

# The Bulletin Board

## ***District Workshop & Informed Group Conscience***

Recently your GSR'S brought back to you a question about holding a District Workshop and whether it should be based on Service, recovery or mixed. I have spoken to a couple of GSR's since and I feel that there was not enough information given for there to be an "Informed" Group Conscience. I have listed in another section of this newsletter the definition of what an "Informed Group Conscience" is in another section of this newsletter.

Following is the information that should have also been presented by the group representatives concerning the District Workshop.

In the six years I have been attending the District 4 SERVICE committee, any workshops were the responsibility of the DCM Solely to arrange. The purpose of the workshops and the allocation of funds was to present SERVICE workshops to introduce AA members to Service in the hopes that it encourages AA members to become involved in Service. Deb W. put on at Club 24 in either 2012 or 2013 and one person attended other than the panelists. No new trusted Servants stepped up to join District. In 2014 as DCM I asked Les B. to put on a workshop. Almost 80 people attended but the net gain of trusted servants was zero. The following year I opted not to put on a workshop because contributions to our district had fallen and I felt that with no results the expenditure of district funds could not be justified. In fact, last year we decided that we had to adjust the budget because of declining contributions. This year We had a DCM for three months who then resigned and our alternate was thrust in as a replacement. As the current DCM's service sponsor I never suggested the workshop because of the shortage of funds. In fact, the GSR's voted to withhold our contributions to Area and GSO because of the shortage of funds.

Then someone brought up the workshops at the district meeting and before we knew it the call was now for some "volunteers" or some groups putting on the workshops, changing the way it has been done in the past. Than the proposal of having them be based on recovery or both rather than service was brought in the mix. Soon we heard about a group who had an individual who wanted to conduct a workshop based on a tape that had been made by 2 A.A. Members. The tape is not AA Approved material.

There are 37 AA Meetings in District. Those meetings are responsible for recovery. They can hold workshops, seminars, whatever they chose within the AA traditions. They should not use District Funds. The Area 48 HMB District 4 Service Committee (Our official name) is responsible for SERVICE, for carrying the message to the sick and suffering alcoholic outside the Fellowship, to tell them who we are, what we do and how to find us.

(Continued on Page 4)

### **District 4 Service Committee**

2nd Monday of the Month 7 PM  
St Mary's Hospital 3rd Floor  
247 Guy Park Ave  
Amsterdam, NY

### **Labor Day Weiner Roast**

September 5th 10 am - 4 -pm  
Speaker at 3 PM  
Robert Post Park  
515 Park Road  
Kingston, NY

### **HMB Fellowship Day**

Saturday September 10, 9 AM-3 PM  
Bethany Reformed Church  
760 New Scotland Ave  
Albany NY  
[See Flyer Here](#)

### **Let's Go Camping**

September 16 - 18  
Pine Grove Family Campground  
41 Pine Road  
Saratoga Springs  
[See Flyer Here](#)

### **HMB Fall Assembly**

Saturday October 8, 9 AM - 3 PM  
Scotia Methodist Church  
201 North Ten Broeck Street  
Scotia, NY  
[See Flyer Here](#)

### **HMB Area Convention**

October 21 - 23  
Queensbury Hotel & Conference Center  
Queensbury, NY  
[See Flyer Here](#)

### **ESCYPAA III**

Empire State Convention  
October 28 - 30  
Hyatt Regency Hotel  
1717 Motor Parkway  
Hauppauge, NY 11788  
[Registration Flyer Here](#)

### **HMB Fellowship Day**

November 12 9AM - 3PM  
Details TBA

[Click on the links for flyers](#)

## HMB Area Delegate to Attend September District 4 Meeting

### ANNIVERSARIES

Sandra P. - 5  
Krystal A - 4

These are all that have been submitted to me. Please send Anniversary dates to [d4newsletter@aahmbny.org](mailto:d4newsletter@aahmbny.org)

Our Area Delegate Bill W. will be attending our September District 4 Service Committee Meeting. He will be speaking about the Traditions, Concepts and Warranties, all vital components of AA Service. This is an opportunity for AA Members to ask any questions that might have about the Traditions or concepts. For those who are unaware, when there is a question about Traditions, it should be taken to our Area Delegate for clarification. Since there is a dangerous amount of misinformation about AA today, much of it within the Fellowship itself, here is a chance to have your questions answered by the “go-to” person according to the A.A. Service manual.

