

# **TRUSTED SERVANT GUIDELINES**

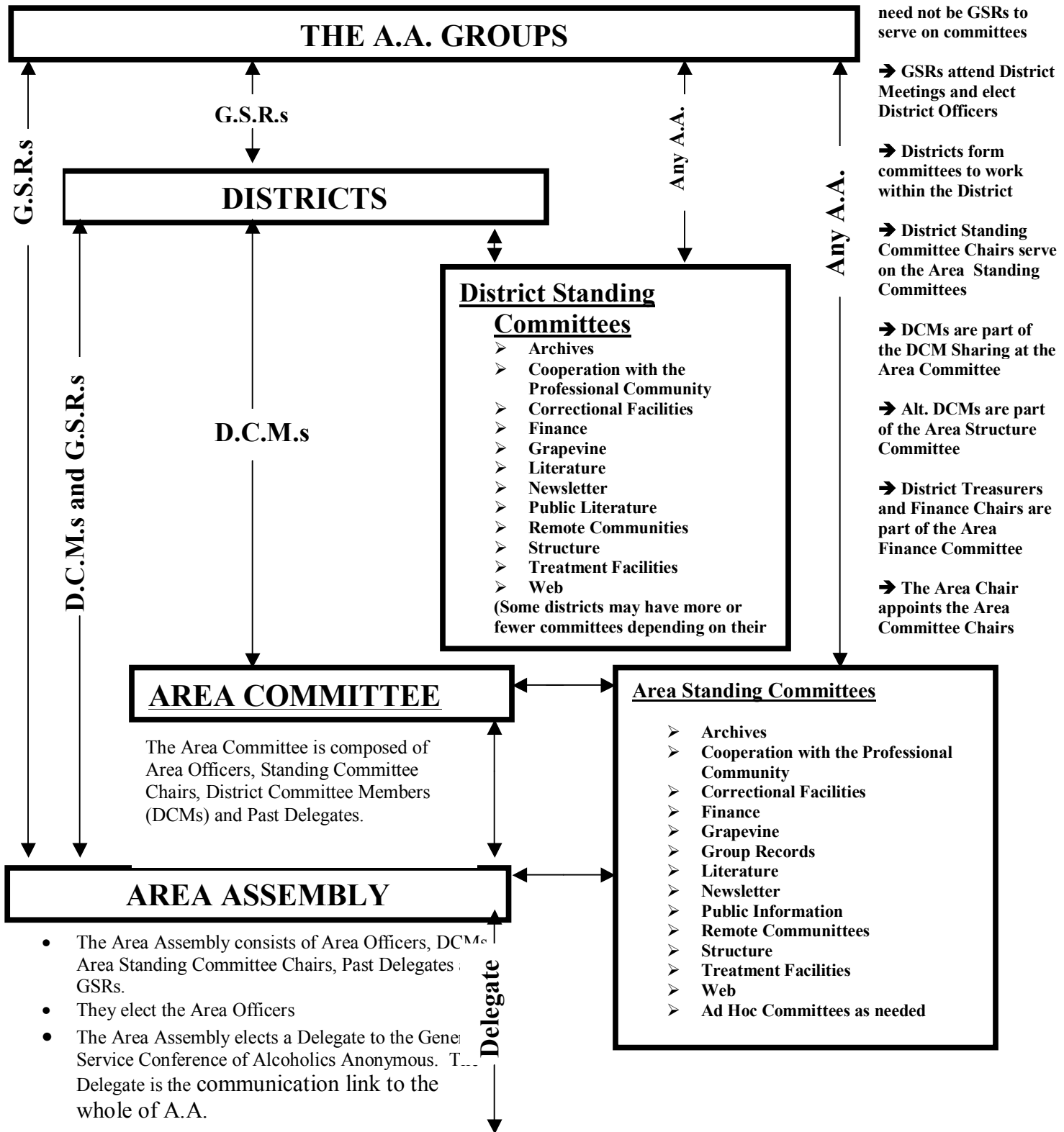
**Southern Minnesota  
Area Assembly  
of  
Alcoholics Anonymous**

**Approved: December 1991 with updates through January 2005**

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# Structure of the Southern Minnesota Area Assembly of Alcoholics Anonymous



- Elect G.S.R.s
- Individual A.A.s need not be GSRs to serve on committees
- GSRs attend District Meetings and elect District Officers
- Districts form committees to work within the District
- District Standing Committee Chairs serve on the Area Standing Committees
- DCMs are part of the DCM Sharing at the Area Committee
- Alt. DCMs are part of the Area Structure Committee
- District Treasurers and Finance Chairs are part of the Area Finance Committee
- The Area Chair appoints the Area Committee Chairs

**PREFACE**

All positions of leadership from GSR to Delegate are essential for communication. The area officers and area standing committee chairpersons are necessary leadership roles to ensure effective communication within the fellowship and specifically, within our area.

The guidelines of the Southern Minnesota Area Assembly (General Service Area 36) are not in any way intended to replace AA publications. Based on the experiences of previous trusted servants, they are a synopsis of basic responsibilities for those currently serving Alcoholics Anonymous in our Area. Significant departure from or elimination of responsibilities as set forth in the Trusted Servant Guidelines are subject to approval by the Area Committee. Revisions and/or additions to the Trusted Servant Guidelines are subject to approval by the Area Committee.

