

# Area 48

# Service Manual

...

Last Updated February 2021

## Table of Contents

<b>Area 48 Service Manual.....</b>	<b>1</b>
<b>Last Updated 2021</b>	
<b>1.0 Introduction .....</b>	<b>4</b>
<b>2.0 Area 48 – Its History &amp; Place in AA.....</b>	<b>5</b>
<b>3.0 Area Officers.....</b>	<b>6</b>
<b>3.1 Area Officers Summary .....</b>	<b>6</b>
<b>3.1.1 Election of Area Officers .....</b>	<b>6</b>
<b>3.1.2 Process for Election.....</b>	<b>6</b>
<b>3.1.3 Length of Term.....</b>	<b>7</b>
<b>3.2 Delegate.....</b>	<b>8</b>
<b>3.3 Area Chair / Alternate Delegate.....</b>	<b>10</b>
<b>3.4 Alternate Chairperson.....</b>	<b>12</b>
<b>3.5 Treasurer.....</b>	<b>14</b>
<b>3.6 Alternate Treasurer.....</b>	<b>16</b>
<b>3.7 Secretary .....</b>	<b>18</b>
<b>3.8 Registrar / Alternate Secretary .....</b>	<b>19</b>
<b>3.9 Alternate Registrar.....</b>	<b>20</b>
<b>4.0 The Area Committee .....</b>	<b>22</b>
<b>4.1 Accessibilities .....</b>	<b>23</b>
<b>4.2 Archives.....</b>	<b>25</b>
<b>4.3 Bridging the Gap .....</b>	<b>27</b>
<b>4.4 Cooperation with the Professional Community.....</b>	<b>30</b>
<b>4.5 Corrections .....</b>	<b>32</b>
<b>4.6 Finance.....</b>	<b>34</b>
<b>4.7 Functions.....</b>	<b>35</b>
<b>4.8 Grapevine.....</b>	<b>36</b>
<b>4.9 Literature .....</b>	<b>38</b>
<b>4.10 Newsletter.....</b>	<b>40</b>

4.11	Public Information .....	41
4.12	Treatment Facilities .....	43
4.13	Technology .....	44
5.0	Event Participation and Funding .....	46
6.0	Allocations.....	47
7.0	Guidelines for Assemblies and Area Activities .....	49
7.1	Calendar Overview.....	49
7.2	Area Service Committees .....	49
7.3	Area Meetings & Events .....	49
7.3.1	Orientation Day .....	49
7.3.2	Fellowship Days .....	49
7.3.3	Inventory Day .....	50
7.3.4	Day of Sharing (Delegate’s Day).....	50
7.3.5	Joy of Service Day .....	50
7.3.6	Assemblies .....	50
7.3.6.1	Assembly Agenda Items .....	51
7.3.7	Area Convention .....	51
7.3.8	Shared Statewide Events.....	52
7.4	Suggested Guidelines for Hosting Area Events.....	52
7.5	Guidelines on Financial Accounts for Area Hosted Events .....	54
7.6	Area Event Cluster Rotation .....	55
8.0	Newsletter Guidelines .....	55
9.0	Technology Committee Guidelines .....	56
10.0	Meeting Schedule Publication and Format.....	58
11.0	Budget.....	59
11.1	Debit Card .....	59
11.2	Audit Committee .....	59
11.3	Scholarship.....	59
11.4	Mandatory Contribution .....	60

<b>Appendices .....</b>	<b>61</b>
<b>A. Area 48 District Boundaries .....</b>	<b>61</b>
<b>B. Glossary.....</b>	<b>62</b>
<b>B.1 Abbreviations Frequently Used .....</b>	<b>62</b>
<b>B.2 Definitions.....</b>	<b>62</b>

## **1.0 Introduction**

This service manual has been developed to supplement the Alcoholics Anonymous (AA) Service Manual for application and implementation in Area 48 of AA.

Originally, a special meeting of the Area Committee, past Delegates and General Service Representatives (GSRs) was held on January 9, 1972 for the purpose of discussing the writing of Area guidelines. The suggestions contained therein were meant to help guide our Area Committee and not to organize our area. In October 1974 the Area was divided into 10 districts. Since that time, many changes have been made through vote at Area Assembly meetings.

It is important to note that guidelines are needed to give direction to our Area. Our responsibility is made clear in Traditions 1 and 5; to keep the lines of communication open so that we may operate in unity and help other alcoholics to achieve sobriety.

THIS MANUAL IS INTENDED AS A GUIDE FOR AA SERVICE IN THE AREA AND SHOULD BE IN THE POSSESSION OF THE GROUP GSR OR CHAIRPERSON.

Published by Area 48 of Alcoholics Anonymous 1990

Revised 1993

Revised 2000

Revised 2007

Revised 2008

Revised 2012

Revised 2015-2017

Revised 2018

Revised December 2019

Revised 2021

## **2.0 Area 48 – Its History & Place in AA**

AA was founded in Akron, Ohio on June 10, 1935; the day Dr. Bob had his last drink. Four years later, in 1939, an AA group was started in Glens Falls, N.Y. and the Area was born.

The AA message was passed on by word of mouth and through public information. Area 48 began to grow – in 1941 groups were started in Kingston and in Albany. Later in the 1940s groups began in Schenectady, Troy, Saratoga, Utica/Rome and southern Vermont. The growth continued through the 1950s with AA groups starting in Plattsburgh, Hudson, Great Barrington, Lake Placid and Cobleskill/Middleburgh.

Also, in 1941, the Area 48 public information function began when a copy of the Big Book – “Alcoholics Anonymous” – was placed in the Kingston Public Library. The first meetings in institutions started in 1945, with meetings at Marcy and Utica State Hospitals, and in 1953 at the Clinton Correctional Facility at Dannemora.

By 1974 the Area, to manage its growth, formed 10 geographical districts. It was later expanded to 13 Districts and now consists of 18 Districts. (District 6 no longer exists, as it became part of the Western Massachusetts Area).

Area 48 covers a wide geographical area, stretching from Beacon in the south to the Canadian border in the north, east to west, the Area goes from the eastern border of New York State to Canastota, Madison County, in central New York.

Today, Area 48 is one of four AA service areas in New York State, which in turn is part of AA’s Northeast Region, 18 Areas from Maine to the District of Columbia. Each Area has one Delegate, who represents the Area each spring at the General Service Conference.

## **3.0 Area Officers**

### **3.1 Area Officers Summary**

- Area Delegate
- Area Chair (who also serves as the Alternate Delegate)
- Alternate Area Chair (who also serves as Functions Committee chair)
- Secretary
- Registrar (who also serves as Alternate Secretary)
- Alternate Registrar
- Treasurer
- Alternate Treasurer (who also serves as Finance Committee chair)

### 3.1.1. Election of Area Officers

1. **Every odd year in September, a special Assembly (“Election Assembly”) shall be held for the purpose of electing the following Area Officers: Area Chair, Area Alternate Chair, Area Secretary, and Area Treasurer.**
2. The Delegate is not elected. Upon the election of the new officers, the outgoing Area Chairperson/Alternate Delegate rotates into the position of Area Delegate.
3. The Registrar/Alternate Secretary, Alternate Treasurer, and Alternate Registrar shall be appointed by the newly elected Chairperson.
4. The outgoing Delegate shall serve as chair of the Election Assembly, following the Third Legacy procedure as outlined in the AA Service Manual.
5. All Area Committee members as well as all registered GSRs shall be full voting members of the Area Assembly. Each voting member shall have one vote only. Prior to the beginning of the Election Assembly each voting member shall be so identified. Alternates vote only if the regular Area Service Committee chair, DCM or GSR is not present.

#### 3.1.1 Process for Election

All present members of the Area with at least 5 years of sobriety will be asked by the Area Delegate to stand up. These are the eligible candidates for Area Chair. The Delegate will then ask those who have determined that they will not be available to fulfill the obligations to sit down. The names of those that remain standing will be written on the board as the candidates for Area 48 Chair. Before voting begins, the candidates will be asked to briefly share their service experience with the Assembly, each having no more than 3 minutes.

The selection process will be conducted using the “Third Legacy Procedure” described in Chapter One of the AA Service Manual. The details of this procedure will be described before the election begins.

The key qualities that distinguish this from a “normal” majority-rule election are:

- A 2/3rd majority is required to reach a decision
- Voting will last for no more than 5 ballots
- All voting will be done by written ballot
- Some candidates may be eliminated after each ballot, and
- If no candidate has been selected after five ballots – the choice will be made by lot, called “going to the hat.”

The list of remaining Area Chair candidates is the beginning list of eligible candidates for the Alternate Chair. The Delegate will ask if anyone wishes to add or remove their name from the list and the “Third Legacy Procedure” will be followed to select the Alternate Chair.

