

# **NORTHERN ILLINOIS SERVICE MANUAL**

## **AREA 20**

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# GENERAL SERVICE REPRESENTATIVE (G.S.R.) HANDBOOK

## ***Getting Started in “Service Work”***

What Is “Service Work?” You already know about individual A.A. service work. Individual service work includes making 12<sup>th</sup> step calls, chairing meetings, giving leads and making coffee.

As a General Service Representative (G.S.R.) you will now be doing service work of another kind - group service work. This kind of service work also helps keep us sober. It enables and supports the service work of individuals and is aimed at the alcoholic who still suffers. Group service work is more organized and is done within what we call a “service structure.” As a G.S.R., you are now a very important part of that structure.

This handbook is designed to help you get started in general service. It explains the service structure, how it operates and your function within it.

## ***What is an A.A. group?***

*“... much attention has been drawn to the extraordinary liberties which the A.A. Traditions accord to the individual member and to his group: no penalties to be inflicted for nonconformity to A.A. principles; no fees or dues to be levied...voluntary contributions only; no member to be expelled from A.A. — membership always to be the choice of the individual; each A.A. group ought to conduct its internal affairs as it wishes - it being merely requested to abstain from activities that might injure A.A. as a whole; and finally that any group of alcoholics gathered together for sobriety may call themselves an A.A. group provided that, as a group, they have no other purpose or affiliation.” - Warrant Six, Concept XII*

## ***If You are a First Time G.S.R.***

You should start by reading the subsections, “On Being a General Service Representative (G.S.R.)”, and “What Does a New G.S.R. Do?” Much of the remaining material in this handbook can be used as a guide and reference as you go along.

## ***On Being a General Service Representative (G.S.R.)***

### ***Your role as a G.S.R.***

- Attend your own group meetings regularly and give regular reports on information gathered at the District and Area meetings.
- Attend District meetings regularly.
- Attend Area Assemblies.
- Hold monthly group business meetings.

### ***How we work***

The basic unit is the autonomous A.A. Group, with 10-20 members in the average sized Group. The G.S.R. is the General Service Representative for the Group. The G.S.R.s represent their Groups at the District Meetings and Area Assemblies.

Every Group has one vote in District Committee and Area Assembly meetings. This vote is cast by the G.S.R. or the Alternate G.S.R. if the G.S.R. is absent. They participate in the making of A.A. policy. They carry news, questions, and opinions to and from the Group, forming the link between their Group and the rest of A.A.

Your Group and the neighboring Groups form the next larger unit: the District. The average District has about 40 Groups in it. There are 26 Districts in the Northern Illinois Area. The G.S.R.s attend the monthly or bi-monthly District Meeting. The Districts are responsible for local A.A. issues and concerns, such as the answering service and meetings in institutions and treatment centers.

The Northern Illinois Area Committee consists of about 90 people whose function is to share experience, assist in coordinating activities among Districts, and provide services on an area level that the District Committees would find difficult or impossible to accomplish on a local basis. The actual number of members of the Area Committee will vary depending on a number of factors. The Area Committee is composed of the D.C.M.s and their alternates, the Area Officers and their alternates, all Area Standing Committee Chairs and their alternates and all Past Delegates. This Committee acts as an advisory committee to the Assembly, Area Officers, and the Delegate. It has responsibility for some Area business, some facets of the Assembly Agenda and the organization of the Illinois State, the N.I.A. Spring, and the N.I.A. Big Book Conferences.

The Conference meets for six days each April in New York. There are typically about 135 voting members: 93 elected Delegates from the A.A. membership, 21 Trustee members of the General Service Board, 3 A.A. World Services Inc. Directors, 1 Grapevine Inc. Director, the G.S.O. General Manager, the staff members of the General Service Office, the Executive Editor/Publisher of the Grapevine and 2 Grapevine staff members. The number of A.A. World Services and Grapevine staff members may vary from year to year.

Seven Trustee members of the General Service Board are non-alcoholic (Class A) and fourteen are alcoholic (Class B). The General Service Board Inc. has legal control of A.A.

The General Service Board exercises custodial oversight over the affairs of the Grapevine, Inc. and A.A. World Services Inc., which owns and operates the General Service Office. However, the ultimate responsibility for guidance of the Trustees resides with the groups through the General Service Conference.

The General Service Conference represents the collective Group Conscience of A.A. It relies primarily on A.A. Tradition, and ultimately if need be, the power of the purse. The importance of the G.S.R. in the Conference process is to provide communication between the Group and the General Service Conference.

The agenda for the conference is assembled by the General Service Board based on items from the previous conference and items suggested by Areas, Districts, Groups, and individuals. A preliminary agenda is distributed to Delegates in mid-January and the final agenda is sent to Delegates in mid-February. Along with the agenda, Delegates will receive background material for each item. The background is currently provided on CD but can be as long as 8 – 900 printed pages.

In N.I.A. the Alternate Delegate is then responsible to make copies of the agenda and background on CD and distribute them to D.C.M.s who are expected to make the material available to G.S.R.s. Ideally, each group would discuss each agenda item and arrive at a group conscience on every item. This, however, is not practical because of time constraints and the volume of material. There may be as many as 50 – 60 agenda items. It is suggested that G.S.R.s make the agenda available to group members who can select items of interest to the group, review the background material and generate a group conscience on the selected items.

Two or three weeks prior to the General Service Conference the Area holds a Pre-General Service Conference Workshop. This will be an opportunity for G.S.R.s and interested members to discuss agenda items with others from around the Area. The event is held to provide an opportunity for Groups and individual members to communicate with their Delegate. Alternatively, Groups, G.S.R.s, or members can communicate directly with the Delegate by letter, email, phone, or in person when possible.

This communication chain is the weakest link in the General Service Conference process. The final Agenda is not given to the Delegate until the middle of February. Then, sometimes, the Alternate Delegate can't contact each D.C.M. and if and when the G.S.R. does get the Agenda the group may or may not be interested in discussing the agenda. And finally, if the G.S.R. does get the conscience of the group it may be too late to do anything with it. While the process is imperfect, everyone present at the Pre-General Service Conference Workshop has the opportunity to express an opinion. This is why the Pre-General Service Conference Workshop is important.

What then should the G.S.R. do to improve the process? They can encourage their D.C.M. to invite the Delegate to the District Meeting to explain the Conference Agenda in detail. Hold a Group business meeting to discuss selected agenda items with any Group members who attend. Let your group know about the Pre-General Service Conference Workshop. Finally, go to the Pre-Conference Workshop and participate. Generating a group conscience is of no value unless it is expressed.

After the Conference, the Delegate will give reports on the results of the Conference. The reports will be made at the first Area Committee meeting and Assembly following the Conference. In addition, the Delegate will be available to report at District Committee meetings or workshops for that purpose around the Area.

Many times new G.S.R.s are disturbed by what they see happening at the first service meeting they attend. They expect the service meeting to be like the group meetings they are used to. But they are not the same. The service meeting may have disagreement and argument, wherein a regular A.A. meeting these things are avoided. It is difficult to control the length of the meeting, as nearly everyone has an opinion that they want to express. Service work is time-consuming, but it is very rewarding.

Some people, who are disturbed when they see A. A. members arguing, feel better when they realize that this is a way of arriving at a group conscience. Most of the meeting subjects are about what is being done by the various committees and are very informative. Some of us are learning how to trust and work with others; we are learning to disagree without being disagreeable.

### ***The Language***

A.A. WORLD SERVICES (A.A.W.S.) - The corporation that employs G.S.O. personnel, directs G.S.O. services, and is responsible for book and pamphlet publishing.

ALTERNATE - Assists, substitutes for, and usually succeeds the office holder.

AREA - The geographic division that supports a Delegate to the General Service Conference. (Illinois has three Areas.)

AREA COMMITTEE - The D.C.M.s and their alternates, the Area Officers and their alternates, all Area Standing Committee Chairs and their alternates and all Past Delegates

ASSEMBLY - A quarterly combined meeting of all Area G.S.R.s and District Committee Chairs and Area Committee office holders, for Area business, finances and elections. All A.A. members are welcome and alternate office holders have a vote if the primary officeholder is not present.

BRIDGING THE GAP (BTG) - The committee attempts to connect alcoholics in correctional facilities, treatment centers or other facilities with A.A. members who introduce them to local A.A. when they leave the facility.

CONFERENCE - Refers either the General Service Conference or one, two or three-day event held groups, districts or areas also known as Roundup, Convention, Rally, or Jamboree, etc.

CONFERENCE APPROVED - Pamphlets, books, videos and films produced by A.A.W.S. with oversight by various Conference and trustee's committees, then reviewed and approved by the General Service Conference.

COOPERATION WITH THE PROFESSIONAL COMMUNITY (C.P.C.) - These committees work with doctors, police, schools, etc.

DELEGATE - A member elected for a two-year term by the Area Assembly to represent the Area at the General Service Conference. The delegate is the link between the groups in the Area and the General Service Board. The Delegate is a servant, not a senator.

DISTRICT - A local division of the Area, with local service committees. N.I.A. has 26 Districts.

DISTRICT COMMITTEE MEMBER (D.C.M.) - The District Committee Member is elected by G.S.R.s to coordinate District service activities.

DISTRICT MEETING - A local service meeting of the G.S.R.s and the D.C.M. of the District.

FELLOWSHIP NEW VISION (FNV) – A web-based database of Group, District and Area Trusted Servants

GRAPEVINE - The monthly A.A. magazine published by the Grapevine Inc.

GENERAL SERVICE CONFERENCE (G.S.C.) - The General Service Conference: annual meeting of Area Delegates, Trustees, and General Service Office staff. It is a method by which A.A.'s collective group conscience can speak, forcefully and put its desires for worldwide service into effect.

GENERAL SERVICE OFFICE (G.S.O.) – Located in New York City, the office provides services to groups in the U.S. and Canada and publishes A.A. literature.

GENERAL SERVICE REPRESENTATIVE (G.S.R). - The group contact with the General Service Office; voting member of the Area Assembly and the group representative at the District Meeting.

GENERAL SERVICE BOARD INC - The service arm of the Conference, conducts policy and the business affairs of A.A. World Services, Inc. and the Grapevine Inc.

LOCAL COMMITTEE MEMBER (L.C.M.) - A large District may divide into local districts, each with a Local Committee Member to serve them.

NORTHERN ILLINOIS AREA (N.I.A.) - We are the Northern Illinois Area, Delegate Area 20. (Chicago is 19 Southern Illinois is 21.)

PUBLIC INFORMATION (P.I.) - Means Public Information Committee. This committee provides A.A. information to the general public.

REGION - A grouping of states from which a Regional Trustee is chosen. We are in the East Central Region.

REGISTRAR – Maintains a database of Groups and Group, District and Area Trusted Servants.

ROTATION – The spiritual principle of sharing the responsibility for A.A. through changing leadership. Trusted servants typically serve a two-year rotation.

SHARING SESSIONS – A group, district, area or Conference meeting in which everyone is invited to contribute ideas and comment on A.A. matters, and during which no decisions are made.

TREATMENT FACILITIES (T. F.) - Means the Treatment Facilities Committee who works with alcohol rehabilitation facilities and hospitals. Also called H.T.C., Treatment, or H&I.

TRUSTEE: Member of the General Service Board. There are 7 non-alcoholic Trustees (Class A) and 14 alcoholic Trustees (Class B).

THIRD LEGACY - Our founders left three legacies: Recovery, Unity, and Service. We conduct elections by a procedure called the “Third Legacy procedure.”

### ***Register your Group and yourself as the G.S.R. of the group.***

New G.S.R.s should complete either a New Group Form if the Group is new or a Group Change Form if the Group is already registered. Forms are available from either the District Secretary or Area Registrar or on the N.I.A. website.

You will need to provide contact information for both the outgoing G.S.R. and/or the alternate G.S.R. (G.S.R.A.) and the incoming G.S.R. and alternate. If you are registering a new Group G.S.O. will assign a Group Number. If the Group is already registered you will need to provide the Group Number. You will also need the group name, type of meeting, address, day, and meeting time. (This information is going to be listed in the A.A. Directories so A.A.s new to the area can find the group.)

### ***Read the Literature***

Read copies of the pamphlets “The A.A. Group” (P-16) and “G.S.R May Be The Most Important Job In A.A.” (P-19), the Northern Illinois Area 20 Service Handbook and the “A.A. Service Manual” (BM-31).

If the group is being re-registered you can get a copy of the Group Handbook (M-36), or Eastern and Western U.S. A.A. Meeting Directories from A.A. World Services Inc., Box 459, Grand Central Station, New York, NY 10163. Another item is a detailed report of the last General Service Conference, the

Conference Report, (M-23). The Report is available from your Delegate or D.C.M. and can be obtained from A.A. World Services, Inc. The report is confidential for A.A. members only.

Also, it is a good idea to get a group subscription (10 copies per issue) to Box 459, the G.S.O. newsletter. It contains much information of interest and is useful to the group. The subscription form for Box 459, (F-37), can be ordered from the A.A.W.S. Online Store found at [www.aa.org](http://www.aa.org).

### ***Attend all District meetings with their Alternate.***

Most Districts hold monthly District Meetings. The District meeting is where D.C.M.s should report about issues at the Area or General Service Conference level that will be discussed at Area Assemblies. This is important because G.S.R.s are voting members of the Area Assembly. The G.S.R.'s main responsibility is to communicate these issues to their group and then attend the Assembly representing the Group.

At the District, meeting G.S.R.s have the opportunity to hear about service and other activities in the District and the Area. Normally they will also have a chance to report on the status of their group or any group activities pertinent to the District as a whole. There are many opportunities to participate at the District level. The District may host a workshop, an Area Assembly, Area Committee meeting, or an Area Conference. These require a lot of planning, publicity, and holding the actual event, etc.

G.S.R.s give reports to inform the home group about issues and events happening in the District and Area. It may be necessary to confront the group about your right to report. Some G.S.R.s have been creative in getting around the opposition. One G.S.R. duplicated reports and left them laying around as though by accident. Curiosity did the job. Some groups hold regularly scheduled business meetings. G.S.R.s can then report at the business meeting. But often reporting is done during the announcement portion of the meeting. If this is the case with your group it may be a good idea to spread your announcements out over the month between District meetings.