**The intent of these guidelines is not to replace any existing AA literature, but to broaden the experience and knowledge of our trusted servants. It is suggested that they become familiar with the following AA publications:**

Alcoholics Anonymous (The Big Book)

Twelve Steps & Twelve Traditions

Alcoholics Anonymous Comes of Age

As Bill Sees It

Dr. Bob & Good Oldtimers

Pass It On

The AA Service Manual/Twelve Concepts for World Service  
Box 4-5-9

Trustees Quarterly Report

Annual General Service Conference Report

**"Perhaps more than any other group of people in A.A., the area committee is responsible for the health of the Conference structure and thus for growth and harmony in the A.A. Fellowship."**

(Service Manual pg. S40, 2002-2003 Edition)

**Elected Officers of the Area:**

Delegate

Alternate Delegate/Structure Chairperson  
Chairperson

Alternate Chairperson/Finance Chairperson

Secretary

Treasurer

**District Trusted Servants Serving the Area:**

District Committee Member (DCM)

General Service Representative (GSR)

**Appointed Committee Chairs of the Area:**

Archives

Cooperation with the  
Professional Community

Correctional Facilities

Grapevine

Group Records

Literature

Newsletter

Public Information

Remote Communities

Treatment Facilities

Web

## **Voting Members of the Area Committee and Area Assembly**

- ◆ Voting members of the Area Committee include:
  - Area Officers
  - Area Standing Committee Chairs
  - District Committee Members (DCM)
  - Past Delegates

The Area Committee must have a quorum, which constitutes 2/3<sup>rd</sup>s (29) of the voting members (excluding past Delegates in the quorum count), to conduct voting business. Total voting members of the Area Committee is 43 (excluding Past Delegates).

- ◆ Voting members of the Area Assembly include:
  - Area Officers
  - Area Standing Committee Chairs
  - District Committee Members (DCM)
  - General Service Representatives (GSR)
  - Past Delegates

Many decisions at an Assembly will be determined by a simple majority vote (51%); however, in matters pertaining to policy changes a 2/3<sup>rd</sup>s majority is needed (2/3<sup>rd</sup>s of the voting members present – that means you count the number of voting members present at the assembly that day and take 2/3<sup>rd</sup>s of that number).

### **Past Delegate's Vote**

Past Delegate voting will be limited to those Delegates who have served the Southern Minnesota Area (Delegates who relocate to Minnesota do not bring experience serving this Area).

## **Terms of Service to the Southern Minnesota Area Assembly**

(as written in the By-Laws of Southern Minnesota Area Assembly)

Each trusted servant of this corporation shall be elected to serve for a term of two years. A trusted servant shall hold office for the term for which he or she was elected or appointed and until December 31<sup>st</sup> of the year in which his or her successor has been elected and until such successor has qualified, or until the trusted servant's prior death, resignation or recall. The term of any trusted servant may be recalled at any time by a two-thirds (2/3) vote of the Area Committee. Any vacancy occurring because of the death, resignation or removal of a trusted servant shall be filled for the remainder of the trusted servant's term by the District Committee, in the case of a D.C.M. (District Committee Member), or the Area Assembly, in the case of an Area Officer, or the Area Chair, in the case of a Standing Committee Chair.

## **Guidelines for Addressing Area Business**

There are not many emergencies in AA. Most decisions take careful consideration and time. The guidelines below are a suggested framework for our area business and were passed by substantial unanimity at the March 23, 2002 Area Assembly (57 to 1). Some situations may require a very timely turnaround for approval, but most motions are made at the microphone and need to be taken back to the groups for discussion. The guidelines are:

1. Proposals forwarded from Standing Committees are submitted to the Area Committee for consideration as a “seconded motion”. Such proposals should be approved in committee with substantial unanimity. A “seconded motion” is presented for discussion and does not require a “second” for deliberation.

Note: Proposals resulting in significant changes to the Trusted Servant Guidelines or Financial Policy should be routed to either the Finance or Structure Committee for review prior to the Area Committee.

2. Motions forwarded from Standing Committees should be reviewed at the Area Committee meeting and submitted as new business for the upcoming meeting. (Background materials mailed subsequently should be distributed within two weeks of the Area Committee meeting).
3. Proposed business for the Area Assembly should be reviewed at the Area Committee meeting, along with any respective background materials. Upon approval by the Area Committee, the proposed business will be forwarded as an Assembly agenda item. (Background materials distributed subsequent to the Area Committee meeting should be mailed within two weeks). In order to obtain an informed group conscience, at least two months’ time should be allowed prior to the upcoming Area Assembly.

**SUGGESTIONS FOR AREA OFFICERS**

It is to be noted that all service positions of leadership, whether elected or appointed, are considered "trusted servant" positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

Each officer has responsibilities to AA groups and districts, to the Southern Minnesota Area Assembly, and in some cases to the region and to the fellowship worldwide. The first activity of any trusted servant is to become informed as much as possible; not only with respect to their particular service responsibility, but all aspects of AA service. The following are some of the tasks entrusted to our area officers:

- Attend all Area Committee Meetings, all Area Assemblies, Delegates Workshop, the Annual Area Service Conference, and the Area Inventory (held on the even year of every two-year rotation).
- Attend monthly area officer meetings, sharing experience and information with other officers.
- Attend Regional Forums and/or Conferences.
- Serve on the Annual Area Service Conference Committee.
- Provide encouragement and help to area Standing Committee Chairpersons.
- Provide leadership in the area.
- Read and become familiar with the area Financial Guidelines, Trusted Servant Guidelines, Past Actions and Recommendations and any other documents the area has developed from its experience.
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of area funds.
- Be available to committees, districts and groups to provide experience, strength and hope with respect to our third legacy of service.
- When rotating out of office, help the incoming officers with sharing of experience, records, information and any helpful suggestions for serving as an area officer.

