
ALCOHOLICS ANONYMOUS GENERAL SERVICE

AREA 55 GUIDELINES

Twelve Traditions of Alcoholics Anonymous

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
 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.
 3. The only requirement for A.A. membership is a desire to stop drinking.
 4. Each group should be autonomous except in matters affecting A.A. as a whole.
 5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
 6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
 7. Every group should be fully self-supporting, declining outside contributions.
 8. Alcoholics Anonymous should remain forever non-professional, but our services centers may employ special workers.
 9. A.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
 11. Our public relations policy is based on attraction rather than promotion; we need always maintain anonymity at the level of press, radio, TV and films.
 12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.
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The Twelve Concepts for World Service (Short Form)

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
 2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
 3. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees and executives—with a traditional “Right of Decision.”
 4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
 5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.
 6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
 7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
 8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
 11. The trustees should always have the best possible committees, corporate service directors, executives, staff and consultants. Composition, qualifications, induction procedures and rights and duties will always be matters of serious concern.
 12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote and, whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that like the Society it serves, it will always remain democratic in thought and action.
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Third Step Prayer

God, I offer myself to Thee—to build with me and to do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love and Thy Way of Life. May I do Thy Will always!

Seventh Step Prayer

My Creator, I am now willing that you should have all of me, good & bad. I pray that you now remove from me every single defect of character which stands in the way of my usefulness to you & my fellows. Grant me strength, as I go out from here, to do Your bidding.

Eleventh Step Prayer

Lord, make me a channel of Thy peace—that where there is hatred, I may bring love—that where there is wrong, I may bring the spirit of forgiveness—that where there is discord, I may bring harmony—that where there is error, I may bring truth—that where there is doubt, I may bring faith—that where there is despair, I may bring hope—that where there are shadows, I may bring light—that where there is sadness, I may bring joy. Lord, grant that I may seek rather to comfort than to be comforted—to understand than to be understood—to love than to be loved. For it is by self-forgetting that one finds. It is by forgiving that one is forgiven. It is by dying that one awakens to eternal life.

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I. AREA 55 MISSION STATEMENT

Unity: This we owe to A.A.'s future, to place our common welfare first, to keep our Fellowship united. For on A.A. unity depend our lives and the lives of those to come.

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

Communication Through the Structure: Keeping a balance between ultimate authority and responsibility and active day-to-day functioning of World Services there must be constant communication among all elements of the structure.

II. AREA 55 TRUSTED SERVANTS

- Delegate
- Alternate Delegate/Chair
- Registrar
- Treasurer
- Recording Secretary
- Mailing Secretary
- Archives Committee Chair
- Cooperation with the Professional Community/Public Information Chair
- Grapevine Committee Chair
- Group Services Committee Chair
- Accessibilities Committee Chair
- Website Committee Chair
- Archivist
- Area Corrections Chair
- District Committee Member Chair (D.C.M.C.)
- District Committee Member
- General Service Representative
- Area 55 Webmaster
- Newsletter Liaison
- Intergroup Liaison
- YPAA Liaison

III. GLOSSARY OF TERMS

AAWS: Alcoholics Anonymous World Services, one of two corporations of the General Service Board. AAWS oversees the operation of GSO and is the publisher of all Conference-approved and service literature.

Alternate: A service worker who supports and assists a trusted servant and is often considered "in training" but always stands ready to step in for the trusted servant.

Area: A geographical division within a state or province. A Conference Delegate comes from each Area. Many states have one Area except more heavily A.A. populated places have multiple Areas. There are four Delegate Areas in Ohio.

Area Assembly: A meeting of GSRs, D.C.M.s, Officers, Committee Chairs, Past Delegates and any member of Alcoholics Anonymous to discuss Area affairs and, every other year, to elect an Alternate Delegate and Area Officers. Area 55 meets monthly, usually on the third Sunday of the month. Please refer to the Area schedule for dates and location.

Autonomous: Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or A.A. as a whole." This means that we have been given the courage to declare each A.A. group an individual entity, strictly reliant on its own conscience as a guide to action. However, a group ought not to do anything that would injure A.A. as a whole, nor affiliate itself with anything or anybody else.

Closed Business Meeting: Closed area business meetings are for A.A. members, excluding children.

Conference: The General Service Conference; this can mean either the structure involving Committee members, GSRs and Delegates in an Area, or the annual meeting of Conference Delegates each April in New York City.

Conference-Approved: Pamphlets, books, videos and films produced by A.A. World Services that have undergone an approval process within the General Service Conference. To be modified, they must be brought to the Conference.

CPC: Cooperation with the Professional Community.

D.C.M.: District Committee Member. An experienced GSR elected by other GSRs to represent the groups of his/her District in Area Committee meetings and to coordinate services in the District.

D.C.M.C.: District Committee Member Chair. In Area 55, the D.C.M.C. serves as the link between the Districts and the Area.

Delegate: The person elected every other year to represent the Area at the annual General Service Conference meeting in New York and to bring back to the Area the results of that meeting.

District: A geographical division within an Area, represented by a D.C.M.

District Committee Member Meetings: A D.C.M. meeting is comprised of Area 55 District Committee Members (D.C.M.s) who meet at least quarterly but may meet more often if the D.C.M.s deem it necessary.

District Meeting: Meeting of the D.C.M. and GSRs in a district.

Grapevine: GV—the international journal of Alcoholics Anonymous is available online and in print.

Group Conscience: The collective conscience of the group membership representing substantial unanimity on an issue before definite action is taken.

GSA: General Service Assembly (see Area Assembly.)

GSO: The General Service Office, which provides services to groups in the United States and Canada and publishes A.A. literature.

