

## Refuge Recovery Group Officers

Note\* The elected meeting Secretary is the person responsible for running the weekly RR meeting and is not a RR group officer. The meeting secretary is a regular voting member of the RR group.

For the purpose of most groups, officers usually consist of a Group Representative, a group recording Secretary and a Treasurer. In very small groups, the recording Secretary and Treasurer duties can be combined until an additional member becomes qualified to serve as a group officer. Some groups have additional officers depending on their specific needs.

The officers of a group must be chosen with care because of the responsibilities that their offices carry and the potential effect unqualified officers can have on the group. RR groups can suffer and break up, due to the election of officers who are unqualified to serve or do not have a history of time abstinent in recovery. Of course, relapse while serving as a trusted group volunteer triggers an automatic resignation for that officer. Choose your trusted officers well, it is you who they will be serving.

As a general guide, we have found that the Group trusted volunteers are most successful if they have certain assets necessary for the performance of their responsibilities. These assets do not guarantee a good officer, however, they do help to ensure that those we choose will be capable of doing the job.

These qualifications include:

- The willingness or desire to serve the group.
- A history of time abstinent from all intoxicants and adherence to process addiction bottom lines. We suggest a minimum qualification of six months.
- Knowledge of the Refuge Recovery program.

- An understanding of the Refuge Recovery Guiding Principles.
- Active and ongoing participation in the groups they are to serve.
- Ability to work with others in a constructive manner.

### Group Officers & Responsibilities

The Group Representative is responsible for the day-to-day functions of the group. It is the responsibility of the Group Representative to:

- To ensure that the RR meeting is being run according to RRWS meeting guidelines.
- To ensure that elections are held for all meeting service positions.
- To assure that the RR group business meeting takes place when and where it is supposed to.
- To run the RR group business meeting according to the guidelines described in the *How to Run A RR Business Meeting* service resource.
- All group officers are responsible for encouraging and educating all group members on the benefits and the necessity of participating in group service.
- The RR Group Representative, after the election is held in the 12th month of the service term, is responsible for spending the 13th month of service training the incoming elected RR Group Representative.

- Responsible for ensuring the group democratic voice is communicated with Refuge Recovery committees and Refuge Recovery World Services.
- Responsible for staying informed of and ensuring that, the substance of initiatives proposed by local, regional and world service committees that may affect the group are discussed, and when appropriate voted on, by the local Refuge Recovery group.

The Recording Secretary takes notes so that they can prepare the official written record of the meeting, called the “minutes.” Clear, accurate meeting minutes are very important – they will be used to keep track of the group’s decisions, as well as unfinished business from previous business meetings.

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- The RR Group Recording Secretary, after the election is held in the 12th month of the service term, is responsible for spending the 13th month of service training the incoming elected RR Group Secretary.

The Treasurer of an RR group is responsible for the funds which are donated to the group and for the distribution of these funds. The money collected in our meetings must be carefully budgeted. There are numerous expenses necessary for running a group. In order to maintain our groups, the group collections and members contributions must always be used to further the Refuge Recovery purpose. The Treasurer has a serious responsibility and thought should be taken in selecting a member to perform this function.

## The Treasurer:

- Keeps an accurate record of all the group's financial transactions.
- Maintains the group accounts, and is responsible for issuing funds to pay the rent, purchase books, buy supplies, and cover the costs of any miscellaneous expenses the group incurs.
- Makes group contributions to directly support the Refuge Recovery World Service Office. Each group benefits from the services provided by RRWS and each group rely's on all other RR groups to support the world service organization. After paying its bills and buying a small number of Refuge Recovery books to offer for sale at each meeting, each group should hold a reserve adequate to run the group for 2 months. After this reserve has been established, all funds collected over this reserve amount are to be passed along to help Refuge Recovery as a whole.
- All group officers are responsible for encouraging and educating all group members on the benefits and the necessity of participating in group service.
- The RR Group Treasurer, after the election is held in the 12th month of the service term, is responsible for spending the 13th month of service training the incoming elected RR Group Treasurer.