**DELEGATE****General Suggestions:**

- Provide leadership.
- Provide the primary communication link between AA as a whole and the Southern Minnesota Area.

**Specific Suggestions:**

- Communicate information received in a timely manner to the area, making use of area assemblies and committee meetings, district meetings, workshops, the area newsletter, and regular mailings to members of the area committee.
- Prepare Delegate Workshop agenda with the help of the Alternate Delegate.
- Attend District meetings when asked, provide reports and other information, and listen for districts group conscience on material presented.
- Become thoroughly familiar with the General Service Conference topics.
- Get to know area trusted servants.
- Arrange opportunities in advance for making conference reports to districts.
- Coordinate annual group information updates with the Group Records Secretary.
- Represent the area in regional matters.
- Prepare articles/reports for the area newsletter.
- Help Area Standing Committees understand how the Conference Advisory Actions apply to their committee activity.
- Assist Area Standing Committee Chairpersons in forwarding requests or suggestions to the General Service Conference.
- Encourage Area Standing Committees to discuss General Service Conference topics and to respond to advisory actions.
- Keep the Alternate Delegate informed in the event that the Delegate is unable to attend the General Service Conference.

## **ALTERNATE DELEGATE**

### **General Suggestions:**

- Provide leadership.
- Remain active in area activities.
- Assist the Delegate as requested.

### **Specific Suggestions:**

- Work closely with the Delegate to remain informed.
- Help coordinate Delegate's Workshop distributing conference agenda items and background materials to all Area Officers, Standing Committee Chairs, DCMs and Past Delegates in a timely manner. Work with Area Chair in securing a location and any specific set-up requirements.
- Attend district meetings when asked, providing information and experience.
- Become thoroughly familiar with the General Service Conference topics.
- Get to know area trusted servants.
- Represent the area in regional or conference matters in the absence of the Delegate.
- Prepare articles/reports for the area newsletter.
- Keep the Delegate informed of any information received.
- Chair the area Structure Committee (see suggestions for Structure)

## **AREA CHAIRPERSON**

### **General Guidelines:**

The Area Chairperson is the only officer authorized to sign agreements with Service providers on behalf of the Area. Certain exceptions may apply for special services such as accounting and data processing, in which case, the appropriate officer will file with the Area Chair any agreements entered into.

### **Specific Suggestions:**

- Arrange for reasonably priced meeting sites for the Area Assemblies, Area Committee, Delegates' Workshop, and Area Inventory. All facilities must be handicap accessible. Recommendations for meeting sites are submitted to the Area Officers for approval. Contracts should be signed and the calendar confirmed by June of the preceding year. May arrange for luncheons if it is an all day meeting. Familiarize the Alternate Chair with negotiations.
- Publish the area calendar. This should be available no later than the last Area Assembly of the preceding year.
- Preside at meetings of the Area Assembly, Area Committee, and Area Officers in an orderly fashion.
- Schedule monthly officer meetings to ensure continuity, unity and effective communication.
- Call additional meetings of the area if necessary.
- With the assistance of the Area Committee, set the agenda for Area Assembly meetings and ensure that it is published and distributed within five (5) weeks of the Area Assembly meeting in order that all AAs may become aware of the agenda.
- In collaboration with the Area Officers, the Area Chair selects Standing Committee Chairs. Committee Chairpersons are subject to a two-thirds approval by Area Officers.
- Meet with Area Standing Committees as needed, encouraging committee efforts and referring appropriate matters of Area concern to the pertinent Area Standing Committee for action and/or recommendations to the Area Committee and Assembly.
- Obtain volunteers for coffee sales at all Area Assemblies and Area Committee Meetings.
- Coordinate audio taping of all Area Assemblies and Area Committee Meetings.
- Prepare articles/reports for the area newsletter.
- Prepare Annual Budget.

**AREA CHAIRPERSON**, continued...

- Submit Annual Budget to the Area Committee Meeting prior to the October Assembly.
- Review monthly financial statements and bank statements from the Treasurer, assuring as much as possible that Area funds are spent prudently and consistent with the area's purpose.
- Review and approve Treasures requests to transfer moneys between Area fund accounts in accordance with the Area Financial Guidelines.
- Attend district meetings when asked, to provide information and other leadership help.
- Appoint chairperson for Annual Area Service Conference.
- Prepare articles/reports for the area newsletter.

**ALTERNATE CHAIRPERSON****General Suggestions:**

- Work closely with the Area Chairperson, becoming familiar with all aspects of the job.
- In the absence of the Area Chair, acts as Area Chair and presides at officer meetings, area committee meetings and area assembly meetings.
- Should the Area Chair be unable, sign contracts for Services.