GSR: General Service Representative. The group contact with GSO and a voting member of the Area Assembly.

Mini-Conference: Area 55 Conference held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues of the General Service Conference.

PI: Public Information Committee helps carry the message by working with the media.

Region: A group of several Delegate Areas from which a Regional Trustee is elected to the General Service Board. There are six regions in the U.S. and two in Canada. Area 55 is part of the East Central Region which includes the 14 Delegate Areas in Ohio, Michigan, Indiana, Illinois and Wisconsin.

Third Legacy: Our three legacies include Recovery, as described in the Twelve Steps, Unity, as described in the Twelve Traditions and Service, as described in the Twelve Concepts for World Service. Our Third Legacy of service is the sum total of all A.A. services, from a Twelfth Step call to worldwide service activities.

Third Legacy Procedure: A special type of electoral procedure used in the election of Delegates and Trustees. It is explained in Appendix G of *The A.A. Service Manual*.

Trustee: The title for a member of the General Service Board. 14 Trustees are A.A. members (Class B); Seven are non-alcoholic (Class A.)

Unity Day: A one day meeting planned by the D.C.M.C., Alternate D.C.M.C., and D.C.M.s within Area 55 to celebrate recovery and enhance unification within Area 55

YPAA: Young People in Alcoholics Anonymous, for example: OYPAA—Ohio Young People in Alcoholics Anonymous, or NOCYPAA—Northwest Ohio Committee of Young People in Alcoholics Anonymous.

IV. THE A.A. GROUP

The purpose of all A.A. groups, as stated in our Preamble, is for members to “share their experience, strength and hope with each other, that they may solve their common problem and help others to recover from alcoholism.” All A.A. groups/meetings are considered voting entities at the Area Assembly when they follow the long form of our Third Tradition.

V. THE HOME GROUP – ONE GROUP, ONE VOTE

Although A.A. members attend the meetings of many groups, and feel comfortable at these meetings, the home group remains the strongest bond between the individual A.A. member and the fellowship.

With membership comes the right to vote upon issues that might affect the group and might also affect A.A. as a whole – a process that forms the very cornerstone of A.A.’s service structure. *As with all group conscience matters, each A.A. member has one vote; this, ideally, is voiced through the home group.* No individual can represent and vote for more than one group. This One Group/One Vote concept includes D.C.M.s – One District/One Vote, Committee Chairs – One Committee/One Vote, Elected Officers and Past Delegates who vote in the interest of the Area and A.A. as a whole.

VI. THE SPIRIT OF ROTATION

Traditionally, rotation ensures that service positions, like nearly everything else in A.A., are passed around for all to share. Many positions have alternates who can step into the service positions if needed.

To step out of an A.A. office we love can be hard. If we have been doing a good job, if we honestly don’t see anyone else around who is willing, qualified, or with the time to do it, and if our friends agree, it’s especially tough. But it can be a real step forward in growth—a step into the humility that is, for some people, the spiritual essence of anonymity.

Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us “to place principles before personalities.”

Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than any fame. With no A.A. “status” at stake, we needn’t compete for titles or praise—we have complete freedom to serve as we are needed.

VII. WHAT IS AN INFORMED GROUP CONSCIENCE?

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority points of view with an open mind. On sensitive issues, the group works slowly, discouraging formal motions until a clear sense of its collective view emerges.

Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The results represent the spiritual expression of the group conscience. The term informed group conscience implies that pertinent information has been studied and views are heard before the group votes.

VIII. SERVICE LEADERSHIP—Concept IX

Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of A.A. must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.

Leadership starts with informed group members and GSRs, many of whom go on to become D.C.M.s, Area Service Committee Chairs, Area Officers and Trustees. In order to fulfill the responsibility that our group has given us we must become as knowledgeable as possible. If we keep an open mind and a willingness to learn we soon find that we are the ones that benefit.

IX. SERVICE SPONSORSHIP

Sponsorship in A.A. is basically the same, whether in helping another individual's recovery or in service to a group. It can be defined as one alcoholic who has made some progress in recovery and/or performance or service sharing this experience with another alcoholic who is just starting the journey.

Both types of service spring from the spiritual aspects of the program. Individuals may feel that they have more to offer in one area than in another. It is the service sponsor's responsibility to present the various aspects of service: setting up a meeting, working on committees, participating in conferences, etc. In this matter, it is important for the service sponsor to help individuals understand the distinction between serving the needs of the Fellowship and meeting the personal needs of another group member.

The service sponsor begins by encouraging the member to become active in their home group—coffee, literature, cleanup, attending business meetings, Intergroup meetings, etc. The service sponsor should keep in mind that all members will not have the desire or qualifications to move beyond certain levels and thus, the service sponsor might help find tasks appropriate to individuals' skills and interests. Whatever level of service one performs, all are toward the same end—sharing the overall responsibilities of Alcoholics Anonymous.

Eventually, the service sponsor encourages the individual member interested in this form of service to attend District meetings and to read about the history and structure of Alcoholics Anonymous. At this point, the individual beginning this work should begin to understand the responsibilities of service work, as well as feel the satisfaction of yet another form of Twelfth Step work. Such individuals should be encouraged to take an active part in District activities and consider being elected to alternate positions in the District so as to learn about the responsibilities of various jobs in the service structure.

During this process, it is important for the individual to continue to learn about the three Legacies—Unity, Recovery and Service and to understand that the principle of rotation allows for them to move on in service, but also gives the newer member the privilege of serving. Rotation allows them to understand that no one should hold on to a position of trust long enough to feel a proprietary interest and thereby discourage newcomers from service.

