

Arizona Area DCM School & Orientation for new DCMs

Note to Presenters: much more interesting if personal experiences are intertwined and discussion occurs.

-Introduction-

- **DCM is essential link between Groups and the Area and the Delegate**
- **One of the key service leaders**
- **In Arizona DCMs may be working with DCMCs**
- **Each County can have one DCMC and may be split into smaller local districts, each with a DCM if population and number of Groups indicate this is needed**
- **DCM should be sober at least four years and experience as a GSR is recommended where possible**

-Communications-

- **DCM's primary role is facilitating and improving communications**
- **Communications occur with Groups, with Area, and with GSO**
- **Communication at District meetings or workshops**
- **Communication one on one or in informal small groups**
- **Email, newsletters, web sites**
- **DCM helps Area understand what is going on locally**
- **DCM helps Groups understand what is going on around the state, country and world**

-Leadership-

- **Our leaders do not drive by mandate: they lead us by example**

- **Our leaders are but trusted servants, they do not govern**
- **Good service leaders, together with sound and appropriate methods of choosing them are at all levels are indispensable for our future functioning and safety.**
- **A good leader puts things into action**
- **A good leader can give and take**
- **A good leader can deal with often difficult local issues and will know what Area resources are available to help**

-Enthusiasm and Gratitude-

- **Effective DCMs are grateful for sobriety and know that service is gratitude in action**
- **DCMs without enthusiasm will not attract, no matter how much promotion takes place**
- **GSRs need to have a reason to show up at District meetings and something exciting or interesting to share with their Groups after attending a District meeting**

-District Functions-

- **The local district includes all GSRs in the district, the DCM and other offices, any district coordinators and a liaison from the local intergroup**
- **District rotation matches that of the Area with two year terms of service**
- **Some local districts have coordinators for things like Public Information, Cooperation with the Professional Community, Corrections, etc. In some places this is handled at the County level, by the Intergroup, or by some other service committee**
- **Which officers a district has is up to the district, but most have a Secretary, a Treasurer, and an Alternate DCM in addition to the DCM**

- **In some districts coordinators have a vote at district meetings**
- **Differences between urban and rural districts can be extreme**
- **Common features of most local districts include regular meetings, workshops, interaction with Intergroup, prudent management of resources, reaching out to Groups, encouraging attendance at Area and Regional functions, hosting Area Assemblies and Conventions**

-District Meetings-

- **Commonly meet once a month, less if no need for monthly**
- **Frequency and location determined by the district members**
- **Meeting reminders helpful**
- **Agenda generally a good idea**
- **Meeting length should allow all necessary business to be conducted**
- **District inventory a good idea annually or once a rotation (see appendix)**
- **In meetings work towards consensus and unity, listen to minority opinion**

-Workshops-

- **Local districts often plan and host a variety of service related workshops**
- **May be about general service**
- **May be about specific aspects of service such as Grapevine, corrections, treatment, etc.**
- **Area coordinators can assist**

-Intergroups-

- **Most local districts have one or more intergroups in the same community**
- **Intergroup liaisons can be extremely helpful**

- **Intergroups usually, but not always, handle local literature sales, telephone lines, central offices, etc.**
- **An informed Group conscience needs report from both GSR and Intergroup Rep**

-Finances-

- **Each district has financial needs and resources**
- **Most support comes from Groups**
- **Some districts get support from local Roundup or other social activity**
- **District should have an annual budget**
- **District should have a prudent reserve**
- **Treasurer's reports should be understandable, timely and accurate**
- **DCM should remind all that the 7th Tradition is a spiritual concept**
- **DCM should work closely with the Treasurer**
- **What gets reimbursed is up to each district but many copy the Area's policies**
- **DCM should be funded to all Assemblies, and if possible to PRAASA and the Regional Forum**
- **DCM should work with GSRs to look for creative travel solutions such as carpooling and home stays**

-Connections with Groups-

- **Part of the work of every DCM is regular visits to meetings of Groups**
- **If DCM can't get to every Group, might be time to split the district**
- **Need to go to Group with attitude of service and willingness to be of assistance**
- **Groups can be invited to elect a GSR or at least a mail contact**
- **Groups without GSRs cut off from rest of AA, don't get mailings from Area or GSO**

- **Let the Group know what the District and Area are doing and invite them to become a part of instead of apart from**
- **Groups can be educated about the 7th Tradition but emphasis of any visit by DCM should not be looking for money**
- **DCMs assist GSRs in preparing interesting and informative reports to Groups when asked**
- **DCMs assist GSRs in learning all aspects of being a GSR and make sure that GSRs know of available resources, including written resources**