For those of you who are unaware, The Area Delegate is our representative to the General Service Conference that meets each year. Some of the delegates duties according to the A.A Service manual:

- *Communicate the actions of the Conference to area committee members and encourage them to pass on this information, and the delegate’s enthusiasm, to groups and to inter- groups/central offices. 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.*
- *Provide leadership in solving local problems involving the A.A. Traditions.*

So Please attend. Here is the chance to get the AA Answers to your questions!

*TRADITION 9. AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.*

### Proposals for Fall Assembly

Included with this newsletter is a list of proposals to be voted on at our Fall Assembly in Scotia, October 8th.

Groups are encouraged to read the proposals and have their GSR make their wishes known to District 4 DCM prior to the Assembly.

All of the Proposals are changes to the various duties of the Area Committee Chairs as published in our HMB Area 48 Service Manual.

Since the October Area Assembly will meet before the October District 4 Service Committee, you should bring your decision to the September Meeting.

For those who don’t know, all voting on proposals from Area or from the General Service Conference takes place at our spring and fall Assemblies.

Once again I would like to state the purpose of this newsletter. It is published by your District 4 Service Committee. The key focus on the word “Service”.

This newsletter whenever possible will present articles on current local, area, and national AA Issues and events. It will use information from The AA Service Manual, The pamphlet “The A.A. Group” and any other pertinent AA Literature to present the AA Solution which abides by the 12 Traditions and the 12 Concepts.

Any material that is submitted in time for each months deadline, such as committee reports, minutes and Financial reports, news about group activities, anniversaries and events, etc. will be published as well.

However, if nothing is submitted, than obviously it cannot be published. So to those of you who say you would like to see more material, to you I say to encourage groups and individuals to submit the articles. I would specifically enjoy articles on service, experiences, questions, etc.

Over the next few months you will see changes in the format and appearance of the newsletter. When I took over as editor, with nothing to work with I slightly modified a MS Template. Having changed Operating Systems I have finally found software I am comfortable with. I duplicated the template I had been using but will be modifying it until I get something

## DCM'S REPORT - NYSIW - AUGUST 2016

### CONTACTS

District 4 Committee  
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61 Elmwood Ave.  
Gloversville, NY 12078

HMB Area 48  
Treasurer  
Box 114, Route 30  
118 Polar Plaza  
Amsterdam, NY 12010

General Service Office  
Box 459  
Grand Central Station  
New York, NY 10163

#### District 4 Service Committee Contacts

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district4dcm@aahmbny.org

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Newsletter - Hawk R.  
d4newsletter@aahmbny.org

Alternate DCM - Steve S.  
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Cooperation With The Professional  
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Special Needs/Accessibilities - Howard W.  
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Archives - Steve S.  
district4archives@aahmbny.org

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district4hotline@aahmbny.org

In August I attended the New York State Informational Workshop in Buffalo, NY. Also attending from District 4 was Hawk, our newsletter editor and my ride.

The workshop was held at Canasius College, a beautiful campus. All of the buildings are connected by underground tunnels to avoid the cold and snow of winter, and for us the heat of the summer sun. I stayed in the Dugan Hall Dormitory, a spartan but functional room. It was a short walk to the Canisius Student Center where the workshop was held. It was hosted by Area 50 and they had their impressive archives display available. Area 50 has been considered a "dark" Area (Meaning disconnected from AA as a whole) and this was part of their attempt to reconnect with AA again.

On Friday, the first workshop was on Archives and our Area 48 archivist, Wyatt W. was one of the presenters. One of the things I learned from the panel was how important documentation is in keeping the facts straight in presenting our AA. History. I also learned how important it is to digitize and index archive materials so they can be found easy when searching for information.

After dinner was the website panel. Thea H-B, Area 48's web chair was a moderator on the panel. In fact Area 48 had a representative on every panel except Cooperation with the Professional Community. Saturday evening there were roundtables for members of each committee to sit down together and share resources.

Saturday opened with the Accessibilities (Formally Special needs) Panel. We were shown the new HMB Pamphlet that has been published on Accessibilities. This was followed by the Corrections Panel and then we broke for lunch.

After Lunch was the Public Information (PI) Panel followed by the Cooperation with the Professional Community (CPC) panel. I learned how important it is for Groups to be involved in making the public aware of What A.A. does and doesn't do and how to get in touch with AA. The importance of Open Meetings so that professionals can attend and have an idea how AA operates. The other hot topic was about all the misinformation about AA that is out there. Much of the information is coming from AA members. Probably because of lack of sponsorship and service sponsorship.

