them to more effectively carry out their responsibilities to El Cerrito Fellowship. Of course, past officers should be utilized as well, and they should make themselves available, when possible, to assist new officers in this way. Updates to the "Job Descriptions" are up to the current officer for his/her position, and amendments should be approved at a regular Business Meeting.

Section 6. The attached list of "Officer Terms and Sobriety Requirements" details the titles for each of our officers, with suggested sobriety requirements and suggested terms of officer for each position. This list should be updated as needed by a member of the Fellowship and approved at a regular Business Meeting. It is suggested that all service committee members attend monthly business meetings. If a service committee member cannot be present in-person

or online, a written report may be submitted. The Business Committee of El Cerrito Fellowship has decided that if 3 meetings are missed, a replacement may be elected.

Article 4 - Monies and Revenue

Section 1. A surplus of money can cause a great deal of trouble in an AA. Group. We want to depend on Faith in a Higher Power as our ultimate authority rather than financial security. The Seventh Tradition states: We view with much concern those AA treasuries which continue, beyond prudent reserves, to accumulate funds for no stated AA purpose. Experience has often warned us that nothing can so sure destroy our spiritual heritage as futile disputes over property, money, and authority.

Section 2. Every AA group ought to be fully self-supporting, declining outside contributions: we are self-supporting and work for the common good of the group and our fellow members. The ECF prudent reserve amount should be confirmed at least once every year. This should occur preferably in the second quarter of the year when the newly elected trusted servants (especially the ECF Treasurer) have been able to familiarize themselves with their roles in group service.

Article 5 - Group Conscience and Motions at the Business Meeting

Section 1. Group Conscience: “The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.

On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a ‘yes’ or ‘no’ count — precisely because it is the spiritual expression of the group conscience.” (*The AA Group. . .Where It All Begins*, pp. 28-29)

Section 2. Business Meeting Motions: For motions placed before the business meeting for a vote, the business manager will gauge whether the motion requires substantial unanimity (for motions at ECF, this is at least 67% of the members at the business meeting), or merely requires simple majority (over 50% of the members at the business meeting). Motions requiring substantial unanimity are those which affect policy, set a precedent, are controversial, involve the prudent reserve, have a large impact or affect other groups or AA as a whole. Motions requiring only a simple majority are motions which are procedural, minimally controversial, involve lesser amounts of money, or have lower impact. Motions which have been voted on, or motions very similar to motions which have been voted on, shall not be reconsidered for at least 3 months after they were originally passed.

Section 3. Should any problem arise at any time that the business meeting cannot reasonably resolve, this problem will be put before the group conscience of ECF at an announced meeting of the Fellowship. The business manager, in collaboration with the assistant business manager (or treasurer, if the assistant business manager is unavailable) has 72 hours to deal with an emergency situation and to call an emergency meeting of the Fellowship.

“It is probable that we A.A.’s possesses more and greater freedom than any fellowship in the world today. . . We know that we personally have to choose conformity to A.A.’s Twelve Steps and Twelve Traditions or else face dissolution and death, both as individuals and as groups.” (*The A.A. Service Manual and Twelve Concepts for World Service*, p. C58).

Article 6 -Our Goal

Section 1. We believe that if we keep it simple, keep principles ahead of personalities, share fellowship in simple surroundings and have grass roots in A.A., remembering we are one drink away from a drunk, we shall have a group that will be of attraction rather than promotion. We want to extend the freedom of allowing any individual to make up their own mind and express thoughts without fear of censorship. At business meetings, the business manager may establish time limitations in individual shares so that all members will be heard from before members can offer second opinions, if this seems called for in the discussion - it is essential in informing our group conscience that all individual points of view and members are heard.

Section 2. May we always be ready to extend the helping hand to the alcoholic who still suffers: To allow every member, new or old, the actual privilege of being a working part of the group.