The list of remaining Alternate Chair candidates is the beginning list of eligible candidates for Treasurer. The list of remaining Treasurer candidates is the beginning list of eligible candidates for Secretary.

The list of remaining Secretary candidates is the beginning list of eligible candidates for the Secretary. The Delegate will ask if anyone wishes to add or remove their name from the list and the “Third Legacy Procedure” will be followed to select the Secretary.

Since the service history and desired length of sobriety change as we move through the different service positions, others may add their name to the list of eligible and available candidates at each stage of the process.

### **3.1.2 Length of Term**

- The Delegate shall have only one term (two years) and shall never again be a candidate for this office.
- Should the Delegate not be able to complete the term, the Area Chairperson shall assume the Delegate’s duties. The Area Chairperson may then fill the next two-year term as Delegate to which they would have rotated. The Area Chairperson’s term of service as Delegate may not exceed one full term and one partial term.
- Should the individual assume the position of either Alternate Area Chair or Secretary due to the resignation of the serving office holder, they will be eligible to serve a full two-year term upon subsequent election.
- The Treasurer may be elected to no more than two terms (maximum 4 years) in that office.

All offices shall become effective January 1 following the Election Assembly, as suggested in the AA Service Manual. The months between the Assembly and January 1 shall be transition time during which the incoming Area Chairperson shall appoint (or re-appoint) a Registrar/Alternate Secretary, Alternate Treasurer and Alternate Registrar.

In the event that an Area position becomes vacant for any reason, the position shall be filled by the Alternate for that position.

## **3.2 Delegate**

It is the practice of Area 48 that the Area Chairperson automatically rotates into the Delegate position at the next Area election.

**Term of Service Position:** 2 Years

### **Responsibilities**

- The Delegate serves all of AA, although elected by Area 48.
- Serves as the communication link between Area 48 and GSO.
- Passes along communications and requests from AAWS/AA Grapevine of possible interest to the membership.

- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Attends the annual General Service Conference in April/May and reports the results at the May Assembly and, if requested, at District meetings in the Area.
- Visits groups and Districts in the Area whenever possible.
- Works closely with Area Committee Officers and Members.
- Keeps Alternate Delegate / Area Chairperson fully informed.
- Maintains communications with GSO.
- Chairs all Area elections.
- Attends all 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**

- 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 more years of continuous sobriety.
- The ability to make and take suggestions—and criticisms, too.
- Experience in chairing meetings.
- Familiarity with the AA Service Manual and the Area 48 Service Manual.
- Knowledge of AA affairs, and of where to find the correct information when 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 AAs in the Area and with other Delegates to discuss and act on matters vital to AA
- Time and energy to do the service position. Considerations if making yourself available to serve in this position

If you are thinking about standing for a term as Area Chair/Delegate, ask yourself these questions:

- How well did you do as a GSR? As a committee member? Did you enjoy the 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 AA Service manual? With AA Comes of Age? And of course, with 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?

### **Getting Started**

- Read the AA Service Manual, in particular the Chapter “The Delegate”
- Meet with the immediate past Delegate and other past Delegates.
- The General Service Office will begin to communicate with you by November or December after the election. In that communication will be a listing of Conference Buddies. Be sure to contact your Conference Buddy. This person is a resource to you as you prepare for and attend your first Conference.
- You will find out what committee(s) you are assigned in the mid-December timeframe. Prior to receiving the background material for the upcoming conference, you may want to acquaint yourself with **Literature** and past advisory actions for your service committee(s).
- The General Service Office staff are resources to you. They can be reached by calling 212-870-3400.

### **Literature**

- Conference Report from the prior conference
- AA Service Manual
- Twelve Steps / Twelve Traditions
- AA Comes of Age

### **3.3 Area Chair/Alternate Delegate**

**Term of Service Position:** 2 Years (Area Chair / Alternate Delegate) +2 Years (Delegate)

This is an elected position.

## Responsibilities

- Serves as Alternate Delegate and is prepared to serve in the Delegate role in the event the Delegate is unable to serve.
- Area Chair automatically rotates into the Delegate's position in the next panel. Therefore, if elected, serve as Area Chair/Alternate Delegate for two years, and Delegate for two years.
- Chairs all Area Committee Meetings and Area Assemblies.
- Assures that Area Committees for special activities are active and productive
- Appoints Alternate Treasurer, Registrar, Alternate Registrar, Newsletter Editor, Archivist and Technology Chair.
- Appoints special ad hoc committees as needed to study special areas or subjects.
- Appoints three Past Delegates to make an annual audit of financial records (note: the annual audit should be completed by the May Area Assembly).
- Visits Districts periodically to learn of District activities and any problems.
- Maintains good lines of communication with other Area Committee members.
- Keeps Alternate Area Chairperson fully informed.
- Attends all 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.

## Area 48 Debit Card

- Will retain the Personal Identification Number (PIN) for the Area Debit Card. Note: The Area Debit Card is held by the Area Treasurer
- Upon the rotation of the Treasurer or Area Chairperson position, the incoming Area Chairperson is responsible for changing the PIN.
- Will be alerted via email on any Debits that occur.

## Qualifications

- Three or more years of continuous sobriety.
- Service experience at the Group, District, Area or Committee level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Sound understanding of the Steps, the Traditions, and the Concepts, with broad experience gained through applying these guiding principles successfully to local problems.

- Good communication skills, leadership qualities, and sensitivity to the wishes of the local area are also important.
- Several years of active participation in local and Area affairs, as a GSR and as a committee member.
- Review the **Qualifications** for the Delegate position in the event as Alternate Delegate, the Chair needs to fulfill any **Responsibilities** of the Delegate.
- The ability to make and take suggestions—and criticisms, too.
- Experience in chairing meetings.
- Time and energy to do the service position.

### **Getting Started**

- Read the AA Service Manual, in particular the Chapter “The Area Committee”, the Chapter “The Area Assembly and Activities”, and the Chapter “The Delegate”
- Meet with the immediate past Chairperson.
- The Chairperson should also review the **Qualifications** and **Responsibilities** for the Delegate position in the event, as Alternate Delegate, the Chair needs to fulfill any **Responsibilities** of the Delegate.
- The General Service Office staff are resources to you. They can be reached by calling 212-870-3400.

### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- AA Comes of Age
- Conference Report from the prior conference.

## **3.4 Alternate Chairperson**

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

This is an elected position.

### **Responsibilities**

- Assumes the Area Chair position in the event the Area Chair can no longer serve and until a new Area Chair is elected.
- Chairs Area meetings in the absence of the Chairperson.
- Serves as Chair of the Functions Committee.
- Sets Area calendar of events including dates and host clusters/districts.
- Ensures that calendars and flyers for Area events are made available at least three months in advance and sent to the Newsletter Editor and Technology Chair for publication/posting.
- Assumes responsibility for organizing and/or running service workshops for DCMs, GSRs, etc. as needed.
- Acts as Liaison to DCMs.
- Attends all 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**

- Three or more years of continuous sobriety.
- Service experience at the Group, District, Area or Committee level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Sound understanding of the Steps, the Traditions, and the Concepts, with broad experience gained through applying these guiding principles successfully to local problems.
- Good communication skills, leadership qualities, and sensitivity to the wishes of the local area are also important.
- Several years of active participation in local and Area affairs, as a GSR and as a committee member.
- The ability to make and take suggestions—and criticisms, too.
- Experience in chairing meetings.
- Time and energy to do the service position.

### **Getting Started**

- The same as the Area Chairperson. Please refer to that section of this manual.
- Meet with the immediate past Alternate Chairperson.

### **Literature**

- The same as the Area Chairperson. Please refer to that section of this manual.

### 3.5 Treasurer

**Term of Service Position:** 2 Years. Can be re-elected for a second term.

This is an elected position.

#### **Responsibilities**

- Maintains Area financial records electronically (in the financial software selected by the Area) and provides monthly reports to Area officers, the Finance Committee, the Area Newsletter, and the Area Website.
- Is a member of the Finance Committee.
- Provides reports for distribution at all Assemblies, Fellowship Days and the Joy of Service Day.
- Pays bills in a timely manner.
- Maintains and provides NYS Tax-exempt certificates to Area committee members for use in Area business.
- Provides monthly income and expense report to the Finance Committee by budget lines.
- Prepares annual report in January.
- Maintains Area checking account.
- Receives and accounts for all money received by Area through postal or electronic means.
- Makes deposits in a timely manner.
- Sends acknowledgement letters promptly for all contributions received.
- Makes reimbursement of eligible expenses in a timely fashion after reconciling receipts.
- Notifies Area Committee members of allocation usage nearing budget limit.
- Consults with Finance Committee prior to any expenditure/reimbursement over budget amounts.
- Consults with Finance Committee for any expenditure requests not in the approved budget.
- Makes annual Conference contribution to the General Service Office.
- Makes contribution to the General Service Office of 50% of any Area Convention overage.
- Prepares letter asking for contributions when the Area fund balance is at or near the prudent reserve.
- Prepares reports for annual audit by Audit Committee (comprised of three Past Delegates and appointed by the Area Chair each year). Typically done at the April Fellowship day.