**Specific Suggestions:**

- Attend district meetings to provide leadership and information.
- May chair special committees, such as the Annual Area Service Conference, as appointed by the Area Chairperson.
- Work closely with all of the Area officers to assist them in whatever way proves helpful to them and the Assembly.
- Assist the Area Chairperson in developing the annual budget.
- Chair the Area Finance Committee (see suggestions for Finance Chair).
- Prepare articles/reports for the area newsletter.

## **SECRETARY**

- Make available copies of the revised past Area Actions, Trusted Servant Guidelines, and Financial Policy at all Area functions. Let people know all of this information is available to them on the website.

In addition, copies of the following items should be provided:

### Area Assemblies

Agenda

Area Calendar

Area Map

Review of Parliamentary Procedure

GSO Directories (display only)

### Area Committee Meetings

Copies of prior minutes

Agenda

- Keep in your laptop carrying case a copy of the Trusted Servant Guidelines, a complete copy of the Area Actions, the current Financial Policy and the Service Manual. Have a notepad along just in case the computer has problems. Also keep in a plastic box a copy of all the past minutes from the last two years.
- Assist Area Chair at meetings (you should arrive 30 minutes early). Buy all of the tapes for recording the meeting. You are also responsible for keeping all of the signs and displaying them at assemblies and the inventory.
- Request approval of prior meeting minutes during Secretary's Report at Assemblies and Area Committee meetings.
- Take minutes of all Area Assemblies, Area Committee meetings, Area Officer's meetings, the Delegate's Workshop and the Area Inventory. E-mail these minutes to as many people as possible. Always coordinate with *The Pigeon* editor about deadlines regarding minutes from past Assemblies. The minutes from Assemblies are published in *The Pigeon*. That deadline must be met so you won't need to have copies of Assembly minutes available at the Assemblies. Make sure to get mailing labels from the Group Records person. Currently you have to mail about 30 copies to Area Committee members. Make sure to check the postage before mailing these out. It can change frequently.
- Copies of minutes should be burned onto two discs. One for Archives and the second for the Secretary.

**SECRETARY**, continued...

- Mail and e-mail minutes out within two weeks of the event. At the end of the minutes, secretary should list bullet points to clarify any Area Actions.
- Mail the agenda for upcoming Area events to all members of the Area Committee and Past Delegates four weeks prior to the event.
- Send information to Area Officers as needed. If possible, assist officers with projects as needed.
- The Secretary signs Area checks when needed.
- The Secretary annually updates past Area Actions (available on disk). This must be done immediately after the action has been passed. The updates also need to be sent to the web, and given to the Structure Committee at the end of the year for their review.
- The Secretary works with the Web Committee in keeping the Area information on the website updated and current.
- At some point during the rotation, the Secretary needs to review the documents we are using. Are they out of date? Do we still need them? Is there something else that we need that can be developed?
- Prepare articles/reports for the area newsletter.

## **TREASURER**

### **General Suggestions:**

- Handle all area moneys, keeping records of contributions and disbursements.
- A knowledge of, or the willingness to learn, some simple bookkeeping techniques will greatly aid a person in satisfactorily fulfilling the duties of this office.
- The Area Financial Guidelines provide the Treasurer with specific procedures and area for handling area funds.

### **Specific Suggestions:**

- Work closely with the Area Chairperson in disbursement of area funds. The Area Chairperson is the second signature on Area checks. In the absence or unavailability of the Area Chair, the Area Secretary should sign. The Area Chairperson should be notified of all checks signed in his or her absence.
- Have envelopes printed with the contribution address, coordinating this with the Finance Committee.
- Pick up contributions on a frequent basis, making all deposits as soon as possible. Send acknowledgments for contributions.
- Pay bills promptly, (See Financial Guidelines).
- Provide monthly statement(s) for our Trusted servants.
- Transfer funds to reserve fund and delegate's fund when advised to do so. (See Financial Guidelines)
- Provide cash box and change, tickets and ticket boxes for all Area Assembly and Committee Meetings (for coffee sales).
- Submit records to an independent CPA on an annual basis. This should be a person or firm not associated with the Area Assembly in that the person or persons performing the review hold no position in the Assembly. The CPA is to be paid for their professional services and is to be asked to render a report, and to prepare the Federal and State Tax Forms.
- Distribute the CPA's report and copies of the Federal and State Tax forms to the Area Officers and members of the Area Committee.
- Complete the Annual Charitable Organization Report for the State of Minnesota. Submit to the Area Chairperson for review and signature.

**TREASURER**, continued...

- Attend all Finance committee meetings and have the records available for review.
- Forward any address changes to the Group Records Secretary.
- On an annual basis, distribute copies of the Area Financial Guidelines and Policy regarding Prudent Reserve and Maximum Area Funds to the Area Committee. This may be conveniently done at the first Area Committee Meeting of each year. They may also be published in the Area Newsletter on an annual basis.
- Have the following items readily available at all Area functions: Area check book, Area financial book, contribution envelopes, reimbursement forms, tax exemption certificates, and the Area Finance Guidelines.
- Prepare articles/reports for the area newsletter.

## **SUGGESTIONS FOR AREA STANDING COMMITTEE CHAIRPERSONS**

It is to be noted that all service positions of leadership, whether elected or appointed, are considered "trusted servant" positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

The standing committee chairpersons of the Southern Minnesota Area are appointed by the Area Chairperson. The Area Chairperson may replace or remove any committee chairperson if he or she finds it necessary.

