

1. Familiarity with this Group Leader Guide
2. Conduct the group meeting as Trusted Servant in accordance with the group conscience.
(Sec. 2.4)
3. Collection, distribution and verification of group donations
(Section 2.5)
4. Administration of group mail, check group mailbox weekly and share all relevant material with group
5. Post-meeting clean up and house lock-up:
 - a. Cleaning
 - Wash and put away coffee pots and cups
 - Wipe off table tops and counters in the kitchen and bathroom
 - Pick up trash – deposit in trash container
 - b. Lock-up
 - Turn off lights and fans
 - Check and lock ALL doors and windows
 - Take out trash
6. Attend the Monthly Board Meeting (3rd Sunday of each month, 6:00 p.m.)
7. Attend the Annual General Membership Meeting (3rd Sunday of September, 6:00 p.m.)
8. Monthly cleaning of entire house per schedule
(Section 2.6)
9. Suggest Group Conscience meetings periodically, once a month or once a quarter.
(Section 2.4)
10. Announce the DAS commitment to the monthly meeting at Hastings Detox
(Section 2.8)
11. Transfer House key and have new Group Leader review and sign the Key Distribution Policy forms upon change of group leadership.
(Sections 5.1; 5.2; 5.3)
12. Give this Group Leader Guide book to the new group leader

NOTE: HOUSE KEY One house key and one group lock box key is assigned to each group. The group leader should receive them from the out-going leader and/or pass it on to the next leader. Group Leader should not lend out their key to any member or ask another member to open or close the Alano House for them. If a key is lost, the group leader or group will be charged for the cost of a replacement key (currently \$30) no exceptions.
(See Sections 5.1; 5.2; 5.3)

LITERATURE AND MEDALLION CABINET KEY: Board members have keys to this cabinet. Please make arrangements with a Board member if your group needs to purchase items in this cabinet. Payment for items must be made when item is removed from cabinet.
(Section 2.7)