-Connections with the Area and other Districts-

- **No district exists in a vacuum**
- **Regular coordination with adjacent districts quite valuable**
- **DCM should be at every Area Assembly and try to get as many GSRs to attend as possible**
- **DCM should try to get to PRAASA and the Regional Forum if district funds are sufficient**
- **The DCM should know if there are any nearby "dark districts" and work to resolve the problem**
- **DCM expected to submit written report at every assembly**
- **DCM can take advantage of DCM/DCMC roundtable at three day assemblies**

-Hosting Area functions-

- **Districts are invited to host Area Assemblies or the State Convention**
- **Alternate Delegate helps provide information ahead of time for any district interested and acts as advisor throughout the process**
- **One day assemblies are extremely easy to do, three day take a bit more work, conventions more**
- **Can work with other districts to pull resources**
- **No financial cost to host district**

-Area functions for the DCM-

- **Each DCM has opportunity for additional Area service**
- **Can be elected to be an at-large member of the Area Admin Committee at first assembly of the rotation**
- **Can be elected to serve as a panel chair (see panel chair guidelines in appendices)**
- **DCMs usually have experience attending Assemblies as GSR so can advise new GSRs on how to successfully attend assemblies**
- **Each district randomly assigned to a Panel at start of rotation- DCM will be one of several on the panel and can be elected to be panel chair**
- **Panel chairs run the panel meetings, working with an Area officer or Coordinator acting as an advisor**
- **Panel chairs determine when the panel meets**
- **Panel chairs receive topics from agenda committee chair and get information to panel members prior to the assembly**
- **Panel chairs report their panel results to the assembly in the afternoon**

Arizona Area DCM School & Orientation for new DCMs

Note to Presenters: the following expands on the bullet points and may prove useful if read prior to any presentations.

-Introduction-

On March 10, 2007, the Arizona Area passed Motion 2006-17 which authorized the Area to develop a GSR School and a DCM School to supplement the Service Workshops already in place. The basis for this DCM School Workbook is the result of the research of GSO materials and DCM Schools offered by other Areas. This DCM School Workbook is intended to be used with an Arizona Area PowerPoint available on the subject as well as the following GSO Pamphlets:

1. Your D.C.M.
2. The AA Group: Where it all Begins
3. Self-Support: Where Money and Spirituality Mix
4. Your A.A. General Service Office

The District Committee Member or DCM is the essential link between the Group's GSR and the Delegate according to our Service Manual. The DCM is one of our key service leaders, providing leadership on both the local level as well as that of the Area and the Region. In the Arizona Area the DCMs often work hand in hand with the District Committee Member Chairs (DCMCs). In our Area, collections of Groups in a defined geographic region are generally referred to as Districts. The term Local District or Sub-District is sometimes heard. In this Area each County is chaired by a DCMC and may have one to twenty or more Local Districts depending on population, number of Groups, and local needs. In Counties with a large Spanish speaking population there may be one or more linguistic districts serving Groups in which Spanish is the dominant language.

The DCM should be sober at least four years and experience serving as a GSR. The DCM serves a two year term.

-Communications-

The DCM's primary role is facilitating and improving communications. This includes communications with the GSRs in the District, with other Districts, with the Area and with GSO. Communication is a two-way flow and good communication leads to understanding and appropriate action. Sometimes communication takes place at regularly scheduled District meetings or at Area Assemblies. Other times communication may be at workshops, through websites or newsletters, through emails or phone calls, or over a cup of coffee after a meeting. DCMs should be visible

throughout the District and every Group's GSR should have easy access to the DCM. The AA Service Manual says that the size of a District depends on the DCM's ability to keep in frequent touch with the Groups. Frequent contact allows the DCM to contribute to the Groups' well-being and assists the Groups in fulfilling their primary purpose.

Through active participation at the Area level the DCM assists the Area's Delegate to understand the thinking of the Groups in issues affecting AA as a whole, and assists the Groups in understanding what is happening at GSO by familiarizing them with the Service Manual, Conference Reports, Quarterly GSO reports, Delegate reports and Box 459. This information should include the availability of new and existing literature and special programs like the Corrections Correspondence Service.

-Leadership-

Bill W.'s essay on Service Leadership, found in the Service Manual, is very helpful to all who serve AA and is suggested as regular reading for any DCM. Bill starts out by reminding us that "Our leaders do not drive by mandate: they lead us by example." This statement, coupled with the Second Tradition's reminder that "our leaders are but trusted servants, they do not govern" provides the basis of leadership in AA. Bill tells us that the AA leader can put things into dedicated and effective action without driving us, but cannot boss anyone around. Good leaders can give and take, can listen, can give credit to anyone and can compromise willingly, especially for the good of AA. DCMs can often deal with sometimes thorny local issues including those involving Traditions questions or will know who to turn to at the Area or GSO. Familiarity with the Twelve Traditions as well as with the Twelve Concepts for World Service is necessary for any leader in Alcoholics Anonymous. Remember, assistance is available from the Delegate and other Area Officers, as well as from GSO.

