

Date _____

New Secretary/Chairperson Form

Group Information (PLEASE PRINT or Enter on Line)

Group Name: _____

Group ID#: _____

Day Group Meets: _____

Time Group Meets: _____

Where Group Meets: _____

Location (Full Address): _____

Meeting conducted in: English _____ Spanish _____ American Sign Language _____ Other _____

Are there interpreters available? Yes _____ NO _____

Is the meeting wheelchair accessible? Yes _____ No _____

Does an [Al-Anon](#) [Alateen](#) group meet at the same time? None

Secretary Information (PLEASE PRINT)

First and Last Name: _____

Your Full Address: _____

Phone Number: Land Line _____

Cell _____

E-Mail Address:

Would you like the flyers for Open Meetings, Dinners, Special Events and the Between-Us and Central Office reports e-mailed to you. Yes No

Please tell others in your group they can e-mail Dan at gmco@aamilwaukee.com and have the previous information e-mailed to them also.

Return Completed Form to Central Office at 7429 W. Greenfield Ave. West Allis, WI 53214

For Office Use Only

FX --- Sugar CRM --- Area --- Excel ---W&W

Suggested Duties – Group Secretary

Suggested length of sobriety: 1 year

Suggested term: six months to 1 year

- ❖ Register yourself as the new secretary for your group with Milwaukee Central Office. You can register at the secretary meeting held at Milwaukee Central Office the 2nd Tuesday of every odd numbered month at 6:30 pm. You can also pick up the form at Milwaukee Central Office.
7429 W. Greenfield Ave. West Allis, WI 53214, 414-771-9119
Email: <mailto:dan@aamilwaukee.com>
- ❖ If your group is not registered with GSO (General Service Office in New York), go to https://www.aa.org/pages/en_US/starting-a-new-aa-group or get a form at Milwaukee Central Office. Return the form to G.S.O., Box 459, Grand Central Station, New York, NY 10163
- ❖ Conduct a group inventory meeting once a year. [See page 29 in the AA Group pamphlet.](#) Maintain and take the minutes of inventory and business meetings.
- ❖ Maintain a current phone list.
- ❖ Keep a record of member's sobriety dates, if the group wishes.
- ❖ Set up literature table before meeting and put it away after the meeting.
- ❖ Ask if there are any non-AA announcements before the meeting opens.
- ❖ Announce open meetings and special events happening within the AA community.
- ❖ Ask volunteers to be greeters, readers, make coffee, and help clean up.
- ❖ Make sure the building is locked.

Why Should We Support Milwaukee Central Office?

Our Milwaukee Central Office provides a clean and inviting place for A.A. members to attend Alcoholics Anonymous meetings. Central Office handles local services only. They have their own operating boards and budgets. The Milwaukee Central Office phone number listed in the telephone directory is available to the community. Some “newcomers” found their way to A.A. this way.

[\(P-16\) The AA Group Pamphlet](#)

[\(P-45\) Circles of Love and Service](#)

[\(F - 3\) Self-Support: where money and spirituality mix \(great pie chart examples\)](#)

[\(F-96\) The AA Group Treasurer](#)

These pamphlets all speak to the suggestion that in accordance with the Seventh Tradition, groups should be fully self-supporting. Each group is part of a greater whole of Alcoholics Anonymous, which seeks to carry the AA message of recovery.

The General Service Office (GSO), Area 75, or Districts do not handle services provided by Milwaukee Central Office. Some of these services provided include:

- AA Conference Approved literature.
- Gift items, wallet cards, medallions, and additional recovery literature.
- A variety of AA pamphlets, Published by Milwaukee Central Office.
- [When and Where](#) meeting directory that is updated at least once a year.
- A website (aamilwaukee.com) that includes the meeting directory and an [event calendar](#).
- A hotline staffed by volunteers 24hr. 7 days a week. 414-771-9119
- Arranging for 12 step calls
- Meetings Monday – Friday 12:15, ~~Wednesday and Thursday 4:00~~, Saturday a beginners meeting at 9:15 and a meeting at 10:30
- ~~Secretary meetings at 6:30 on the odd numbered months~~ Currently on hold.
- A monthly newsletter “Between-Us” that can be purchased or e-mail to anyone that is interested. The e-mail includes financial reports, group flyers, and special events.
- Greater Milwaukee Central Office has an ~~open meeting and dinner twice a year called the Fall Fling and the Spring Fling~~. Temporarily on hold.

What does the Milwaukee Central Office do?

Welcome newcomers and aid AA groups in our community

“A central office is an A.A. service office that involves partnership among groups in a community — just as A.A. groups themselves are partnerships of individuals. It is established to carry out certain functions common to all the groups — functions which are best handled by a centralized office ~ and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.”

[GSO; AA Guidelines for Central Offices \(mg-2\) front page](#)

Links to pamphlets from the G.S.O. that will help you,
as the new Group Secretary.

[Responding to Covid-19, early letter from GSO.](#)

[Information on Alcoholics Anonymous](#)

[Your AA General Service Office](#)

[The AA Group Treasurer](#)

[Self-Support green card to be read at meetings](#)

[The AA Group, Where it all Begins](#)

[Safety and AA: Our Common Welfare](#)

[Yellow Safety Card for AA Groups](#)

[Primary Purpose Card: Open & Closed AA Meetings](#)

[Anonymity Card to read at meetings open to the Public](#)

[Concepts Checklist for your Home Group](#)

[AA Guidelines on Central Offices and Intergroups](#)

[Suggestions for Leading Beginners Meetings](#)