G.S.R.s try to lead the Group in being a working part of A.A. They usually serve on the group steering committee and help with the financial planning. They play many roles, keeper of the traditions, public relations, answering service contact, group conscience messenger, and whatever service is needed.

### ***Attend all Area Assemblies with their Alternate.***

Assemblies are held quarterly. The Spring Assembly in late March or early April is held in conjunction with the N.I.A. Spring Assembly Conference, which is a weekend event. Currently, all Assembly activities take place on Saturday of the Conference weekend.

The Fall Assembly of odd-numbered years is an election Assembly. The new Delegate, Area Officers, and Service Committee Chairs are elected by the Assembly. The experience of attending and participating in District and Area business meetings will help G.S.R.s in choosing people to serve at the Area level.

A feature of every Assembly is the breakout session for G.S.R.'s. G.S.R.'s .s which is a meeting of G.S.R.s chaired by the Alternate Area Chairperson. It is well attended by G.S.R.s from the Area and is a wealth of information about service problems and their solutions. There are also breakout sessions for service committees, treasurers, secretaries, etc. G.S.R.s are free to attend any breakout session they have an interest in, although it's recommended that new G.S.R.s attend the G.S.R. breakout.

And finally the payoff: The G.S.R. is doing something that is real to solve the problem of how does one pass this program on? This is real 12<sup>th</sup> Step work. You meet people from all over, the future leaders in A.A. Nearly all of our Trustees, Delegates, G.S.O. staff, and Area officeholders began their service as the group G.S.R. You need to start there if you wish to serve A.A. as a whole.

### ***Types of Meetings***

A G.S.R. goes to meetings — lots of meetings. Being a good G.S.R. requires that you attend the service meetings that are held for you and your fellow G.S.R.s. They include:



### ***Meetings of your own group***

This seems to be obvious, but it is not. From time to time, someone is elected G.S.R. who mistakenly thinks that it is an honorary post which is bestowed for its prestige value. It is not. It is a job that requires a lot of involvement. Some of this is in your own group. You supply the information of what is happening in neighboring groups and what the usual response is to local problems that other groups have encountered. You may need to be the voice of the group conscience when your group has a problem. You should be one of the voices of reason and responsibility in the group. The group has given you some authority, use it.

The Alternate G.S.R. (G.S.R.A.) should attend meetings with the G.S.R., learning the job so that the group can have an experienced representative when the present G.S.R.'s term is up. The Alternate votes in the District meeting and in Assemblies when the G.S.R. is absent. It is the responsibility of the G.S.R. to notify the G.S.R.A. when he/she cannot attend a meeting.

### ***District meetings***

The G.S.R. is expected to attend the District Meetings where your group is located. The District is primarily concerned with local issues and services such as printing the current District meeting directory, operating the answering service, arranging to hold meetings in correctional institutions, hospitals and treatment centers, and supplying speakers to various institutions.

The District is often involved in holding workshops, being the host for the Area Assembly, the N.I.A. Spring Assembly Conference and a variety of District functions.

The G.S.R. votes in the District Meetings. Most Districts have monthly meetings. The chair of the District Meeting is called the District Committee Member (D.C.M.). The D.C.M. is a member of the Area Committee.

### ***Area Assemblies***

The Area Assembly conducts the primary business of the Northern Illinois Delegate Area. The Area Assembly is held quarterly in facilities provided by the hosting District. The Area Assembly is made up of the Area G.S.R.s, and the Area Committee members.

The original purpose of the Area Assembly was to elect an Area Delegate. Today the Assembly, through its officers and service committees, is involved in many opportunities to carry the message. There are reports from the Delegate and other officers as well as service committee chairs. The agenda will include a business meeting which will include items of interest within the Area or within A.A. as a whole. G.S.R.'s, Officers and service committee chairs will hold breakout sessions which will include people involved in specific areas of service. Many opportunities to better understand the service structure as well as to be active in it are available to G.S.R.'s.

These are held quarterly, starting in March. They are hosted by Districts throughout the Northern Illinois Area (N.I.A.) They are purposely sited in Districts scattered throughout the Area to afford the opportunity for more members of the Fellowship to attend. Sometimes you may have to get up quite early to travel to the location of the Assembly. Experience has shown that it's really fun to bring someone with you, perhaps to take advantage of hearing someone else's opinion on what goes on or to talk over the events that happened with someone on your way home.

Take this handbook with you to Area Assemblies to help you understand the "who, what, why and how" of the Area. While service work can be rewarding and provides wonderful opportunities for giving it away and carrying the message, it can also create opportunities to practice these principles in all our affairs.

## **Workshops**

Workshops can be held by anyone, individuals, groups, District or Area Trusted Servants. At their most basic, workshops require a topic, a room and a coffee pot. Others may have guest speakers, or panels involving several speakers. Workshops may be financed by one entity and hosted by another. For example, a district might provide funds for a group workshop. All workshops try to be self-supporting.

Topics for workshops range from recovery topics to group and district service topics all the way to issues of interest to the fellowship as a whole.

Special Workshops may also be held by the Area Committee. The N.I.A. Delegate's Workshops that are held before and after the General Service Conference are an example of this. They are for a discussion of issues concerning the General Service Conference between our Delegate and the membership at large.

## **A.A. Conferences**

Members of the fellowship have been most creative in choosing a word to describe annual or semi-annual gatherings which are open to all. The words Conference, Convention, Roundup, Jamboree, Rally, and many others are used to describe events lasting a day or more. All mean the same thing.

There are often registration fees for conferences.

In the Northern Illinois Area, we have three annual Conferences: the N.I.A. Spring Assembly Conference, Illinois State Conference, and the N.I.A. Big Book Conference. These conferences are subsidized by the Area but are normally self-supporting. They are hosted by one or more Districts. Hosting Districts are selected by the Area Assembly.

### ***The N.I.A. Spring Assembly Conference***

The N.I.A. Spring Assembly Conference is a service conference with the Spring Assembly business meeting taking place on Saturday morning. There is a registration fee for conference attendance but no charge to attend the assembly. There are additional costs for housing and meals.

When the successful bidding District is chosen (normally at the Fall Assembly), they immediately begin what becomes a year and a half of planning and implementing of ideas, some old, some new. Their monthly meetings offer a tremendous opportunity for people to become involved and to learn more about the fellowship.

The focus of the Spring Assembly Conference usually has many facets. Panels discussing service work, Alcathons (mini-meetings) which are held hourly, around-the-clock and cover a wide range of topics, large speaker meetings, small speaker meetings, and many other types of formats which the host District determines are offered. The current East Central Regional Trustee, another General Service Board member or a representative of the General Service Office is invited to attend. Al-Anon and Alateen are always invited to participate; they determine their own program and speakers.

A combined A.A. and Al-Anon speaker meeting is usually held on Friday evening sometimes followed by a dance or other activity. Saturday evening usually features a banquet and an A. A. speaker meeting followed by a dance. The Sunday morning agenda includes a report from our Regional Trustee or a G.S.O. staff member and an A.A. Speaker.

### ***The N.I.A. Big Book Conference***

The Big Book Conference is a one-day mini-conference to study the history, the importance, and the usage of the Big Book as the core of the Alcoholics Anonymous program.

### ***The Illinois State Conference***

Hosting of the State Conference has rotated annually among the three Delegate Areas in the state. Therefore, N.I.A. hosts every three years. The bidding procedure is the same as for the Spring Assembly Conference and implementation by the hosting District is the same. There is no business meeting at the

State Conference. The program will often be very similar to the Spring Assembly Conference but will vary from Area to Area.

Guidelines for the State Conference are developed and maintained by the State Policy Committee which consists of the Delegates and Chairpersons of the three Areas in Illinois.

### ***District Conferences***

Some Districts choose to host weekend or one-day conferences. Some are small and some are very large. These conferences are subsidized by the District. Sometimes Districts will combine to host and share expenses. Each event chooses its own format.

The benefits of this type of event are the same as any other - fellowship and spiritual growth.

### ***Regional Conference***

A Regional Conference is held yearly, except for years when an International Convention is held, most often in conjunction with a State Conference. Hosting is rotated among the five states in the East Central Region (Illinois, Indiana, Michigan, Ohio, and Wisconsin). The East Central Regional Trustee will be in attendance and another member of the General Service Board or G.S.O. Staff may be invited as well.

Sharing sessions, panels and presentations are given by members from the Region, Trustee or Staff member. There are fees for registration.

### ***Conference of Delegates Past and Present***

A regional conference held annually for the purpose of training new Delegates. The conference includes reports on regional events, a regional business meeting, and sharing sessions. The conference attempts to be an example of what the General Service Conference is like and includes activities specifically for that purpose.

Anyone is welcome to attend but only Delegates and Past Delegates participate.

### ***Regional Forums***

Regional Forums are presented by the General Service Board every two years.

We are members of the East Central Region which includes the states of Illinois, Indiana, Michigan, Ohio, and Wisconsin. Hosting responsibilities for the Forum are rotated among the various Areas of these states.

The General Service Office assumes the responsibility of planning, publicizing and coordinating the Forum. Trustees and Office Staff attend. Many general discussion and sharing sessions are included, along with opportunities to talk with both Class A (non-alcoholic) and Class B (alcoholic) Trustees, and G.S.O. Staff on a one-on-one basis.

There are no registration fees; the General Service Board underwrites the cost. The only costs to members are housing and meals.

### ***Service opportunities***

If an A.A. Group is able to support service work as a group, the service given is more effective and the giving of service brings the group together and strengthens it.

Ask your D.C.M. or the Committee people about needed services because they provide opportunities for A.A. members who wish to help make people aware of A.A. in the community. A Group can assume the responsibility to supply volunteers to speak or conduct meetings at a treatment facility, a jail or youth correctional facility. Your group could contribute pamphlets, soft-cover Big Books, 12 & 12's, Grapevine subscriptions, and back issues of the Grapevine. Inquire about "Bridging-the-Gap" programs to make sure new members get connected with a local group as soon as, or before, they leave treatment, jail or a hospital.

Your group could:

- Place Big Books in school and public libraries.
- Place pamphlets in the waiting rooms of hospitals and doctor's offices, emergency rooms, jails, etc.
- Place A.A. Public Service Announcements with local TV or radio stations.
- Post your answering service's numbers on bulletin boards in supermarkets and laundromats.
- Participate in health fairs.
- Distribute meeting schedules to hospitals, hotels, police stations, etc.
- List your meeting time and place in the local newspaper.
- The list could go on.

### ***The Key to Unity***

As the G.S.R. of your A.A. group in the Northern Illinois Area, you are the key to unity of A.A. as a whole. Bill W. says,

*"The strength of our whole A.A. service structure starts with the General Service Representative the Group elects. I can not emphasize too strongly their importance."*

During your term as G.S.R., you will be attending various meetings. Just as the Steps were confusing at first, service meetings may seem very confusing to you. Through continued attendance at these meetings and study of the various pieces of pertinent literature this confusion will soon clear up and service will become a vital part of your A.A. program

If you have been elected G.S.R. you are being afforded the opportunity to do Twelfth Step work of the purest kind. It may also subject you to mindless abuse. Standing up before your friends, month after month, to remind the group of its responsibilities to its own members, to alcoholics not yet sober and to other A.A. groups isn't always fun or an easy road to popularity. But you can generally count on the group conscience to be quietly on your side. It takes a certain kind of courage to do the job well. Many groups have recently elected a G.S.R. The new G.S.R. is faced with many difficulties.

Usually, the scope of the job is not clearly defined within the group, and many groups do not have a service background. This is partly due to the rapid growth of A.A. Some groups are also new.

In older established groups there is sometimes hostility toward service work. Sometimes service work with its open communication at all levels of A.A. is a threat to the local power structure. Perhaps an old-timer would lose control of "his" group, or the group sage would have to go back to being an ordinary member. Many other group members actively interfere with their own G.S.R.'s efforts to involve the group in legitimate A.A. business. This member tries to prevent the G.S.R. from doing the job. The reason given is usually an objection to "all that politics" or "We don't need all that stuff."

If you are a member of a group where this happens, go to the other groups, groups that are involved in service, and listen. You may find that the quality of the program part of their meeting has been improved, rather than lowered, by their involvement with the rest of A.A. at the Service level. Maybe your group does need some of "all that stuff."

## **THE A.A. SERVICE STRUCTURE**

### ***Group level***

Some groups may elect a Steering Committee to provide for group services and guidance. This committee may consist of the group officers, past officers or regular members, as the group wishes. The group officers may have the following jobs, depending on the size and needs of the group. For example:

- 1<sup>st</sup> Step Coordinator
- Chair

- Coffeemaker
- Corrections
- General Service Representative (G.S.R)\*
- Grapevine
- Greeter
- Literature
- Secretary
- Treasurer
- Treatment

\*Always a member of the Steering Committee, the G.S.R. represents the Group at the District and Area levels.

Other groups may hold regularly scheduled business meetings. Typically the G.S.R. schedules and chairs the business meeting. All groups are autonomous so the structure within groups will vary.

### ***District level***

The District is a cluster of groups (average, about 40 groups in N.I.A.) that work together to perform needed local services. The District Committee is made up of the G.S.R.s of the member groups. They elect one of their members as the District chairperson, who also becomes a member of the Area Committee, and is called the District Committee Member or D.C.M. Some large Districts appoint Local Committee Members (L.C.M.). Most often the function of L.C.M.'s is to assist the D.C.M. by visiting groups in the District to encourage participation at the District Level. L.C.M.s may also verify Group information for meeting directories and District records. The District sets up the service committees that they need. They may include:

- Answering Services
- Archives
- Bridge the Gap
- Cooperation With The Professional Community
- Corrections
- Directories
- Grapevine
- Literature
- Public Information
- Website
- Accessibilities
- Treatment Facilities

### ***Area level — Northern Illinois Area (N.I.A.)***

A Delegate Area is the geographical area from which a General Service Conference Delegate is selected. Illinois has three Delegate areas: Area 19 - Metropolitan Chicago and most of Cook County, Area 20 - Northern Illinois and Area 21- Southern Illinois. N.I.A. has 26 Districts, 1,100+ Groups, and nearly 23,000 A.A. members.