-Enthusiasm & Gratitude-

The effective DCM, like all happy AA members, will be grateful for his or her recovery, and will be enthusiastic about giving back to AA as a demonstration of that gratitude. The DCM without enthusiasm will attract few GSRs to monthly District meetings. It is contagious when a service leader lacks enthusiasm for projects and ideas that require work and effort, and that malaise can spread into Groups as GSRs report back that nothing is going on at the District. Fortunately the reverse is also true. When GSRs come back to their Groups full of news of actions being planned and implemented, real actions that help our fellowship carry our message of hope. It is much more likely that the GSRs will return and that the District will have full support from the Groups in contributions of time and money and spirit when District leadership demonstrates true enthusiasm.

-District Functions-

The District Committee, which includes all GSRs in the District, is chaired by the DCM. As we practice our principle of rotation, new GSRs are brought in to the District every two years. Some Districts also have coordinators for special roles such as corrections or public information, and most Districts have other officers such as Secretary, Treasurer and an Alternate DCM. Whether or not these coordinators and other officers have a vote varies from District to District, but our 4th Concept supports voting rights for Coordinators and all Officers.

Districts also vary quite a bit between rural and urban areas. The very rural district may have only a few small groups with great distances between them. In big cities there may be some very large groups, and a typical District may only be a few square miles in size. Such variations may lead to differences in where and how often Districts meet, the role of the District, and differences in how Districts interact with each other. In Arizona there is no "typical" District- each varies to best serve the Groups in the geographical region. However, there are many common features of each DCM's District:

- regular meetings of GSRs, and any officers and coordinators
- workshops to educate Groups and individuals about General Service
- interaction with local Intergroup activities
- prudent management of resources
- reaching out to all Groups, but especially those without active GSRs
- encouraging attendance at Area and Regional activities
- hosting Area activities including Assemblies and Conventions

-District Meetings-

Most Districts in Arizona meet monthly although some find quarterly or bi-monthly meetings appropriate, especially if there is an active County meeting of GSRs and others doing General Service. The successful DCM works with the local GSRs to determine frequency as well as time and place of each meeting. It is generally helpful for the DCM or the Secretary to remind each Group about the meeting a short period in advance, and to actively work with Groups without GSRs to choose a GSR who can and will regularly attend District meetings and report back to their Groups about District activities and issues. Some Districts have a set of written guidelines about what the District can and can't do, how to handle absent GSRs and/or Coordinators, etc.

An agenda for the meeting is always a good idea, and should include a report from the Secretary and the Treasurer, from the DCM and Alternate DCM, from any Coordinators, and from the DCMC if present. The length of the meetings should be sufficient to get all needed business done, but it should also be recognized that AAs are often busy people and the length of the meeting should take this into consideration. It is helpful to schedule at least one meeting each rotation to take a District Inventory.

In many Districts time is set aside for education about the Concepts and Traditions including specific applications. Some Districts hear about Group problems and look for solutions.

In the meetings the DCM works towards building consensus and unity. Few issues should be settled by close votes. Instead we should work towards the best possible outcome and remain ever mindful of the importance of minority opinion.

-Workshops-

Local Districts often plan or host a variety of workshops for GSRs or for AA members in the community. These may be General Service workshops coordinated by the Area's Alternate Chair, or may be more specific to a topic such as Corrections, Public Information, the Grapevine, etc. This is an activity that adjoining Districts might enjoy doing together. Good turnouts can often be supported by the provision of food. Another factor is genuine need and local interest in the topic. The Area has funds for Area Coordinators to come put on presentations but if the District can afford to cover these costs the Area is appreciative.

-Intergroups-

Most local districts overlap their boundaries with one or more Intergroups and regular communications are important. The position of Intergroup Liaison, usually a person appointed by the Intergroup(s) can be quite valuable in assisting with this process. From District to District around the Area what work is done by which service entity varies. In some communities Corrections or Treatment or CPC may be done by either the District, or the Intergroup or some other entity, or some combination of people. Intergroups typically, but not always, handle such functions as running a Central Office, sales of literature, handling of a telephone line. In some parts of the state these roles are covered by the District, as is coordinating CPC, Corrections and Treatment efforts. It is quite helpful for Groups to receive consistent information from both their GSR and their Intergroup Rep about financial needs of GSO, the Area, the District and the Intergroup and how distributions should be made following an informed Group Conscience rather than from set formulas.