These were followed by the Treatment panel and the Archives panel. which wound up the panels. We broke for dinner and then listened to Gary L. our past Northeast Regional Trustee.

That was followed again by roundtables to share ideas and talk about problems.

Sunday Morning there was a spiritual meeting. Then we heard the reports and suggestions of the Roundtables and then the answers to the "Ask-it-basket" which had been present all weekend.

Then it was time to say our goodbyes and pack the car for the four hour drive home. Hawk recorded the panels and those are available to anyone interested. I learned a lot of things that will help me to serve the district better. One of those things is how important it is for our service committee chairs to attend these events.

## Call for stories to update the pamphlet “Young People and AA”

In response to the 2016 General Service Conference recommendation that the pamphlet “Young People and AA” be revised to “better reflect the experiences of young people in A.A. today”, the trustees’ literature committee is seeking current sharing from young people in A.A. Please encourage young people in your area to write their personal stories for possible inclusion in the revised pamphlet “Young People and AA” Stories should reflect “in a general way what we used to be like, what happened, and what we are like now”.

Manuscripts should be 500-800 words, double spaced, in 12 point typeface. The words “Young People and A.A.” should appear at the top of first page of the manuscript. The authors complete name, address and email/telephone information should be included with the submission.

Submissions can be emailed to: [literature@aa.org](mailto:literature@aa.org) with the “Young People and A.A.” inserted in the subject line. Alternatively, submissions can be mailed to: Literature Coordinator, General Service Office, Box 459, Grand Central Station, New York, NY 10163. The deadline for all submissions is December 30, 2016.

The anonymity of all authors will be observed, whether or not his or her story is selected for publication.

Thank you for your participation in this process.

## District Workshop (Continued from Page 1)

That is why we exist and what our resources, both time and money are to be used for. It is also our job to be guardians of our traditions. Since we seem to be uncertain whether we will have the funds to make our donations to GSO and to our Area Committee, how do we justify using money earmarked for Service to a group or to anyone to put on a recovery workshop? How can District Service Committee support any individual group or individuals in AA over others? How can we justify a workshop based on the use of non AA Material? Finally, why suddenly take the responsibility of the workshop out of the hands of the DCM where it has been? The DCM normally has more contacts with people involved in service than others, providing a greater resource of people with experience to share it with AA members.

So, in the minority opinion for all the reasons explained above I submit the following. Because the workshops have not served the purpose intended in the past, they should be eliminated and the funds allocated to them should be returned to the general fund. However if you decide that they should be continued to try to recruit more people into service, than they should be service orientated and the responsibility of presenting them should be the DCMs, as it has always been.

The following is quoted from the Alcoholics Anonymous Publication “What is an Informed A.A. 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 opinions 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 result rests on more than a “yes” or “no” count – precisely because it is the spiritual expression of the group conscience. The term “informed group conscience” implies that pertinent information has been studied and all views have been heard before the group votes.*

## **The Danger of Ignoring our Traditions.**

Think of some of AA's Traditions – the things that make AA what it is.

Principles Over Personalities, The only requirement for membership is a desire to stop drinking, No opinions on outside issues, Self Supporting through our own contributions. Personal recovery depends on AA unity.

These are guidelines for our group and individual behavior. These are traditions that protect our Fellowship from harm from within. Imaginable how badly AA might be affected if they were blatantly violated over and over again. It is almost unthinkable, isn't it.

Yet they *are* being blatantly violated – and violated publicly by a couple of AA members who sadly are “trusted servants.”

Since one of these individuals has been using AA to carry out a personal vendetta against another AA member and against people who may be acquainted with that member, I feel it necessary to inform the members of AA in District 4 of the facts. I do this with much regret, but after discussing this with a number of members of the Area Committee and with past delegates, I was advised that because of the seriousness of this member's actions and the danger it presents to AA as a whole, that it is important that the truth about this matter be made clear.

For several years there has been “bad blood” between two individuals in AA which carried over to involve other members. last year this erupted into an altercation between the two members which resulted in one of them being beaten badly. The police became involved and one of the parties has been tried and convicted and the person who was injured has a restraining order against the other. That's where it should have ended and AA should not have played into it all. However the aggrieved party and some of his friends, one of whom is a member of District Committee, have carried this into the rooms of AA, violating our traditions. At least one was going around to members in AA and telling them to have nothing to do with the individual who had been convicted. The same person, a GSR, fixed a bumper sticker with the word FELON to the assailant's car, and to make matters even worse has bragged about it to other AA members. (There are, of course, felons in AA. AA is open to everyone with a desire to stop drinking. Our criminal record, or lack thereof, is an outside issue!) The other has used his restraining order to show up at meetings that the other was at in order to prevent him from attending AA meetings and events. He has also approached members of AA and shown them pictures of his injuries and a copy of the police report in an attempt to have AA members ostracize his assailant. These actions are a perversion of what the fellowship of Alcoholics Anonymous stands for.

