

Area 03- Arizona

Administrative Committee Inventory

Overview

The purpose of this inventory is to ensure that the Admin Committee and its members are following through with their duties as prescribed by the Arizona Area Handbook and the AA Service Manual. In cases where this is not happening this inventory can be used to find out what happened and to suggest what steps can be taken to correct any problematic situations.

Guidelines

- A. Inventory should be facilitated by a past Delegate at the middle of the rotation (January or February of odd numbered years).
- B. The inventory is structured in two distinct phases: a preparation phase, and a review and discussion phase.
 - During the preparation phase, each Admin Committee member answers the inventory questions relevant to their position for discussion at the review session.
 - During the review and discussion phase, the facilitator ensures all items are discussed by the group within the allotted time period.

The Area Committee Inventory

I. The Area Committee Body

- A. Are we fulfilling the purpose of the Area Committee as set forth in the Area Handbook by:
 1. Ensuring smooth Assemblies and close cooperation between Area officers and Assembly members,
 2. Ensuring timely exchange of information between Area officers and Assembly members,
 3. Ensuring Assembly actions are implemented,
 4. Overseeing the administrative affairs of the Assembly including all matters affecting the smooth conduct of Area business,
 5. Cooperating with the Agenda Committee?
- B. What more can the Area Committee do to help the Districts better carry the message?
 1. Are the needs and problems of each District known to the Admin Committee?
 2. Is each District participating and being represented at the Area?
 3. Are Area Service workshops being offered to each district?
- C. How can the structure of the Area Committee be improved to provide better communication and unity among the Districts and Groups in the Arizona Area?

- D. Is the committee meeting held regularly? Often enough? Too often?
 - 1. Is there adequate attendance of Admin Members at Administrative Committee meetings?
 - 2. Is the meeting location chosen with consideration of convenience and economy?
 - 3. Is adequate time (or too much time) allocated to cover all agenda items?
- E. How could the Area Committee meeting be improved?
 - 1. Distribute Agendas to committee members in advance?
 - 2. Are we appropriately delegating authority to our trusted servants?
 - 3. Are we practicing the 12th Tradition of “principles before personalities” (I.e. ego contest vs. spiritual action)?

II. The Panel Advisory Function

- A. When acting as a panel advisor do I:
 - 1. Read and understand the background material so I can answer questions as needed?
 - 2. Assist the panel chair with keeping the discussion focused and on track when help is requested or needed?
 - 3. Refrain from expressing my personal opinions and dominating the discussion?

III. The Area Committee Officers

- A. Area Delegate
 - 1. Have I received, copied, and distributed all General Service Conference topics in a timely manner to Arizona Area panels (trying to evenly distribute the workload), prepared for attendance at the General Service Conference, studied and brought the group conscience of the Arizona Area to the Conference, and then reported Conference decisions and activities back to the Arizona Area at the Post-Conference Assembly and at other times and places as requested?
 - 2. Have I attended and participated in all Assemblies, Administrative and Agenda Committee meetings? Have I attended and participated when possible in all PRAASAs, Pacific Region Forums and the International Convention held during my term of office?
 - 3. Do I maintain contact with AA as a whole through GSO, the Pacific Region Trustee and other Delegates? Do I continuously inform the Area Committee about GSO, AA World Services, and Grapevine service position openings, actions, and requests for information?

B. Alternate Delegate

1. Do I assist the Area Delegate in the performance of his or her duties as may be required or requested including handling Tradition problems, e.g., anonymity breaks?
2. Have I prepared for attendance at the General Service Conference in case the Delegate is unable to attend by reading the background material for the topics and the Arizona Area group conscience on those topics?
3. Have I attended and participated in all Area Assemblies, the Administrative Committee, PRAASAs and the Pacific Region Forum during the rotation?
4. Do I serve as an advisor to the Policy and Admissions Panel at Assemblies with a voice but not a vote?
5. Do I serve as advisor to all Assembly and Convention planning/host committees? Have I worked with Districts around the state to solicit and develop bids to host events? Have I met at least once with each committee? Have I tried to ensure that host committees follow our guidelines in the Area Handbook regarding these events, and follow Traditions? Do I review all fliers prior to distribution to try to prevent anonymity breaks, incorrect info, and Tradition breaks?

C. Area Chairperson

1. Do I establish effective and organized Admin Committee meeting agendas?
2. When leading an Assembly or Admin meeting do I:
 - a. Maintain order,
 - b. Encourage participation so that each issue is resolved fully and fairly,
 - c. Limit redundant debate on issues
 - d. Maintain a neutral, impartial position as chair?
3. Am I aware of activities and problems in the Area?
4. When problems or situations arise within the Area do I:
 - a. For problems at the District, Intergroup and Group level communicate with the affected DMC/DCMC while respecting the autonomy of the affected entity?
 - b. Seek involvement and counsel of the appropriate Area Officers and Coordinators and appoint ad-hoc committees when needed to resolve Area level problems?
5. Do I communicate with interested persons about area level meetings, activities and problems?