-Finances-

Each District has financial needs and most of the financial support comes from contributions from Groups. A few Districts are fortunate enough to also have regular financial support from a Roundup or other social function. In any case, the healthy District prepares an annual budget, manages its finances well, reports financial activities accurately, and most importantly, communicates to all Groups and local AA members

what might be done if the work is funded. The pamphlets "Self Support: Where Money and Spirituality Mix" and "Memo to an AA Group Treasurer" should be available at all District meetings along with other pamphlets relating to General Service. At all times, the DCM should emphasize that financial support is a spiritual activity.

The DCM should work closely with the District Treasurer to make sure records are correct and that the District's financial health is being monitored. Some Districts find it useful to have expense claim forms. What is reimbursed and at what rate is up to the individual District, but many follow the Area's example regarding mileage rates, what meals are covered, and so forth. At every District meeting there should be an accurate Treasurer's report.

The DCM should be able to count on receiving adequate funding to all Area Assemblies and some Districts are able to support the DCM's attendance at PRAASA and the Regional Forum. The DCM also works with GSRs to resolve issues of their funding to Assemblies and other activities. Arrangements for car pooling and sharing of lodging, including home stays, can make such travel accessible to all. The Area has a small amount available to assist DCMs and GSRs to come to Assemblies, and many Districts have created similar funds for GSRs after funding the DCM.

Of course every District should have a Prudent Reserve with the amount determined by an informed District Conscience.

-Connections with Groups-

Part of the regular work of every DCM is connecting with the Groups in the District, especially those without active GSRs. This is a task that is never completed. While time consuming, this regular visitation by the DCM to the Groups can be rewarding and increased participation will often be seen at District meetings. If a DCM cannot get around to every Group on an adequate basis, it may be time to split the District into two or more Districts. Some Districts use newsletters and web sites to build connections. When visiting a Group it is important to come with an attitude of service. Groups can be given information about the value of working with other Groups through the District and invited to join in our valuable work. Groups can also be reminded that without a GSR or mail contact they will not receive mailings from GSO or the Arizona Area. Bring copies of appropriate service pamphlets, and try to at least get a mail contact. Let the Group know what the District is doing and how they can help in quite specific ways.

Education about the Seventh Tradition is important, but it should not seem as if the DCM is showing up with hat in hand. Instead, Group members can receive information about what their contributions fund locally, around the state, and around the country and world. If appropriate, the visiting DCM may remind Group members that putting a

single dollar in the basket no longer is sufficient to meet all the service work being done by Alcoholics Anonymous.

DCMs assist GSRs in preparing concise, effective and informative reports to their Groups and also may be resources for Groups with problems to resolve. New GSRs often need help in getting started, and a workshop for new GSRs is often advisable. GSRs should also be encouraged to attend the GSR Orientations at Assemblies. The DCM should always make sure that every GSR has a copy of the Service Manual, the Arizona Area Handbook, information about handy web sites including www.aa.org and www.area03.org , copies of all the relevant pamphlets and GSO Guidelines, and that the GSR's information is on file with the Area Registrar.

Regular visits to active Groups are also important to maintain momentum and to support the GSR.

-Connections with the Area and other Districts-

No local District exists in a vacuum. Every District abuts one or more others, and all are part of the Arizona Area. Regular coordination with other Districts and with the Area increases the effectiveness of all. Neighboring DCMs ought to periodically determine whether or not a redistricting process should occur to best serve the Groups.

The Area has four Assemblies per year and every DCM and as many GSRs as possible should be at each Assembly. In some parts of the Area there are regular County meetings, and the opportunity to attend PRAASA and Pacific Region Forums should be taken as often as possible. Funding of the DCM to attend Assemblies, PRAASAs, and Forums should be part of every District budget. The effective DCM also knows who is chairing adjacent Districts, and works with others to assist in the elimination of Dark Districts where there is no active DCM.

Every DCM is invited to submit a written report at the Assemblies. The reports are assembled by the Area Secretary and printed in the minutes of the Assembly. Reports can be only a few sentences giving an overview of what each District has been doing so that all in the Area can stay informed. At Three Day Assemblies there is a DCM/DCMC Roundtable on Friday evening and this sharing of experience, strength and hope with other DCMs and DCMCs can be invaluable. The DCM who attends PRAASAs will find similar roundtables with dozens of DCMs from all over the Pacific Region.