- Cooperates with other Area and local service committees.
- Prepares and provides information for accountant to prepare tax documents
- Provides quarterly Group Contribution reports to Area Officers and DCM's
- Provides updated allocation/expense reimbursement forms to the webmaster annually for posting to the Area website
- Attend all Area meetings, select New York State events and select Regional events 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
- The Area Debit Card
- The Treasurer will hold the Area Debit Card.
- Note: The Personal Identification Number (PIN) will be held by the Area Chairperson
- Note: Upon the rotation of the Treasurer or Area Chairperson position, the incoming Area Chairperson is responsible for changing the PIN.
- The Area Debit Card will be linked to a separate account with a maximum daily allowable limit of \$1,500.
- The treasurer will ensure that the Debit Card account has adequate funds to cover expenses. Maximum funds in the account should not exceed \$2,000.
- The Area Debit Card will be set up to email the Treasurer and the Area Chairperson when a debit is initiated.
- The Area Debit Card usage will be limited to reoccurring type expenses that would typically require a credit card to be on file.
- Examples of allowable expenses: JotForm, Airtable, Website Domain, Archive Storage
- Examples of expenses not allowed: allocations, reservations for service committee chairs to attend regional events, reimbursements.

### **Qualifications**

- Three or more years of continuous sobriety.
- Should be organized enough to keep good records, and some accounting or bookkeeping experience is useful.
- Service experience at the group and district level.
- A good foundation with the Traditions and the Concepts.
- Time and energy to do the service position.
- Computer literate – the Area financial records are maintained electronically. The Area provides a laptop dedicated to this position.

### **Getting Started**

- Meet with the immediate past Treasurer. Continuity is important to maintaining the financial well-being of the Area and assisting other trusted servants in carrying the message.

### **Literature**

- AA Guidelines – Finance
- Self-Support: Where Money and Spirituality Mix
- AA Group Treasurer
- AA Self-Support – Assorted information and flyers

### **3.6 Alternate Treasurer**

**Term of Service Position:** 2 Years

This position is appointed by the Area Chair.

This position can be reappointed for a second term.

### **Responsibilities**

- Serves in the absence of the Treasurer.
- Chairs the Finance Committee.
- Works with the Finance Committee to prepare the Area budget.
- Presents the draft budget at the May Assembly and the final budget for voting at the October Assembly.
- Prepares order form for meeting schedules, accepts, and records orders for shipping.
- Maintains checking account and post office box for meeting schedule orders.
- Coordinates with the Registrar/ Alternate Secretary for ordering and printing of meeting schedules.
- Coordinates with the Registrar/Alternate Secretary for bidding printing contract every 3 years.
- Cooperates with other area and local service committees.
- Accepts delivery and distributes meeting schedules to committee chairs.

- Accepts delivery, stores, and distributes extra budgeted schedules.
- Reports to Finance Committee on checking account, returns extra schedule seed money, and any monies over the \$500 prudent reserve for schedules.
- Attends all Area, State and Regional service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.

**Financial:**

In addition to submitting expense reports on time as described in the **Allocations** section of this manual, the Alternate Treasurer should follow these guidelines when ordering the Area Meeting Schedules, unless otherwise explicitly authorized by the Area Assembly:

- All persons on the bank account should have three or more years of continuous sobriety
- 3-4 signers on the account
- 2 signatures required on all checks
- a copy of the bank statement be provided to the Area Chairperson monthly
- Quarterly financial reporting to Finance Committee

When reporting to the Finance Committee on the meeting schedules, the Alternate Treasurer must recuse themselves from their role as Chair of the Finance Committee, that position being assumed by the Area Treasurer for this purpose.

Closure or transfer of all accounts to new Alternate Treasurer within 30 days of rotation. If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and Finance Committee, as soon as this is known.

Any misappropriation of monies needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee, and new Alternate Treasurer (if applicable).

### **Qualifications**

- Three or more years of continuous sobriety.
- Should be organized enough to keep good records, and some accounting or bookkeeping experience is useful.
- Service experience at the group and district level.
- A good foundation with the Traditions and the Concepts.
- Time and energy to do the service position.
- Computer literacy– the Area financial records, Budget, and meeting schedule orders are maintained electronically.

### **Getting Started**

Meet with the immediate past Alternate Treasurer. Continuity is important to maintaining the financial well-being of the Area, the ordering and distribution of the meeting schedules, and assisting other trusted servants in carrying the message.

### **Literature**

- AA Guidelines – Finance
- Self-Support: Where Money and Spirituality Mix
- AA Group Treasurer
- AA Self-Support – Assorted information and flyers

## **3.7 Secretary**

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

This position can be reelected for a second term.

This is an elected position.

### **Responsibilities**

- Takes minutes of the Area Committee Meetings and Area Assemblies.
- Distributes draft of minutes to the Area based on the email contact list provided by the Registrar.
- Reads minutes at next business meeting for approval by the Area.
- Submit typed copy of minutes to the Newsletter Editor after approval by the Area.
- Chairs any business meeting where the Area Chairperson and Alternate Chairperson is absent.

- Insures that the Area Service Manual is kept current, providing updates after the October Assembly.
- Is a member of the Finance Committee.
- Sends copies of Minutes to the Conference Secretary at GSO.
- Attend 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**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### **Getting Started**

- Read the AA Service Manual, in particular the Chapter “The Area Committee” and the Chapter “The Area Assembly and Activities”.
- Meet with the immediate past Secretary.
- The General Service Office staff are resources to you. They can be reached by calling 212-870-3400.

### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions

## **3.8 Registrar/Alternate Secretary**

**Term of Service Position:** 2 years. Can be re-appointed for a second term.

This position is appointed by the Area Chair.

## Responsibilities

- Keeps files of all Area groups, meetings and area representatives, and committees in GSO's database.
- Coordinates with District records keepers and group representatives to keep the database up to date; maintain contact with District registrars and/or District secretaries to facilitate accurate meeting information/lists.
- Updates the Confidential Directory on a timely basis.
- Provides DCMs with an updated report of district activity, (as requested).
- Furnishes email addresses and mailing address labels to Newsletter Committee, Secretary, Website and online meeting list coordinator, and Area Officers.
- Oversees Meeting Schedule publication and format.
- Serves as Secretary in the absence of the Secretary.
- 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

- Three or more years of continuous sobriety
- Service experience at the group and district level.
- Computer literacy
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

## Getting Started

- Read the AA Service Manual, in particular the Chapter "The Area Committee" and the Chapter "The Area Assembly and Activities".
- Meet with the immediate past Registrar.
- The General Service Office staff are resources to you. They can be reached by calling 212-870-3400. Email with the Staff of the Records Department at the General Service Office: [records@aa.org](mailto:records@aa.org)
- Become familiar with database material from GSO.

## Literature

- AA Service Manual
- Twelve Steps / Twelve Traditions

### 3.9 Alternate Registrar

**Term of Service Position:** 2 Years. Can be re-appointed for a second term.

This position is appointed by the Area Chair.

#### Responsibilities

- Serves as Registrar in the absence of the Registrar
- Supports the Area Registrar with the following duties:
  - a. Keeps files of all Area groups, meetings, and area representatives, and committees in GSO's database.
  - b. Coordinates with District records keepers and group representatives to keep the data base up to date; Maintain contact with District registrars and/or District secretaries to facilitate accurate meeting information/lists
  - c. Update the Confidential Directory on a timely basis;
  - d. Provide DCMs with an updated report of district activity, (as requested);
  - e. Furnish email addresses and mailing address labels to Newsletter Committee, Secretary, Website and online Meeting list coordinator, and Area Officers;
  - f. Oversee Meeting Schedule publication and format.
- Attend 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

- Three or more years of continuous sobriety.
- Service experience at the group and district level.

#### Literature

- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

- Read the AA Service Manual, in particular the Chapter “The Area Committee” and the Chapter “The Area Assembly and Activities”.
- Meet with the immediate past Registrar/Alternate Secretary.
- The General Service Office staff are resources to you. They can be reached by calling 212-870-3400. Email with the Staff of the Records Department at the General Service Office: records@aa.org
- Become familiar with the database material from GSO.

#### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions

#### **4.0 The Area Committee**

The Area Committee shall consist of the Area Officers, all District Committee Members (DCMs), Past Delegates of Area 48, and the chairpersons of the following Area 48 service committees.