Now, through knowledge and experience, the newer member is aware that service is our most important product after sobriety. With this knowledge, the individual is able to share their vision

with others and ensure the future of Alcoholics Anonymous. –Questions and Answers on Sponsorship, @ A.A. World Services.

X. STRUCTURE OF A.A. GENERAL SERVICE

AREA 55, NW OHIO/MONROE COUNTY MICHIGAN

The basic unit of the A.A. structure is the group. A group and its neighboring groups form the next larger unit, the District. GSRs attend District Meetings and elect a D.C.M..

The D.C.M. conducts District Meetings and represents the District as a voting member at the Area Assembly.

The Districts form the next larger unit, the Area. There are 13 Districts in Area 55 Northwest Ohio/Monroe County Michigan General Service. Area 55 is one of the four Delegate Areas in Ohio and one of 93 Delegate Areas in the United States and Canada.

Area 55 is part of the East Central Region, one of eight Regions that make up the United States and Canada. The East Central Region includes 14 Delegate Areas in Ohio, Michigan, Indiana, Illinois and Wisconsin.

XI. AREA 55 ASSEMBLIES

The Area Assembly is a closed business meeting for the entire Area, meaning alcoholics only, excluding children. At the Assembly, reports are given by the Area Committee Chairs, Area Officers as well as the Delegate. Also, any unfinished business as well as new business is conducted. There are also reports on Area events and functions. Assemblies are held monthly, usually the third Sunday of the month.

Past Delegates are invited and encouraged to attend.

D.C.M. Meetings are held at least quarterly in January, April, July and October but may meet more often if the D.C.M.s deem in necessary. There will be no D.C.M. meeting in March due to the mini-conference.

XII. AREA 55 EVENTS

The Area hosts a Mini-Conference annually, usually in March. It is the purpose of the Mini-Conference to allow the GSRs and Area Committees to experience the feel of the General Service Conference, while at the same time addressing actual issues from the Conference. It includes committee assignments similar to the Conference and a mock Conference voting session. The Delegate is sent to the General Service Conference more informed by the experience.

A staff member from the General Service Office or Grapevine and the East Central Regional Trustee are invited to attend the Mini-Conference. There are occasions where other Trustees have been invited when the Regional Trustee was previously engaged. During the Mini-

Conference, the Trustee and GSO staff member, if able to attend, give reports highlighting the function of their service position and the state of A.A. today.

Unity Day is a one day event planned and executed by the D.C.M.C., Alternate D.C.M.C., and D.C.M.s in cooperation with the Area Delegate Alternate Delegate and Officers.

XIII. AREA 55 FINANCES

It is the primary responsibility of the Area to prepare and send a Delegate to the General Service Conference. The service activities of the Area are supported by voluntary contributions from groups within the Area. Without the support of the groups, vital daily activities of the Area would stop.

- The Delegate and Alternate Delegate's expenses are paid for by the Area so that they may attend these service functions: The East Central Region Conference of Delegates Past and Present, all four Ohio Mini-Conferences, the Ohio State Convention, the ECR Conference and the ECR Forum (every other year.) The Delegate or Alternate's mileage is covered at \$.55 per mile for travel over 20 miles away, not including mileage to scheduled Assemblies. There are forms to fill out for reimbursement for mileage. \$2,200.00 (or whatever the Area can afford) should be paid each January to GSO to help cover the expenses for the Delegate at the General Service Conference.
- \$1,000.00 will be set aside to be used by Past Delegates to attend the East Central Region Conference or Delegates Past and Present Conference provided they have attended $\frac{3}{4}$ of the previous 12 Area Assemblies.
- Area Standing Committees can receive \$100 a month for expenses. Additional expenses over the amount must be brought before the Assembly. In either case, receipts are to be given to the Treasurer (no receipts, no further money.) There are forms to fill out for reimbursement for mileage.
- Area 55 will build up and maintain a prudent reserve of \$5,000.00.
- The Delegate, Alternate Delegate and the Treasurer are the legal signatories of all accounts. Two signatures are required. If one of the officers is the payee, they may not be a signatory for that check.

XIV. WHAT IS A PRUDENT RESERVE?

A prudent reserve is an amount of money put aside for use in extraordinary circumstances. It is not held for use in normal circumstances.

XV. WHAT KIND OF EXTRAORDINARY CIRCUMSTANCES IS IT USED FOR?

The prudent reserve could be used if, for some reason, the Assembly finds itself with insufficient funds. Insufficient funds may be the result of rent or other expenses increasing dramatically or unexpectedly, or the receipt of no income or much less than the normal expected income.

XVI. WHO DECIDES HOW MUCH MONEY WE SHOULD KEEP AS A PRUDENT RESERVE?

The amount of prudent reserve is determined by the Area 55 Assembly.

XVII. SUGGESTED A.A. LITERATURE

The A.A. Service Manual Combined with Twelve Concepts for World Service: Includes the Conference Structure, the Conference Charter and General Service Board Bylaws. The Twelve Concepts, as set forth by Bill W., are principles of service that have emerged from A.A.'s service accomplishments.

GSR May Be the Most Important Job in A.A.: A pamphlet outlining the responsibilities of the GSR. It provides suggestions for a group when electing a GSR.

The D.C.M.: A pamphlet outlining the responsibilities of the D.C.M..

Your General Service Office: A pamphlet describing the services and operation of GSO.

Circles of Love and Service: This pamphlet outlines A.A.'s service structure in color diagrams.

Problems Other Than Alcohol: Excerpts from an A.A. *Grapevine* article by co-founder Bill W., representing principles reaffirmed by the General Service Conference of 1969, 1970 and 1972.