In the course of trying to get others to ostracize the assailant, these individuals and others have also tried to bully some by attacking those who will not comply. One individual in particular has tried to use the district meeting to undermine your current DCM simply because she happens to be a friend of the assailant.,. So far his attempts have failed because our traditions and guidelines have been followed. So he has attempted to undermine the District Committee by spreading lies and misinformation. He has told AA members at meetings that there is “Chaos” at the district.. If there is any truth to this, it is probably because he is the one causing it. He has said that the current DCM is “unqualified” although she meets all of the qualifications for DCM in the A.A. Service manual.He has said that she does not perform her duties and that she doesn't make reports when she attends NERASSA and the NYSIW. Yet, her report from NERASSA was published in the March Edition of this publication and a verbal report of NYSIW was given at the last District Committee meeting and a cd of all the panels was turned over to the district.

This individual, again, a trusted servant has also urged groups not to make donations to the District Committee because some of the funds are used to reimburse the DCM for attending these functions. For those who don't know, reimbursement of those funds have been a part of the District 4 budget for many years, and are a part of AA's Seventh Tradition of self support. So his current vendetta against District Committee and attempt to remove our DCM are based on outside issues and personal vendettas

Just as the Steps are there to protect us from killing ourselves with alcohol, the Traditions are there to protect the Groups from being killed by alcoholic thinking. Ignoring the Traditions, carrying vendettas into the Rooms, waging a campaign against an Area Officer – these are not the actions of an individual who believes in Recovery, Unity, and Service – they are not the actions of a person who is seeking to help the next sick and suffering alcoholic who walks through the doors of our beloved program.

Now that this matter has been brought to your attention, it is my hope that there will be some responsible discussion about these matters within your groups about how to prevent this behavior within your group. I would also like to have responsible feedback pertaining to your thoughts on these issues,

# Proposals

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## Proposal #1

### Special Needs - Accessibilities

**Term of Service Position:** 2 Years.

#### **Responsibilities**

- Chairs the Special Needs - Accessibilities committee.
- Coordinates Special Needs - Accessibilities information with GSO.
- Works closely with District Special Needs - Accessibilities Chairs.
- Assists Districts organizing services to address the needs to Alcoholics with Special Needs - Accessibilities.
- While there are no special A.A. members there are many members who have special needs. This would include those who may be hearing-, visually-, or speech-impaired, those who are homebound, chronically ill, those who use wheelchairs, walkers or crutches, and those who are developmentally disabled or who suffer from brain damage, stroke, etc. Whatever their disability or particular challenge to receiving the A.A. message may be, it is hoped that they would never be excluded from A.A. meetings, Twelve Step work or A.A. service
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.

- Submits expense reports on time as described in the **Allocations** section of this manual.

#### **Qualifications**

- A solid period of sobriety (three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

#### **The Area Special Needs - Accessibilities Committee**

- The Special Needs - Accessibilities Committee is chaired by the Area Special Needs - Accessibilities Chairperson.
- All District Special Needs - Accessibilities Chairs and District Alternate Special Needs - Accessibilities Chairs make up the Area Special Needs - Accessibilities Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Special Needs - Accessibilities Chair.

#### **Getting Started**

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past Special Needs - Accessibilities Chair.
- Read the A.A. Service Manual
- The Special Needs - Accessibilities Workbook and Kit, which are available from the General Service Office, are also key tools to help you get started.
- The General Service Office Special Needs - Accessibilities Desk staff can provide shared experience from the fellowship. They are available