- Accessibilities
- Archives
- Bridging the Gap
- Cooperation with the Professional Community
- Corrections
- Finance\*
- Functions\*
- Grapevine
- Literature
- Newsletter Editor
- Public Information
- Technology
- Treatment Facilities

\*The Finance and Functions committees are automatically chaired by the Alternate Area Treasurer and Alternate Area Chairperson, respectively.

### **Filling Area Service Committee Positions**

Each chairperson shall be elected by their respective service committee at the Area Election Assembly in September for a two-year term starting on January 1. When a service committee is not able to elect a chairperson, the Area Chairperson shall appoint a chairperson.

The members of a service committee shall be elected/appointed by the District Committees, one per District.

Each committee chair is expected to attend the New York State Informational Workshop (NYSIW), the Northeast Regional Forum (NERF) and the Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA).

The positions of Archivist, Newsletter Editor, Registrar, and Alternate Treasurer will be appointed for a period of two years by the Area Chairperson and can be refilled by appointment at the end of the two-year term.

The term of the Area Archivist and Technology Chair will be for a period of two years, commencing January 1. The positions are filled by the Area Chair.

### **4.1 Accessibilities**

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

#### **Responsibilities**

- Chairs the Accessibilities committee.
- Coordinates Accessibilities information with GSO.
- Works closely with District Accessibilities Chairs.
- Assists Districts organizing services to address the needs to Alcoholics with Special Needs – Accessibilities.
- Accessibilities Committees assist AA members who have a variety of challenges in accessing the AA message in AA meetings, Twelve Step work and other AA services. The pamphlet *Serving Alcoholics with Special Needs* provides an overview of opportunities to serve on this committee.
- 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**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

**The Area Accessibilities Committee**

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

**Getting Started**

- Meet with the immediate past chair of the service committee.
- The Accessibilities Workbook and Kit, which are available from the General Service Office, are key tools to help you get started.
- The General Service Office Accessibilities Desk staff can provide shared experience from the fellowship. They are available at [access@aa.org](mailto:access@aa.org) or by calling 212-870-3400.

**Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- Special Needs - Accessibilities Workbook
- AA Guidelines – Serving Alcoholics With Special Needs
- AA for the Alcoholic with Special Needs
- Serving Alcoholics with Special Needs

## 4.2 Archives

**Term of Service Position:** 2 Years. Can be reappointed for a second term.

This position is appointed by Area Chair.

### Responsibilities

- Chairs the Archives committee.
- Coordinates Archives information with GSO.
- Works closely with District Archives Chairs.
- Is responsible for the collection, determining both what to include in the collection, and also 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 AA.
- 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.
- 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.
- Reports regularly to the Area about new material received and gives updates about ongoing projects at the archives.
- Assists Districts with setting 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

- At least three or more years of continuous sobriety.
- Service experience at the group and district level.
- 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.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions / Twelve Concepts
- Time and energy to do the service position.

### **The Area Archives 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 AA members of the fellowship can serve as active service workers on the committee. Interested AA members are encouraged to talk with the Area Archives Chair.

### **Getting Started**

- Meet with the immediate past chair of the service committee.
- Read the AA 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**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- Archives Workbook
- AA Archives
- Archives Preservation Guidelines -
- Digitizing Archival Material Guidelines
- AA Guidelines on Archives
- Oral Histories Kit
- Archives Calendar of Holdings -
- Researching AA Group History
- Alcoholics Comes of Age
- Pass It On
- Dr. Bob and the Good Oldtimers
- Markings Your Archives eNewsletter

### 4.3 Bridging the Gap

**Term of Service Position:** 2 Years

#### **Responsibilities**

- Chairs the Bridging the Gap (BTG) committee.
- Coordinates Bridging the Gap (BTG) committee information with GSO Corrections and Treatments desks.
- Works closely with District Bridging the Gap (BTG) Chairs.
- Assists Districts with establishing local Bridging the Gap (BTG) committees.
- Assists Districts and Clusters with making Bridging the Gap (BTG) material available to the AA 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**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

#### **Area Bridging the Gap (BTG) Committee**

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

#### **Getting Started**

- Meet with the immediate past chair of the service committee.
- There are some specific forms that are used by the Area 48 Bridging the Gap. They are located on the Area web site.
- Read the AA Service Manual

- The Correction Workbook and Kit & the Treatment Workbook and Kit, which are available from the General Service Office, are also key tools to help you get started.
- The General Service Office does not have a specific staff desk for Bridging the Gap. The Corrections Desk and the Treatment Desk staff can provide shared experience from the fellowship.

### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions Corrections:
- AA Corrections Prerelease Contact Information – Outside -
- AA Corrections Prerelease Contact Information – Inside -
- Corrections Workbook -
- AA Guidelines on Corrections Committees –
- AA Guidelines - Cooperating with Court, D.W.I. and Similar Programs -
- AA in Correctional Facilities
- Carrying the Message into Correctional Facilities -
- How AA Members Cooperate With Professionals -
- Message to Corrections Professionals -

### **Treatment:**

- Bridging the Gap Between Treatment & AA Through Temporary Contact Program
- AA Temporary Contact / Bridging the Gap Volunteer
- AA Temporary Contact / Bridging the Gap Request
- Treatment Kit
- Treatment Workbook
- AA in Treatment Settings
- AA Guidelines on Treatment Committees
- Presentation: “What AA is and What It is Not” for Treatment Facility Administrators and Professional Staff

#### 4.4 Cooperation with the Professional Community

**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 AA – what we are, where we are, what we can do, and what we cannot do.
- Assists Districts and Clusters with establishing better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating.
- Coordinates AA 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**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the 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 AA members of the fellowship can serve as active service workers on the committee. Interested AA members are encouraged to talk with the Area CPC Chair.

### **Getting Started**

- Meet with the immediate past chair of the service committee.
- Read the AA 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**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- Cooperation with the Professional Community Workbook
- AA Guidelines on Cooperation with the Professional Community
- Problems Other Than Alcohol
- Speaking at Non-AA Meetings
- AA Fact File
- Understanding Anonymity
- About AA – Newsletter for Professionals
- For Volunteers Staffing an AA Exhibit
- AA Members – AA Guidelines for AA Members Employed in the Alcoholism Field

## **4.5 Corrections**

**Term of Service Position:** 2 Years

### **Responsibilities**

- Chairs the Area Corrections Committee, including meetings at Area events.
- Coordinates the “Fifth Tradition in Corrections Workshops” in the clusters.
- Coordinates correctional information with GSO.
- Works closely with District Corrections Chairs.
- Assists Districts and Clusters with establishing AA meetings in corrections where there are none and providing support in those facilities where there are issues.
- Follows up with requests for information from individual AA members and family members of inmates.

- Familiarity with the Corrections Workbook and Kit, the AA Service Manual and the Area 48 Service Manual.
- Cooperates with other Area and local service committees.
- Passes along communications and requests from AAWS/AA Grapevine of possible interest to the membership.
- Attends all Area meetings, select New York State events and select Regional events 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**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- A good foundation with the Traditions and the Concepts.
- Time and energy to do the service position.

### **The Area Corrections Committee**

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

### **Getting Started**

- Meet with the immediate past chair of the service committee.
- The Corrections Workbook and Kit, which is available from the General Service Office, is also a key tool to help you get started.
- The General Service Office Corrections Desk staff can provide shared experience from the fellowship. They are available at [corrections@aa.org](mailto:corrections@aa.org) or by calling 212-870-3400.

### **Literature**

- Corrections Workbook
- AA Guidelines - Corrections Committee
- AA Guidelines - Cooperating with Court, D.W.I. and Similar Programs
- AA in Correctional Facilities

- Carrying the Message into Correctional Facilities
- How AA Members Cooperate With Professionals
- Message to Corrections Professionals

#### **4.6 Finance**

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

The Finance Committee shall consist of the Alternate Treasurer, who serves as Chairperson, the Treasurer, the Secretary, a past Delegate and a 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 Area 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**

- Meet with the immediate past members of the service committee.
- 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 Area Service Manual
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts as they relate to AA finances.

##### **Literature**

- AA Guidelines – Finance
- Self-Support: Where Money and Spirituality Mix
- AA Group Treasurer
- AA Self-Support – Assorted information and flyers

## 4.7 Functions

The Functions Committee shall consist of the Alternate Area Chair, who serves as Chairperson and the DCMs, alternate DCMs or a person designated by their DCM for each of the Districts.

### Responsibilities

- The Functions Committee shall be responsible for scheduling and/or coordinating all Area and Regional events as follows:
- Orientation Day (January)
- Day of Sharing (March or April)
- Assembly (May)
- Joy of Service Day (June)
- Fellowship Days (March or April, September in even years, and November in odd years)
- Election Assembly (September in odd years)
- Assembly (October)
- Inventory Day (November in even years)
- The Area Convention (late October/early November)
- NYSIW when Area 48 hosts (based on four- year rotation among NYS Areas)
- The Functions Committee shall assist Host Clusters in hosting events as needed.
- The Area Functions Committee should make a serious and sustained effort to hold two or three of the regular Area events, (Orientation Day, Fellowship Days, Inventory Day, Day of Sharing, Assemblies), especially one of the Voting Assemblies, on Sundays.
- Be familiar with the sections in this manual on Suggested Guidelines for Hosting Area Events and Area Event Cluster Rotation
- Be familiar with and use the guidelines documented in the section Guidelines for Assemblies and Area Activities in this manual.