Self-Support: Where Money and Spirituality Mix: A.A. pamphlet that suggests ways of supporting service entities.

The A.A. Group, Where It All Begins: This pamphlet explains how an A.A. group works most effectively, how new groups can be started and how each group is linked with A.A. as a whole.

The Twelve Steps Illustrated: A fully illustrated guide of the Twelve Concepts for World Service in action.

The Twelve Traditions Illustrated: A fully illustrated guide of the Twelve Traditions explaining the origins, the spirit and the practical application of the Traditions.

A GUIDE TO VOTING PROCEDURE AT THE AREA ASSEMBLY

1. **MOTION:** A motion can be made from the floor by any voting member of the Assembly so long as there is no other issue already being considered.
2. **SECOND:** A second is required for discussion and a vote to take place. If there is no second, there is no discussion and no vote. Seconding a motion does not necessarily imply that you are in favor. It merely means that the motion is worth considering.
3. **CHAIR RESTATES MOTION:** "It has been moved and seconded that...."

4. **DISCUSSION BEGINS:**
 - a) If all comments favor the motion, the Chair will ask for a vote. If there is no opposition, a vote should be taken. If there is opposition, they need to speak to the motion.
 - b) A reasonable opportunity should be given for all to speak on the motion.
 - c) As discussion dies, the Chair states: "There being no further discussion, we will vote on the motion..."
 - d) *Calling the Question:* After discussion has begun, a voting member may call the question. A second is required and there is no discussion. Then the body must vote to call the question and the vote carries by a simple majority. If adopted, the Assembly will move to vote on the question, otherwise, discussion resumes. A reasonable opportunity should be given to all to speak before making a motion to Call the Question.
 - e) Not all motions result in a vote. Subsidiary motions include:
 - 1) It can be *amended*. An amendment that does not drastically change the motion can be considered friendly and accepted by the motion maker. Other amendments are discussed and voted on. Discussion of the original motion then resumes.
 - 2) It can be *tabled*, or postponed, either definitely to a set time or place, or indefinitely with no set time or place.
 - 3) It can be *referred to Committee* with or without instruction.
5. **VOTE:** Chair should restate the motion, then choose a verbal or hand roll call vote. If a verbal roll call is difficult to determine, a show of hands should be taken and counted. In general, a 2/3rd (66.6%) vote is required to adopt a motion. The Chair announces the outcome of the vote.
6. **MINORITY OPINION:** The Chair asks "Does anyone in the minority wish to speak?" Only those who voted in the minority may speak, defined by the following criteria:
 - a) If a motion has passed, only those who voted in the minority may speak.
 - b) If a motion has failed, only those who voted in favor may speak.
 - c) If a person abstained from voting, they speak at this time.
7. **MOTION TO RECONSIDER:** The Chair asks "After hearing the minority opinion, is there anyone who wishes to change their vote?"
 - a) Chair asks for a motion to reconsider.
 - b) This motion must be seconded. After reasonable discussion, the Chair will call for a vote. A simple majority is required (over 50%) to reconsider.
 - c) If a motion to reconsider passes, discussion resumes on the motion.
 - d) There is no minority opinion after the second vote.

XVIII. AREA 55 OFFICER ELECTIONS/ROTATION

Area 55 Officers serve a two-year term and are elected according to the Third Legacy Procedure, a special type of electoral procedure that is described in detail in the first chapter of *The A.A. Service Manual*.

Area 55 holds elections at the October Area Assembly in GSO odd panel years (e.g., 2017, 2019, etc.) with terms beginning the following January. Area 55 Panels are always even numbered panels. Panels are numbered from the first General Service Conference in 1950.

Officers do not stand for an office they currently hold (unless they were elected or appointed during the Panel's second year) but can stand for another office without being nominated from the floor.

Current elected officer positions are Alternate Delegate/Area Chair, Treasurer, Registrar, Recording Secretary and Mailing Secretary. The Alternate Delegate rotates into the Delegate position automatically.

D.C.M. elections are held in December. GSRs preferably elect D.C.M.s from their District. The Delegate can appoint a D.C.M. if no D.C.M. is elected.

Area 55 Delegate-appointed positions are Area Archives Committee Chair, Corrections Chair, CPC/PI Committee Chair, Grapevine Committee Chair, Group Services Committee Chair, Treatment and Accessibilities Committee Chair, Website Committee Chair and the Newsletter, Intergroup and YPAA Liaisons. Liaisons can be elected/selected by their entity or can be appointed by the Delegate.

XIX. AREA 55 OFFICERS (IN BRIEF)

a. DELEGATE

DUTIES

- Carries the collective conscience of Area 55 to the General Service Conference and reports back to the Area Assembly.
- Maintains communication with the GSO and other Delegate Areas.
- Visits groups and Districts when possible and facilitates communication in general.
- Appoints the Standing Committee Chairs.
- Chairs the Ohio State or East Central Regional Convention when Area 55 is the host Area.
- Responsible for the making of coffee and the set-up of the Area Assemblies.
- Immediately upon election, every Delegate is put on the GSO mailing list to receive Conference materials.
- If an Area is too large for the Delegate to cover in person, he or she will ask Area Officers and Committee members to share the load
- Be prepared to attend all Area and Regional service meetings and Assemblies applicable to his/her respective Area. From these meetings, Delegates come to better understand their own Areas and can make suggestions for the Conference agenda. Here, too, they come in contact with A.A. members who might not be reached otherwise.
- Help Area Committees obtain financial support for the Area and GSO.
- Provide leadership in solving local problems involving the A.A. Traditions.
- Remind GSRs to inform groups and individuals about the A.A. Grapevine and Conference-approved literature.
- Cooperate with GSO obtaining information, for example, making sure that up-to-date information reaches GSO in time for the deadline of each issue of the A.A. Directory and helping carry out the triennial membership surveys.