The Area Committee is composed of the D.C.M.s and their alternates, the Area Officers and their alternates, all Area Standing Committee Chairs and their alternates and all Past Delegates. All the Area business matters including the election of officers, selection of the Delegate, approval of the budget and all policy matters are transacted at the Area Assembly (quarterly in N.I.A.) with the Area Committee members and G.S.R.s voting. N.I.A. has the following subcommittees:

- Answering Services
- Archives

- Bridge the Gap
- Concepts Service Letter
- Cooperation With The Professional Community
- Corrections
- Grapevine
- Literature
- Public Information
  - Webmaster
- Accessibilities
- Treatment Facilities

### **General Service Conference**

The General Service Conference is the primary service forum of Alcoholics Anonymous. In its yearly meeting each April, it advises the General Service Board.

The General Service Conference is made up of 93 Area Delegates, 21 General Service Board Trustees, approximately 16 General Service Office Staffers, 3 A.A. World Services Inc. Directors, and 3 Grapevine Inc. Directors. The General Service Board Inc. (or Board of Trustees) works through two corporations, A.A. World Services Inc. and Grapevine Inc., to administer the business of A.A. This includes publishing the Grapevine, our books and pamphlets, and the operation of the General Service Office.

Our General Service Conference Delegate is our link with the Conference, transmitting our experience to the Conference and reporting to Area Committee members and G.S.R.s on activities of the General Service Board and its subsidiary corporations, A.A.W.S. and Grapevine, Inc. Our Delegate maintains contact with the Trustees, the G.S.O., other Delegates, and with all Districts in the Area so that our Area is able to function well in the best interests of A.A. as a whole.

### **The District**

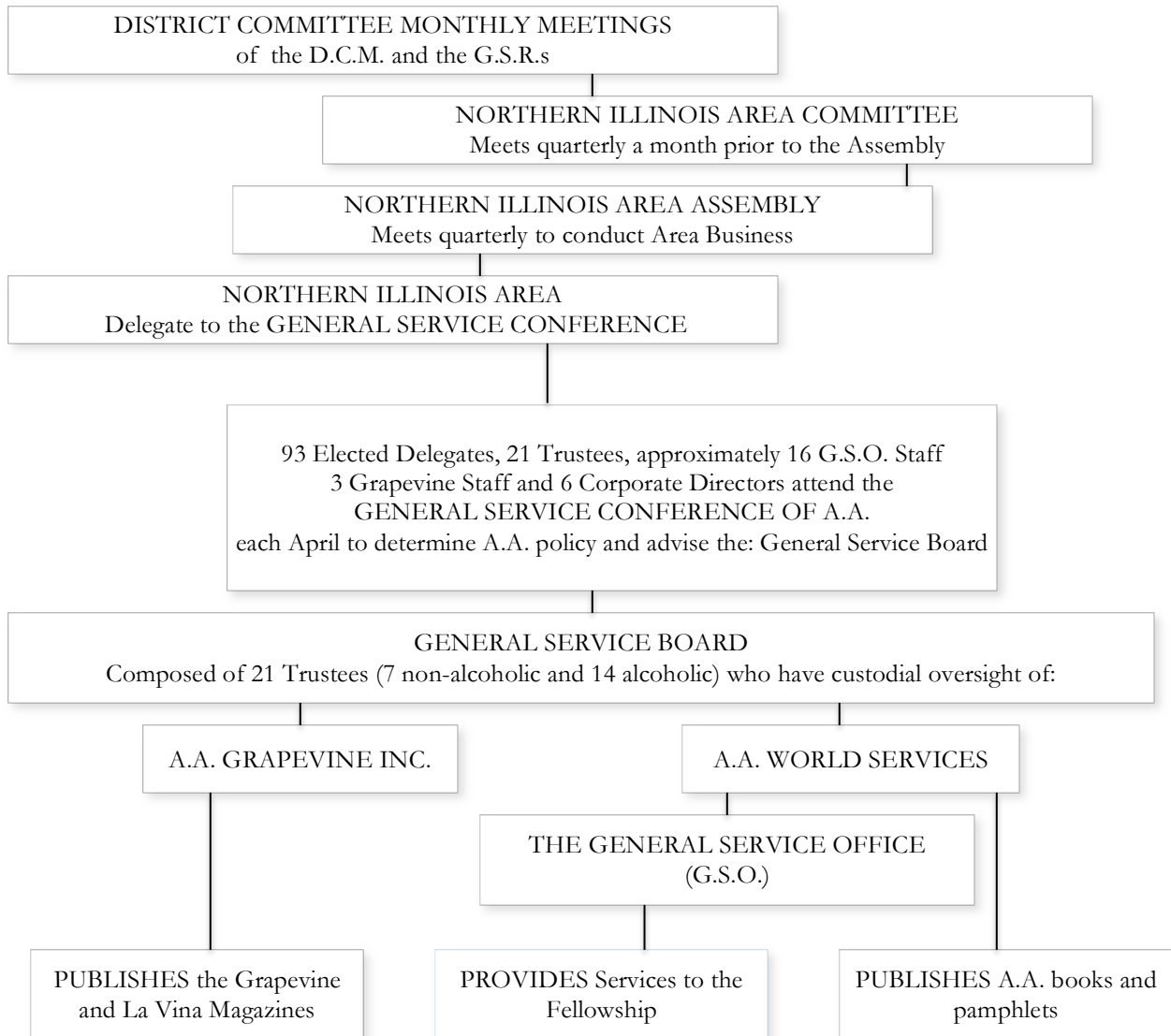
*The District, according to the General Service Manual, is*

*a geographical unit containing the right number of groups — right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems and find ways to contribute to their growth and well being. (Reprinted with permission by A.A.W.S., Inc.; The AA Service Manual, 2016-2018 Edition, page S31)*

The primary functions of the D.C.M. are to hold regular meetings of all G.S.R.'s in the District, facilitate communication between local groups and the District and provide a connection between the District and the Area Committee so that G.S.R.'s and their groups are informed of issues to be addressed at the Area Assembly.

### **What else do Districts do?**

The District is where some of the most important A.A. service work is done, work that is better accomplished by many groups in cooperation with one another. It is at the District level, for example, that answering services are administered and financed, meeting directories are printed and jail meetings are coordinated. The Area, the General Service Conference and the General Service Office in New York support and help A.A.s, through their Districts, reach out to the alcoholic who still suffers.



**How it works**

Districts accomplish their work using the committee system. The District service committee structure typically mirrors that of the Area (and General Service Conference). They elect a Secretary and Treasurer, along with Grapevine, Answering Service, Corrections, Public Information, Cooperation With the Professional Community and Treatment Center Committees. Some have Bridge the Gap, Accessibilities, Literature, and Archives Committees. They elect or find volunteers to publish newsletters, host assemblies and conferences, hold workshops, publish directories, and sponsor dinners and picnics. Committees can be composed of several people who share the work; often District-level committees consist of two people, the committee chair and the alternate. Every two years, the various committee positions, including the D.C.M. are filled, often with outgoing G.S.R.s (we call this rotation), during elections held at the District business meeting. The ability to finance vital A.A. services is an important concern of Districts, the same as it is at other A.A. service levels.

### ***The G.S.R.s role in the District***

G.S.R. terms frequently run concurrently with those of the D.C.M. and other elected District trusted servants. G.S.R.s vote for all the District's elected positions and will be asked to vote on other matters as well (for example, the District budget). As a G.S.R., you will inform your group about the business before the District and Area (and Area). G.S.R.'s will sometimes be asked to obtain and pass along your group's conscience regarding certain issues that come up. G.S.R.'s are encouraged to rotate to a District committee position following their two-year term as G.S.R.

### ***Districts in the Northern Illinois Delegate Area***

In our Area, there are currently 26 Districts (see the Area 20 map at the end of this document). These Districts vary in size and in their level of enthusiasm for various kinds of service work. While some Area Districts provide services independently, many take advantage of the valuable resources available at the Area level.

### ***District size***

According to the A.A. Service Manual, 5-20 the number of groups in a District varies between five in rural areas and 90 in urban areas. One advantage of having a lot of groups in a District is the bigger pool of potential trusted servants to fill District committee positions. Smaller Districts may have trouble filling all their committee positions. However, when a District gets too large, say over 50 groups, problems can and do set in. The main problems are that individual G.S.R.s voices get overwhelmed or go unheard since the D.C.M. (and the Alternate D.C.M.) cannot have ongoing personal contact with so many groups. For this reason, some Districts have split into smaller units (this is called redistricting). Others have elected Local Committee Members (L.C.M.s) to fill the communications gap.

### ***Linguistic Districts in Area 20***

To encourage participation of the maximum number of groups, some areas have incorporated linguistic districts within their structure. These usually have a bi-lingual D.C.M. or liaison. Their boundaries may be independent of conventional geographic district boundaries.

### ***D.C.M. Responsibilities at the Area Level***

- Attend four N.I.A. Committee meetings each year.
- Attend four N.I.A. Assemblies each year.
- Attendance at pre-conference workshop, post-conference workshop, Spring Assembly Conference, State Conference is encouraged.
- Additional D.C.M. responsibilities can be found in the A.A. Service Manual.

### ***About L.C.M.s***

A large District could divide itself into smaller districts (often called sub-districts or local districts), each electing a local committee member. Depending on area practice, these L.C.M.s may or may not be voting members of the area committee and may or may not hold regular meetings with the G.S.R.s they serve. – *A.A. Service Manual, 2016-2018 Edition, p. S34*

### ***N.I.A. on the Web***

The N.I.A. website, found at [www.aa-nia.org](http://www.aa-nia.org) provides information about issues and activities in the Area and Districts as well as information on A.A. for those who might be interested. Among other things, the website contains:

- Agenda for the next Assembly
- Agenda for the next Area Committee meeting



- Contacts for Area trusted servants
- District website links and contacts
- The N.I.A. Calendar and other events
- Meeting lists for many districts
- Web Edition and past issues of N.I.A. Concepts Newsletter
- This handbook and other guidelines
- Area reports and meeting minutes
- Links to other A.A. sites

Our Web Administrator is adding other items over time. E-mail your questions and suggestions to [webmaster@aa-nia.org](mailto:webmaster@aa-nia.org).

### ***Material Available from A.A. World Services, Inc.***

As with all A.A. materials, the literature and other resources are available from A.A. World Services, Inc., at their online literature store, <http://www.aa.org>.

## **SERVICE GUIDELINES**

### ***Introduction***

The principal function of Northern Illinois service area 20 is to be a forum for effective communication between the Groups and the General Service Conference through its Delegate. N.I.A. assists its Districts, Groups, and members to carry the message to the alcoholic who still suffers by conducting workshops, sharing sessions and seminars in all fields of general service along with other service activities.

### ***The Area Assembly***

#### ***Voting members***

- All current G.S.R.s or Alternate, when G.S.R. is absent
- All current D.C.M.s or Alternate, when D.C.M. is absent
- The Area Chairperson and Alternate Chairperson
- The Area Delegate and Alternate Delegate
- The Area Registrar or Alternate, when Registrar is absent
- All Past Area Delegates
- The Area Secretary and Alternate Secretary
- All Area Standing Committee Chairpersons or Alternate, when Chairperson is absent
- The Area Treasurer and Alternate Treasurer
- The Area Archivist
- The Concepts Editor or co-Editor, when Editor is absent
- The Web Administrator or Alternate Web Administrator when Web Administrator is absent

### ***Committees***

The Committee is the mean by which A.A. does most of its work. There are at least four types of committees in use in N.I.A. Some of these committees are used by Districts and in fewer cases by groups.

The most common type of committee is the service committee. Service committees do most of the actual work of carrying the message. Service Committees at the Area level exist primarily to educate, assist and support their counterparts at the District or Group level. Examples of service committees are:

- Corrections
- Treatment Facilities
- Public Information

- Accessibilities
- Literature
- Cooperation with the Professional Community
- Bridge the Gap
- Grapevine
- Answering Service

Administrative Committees are most often tasked with overall operational or procedural matters. The responsibilities and authority of these committees are well defined and they may be empowered to act on behalf of the Area Assembly in certain circumstances. Administrative Committees exist at the Area level and may exist at the District and Group level. Examples of Administrative Committees are:

- Operating
- Finance
- Report and Charter
- Electronic Equipment
- Conference Advisory

Ad Hoc Committees are appointed committees which exist to consider a particular problem or fulfill a specific task. Ad hoc committees may be in use at any level. In the Area, Ad Hoc committees are appointed by the Area Chair and exist until their job is complete or until the chairperson who appointed them rotates out of their position, whichever comes first. Perhaps the most common task for an Ad Hoc committee is writing or updating guidelines.

Ad Hoc committees report on their progress at Area Assemblies and Committee meetings. Upon completion of their task, these committees present a report and often a motion to the Area Assembly. In the case of an Ad Hoc committee to write or revise guidelines, the new document would be presented to the Assembly with a motion recommending approval of the document by the Assembly.

The final type of committee might be called an event committee. These committees host or facilitate an area event. Most Area sponsored events are hosted by a District or groups of Districts, Groups or other committees. In most instances, the Area provides procedures or guidelines for the event, at least some financing and direct assistance by Area Committee chairs and officers.

### ***Responsibilities of Assembly Breakout Session Chairpersons***

For purposes of this section Service Committee Chairpersons are:

- Alternate Chairperson (G.S.R.s)
- Alternate Delegate (D.C.M.s)
- Treasurer
- Secretary
- Answering Service Chair
- Archives Chair
- Bridging the Gap Chair
- Concepts Editor
- Cooperation with the Professional Community Chair
- Corrections Chair
- Grapevine Chair
- Literature Chair
- Public Information Chair
- Accessibilities Chair
- Treatment Facilities Chair

### ***Responsibilities:***

Each N.I.A. Service Committee includes the Area Service Committee Chairperson, District Trusted Servants, and the Area Alternate Service Committee Chairperson where applicable. For example, the N.I.A. Public Information Committee includes (but is not limited to) the N.I.A. P.I. Chairperson, the N.I.A. Alternate P.I. Chairperson, and all N.I.A. District P.I. Chairpersons.

It is the responsibility of the Service Committee Chairperson (with the exception of the Alternate Area Chairperson) to communicate with his/her committee prior to each Assembly That communication should occur directly after each N.I.A. Committee meeting. Communication should include:

- Any pertinent information from the committee meeting specific to that Service committee.
- The Service Committee Chairperson's report to the Area committee.
- A general outline of possible topics for the Service Committee to consider at the next Assembly.
- A request for topics to discuss at the next Assembly.
- Opportunity for Service Committee members to request information from or presentations by other Service committees or Area Officers.
- Encouragement to attend the upcoming Assembly.