-Hosting Area Functions-

One other role of healthy Districts is taking a turn at hosting an Assembly or the Arizona Convention. A discussion with the Alternate Delegate can inform the District of all that is required. Assemblies, especially the one day Assemblies, are quite easy to put on

and can bring the District together in a significant project. Conventions are somewhat more difficult, but a District with verve can accomplish these as well.

-Area Functions for the DCM-

Besides his or her role at the District including disseminating information about the Area and GSO and the General Service Conference, each DCM has the opportunity to serve at the Area level. Of course, at all Assemblies DCMs are looked to as experienced trusted servants who have more knowledge about how things work. Most DCMs put in a couple of years as GSRs prior to their election as DCM and so have attended a number of Assemblies and seen how things work. This information really assists the new GSR.

Also, at the first Assembly of each rotation there is an election held for five at-large members of the Area Administrative Committee. The Admin Committee, which also includes all the Area Officers, meets between Assemblies to implement Assembly actions and plan the next Assembly as well as deal with routine Area matters. Any DCM or DCMC may be nominated to serve on the Admin Committee and the top five vote getters are chosen.

Another opportunity for DCMs is serving as a Panel Chair at Assemblies. All local Districts and County Districts are randomly assigned to Panels at the start of the rotation. At the first Assembly of the rotation the first order of business for all panels is election of a Panel Chair to serve for the next two years. All DCMs and DCMCs who may be willing to serve in this capacity should read the Panel Chair Guidelines in the Area Handbook prior to the Pre-Conference Assembly.

As a reminder, the Area has four Assemblies each year. In March or April we have the Pre-Conference Assembly, a three day event. The primary focus of this Assembly is to give feedback to the Delegate about topics that will be discussed in the Conference. In May or June we have a one day Assembly, mostly to hear the Delegate report on the Conference. In August there is another three day assembly primarily focused on conducting Area business. Finally, each year in November there is a one day assembly. Every year we discuss the budget for the following year, and in November of odd numbered years we hold our election for the following rotation.

-Conclusion-

While the pamphlet says that the GSR may be the most important job in AA, it is the DCM that provides structure and opportunity for the GSRs to come together successfully. DCM is a hard task but the rewards are tremendous, and many DCMs find that this is the door to service at the Area level and beyond. As with any service position, some who do the work have wanted the position for a while and are thrilled to

get it, some will be people willing to take a turn for a while and there are those that really don't want the commitment but recognize that someone needs to do it. All are appreciated.

Appendix I- Arizona Area Service Workshop Presentation- may be included with DCM School or presented separately:

Arizona Area General Service Workshops

Workshop Team Workbook

- I. Introduction and History
- II. Presentations
 - A. General
 - B. Segment Outlines
 - 1. What and Why of General Service
 - 2. The Arizona Area Service Structure
 - 3. Finances and the 7th Tradition
 - 4. Dealing with Problems
 - 5. Questions and Answers
- III. References
 - A. List of Handout Materials
 - B. The Arizona Area Structure
 - C. The Arizona Area Handbook
 - D. Bibliography and Suggested Readings

The Arizona Area Service Workshop was developed in the early 1980s after the Area went through a major change in its structure. The original teams traveled around the Area explaining how the new structure worked. Since then it has been proven very helpful to use this format to continue to share information about how the Area works.

It can be presented in under an hour, but an effective workshop will usually require two or more hours. Workshops can be done by one person, but it is usually rewarding to have four people, one for each of the first four segments. It is important that each presenter be well grounded in Area Service and able to communicate effectively.

It is generally up to the host Group or District to provide and pay for a location, announce the workshop, provide refreshments, etc.

I. Introduction and History

Early in 1986 it became obvious to some people in the Arizona Area that we might be in need of some clarification and education concerning our General Service structure. Recent and not-so-recent changes including re-districting had generated some amount of confusion.

The problem was being addressed at local service workshops and, with a lot of trudging hard work by the Alternate Area Chairperson and the Area Archivist, a complete index of Assembly Actions was being prepared. [Note: this is now known as the Past Actions Book.] These efforts continue to enable Area trusted servants to "Keep it Simple."

In August of 1986 a suggestion was brought before the Area Administrative Committee concerning the problem and proposing that we might establish a program of Area-wide General Service informational presentations. The goal would be education and establishing a source of uniform information.

This recommendation was accepted by the Administrative Committee in April 1987 and a Workshop Committee was formed to prepare a proposal for Assembly Action. An interim report of this committee was presented to the Area Committee at the Assembly in Black Canyon City in May of 1987.

The final proposal of the Area General Service Workshop Committee was approved by Assembly Action the following August in Prescott. The committee then proceeded with the task of preparing this Area General Service Workshop Workbook.