- Visits groups and Districts in the Area whenever possible.
- Works closely with the Committee members and Officers, sharing experience throughout the year. After GSRs and Committee members have reported on the Conference, to learn from these A.A.s how the groups and members have reacted.
- Assumes added responsibility if the Area Chair and Alternate Chair are unable to serve or, if an Area Committee is not functioning effectively, the Delegate may take an active role in remedying the situation.
- Appoints an Audit Committee annually to perform a routine Audit of the prior year's finances.
- Keeps the Alternate Delegate fully informed and active so that the Alternate can replace the Delegate in an emergency.
- Late in the second year of the term, works with newly elected Delegates to pass along basic knowledge of Conference proceedings and problems.

QUALIFICATIONS

- Several years of active participation in local and area affairs, as a GSR and as a Committee member.
- Time available not only for the week-long Conference meeting in April, but for all the efforts needed before and after the Conference.
- Five or six years of continuous sobriety. The sobriety requirement varies from Area to Area; in any case, a Delegate should have been sober long enough to be responsible and informed.
- The ability to make and take suggestions along with criticisms.
- Experience in chairing meetings.
- Knowledge of A.A. affairs and where to find the correct information if they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with A.A.s in the Area and with other Delegates to discuss and act on matters vital to A.A.

If you are thinking of standing for a term as Delegate, ask yourself these questions:

- How well did you do as a GSR? As a Committee member? Did you enjoy these responsibilities? Were you active?
- Have you discussed the possibility with your family and your employer? Will the time be available for the amount of work required?
- Are you familiar with the A.A. Service Manual? With A.A. Comes of Age? And, of course, the Twelve Steps, Twelve Traditions and Twelve Concepts?
 - Have you talked with Past Delegates to get an idea of the time and effort required and the sort of work you will need to do?

b. ALTERNATE DELEGATE/CHAIR

DUTIES

- Is fully prepared to assume the Delegate's responsibilities should the Delegate be unable to continue any duty or requests assistance.
- Assists and fills in when necessary for the Delegate.
- Oversees GSR orientation classes.
- Works with the Delegate to prepare the Assembly agenda.
- Conducts the election procedure at the October Assembly.

- Acquires a working knowledge of Roberts Rules of Order and the A.A. Service Manual.
- Provides are monthly Assembly agenda to Area Registrar.
- Chairs the monthly Area Assembly as a business meeting, applying Parliamentary Procedure.
- Is responsible for clean up after the Assembly.
- Makes sure that all groups are notified, consulting with Officers and Committee members on the program and chairing the Assembly meetings.
- The Chairperson, more than any other Officer, keeps the Delegate informed about what is going on in the Area.
- Makes sure that Committee members are aware of what goes on in World Services.

QUALIFICATIONS

- The Chairperson should have a valid period of sobriety (a minimum of three to five years) and experience in group, Central Office, Institutional and/or Area affairs.
- The Area Chairperson needs a sound understanding and appreciation of the Steps, the Traditions and the Concepts.
- The Chairperson should have a good fund of experience gained through applying these guiding principles successfully to local problems.
- Communication skills, leadership qualities and sensitivity to the wishes of the local Area are also important.

Suggestions on Chairing Assembly Meetings

Much depends on the Chairperson's ability to conduct a smoothly functioning meeting. The following suggestions should be helpful:

- *Keep the issues clear. If a motion is offered, be sure it is stated clearly and distinctly so that all know what they are voting for or against.*
- *Stick close to Third Legacy Procedure for elections, discouraging departures from it.*
- *On simple matters, a majority vote is enough—even a “sense of the meeting” can take the place of a vote at times. In such a case, the Chair asks: “Is it the sense of the meeting that...?” If there are no “nays,” it is apparent there is accord.*
- *Meetings may be fairly informal, but the attention of the entire meeting should be on one subject at a time, without the disruptive influence of private conversations.*
- *An assembly makes its own rules, and the Chairperson should be sure that all members are aware of current suggested procedures in the manual. If members want to make a change in the rules, it should be done before a vote is taken, or before an election is conducted.*

c. REGISTRAR

DUTIES

- Maintains database records of groups and Area Committee members using the GSO provided computer program (currently FNV) on the Area computer.
- Transmits updates to the General Service Office on a timely basis via the FNV program.
- Prints copies of Assembly minutes for bulk mailing to all four Ohio Area Officers, GSO in New York, Area 55 Past Delegates and group GSRs.
- Maintains printing supplies (paper, printer cartridges, etc.) as well as other necessary office supplies and maintains the Area 55 printers and the Registrar's computer equipment.
- Prints copies of Agenda for General Service Assembly.

- Prints quarterly letters to groups detailing and thanking each for their support of Area 55. The mailing secretary, registrar or treasurer may send contribution letters via email to any group GSR that has provided an email address.
- Provides new GSRs, Alternate GSRs and D.C.M.s with registration forms.
- Provides mailing labels for Area 55 mailings.
- Assists the GSO records department to keep their records up-to-date.
- The Registrar will also assist the Delegate and Alternate Delegate whenever possible.