Section 3. We strongly suggest that this Group Policy and its attachments be announced as available for reading by anyone in attendance at the Business Meeting. We also suggest the Twelve Traditions (Short Form) be read at the beginning of every Business Meeting, and that the Seventh Tradition be collected at Business Meetings in the spirit of self-support.

LTC:pb
Original: January 1976

RLR
Updated and revised: February, 1998

FRH
Revised February 2000

PBC
Treasurer Duties Revised August 2009

AFW
Multiple Duties Revised 2014, 2015, 2016

Subcommittee Proposed changes April, 2022/jc-fh

El Cerrito Fellowship of Alcoholics Anonymous
JOB DESCRIPTIONS FOR THE BUSINESS COMMITTEE
 Updated 6/12/2000-corrections made as described at the March 2000 Business Meeting
 Updated 2009, 2010, 2014, 2015, 2016, 2022 - see page 10

Alcoholics Anonymous provides a way to recover from alcoholism. The meeting is the place where persons exchange their experience, strength and hopes so they may live life on life's terms. The meeting place should be a quiet, neat, well-lighted space where persons can sit comfortably: well ventilated, not too warm, nor too cool. The meetings should begin at the scheduled time and end at the designated time. All our members and our trusted servants seek to pursue the common goal to recover from alcoholism. **TRUSTED SERVANTS SHOULD FOLLOW THE GUIDELINE TO ROTATE AND NOT SUCCEED THEMSELVES.**

Our trusted servants volunteer to assist the El Cerrito Fellowship and perform the helpful necessary tasks to keep the Fellowship open and running smoothly. It is assumed that each person who undertakes the assigned service position regularly attends the AA program and follows the basic tenant of AA: We are trusted servants, we do not govern. Remember: The only real requirement is a willingness to serve.

If a Business Committee member finds they are unable to carry out the service position responsibilities they should advise the business board as soon as possible. The term of service is suggested. We also suggest that a member continue to cover their service commitment until a replacement is found (within reason, always maintaining the principle of rotation).

It is suggested that all service committee members attend monthly business meetings. The Business Committee of El Cerrito Fellowship has decided that if 3 meetings are missed, a replacement will be found. Each Committee Member will provide training to his/her replacement on rotation.

POSITION	TERM	SUGGESTED SOBRIETY REQUIREMENT	RESPONSIBILITIES
Business Manager	2 yrs.	5 yrs.	<ul style="list-style-type: none"> ● Attends the monthly Business Committee meeting ● Chairs the Business Committee meetings and encourages member participation ● Coordinates with other committee members to insure a well-run Fellowship ● Signatory on the checking account (4 total signatories recommended) ● Responds to inquiries from the general membership delegating the responsibilities as appropriate ● Keeps a book of minutes and other notes for the archives and to turn over to the next Business Manager ● Hires contractors as necessary. Contracts under \$250.00 can be directly contracted. If costs (within a given month) are over \$250.00 the expense must go to the service committee as a whole for approval. ● Keeps a list of secretaries and their phone numbers provided by the Secretary Coordinator. ● Only votes at Business Meetings to break a tie.
Assistant Business Manager	2 yrs.	5 yrs.	<ul style="list-style-type: none"> ● Attends the monthly Business Committee meeting providing back-up support to the Business Manager ● Special projects of an ad hoc (temporary) nature ● Signatory on the checking account ● Presides over the Business Committee meetings when Business Manager is unavailable. ● Monitors the non-AA bulletin board (keep it neat, remove old notices, and the ECF website).

