

IBM Chairperson

- One year of active involvement in the LAA program (e.g., regular meeting attendance, sharing, timekeeping service)
- Has successfully worked the 12 steps in LAA or another 12-step program
- Working knowledge of Robert's Rules of Order
- Willingness/ability to host the IBM meeting on the first Saturday of each month
- Prepare and disseminate IBM agenda for monthly business meetings
- Be available throughout the month to resolve issues and to suggest changes to be presented at IBM meetings
- Attend LAA safety training and abide by all safety guidelines
- Effective interpersonal communication and problem-solving skills
- Willingness to work with group conscience decisions
- Willingness to be on LAA WhatsApp groups (WAGs)
- One-year service commitment with option to renew
- Resignation protocol: three months' notice

ODAAT Host Coordinator and Alternate Coordinator

- At least six months of active involvement in the LAA program (e.g., regular meeting attendance, sharing, timekeeping)
- Willingness to train new hosts, as needed.
- Willingness to coordinate hosts for all 14 ODAAT meetings.
- Willingness to attend monthly IBMs.
- Attend LAA safety training and abide by all safety guidelines.
- Be available to work with others to solve problems and propose making changes at business meetings.
- Willingness to join and be active on all WhatsApp groups.
- One-year service commitment with option to renew.
- Resignation protocol: three months' notice

ODAAT Hosts/Co-hosts

- At least three months' experience in the LAA fellowship or another 12-step program.
- Willingness to attend monthly IBMs.
- Attend LAA safety training and abide by all safety guidelines.
- Familiarity with Zoom videoconferencing technology, preferred.
- Willingness to fill in for other hosts, as needed.
- Willingness to train replacement hosts/cohosts as needed,
- Resignation protocol: 30 days' notice and willingness to actively recruit host replacement.
- Three-month service commitment with the option to renew.

LAA South Africa Representative

- At least three months of active involvement in LAA with no safety complaints or violations.
- Report status of all South Africa meetings and WhatsApp groups in monthly IBMs

- Attend safety/security training in LAA.
- Keep current with any concerns in LAA South Africa meetings and WAGs.
- Six-month service commitment with option to renew.

Meeting Coordinator for LAA South Africa

- At least three months of active involvement in LAA with no safety complaints or violations.
- Manages service positions for all South Africa Meetings.
- Six-month service commitment with option to renew.

Administrator of the “4 the ♥ of LAA” WAG for LAA South Africa

- At least three months of active involvement in LAA with no safety complaints or violations.
- Ensures safe conduct among members.
- Coordinates with members to address reported misconduct.
- Monitors/tracks violations of safety guidelines.
- Welcomes newcomers and responds to queries.
- Six-month service commitment with option to renew.

Greeter/Newcomer Liaison

- Three months’ active involvement in LAA
- Attend LAA safety training and abide by all safety guidelines.
- Familiarity with Zoom technology preferred.
- Three-month service commitment with option to renew.