QUALIFICATIONS

- Registrars should be familiar with the Area and District structure.
- For this job, an organized approach is important as there are many details that need to be recorded.
- The Registrar must possess some practical working computer knowledge and be comfortable relaying information via email to GSO and within the local Area.
- Five or six years of continuous sobriety.

d. TREASURER

DUTIES

- Maintains a bank account for Area 55.
- Maintains financial records and reports to the Area at the Area Assembly.
- Acts as Treasurer for Area 55's Mini-Conference.
- Updates signature cards at bank and Post Office at end of his/her term.
- Attends GSA meetings and Mini-Conference planning meetings.
- Collects mail from P.O. Box and Central Office so timely deposits are made to the appropriate accounts.
- Passes baskets at Area Assembly meetings. Alternate Delegate will verify collection.
- Writes checks as voted by Assembly for reimbursement for normal expenses or as requested by the Delegate or Alternate Delegate. (One of the latter must also sign check.)
- Maintains a list of group donations with group name along with check number.
- Collects and keeps receipts.
- Reconciles bank statements monthly.
- Prepares monthly General Service Financial Report as well as running a current year total for group donations and distributes this at the Area Assembly.
- Provide the registrar with quarterly monetary contributions from each group within area 55. The mailing secretary, registrar or treasurer may send contribution letters via email to any group GSR that has provided an email address.
- Prepares monthly Mini-Conference financial report.
- Emails reports to Delegate and Alternate Delegate for approval before printing.
- Administers an Area 55 General Service Prudent Reserve balance of \$5,000.00 and a Mini-Conference Prudent Reserve balance of \$2,000.00.
- Deposits \$200 to Postmaster for bulk mailing when funds are needed.
- Treasurer is responsible for encouraging contribution support for Area and GSO services.

QUALIFICATIONS

- Needs to be able to reconcile a bank statement.

- Knowledgeable regarding financial reporting.
- Should be a responsible person with a solid period of sobriety.
- He or she should be organized enough to keep good records, and some accounting or bookkeeping experience is useful.
- Persuasiveness, firmness and diplomacy will help the Treasurer do the job.

I. Treasurer Guidelines—Reimbursable Normal Expenses

- Delegate’s and Alternate Delegate’s expenses, including all Conferences, Conventions, Ohio Mini-Conferences, Forums or Regional Conferences.
- Expenses for Mailing Secretary, Recording Secretary, Registrar and Treasurer for one Conference, Convention, Mini-Conference or Forum, per year, in Area, State or Region.
- Pays rent to Assembly location.
- Pays rent to other entities if General Service Assembly is hosted elsewhere.
- Any Officer or Committee Chair traveling over 20 miles for Area business shall be reimbursed for mileage at \$0.55 per mile.
- Pays routine expenses to operate/maintain General Service printers and Registrar’s computer equipment.
- Pays annual insurance premium for the Area.
- Pays the Webmaster for maintaining the Website on the first of each month.
- Every other year, pays bulk rate permit for mailing, alternating with Intergroup Association/Central Office.
- Advances are allowed but the member must provide a reconciliation and a receipt within one month of the receipt of funds.

e. RECORDING SECRETARY

DUTIES

- Records the minutes of the Area Assembly and provides these minutes to the Area Registrar, Delegate, Alternate Delegate, Treasurer and Webmaster for review and printing and posting on the Website.
- Presents the minutes at the next Area Assembly for approval.
- Maintains attendance sheets at all General Service Assembly meetings.
- Provides copy of attendance sheets to Intergroup Newsletter Committee Chairperson.
- Provides email addresses received to the Registrar and Treasurer quarterly
- Acts as Recording Secretary for the Area 55 Mini-Conference.
- Acts as Recording Secretary for the Ohio State Convention when Area 55 is the host committee, which includes taking minutes at the State planning meetings, unless the Delegate appoints a Secretary for the State Convention.
- Acts as Secretary for any other Conferences/Conventions hosted by Area 55 (i.e., East Central Regional, Delegates/Past Delegate Conferences, etc.)
- Will assist the Delegate and Alternate Delegate whenever necessary.

QUALIFICATIONS

- The Recording Secretary should have a reasonable period of sobriety (five or six years of continuous sobriety.)
- Some previous service work is helpful.

- Requires practical working computer knowledge.
- An effective Secretary need to have a sense of order, and the ability to capture the essentials of what is happening at a meeting.
- The job is time-consuming and needs to be carried out on a schedule and the Secretary needs to be sure that ample time is available.

f. MAILING SECRETARY

DUTIES

- Collates and mails minutes of Area meetings to groups.
- Responsible for bulk mailing.
- Notifies Treasurer when balance on bulk mailing permit is low.
- Makes arrangements with Registrar to pick up the minutes and mailing labels for bulk mailing.
- Quarterly arranges with the Registrar to pick up contribution letters and labels for mailing. The mailing secretary, registrar or treasurer may send contribution letters via email to any group GSR that has provided an email address.
- Completes regular bulk mailings to be received by groups one week prior to the next Assembly meeting.
- Works with Registrar and Recording Secretary as necessary.
- Will assist the Delegate and Alternate Delegate when possible.

QUALIFICATIONS

- Five or six years of continuous sobriety.

ALL OFFICERS

- Attend all Area events.
- Are voting members of and attend the Ohio State Convention Planning Committee meetings.
- Respond to communications in a timely manner.
- Become acquainted with the *A.A. Service Manual* and other service material.
- At the direction of the Delegate, assist other Officers and Area Committees.

ALTERNATE POSITIONS

- Any person standing for a Panel position that receives the second highest number of votes will move into the alternate panel position for which they stood but will not automatically rotate into the next panel as an Officer. This process will begin with the Panel 76 elections.