POSITION	TERM	SUGGESTED SOBRIETY REQUIREMENT	RESPONSIBILITIES
Treasurer	2 yrs.	5 yrs. & Employed or has a visible means of support	<ul style="list-style-type: none"> ● Attends the monthly Business Committee meeting providing a written treasurer’s report to the Business meeting ● Bookkeeping responsibilities; pay all bills on time; keep accounting records ● Posts monthly report in a visible place (12 months should be posted in the Fellowship) REVISIT WHEN GET B&M ● Requests a regular yearly financial review which is provided back to the Business Committee ● Keeps all receipts, bank statements filed in an easy-to-understand manner ● Keeps a book of treasurer’s reports for the archives ● Signatory on the checking account ● Passes on all records & trains the new treasurer ● Has a 2nd signature on all checks over \$250 ● Does not require a 2nd signature on checks over \$250.00, for recurring expenses e.g., rent, PG&E, etc. ● Collects H&I envelopes and forwards the money to H&I service committee. (See changes Feb 2010)
Assistant Treasurer	2 years (Suggested rotation with the Treasurer position)	5 yrs. & Employed or has a visible means of support	<ul style="list-style-type: none"> ● Provides support to the treasurer as needed. Responsibilities can include: picking up, counting and depositing the contributions; co-signing checks over \$250; picking up the mail; making the report to the Business Meeting if Treasurer is unavailable. ● Is a signatory on the checking account. ● Reviews bank balances and transactions online at least once a month to confirm all is in order.
Recording Secretary	1 year	1 year	<ul style="list-style-type: none"> ● Attends monthly Business Committee meeting. ● Posts previous month’s minute on ECFAA.org. Distributes the previous month’s minutes for review prior to the start of the meeting ● Previous months’ minutes available on request. ● Takes minutes of the monthly Business Committee meetings; takes special care to record all motions (during the meeting reads back the proposed motion to be sure wording is correct). ● Keeps a “book of minutes” for the archives.
Meetings Secretary Coordinator	2 years	2 years	<ul style="list-style-type: none"> ● Attends monthly Business Committee or provides substitute. ● Announces Secretary turnover, posting notices on ecfaa.org ● Keeps a listing of all secretary phone numbers and provides a copy to the Business Manager. ● Provides for meeting coverage as necessary. ● Coordinates with the Zoom Trainer for new secretary trainings. ● Updates Secretary Guidelines and presents them to Business Committee for approval; distributes copies on a regular basis. ● Updates the “Suggested Meeting format” kept at ecfaa.org.

POSITION	TERM	SUGGESTED SOBRIETY REQUIREMENT	RESPONSIBILITIES
General Services Representative	2 years	2 years	<ul style="list-style-type: none"> ● Attends monthly ECF Business Committee meeting and makes a report ● Attends monthly district meeting (4th Wednesday of the month) ● Attends district area meetings and presents the group conscience of the El Cerrito Fellowship group. Posts General Service information on <i>ecfaa.org</i>. ● Provides a forum to take the group conscience on issues (questionnaire, special meeting or announcements made prior to each meeting)
Intergroup Representative	1 year	1 year	<ul style="list-style-type: none"> ● Attend monthly ECF Business Committee meeting and provides a written update on the activities at the Central Office and the area ● Attend East Bay Central office meeting (3rd Wednesday of each month) in Oakland. Notifications of interest to be posted to <i>ecfaa.org</i> bulletin board.
H & I Representative	2 years	1 year	<ul style="list-style-type: none"> ● Attends the monthly ECF Business Committee meeting ● Attends monthly area H&I meetings – AREA 52 (2nd Sunday) & AREA 53 (1st Wednesday of the month) ● Reports on H&I needs in the area ● Posts new H&I bulletins and relevant information on <i>ecfaa.org</i>.
Literature	1 year	1 year	<ul style="list-style-type: none"> ● Attends the monthly ECF Business Committee meetings & reports on sales, inventory and new literature information as they come up ● Buys & stocks inventory of AA literature on a regular monthly basis (books, bulletins and pamphlets as approved by the General Service Board)
PICPC Representative	1 year	1 year	<ul style="list-style-type: none"> ● Attends the monthly ECF Business Committee meetings & reports on activities of the Central Committee. Attends the monthly area meetings (3rd Wednesday of each month) ● Attends the monthly area meetings (3rd Wednesday of each month) ● Participates in Public Information/ Cooperation with Professional Community Events and groups as requested. ●
Grapevine Representative	1 year	6 months	On Hold
Birthday Celebration Manager	1 year	6 months	<ul style="list-style-type: none"> ● Attends the monthly ECF Business Committee meetings to report on Birthday Nights.. ● Orders and keeps birthday chips stocked and organized.
Celebration Coffee Person	1 year	3 months	On Hold Makes coffee for birthday meetings (last Saturday of the month) and for special events.