Each committee chair is responsible for the following in serving the Area Assembly:

- Attend all Area Committee Meetings, all Area Assemblies, Delegates Workshop, the annual Area Service Conference, and the Area Inventory (held on the even year of every two-year rotation)".
- Attend Regional Forums and/or Conferences.
- Provide leadership in the area.
- Read and become familiar with the Area Financial Guidelines, Trusted Servant Guidelines, Past Actions and Recommendations and any other documents the area has developed from its experience.
- Submit committee budget information as requested by the Area Chairperson to help in planning the area budget.
- Manage committee activities within the Area Budget and Financial Guidelines, requesting additional funds if necessary. Any expenditure over \$1 00.00 must be cleared with the Area Treasurer prior to incurring the expense.
- Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of area funds.
- Be available to committees, districts and groups to provide experience, strength and hope with respect to the committee chair position.
- Request and encourage each district to elect or appoint a representative to the committee, preferably the chairperson of the corresponding district standing committee.

**SUGGESTIONS FOR AREA STANDING COMMITTEE CHAIRPERSONS,**  
continued...

- Hold regular meetings with the committee. These may be in addition to the regularly scheduled meetings provided for prior to each area committee meeting. Inform each representative of time and location of meetings.
- Exchange information with other committees in the region, particularly those areas in which some committee work may overlap the “boundaries” of delegate areas.
- Coordinate with the Area Chairperson in the appointment of an alternate committee chairperson.
- Report committee activities and information in each issue of the Area Newsletter.
- When rotating out of office, help the incoming chairperson with sharing of experience, records, information and any helpful suggestions for serving the area.

Prepare articles/reports for the area newsletter.

## **AREA ARCHIVIST (see Archives Committee)**

### **Purpose:**

To work closely with the Archives Committee, sharing it's purpose. This position is non-voting, relates directly to the Archives committee, and is responsible to that committee.

### **Specific Suggestion:**

- Follow the suggestions as outlined in the Area Archives Committee Trusted Servant Guidelines.

### **Policy for Electing the Area Archivist: (as established per area action 3/18/95)**

- At the time the Area Chair is Appointing Area Standing Committee Chairs, the Archivist will be asked if he/she is willing to continue serving.
- If reappointment is not accepted, the Area Chair will consider recommendations for the position from the Archives Committee.
- The appointment will be made by the Area Chair.
- If the Area Archivist is nominated for Area Office and accepts the nomination, and is elected, he/she must relinquish the duties of Archivist at that time.

## **ARCHIVES**

### **Purpose:**

To gather current and historical information about AA, especially in our Area, and to preserve it in a meaningful order.

To Provide a clearinghouse of information in the Area with respect to Archives, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

### **Specific Suggestions:**

- Read and become familiar with all of AA's history-related material such as AA Comes of Age, Pass It On, Dr. Bob and the Good Oldtimers, Markings on the Journey, the Markings Newsletter, etc.
- Communicate and cooperate in a working relationship with the Archivist at GSO.
- Work with district archives and inspire them to collect historical items and information.
- Communicate with Area and District Committee Chairs, DCMs and Area Officers what they should provide to the Archives when they rotate.
- Talk at groups, districts and workshops about history when asked.

**ARCHIVES, cont...**

- Gather present and historical information about AA in the Area.
- Keep all historical information in such a way as to make it accessible and to preserve it for future generations. Arrange for proper space and storage of Area archival material.
- Ensure that confidential materials are properly stored, while ensuring access in the appropriate circumstances.
- Maintain inventory of historical displays, providing them at any AA function when requested.
- Obtain newspaper and magazine clippings from the Public Information Committee or other sources and maintain in news clipping scrapbook. Gather old and new flyers from all over Area and preserve in flyer scrapbook. Gather old and new Grapevines and maintain Grapevine historical display.
- Report committee activities and information in each issue of the Area Newsletter.
- Prepare articles/reports for the area newsletter.

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)**

### **Purpose:**

To provide a clearinghouse of information in the Area with respect to CPC, coordinating the exchange of ideas and resources between districts and concentrating on providing information about AA to those who have contact with alcoholics through their profession. Provide experience and assistance in developing projects that will further the carrying of our AA message through CPC.

### **Specific Suggestions:**

- Obtain, read and use CPC workbook and any related materials from GSO.
- Find productive and creative ways of cooperating without affiliating, attempting to establish better communication between AA and professionals.
- Work with our fellowship by holding workshops and encourage Districts to participate in local work.
- Encourage districts and AA members to communicate about AA with professionals.
- Utilize and help coordinate the resources of districts to develop and maintain contact with professional groups in their districts.
- Coordinate with GSO on staffing booths with the GSO display at conventions in the Area.
- Utilize subcommittees as a way to better reach specific professional groups.
- Report committee activities and information in each issue of the Area newsletter.
- Prepare articles/reports for the area newsletter.

## **CORRECTIONAL FACILITIES (CFC)**

### **Purpose:**

To lead and coordinate the work of individual AA members, groups and districts to carry the AA message to alcoholics in correctional facilities located in our Area.

To provide a clearinghouse of information in the Area with respect to correctional Facilities work, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message in correctional facilities.

