



Northern Sydney Central Service Office Inc

Position Description

Updated 09/01/2025

Trustee

Volunteer

AA Declaration

I am responsible. When anyone, anywhere, reaches out for help, I want the hand of AA always to be there and for that:

I am responsible

Responsible to

AA Groups

Tradition 2; For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

Scope of the Trustee:

[The NSCSO Committee includes three Trustee Committee Members](#)

The Trustees are concerned with everything happening inside and outside AA that may affect the health and growth of the Fellowship. The Trustees are close to the Northern Sydney Central Service Office activities and their duties are essentially custodial. The Trustees might also consider volunteering for some business interactive service activities.

Length of Sobriety:

10 years of continuous sobriety is suggested but not mandatory. [A Trustee Committee Member is a member of good standing and ideally having a minimum of ten years of continuous sobriety, although not mandatory, in the AA Fellowship and who has been elected to this position.](#)

Duration:

Trustees serve a three (3) year term, concluding at the end of the third AGM after their election. Trustees rotate out of this service job after the three-year term unless the NSCSO Inc. Committee approves their eligibility to seek re-election.

Leadership:



Northern Sydney Central Service Office Inc

In AA, this means qualities enabling a member to deal with AA growth and affairs with good feeling and a minimum of friction. Good leaders can bring to the committee the quality of resoluteness and the courage of their convictions, along with good judgement, objectivity and the willingness to stand up and express themselves. Such candidates generally have the love and respect of AA's in their group community and can represent the office and interpret it's action back home.

Grasp of AA structure:

Some AA members have special aptitude for the AA structure and are thoroughly familiar with all its elements. They are usually familiar with AA's History and trends and the Steps, Traditions and Concepts

Work Load and Availability

It is suggested that Trustees attend at least 75% of NSCSO Inc Committee meetings and the Annual General Meeting (AGM) each year of their term in person.

Trustee's availability for consultation with the Committee members at any time. They are active members of the committee and make themselves available for the solution of problems about which committee or volunteer members may need help.

Duties and Role

The Trustee Committee Members role is to provide the Committee with guidance and leadership in undertaking obligations to AA service activities and business interaction with the Fellowship in Eastern Region, Atea E,

A Trustee Committee Member brings to the Committee their guidance, leadership and commitment qualities. The guidance and leadership qualities include;

- familiarity with AA principles
- experiences in AA service and elsewhere
- ability to deal with AA affairs with grace and a minimum of friction.
- Good leaders can bring to the Committee the quality of resoluteness and courage of their convictions, along with good judgment, objectivity and willingness to stand up and express themselves.
- being one of the authorised signatories for the banking facilities
- considering volunteering for some business interactive service activities (current activities undertaken by a Trustee include; (1) liaising with Ku-ring-gai Council in relation to the occupancy licence for the St Ives office and (2) appointment as Public Officer with NSW Fair Trading

Procedure for Election

Area E group and AA members will be notified of the position available. This will be via communications from the Committee, including emails. The Trustee



Northern Sydney Central Service Office Inc

candidate may request a Trustee Candidate form from the NSCSO office. It should be completed by the candidate and submitted to the committee via the Office Manager.

The Chairman of the AGM can inform members of the content of the Trustee Candidate form Committee and then a vote on the nomination will be undertaken using the 2/3 majority voting procedure or the Third Legacy.