XX. AREA 55 STANDING COMMITTEES

Area 55 has seven standing committees. Additional ad hoc committees might be formed to address a specific issue or help the Delegate and the Area perform a special task. Ad hoc committees do not have permanent standing and generally do not have budgeted funds. Chairpersons of standing committees are appointed by the Delegate for a two-year term concurrent with the Delegate. Chairs are encouraged to add additional members to their committees. Each chair is expected to attend or be represented at all Area Assemblies and make an oral report and present an emailed or written report to the Recording Secretary. All standing committees are to follow the GSO Guidelines or, when applicable, the A.A. Service Manual. At the Area Mini-Conference, each committee chair provides a display of the Committee work, chairs a mock committee meeting to discuss agenda items and reports to the voting assembly the committee recommendations in the same manner as a Conference Committee Chair at the General Service Conference.

QUALIFICATIONS FOR COMMITTEE CHAIRS

- Experience shows that the most effective Committee Chairs have been active in group, Intergroup or Area service.
- Chairs have encountered situations in which the Twelve Traditions have been used to solve problems.
- Usually, prospective Committee Chairs have at least two years of continuous sobriety.
- They must have the time available for District meetings and Area Assemblies.
- They must have the confidence of the Area and the ability to listen to all points of view.

a. ARCHIVES

- Creates portable exhibits that are easily conveyable to various events such as the NW Ohio Area 55 Mini-Conference and other functions as requested by the Delegate or Area 55 groups.
- Maintains contact with the Area Archivist.
- Local A.A. historical material is sought out from old-timers, past delegates, committee members and others with experience to share.
- Develops forms, policies and guidelines including such things as the Group History Questionnaire and Oral History Release Form.
- Undertakes and maintains final responsibility and authority for the use of the archives and exercises its group conscience in regard to matters of general policy.
- Establishes creative parameters for the selection of material to be collected that will reduce the time and space of preserving random bits and pieces of dubious value.

b. CORRECTIONS

- Encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls through personal or written contact.
- Carries the message through meetings in any and all correctional facilities that request it.
- Clarifies to professionals in correctional facilities what A.A. can and cannot do, within the Twelve Traditions, to help inmate alcoholics both inside and upon release.
- Works closely with Area Corrections Chair.

c. CPC/PI

- Shares information about the A.A. program with professional groups and individuals who have contact with alcoholics, furthering mutual understanding and cooperation between A.A. and professionals.
- Increases awareness of members and outside groups and organizations on ways of cooperating without affiliating.
- Responsible for creating a greater understanding of—and preventing misunderstandings of—the A.A. program through the public media, electronic media, public information meetings and speaking to community groups.

d. GRAPEVINE

- Maintains an inventory of *Grapevine/LaVina* materials and provides these items for sale at the Area Assembly and other functions as requested by the Delegate or groups.
- Familiarizes A.A. members with the A.A. *Grapevine/LaVina* and encourages A.A. members to subscribe and to contribute articles.
- Provides information for all Area 55 Districts and groups for ordering *Grapevine/LaVina* literature.
- Provides a monthly written financial report in addition to the committee report to the Assembly.

e. GROUP SERVICES

- Facilitates new group registration with the Area 55 Registrar.
- Provides groups a copy of A.A. pamphlets (P16 and P17) and informs them of the Traditions which are guidelines to all groups.
- Upon request, makes available to the Area 55 Assembly, all groups and committees, the audio equipment owned by Area 55 and films or videos on Alcoholics Anonymous.

f. ACCESSIBILITIES

- Attempts to insure local groups recognize the needs of those with accessibility needs such as hearing impairments, sight impairments, physical handicaps and other needs.
- Raises awareness of materials available to those with accessibility needs.
- Maintains a list of Shut-Ins for the membership.
- Ensures that requests for meetings for Shut-Ins are provided by groups or individuals.

g. WEBSITE

- Assists A.A. to carry the message and provide information about the fellowship to the membership and the public.
- Provides a resource on the Internet where information can be found about A.A. in general and in relation to Area 55.
- Will follow the Area 55 Website Guidelines.

- With respect to our 7th Tradition, Area 55 will be responsible for paying all fees associated with the Website with the approval of the General Assembly.
- Post to area55aa.org website a monthly anonymity protected version of the Treasurer's Report.
- The Website Committee will review and approve the content published on the Website.
- No advertising of any kind will be approved.
- The Website will link only with the General Service Office, A.A.W.S., A.A. *Grapevine*, other A.A. areas, Intergroups and YPAAs.
- Works closely with the Webmaster.

XXI. OTHER TRUSTED SERVANTS

a. AREA ARCHIVIST

DUTIES

- Collects, organizes and preserves material of historical interest. Typically, the Archivist selects a representative sample of the collection and arranges the selected pieces into a travelling display.
- The Archivist is responsible for both the physical and the intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in the collected documents.
- The Archivist is also responsible to report regularly to the Area Committee or, if it exists, the Area Archives Committee, about new material received and to give updates about ongoing projects at the Archives.

QUALIFICATIONS

- It is helpful and desirable for the Archivist to have some familiarity with archival procedures or the willingness to learn the basics of such procedures.
- Archivists can be elected by the area assembly, can be appointed by the Area committee or by the area Archives Committee.
- It is recommended that the position does not rotate frequently since it takes a considerable length of time to get familiar with the material.
- Length of sobriety requirements for this position vary by Area.

b. AREA CORRECTIONS CHAIR

- Coordinates with all of the District Corrections Committees in Area 55 and cooperates with Corrections Chairs across the country.
- The Area Corrections Chair will be reimbursed \$0.55 per mile for mileage over 20 miles pertaining specifically to Area 55 Corrections responsibilities.

c. D.C.M. CHAIRPERSON (D.C.M.C)

DUTIES

- The D.C.M.C. shall keep in regular communication with the D.C.M.s as well as the Delegate, Alternate Delegate/Area Chair and Registrar
- The D.C.M.C. should coordinate and report all D.C.M. hosted events to the Website Committee to prevent scheduling conflicts (for example: workshops, committee meetings, sharing sessions, etc.)