## • Literature

- A.A. Service Manual - [http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)
- Twelve Steps / Twelve Traditions - [http://www.aa.org/pages/en\\_US/twelve-steps-and-twelve-traditions](http://www.aa.org/pages/en_US/twelve-steps-and-twelve-traditions)
- Special Needs - Accessibilities Workbook (M-48i) - [http://www.aa.org/assets/en\\_US/m-48i\\_SNWorkbook.pdf](http://www.aa.org/assets/en_US/m-48i_SNWorkbook.pdf)
- A.A. Guidelines – Serving Alcoholics With Special Needs - [http://www.aa.org/assets/en\\_US/mg-16\\_servingalcoholics.pdf](http://www.aa.org/assets/en_US/mg-16_servingalcoholics.pdf)
- A.A. for the Alcoholic with Special Needs (P-83) - [http://www.aa.org/assets/en\\_US/p-83\\_SpecialNeeds.pdf](http://www.aa.org/assets/en_US/p-83_SpecialNeeds.pdf)
- Serving Alcoholics with Special Needs (F-107) - [http://www.aa.org/assets/en\\_US/f-107\\_ServingAlcwithSpecNeeds.pdf](http://www.aa.org/assets/en_US/f-107_ServingAlcwithSpecNeeds.pdf)

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## **Proposal #2**

### **Public Information**

**Term of Service Position:** 2 Years.

### **Responsibilities**

- Chairs the Public Information committee.
- Coordinates Public Information committee information with GSO.
- Works closely with District Public Information Chairs.

- Assists Districts with establishing local Public Information committees.
- Assists Districts and Clusters with making Public Information material available to the A.A. membership.
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.
- Submits expense reports on time as described in the **Allocations** section of this manual.

### **Qualifications**

- A solid period of sobriety (three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### **The Area Public Information Committee**

- The Public Information Committee is chaired by the Area Public Information Committee Chairperson.
- All District Public Information Chairs and District Alternate Public Information Chairs make up the Area Public Information Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Public Information Chair.

### **Getting Started**

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates,

a service sponsor or a past Public Information Chair.

- Read the A.A. Service Manual
- **Literature**
- A.A. Service Manual - [http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)
- Twelve Steps / Twelve Traditions - [http://www.aa.org/pages/en\\_US/twelve-steps-and-twelve-traditions](http://www.aa.org/pages/en_US/twelve-steps-and-twelve-traditions)
- Public Information Kit: [http://www.aa.org/assets/en\\_US/f-65w\\_PI\\_Kit.pdf](http://www.aa.org/assets/en_US/f-65w_PI_Kit.pdf)
- Public Information Workbook – [http://www.aa.org/assets/en\\_US/public-information-committees/m-27i-public-information-workbook](http://www.aa.org/assets/en_US/public-information-committees/m-27i-public-information-workbook)
- How AA Members Cooperate with Professionals - [http://www.aa.org/assets/en\\_US/public-information-committees/p-29-how-aa-members-cooperate-with-professionals](http://www.aa.org/assets/en_US/public-information-committees/p-29-how-aa-members-cooperate-with-professionals)
- AA Guidelines - Public Information: [http://www.aa.org/assets/en\\_US/mg-7\\_publicinfo.pdf](http://www.aa.org/assets/en_US/mg-7_publicinfo.pdf)
- AA Guidelines – Cooperation With the Professional Community [http://www.aa.org/assets/en\\_US/mg-11\\_coopwithprofe.pdf](http://www.aa.org/assets/en_US/mg-11_coopwithprofe.pdf)

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## **Proposal #3**

### **Grapevine**

**Term of Service Position:** 2 Years.

### **Responsibilities**

- Chairs the Grapevine committee.

- Makes Grapevine & La Vina information and the magazine(s) available to the group, and to encourage A.A.s to read it, write for it, record for it, subscribe to it, and use it in Twelfth Step work.
- Coordinates Grapevine & La Vina information with GSO.
- Works closely with District Grapevine Chairs.
- Assists Districts with establishing local Grapevine & La Vina committees.
- Assists Districts and Clusters with making Grapevine & La Vina material available to the A.A. membership.
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.
- Submits expense reports on time as described in the **Allocations** section of this manual.

### **Qualifications**

- A solid period of sobriety (three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### **The Area Grapevine Committee**

- The Grapevine Committee is chaired by the Area Grapevine Committee Chairperson.

- All District Grapevine Chairs and District Alternate Grapevine Chairs make up the Area Grapevine Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Grapevine Chair.