The responsibility for this project was then turned over to the Area Administrative Committee who would coordinate future efforts through the Alternate Area Chairperson. Team members would be recruited from Groups and Districts; Teams would be formed and "trained"; the availability of the Workshop would be "advertised" throughout the Area; districts would request presentations; and...here you are with the Workbook in your hands, prepared to carry the message of A.A. General Service.

How effective this effort will prove to be being entirely in your hands.

Segment One: The What and Why of General Service

I. General

- A. Service is defined as any activity that helps carry the AA message to the still suffering alcoholic
 - 1. The message can be carried by individuals or Groups of AA members
 - 2. Examples of service work
 - a. Making coffee and setting up for meetings
 - b. chairing meetings or carrying out other Group duties
 - c. 12 Step Calls
 - d. Public Information, Cooperation with the Professional Community and other work to inform non-AA members of who we are and what we do and don't do
 - e. Corrections and Treatment work including taking meetings into facilities
 - f. Serving the Group as a representative to Intergroup or the local District
 - g. Serving as District Chair, County Chair or an Area Officer or Coordinator
 - h. Serving as the Delegate to the General Service Conference
- B. General Service originally referred to activities of the General Service Office
 - 1. Today the definition has been expanded to include activities related to local and County Districts, Area Assemblies and the General Service Conference.
 - 2. The structure is in place to facilitate the goal of carrying the AA message worldwide.
 - 3. Effective service activities work toward keeping it simple rather than complicating things.

II. The AA Group

- A. A Group is composed of individual alcoholics.
- B. The Group is the most important element in our structure. Without healthy active Groups the rest of the structure is pointless won't happen.
- C. There is a difference between a meeting and a Group.
- D. Groups should be holding regularly scheduled business meetings.
- E. Groups select a GSR, a General Service Representative. The Group elects the GSR to carry the Group Conscience to the District, County and to the Area Assembly and to bring information back to the Group.
- F. The GSR is usually elected to serve a two-year term, concurrent with Area Officers who take office in January of even-numbered years.

- G. The activities of the GSR are usually funded by the Group. There is more information about this in the AA Service Manual.

III. The Local District

- A. The Local District is composed of a number of adjacent Groups, each represented by a GSR. The size of the Local District depends on the number of Groups in the area and other factors.
- B. The Local District elects a District Committee Member or DCM.
- C. The DCM serves a two-year term, concurrent with Area Officers.
- D. Activities of the DCM:
 - 1. Attends the Local District meeting and encourages Groups to have their GSRs present at all meetings.
 - 2. Chairs the Local District meeting.
 - 3. Attends Area Assemblies.
 - 4. May be elected to be a member of the Area Administrative Committee.

IV. The County District

- A. Each County may elect a DCMC, a District Committee Member Chair. The number of Local Districts depends on population and other factors, and a County may be divided into one or two Local District or dozens.
- B. The DCMC attends all Area Assemblies and chairs any County meetings.
- C. DCMC activities:
 - 1. Assisting Local Districts that don't have DCMs.
 - 2. Serves as a voting member of the Area Agenda Committee to determine the agenda of upcoming Assemblies and assign topics to Panels.
 - 3. Facilitates communication between Intergroup(s) and Districts.
 - 4. Ma be elected to be a member of the Area Administrative Committee.
- D. The activities of the DCMC are funded by the County District from donations from Groups and Local Districts. Participation in Area Agenda Committee or Administrative Committee meetings is funded by the Area.

V. The Arizona Area- covered in Segment Two.

VI. The General Service Conference

- A. The plan for the General Service Conference, held annually in New York City, was implemented on an experimental basis starting in 1950 and in 1955 at the first International Convention in St. Louis the Fellowship mad the final decision to adopt it. The book "AA Comes of Age" discusses this at much more length.

- B. See the General Service Structure Chart
1. Voting members of the Conference are:
 - a. The 93 Delegates from the Areas of the US and Canada.
 - b. 21 Trustees
 - c. The Directors of AA World Services
 - d. The Directors of the AA Grapevine
 - e. 18 staff members of the GSO and the Grapevine
 2. Conference Topics concern AA as a whole and are assigned to Conference Committees for discussion and action. The Arizona Area Panel system is based on this.
 - a. conference Topics may be submitted by individual AA members, Groups, Districts or Areas.
 - b. Topics may also come from staff and Trustees or may be submitted from the floor.
 3. Areas are assigned to Committees at random and most of the work during the week is occupied with committee work. Delegates may also be assigned to Secondary Committees.
 4. Committee Chairpersons report to the Conference on the Committee's assigned topics and bring recommendations to the floor of the Conference as a seconded motion. A majority vote is a suggestion to the General Service Board while a two-thirds vote of the Conference is a binding Conference Action.