6. When establishing ad hoc Committees, do I:
 - a. Establish a clear and defined purpose?
 - b. Appoint members that bring both diversity and expertise?
 - c. Ensure the committee stays focused and on schedule?
 - d. Review the findings of the committee and ensure results are reported to the Admin Committee or Assembly?
- D. Area Alternate Chairperson
1. Do I support the Area Chairperson in performance of his or her duties as required?
 2. Do I lead in organizing and conducting Area Service Workshops by promoting, recruiting, training, encouraging and scheduling of Area Service Workshops?
 3. Do I coordinate convenient orientation sessions for DCMCs, DCMs, GSRs and intergroup liaisons for each Assembly?
 4. Do I chair the Intergroup Liaison roundtable at 3 Day Assemblies?
 5. Do I regularly maintain and distribute updates to the Area Past Actions books?
- E. Area Secretary
1. Do I clearly and accurately record the minutes of Assemblies, Administrative Committee, and Agenda Committee meetings?
 2. Do I acquire and keep hard copies of all panel chair reports, minority opinions, officer reports, coordinator reports, and any ad hoc committee reports for inclusion in the newsletter?
 3. Do I provide timely (<7-10 days) copies of all minutes and reports to the Newsletter Editor for publication and distribution?
 4. Do I notify members of the Administrative Committee and Agenda Committee (including Past Delegates) of scheduled meetings in a timely manner?
 5. Do I act as a "floating" advisor to all Panels at Assemblies with a voice but not a vote?
 6. Do I regularly update and maintain the Area Handbook and the Administrative Committee Past Actions Book?

F. Area Registrar

At Assemblies:

1. Do I provide a quick and efficient way for all Area Assembly members to register and receive voting cards at each assembly?
2. Do I have an efficient procedure for registering new voting members at each assembly without unduly interfering with the efficient registration of returning members?
3. Do I set up my registration table with adequate space to accommodate the registration of large numbers of assembly members?
5. Do I accurately register voting members and Past Delegates at each assembly and report the number and service position of voting members present to the Assembly in a timely manner?

At Other Times:

1. Do I assist DCMCs, DCMS and Intergroups/Central Offices in maintaining the accuracy of current Group records?
2. Do I maintain a current database of all those Assembly members or any other AA members (including Past Delegates) wishing to obtain an Area Newsletter?
3. Do I make available printed mailing labels to the Newsletter Editor and Panel Chairs as requested?
4. Do I provide information from the Area database requested by any Area Officer, Area Coordinator, DCMC or DMC?

G. Area Treasurer

1. Am I a signer on all bank accounts owned by the Area and do I maintain each (General Fund, Technology Fund, Prudent Reserve, Assembly Funds, Area Convention Fund, Corrections Conf Fund) or any other accounts authorized by the Administrative Committee or Assembly?
2. Do I accurately record donations to and disbursements from all accounts?
3. Do I promptly deposit funds received?
4. Do I promptly pay all bills and other authorized payments?
5. Do I work with the Finance panel chair in preparing the Area Budget as described in the Finance and Budgeting section of the Area Handbook:
 - a. Do I Solicit budget feedback from all funded positions prior to drafting

- the Area budget for upcoming year, supplying each funded position with a record of 5 years previous expenses to base their feedback on?
- b. Do I present a draft budget to the Finance Panel at the November assembly that contains all line items and any items approved by Area Assembly actions in the current rotation?
6. Do I administer the Area Budget as described in the Finance and Budgeting section of the Area Handbook?
 - a. Do I make regular reports (quarterly and annual) of Actual Expenses and Income as compared to the budget and report any material overages or problems to the Administrative Committee.
 - b. Do I report any inappropriate expenditures to the Administrative Committee
 - c. Do I ensure earmarked funds are added to the budget of the line item they are earmarked for?
 - d. Do I ensure all expenses are charged against the proper budget line item?
 7. Do I maintain a correct amount in the Prudent Reserve and if the Prudent Reserve fall below the prescribed minimum, do I enact a plan to restore?
 8. Do I procure and otherwise maintain modern accounting tools authorized by the Administrative Committee?
 9. Do I attend and participate in all Area Assemblies and Admin Committee meetings?
 10. Do I Advise the Finance Panel with a voice but not a vote?
 11. Do I record Group contributions and send back receipts in a timely manner?
 12. Do I file all needed tax returns correctly and before the deadline?

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