[http://www.aa.org/assets/en\\_US/p-52\\_aagrapevine.pdf](http://www.aa.org/assets/en_US/p-52_aagrapevine.pdf)

- Suggestions for Using Grapevine and La Vina (F-190) -  
[http://www.aa.org/assets/en\\_US/nopage/f-190-suggestions-for-using-grapevine-and-la-via](http://www.aa.org/assets/en_US/nopage/f-190-suggestions-for-using-grapevine-and-la-via)

## Getting Started

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past Grapevine Chair.
- Read the A.A. Service Manual
- The Grapevine Workbook and the Grapevine Representative Handbook, which are available from the A.A. Grapevine Office, are also key tools to help you get started.
- The Grapevine staff can provide shared experience from the fellowship. They are available at [gvrca@agrapevine.org](mailto:gvrca@agrapevine.org) or by calling 212-870-3018.
- **Literature**
- A.A. Service Manual -  
[http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)
- Twelve Steps / Twelve Traditions -  
[http://www.aa.org/pages/en\\_US/twelve-steps-and-twelve-traditions](http://www.aa.org/pages/en_US/twelve-steps-and-twelve-traditions)
- GVR Resource Page -  
<http://www.aagrapevine.org/gvr>
- Grapevine Workbook / GV Guide – “A Guide to AA Grapevine” -  
<http://www.aagrapevine.org/sites/fileupload/s/isovera/drupal6core/GVWorkbook051515.pdf>
- Grapevine Representative Handbook -  
<http://www.aagrapevine.org/sites/fileupload/s/isovera/drupal6core/GVR%20Handbook01-2016.pdf>
- The AA Grapevine and La Vina: Our Meeting in Print (P-52) -

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## Proposal #4

### Functions Committee

The Functions Committee shall consist of the Alternate Area Chair, who serves as Chairperson and the DCMs for each of the Districts.

### Responsibilities

- The Functions Committee shall be responsible for scheduling and/or coordinating all Area and Regional events as follows:
  - Inventory Day (January)
  - Day of Sharing (March or April)
  - Joy of Service Day (June)
  - Fellowship Days (March or April, September in even years, and November)
  - HMB Convention (late October/early November)
  - NYSIW when HMB hosts (based on four year rotation between NYS Areas)
- The Functions Committee shall assist Host Clusters in hosting events as needed.
- Be familiar with and use the guidelines documented in the section **Guidelines for Assemblies and Area Activities** in this manual.

### Literature

- A.A. Guidelines – Conferences, Conventions, and Roundups  
[http://www.aa.org/assets/en\\_US/mg-04\\_conferenceandconv.pdf](http://www.aa.org/assets/en_US/mg-04_conferenceandconv.pdf)

- Review current and past budgets and expense reports as provided by the Area Treasurer.
- Review and become familiar with the **Event Participation and Funding** section and the **Allocations** section of the HMB Service Manual
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts as they relate to AA finances.

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## **Proposal #5**

### **Finance Committee**

**Term of Service Position:** 2 Years.

The Finance Committee shall consist of the Alternate Treasurer, who serves as Chairperson, the Treasurer, the Secretary, and a past Delegate and past DCM as appointed by the Area Chair.

### **Responsibilities**

- The Finance Committee shall meet at Area events when other service committees meet, typically Fellowship Days, and other times as needed.
- The Finance Committee shall prepare the HMB Budget, to be proposed at the May Assembly and presented for approval by Area vote at the October Assembly.
- The Finance Committee shall review and vote on any requests for additional funding not covered in the Area Budget
- The Finance Committee shall review and vote on any requests for reimbursement for expenses to funded officers above the allocated amount in the Budget.
- The Finance Committee shall audit the Meeting Schedule checking account maintained by the Alternate Treasurer annually.

### **Getting Started**

- It is suggested to meet with the immediate past chair of the service committee.

### **Literature**

- A.A. Guidelines – Finance  
[http://www.aa.org/assets/en\\_US/mg-15\\_finance.pdf](http://www.aa.org/assets/en_US/mg-15_finance.pdf)
- Self-Support: Where Money and Spirituality Mix -  
[http://www.aa.org/assets/en\\_US/contributions-and-self-support/f-3-self-support-where-money-and-spirituality-mix](http://www.aa.org/assets/en_US/contributions-and-self-support/f-3-self-support-where-money-and-spirituality-mix)
- A.A. Group Treasurer –  
[http://www.aa.org/assets/en\\_US/aa-literature/f-96-the-aa-group-treasurer](http://www.aa.org/assets/en_US/aa-literature/f-96-the-aa-group-treasurer)
- A.A. Self Support – Assorted information and flyers  
[http://www.aa.org/assets/en\\_US/en\\_fv-19\\_flyersonself-support.pdf](http://www.aa.org/assets/en_US/en_fv-19_flyersonself-support.pdf)

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## **Proposal #6**

### **Cooperation of the Professional Community (CPC)**

**Term of Service Position:** 2 Years.

### **Responsibilities**

- Chairs the Cooperation with the Professional Community (CPC) committee.
- Coordinates CPC information with GSO.