VIII. The General Service Office (GSO)

- A. Acts as the "Central Office" for all of AA in the US and Canada, located in New York City.
- B. The GSO staff, whether members of AA or not, provide many services to the Fellowship as a whole, including:
 1. Assistance with Group problems
 2. Special help to new Groups
 3. Assistance to Groups or individuals in Correctional or Treatment Facilities
 4. Cooperation and coordination with General Service offices of other countries
 5. Help with Loners and Internationalists
 6. Publishing and distributing Conference Approved Literature
 7. Maintenance of Archives
 8. Overseeing Forums and the International Convention
 9. Hosting the General Service Conference
 10. Public Information work
 11. Cooperating with the professional community

- C. Financial support of GSO will be covered more in the next Segment but should come primarily from Group donations.

Segment Two: The Arizona Area Service Structure

I. History

- A. The structure in Area 03- Arizona has evolved over many years
 - 1. Panel system implemented in 1983
 - 2. County redistricting in 1986
 - 3. The “new” structure in 1991
 - 4. Significant financial reform in 1993
- B. The Panel System was patterned after the Conference structure mentioned above to increase participation by GSRs.
- C. County redistricting created the position of DCMC and set up the current system of County Districts and Local Districts.
- D. The “new” structure changed and clarified the service structure by:
 - 1. Changing positions to Registrar and Secretary from Recording Secretary and Corresponding Secretary
 - 2. Changing the composition of the Administrative Committee back to Area Officers and elected DCMCs or DCMS and removed Coordinators from the Administrative Committee.
 - 3. Changing reimbursement of expenses for Officers and Coordinators.
 - 4. Making Newsletter Editor and Archivist into appointed positions.
 - 5. Creating job descriptions for Officers and Coordinators
- E. Financial reform set up standardized practices for accounting for the Area Treasury through:
 - 1. Budgeting
 - 2. Procedures for reimbursement
 - 3. Procedures for budgeting

II. The Area Committee and the Area Assembly

A. Voting members are:

1. General Service Representatives
2. Intergroup Liaisons
3. District Committee Members
4. District Committee Member Chairs
5. Elected Area Coordinators
6. Elected Area Officers

B. The Assembly meets four times each year.

1. Pre-Conference Assembly in March or April. This Three Day Assembly is after PRAASA and before the Conference. Provides guidance to the Delegate about Conference Topics.
2. Post-Conference Assembly in May or June. This One Day Assembly is primarily to hear the Delegate's report back from the Conference.
3. August Assembly. This Three Day Assembly focuses on accomplishing the business of the Arizona Area.
4. November Assembly. This One Day Assembly approves the budget for the upcoming year and is the Election Assembly in odd numbered years.
5. Area business may occur at any Assembly but the effort is made to do most Area business in August.

III. The Panels

A. Agenda Committee

1. Meets quarterly, usually about 45 days prior to the next Assembly and usually on the same day as the Administrative Committee.
2. Composed of DCMCs, Past Delegates, the Area Delegate, the Area Chairperson and the Area Secretary.
3. Assigns topics submitted by AA members, Groups, or Districts to the appropriate Panel for discussion and possible action. Determines the agenda for the upcoming Assembly.
4. All topics submitted to the Agenda Committee are assigned to a Panel or to the Administrative Committee unless the Agenda Committee cannot make out what the intent of the submission is and that topic is returned to the author for clarification.
5. The Agenda Committee does not judge the merits of any topic submitted.

B. Panels are patterned after the General Service Conference

1. Cooperation with the Professional Community
2. Corrections
3. Finance

4. Grapevine
 5. Literature
 6. Policy and Admissions
 7. Public Information
 8. Treatment
 9. Spanish
- C. Panel function
1. Groups, Districts and Intergroups are randomly assigned to Panels at the start of each rotation except that representatives from Groups or Districts registered as Spanish Language are automatically assigned to the Spanish Panel.
 2. The Panels meet Saturday morning at the Pre-Conference Assembly and may meet at the August Assembly if they have business. The Panel Chair has the option of meeting at the Post Conference and November Assemblies if there is business assigned. The Finance Panel always meets in November to work on the budget.
 3. The Panel Chair is elected from among the DCMs and DCMCs present at the first Assembly of the rotation.
 4. Area Officers and Coordinators are assigned to Panels as advisors with a voice but not a vote. Assignment is often based on position, e.g., Treasurer advises Finance Panel, GV Coordinator advises Grapevine Panel.
 5. Panels discuss topics assigned by the Agenda Committee. Packet A items covering Conference Topics take precedence.
 6. Panels can:
 - a. take no action- if the Panel feels the topic is not Area business
 - b. take a Sense of the Panel- Panel reports the consensus of the Panel without a Recommendation, always used for Packet A material or topics assigned to all Panels
 - c. Recommendation- comes from the Panel as a seconded motion
 - d. decide No- Panel rejects the topic
 - e. postpone discussion to a later date
 7. If the Panel has no assigned topics or has finished all assigned topics they can generate discussion on any subject, usually within the scope of the Panel. The Panel Chair and the advisor may be useful in guiding discussion.