### Literature

- AA Guidelines – Conferences, Conventions, and Roundups

## 4.8 Grapevine

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

### Responsibilities

- Chairs the Grapevine committee.
- Makes Grapevine & La Vina information and the magazine(s) available to the Area, and encourages AAs 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 AA membership.
- Attends Area, State and Regional service meetings, assemblies, conventions, and forums as described in section **Event Participation and Funding** of this manual.

### Financial

- Submits expense reports on time as described in the **Allocations** section of this manual.
- Maintains and submits a full inventory of all Grapevines and Grapevine products, received, purchased, sold and on-hand to the Finance Committee on a quarterly basis.
- Submits a full record of all money on hand, all money received from purchasers of Grapevine **Literature** and/or subscriptions as well as all monies spent in ordering, shipping, and any other handling processes, to the Finance Committee.
- All checking/financial accounts related to the Area Grapevine, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines:
  - All persons on the Grapevine account should have three or more years of continuous sobriety;
  - No debit cards (activated or used);
  - 3-4 signers on the account;
  - 2 signatures required on all checks;
- Closure or transfer of all accounts to new Chair within 30 days of Rotation.
- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer and new Grapevine Chair (if applicable), as soon as this is known.
- Any misappropriation of money needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee, and new Grapevine Chair (if applicable).

### **Qualifications**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the 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 AA members of the fellowship can serve as active service workers on the committee. Interested AA members are encouraged to talk with the Area Grapevine Chair.

### **Getting Started**

- 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 AA Service Manual. The Grapevine Workbook and the Grapevine Representative Handbook, which are available from the AA 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 [gvrc@aagrapevine.org](mailto:gvrc@aagrapevine.org) or by calling 212-870-3018.

### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- GVR Resource Page
- Grapevine Workbook / GV Guide – “A Guide to AA Grapevine” -
- Grapevine Representative Handbook
- The AA Grapevine and La Vina: Our Meeting in Print
- Suggestions for Using Grapevine and La Vina

## 4.9 Literature

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

### Responsibilities

- Chairs the Literature Committee.
- Informs groups, districts and area assembly members, through displays and other suitable methods, of all available Conference-approved Literature, audiovisual material and other special items.
- Becomes familiar with the information on G.S.O.'s AA website ([www.aa.org](http://www.aa.org)).
- Considers suggestions regarding proposed additions to and changes in Conference-approved Literature and audiovisual material.
- Encourages AA members to read and purchase AA Literature.
- Works closely with District Literature Chairs and assists Districts with establishing local Literature committees.
- Assists Districts and Clusters with making Literature and other AA Conference- Approved material available to the AA 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.
- Maintains and submits a full inventory of all Literature, books and pamphlets, received, purchased, sold and on-hand to the Finance Committee on a quarterly basis.
- Submits a full record of all money on hand, all money received from purchasers of Literature, as well as all monies spent in ordering, shipping, and any other handling processes, to the Finance Committee.
- All checking/financial accounts related to the Area Literature Committee, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines:
  - All persons on the Literature account are required to have three or more years of continuous sobriety.
  - No debit cards (activated or used)
  - 3-4 signers on the account
  - 2 signatures required on all checks
- Closure or transfer of all accounts to new Chair within 30 days of rotation.
  - If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer, Finance Committee, and new Literature Chair (if applicable), as soon as this is known.
- Any misappropriation of money needs to be reported immediately to the Area Chair, Area Treasurer, Finance Committee and new Literature Chair (if applicable).

### **Qualifications**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### **The Area Literature Committee**

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

### **Getting Started**

- Meet with the immediate past chair of the service committee
- Read the AA Service Manual - The Literature Workbook and the Literature Representative Handbook, which are available from the AA Literature Office, are also key tools to help you get started.
- The General Service Office Literature Desk staff can provide shared experience from the fellowship.

### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- Literature Catalog

#### **4.10 Newsletter**

**Term of Service Position:** 2 Years

This position is appointed by the Area Chair.

## **Responsibilities**

- Chairs the Newsletter Committee.
- Formats and publishes the Area newsletter according to the Area Newsletter Guidelines.
- Prepares two versions of the newsletter: one for distribution to AA members and one for publishing on the Area website per Technology Guidelines.
- Collects and edits Area committee reports, Area and Regional event flyers, and other items of interest to members.
- Sets deadline for submissions.
- Sends newsletter to Area members via email.
- Sends print copies via US mail to members without email.
- Sends newsletter to Technology Chair for posting on the Area website.
- Coordinates with Registrar for mailing lists/labels and notifies same of returned mail/email.
- Attends all 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**

- Three or more years of continuous sobriety.
- Computer literacy.
- Should be able to meet deadlines.
- Service experience at the group and district level.
- A good foundation with the Traditions and the Concepts.
- Time and energy to do the service position. This is a time intensive position.

## **Getting Started**

- Meet with the immediate past Newsletter Editor.

## **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- Fair Use Policy

#### 4.11 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 AA 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**

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the 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 AA members of the fellowship can serve as active service workers on the committee. Interested AA members are encouraged to talk with the Area Public Information Chair.

### **Getting Started**

- Meet with the immediate past chair of the service committee.
- Read the AA Service Manual
- The Public Information Workbook and Kit, which are available from the General Service Office, are also key tools to help you get started.
- The General Service Office Public Information Desk staff can provide shared experience from the fellowship.

### **Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- Public Information Kit
- Public Information Workbook
- How AA Members Cooperate with Professionals
- AA Guidelines - Public Information
- AA Guidelines – Cooperation With the Professional Community

## **4.12 Treatment**

**Term of Service Position:** 2 Years

### **Responsibilities**

- Chairs the Treatment committee.
- Coordinates Treatment committee information with GSO.
- Works closely with District Treatment Chairs.
- Assists Districts with establishing local Treatment committees.
- Assists Districts and Clusters with making Treatment material available to the AA 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

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Time and energy to do the service position.

### The Area Treatment Committee

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

## Getting Started

- Meet with the immediate past chair of the service committee. Read the AA Service Manual.
- The Treatment Workbook and Kit, which are available from the General Service Office, are also key tools to help you get started.
- The General Service Office Treatment Desk staff can provide shared experience from the fellowship. They are available at [treatment@aa.org](mailto:treatment@aa.org) or by calling 212-870-3400.

## Literature

- AA Service Manual
- Twelve Steps / Twelve Traditions

## Treatment Kit

- Treatment Workbook
- AA in Treatment Settings
- AA Guidelines on Treatment Committees
- Presentation: "What AA is and What It is Not" for Treatment Facility Administrators and Professional Staff

### 4.13 Technology

**Term of Service Position:** 2 Years. Can be re-appointed for a second term.

This position is appointed by the Area Chair.

#### Responsibilities

- Chairs the Technology Committee.
- Maintains the website(s) the Area owns, including information about Alcoholics Anonymous in Area 48, such as general structure and an events calendar, and pages for each of the service committees (adhering to the Technology Guidelines).
- Maintains a meeting list website.
- Provides and maintains email addresses for the Area Committee and Committee Chairs.
- Supports the Districts with their websites and emails.
- Posts District, Area, YPAA, Regional, and State AA events on website.
- Maintains Newsletter archives for the Area and any districts who submit their newsletters.
- 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

- Three or more years of continuous sobriety.
- Service experience at the group and district level.
- Familiarity with website construction and maintenance is highly desirable.
- Familiarity with the AA Service Manual, the Area Service Manual, the Twelve Traditions and the Twelve Concepts.
- Familiarity with dealing with Public Information.
- Time and energy to do the service position.

**Getting Started**

- Read the AA Service Manual
- Read the sections of the Area Service Manual with Technology Guidelines
- Read the Public Information workbook.
- Meet with the immediate past Technology Chair.
- The General Service Office staff are resources to you. They can be reached by calling 212-870-3400.

**Literature**

- AA Service Manual
- Twelve Steps / Twelve Traditions
- AA Guidelines Internet
- Anonymity Online
- Digitizing Archival Material Guidelines
- Serving Alcoholics With Special Needs
- AAW.S. Inc.'s Policy on G.S.O.'s AA Web site
- Fair Use Policy
- Intellectual Property Policies
- Public Information Workbook

## 5.0 Event Participation and Funding

Members of the Area Committee and the Service Committee Chairs are expected to attend and participate at Area events, select New York State events and select Regional Events. The table below indicates, by position, what those expectations are. The Area budget includes funding for these activities. Please refer to the approved budget for specific dollar amounts.