- Works closely with District CPC Chairs.
- Assists Districts and Clusters with ways to inform professionals and future professionals about A.A – what we are, where we are, what we can do, and what we cannot do.
- Assists Districts and Clusters with establishing better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating.
- Coordinates A.A. presence at statewide events when they are held in Area 48. (If funding is required, approval from the finance committee is required prior to participation in the event.)
- Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.
- Submits expense reports on time as described in the **Allocations** section of this manual.

### Qualifications

- A solid period of sobriety (three to five years)
- Service experience at the group and district level.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### The Area CPC Committee

- The CPC Committee is chaired by the Area CPC Committee Chairperson.
- All District CPC Chairs and District Alternate CPC Chairs make up the Area CPC Committee.
- Other A.A. members of the fellowship can serve as active service workers

on the committee. Interested A.A. members are encouraged to talk with the Area CPC Chair.

### Getting Started

- It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past CPC Chair.
- Read the A.A. Service Manual
- The Cooperation with the Professional Community Workbook and Kit, which are available from the General Service Office, are also key tools to help you get started.
- The General Service Office CPC Desk staff can provide shared experience from the fellowship. They are available at [cpc@aa.org](mailto:cpc@aa.org) or by calling 212-870-3400.

### Literature

- A.A. Service Manual - [http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)
- Twelve Steps / Twelve Traditions - [http://www.aa.org/pages/en\\_US/twelve-steps-and-twelve-traditions](http://www.aa.org/pages/en_US/twelve-steps-and-twelve-traditions)
- Cooperation with the Professional Community Workbook (M-41I) - [http://www.aa.org/assets/en\\_US/m-41i\\_CPCWorkbook.pdf](http://www.aa.org/assets/en_US/m-41i_CPCWorkbook.pdf)
- A.A. Guidelines on Cooperation with the Professional Community (MG-11) - [http://www.aa.org/assets/en\\_US/mg-11\\_coopwithprofe.pdf](http://www.aa.org/assets/en_US/mg-11_coopwithprofe.pdf)
- Problems Other Than Alcohol (P-35) - [http://www.aa.org/assets/en\\_US/P-35\\_ProOtherThanAlcohol.pdf](http://www.aa.org/assets/en_US/P-35_ProOtherThanAlcohol.pdf)
- Speaking at Non-AA Meetings (P-40) - [http://www.aa.org/assets/en\\_US/p-40\\_speaknonAAmeet.pdf](http://www.aa.org/assets/en_US/p-40_speaknonAAmeet.pdf)
- A.A. Fact File (M-42) - [http://www.aa.org/assets/en\\_US/m-24\\_aafactfile.pdf](http://www.aa.org/assets/en_US/m-24_aafactfile.pdf)

- Understanding Anonymity (P-47) - [http://www.aa.org/assets/en\\_US/nopage/p-47-understanding-anonymity](http://www.aa.org/assets/en_US/nopage/p-47-understanding-anonymity)
- About AA – Newsletter for Professionals - [http://www.aa.org/pages/en\\_US/about-aa-newsletter-for-professionals](http://www.aa.org/pages/en_US/about-aa-newsletter-for-professionals)
- For Volunteers Staffing an A.A. Exhibit (SMF-201) - [http://www.aa.org/assets/en\\_US/SMF-201\\_en.pdf](http://www.aa.org/assets/en_US/SMF-201_en.pdf)
- A.A. Members – A.A. Guidelines for A.A. Members Employed in the Alcoholism Field - [http://www.aa.org/assets/en\\_US/mg-10\\_foraamembers.pdf](http://www.aa.org/assets/en_US/mg-10_foraamembers.pdf)

The Service Manual Ad-Hoc Committee submits the following proposal for update/inclusion in the HMB Area Service Manual.

Respectfully submitted,  
Deb, Thea & Tad

## **Proposal #7**

### **Archives**

**Term of Service Position:** 2 Years.

Given the technical nature of this service position, a person can serve more than one two year term. However, all qualified service workers are encouraged to make themselves available to serve when the term is available for rotation.

### **Responsibilities**

- The Area Archives position is appointed by the Area Chairperson.
- Chairs the Archives committee.
- Coordinates Archives information with GSO.
- Works closely with District Archives Chairs.
- The archivist is the responsible for the collection, determining on one hand what to in-

clude in the collection, and on the other hand working towards making the collected material available to the greatest extent possible to members of our Fellowship and those in the public realm with a valid interest in A.A.