### ***The Committee System***

The term committee system refers to both the decision-making process in Alcoholics Anonymous and the process by which work is done. The committee system is in use at all levels of service in A.A.

Most of the work of carrying the mess in the service structure is done by Service Committees. At the Area level, the duties, responsibilities, and authority of service committees are defined by the Area. The chairs and alternate chairs of the committees are elected by the Area and the Area finances the activities of the committee. Nevertheless, within the bounds set by the Area, the committee has freedom of action, being required only to report its activities to the Assembly.

Under Primary Purpose Finance, and as a result of a motion made by the Service Committee and approved by the Assembly, the Service Committee can engage activities outside the defined parameters of the committee. In this scenario, the committee would define its own guidelines or procedures and define its own financing requirements to be provided by the Area.

Decision making also involves committees. Many motions come directly from committees but motions can also come from individuals. A motion by an individual may be referred to a committee for consideration. The committee would then review any available background material on the motion and then make a recommendation in the form of a motion to the Assembly. In some cases, the committee's work does not result in a motion in which case the originator of the motion has the option of presenting their motion directly to the Assembly.

The purpose of this process is to allow a small number of individuals consider all aspects of an item and present a more complete report to the Assembly for their consideration. The result is that more work can be done in less time while final responsibility for decisions still rests with the Assembly.

### ***Scheduled Assembly Agenda Items***

- Spring Assembly Conference - Late March or early April
- Pre General Service Conference Workshop – Mid April
- Summer Assembly – June
  - Bids for the N.I.A. Big Book Conference (that will be held the following year) will be heard and voted on.
- Fall Assembly – September
  - Bids for the N.I.A. Spring Assembly Conference, (that will be held approximately 1½ years later) will be heard and voted on.

- Odd year is Area election Assembly.
- December (Winter Assembly)
  - Approval of proposed Area Calendar and Area Budget.
  - Every third year, bids for the State Conference (that will be held approximately one and one-half years later) will be heard and voted on.

### ***Procedure for presenting motions to the Area Assembly***

Ideally, any A.A. member can suggest an item to be considered as a motion to the Area Assembly. To insure timely consideration, items should be brought to the Area Chairman at least two weeks prior to the Area Committee meeting. Certain items impacting finance or procedures will almost always be referred to a Service or Administrative committee prior to discussion at the Area Committee meeting. These types of items may require additional time for review prior to the Area Committee meeting.

Items affecting the Primary Purpose Basic Register must be reviewed by the Finance Committee prior to presentation at the Area Committee meeting. Other items requiring financing may be reviewed by the Finance committee at the discretion of the Area Chairperson or the originator of the motion. Items which potentially change procedure, guidelines or structure will be reviewed by the appropriate committee at the discretion of the Area Chairperson prior to presentation at the Area Committee.

In instances where items are considered by a Service or Administrative committee, that committee may make a recommendation to the Assembly. In the event that the Service or Administrative committee makes a recommendation to the Assembly, the item will appear on the new business agenda for the next Area Committee meeting. The Area Committee will have an opportunity to discuss and ask questions about the item. The Area Committee will not be responsible for approving items for the Assembly new business Agenda but will discuss the items as to better inform the fellowship through the D.C.M.s.

In some cases, the Service or Administrative committee may choose not to make a recommendation to the Assembly. The originator of the motion then has the option to require the Area Chair to put the item on the agenda for the next Assembly. In this case, the item would still need to be presented at the Area Committee meeting prior to the next assembly.

In the event the time does not allow an item to be presented to the Area Committee prior to the next Assembly items may be presented to the Assembly as floor actions. A floor action is any motion that has not been heard by the Area Committee prior to discussion at the Assembly.

#### ***Floor actions:***

- Must be made without comment.
- May be made at any time prior to the Assembly or during the business portion of the Assembly.
- Must be presented in writing to the Area Chairperson.
- Will be discussed at the end of the business portion of the Assembly.
- Requires a two-thirds majority.

When a floor action is heard the originator will have two minutes to present the motion, after which the Area Chairperson will ask if there is a motion to decline to consider the item. A motion to decline to consider an item must be made without comment, requires a second, is not debatable and requires a two-thirds majority to carry. In the absence of such a motion, the floor action proceeds as any other motion except that all floor actions require a two-thirds majority for passage.

#### ***Voting Procedures***

- Simple majority for typical business.

- Two-thirds majority (substantial unanimity) for guideline changes. Not all guidelines require approval by the Area Assembly. See the revision guidelines at the end of each section in the N.I.A. Service Handbook for specific requirements.
- At the discretion of the Chairperson or request by any member, a sense of the Assembly may be taken for specific issues.

## **Parliamentary Procedure**

The business portions of A.A. service meetings are conducted using parliamentary procedure adapted to our needs over many years. While there are no approved A.A. procedures for managing a business meeting, these procedures, or something very like them, are in use at all levels, including the General Service Conference. In many ways, our procedures exist to protect the rights of the minority.

The legitimate rights of the minority are protected by the observance of the Fifth Concept in conducting our Assemblies. A.A.'s nature is such that while the Assembly participants have different opinions on many issues, everyone wants to achieve the group conscience of the Assembly. The most common example of this is the minority opinion.

After a vote is taken it is customary for the Chair to ask, does anyone want to speak for the minority? In some cases after a vote, the Chair may simply pause, giving members of the minority an opportunity to approach the mic. Either way, the minority is allowed to speak if they feel that they didn't get a proper hearing. An explanation of this is given by Bill in his Twelve Concepts for World Service, Concept V, which is in the back of the A.A. Service manual.

But all this does not mean that every losing vote should automatically be challenged. An Assembly should not be regarded as a contest where your side must win at all costs. The restraint shown by the majority in pausing to give the minority a chance to express its position better should also be shown by the minorities in the restraint of frivolous objection.

Recognizing the limits of the group conscience, Bill was concerned with A.A. decision-making and the General Service Conference process. He wrote the Twelve Concepts for World Service to provide guidance in how we could communicate and interact with each other. One of his great concerns was to protect those with the minority view from the tyranny of the majority. One of the things he suggested was that we keep up the discussion of a controversial issue until the minority view had a full and fair hearing, to the end that when voted upon a substantial agreement could be reached.

The Aug., '95 Quarterly Report from G.S.O., The General Sharing Session had these quotes:

*Very often the Higher Power is found in the still small voice. Taking the concept of the minority voice and making it into a parliamentary procedure can put it in jeopardy and it can become a tool of manipulation or become institutionalized. If something is nonsense it can be ignored. Our A.A. patience seems mercifully unlimited when it comes to listening to and loving the minority voice. At the Conference level we are asked to bring not our wisdom, but our conscience. Our responsibility is to deliver what we have to share not to convince. We need to resist the temptation to boil everything down to how many voted yes and how many voted no. Winning and losing are not part of the vocabulary of group conscience. It is possible and has been the practice to reach a decision through striving for nothing short of unanimity. This was the practice in years past and is still found to be the rule of thumb in some instances now.*

## **Brief Parliamentary Guide**

Go to a microphone and when recognized by the chairperson:

- Give your full name and service title if you have one.
- Speak clearly and as briefly as possible – your remarks must be pertinent to the business at hand or items you wish to bring to the floor.

| To do this:                            | You say:                                     | When another has the floor? | Second required? | Discussion? | Amendable? | Vote                     |
|--|--|-----------------------------|------------------|-------------|------------|--------------------------|
| <b>Make a motion</b>                   | I move that...                               | No                          | Yes              | Yes         | Yes        | Majority                 |
| <b>Amend a motion*</b>                 | I move that the motion be amended to read... | No                          | Yes              | Yes         | Yes        | Majority                 |
| <b>Withdraw a motion</b>               | I wish to withdraw my motion                 |                             | No               | No          | No         | Majority                 |
| <b>End discussion**</b>                | Call the question                            | No                          | Yes              | No          | No         | 2/3                      |
| <b>Object to an error in procedure</b> | Point of order                               | Yes                         | No               | No          | No         | No vote<br>Chair Decides |
| <b>Table an item</b>                   | I move we table this...                      | No                          | Yes              | No          | No         | Majority                 |
| <b>Bring back tabled item</b>          | I move we take from the table...             | No                          | Yes              | No          | No         | Majority                 |
| <b>To nominate</b>                     | I would like to nominate....                 | No                          | No               | Yes         | No         | Majority                 |
| <b>To close nominations</b>            | I move that nominations be closed for...     | No                          | Yes              | No          | Yes        | 2/3                      |
| <b>Send to committee</b>               | I move we refer this to a committee          | No                          | Yes              | Yes         | Yes        | Majority                 |
| <b>Point of Information***</b>         | Point of Information                         | Yes                         | No               | No          | No         | None                     |

In Alcoholics Anonymous once a vote has been taken on a motion, the minority parties in the vote *always* have the opportunity to speak to the floor. If someone in the majority (the winning side) would like to change their vote after the minority has spoken, it becomes a motion to reconsider which needs to have a second. It is then open to further discussion (if the original motion was open to discussion) before a new vote on the original motion is taken. It is not amendable and requires the same type of vote (majority, 2/3, etc.) as the original motion.

(\*) The Chair is not required to recognize a frivolous motion. When a motion is amended the amendment will be disposed of in the same manner as a normal motion, then the original motion will be considered (as amended if the amendment passes).

(\*\*) When calling the question, you must approach the microphone, be recognized and call the question. You may not first participate in the discussion or ask a question, etc.

(\*\*\*) Point of Information: a request for information on a specific question, either about process or about the content of a motion.

## ***Area Elections***

Area officers, standing committee chairpersons, and all their alternates are elected to two-year terms of service that begin in even numbered years. Elections are held during the Fall Assembly of odd numbered years, immediately preceding the end of the current service rotation.

The Chairperson shall read the portion of The A.A. Service Manual that is applicable to balloting before balloting begins. The rest of the election proceedings are to be facilitated by the most recent past Delegate.

Election of officers, namely the Delegate, Chairperson, Treasurer, Secretary, Registrar, and their Alternates, except as noted below, shall be in accordance with the Third Legacy procedure as described in The A.A. Service Manual. The order of elections shall be: Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Registrar, and Alternate Registrar. Those eligible to stand for Delegate are: Area Officers (except Delegate), Chairpersons of standing service committees, and D.C.M.s. The elected Delegate shall have only one term of service and shall never again be a candidate for the position.

- Candidates who are eligible and willing to stand are asked to identify themselves.
- Nominations of eligible and willing candidates are accepted.
- Candidates present two minutes service histories.

Following officer elections, standing service committee Chairpersons and their Alternates are elected, either by the Third Legacy procedure or by any other means chosen by the Assembly during the election proceedings. Nominations from the floor shall be accepted.

## ***The Third Legacy Election Procedure***

### ***Nomination Procedure***

- All members of the Area Committee are eligible to become Delegate.
- The chairperson asks those eligible to stand up giving everyone in attendance an opportunity to see eligible candidates.
- Then the chairperson asks that anyone standing who is unable or unwilling to serve as Delegate be seated.
- The remaining names are posted on a blackboard.
- The chairperson then asks for nominations from the floor.

### ***Voting Procedure***

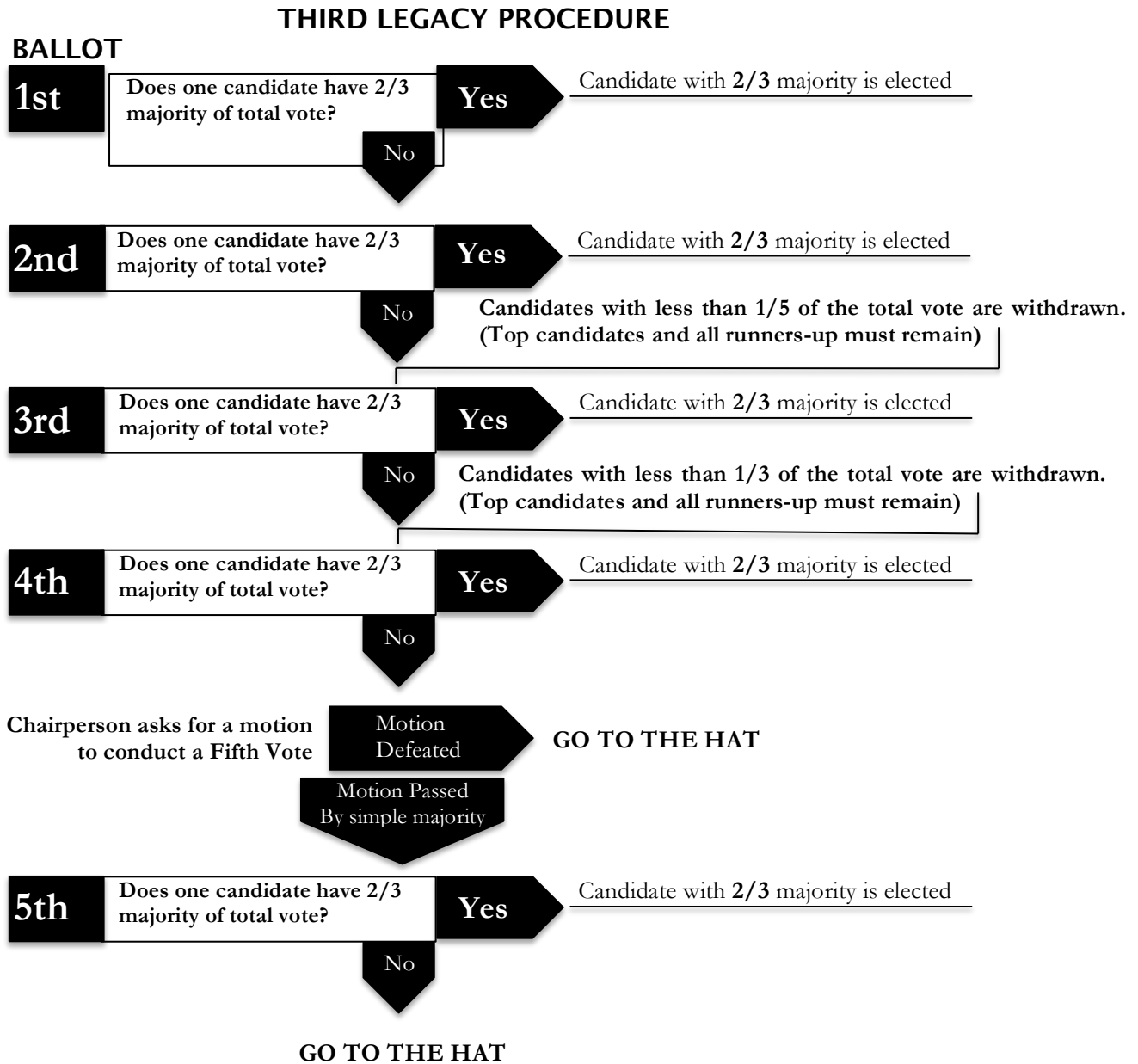
- All G.S.R.s and Committee members of the area who are present cast written ballots, one choice to a ballot. The tally for each candidate is posted on the blackboard.
- The first candidate to receive TWO-THIRDS of the total vote is elected. After the second ballot (assuming no candidate receives the necessary two-thirds on the first ballot), any candidate having less than one-fifth of the total vote will be withdrawn. The TWO TOP CANDIDATES remain. (In case there are ties for second place, the top candidate and the second place candidates remain.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically. The TWO TOP CANDIDATES remain.
- In case there are ties for second place, the top candidate and the second place candidates remain.
- A fourth ballot is conducted.
- After the fourth ballot, if no candidate has two-thirds of the total vote, the chairperson asks for a motion, a second, and a majority of hands on conducting a fifth and final ballot.

