



Rotation — The spiritual principle of sharing the responsibility for A.A. through changing leadership.

~ AA Service Manual, Page 87

Rotation Checklist

- ☐ Schedule a Rotation Handoff Meeting with your successor.
- ☐ Provide your successor with your job description.
- ☐ Prepare documents for transfer (Minutes, agendas, projects, presentations, books, binders, etc.)
- ☐ Determine the best way to transfer electronic and/or physical documents (jump drive, Google Account, email, in person, snail mail, etc.)
- ☐ Clean out your email account (if you are turning over the email account).
- ☐ Talk to your current committee about staying on past rotation. They carry vital experience to the new Trusted Servant and their committee.
- ☐ Create a one-page Lessons Learned of your time in the role. Share at the Handoff Meeting.

Rotation Handoff Meeting Checklist

- ☐ Congratulate your successor!
- ☐ Share your biggest **successes** in the role (include the HOW and WHY)
- ☐ Share your biggest **challenges** in the role (include the HOW and WHY)
- ☐ The **tools & resources** I used to help me be better do my job were...
(Include links to appropriate servant page(s) on Area 46 Service Site & aa.org)
- ☐ **Interdependencies:** The **trusted servants**, committees and other outside sources that were instrumental in my success were...
- ☐ The two members of my committee I counted on the most were...
- ☐ **Projects & Vision:** The projects my committee/district worked on are...
(Description and project status).
- ☐ Share your **Lessons Learned**.



Tools Needed to Rotate Well



Higher Power



Rotation Handoff Meeting Checklist



Humility



Encouragement for your successor



Service Sponsor



Let go!



Communication (with your successor & current committee)



Rotate on to your next service position.



Rotation Checklist



Rotating On

Interview the current trusted servant in the role you want!



Ask about their biggest successes and challenges in the role.



Ask what they would do differently if starting in the role today.



Ask about any projects that may rollover into next rotation.



Ask about their committee and who might stay on for the next rotation.



Ask to shadow (if possible) them to gain perspective about the role.



Talk to your service sponsor about the role you want.

Gifts of Rotating Well



Growth



Humility



Gratitude



Opportunity for a new service experience



Blessing to see what you started grow and reach farther to carry the message