- The D.C.M.C. keeps the Area Officers informed of the group conscience of the D.C.M. Committee meeting.
- The D.C.M.C. shall coordinate with the Delegate all redistricting plans if requested by the D.C.M.s (see page BM31, Appendix F, p 108-09) in the A.A. Service Manual for a full explanation of redistricting.)
- The D.C.M.C. should attend as many District meetings and events as possible.
- The D.C.M.C. will be reimbursed for mileage @ \$0.55 per mile for mileage over 20 miles pertaining specifically to D.C.M.C. responsibilities.

QUALIFICATIONS

- The D.C.M.C. should have served as a D.C.M. and is elected by other D.C.M.s or can be appointed by the Delegate if no one is elected.
- The D.C.M.C. is responsible for D.C.M. Committee meetings.
- If the person chosen is a current D.C.M., a new D.C.M. should be elected to fill his or her position.
- The D.C.M.C. needs a sound understanding of the Steps, Traditions and Concepts.

c.1. ALTERNATE DISTRICT COMMITTEE CHAIRPERSON

The Alternate is a backup for the D.C.M.C. If the D.C.M.C. resigns or is unable to serve for any reason, the alternate steps in. The alternate is elected in December of odd numbered years by the D.C.M.s, if no one is elected by the D.C.M.s, the alternate may be appointed by the Delegate. The Alternate D.C.M.C. will automatically rotate into the position of D.C.M.C. in January of even numbered years.

DUTIES

- The Alternate D.C.M.C. is encouraged to assist, participate and share in the D.C.M.C.s responsibilities at the D.C.M and Area Meetings.
- To assist in the planning and execution of the annual Unity Day Celebration

QUALIFICATIONS

- These are generally the same as the qualifications for the position they may be called upon to assume in the D.C.M.C.s absence.
- The Alternate D.C.M.C. should have served as a D.C.M.

d. DISTRICT COMMITTEE MEMBER (D.C.M.)

DUTIES

- The D.C.M. is an essential link between the group GSR and the area delegate to the General Service Conference.
- As the leader of the district committee, made up of all GSRs in the district, the D.C.M. is exposed to the group conscience of that district.
- As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee.

QUALIFICATIONS

- The district committee member has usually served as a GSR and is elected by other GSRs to take responsibility for district activities. If the person chosen is a current GSR, a new GSR should be elected to fill his or her position.
- A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.
- See page BM 31, p. 13-17 in *The A.A. Service Manual* for a complete description of this service position.

e. GENERAL SERVICE REPRESENTATIVE (GSR)

DUTIES

- The General Service Representative has the job of linking his or her group with A.A. as a whole.
- The GSR represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference.
- This communication is a two-way street, making the GSR responsible for bringing back to the group Conference actions that affect A.A. unity, health and growth.
- Only when a GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

QUALIFICATIONS

- Experience show that the most effective GSRs have been active in group, intergroup or other service, where they have developed a desire to serve, and have encountered situations in which the Twelve Traditions have been called upon to solve problems.
- Usually, prospective GSRs have at least two years of continuous sobriety.
- They have time available for district meetings and area assemblies.
- They have the confidence of the group, and an ability to listen to all points of view.
- See page BM 31, p. 7-12 in *The A.A. Service Manual* for a complete description of this service position.

f. AREA 55 WEBMASTER

DUTIES

- Maintains email addresses for Area 55 officers and service committee chairs.
- Primary Website administrator for area55aa.org.
- Responsible for site design, updates, site content (as listed below) and performing software updates as needed.
- Periodically reviews each section of the Website, checking for broken links, spelling and grammatical errors and any information posted that may conflict with the Website Submission Guidelines.
- Monitors the Website to ensure its ongoing operation.

QUALIFICATIONS

- An individual with a working knowledge of the Area 55 Website.
- This individual is reimbursed monthly for their services.

- The Webmaster will be the contact between the Internet Service Provider and the Website Committee.
- Is a non-rotating position appointed by the Delegate.
- Serves as a member of the Website Committee.

g. NEWLETTER LIAISON

- Attends the Intergroup Newsletter Committee meetings and is the link between the Area and the Committee to keep the Area informed.

h. INTERGROUP LIAISON

- Attends the Intergroup Meeting and is the link between the Area and the Intergroup Association to keep the Area informed.

i. YPAA LIAISON

- Attends the YPAA Committee meeting and is the link between the Area and the Committee to keep the Area informed.

j. On Line Group Representation

- Online-only groups, as part of AA, are entitled to have a voice in the Area 55 General Service Assembly, in accordance with AA Traditions.

District within the Area

- These groups have the autonomy to either share their voice as part of an Online Group District (District 0), or choose a district based on the general geography of its members.

Eligibility of Online Groups to Participate within the Area 55 Service Structure

In order for an online group to be represented in the General Service Assembly:

- The group must consist primarily of members residing in Area 55.
- Membership of AA's living outside of Area 55 does not disqualify the group from sharing its voice.
- The elected GSR to Area 55, should reside within Area 55,
- The elected GSR should be the only GSR representing the group's voice - the group should not also have a GSR for a different Area.

Area 55 General Service Assembly

To allow representation of online groups in General Service Assembly, the GSA will make every effort to establish a hybrid meeting model to allow those with accessibility issues the right of full participation, as guaranteed in the Concepts.