- (If this motion is defeated, balloting is over and we go to the hat immediately. In case there are ties for second place, the top candidate and tied second-place candidates remain. If the motion carries, a fifth and final ballot will be conducted.)
- If no election occurs by this time, the chairperson announces the choice will be made by lot (from the hat). At this point, balloting usually involves only the top two or three candidates.
- Lots are then drawn and the first one out of the hat becomes the Delegate.



Example

An election might proceed in the manner shown below:



Third Legacy procedure is used for the election of the Delegate and Alternate Delegate. For election of officers and alternates, those interested are asked to stand and nominations are accepted from the floor. Candidates are asked to leave the room and voting is by Third Legacy but by a show of hands. The procedure for committee chairs and alternates is the same except voting is simple majority. In all cases, candidates are allowed two minutes to share their service history prior to voting.

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

The Area Committee exists to facilitate communication between the group and the Area Assembly, the Delegate and the General Service Conference. The Area Committee is comprised of the following, all of whom have a vote at Committee Meetings:

- All current D.C.M.s and all current Alternate D.C.M.s
- The Area Delegate and the Alternate
- The Area Chairperson and the Alternate
- The Area Treasurer and the Alternate
- The Area Secretary and the Alternate
- The Area Registrar and the Alternate
- All Area Standing Committee Chairpersons and their Alternates
- All Past Delegates

It is important that D.C.M.s attend Area Committee meetings. At Area Committee meetings reports will be heard from Area officers, service committee chairs, Conference Chairs, and D.C.M.s. All these reports will contain information pertinent to G.S.R.s. Motions and business items for the Assembly are presented and discussed at Area Committee meetings. Participating D.C.M.s then report to their Districts, informing groups through their G.S.R.s of upcoming Assembly issues and activities.

Matters requiring Area Committee approval or acceptance will be decided by simple majority, except as noted elsewhere.

The Area Committee Meetings will be held four times a year. The Committee will be responsible to recommend the places, dates, and times for Committee Meetings and Assemblies.

Any member of the Area Committee who is unable to attend an Area Committee Meeting or Area Assembly should contact either the Area Chairperson or the Area Secretary in advance. Any member of the Area Committee (except D.C.M.s) who misses two (2) consecutive Area meetings without contacting the Area Chairperson or the Area Secretary should be contacted to find out if they wish to recommit to the Area Committee.

Any A.A. member is welcome to attend Area Committee meetings.

### ***Scheduled Committee Meeting Agenda Items***

- January (Winter) Committee Meeting
  - Provide a Service Orientation Workshop.
- May (Spring) Committee Meeting
  - Delegates report on the General Service Conference.
- October (Fall) Committee Meeting
  - Prepare an Area Calendar and Area Budget proposal for the Winter Assembly.
  - Accept bids from Districts to host Area Assemblies and Committee Meetings.

### ***Orientation Workshops***

The Area Committee will implement Service Orientation Workshops to educate G.S.R.s, D.C.M.s, and District Service Committee Chairpersons about their service positions. The Service Orientation Workshops will introduce incoming G.S.R.s to N.I.A. Service Committees and encourage them to join and participate in those committees.

The Service Orientation Workshops should be held in four to six locations throughout the area each year. Traditionally, the first Service Orientation Workshop of each year has been held at the Winter Committee Meeting. The Alternate Delegate is responsible for organizing and coordinating these workshops with the D.C.M.s and the Area Committee Service Chairpersons.

Any member of the Fellowship who may be interested in participating in service will be invited and encouraged to attend the Service Orientation Workshops.

Funding for these workshops will be provided by the Area.

## ***Area Finance***

The Area Treasurer in cooperation with the Finance Committee is responsible for reviewing and updating the Primary Purpose Register Basic for the coming year and presenting it to the October (Fall) Area Committee Meeting. At the request of the Treasurer or Finance Committee all Area trusted servants should be prepared to report on the status of activities covered in the motions section of the register. Activities reported as complete may be removed from the register.

### ***Primary Purpose Register***

The Primary Purpose Register (PPR) was initially established in 2008 to take effect January 1st, 2009. The PPR was designed to provide:

- An activity-driven finance model - Activity driven finance means that the Area finances activities rather than individuals. For example, expenses incurred for copies at an assembly are covered under the PPB line ###. Trusted Servants participating in the assembly are not limited in their spending except as their duties are defined in the Duties and Responsibilities section of this book.
- Transparent financial reporting - Primary purpose allows the treasurer and finance committee to better track spending for all the various activities the Area in which engages.
- A focus on activities rather than money at the Assembly - Historically the Area has been focused on the cost of an activity rather than whether or not the activity contributes to our primary purpose. Primary Purpose finance attempts to change the focus to the activity rather than the money.
- Support for ongoing service committee activity - Activities do not begin and end with trusted servant rotation. Assembly approved activities continue from rotation to rotation until they are complete or there is a request to remove them from the register.

There are two parts to the PPR.

The Primary Purpose Basic (PPB) covers expenses that occur every year. These include all costs for things like Area Assemblies and Committee meetings, printing of minutes and the newsletter Concepts, insurance, orientations, conferences, etc.

The first section of the register, The Primary Purpose Basic (PPB) section, lists and funds and facilitates service activities that are described in the Duties and Responsibilities section of these guidelines. The PPB provides funding for all the activities listed in the Duties and Responsibilities section of this handbook.

The second section, the Primary Purpose Motion (PPM) section, lists and funds additional service activities, resulting from motions delegated approved by the Assembly to its trusted servants.

PPM activities may be proposed by any member of the Fellowship but most often originate within a service committee. Ideally, all proposals are considered by a service or administrative committee prior to presentation to the Area Committee.

PPMs may be in any format but must include:

- A description of the service activity.
- The service position or committee responsible to perform the activity.
- Depending on the complexity of the activity, PPMs may also include:
  - The service position/committee responsible to authorize expenses, if different from the N.I.A. Treasurer.
  - Activity and reimbursement guidelines, if any. Examples include expected outcomes, time limits, allowable expenses, etc.
- Background material should include:
  - How the activity contributes to our Primary Purpose.
  - The estimated cost.

PPMs should always be forwarded to the Area Chairperson for inclusion on the agenda for the next Area Committee Meeting, hence for consideration by groups in N.I.A.

PPMs are approved by a substantially unanimous (2/3 majority) vote of the Assembly. Upon PPM approval by the Assembly, the Treasurer or Alternate Treasurer adds the PPM to the Primary Purpose Register, the responsible trusted servant performs the service activity, and the Area Treasurer is authorized to reimburse associated expenses.

In the primary purpose finance model, activities need not have a time frame and so may continue from one year to the next or even from one rotation to the next, thus providing continuity for service committees. As such, the primary purpose finance model is not a budget in the traditional sense. No individual or committee at the Area level has a line item budget they are free to spend. Instead, the basic register provides for activities that trusted servants are expected to participate in (see the Duties and Responsibilities document) and the motions section of the register provides for activities pursued by service committees in their effort to carry the message to the alcoholic who still suffers.

### ***Prudent Reserve***

The Prudent Reserve shall be maintained at 30% of the Primary Purpose Basic combined projected costs.

### ***Spending Guidelines***

#### ***Cost Reimbursement Philosophy***

N.I.A. is supported by many groups who support the Area with their contributions. It is the responsibility of the Area's trusted servants to spend the money in the spirit in which it was contributed. While the Primary Purpose finance model attempts to provide sufficient financing for all the activities of the Assembly it remains the responsibility of trusted servants to spend the Assembly's money prudently. It is expected that we as individuals will likely participate financially in our service experience. Thus Primary Purpose Register items should not be expected to cover all costs incurred during our involvement in service. Each of us individually must utilize the available funds in a prudent manner while seeking to fulfill our responsibilities to the best of our ability.

No one is interested in examining individual financial records to determine who can afford what and who cannot. Nor should we allow personalities to affect financial decisions. Rather, we as Area Servants must make an effort to assist each other in making informed spending decisions while at the same time being willing to provide additional financial support when needed.

#### ***Cost Reimbursement Policy***

Reimbursement will occur after presentation of the necessary documentation to the Treasurer.

This document includes some general guidelines for spending funds provided by the Primary Purpose Basic document but Primary Purpose motions define spending guidelines for each activity. In addition, both the basic and motion section of the register, define a reimbursement authority. For Primary Purpose motions and in some cases the basic section of the register that authority will typically be a committee, which it is hoped will provide adequate guidance to individual trusted servants allowing them to complete projects approved by the Assembly while making informed spending decisions.

#### ***Primary Purpose Basic Expenses***

Expenses incurred by Area Trusted Servants in the course of discharging their responsibilities, as described in the Duties and Responsibilities for their service position or in the basic section of the Primary Purpose Register, shall be reimbursed by the Area Treasurer. Example expenses include but are not limited to:

- Literature – Conference approved literature, Grapevine literature, and service pieces produced by G.S.O.

- Mailing and supplies – Supplies such as paper, labels, envelopes, and postage, etc.
- Printing or copying – Materials for distribution at Committee meetings and Assemblies, conferences, workshops, and other service related activities.
- Mileage – For Area activities mileage is reimbursed at \$0.40 per mile.
- Conferences and Forums – Reimbursement will be made for the following in accordance with the Duties and Responsibilities document:
  - N.I.A. Spring Assembly Conference
  - N.I.A. Big Book Conference
  - Illinois State Conference
  - East Central Regional Conference
  - East Central Regional Forum
- Reimbursable expenses for conferences and forums are typically lodging, meals, mileage, registration, and banquet.

## **DUTIES AND RESPONSIBILITIES OF NORTHERN ILLINOIS AREA TRUSTED SERVANTS**

The purpose of this section is to define the specific minimum responsibilities for N.I.A. Committee members, to provide continuity between trusted servants at the time of bi-annual rotation, to define specific activities that qualify for reimbursement, and to provide accountability to those we serve in the spirit of Tradition Nine.

In order to assure continuity of service to those we are directly responsible to, some specific responsibilities have been assigned over time to Trusted Servants. The intent of this document is to define those specific responsibilities.

It is the expectation of the Area Assembly that trusted servants be accountable to those they serve. At the same time, it is not the desire of the Area Committee or Assembly to be personally punitive. Our goal is not to replace people; our goal is to encourage accountability. With that in mind, and in the event that the need arises, the following procedure is suggested when dealing with trusted servants considered not to have been accountable to those they serve, or fail to participate in or attend Area activities.

### ***Procedure***

Any assembly member may bring any such matter to the attention of the Area Chairperson, who would consider the matter with the Delegate, Alternate Delegate, and the Alternate Chairperson. After review they may decide to:

- Take no action.
- Contact the trusted servant involved.
- Or, after contacting the person involved, they may choose to present the matter to the area committee.

The area committee may then choose to:

- Take no action.
- Make whatever recommendation they deem appropriate.
- Recommend that the Assembly declare the position open.
- If the Assembly declares the position open, a replacement shall be elected at the next Assembly.
- At that Assembly, if the Alternate stands for and is elected to the vacant position, a new Alternate shall be immediately elected at the same Assembly.

It is suggested that we forego our anonymity at Area Committee Meetings and Assemblies. From time to time full names, addresses and phone numbers of Area Committee members will be published in Area documents. Minimal contact information for area trusted servants is shared electronically within the area

committee. While this information is treated confidentially it is possible, that it could inadvertently find its way onto the internet. Area Trusted Servants who wish to guard their anonymity against this possibility are individually responsible to provide anonymity-protected telephone numbers and e-mail addresses when they share their information with the area registrar.

### ***Recommended Qualifications for All N.I.A. Trusted Servants***

- Service as a G.S.R.
- Service as a District Service Committee Chair or Alternate.
- Service as a District Officer or Alternate.
- Familiarity with the A.A. Service Manual, the A.A. Service Structure, and the Twelve Traditions are very helpful.

### ***Responsibilities of Area Officers and Alternates***

This section describes the responsibilities of the Delegate and Alternate Delegate, Chairperson and Alternate Chairperson, Treasurer and Alternate Treasurer, Registrar and Alternate Registrar, Secretary and Alternate Secretary.

#### ***All Officers:***

- Attend all N.I.A. Assemblies and Committee meetings each year.
- Attend the Pre-Conference Workshop.
- Attend the N.I.A. Spring Assembly Conference.
- Reporting Officers or their Alternates must submit a written report at Assemblies and Committee meetings.
- The Delegate and Area Chairperson are expected to attend the State Conference every year. Other Officers and their Alternates are expected to attend the State Conference when it is held in N.I.A.
- Participate in the Spring Assembly Conference and/or State Conference as requested by the Spring or State Conference Committee.
- Be accessible to the Fellowship.