- The archivist collects, organizes and preserves material of historical interest. Typically, the archivist selects a representative sample of the collection and arranges those into a traveling 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.

- Assists Districts with set up archives for their districts.

Attends Area, State and Regional Service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.

- Submits expense reports on time as described in the **Allocations** section of this manual.

### **Qualifications**

- A solid period of sobriety (three to five years)
- Service experience at the group and district level.

- 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. Depending on the location of the archives, the local college, major library or historical society might offer basic courses in handling historical records.
- Is familiar with the A.A. Service Manual, HMB Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### The Area Archive Committee

- The Archives Committee is chaired by the Area Archives Committee Chairperson.
- All District Archive Chairs and District Alternate Archives Chairs make up the Area Archives Committee.
- Other A.A. members of the fellowship can serve as active service workers on the committee. Interested A.A. members are encouraged to talk with the Area Archives Chair.

### Getting Started

It is suggested to meet with the immediate past chair of the service committee. If there had not been a chair of the service committee in some time, the new chairperson can work with the Area Delegate, Area Chairperson, Past Delegates, a service sponsor or a past Archives Chair.

- Read the A.A. Service Manual
- The Archives Workbook and Kit, which are available from the General Service Office, are also key tools to help you get started.
- The General Service Office Archives staff can provide shared experience from the fellowship. They are available at [archives@aa.org](mailto:archives@aa.org) or by calling 212-870-3400.
- **Literature**
- A.A. Service Manual - [http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)

- Twelve Steps / Twelve Traditions - [http://www.aa.org/pages/en\\_US/twelve-steps-and-twelve-traditions](http://www.aa.org/pages/en_US/twelve-steps-and-twelve-traditions)
- Archives Workbook (M-44i) - [http://www.aa.org/assets/en\\_US/m-44i\\_archivesworkbook.pdf](http://www.aa.org/assets/en_US/m-44i_archivesworkbook.pdf)
- A.A. Archives (F-47) - [http://www.aa.org/assets/en\\_US/f-47\\_theaaarchives.pdf](http://www.aa.org/assets/en_US/f-47_theaaarchives.pdf)
- Archives Preservation Guidelines - [http://www.aa.org/assets/en\\_US/en\\_archive\\_spreservations.pdf](http://www.aa.org/assets/en_US/en_archive_spreservations.pdf)
- Digitizing Archival Material Guidelines - [http://www.aa.org/assets/en\\_US/en\\_digitizernarchivalmatguideline.pdf](http://www.aa.org/assets/en_US/en_digitizernarchivalmatguideline.pdf)
- A.A. Guidelines on Archives (MG-17)- [http://www.aa.org/assets/en\\_US/mg-17\\_archives.pdf](http://www.aa.org/assets/en_US/mg-17_archives.pdf)
- Oral Histories Kit - [http://www.aa.org/assets/en\\_US/en\\_oralhistorieskit.pdf](http://www.aa.org/assets/en_US/en_oralhistorieskit.pdf)
- Archives Calendar of Holdings - [http://www.aa.org/assets/en\\_US/en\\_CalendarofHoldings\\_fromArchivesWorkbook.pdf](http://www.aa.org/assets/en_US/en_CalendarofHoldings_fromArchivesWorkbook.pdf)
- Researching A.A. Group History - [http://www.aa.org/assets/en\\_US/smf-169\\_en.pdf](http://www.aa.org/assets/en_US/smf-169_en.pdf)
- Alcoholics Comes of Age (B-3) - [http://www.aa.org/assets/en\\_US/aa-literature/b-3-alcoholics-anonymous-comes-of-age](http://www.aa.org/assets/en_US/aa-literature/b-3-alcoholics-anonymous-comes-of-age)
- Pass It On (B-9) - [http://www.aa.org/assets/en\\_US/nopage/b-9-pass-it-on](http://www.aa.org/assets/en_US/nopage/b-9-pass-it-on)
- Dr. Bob and the Good Oldtimers (B-8)- [http://www.aa.org/assets/en\\_US/aa-literature/b-8-dr-bob-and-the-good-oldtimers](http://www.aa.org/assets/en_US/aa-literature/b-8-dr-bob-and-the-good-oldtimers)
- Markings Your Archives eNewsletter - [http://www.aa.org/pages/en\\_US/markings-your-archives-enewsletter](http://www.aa.org/pages/en_US/markings-your-archives-enewsletter)