Area 48 Event	Month (refer to the Area Event Calendar for details.)	Delegate	Chair/Alt. Delegate	Alt. Chair	Secretary	Treasurer	Alt. Treasurer	Registrar/Alt. Secretary	Alt. Registrar	Accessibilities	Archives	Bridging the Gap (BTG)	Corrections	Cooperation w/the Professional	Grapevine	Literature	Newsletter	Public Information (PI)	Treatment	Technology
Orientation Day	Jan	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
NERAASA	Feb	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fellowship Day	Mar	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Day of Sharing	Apr	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Assembly	May	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Joy of Service Day	Jun	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
NYSIW*	Aug	X	X								X	X	X	X	X	X	X	X	X	X
Fellowship Day (even years)	Sep	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Area Elections (odd years)	Sep	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Assembly	Oct	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fellowship Day (odd years)	Nov	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Inventory Day (even years)	Nov	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Area 48 Convention	Nov	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
NERF (odd years)	TBA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

NERAASA – Northeast Regional AA Service Assembly

\*NYSIW – New York State Informational Workshop (NOTE: When Area 48 hosts the NYSIW, every four years, all Area 48 service positions listed above are funded.)

NERF – Northeast Regional Forum

## **6.0 Allocations**

An allocation is financial funding that is made available to those serving the Area, as described in the section “**Event Participation and Funding**” of this manual.

In the approved Area Budget, each service position will have a general allocation and event allocations.

General allocations can be used for mileage, tolls , literature, postage, copying, office supplies and other reasonable expenses.

Event allocations are used for mileage, tolls, lodging and registration for events that are funded. Allocations should not be used for meals or banquet costs with the exception of the New York State Informational Workshop where meals are normally included in the costs for the weekend. There will be no reimbursement for hotel costs if the participant lives within a 25-mile radius of the event. This will not apply if special accommodations are required. Allocations from one event cannot be used for another event.

Alternate Service Committee chairs not funded unless the chair of that service position is unable to attend the event.

Refer to the approved budget for the mileage reimbursement rate

Actual expenditures must be reported in writing and documented with receipts. Reports are due by April 15th, July 15th, October 15th and December 15th. The Finance Committee must review all reports past due before any payments are made. Allocated monies are disbursed when requested, and only when an accounting of the previous allocation has been made.

### **Forms for reporting expenses:**

- (1) Area Association Chair/Committee Expense and Allocation Form (for General Allocation Reporting)
- (2) Area Association Expense Report for Conventions, Forums, Informational Workshop (for Event Reporting)

## **7.0 Guidelines for Assemblies and Area Activities**

### **7.1 Calendar Overview**

January –	Orientation Day
March –	Fellowship Day or Day of Sharing
April –	Fellowship Day or Day of Sharing
May –	Assembly June – Joy of Service Day
September –	Fellowship Day (even years); Election Assembly (odd years)
October –	Assembly
November –	Inventory Day (odd years); Fellowship Day (even years)

### **7.2 Area Service Committees**

Area Service Committees will have time on the agenda to meet at Fellowships Days and at other Area Meetings where possible.

Due to the geographically large area of Area 48, service committees are encouraged to meet outside of the regularly scheduled Area meetings and to use other means, such as conference calls, to have regular communications.

### **7.3 Area Meetings & Events**

#### **7.3.1 Orientation Day**

This day shall be held in January. This day will provide an opportunity for members in new service positions to meet with others in like position and begin learning what is expected of them and what the duties and Responsibilities of their positions are. This would also provide an opportunity for GSR/DCM Training workshops for incoming GSRs & DCMs, as well as workshops and training sessions for committee chairs on both Area and District levels.

#### **7.3.2 Fellowship Days**

There will be two Fellowship Days each year. In even years, they will be held in March or April, and September. In odd years, they will be held in March or April, and November.

Fellowship Days are usually held on the second or third weekend of the month.

These area meetings have a dual focus on service and fellowship. Agendas typically include workshops in the morning, time for service committees to meet and an Area business meeting.

### **7.3.3 Inventory Day**

This event is held in November in even years; usually on the second weekend.

The agenda is set by the Area Chairperson, with the purpose of conducting an Area inventory. There is no set inventory format. Where possible, it is suggested to have someone from outside the Area to facilitate the meeting.

### **7.3.4 Day of Sharing (Delegate's Day)**

This day shall be held in March or April.

The Day of Sharing shall be the Delegate's Day, providing the Delegate with an opportunity to get input on Conference questions and other issues of the Delegate's choosing. Committee meetings should be avoided on this day.

### **7.3.5 Joy of Service Day**

The Joy of Service Day is a full day event held in June. The intent would be to use this time:

- to focus on workshops on how we integrate the steps, traditions, and concepts in our service work
- to conduct committee meetings, and
- to accept Secretary Minutes and Treasurer's report.

### **7.3.6 Assemblies**

Assemblies are days to focus on the voting business of the Area. Proposals to address how the area operates, budgets or elections are the types of items that could require a vote. Assemblies are held yearly in May and October, generally on the second or third weekend. Election Assemblies are held in odd years in the month of September.

#### **7.3.6.1 Assembly Agenda Items**

Agenda items need to be published in the Area Newsletter and the Website three months consecutively, prior to the date of the Assembly. As in most AA service activities, it has been found prudent to form a committee to develop agenda items. Agenda items may be presented by any Area member, group, or district in Area 48. Agenda items are also developed by ad-hoc committees, appointed to address Area needs.

Members or committees presenting agenda items should be available to the Assembly in order to provide any additional necessary information.

### **7.3.7 Area Convention**

The Convention will rotate through Clusters; the host Cluster will be determined three years in advance. The Convention Chairperson, appointed by the Host Cluster, should be someone with convention experience.

All tasks including:

- site or hotel selection
- agenda format
- actual running of the convention are the responsibility of the Host Cluster with support from the Functions Committee.

Past experience has shown that events will be successful if a committee is formed to coordinate all the different aspects of the Convention. While each convention committee will determine what positions there will be, here is some guidance:

- Chair
- Treasurer
- Secretary
- Program Chair
- Hotel Liaison
- Registration Chair
- Greeter Chair
- Hospitality Chair
- Website Chair
- Outreach
- Entertainment
- Decorations
- Taper
- Al-Anon

### **7.3.8 Shared Statewide Events**

These activities should be handled by the Functions Committee when responsibility rotates to Area 48. If a cluster or district assumes responsibility, the Functions Committee should provide all necessary support.

Currently, the only shared statewide event is the New York State Informational Workshop.

## **7.4 Suggested Guidelines for Hosting Area Events**

The Area Events Calendar is coordinated by the Alternate Area Chairperson who also serves as the Functions Committee Chair. The Functions Committee is typically comprised of the Functions Committee Chair and the DCMs.

The Functions Committee Chair is responsible for:

- establishing the Area calendar of events
- identify the host cluster for each event
- identifying a host district from the host cluster

A Cluster is a group of districts. In Area 48, the clusters are designated as follows:

Adirondack Cluster –	Districts 5, 10, 13, & 19
Central Cluster –	Districts 4, 8, & 14
Eastern Cluster –	Districts 1, 2, & 18
Hudson Valley Cluster –	Districts 3, 7, 11, 15, 16, & 17
Western Cluster –	Districts 9 & 12

The primary role of the host district is to provide overall coordination for a specific event and ensuring the tasks outlined below are assigned to the districts in the host cluster.

Remember, it is intended for Area events to be hosted by all the districts in a cluster. If you do not have contact emails or phone numbers for the DCMs in your cluster, ask the Area Registrar for this information. You will benefit from communicating amongst yourselves when hosting an event and build more fellowship and unity in the process.

The following suggestions come from shared experience from prior hosted Area events:

- A. Securing a Facility - The facility should have enough rooms/space to accommodate both Fellowship and Area Committee meetings. Remember that at least two, and sometimes three meetings will be going on at the same time. Ensure the space is accessible to those with physical limitations. Check with the facility on set up times to ensure the space is available at least an hour before the event. Secure the facility with a deposit from the Host District (unless otherwise assigned) or the Area.
- B. Themes/Topics - Fellowship Days and/or Area Assemblies are organized by the assigned district in the Host Cluster. Please give a heads up to speakers on a panel or workshop at least a month in advance to allow speakers to prepare. Follow up with speakers by email or phone a week before the event.
- C. Table Space for Service Committees – Check with the Area Archives, Area Grapevine, and Area Literature Chairs to see if they will need space for displays. Other Area Service Committees are responsible for contacting the Host Cluster to arrange for special setup space. Also have a table available for flyers and other handouts.
- D. Flyer - A flyer (to be made by the Alternate Chair or the assigned district in the Host Cluster) should be published in the Area Newsletter a minimum of two months prior to the event. The flyer should also be posted on the Area Website. The flyer should include day and date, address, agenda, and althmbchair@aahmbny.org as the contact email. (No phone numbers). The assigned district in the Host Cluster should coordinate with the Area Chairperson and the Alternate Area Chairperson on the agenda for the event. The flyer should be sent to the Alternate Area Chairperson (althmbchair@aahmbny.org), Newsletter Editor (newsletter@aahmbny.org), and Technology Chair (webmaster@aahmbny.org). Remember to make copies of the flyer and make them available at Area events prior to the event you are hosting (100 copies per event).