### **Specific Suggestions:**

- Obtain, read and use Correctional Facilities workbook and any related materials from GSO.
- Work with CPC to develop necessary joint subcommittees (i.e: DWI programs, youth orientation programs, etc.).
- Work with state and federal facilities to let them be aware of contact lists.
- Work with state and county officials in coordination of Correctional Facility programs.
- Assist in placing AA literature in correctional facilities.
- Coordinate the work of AA members and groups who are interested in carrying the AA message inside the walls.
- Coordinate the means for inmates to "bridge the gap" from prison into the larger AA community.
- Maintain directory of all Area correctional facilities and ensure contact with all State corrections facilities in the Area.
- Maintain contact list of groups and individuals currently bringing AA to correctional facilities.
- Maintain pre-release contact list.
- Handle requests for pre-release contacts.
- Report committee activities and information in each issue of the Area Newsletter
- Prepare articles/reports for the area newsletter.

## **FINANCE**

### **Purpose:**

To keep abreast of and monitor the Area's financial needs, policies and practices. This committee is responsible for reminding groups of their 7th Tradition opportunities.

To provide a clearinghouse of information in the Area with respect to finances, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will enable groups to become “full partners” in Alcoholics Anonymous through the 7th Tradition.

### **Specific Suggestions:**

- Obtain, read and use finance-related materials from GSO.
- Become thoroughly familiar with the Area financial guidelines.
- Review Area financial records and status with the committee and Area treasurer at each committee meeting.
- Assist the Area Chairperson in preparing the Area budget
- Send 4 (quarterly) self-support mailings each year to the Area fellowship.
- In cooperation with the Structure Committee, review and update Area financial guidelines as needed.
- Must become familiar with the bulk-mailing process and postal regulations.
- Assist districts with the development and maintenance of financial policy and procedures.
- Report committee activities and information in each issue of the Area Newsletter.
- Prepare articles/reports for the area newsletter.

## **GRAPEVINE**

### **Purpose:**

To coordinate the work of individual AA members, groups, and districts to read, subscribe to and utilize the Grapevine and Grapevine-produced materials. To encourage individual AA members to contribute written material to the Grapevine for publication.

To provide a clearinghouse of information in the Area with respect to the AA Grapevine, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message through the Grapevine.

### **Specific Suggestions:**

- Obtain, read and use the Grapevine workbook and any related materials.
- Maintain adequate inventory at Area functions and workshops.
- Have guidelines for writing articles on hand at all displays, encouraging Area participation in the Grapevine through the submission of articles.
- Encourage districts to have committee chairs for Grapevine in district.
- Encourage Grapevine subscriptions throughout the Area.
- Encourage Grapevine meetings and workshops.
- Encourage each group to get a Grapevine Representative (GVR).
- Handle revenue from Grapevine subscriptions and materials.
- Report committee activities and information in each issue of the Area Newsletter.
- Prepare articles/reports for the area newsletter.

## **GROUP RECORDS SECRETARY**

### **Purpose:**

- Maintain an accurate database and mailing list of the groups and trusted servants in the Area.
- Maintain an accurate mailing list for the Area Newsletter.

### **Specific Suggestions:**

- Maintain a working relationship with the Records Department at GSO.
- Coordinate the annual group information updates with the Delegate and the DCM in the Area.
- Record new groups in the Area as the information is received by the Delegate.
- Encourage districts to provide accurate information for database.
- Produce mailing lists/labels for Area mailings.
- Produce the Area directory after area elections, every two (2) years.
- 'Maintain two backup files at separate locations; one with the Area Archives Chair, and the second at the discretion of the Group Records Secretary.
- Provide Area Committees with any information requested.
- Work with Area Treasurer to maintain/produce records of group contributions.
- Report activities or information in the Area Newsletter.
- Prepare articles/reports for the area newsletter.

## **LITERATURE**

### **Purpose:**

To provide a clearinghouse of information in the Area with respect to Literature, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message using our literature.

Maintain limited Area inventory per Assembly action.

### **Specific Suggestions:**

- Become familiar with all available Conference-approved literature.
- Maintain Area Literature inventory.
- Display literature at all Area service meetings.
- Assist Area Standing Committees in developing displays pertaining to their committee.
- Encourage awareness of new or recently developed literature and service pieces.
- Have current literature order blanks at all Area functions.
- Encourage Districts to have Literature Chair.
- Work with other standing committees to have available literature they might need in their committee activities.
- Report activities or information in the Area Newsletter.
- Prepare articles/reports for the area newsletter.

## **NEWSLETTER: "THE PIGEON"**

### **Purpose:**

Publish informative and attractive newsletter to the Area four times a year, providing it to the Area fellowship in a timely fashion, mailing it five weeks before each Assembly.

### **Specific Suggestions:**

- Learn typesetting and layout skills or find committee members with these skills.
- Have a flexible layout.
- Produce copy for printer.
- Become familiar with bulk mailing process.
- Maintain good relationship with printing and mailing vendors.
- Oversee and coordinate production and distribution of newsletter.
- Encourage District reports and be available to work with Districts on communication.
- Assign a committee member to keep contributors apprised of deadlines for publishing.
- Provide encouragement for writing articles, particularly to DCMs and Area Standing Committee Chairs.
- Keep informed of activities and issues going on within Alcoholics Anonymous as a whole.
- Gather useful Service information to publish from sources within the Area, Region, and AA as a whole.
- Obtain, read and use other Area newsletters (GSO has record of these.).
- Listen to comments from groups on the content of the newsletter,
- Be aware that as committee grows and people get involved, there may be a need for both an editor and committee chair.
- Prepare articles/reports for the area newsletter.