#### ***Alternate Officers:***

- Attend all N.I.A. Assemblies and Committee meetings each year.
- Attend the N.I.A. Spring Assembly Conference.
- Attend the Illinois State Conference when it is held in N.I.A.

#### ***Delegate***

##### ***Qualifications***

- Five or six years of continuous sobriety.
- The ability to make and take suggestions - and criticisms, too.
- Experience in chairing meetings.
- Knowledge of A.A. affairs, and of where to find the correct information when answers are required.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with A.A.s in the area and with other Delegates to discuss and act on matters vital to A.A.
- If you are thinking about standing for a term as Delegate, ask yourself these questions:
  - How well did you do as a G.S.R.? As a committee member?
  - Do you enjoy responsibility?
  - Have you discussed the possibility with your family and your employer?

- Will the time be available for the amount of work required?
- Are you familiar with The A.A. Service Manual? With A.A. Comes of Age? And of course, 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 necessary?

### ***Responsibilities***

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- Attend the General Service Conference in April, fully prepared.
- In preparation for the Conference:
  - Attend the Conference of Delegates Past and Present.
  - Attend the pre-Conference Workshop.
  - Provide copies of the background and agenda to the Alternate Delegate in time for distribution in the Area.
  - Be available to attend District meetings to discuss Conference agenda items.
- After the Conference:
  - Report on the Conference at the Summer Assembly.
  - Be available to attend District meetings to present a conference report.
- Arrange for Area 20 representatives to participate in the State Conference when requested by Area 19 or 21 State Conference Host Committee. This responsibility is further explained in the Illinois State Conference Structure, Procedures, and Conference Planning Digest.
- Attend the East Central Regional Conference.
- Attend the East Central Regional Forum.
- Participate as a member of the State Policy Committee.
- Provide leadership in solving local problems involving the A.A. Traditions.
- Keep the Alternate Delegate fully informed and involved, so that the Alternate can replace the Delegate in an emergency.
- Work with the newly elected Delegate to pass along a basic knowledge of Conference proceedings.
- Attend meetings of the N.I.A., Ltd., Board of Directors.
- During the two years immediately following a rotation as Delegate, attend the East Central Regional Conference of Delegates Past and Present.

### ***Alternate Delegate***

#### ***Qualifications***

- Same as the Delegate.

#### ***Responsibilities***

- Perform all duties as outlined in the Alternate Officers Responsibilities section of this document.
- Chair D.C.M. Committee sessions at Assemblies.
- Distribute the materials necessary for the pre-conference Assembly.
- Update the pre-conference workshop procedure as necessary.
- Help distribute the General Service Conference Final Report.
- Be prepared to replace the Delegate at the General Service Conference in an emergency.
- It is recommended that the Alternate Delegate attend the Conference of Delegates Past and Present, the East Central Regional Conference, and the East Central Regional Forum.
- Serve on the Illinois State Corrections Conference Policy Committee.
- Attend meetings of the N.I.A., Ltd., Board of Directors.

- Organize and coordinate service orientation workshops to be conducted as outlined in the Service Handbook section entitled Orientation Workshops.

### ***Area Chairperson***

#### ***Responsibilities***

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- Review the Area Guidelines when preparing agendas to insure that regularly scheduled items are covered in a timely manner.
- Facilitates four Area Committee Meetings and four Area Assemblies held annually.
- When distributing agendas always include a cover letter detailing points of concern or interest to the Area.
- Distribute a preliminary Area Committee Meeting agenda two weeks after each Area Assembly.
- Distribute a final Area Committee Meeting agenda a week prior to each Area Committee Meeting.
- Distribute a preliminary Assembly agenda two weeks after each Area Committee Meeting.
- Distribute a final Area Assembly agenda a week prior to each Area Assembly.
- Be available to attend District meetings upon request.
- Arrange for the printing and distribution of the N.I.A. Service Manual.
- Prepare an Area Calendar for the following year, following the N.I.A. Guidelines to be ready for the October Committee Meeting.
- Appoint Administrative Committee members at the Winter Committee meeting as detailed in the section Administrative Committees.
- Appoint the Archivist, Concepts Editor and Co-Editor, N.I.A. Service Manual Custodian, and the Web Administrator and Alternate Web Administrator, with terms of service to begin in odd-numbered years.
- Serve as a member of the State Policy Committee.
- Give opening remarks at the Friday opening meeting of the N.I.A. Spring Assembly Conference.
- See that area functions adhere to all N.I.A. and Service Conference guidelines.
- Attend meetings of the N.I.A., Ltd., Board of Directors.
- Attend the East Central Regional Conference of Delegates Past and Present.

### ***Area Alternate Chairperson***

#### ***Responsibilities***

- Perform all duties as outlined in the Alternate Officers Responsibilities section of this document.
- Review the N.I.A. Guidelines for Districts Hosting Area Assemblies and the Procedures for Hosting Committee Meetings and recommend annual updates, if necessary, to the Area Committee.
- Work with Districts hosting Committee meetings following Procedures for Hosting Area Committee Meetings.
- Secure meeting dates and locations for four Committee meetings and the Post Conference Workshop.
- Assist in obtaining Spanish interpreter for Assemblies and Pre-General Conference Service Workshop.
- Ensure that the public address system and other required meeting supplies are on hand for all Assemblies and Committee meetings.
- Assist Area Chairperson with facilitating four Assemblies and four Committee meetings each year.
  - Run the timer.
  - Keep track of the order of speakers at the microphone.
  - Provide procedural support according to accepted committee practice as documented in the Committee Handbook.



- Chair the G.S.R. meeting at Assemblies
- Maintain the N.I.A. File of Final Reports from Districts having Hosted Area Assemblies and Committee meetings.
- Serve as liaison between N.I.A. and the Districts hosting the N.I.A. Spring Assembly Conference and the N.I.A. Big Book Conference.
- Attend all scheduled N.I.A. Spring Assembly Conference Committee and Big Book Conference committee planning meetings and help to answer and resolve any questions. (See Spring Assembly Conference Guidelines Section III.)
- Maintain a file of the past three N.I.A. Spring Assembly Conference Final Reports and three N.I.A. Big Book Conference Final Reports.
- Be available to attend District meetings upon request.
- Attend meetings of the N.I.A., Ltd., Board of Directors.
- Attend to other responsibilities the Area Chairperson may assign.

### ***Treasurer***

#### ***Qualifications***

- Bookkeeping experience and computer skills are essential.
- A minimum of three to five hours per week will be required.
- Additional time will be needed for Primary Purpose Register preparation, tax reports, Assembly and Committee Meeting reports, etc.
- Requires a responsible person with a minimum of 5 years of continuous sobriety.

#### ***Responsibilities***

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- Chair Treasurer Committee sessions at Assemblies.
- At the end of a Treasurer's first year, the operating reserve fund should be held after disbursement of excess funds to provide operating funds for the start of the New Year.
- Open local P.O. Box. (This should be done in November preceding taking office.) Close old P.O. Box making sure forwarding of mail will take place for a minimum of one year (two years would be preferred.) Collect mail at least twice a week, recording contributions of all types appropriately in the Quick Books accounting system.
- Under Illinois' corporate banking law, only the President/Chairman of the Board and Secretary of a corporation are empowered to grant/change signature authority for corporate bank accounts. Either the Delegate or Chairperson may be designated as Chairperson/President but recent experience indicates that the process is simpler, for banking purposes, to designate the Area Chair as President. Regardless, when these positions rotate or whenever the individuals change, the Treasurer must facilitate a face-to-face meeting with a business banker at the bank that holds N.I.A. accounts. Required attendees are: the business banker, President/Chairman of the N.I.A. board, N.I.A. Secretary, N.I.A. Treasurer, and N.I.A. Alternate Treasurer. In addition, either the outgoing President/Chairman of the board or outgoing Secretary must be present. Required documents are: N.I.A. Ltd. Articles of Incorporation, current guidelines, (anonymity-protected) election assembly minutes, signed corporate board minutes for the board meeting at which the assembly election results were approved, and two forms of ID for each of the attending N.I.A. board members. The outcomes of the meeting are: outgoing individuals are removed from the accounts, incoming individuals are added, signature authority is granted for all four, and electronic access to the accounts is enabled for both Treasurer and Alternate Treasurer.

- The bank should provide a monthly bank statement for all accounts to both the treasurer and alternate treasurer. Both Treasurer and Alternate Treasurer should have access to the account online and both should have the power to sign checks. Both may hold debit cards for the checking account. Manage/Monitor all bank accounts to ensure prudent and timely activity.
- All back records are to be transferred to the incoming Treasurer.
- Arrange to spend time with the outgoing treasurer to obtain necessary computer training.
- Order new envelopes with the new treasurer's P.O. Box number and have available for distribution by January 1. Two thousand remittance envelopes are suggested as a start.
- Whenever a change of address occurs, as is the case during years of rotation, form 8822 must be filed with the IRS. The address for N.I.A., Ltd., that is registered with the Illinois Department of Revenue can be changed on the annual report, described below.
- Make a permanent record of all contributions. Note check number and amount on each envelope. Where information is only on the check – make a copy of the check and copy of each deposit slip. Envelopes, copies of checks and deposit slips are forwarded to the alternate treasurer.
- Make deposits as money is received. Alternate treasurer maintains individual group and district records and reports at committee meetings and Assemblies.
- Write and disburse checks. The appropriate officer should request all disbursements or committee chairperson with a completed reimbursement request (including itemized receipts) before a check is issued (See N.I.A. spending guidelines).
- Compile Treasurer's Reports. These are to be completed and available at each assembly and committee meeting. Treasurer and Alternate Treasurer present the reports verbally and submit detailed financial reports.
- In conjunction with the Finance Committee, propose the Primary Purpose Basic section for the coming year's PPR. The proposal must be submitted to the N.I.A. Chairperson for inclusion on the Agenda for the Fall Committee Meeting.
- Retain a CPA for the coming year. Experience shows that it is advantageous, if he or she is willing, for the CPA to act, also, as the registered agent for the IDOR.
- Discuss with the current registered agent their willingness to continue to serve in that capacity for the coming year. Whenever a change is needed, work with the new registered agent to submit a change request to IDOR.
- File an annual report with the State of Illinois. The form to be completed is sent from the State of Illinois to the N.I.A. registered agent 60 days before the April 1st due date. The Treasurer must complete this form and return the original to the state with copies to the registered agent and all N.I.A. officers. (Note: N.I.A. officers signing this report can be held personally liable for taxes and penalties imposed by the state and federal agencies.) The Annual Report requires the board members to be indicated by full name and with full addresses. Recent experience indicates that it is advantageous only to include the same 4 service positions as are registered with the bank as described above).
- File an annual report with the IRS. (Form 990EZ & Schedule A) This is due by May 15th. An extension to August 15th may be filed. The IRS may demand information from the treasurer to maintain its 501 (c) (3) non- profit status. (Note: Failure to meet the previous two requirements could result in severe penalties.)
- Maintain files of all reports and records for three years. Records and reports in excess of three years old should be handed over to the Archivist.
- Be watchful over-all expenditures and their appropriateness to the N.I.A., Ltd. purpose and function.
- Balance QuickBooks account balances with bank account balances.

- Understand that the area committee, or the IRS, may call for an audit of the treasurer's books (records) at any time. It is probably a good practice for the treasurer to remind the committee of this procedure occasionally.
- Be aware of account and identification numbers and the purpose for which each is used. Such as:
  - Federal ID
  - Tax Exempt Number
  - Illinois State Sales Tax Exempt Number
  - Not for Profit Mailing Permit Number
  - Bank account numbers
  - Corp. ID # (File I) issued by the Illinois Secretary of State
  - 501 (C)(3) Exempt, Non-Profit, IRS Authorization Letter
- Specify which numbers can be used by districts and under what circumstances.
- File IRS Form 941 - Employees Status (A disclaimer has been filed since we have no employees and this Form currently does not have to be filed. Questions should be directed to our Registered Agent.
- File a renewal for the N.I.A. sales tax exemption number (E9964-0996-04) with the Legal Services Bureau of the Illinois Department of Revenue. Renewals must be filed every 5 years subsequent to October 31, 2006. If this date is missed, the N.I.A. sales tax exemption status will expire.
- Manage the Area Property/Liability insurance program, including policy renewal, providing of certificates of insurance for N.I.A. conventions, meetings etc. as requested. Maintain contact with the area insurance agent as needed. (If not comfortable with insurance matter, request that the Chairperson appoint a knowledgeable advisor.)
- Become familiar with the GSO guidelines and the financial aspects of all current N.I.A. guidelines.
- Attend meetings of the N.I.A., Ltd., Board of Directors.

### ***Alternate Treasurer***

#### ***Qualifications***

- Same as the Treasurer.

#### ***Responsibilities***

- Receive contribution envelopes, copies of checks and deposit slips from Treasurer.
- Record the contributions in a database or spreadsheet including group name, District number, group number, amount and date of contribution.
- Generate and mail a letter acknowledging and thanking the group for their contribution.
- Receive and review duplicate bank statements to audit the Treasurer monthly.
- Generate reports of group contributions for distribution at Committee meetings and Assemblies.
- Participate in the process of preparing the Primary Purpose Register for presentation at the Fall Committee meeting.
- Maintain familiarity with the accounting software in order to be prepared to take over should the current Treasurer step down for some reason.
- Attend meetings of the N.I.A., Ltd., Board of Directors.

### ***Secretary***

#### ***Qualifications***

- Responsible person with a reasonable period of continuous sobriety.
- Sufficient time available to prepare each set of minutes (up to 5-10 hours per set).
- Computer literate, MS Office applications. (Primarily Outlook, Excel, and Word)
- General office background: taking notes, typing, editing, and report writing.