- E. Food/Refreshments - Coffee/Tea, doughnuts or other breakfast items should be provided during the registration time. Lunch is provided during all Area events. 7th Tradition cans should be supplied by the assigned district in the Host Cluster and placed in convenient locations. If you are hosting the event, plan on feeding 75 people and request help from host cluster districts with morning food, lunch, and coffee/beverages/paper items.
- F. Volunteers – The assigned district(s) in the Host Cluster are responsible for arranging for volunteers to handle the registration table including sign-in sheets and name tags. It is suggested to have two people to greet at the table and to answer any questions about the event. Additional volunteers will be needed to handle food, set up and clean up. The sign-in sheets should be given to the Area Secretary at the end of the event.
- G. Reimbursement - The Area will reimburse the assigned district in the Host Cluster for expenses not covered by the 7th Tradition contributions, up to the budgeted amount. Refer to the approved Area budget for budgeted amounts.

Remember to KEEP ALL RECEIPTS in order to be reimbursed. If more than one district is purchasing items for the event, please submit only ONE reimbursement form to the Area Treasurer. If Districts provide contributions to support the event, please include this information on the event summary.

If you have questions, please contact the Area 48 Alternate Chair ([althmbchair@aahmbny.org](mailto:althmbchair@aahmbny.org))

## 7.5 Guidelines on Financial Accounts for Area Hosted Events

Financial reporting to the Area should occur on all financial matters not just related to the main account the Area holds for 7th Tradition Contributions and expenses. Financial reporting to the Area is needed for:

- Area Convention
- Regional events when hosted by Area 48
- New York State Informational Workshop (NYSIW)
- All checking/financial accounts related to events, unless otherwise explicitly authorized by the Area Assembly, need to adhere to the following guidelines
- All persons on the account should have three or more years of continuous sobriety
- No debit cards (activated or used)
- 3-4 signers on the account
- 2 signatures required on all checks
- Monthly financial reporting to the host committee for events

- Financial reporting to the Area at Area meetings
- Closure of accounts within 30 days of the event ending.
- If the account cannot be closed within 30 days, then this needs to be disclosed to the Area Chair, Area Treasurer, Finance Committee and Chair of Event, as soon as this is known.
- Any misappropriation of money needs to be immediately reported to the Area Chair, Area Treasurer, Finance Committee and Chair of the Event (if applicable).

## 7.6 Area Event Cluster Rotation

Area events will be on a rotating schedule among all of the clusters in the Area. This schedule will provide an opportunity for more members not currently involved in Area service work to experience different types of events closer to their own districts.

	Years Ending In				
	0 & 5	1 & 6	2 & 7	3 & 8	4 & 9
<b>January</b>	Western	Eastern	Central	Adirondack	Hudson Valley
<b>March</b>	Hudson Valley	Western	Eastern	Central	Adirondack
<b>April</b>	Adirondack	Hudson Valley	Western	Eastern	Central
<b>May</b>	Central	Adirondack	Hudson Valley	Western	Eastern
<b>June</b>	Eastern	Central	Adirondack	Hudson Valley	Western
<b>September</b>	Western	Eastern	Central	Adirondack	Hudson Valley
<b>October</b>	Hudson Valley	Western	Eastern	Central	Adirondack
<b>November</b>	Adirondack	Hudson Valley	Western	Eastern	Central
<b>HMB Convention</b>	Central	Adirondack	Hudson Valley	Western	Eastern

## 7.7 Area Event Cancellation

It is the responsibility of the Area Chair to cancel meetings, other than Area Elections or the Delegates Day of Sharing, or to shift them to online in the event of weather, public emergencies, or other causes of sufficient gravity. For Area Elections and the Delegates Day of Sharing, this responsibility passes to the Delegate.

## 8.0 Newsletter Guidelines

### Primary Purpose Statement:

The Area Newsletter is published to foster unity and provide communications among AA members, groups, districts and the GSO.

### Subject Matter:

Contents should be written within the guidelines presented in the most current edition of the AA Service Manual, under the section, "Area Newsletters or Bulletins."

It is the Area conscience that no personal email addresses or phone numbers be published in the Newsletter.

The Newsletter may include:

- Committee reports from Committee chairpersons pertinent to AA activity.
- Flyers for Area Functions: i.e., Assemblies, Elections, Days of Sharing, Inventory, and Fellowship Days, State and Regional Forums, State Workshops, NERAASA, State and Area Conventions, including the International Convention.
- District activities will be listed in a calendar of upcoming events. Information required for inclusion is name of event, date, time, location, address, and contact person. Ideally, an anonymous email address will also be included. District event flyers/other event flyers will not be included in the printed version of the Area newsletter, but may be included along with other AA announcements of interest sent via email and also submitted to the website for posting.
- Event submissions from the Capital District Central Office (CDCO) can be included in the calendar with district events. Information required for inclusion is name of event, date, time, location, address, and contact person. Ideally, an anonymous email will also be included.
- The Capital District Central Office can submit articles to the newsletter, following these same guidelines.
- The Area Newsletter is published 11 times a year.
  - Monthly, February through November
  - December/January, in which a single "Winter Issue" will be published.
- The Area Newsletter will be delivered primarily via posting on the Area Website and through email distributions, with postal delivery to those with no email address in the Registrar's records, and available upon request. Email distribution will be to those emails listed for the GSRs or group contacts in the Area records, all committee chairs and any other member upon request.
- Proposals to be brought for consideration and vote at an Area Assembly must be published in the Area Newsletter and on the Website three months consecutively prior to the date of the Assembly.

**Member Participation:**

All members are encouraged to submit articles for consideration for inclusion in the Newsletter.

**Authority:**

Newsletter Editor and the Newsletter Committee will resolve all questions and comments and will approve all drafts before printing.

**9.0 Technology Committee Guidelines****Technology**

The Technology Committee shall have direct oversight of the Area's technological communication tools, including but not limited to Area Website(s), District Websites, emails, and electronic meeting information.

The Committee shall be a standing committee of Area 48 with a Chair and Alternate appointed by the Area Chair. The Technology Committee will assist the Area Chair by identifying the qualifications necessary for the committee positions.

**Website**

Area 48 maintains a website as another mechanism to inform people about Alcoholics Anonymous in the Area. The website provides:

- Information about Alcoholics Anonymous in Area 48 such as general structure and an Events Calendar.
- Intra-Area communications between Area 48 representatives and the fellowship.
- Service information in the form of a service calendar and web pages for each of the service committees.
- General information about Alcoholics Anonymous and links to the GSO web page.
- Time and location of AA meetings within Area 48.

The website, its name, content and all related computer hardware and software, with the exception of the Web hosting service and the Internet service provider, shall be owned and supported by Area 48 of Alcoholics Anonymous.

## **Content**

- In keeping with anonymity, no personal telephone numbers or email addresses will be published on the Web site. We do use anonymous email addresses such as: Webmaster@aahmbny.org
- No advertisements will be posted to the website.
- Use of support services such as maps for directions to meetings can be used. Some events may have registration or information websites that will link from the calendar. When leaving the Area Website some indication will be given to the user that they are leaving the Area Website.
- A disclaimer statement should be included on the Website and should read “This website is neither endorsed nor approved by Alcoholics Anonymous World Services, Inc., or any given Internet provider. No copyrighted material shall be purposefully posted herein without the express permission of those individuals or Institutions possessing ownership of said copyrights. Alcoholics Anonymous, AA, and The Big Book are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine, and the AA Grapevine are registered trademarks of The AA Grapevine, Inc.”
- The website shall conform to The 12 Traditions and The 12 Concepts of Alcoholics Anonymous and to the Structure and Guidelines of Area 48.
- In keeping with AA Traditions, the website shall cooperate with AA entities by providing references only, including a non-affiliation disclaimer.
- There shall be no reference or link to any non-AA material except specific internet software necessary to view the internet web site.
- Any use of copyrighted material from conference-approved literature will be attributed to AA World Services, Inc. or The Grapevine, Inc. as appropriate.

## **Meeting Lookup**

The Technology Committee maintains a meeting look-up webpage. This interactive application offers the ability to enter one or several search criteria (city, day of the week, county, etc.) to find meetings. The committee works closely with the Registrar to maintain up-to-date data.

