

Position	Sobriety Requirement	Commitment	Duties
Board	5 Years	2 years	Act as an advisory arm of the VISC concerning the business and administration of the Service Center. Attend monthly Board meetings, previous experience in Intergroup is a plus, but not required.
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Intergroup Chair	5 Years	2 Years	Preside over and guide monthly VISC meetings, working knowledge of the concepts, traditions, and Robert's Rules of Order, Able to conduct meetings in an orderly, timely, and impartial manner; Provide input for VISC meeting Agenda, Recaps, and Minutes; Serve on the VISC Board, Attend the monthly VISC Board meeting (last Monday of the month) and the monthly VISC meeting (first Monday of the month).
Assistant Treasurer Intergroup	5 Years	2 Years	Oversees the Office Manager's recording of all incoming funds and distribution. Oversees the Office Manager's monthly financial report, and present financial report to the Board and VISC for approval. Co-signs for certain approved expenditures, tax forms, and/or other required legal documents. Attends the monthly VISC meeting. Attends the monthly VISC Board's meeting.
WebMaster	2 Years	2 Years	Must have knowledge and experience with maintaining a website (i.e., ability to troubleshoot technical problems, ability to conduct software updates, etc.). Duties: Attends monthly VISC meeting and keeps VISC informed about updates, changes and needs of the VSC website. Attends monthly VISC Board meetings as requested/needed and keeps VISC informed about updates, changes and needs of VSC website. Responsible for day-to-day maintenance (i.e., ensure links and downloads are active and current, etc.) of VSC website in accordance with the VSC Website Guidelines.
Accessibilities Chairperson			
Accessibilities Co-Chair			
Bridging the Gap Liaison			
H&I Liaison	2 Years	1 Year	Attends monthly VISC meeting and provides information about needs, service opportunities and activities of H&I, attends monthly H&I meeting in Oakland (first Wednesday of each month), and gives and takes reports between VISC and H&I.

Home Bound Chair	2 Years	2 Years	Two years (one year as Vice Chairperson and one year as Chairperson) First year functions as Vice Chairperson assisting Chairperson with all Homebound Meeting duties. Second year functions as Chairperson and responsible for all Homebound Meeting duties.
Home Bound Vice Chair	2 Years	2 Years	Two years (one year as Vice Chairperson and one year as Chairperson) First year functions as Vice Chairperson assisting Chairperson with all Homebound Meeting duties. Second year functions as Chairperson and responsible for all Homebound Meeting duties.
Hotline Co-Chair	2 Years	Two years (one year as Vice Chairperson, one year as Chairperson) First year functions as Vice Chairperson assisting Chairperson in all Hotline duties. Second year functions as Chairperson and responsible for all Hotline duties (shadowed by new Vice Chairperson)	Keeps an active list of volunteers to answer the Hotline and to conduct 12-step calls and provide updated lists to the VSC; oversees the gathering of names, phone numbers, and duty times of Hotline volunteers; schedules training sessions for 24-hour Hotline volunteers and 12-step volunteers. Attends & reports back to VISC with monthly usage of Hotline calls.
NCCAA Liaison #2	2 Years	1 Year	Attends monthly VISC meeting and keeps VISC informed about needs, service opportunities and activities of NCCAA; serves on and attends NCCAA Steering Committee meetings and conferences; Gives and takes reports to and from VISC and NCCAA.
Outreach Chair	2 Years	1 Year	Responsible for visiting groups that meet within the area covered by the VSC, specifically those groups that are not currently active within VISC, keep groups informed about upcoming VISC activities, encourage participation in VISC, and provide most recent copy of the Secretary's Handbook and Valley View newsletter.
Special Events Vice-Chair	2 Years	2 Years (one year as Vice-Chairperson, one year as Chairperson) First year functions as Vice Chairperson, assisting Chairperson at all Special Events. Second year functions as Chairperson and responsible for all Special Events (shadowed by new Vice Chairperson)	Organizes and hosts Special Events including at least two fundraisers (Annual Anniversary dinner on the third Saturday of January and the Annual Picnic)
Workshop Coordinator Chair	2 Years	1 Year	Organize and host a minimum of three workshops throughout the year to share experience on recovery-related topics—one of the workshops is the Secretary's Workshop.