## *Responsibilities*

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- Record, compile and distribute minutes of Area meetings, including but not limited to, Assemblies and Committee Meetings.
- Minutes are primarily distributed via email though they can be mailed to a physical address upon request.
- A digital, anonymity-protected version of minutes should be sent to the Area Webmaster to be posted on the website.
- Work closely with the Alternate Secretary to finalize Assembly and Committee meeting minutes for receipt by N.I.A. members two weeks after each meeting.
- Maintain Area laptop, audio recording devices, and accessories.
- Maintain and backup audio recordings and digital copies of all minutes.
- Provide files to Area Archivist on a regular basis for preservation.
- Make a report at both Assemblies and Committee meetings.
- Chair Secretary Committee sessions at Assemblies.
- Area meeting minutes should include:
  - Reports of Officers, all Administrative and Standing Committees, and D.C.M.s.
  - Discussion and results of all motions.
  - Results of all items on the agenda, as outlined by the Area Chair.
  - The location and date of the next Area meeting.
- Make a limited number of minutes available in print at Assemblies and Committee meetings.
- Maintain lists that are relevant to Area service.
  - Area Committee email distribution list
  - District and Alternate District Secretaries email distribution list
- Maintain the database of N.I.A. Voted Actions, including both approved and failed Motions. Prepare an anonymity-protected version for posting on the N.I.A. website.
- Using the Area's laptop computer, have the database of N.I.A. Voted Actions and three years of Area minutes available at all Area meetings.
- Update and distribute the N.I.A. District Secretary Handbook as needed.
- Attend meetings of the N.I.A., Ltd., Board of Directors (Secretary and Alternate Secretary).
- N.I.A., Ltd Board of Directors minutes should include:
  - Date of the meeting
  - List of those in attendance
  - Presentation and acceptance of the Treasurer's and Secretary's reports
  - Report of motions –
  - It was moved that...
  - After discussion, the motion passed/failed
- Make supplies available at each Area meetings.
- Prepare name badges for Area committee members, as needed - Registrar
- Blank name badges, pens and meal stickers for hosting district(s) –Alternate Chair
- Provide Pre-General Service Conference Workshop support
  - Record discussions and recommendations of agenda items.
  - Compile and deliver reports to Delegate and Alternate Delegate at a pre-determined time prior to the General Service Conference.

## ***Alternate Secretary***

### ***Qualifications***

- Same as the Secretary but with only 2-3 hours per week required.

### ***Responsibilities***

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- At Assemblies and Committee Meetings make available copies of the Area Roster and the District meeting list.
- Assist to compile and distribute minutes of Area meetings, including but not limited to, Assemblies and Committee meetings.
- Create and maintain recordings of each Area meeting.
- Work distribution list
- Attend meetings of the N.I.A., Ltd., Board of Directors (Secretary and Alternate Secretary).
- Provide Pre-General Service Conference Workshop support.

## ***Registrar***

### ***Qualifications***

- An average of five hours a week will be required. The workload will vary greatly from week to week.
- Computer literate, preferably with some understanding of databases.
- The position requires the use of a proprietary web-based database called Fellowship New Vision (FNV). There is a tutorial available.

### ***Responsibilities***

- Perform all duties as outlined in the Officers Responsibilities section of this document.
- Maintain the FNV database of all Groups and their G.S.R.s or mail contacts, the N.I.A. Service Committee and the roster of Trusted Servants in each of the Districts in Area 20.
- From the FNV database, generate the N.I.A. Mailing List as approved by the 2002 Winter Assembly to include:
  - All current members of the Area Assembly and their Alternates as defined in the Area Guidelines.
  - The East Central Regional Trustee.
  - The East Central Regional Correspondent.
  - All Group mail contact persons.
  - All District Level Trusted Servant Chairpersons with a corresponding Committee at the N.I.A. To include the following positions: Public Information, Cooperation with the Professional Community, Treatment Facilities, Bridging the Gap, Answering Service, Accessibilities, Grapevine, Literature, Archives, Newsletter, and Web Administrator.
  - Only those people who hold current service positions described above should be included on the N.I.A. Mailing List.
  - When a person rotates out of service, the incoming Trusted Servant replaces the outgoing Servant on the N.I.A. Mailing List.
- At the Assembly make available New Group and Group Change forms.
- On a quarterly basis provide to each D.C.M. a list of registered groups in their district. The FNV tutorial includes instructions for generating the list.
- Make a report at Assemblies and Committee meetings.
- Maintain a roster of all area trusted servants, which includes:
  - Service position
  - First name

- Last name
- Telephone number
- E-mail address
- Whenever updates are made to the roster, distribute the roster by email to all trusted servants on the list.
- The distribution e-mail should clearly indicate the confidentiality of the roster and should warn against indiscriminate distribution and posting in any publicly accessible internet location.
- Participate at the registration table at Assemblies and Area Committee meetings.
- Provide an area roster to verify contact information for all Area Trusted Servants and D.C.M.s.
- Maintain attendance records for Area Trusted Servants.
- Maintain a count of total number of attendees.

### ***Area Standing Committees***

N.I.A. has two types of standing committees. Service Committees and Administrative Committees.

#### ***Service Committees***

Service Committees are comprised of the following members:

- Area Committee Chair and Alternate
- Corresponding District Committee Chairs and Alternates
- G.S.R.s who choose to serve on the committee (ideally at least one G.S.R. from each district will serve on each service committee)
- A.A. members active in the respective field of service work
- Past Delegates who served on a corresponding committee at the General Service Conference

#### ***Responsibilities of Service Committee Chairpersons***

This section describes qualifications and responsibilities for the following positions:

- Answering Service Chair and Alternate
- Archives Chair and Alternate
- Bridging the Gap Chair and Alternate
- Cooperation with the Professional Community Chair and Alternate
- Corrections Chair and Alternate
- Grapevine Chair and Alternate
- Literature Chair and Alternate
- Public Information Chair and Alternate
- Accessibilities Chair and Alternate
- Treatment Facilities Chair and Alternate

#### ***Recommended Qualifications***

- Service as a G.S.R.
- Service as a District Service Committee Chair or Alternate or
- Service as a District Officer or Alternate.
- Familiarity with the A.A. Service Manual, the A.A. Service Structure, and the Twelve Traditions are very helpful.

#### ***Responsibilities***

- Encourage participation in your Area Service Committee comprised of all District Chairpersons and their alternates and other A.A.'s interested in service work.
- Attend all N.I.A. Assemblies and Committee meetings each year.

- Attend the Pre-Conference Workshop.
- Attend the N.I.A. Spring Assembly Conference.
- Attend the Illinois State Conference when N.I.A. hosts the State Conference.
- Participate in the Spring and/or State Conference as requested by the Spring or State Conference Committee.
- Coordinate regular communications with members of the Area Service Committee.
- Be available to attend District meetings upon request.
- Be accessible to the Fellowship.
- Report on Area Service Committee activities at Area Committee Meetings. Committee Chairs or their Alternates must submit a written report at Assemblies and committee meetings.
- Have a working familiarity with the A.A. Service Manual, N.I.A. Service Structure Guidelines, and the Service Committee Workbook.
- Hold Workshops on carrying the message through your Service Committee.
- Have available a limited supply of Service Committee related Conference Approved literature and/or service pieces from GSO at Assemblies and Committee Meetings.
- Chair Assembly Service Committee meetings.
- Chair committee meetings at the Pre-Conference Workshop (See Pre-General Service Conference Workshop Guidelines).
  - Report at the Assembly to include:
  - Committee activities since the last Assembly.
  - Discussions at your Committee breakout session.
  - Progress of activity on applicable Primary Purpose Motions, to include details regarding costs to date.
- Share ways to carry the message through your Service Committee at Assemblies and Conferences.
- Develop a forum for the discussion of District concerns regarding related service opportunities.
- Foster a committee atmosphere among the District Committee Chairs.
- Formulate an informed group conscience regarding Area-wide service opportunities and issues with an emphasis on General Service Conference agenda items.
- Be a resource and consultant to District Committee Chairs and other volunteers regarding service activities in their communities including the assessment of service opportunities and the development of projects.
- Develop guidelines for activities and services within the responsibilities of your Service Committee.
- Mentor the Alternate Service Committee Chairperson in order to prepare him or her to become Chairperson in a future rotation.

### ***Responsibilities of Alternate Service Committee Chairpersons***

#### ***Qualifications***

- Same as the Chairperson.

#### ***Responsibilities:***

- Work with the Chairperson to prepare to fill the position in the next rotation.
- Coordinate one or more workshops or service projects each year as mutually agreed with the Service Committee Chair.
- Attend all N.I.A. Assemblies and Committee meetings each year.
- Attendance at the N.I.A. Spring Assembly Conference is highly recommended.
- Attendance at the Illinois State Conference, when hosted by N.I.A., is encouraged.
- Fulfill the responsibilities of the Service Committee chair in his or her absence.

### ***Answering Service Chairperson Responsibilities***

The N.I.A. Answering Service Committee provides a forum for the sharing of experience among the District Answering Service Committees.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Answering Service Committee on a regular basis.
- Maintain and distribute the pamphlet 'How to Find A.A. in Illinois to include the N.I.A. map and Illinois answering service phone numbers. Distribution should take place at Area meetings, Conferences, and through the Area website and newsletter, 'Concepts'.
- Chair the committee on International Conventions and Regional Forums at the Pre-Conference Workshop.

### ***Archives Chairperson Responsibilities***

The N.I.A. Archives Committee, consistent with A.A.'s primary purpose, is to keep the record straight so that myth does not predominate over fact as to the history of the Fellowship in Northern Illinois.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Archives Committee on a regular basis.
- Work in coordination with the Area Archivist.
- Collect materials (i.e.: written materials, photographs, video and audio tapes recordings) to preserve area history.
- Chair the committee on Archives at the Pre-Conference Workshop.

### ***Bridging the Gap Chairperson Responsibilities (B.T.G.)***

The N.I.A. Bridging the Gap Committee assists the district committees, groups or individual A.A. members within Northern Illinois to set-up, facilitate and maintain a BTG program to help the alcoholic transitioning from a facility into the A.A. recovery community.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area BTG Committee on a regular basis.
- Provide a uniform Bridging the Gap program the districts may follow, along with supporting materials.
- Maintain a list of district committee members to assist with Bridging the Gap efforts and a list volunteer requests received.
- Partner with the Corrections, Treatment, Cooperation with the Professional Community, and Public Information committees in facilitating the Bridging the Gap, Temporary Contact or other twelfth step work of connecting the alcoholic being released from a facility to the A.A. recovery community.
- Select two members of the BTG committee to attend the Annual Bridging the Gap Weekend Workshop and report on their experience to the BTG Committee and the Area Assembly.

### ***Cooperation with the Professional Community Chairperson Responsibilities (C.P.C.)***

The N.I.A. Cooperation with the Professional Community Committee provides a forum for the sharing of experience among the district service committees that provide information to professionals who have contact with alcoholics through their work. These professionals may include, but are not limited to:



healthcare workers, educators, clergy, judges, lawyers, and members of law enforcement, social workers, union leaders and industrial managers, as well as those working in the field of alcoholism.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area CPC Committee on a regular basis.
- Develop and maintain, with the input and assistance of District CPC Committees, lists of local and regional professional organizations that meet in communities served by groups in N.I.A.
- Be available to participate in one or more meetings of professional organizations or schools in the Northern Illinois area each year.
- Coordinate N.I.A. participation in A.A. presentations at statewide meetings or conferences of professional organizations.
- Partner with the Bridge the Gap committee in facilitating the Bridging the Gap, Temporary Contact or other twelfth step work of connecting the alcoholic being released from a facility to the A.A. recovery community.
- Chair the committee on C.P.C. at the Pre-Conference Workshop.

### ***Correctional Facilities Chairperson Responsibilities***

The N.I.A. Corrections Committee coordinates activities of individual A.A. members and groups, who are interested in carrying our message of recovery to alcoholics in correctional facilities. In addition, the committee supports the efforts of the Bridging the Gap committee.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Corrections Committee on a regular basis.
- Develop and maintain, with the input and assistance of District Corrections Committees, lists of local and regional correctional facilities and organizations that exist in communities served by groups in N.I.A.
- Be available to participate at one or more meetings of correctional organizations in Northern Illinois Area each year.
- Maintain a continually updated list of all correctional meetings within the area and the sponsor(s) of these meetings.
- Facilitate the collection of pink can contributions.
  - Pink Can funds are to be used only for literature for Corrections.
  - Pink can contributions are collected by groups. Pink can funds may be used directly by groups or districts to purchase literature for corrections.
  - Excess contributions should be forwarded to the N.I.A. Treasurer. Pink can funds held by the Area Treasurer are available to Districts by making a request of the Area Corrections Chair.
  - Pink can funds are available to the Area Corrections chair.
- The Area Corrections chair will report to the Assembly when pink can funds are distributed.
- Partner with the Bridge the Gap committee in facilitating the Bridging the Gap, Temporary Contact or other twelfth step work of connecting the alcoholic being released from a facility to the A.A. recovery community.
- Chair the committee on Corrections at the Pre-Conference Workshop.

### ***Grapevine Chairperson Responsibilities***

The N.I.A. Grapevine Committee provides a forum for the sharing of experience among the District Grapevine Committees with regard to making the Fellowship aware of the existence of the Grapevine, La Vina and related Grapevine materials and the role these items can play in the enhancement of sobriety.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Grapevine Committee on a regular basis.
- Encourage the use of the Grapevine and related materials at meetings.
- Report on current and new items available from the Grapevine.
- Make available in limited quantities new items for sale.
- Report ways members can carry the message through the use of the Grapevine and related materials.
- Display Grapevine materials at Area events and the State Conference, when our area is the host.
- Chair the committee on Grapevine at the Pre-Conference Workshop.

### ***Literature Chairperson Responsibilities***

The N.I.A. Literature Committee assists corresponding District Literature Committees to make the Fellowship aware of the existence of the A.A. Literature and materials and the role these items can play in the enhancement of sobriety.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Literature Committee on a regular basis.
- Report on the development and availability of new and revised Conference approved literature.
- Display examples of available Conference approved literature and publications at Area events.
- Make available in limited quantities new Conference approved items for sale.
- Have available literature catalogs at Area events.
- Display Literature materials at Area events and the State Conference, when our area is the host.
- Chair the committee on Literature at the Pre-Conference Workshop.

### ***Public Information Chairperson Responsibilities***

The N.I.A. Public Information Committee provides a forum for the sharing of experience among the District Public Information Committees relative to activities that inform the public about the A.A. program of recovery. The Area's appointed Web Administrator and Alternate Web Administrator are members of this committee.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Public Information Committee on a regular basis.
- Report on the development and availability of new and revised Conference approved, videos and Public Service Announcements (PSA's).
- Develop and maintain, with the input and assistance of District Public Information Committees, lists of schools, libraries, hospitals, etc. in communities served by groups in N.I.A. for the purpose of displaying literature and providing speakers at non-A.A. functions.
- Be available to participate in local community or professional events such as wellness fairs.
- Make PSA's available to local media outlets.

