

## **The Northern Illinois Area Service Manual Updates**

October 14, 2017

*The changes detailed in this document are not meant to be an exhaustive list of updates in the new document. It should be understood that this document highlights some of the more significant changes.*

The Northern Illinois Area Service Manual replaces the following documents:

- The G.S.R. Handbook
- The Committee Handbook
- Service Guidelines
- 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 found at <http://aa-nia.org/guides/>.

- 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
- Procedures for Planning the Spring Assembly Conference

Finally the section on Primary Purpose Finance in the Northern Illinois Area 20 Service Handbook has been deleted in the N.I.A. Service Manual. The original text will be available on the N.I.A. website (<http://aa-nia.org/guides/>) under the title Primary Purpose Finance.

The new N.I.A. Service Manual is divided into four sections:

- General Service Representative (G.S.R.) Handbook
- The A.A. Service Structure
- Service Guidelines
- Duties and Responsibilities of Northern Illinois Area Trusted Servants

Throughout the document changes were made in the following categories:

- Updates to out date language
- Changes reflecting current process or procedure
- Updates to headings
- The phrase Spring Conference was replaced with the phrase Spring Assembly Conference
- References to other sections, documents or websites have been updated

Other more specific examples of changes, by section follow.

### **General Service Representative (G.S.R.) Handbook**

The section How we work on page 4 has been updated to include information on the current process of preparing for the General Service Conference including the distribution of agenda items and background material and the Pre-General Service Conference Workshop.

Several items have been updated or added to the section The Language on page 6.

On page 9 the section Workshops replaces the the section Special Workshops from the previous version.

On page 10 the section, The N.I.A. Spring Assembly Conference has been revised to describe the Assembly Conference as it exists today.

The section Basic Information on Alcoholics Anonymous has been removed. The section included:

- What does A.A. do?
- Members from court programs and treatment facilities
- Proof of attendance at meetings
- The non-alcoholic addict
- What A.A. does not do
- Conclusion

The committee believes that these topics are not within the scope of the new service manual. For those interested, sharing and experience on these topics can be found in various pieces of conference approved literature and service pieces.

### **The A.A. Service Structure**

This section remains largely intact with a few exceptions.

Lists of trusted servants at the Group, District and Area levels are updated to reflect current practice.

The chart on page 15 was changed to include the service structure from the District meeting down to the General Service Board. Information on the number of Groups, Districts and membership have been deleted as these numbers were deemed to be moving targets. The chart was also moved slightly.

The section Keep it simple? has been deleted. The section included what could be perceived as requirements for the selection of G.S.R.'s which do not reflect current

practice and some information that was probably out of scope. Pertinent information is included elsewhere in the document.

The section on L.C.M.'s has been reduced to a description taken directly from the A.A. Service Manual. It was thought that L.C.M.'s are used in a variety of ways by Districts and a complete and accurate description was not possible.

The section Recommended Material Available from A.A. World Services, Inc. was reduced to include only a link to aa.org.

### **Service Guidelines**

The section has been updated to include the sections Committee Handbook, Primary Purpose Finance and Service Guidelines from the Northern Illinois Area 20 Service Handbook.

The section, The Committee System, has been re-written to reflect current practice and relocated.

The section, Robert's Rule of Order has been deleted. The phrase Robert's Rules of Order does not appear in the document. A section called Parliamentary Procedure has been added.

A section, Responsibilities of Assembly Breakout Session Chairpersons, has been added.

The section, Procedure for presenting motions to the Area Assembly, has been updated to reflect current procedure and a piece on floor actions has been added.

The section Service Committees has been combined with the section Duties and Responsibilities.

The section Primary Purpose Register has been expanded.

### **Duties and Responsibilities of Northern Illinois Area Trusted Servants**

This section has been combined with the Section Area Standing Committees from the original Service Guidelines.

Some changes have been made reflecting recent committee experience. The secretary and treasurer sections were updated based on recommendations from current trusted servants.