POSITION	TERM	SUGGESTED SOBRIETY REQUIREMENT	RESPONSIBILITIES
Coffee Manager	To group conscience	1 year	On Hold <ul style="list-style-type: none"> ● Place orders with vendor for coffee, tea, and filters. ● Stocking-cups, stir sticks, teas, sweeteners, coffee in the main room ● Be in coordination with supply person on supplies for budget ● Make sure coffee packages are out. ● Bring alternative vendor proposals to the ECF business meeting if requested.
Supply Manager	1 year	1 year	POSITION ON HOLD UNTIL NEW BRICK AND MORTAR <ul style="list-style-type: none"> ● Attends the monthly ECF Business Committee meetings & reports on the supplies. ● Arranges for pick-up and delivery of supplies. ● Keeps an inventory of supplies and orders as necessary (toilet paper, paper towels, light bulbs, housekeeping supplies)
Finance Committee Chair	TBD	TBD	Proposed a number of years ago, but a Finance Committee was never established. Appears to be inactive (4/2022)
Activities Committee Chair	1 Year	1 Year	<ul style="list-style-type: none"> ● Coordinate various events, holiday potlucks, anniversary Celebrations, etc. ● Work with the Business Meeting trusted servants to develop a budget and approval for specific events. ● Attends Business Meetings to provide updates. ● Provides receipts for expenses to treasurer.
Alternate GSR	2 Yrs.	2. Yrs.	<ul style="list-style-type: none"> ● Assists GSR where needed. ● Makes report to Business Meeting if GSR not available ● Partners with GSR at annual agenda topics workshop ● Represents group conscience of ECF when GSR not available
Assistant Secretary Coordinator	1 yr.	1 yr.	<ul style="list-style-type: none"> ● Assists the Meeting Secretary Coordinator as needed.
Heating / Lighting Manager	1 yr. TBD	1 yr. TBD	On Hold Job description to be updated as needed.

POSITION	TERM	SUGGESTED SOBRIETY REQUIREMENT	RESPONSIBILITIES
Newcomer Service Coordinator	1 Yr.	1 Yr.	On Hold Job description to be updated as needed; POSITION NOT IMPLEMENTED <ul style="list-style-type: none"> Attends monthly Business Meeting Coordinates with the Secretary Coordinator in the development and support of service positions for members with six months sobriety or less. This would include but is not limited to, Coffee Maker before meeting begins and Clean-up after meeting.
Zoom Trainer	TBD	TBD	(Usually handled by Secretary Coordinator. Position to be updated) <ul style="list-style-type: none"> Using the PowerPoint developed and posted on ecfaa.org, trains new secretaries as needed, usually at Meeting Secretary turnover time (June, December)
Birthday Chip Person	6 MO	1 YEAR (?)	Zoom position. Previously handled by Birthday Night Celebration Manager <ul style="list-style-type: none"> Sends out birthday chips and cards as requested Keeps chips ordered as needed in “chip box”
Web Administrator	TBD	TBD	POSITION TO BE DEVELOPED. <ul style="list-style-type: none"> Maintains the back-end code for the website Troubleshoots issues as needed
Web Editor	TBD	TBD	POSITION TO BE DEVELOPED <ul style="list-style-type: none"> Updates ecfaa.org with new copy as new information is provided by the Business Manager or Assistant Business Manager OR as needed

The following are paid positions and are contracted for by the Business Manager:

	Housekeeping	<p>On Hold Job description to be updated as needed.</p> <ul style="list-style-type: none"> Cleaning, vacuuming, & dusting as needed by the fellowship. Other items needed as part of the fellowship housekeeping to include small repairs. Advise the Business Manager of all building issues in a very timely manner (Landlord issues, leaks, unlocked doors, bathroom/plumbing problems, needed supplies, Etc.)
	General Maintenance (Carpenters, Plumbers, Electricians as needed)	<p>On Hold Job description to be updated as needed.</p> <ul style="list-style-type: none"> These vendors are by contract and are hired by the Business Manager.

		SOBRIETY REQUIREMENT	TERM OF SERVICE
	Business Manager	5 yrs	2 yrs.
	Assistant Business Manager	5 yrs	2 yrs.
	Treasurer	5 yrs.	2 yrs.
	Assistant Treasurer	5 yrs.	2 yrs
	Recording Secretary	1 year	1 year
	Secretary Coordinator	1 year	2 yrs.
	Assistant Secretary Coordinator	1 year	1 year
	General Service Representative	2 yrs.	2 yrs.
	Alternate General Service Representative	2 yrs.	2 yrs.
	Intergroup Representative	1 year	1 year
	Hospitals & Institutions Representative	1 year	2 yrs.
	Literature Representative	1 year	1 year
	Grapevine Representative	1 year	1 year
	P.I./C.P.C. Representative	1 year	1 year
	Supply Person	1 year	1 year
	Newcomer Service Position	1year	1 year
	Birthday Celebration Person	1 year	1 year
	Hold Celebration Coffee Person	1 year	3 months
	Hold Coffee Manager	According to group conscience	1 year
	Hold Raffle Person	6 months	6 months

	Hold Coffee Person	6 months	6 months
	HOLD Heating /Lighting Manager	1 year	1 year
	All Meeting Secretaries	6 months	6 months
	Zoom Trainer	TBD	TBD
	Birthday Chip Person	TBD	TBD
	Webmaster (Administrator)	TBD	TBD
	Web Editor	TBD	TBD

Notes:

- Requirements may be relaxed upon approval by an informed group conscience.
- Alternative or Assistants usually have the same requirements as the primary office
- Ad Hoc Chairpersons and committees are decided on a case-by-case basis
- This list was approved by the Service Meeting on February 9, 1998
- Term of office for the H&I Representative was changed to 2 years January 2000.
- Term of office for the Birthday Celebration Manager was changed to 2 years in 2005.
- Asst Secretary Coordinator Duties changed to add: coordinates and oversees Saturday Night speaker meetings. (Patrick C. 13 Jul 2009)
- Reoccurring checks over \$250.00 require only one signature e.g., Rent, PG&E...approved by ECF Steering committee 10 August 2009. (Patrick C.)
- Finance Committee approved by ECF Business Committee 12 Oct 09 (Patrick C.)
- H&I Representative is no longer responsible for the collecting and forwarding of money. The Treasurer will disperse H&I money as part of their regular duties. Changed February 2010 as per ECF Business Meeting. (Patrick C.)
- Newcomer Service Coordinator approved by Business Committee September 2010. (Patrick C.)
- Term of office for the Birthday Celebration Manager was changed to 1 years in 2014. (Anne W.)
- Coffee Manager was added in 2014. (Anne W.)
- Heating/Lighting Manager was added in 2014. (Anne W.)
- Celebration Coffee Person was added in 2014. (Anne W.)
- Each member trains new person on rotation added (Jorge C. May 2016)
- Secretary Coordinator and Asst Secretary Coordinator duties changed to remove “coordinates and oversees Saturday Night speaker meetings”. (Jorge C. May 2016)
- Review of online bank balance added to Assistant Treasurer per audit recommendation (Jorge C. June 2016)
- MAJOR UPDATES/CHANGES IN PROCESS MARCH, APRIL 2022 jc/fh/bl/jo