- Partner with the Bridge the Gap committee in facilitating the Bridging the Gap, Temporary Contact or other twelfth step work of connecting the alcoholic being released from a facility to the A.A. recovery community.
- Chair the committee on Public Information at the Pre-Conference Workshop.

### ***Accessibilities Chairperson Responsibilities***

The N.I.A. Accessibilities Committee provides a forum for the sharing of experience among the District Accessibilities Committees. It gathers information and shared experience from GSO, Areas, Districts and A.A. Groups on ways to carry the message of A.A. to the still suffering alcoholic or current members with accessibility needs and to communicate that information to the Groups and Districts within N.I.A. There are many members who have accessibility needs. This would include those who may be hearing-, visually-, or speech-impaired, those who are homebound, chronically ill, those who use wheelchairs, walkers or crutches, and those who are developmentally disabled or who suffer from brain damage, stroke, etc.

- Perform all duties as outlined by the Service Committee Chairperson's Responsibilities section of this document.
- Communicate directly with members of the Area Accessibilities Committee on a regular basis.
- Maintain and make available a list of American Sign Language (ASL) signers.
- Assist individual members, groups, and districts with any accessibility requirements.

### ***Treatment Facilities Chairperson Responsibilities***

The N.I.A. Treatment Facilities Committee coordinates the work of Groups and individual A.A. members interested in carrying our message of recovery to alcoholics in treatment facilities.

- Perform all duties as outlined in the Service Committee Chairpersons Responsibilities section of this document.
- Communicate directly with members of the Area Treatment Facilities Committee on a regular basis.
- Develop and maintain, with the input and assistance of District Treatment Facilities Committees, lists of local and regional Treatment Facilities, Detox Centers, and Hospitals that provide treatment services in communities served by groups in N.I.A.
- Partner with the Bridge the Gap committee in facilitating the Bridging the Gap, Temporary Contact or other twelfth step work of connecting the alcoholic being released from a facility to the A.A. recovery community.
- Chair the committee on Treatment Facilities at the Pre-Conference Workshop.

### ***Responsibilities of Appointees***

These service committee positions are appointed by the Area Chairperson. These appointed service committee positions begin in odd-numbered years; the term of service is two years. Appointed committee members may serve in the same position for more than one term

This section describes qualifications and responsibilities for the following positions:

- Report on recent activities at Area Committee Meetings. Submit a written report at Assemblies and Archivist
- Concepts Editor and Co-Editor
- Web Administrator and Alternate
- N.I.A. Service Manual Custodian

### *Qualifications*

- There are no specific qualifications for Appointees beyond those recommended for all N.I.A. Trusted Servants.
- Some appointed positions may require specific knowledge such as computer literacy or publishing skills.

### *Responsibilities*

- Attend all N.I.A. Assemblies and Committee meetings each year.
- Attend the Pre-Conference Workshop.
- Attend the N.I.A. Spring Assembly Conference.
- Attend the Illinois State Conference when N.I.A. hosts the State Conference.
- Participate in the Spring and/or State Conference as requested by the Spring or State Conference Committee. (Area Committee Members are not required to chair any State or Spring Assembly Conference committee.)
- Be available to attend District meetings upon request committee meetings.
- Be accessible to the Fellowship as a resource regarding service activities in their communities.

### *Archivist Responsibilities*

The Archivist functions as curator of the Archives collection. He The Archivist recommends the storage location, maintains the archived materials and presents the materials for general viewing by the Fellowship at conferences and workshops. The Archivist works closely with the Archives Committee to add to the collection and to determine the contents of the collection.

- Perform all duties as outlined in the Responsibilities of Appointees section of this document.
- Maintain a repository for archived material.
- Display the materials at Spring Assembly Conference, the Big Book Conference, and the State Conference.
- Collect materials (i.e.: written materials, photographs & audio tapes) to preserve area history.
- Consult the Archives Workbook Handbook for Setting Up an Alcoholics Anonymous Archival Repository, for conservation and preservation procedures.
- Outline criteria for material that is to be archived.
- Maintain inventory lists including documentation of date and type of contributions.
- Keep inventory organized by category.
- Set up guidelines for the loaning of Archives materials.

### *Concepts Editor Responsibilities*

The Concepts newsletter is a vehicle for communication throughout the Area that both solicits and welcomes articles from all A.A.'s. It is intended to be a confidential document for use within the fellowship. -In addition to material received from within the Area, Concepts may carry material pertaining to A.A. life and service selected from Box 459, The Grapevine and other A.A. publications and newsletters.

- Perform all duties as outlined in the Responsibilities of Appointees section of this document.
- Produce and distribute the Northern Illinois Area 20 newsletter, a 12 to 16-page publication, four times a year prior to each quarterly Assembly.
- Edit submissions for grammar and format.
- Include a calendar in the newsletter to include upcoming Group, District, Area or Regional A.A. related activities.

- Set up specific guidelines for activities and services within the scope and function of the Concepts Committee.

### ***Concepts Co-Editor Responsibilities***

- Manage the mailing database.
- Solicit submissions of articles.
- Assist the Editor as needed.

### ***Web Administrator and Alternate Web Administrator Responsibilities***

The Web Administrator and Alternate build and maintain the Area website.

#### ***Qualifications***

- Computer literate and have the necessary technical skills to maintain a website.
- Past Area experience has been that the web administrators require access to a personal computer, Internet access, and a scanner.

#### ***Responsibilities***

- Perform all duties as outlined in the Responsibilities of Appointees section of this document.
- Maintain the N.I.A. website, updating it regularly with new information about A.A. in Northern Illinois Area and N.I.A. service information.
- Encourage and accept submissions of information from all districts in N.I.A. for posting on the N.I.A. website including district-meeting schedules.
- Format the requested information so that it is presented appropriately on the N.I.A. website.
- Respond to all e-mail requests for information about A.A. in the N.I.A. area.
- See the document: Website Policy and Guidelines, available at:
  - [http://aa-nia.org/wp-content/pdf/guide/2013/Website\\_Guidelines\\_2013.pdf](http://aa-nia.org/wp-content/pdf/guide/2013/Website_Guidelines_2013.pdf)

### ***N.I.A. Service Manual Custodian Responsibilities***

The N.I.A. Service Manual Custodian maintains the N.I.A. Area Service Manual.

#### ***Qualifications***

- Proficient knowledge of MS Office applications.
- Sufficient time available to prepare documents to hand over to the Concepts Editor for publishing.

#### ***Responsibilities***

- Format and maintain the documents that together make up the N.I.A. Service Manual.
- Maintain records of all Assembly-approved changes to the Manual and prepares the Manual documents for publishing.
- Forward updated documents to the Web Administrator for posting on the Area website.
- This position works closely with the Report and Charter Committee.

### ***Responsibilities of Administrative Committees***

Administrative Committees are appointed by the Area Chairperson. Unless otherwise indicated, the term of service on an administrative committee is two years.

### ***Operating Committee Responsibilities***

The Operating Committee is responsible for responding to issues of business or finance on a limited basis between Assemblies. The Committee is comprised of the Area Delegate, Area Chairperson, Area Secretary, and four D.C.M.s. The D.C.M.s will rotate on a yearly basis and will be appointed by the Area

Chairperson prior to the Winter Committee Meeting of each year. No member of the Finance Committee may be a member of the Operating Committee.

The Operating Committee is empowered to act on behalf of the Assembly regarding interpretation of policy or financial issues within certain limitations described below. The Operating Committee can act on behalf of the Assembly only if the timing is such that the Assembly cannot be consulted.

This committee will present a written report of all considerations since the prior Assembly to the current Assembly. Following questions and discussion, a sense of the Assembly should then be taken to provide guidance to the Operating Committee.

- The committee will elect a Chairperson during its first meeting of each year.
- The committee will meet as needed in person, by email or teleconference.
- The committee can approve expenditures up to \$250 per line item for any given quarter.
- Adjustments and expenditures in the amount of \$251 to \$500 can be jointly approved by the Operating Committee and the Finance Committee.
- Any adjustments or expenditures in excess of \$500 must be brought before the Assembly.

### ***Finance Committee Responsibilities***

The Finance Committee monitors and reports on Primary Purpose Register activities throughout the year. The Finance Committee is comprised of the Area Treasurer, Alternate Area Treasurer, three D.C.M.s, and a non-voting Past Delegate or other A.A. member with experience. Committee members are appointed to one-year terms by the Area Chairperson prior to the Winter Committee Meeting of each year. No member of the Finance Committee may be a member of the Operating Committee.

- Elect a Chairperson during its first meeting of each year.
- Meet at least four times a year or as needed in person, by email or teleconference.
- Monitor actual income and expenses. When the projected cost of the service activities in the Primary Purpose Register exceeds the area's income, some activities could be delayed. The committee is responsible to report this condition to the Assembly.
- When income exceeds expenses the excess shall, with assembly approval, be contributed to the General Service Board. To facilitate an informed area-wide group conscience, the committee is responsible to report, at an area committee meeting, an estimated contribution and to recommend, at the subsequent assembly meeting, a specific contribution, not to exceed the estimate. The amount to be contributed to the GSB requires assembly approval, by substantial unanimity.
- When requested, assist Area Committee members to prepare Primary Purpose Motions (PPM) or motions requesting changes to the Primary Purpose Register (PPR).
- The Finance Committee and Operating Committee are jointly responsible to review and approve or reject expenditures in the amount of \$251 to \$500 in instances when the Assembly cannot be consulted.

### ***Electronic Equipment Committee Responsibilities***

The Electronic Equipment Committee maintains a list of all electronic equipment owned by the Area for insurance and inventory purposes. The committee is responsible to set up and maintain electronic equipment at Area Committee meetings, Assemblies, and other Area events as requested. It is comprised of three or four members who meet as needed to provide advice and recommendations to the Area Assembly regarding the purchase, maintenance, and transportation of all electronic equipment.

- Elect a Chairperson during its first meeting of each year.
- Meet as needed in person, by email, or teleconference.

- The committee is responsible for the maintenance, setup, transportation, and storage of the Area's electronic equipment.
- Review and assist with requests by Area Trusted Servants for electronic equipment.
- Ensure that the selected equipment will fulfill the Area's need in a cost-efficient manner.
- Develop proposals for needed electronic equipment and present such proposals to the Area Committee and Area Assembly.
- Maintain a list of all electronic equipment owned by the Area to include the following:
  - Item description
  - Location
  - Serial number
  - Date of purchase

### ***Report and Charter Committee Responsibilities***

The committee will review Assembly approved revisions to N.I.A. documents to assess the impact on related documents and offer motions to make additional revisions as needed. There is a minimum of six members on the committee appointed by the Area Chairperson. They are composed of D.C.M.s, alternate D.C.M.s, past Delegates, or other members of the fellowship. One of the members should be fluent in English and Spanish.

- Elect a Chairperson during its first meeting of each year.
- Meet as needed in person, by email or teleconference.
- The committee is responsible for the following documents:
  - Northern Illinois Service Manual
  - Website Policy and Guidelines
  - N.I.A. Guidelines For Districts Hosting Area Assemblies
  - Procedures for Hosting Area Committee Meetings
  - N.I.A. Big Book Conference Planning Guide
  - Procedures for The N.I.A. Pre-General Service Conference Workshop
  - N.I.A. Spring Assembly Conference Planning Guide

### ***Conference Advisory Committee Responsibilities***

The Conference Advisory Committee assists with bidding on and facilitating the N.I.A Spring Conference, the N.I.A. Big Book Conference, and the Illinois State Conference when it's held in N.I.A.

The Conference Advisory Committee is made up of 4 people and the Alternate Area Chair. Members serve a rotating term of service for 4 years. Members will rotate two at a time at two-year intervals. This will achieve consistency and continuity. No member will serve more than 4 consecutive years.

As terms rotate, the current Advisory Committee will submit the names of candidates willing to serve. Members will then be appointed by the Area Chair, rather than elected, so as to assure we choose members with adequate and appropriate qualifications.

The Conference Advisory Committee will give due consideration to and be mindful of established conference procedures.

### ***Qualifications***

It is suggested that members have 5 years of continuous sobriety. They should have extensive experience in conference planning (negotiation contracts, choosing a suitable venue to accommodate accessibility for all, weather considerations, food and beverage costs). Members should have specific experience with A.A. conferences.

### ***Responsibilities:***

- Assist bidding Districts and the Districts' Conference Planning Committees.
  - Develop and maintain a checklist for use by Districts to seek facility bids, and to assist with contract negotiations.
  - Work with Districts to understand Area procedures for hosting conferences, and Illinois State Conference guidelines.
  - Review facility bids for accuracy and content, including but not limited to selecting a facility, conference room costs, and food & beverage costs, audio/visual equipment and other facility accommodations.
  - Help ensure that all requirements for the event have been taken into consideration.
- Aid Districts that have been awarded a conference.
  - Help negotiate facility contracts.
  - Review all contracts with facilities prior to signing.
  - Help establish a timeline to set priorities for planning committee in early stages, particularly in those instances when conference award has happened within 1 year of conference date.
  - Assist Public Information in giving notice to the Fellowship in general of the conference and make suggestions to attract attendance.
  - Maintain historic budget data from past conferences.
- Develop and maintain a collection of best practices from past conferences for future conferences to refer to.
- The Conference Advisory Committee will meet as needed.
- Committee members may be requested to participate in conference planning meetings at the request of the Alternate Area Chair or Area Chair.

## ***Section Revisions***

### ***Revision Guidelines***

Revisions to this section require two-thirds majority approval in an Assembly vote.

### ***Revision History***

The Northern Illinois Area Service Manual replaces the following documents: The G.S.R. Handbook, The Committee Handbook, Service Guidelines, and Primary Purpose Finance. The following documents, previously included in the unabridged version of the Northern Illinois Area 20 Service Handbook are not included in the N.I.A. Service Manual. Instead they will be available on the N.I.A. website: Primary Purpose Finance, Website Policy and Guidelines, Procedures for Districts Hosting Area Meetings, Procedures for the Pre-General Service Conference Workshop, Procedures for Planning the Big Book Conference, and Procedures for Planning the Spring Assembly Conference. Approved by Assembly – December 9, 2017