## **PUBLIC INFORMATION (PI)**

### Purpose:

To carry the message to the alcoholic who still suffers. The committee achieves this in two ways:

1) Through informing the general public about the AA program, and 2) Through reaching the "third person" who may know of someone with an alcohol problem.

To provide a clearinghouse of information in the Area with respect to PI, coordinating the exchange of ideas and resources between districts. Provide experience and assistance, in developing projects that will further the carrying of our AA message through Pi.

### Specific Suggestions:

- Obtain, read and use PI workbook and any related materials from GSO.
- Encourage attendance and participation in PI meetings.
- Coordinate any AA exposure to media within the Area.
- Coordinate the activities of all public information as it relates to AA within the Area.
- Appoint Chairperson for the State Fair Booth project with advisory help from the Area Chair.
- Maintain list of small newspaper, radio and TV stations in the Area, and mail anonymity statements to publications with a circulation of 49,999 or less.
- Develop and maintain Area PI displays as necessary.
- Be available to meet with media professionals during normal business hours.

**PUBLIC INFORMATION (PI)**, continued.....

- Obtain and distribute conference-approved radio, press and television material throughout the Area.
- Monitor AA anonymity at the level of press, radio, and films, per Delegate discretion.
- Coordinate, consult and provide information to districts and members who provide AA information for fairs, roundups, and non-AA groups or organizations.
- Maintain news clipping service per officer approval.
- Maintain inventory of films, audio tapes, video tapes, and slide shows for Area use.
- Report activities or information in the Area Newsletter.
- Prepare articles/reports for the area newsletter.

## **STRUCTURE**

### **Purpose:**

The Structure Committee is the "Inventory Committee" of the Area. It functions as a safeguard in the Area to ensure better communication and cooperation in any aspect of our third legacy.

### **Specific Suggestions:**

- Continually review how the Area functions, how it communicates to assure the groups in the Area are adequately served within the current structure.
- Monitor our service communications and suggest positive solutions.
- Communicate items of interest or concern based on how other Areas operate.
- Review General Service Conference Advisory Actions that are not covered by other standing committees - i.e. Policy/Admission, Report & Charter, Trustees, Conference and International Convention Committees.
- Provide information and past experience on redistricting. Work with Area Officers and any DCM, LCM or group of groups that wish to form a new district so it can be done in an orderly manner.
- Produce an updated Area Map at the end of each year.
- Work with the Group Records Secretary on maintaining Area records, using the information to become more informed about the makeup and communication needs of our Area.
- Review and suggest updates to Area finance and trusted servant guidelines as necessary, cooperating with any other committee or any officer in accomplishing this.
- Prepare articles/reports for the area newsletter.

**STRUCTURE**, continued.....

- Cooperate in informing and helping the Area obtain more participation from its groups and districts.
- Help familiarize new trusted servants (GSRS, DCMS. and LCMS) with their responsibilities and opportunities in Area service.
- Report committee activities and information in each issue of the Area Newsletter
- In cooperation with the Area Chair, facilitate an Area inventory to be held during the even year of each rotation. The Area inventory should be conducted by a moderator residing outside of Area 36.
- Present proposed updates and/or revisions to the Area Actions and Recommendations (as submitted by the Area Secretary) for approval by the Structure Committee.

## **TREATMENT FACILITIES (TFC)**

### **Purpose:**

To coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up a means of "bridging the gap" from the facility to the larger AA community.

To provide a clearinghouse of information in the Area with respect to Treatment Facilities, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our AA message in treatment facilities.

### **Specific Suggestions:**

- Obtain, read and use Treatment Facilities workbook and any related materials from G.S.O.
- Keep current list of facilities including long term, short term, and outpatient treatment facilities, detox centers, and halfway houses.
- Work with Districts on how to encourage meetings within the facilities.
- Keep record of reports and lists of members in District willing to work on Committee.
- Continually review methods of assistance to groups going into facilities.
- Coordinate the work of AA members and groups who are interested in carrying the AA message into treatment centers.
- Set up and maintain the means for patients to "bridge the gap" from treatment facilities into 'the larger AA community' (Temporary Contact Program.)
- Report committee activities and information in each issue of the Area Newsletter.
- Prepare articles/reports for the area newsletter.

**THE SERVICE POSITION WITHOUT ROTATION:**  
**THE ROLE OF OUR PAST DELEGATES**

The Southern Minnesota Area Assembly recognizes the invaluable role of our Past Delegates, whose experience is vital to the continuous functioning and development of Area 36. Attendance and participation at Area events, particularly Area Assembly and Area Committee meetings, is strongly encouraged. In keeping with A.A.'s Seventh Tradition, Past Delegates asked to assume specified responsibilities at Area-related events will be reimbursed for appropriate travel and/or lodging expenses.