## **District Websites**

The Area makes subdomain websites available to districts, free of charge – for example: district12@aahmbny.org. The Technology Committee is available to support the district, but each district should have a webmaster responsible for maintaining their own website.

## **Emails**

The Area makes anonymous emails available to all area officers, committee chairs and alternate chairs, and district officers and committee chairs free of charge. The Technology Committee maintains the hosting of these emails and is available to assist members in setting up and using the emails.

## **10.0 Meeting Schedule Publication and Format**

Any major changes to the format of the Area meeting schedule will be determined by a consensus of the District Committee Members and District Records Keepers and will not require approval of the Area Assembly.

The Registrar/Alternate Secretary will coordinate a Meeting Schedule Committee to produce a draft version for each District to review in September of each year. All records updates and corrections will be finalized in October and the copy for the printer will be available for printing by the end of November each year with the goal of having the schedule printed and shipped by the end of December.

The Alternate Treasurer will create and distribute an order form and have it available to accept orders beginning in September each year.

The specifications for the printing of the books will be the responsibility of the Alternate Treasurer in collaboration with Registrar/Alternate Secretary. The specifications will be sent to printing companies for competitive bidding on a three-year performance based contract. The bids will be tabulated by the Alternate Treasurer and a printing company chosen based on the lowest responsible bidder. Should there be two or more apparently equal bids, the Finance Committee shall be responsible for choosing the printing company.

## **11.0 Budget**

### **11.1 - Debit Card**

The Area will obtain a debit card that will be linked to an account opened expressly for this purpose. The debit card will be physically held by the Area Treasurer with the Personal Identification Number (PIN) held exclusively by the Area Chair. This card will be used for ongoing expenses occurred by the Area. The card will be linked only to a separate account that Citizens Bank will set up for us with limited funds in it. The PIN will be changed with each rotation of officers. The debit card usage is to be reviewed by the Audit Committee in its annual audit of the Area's accounts.

### **11.2 – Audit Committee**

- The Audit Committee is comprised of three (3) past Delegates that are appointed by the Area Chairperson.
- The Audit Committee will conduct an audit of the Area Treasury accounts and report back to the Area Assembly by the May Area Assembly.
- Scope of the audit would include:

- Review of tax filings with the IRS and the State of New York
- Review of Area Debit Card to ensure that usages is limited to approve purposes
- Review of Service Committee Expenses
- Review of Process & Procedures used by the Area Treasurer
- Any other topics the committee thinks may need review

### **11.3- Scholarship**

- Each year, the Area will fund one scholarship per cluster, for a total of five (5) scholarships, for chosen AA members to attend a weekend event such as NERAASA or the NYSIW.
- To make the scholarships available as fairly as possible, each District is encouraged to choose a candidate, preferably by lot (going to the hat) at one of their District Meetings. That is, candidates' names are written on slips of paper and put into a receptacle.
- The name drawn out by the DCM or appointed person, is selected.
- That name will then join the names of all other names drawn from that cluster in a second drawing at the Cluster level. This drawing should be at an Area event and overseen by the Alternate Chair of the Area. Should the Alternate Chair be unavailable, the Chair, or failing the Chair the Delegate, should oversee the process.
- Again, candidates' names may be written on slips of paper and put into a receptacle. Whichever is drawn out by an appointed person, is selected.
- As there are five (5) Clusters within Area 48 (see Section 7.4 of the Area Manual for a listing of the Clusters and their respective Districts) the Area will award five (5) scholarships each year for a total of \$2500, each scholarships being \$500.
- These scholarships are intended to be spent on attending one event.
- Should there be any funds remaining from the scholarship following the event those surplus funds should be returned to the Area.
- Eligibility requirements for these scholarships is left to the Districts.

NOTE: We encourage winners to "spread the wealth" for as many participants as they feel comfortable; ex. room sharing, carpooling, etc.

### **11.4 Mandatory Contribution**

Upon year-end and once the Finance Committee has all figures, the Area will contribute 50% of any surplus funds above \$20,000 to the general fund of the General Service Office. Surplus funds is defined as funds on hand minus the Area prudent reserve. e.g.,: \$25,000 funds available - \$20,000 minimum requirement = \$5,000 contributable funds; contribution would be \$2,500.

## Appendices

### A. Area 48 District Boundaries

Districts do not always follow county boundaries. These are good approximations. County Lines = Thin Black Lines

District Lines = Broad Gray Lines County Names = Thin Tall Text District Numbers = Large Grey Text

Small names next to circled-triangles are a few cities to help recognize map locations. Grey parts: S = SENY Area 49 W = CNY Area 47

NW = East Ontario Area 83

## **B. Glossary**

### **B.1 Abbreviations Frequently Used:**

AA	Alcoholics Anonymous
AAAWS	Alcoholics Anonymous World Services Inc.
Big Book	The Book entitled "Alcoholics Anonymous," the basic text of AA
BTG	Bridging the Gap
CFC	Correctional Facilities Committee
CPC	Cooperation with the Professional Community
DCM	District Committee Member; presides over District meetings
GSR	General Service Representative; represents Groups at District
GSB	General Service Board
GSO	General Service Office
GV	Grapevine (publishes monthly magazine & other literature)
GVR	Grapevine Representative
ICYPAA	International Conference of Young People in AA
LCM	Local Committee Member; assists DCM (see above)
PI	Public Information
12 & 12	The Twelve Steps and Twelve Traditions
TFC	Treatment Facilities Committee

### **B.2 Definitions**

AAAWS – Alcoholics Anonymous World Services, Inc., one of two operating corporations of the General Service Board; the other is the AA Grapevine Inc. The two service corporations are responsible for the employment and direction of the General Service Office and Grapevine personnel.

Ad Hoc Committee\* – Appointed by the Area Chair, an ad hoc committee is formed for a specific task or objective and dissolved after the completion of the task or achievement of the objective.

Alternate – A service worker who, at Group, District, or Area level, assists, supports, and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

Area – A geographical division within a state or province. A Conference Delegate comes from an Area. Normally, there is one Area to a state or a province, except in heavily AA populated places.

Area Assembly – A meeting of GSRs and Committee Members to discuss Area affairs and, every other year, to elect a Delegate and Committee Officers.

Area Committee – A committee made up of District Committee Members, elected by the General Service Representatives (GSRs) in each District; the Area Committee officers; and Area Committee Chairpersons.

Cluster – Several Districts within a specific geographic segment of the Area. The cluster exists to facilitate hosting functions.

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.

Conference-Approved Literature, videos, and films – Pamphlets, books, videos and films produced under the auspices of various Conference and trustees' committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

CPC – Cooperation with the Professional Community. CPC committees at the District, Area, Trustee and Conference level help carry the message to professionals who work with alcoholics.

Day of Sharing (Delegate's Day)\* – A day-long Area meeting held in March or April, providing an opportunity for the Delegate to get input on Conference questions.

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

District – A division within an Area, represented by committee member(s)

DCM – District Committee Member. An experienced GSR elected by other GSRs to represent the groups of their District in Area Committee meetings and to coordinate service activities in the District.

District Meetings – Meetings of the DCMs and GSRs of groups in a District.

Fellowship Day\* – There are five Fellowship Days a year in the Area, rotated through the Districts which are grouped together as five Clusters.

General Services – Movement-wide services, performed by anyone in the general service structure (GSR, DCM, Delegate, etc.).

GSO – The General Service Office, which provides services to groups in the U.S. and Canada and publishes AA Literature.

GSR – General Service Representative. The group contact with the General Service Office; voting member of the Area Assembly.

Grapevine (GV) – The international monthly journal of Alcoholics Anonymous. The AA Grapevine Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances.

GVR – Grapevine Representative: the group or district contact with the Grapevine office.

Informational Workshop\* – A weekend meeting, rotating between the four New York State Areas in August of every year to discuss Public Information, Corrections, Treatment Facilities, Cooperation with the Professional Community and Accessibilities.

Inventory Day\* – An Area 48 event, held usually in January, with the purpose of conducting an Area Inventory.

La Viña – Bimonthly Spanish-language magazine published by the AA Grapevine.

PI – Public Information – PI committees at the District, Area, Trustee and Conference levels help carry the message by working with the media.

Region – A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada. Area 48 is part of the Northeast Region in the U.S.

Third Legacy – AA's Third Legacy is Service, the sum total of all AA services, from a Twelfth Step call to coast-to-coast and worldwide service activities. Third Legacy also refers to AA's unique election process. The first two Legacies are Recovery and Unity.

Trustee – A member of AA's General Service Board. Fourteen trustees are AA members (Class B); seven are non-alcoholic (Class A).

\*Specific to Area 48. (Others are from the AA Service Manual)