

ECF Open Service Positions as of 11/13/2023

In the spirit of service - El Cerrito Fellowship is seeking members for the following open service positions. If you are interested in one of these opportunities to be of service to our fellowship or need more information, please come to the next Business Meeting, Monday, December 11, at 7:00 pm or contact the business manager at business.manager@ecfaa.org

Business Manager - Start date: 1/01/2024

- Chairs monthly business meetings and encourages member participation
- Coordinates with other committee members to insure a well-run Fellowship
- Responds to inquiries from the general membership, delegating the responsibilities as appropriate
- Signatory on the checking account
- Keeps a book of minutes and other notes for the archives and to turn over to the next business manager
- Hires contractors as necessary; if contract work is over \$500, the expense must be approved at the next business meeting
- Only votes at business meetings to break tie vote

Requirements: 2-year commitment; 5 years sobriety

Assistant Business Manager - Start date: 1/01/2024

- Co-chairs monthly business meetings
- With business manager, prepares agenda for monthly business meeting
- Provides back-up support to the business manager
- Signatory on checking account
- Edits and monitors ECF website for accuracy and currency; point of contact for changes on the website and communication with web editor
- Oversees special projects of an ad hoc (temporary) nature

Requirements: 2-year commitment; 5 years sobriety

Treasurer - Start date: 1/01/2024

- 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)
- 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

Treasurer (responsibilities continued)

- 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.

Requirements: 2-year commitment; 5 years sobriety

Assistant Treasurer - Start date: 1/01/2024

- Provides support to the treasurer as needed. Responsibilities can include: co-signing checks over \$250; picking up the mail; making the report to the business meeting if treasurer is unavailable
- Signatory on checking account
- Reviews bank balances and transactions online at least once a month to confirm all is in order

Requirements: 2-year commitment; 5 years sobriety

Meeting Secretary Coordinator - Start date: 2/01/2024

- Attends monthly business meetings; announces secretary turnover; presents updated secretary guidelines and suggested meeting format for approval.
- Distributes guidelines and updated meeting format to secretaries and service reps.
- Updates and distributes current secretary meeting list and phone numbers
- Reviews East Bay Intergroup online and in-person meeting schedules every 3 or 4 months to make sure that ECF meeting information is correct and complete, and contacts Intergroup if ECF information needs correction

Requirements: 2-year commitment: 2 years of sobriety

Intergroup Representative - Start date:

- Attends monthly business meetings and provides update on activities at the Central Office and East Bay Area
- Attends East Bay Central Office meeting (3rd Wednesday of each month)
- Sends local activities to assistant business manager for ECF web editor to upload to the ECF website

Requirements: 1-year commitment; 1 year sobriety

Recording Secretary - Start date: 1/01/2024

- 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)
- Attends monthly ECF business meeting
- Distributes the previous month's minutes for review prior to the start of the meeting
- Emails approved minutes to assistant business manager for ECF web editor to upload to ECF website at least one week prior to the next business meeting
- Keeps electronic copies of minutes for the archives

Requirements: 1-year commitment; 1 year sobriety