## **Web Committee**

### **Website Purpose**

To provide accurate and meaningful information on Alcoholics Anonymous in Southern Minnesota Area 36 for anyone who seeks it, within the boundaries of AA's Twelve Traditions. This will include the still suffering alcoholic, the A.A. member, and individuals from the public and professional realms.

### **Committee Purpose**

To ensure that the website purpose is met in the following manner:

- A. The 'newcomer' section will be easy to navigate, be attractive, and provide accurate information about AA and how to make contact with us.
- B. The sections devoted to the 'public' and 'professionals' will be designed to invite cooperation through the presentation of sufficient information for each type of interest.
- C. Sections for A.A. members will be up-to-date, providing as much information as is possible through the use of volunteers and within the scope set by the Area Assembly.

### **Committee Makeup**

Chairperson.. Selected by the Area Chairperson

Webmaster ... Selected by the Area Chair, after consultation with the Web Committee Chairperson.

Body    Composed (ideally) of those web chairpersons from each of the districts in SMAA and/or interested GSR's and/or interested AA members.

### **Committee Chairperson Responsibilities**

- 1) Chairs regular and special committee meetings (at least 4 per year)
- 2) Selects Alternate Chair and committee Secretary.
- 3) Ensure that the committee considers & responds to Area Assembly and Area Committee guidance.
- 4) Works to make sure the committee operates within its defined scope.
- 5) Coordinates, with the Area Treasurer, prompt payment of all fees & accounts for vendor services.
- 6) Prepare articles/reports for the area newsletter.

**Web Committee, continued.....**

- 7) Serves as the central 'submission point' for all material to be placed on the area website.
- 8) Has 'first line' responsibility to ensure that submitted material is in accordance with AA's Twelve Traditions.
- 9) Encourages involvement on the committee, especially from each of the districts.
- 10) Provides reports and other materials, as may be needed, to encourage members, groups and districts to fully utilize the website.
- 11) Brings to the Area Committee and/or the Area Assembly any recommendations developed by the committee.

**Webmaster**

**Term**

Serves a two-year term unless extended by joint agreement between the Area Chair and the Committee Chair. The webmaster may serve in this capacity so long as his/her service is satisfactory and the Area Chair, Web Committee Chair and the Webmaster agree that the webmaster's service should continue. Some rotation, however, is in the best interest of all. Therefore, it is suggested that the position rotate after a maximum term of five (5) years.

**Qualifications**

- 1) Is knowledgeable in the software needed to develop and maintain a website, in addition to having demonstrated the skills to carry it out.
- 2) Understands the role of the trusted servant, including the guidelines for the Web Committee Chairperson.

**Responsibilities**

- A. Maintain the Area 36 website. (Duties may be delegated to other volunteers as agreed to by consultation with the Web Committee Chairperson.
- B. Suggests policy changes/additions to the Web Committee.
- C. Has the primary responsibility to provide site design and function recommendations to the Web Committee.

**Non-Area 36 Assembly Pages**

The Area Assembly may, at its discretion, allow for either linking to district websites and/or making space available for hosting a web page with the Area's host. All such pages will be consistent with the area policies regarding web pages

***Web Master***

Is a non-voting member of the Area Committee

**Links**

- A. The Area 36 website may link to all general service entities such as GSO, Grapevine, Areas, Districts, Intergroups (recognized as such by GSO), and their committees provided that they adhere to the Twelve Traditions of AA and:
- B. The link does not contain any references to outside enterprises. (For instance, the logo of the company who hosts the website must not appear on the web page.
- C. The Eleventh Tradition is carefully followed by the page not containing any names, personal phone numbers, or street addresses. (Street addresses for meeting locations and P.O. boxes are acceptable.
- D. Anonymity is maintained for all A.A. members.
- E. Public controversy is avoided. The Internet is a public medium, hence any page or site with chat rooms, opinion-editorial pages, or that which encourages or allows personal attacks or disrespect, will not be available as an active (hot) link.

**Trusted Servant Guidelines**  
**Remote Communities and Special Needs Committee**

Area Committee Chairperson

**Purpose:**

To serve as the area's central contact person for representatives of communities where it is difficult to carry the A.A message because of language, culture, geography, or life condition. To coordinate area-wide activities that help carry A.A.'s message to members of these communities (e.g supporting, assisting in the organization of meetings for the deaf and hard of hearing, to initiate the production of literature for various non-English speaking communities, or to support the development of meetings in rural areas.) To support the district chairs in their outreach to these communities in their respective districts.

**Specific Suggestions:**

- Develop effective ways to conduct outreach, without promotion, to various remote communities.
- Support districts in identifying and meeting the specific RC needs for their districts.
- Send out regular communications to the district chairs and DCMs.
- Organize an events calendar to assist districts in coordinating their efforts to reach RC populations in their districts.
- Prepare articles/reports for the area newsletter.

**Area Committee Chairperson, cont....**

- Develop ongoing resources that assist the increased efficacy of this committee (e.g.; a Remote Communities committee “workbook”).
- Compile a detailed history of outreach to various remote communities so as to effectively track and avoid the unnecessary reproduction of these efforts.
- Utilize subcommittees as a way to better reach specific remote communities.
- Submit annual report to the Remote Communities Communicator (newsletter for all remote communities committees for North American areas)
- Report committee activities and information in each issue of the Area Newsletter.
- Attend all Area Committee meetings and related Area meetings and events.