Guidance on Time Commitment and Practical Requirements for Edinburgh and Midlothian Intergroup Service Roles

AA service roles vary in intensity depending on the size of the Intergroup, the number of groups, and how active local outreach is. The following guidance is intended to help potential applicants understand the typical time and effort involved in each role. These are not fixed requirements, but realistic expectations based on common experience across AA service structures in Great Britain.

General Expectations Across All Roles

- **Intergroup Meetings:** Most roles require attendance at bi-monthly Intergroup meetings (typically 2–3 hours including travel) Although for Edinburgh & Midlothian IG (which is a hybrid meeting) Zoom attendance is acceptable.
- **Communication:** Officers should expect to respond to emails or calls periodically throughout the month.
- **Record Keeping:** Many roles involve maintaining simple records, reports, or contact lists.
- **Anonymity & Traditions:** All roles require familiarity with AA Traditions and sensitivity to confidentiality.
- **IT Skills:** Basic ability to use email, Word documents, and online meeting platforms is helpful for most roles.
- **Transport:** Some roles may require occasional travel to institutions, events, or professional meetings.
- **Flexibility:** Workload can fluctuate — some months are quiet, others may require more attention.

Role-by-Role Time & Effort Guidance

Chair

Typical commitment: 4–6 hours per month **Pattern:** Preparing agendas, chairing Intergroup meetings, occasional follow-up. **Practical needs:** Good communication skills; ability to attend all Intergroup meetings; basic IT.

Secretary

Typical commitment: 4–8 hours per month Pattern: Preparing minutes, distributing communications, maintaining contact lists. **Practical needs**: Reliable email access; basic Word skills; good organisation.

Treasurer

Typical commitment: 3–6 hours per month **Pattern:** Banking contributions, preparing reports, managing payments. **Practical needs:** Basic financial competence; secure record keeping; occasional bank visits or access to Internet Banking.

Public Information Liaison Officer

Typical commitment: 4–10 hours per month **Pattern:** Contacting organisations, arranging presentations, distributing literature. **Practical needs:** Transport helpful; comfortable speaking with professionals and large groups; email access.

Armed Services Liaison Officer

Typical commitment: 2–6 hours per month **Pattern:** Maintaining contact with military bases, welfare teams, and veterans' organisations. **Practical needs:** Occasional travel; ability to communicate professionally.

Electronic Communications Liaison Officer

Typical commitment: 3–8 hours per month **Pattern:** Updating websites, managing email accounts, supporting online meetings. **Practical needs:** Confident with IT; reliable internet access.

Employment Liaison Officer

Typical commitment: 3–8 hours per month **Pattern:** Contacting employers, arranging information sessions, distributing materials. **Practical needs:** Transport helpful; professional communication skills.

Health Liaison Officer

Typical commitment: 4–10 hours per month **Pattern:** Liaising with NHS teams, treatment centres, and health professionals. Practical **needs:** Transport useful; comfortable presenting; email access.

Prisons Liaison Officer

Typical commitment: 4–12 hours per month **Pattern:** Coordinating prison meetings, supporting volunteers, maintaining relationships with staff. **Practical needs:** Ability to attend prisons; ID clearance; reliable communication.

Criminal Justice Liaison Officer

Typical commitment: 3–8 hours per month **Pattern:** Contact with probation, courts, police, and rehabilitation services. **Practical needs:** Transport helpful; professional communication; occasional daytime availability.

Telephone Liaison Officer

Typical commitment: 3–6 hours per month **Pattern:** Coordinating helpline volunteers, updating rotas, ensuring coverage. **Practical needs:** Good phone/email access; organisational skills.

Archivist

Typical commitment: 2–6 hours per month **Pattern:** Organising documents, preserving records, occasional research. Practical **needs:** Basic IT; careful record keeping; secure storage space.

Young People Liaison Officer

Typical commitment: 3–8 hours per month **Pattern:** Outreach to youth organisations, colleges, and young AA **members**. **Practical needs:** Transport helpful; comfortable engaging with younger audiences.

Literature Secretary

Typical commitment: 2–6 hours per month **Pattern:** Ordering, distributing, and managing AA literature stock. Practical **needs:** Occasional transport; basic stock management.

Roundabout Magazine Coordinator

Typical commitment: 2–4 hours per month **Pattern:** Promoting subscriptions, distributing copies, encouraging contributions. **Practical needs:** Basic admin; occasional travel to meetings.

Region Representative

Typical commitment: 6–12 hours per month **Pattern:** Attending Region meetings, reporting back to Intergroup, **participating** in committees. **Practical needs:** Transport essential; occasional full-day meetings; good communication.

Group Service Representative (GSR)

Typical commitment: 3–6 hours per month **Pattern:** Attending Intergroup, reporting to the group, sharing information. **Practical needs:** Regular group attendance; basic communication skills.

Summary Table

Role	Typical Monthly Commitment	Notes
Chair	4–6 hrs	Meeting prep + chairing
Secretary	4–8 hrs	Minutes + admin
Treasurer	3–6 hrs	Banking + reports
Public Information LO	4–10 hrs	Outreach + presentations
Armed Services LO	2–6 hrs	Contact with bases
Electronic Comms LO	3–8 hrs	Website + email
Employment LO	3–8 hrs	Employer outreach
Health LO	4–10 hrs	NHS liaison
Prisons LO	4–12 hrs	Prison meetings + volunteers
Criminal Justice LO	3–8 hrs	Probation/courts liaison
Telephone LO	3–6 hrs	Helpline rota
Archivist	2–6 hrs	Records + preservation
Young People LO	3–8 hrs	Youth outreach
Literature Secretary	2–6 hrs	Stock + distribution
Roundabout Coordinator	2–4 hrs	Promotion + distribution
Region Rep	6–12 hrs	Region meetings + reporting
GSR	3–6 hrs	Group ↔ Intergroup link