IV. The Administrative Committee

- A. Composed of Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Treasurer, Registrar, Agenda Committee Chair

and five DCMs or DCMCs elected at large at the first Assembly of the new rotation,

1. The Area Chairperson chairs the Administrative Committee
2. Meets at least 45 days prior to the next Assembly, usually on the same day as the Agenda Committee.

B. Administrative Committee duties and responsibilities:

1. Implement Assembly actions
2. Oversee work of Coordinators
3. Cooperate with Agenda Committee
4. Disburse funds up to \$250 per expenditure
5. Appoint Archivist, Newsletter Editor and Meeting List Coordinator
6. Approve alternates for Officers and Coordinators
7. Responsible for smooth functioning of the Area including Assemblies

V. Standing Committee Coordinators

A. Elected Coordinators

1. Cooperation with the Professional Community
2. Corrections
3. Grapevine
4. Literature
5. Public Information
6. Remote Communities
7. Spanish
8. Treatment

B. Appointed Coordinators

1. Archivist
2. Meeting List Coordinator
3. Newsletter Editor

C. The Coordinators:

1. work with their committees to accomplish responsibilities outlined in the Area Handbook
2. Assists local committees around the Area

D. Coordinators are the chairs of their committees

E. Coordinators are the service branch of the Arizona Area. Unlike Panels, which make policy, the Coordinators and their committees provide services to the still suffering alcoholic through local committees and home Groups.

Segment Three: Finances

- I. The Seventh Tradition
 - A. Self Support requires a commitment on the part of each AA member
 - B. To insure that AA will continue to exist and be able to carry the message of hope and recovery every member will want to contribute what they can and give back what was freely given to them
 - C. Prudent use of AA funds suggests that we find the middle ground between building up Group treasuries with no stated AA purpose and not having enough funds to continue providing vital services
 - D. To keep AA from affiliation we don't take outside contributions and are responsible for paying our own pay

- II. Income- comes from members
 - A. Our primary source of income is from the 7th Tradition contributions from AA members
 - B. Other sources include special cans put out at meetings for specific purposes, or special contributions during November, Gratitude Month.
 - C. Local Districts and County Districts are supported by Group donations and fund raisers
 - D. The Area is supported by
 - 1. Group donations
 - 2. Any excess (not planned) from Assemblies or the Convention
 - 3. Individual contributions or donations from Roundups, Districts or Intergroups
 - E. GSO is funded by
 - 1. Group, District or Area donations
 - 2. Literature Sales
 - 3. Individual Contributions
 - 4. Interest income

- III. Expenses
 - A. Expenses common to all levels of service
 - 1. Rent
 - 2. Coffee
 - 3. Supplies
 - 4. Literature
 - 5. Printing, postage, etc.
 - 6. Travel
 - B. Groups may have additional expenses such as for medallions
 - C. Local and County Districts and the Area may hold workshops that need funding
 - D. Area expenses include:

1. Assemblies
 2. Contribution to GSO to offset Delegate's share of the cost of attending the Conference
 3. Travel expenses for Officers and Coordinators
 4. Publishing the Area Newsletter
 5. Operating supplies, telephone expenses, etc.
- E. GSO expenses include
1. Rent, operating expenses and staff salaries
 2. Travel expenses
 3. Staff and materials for Forums
 4. Most of the cost of the Conference
 5. Group support such as correspondence
 6. Publication and distribution of Box 459 and other materials
- IV. Prudent Reserve
- A. All Groups, Districts and Areas should maintain a prudent reserve consisting of several months operating expenses in case of emergency.
 - B. Each Group and District is autonomous and decides its own prudent reserve level
 - C. The Arizona Area's Prudent Reserve is set at 1/4 of the previous year's expenses.
 - D. GSO's Prudent Reserve used to be 12 months operating expenses but has come down in the last few years.
- V. What to do after all expenses are paid and the prudent reserve is funded
- A. Read literature about Self Support
 - B. Have an informed Group Conscience including information from the GSR regarding District, Area and GSO financial needs and from the Intergroup Rep regarding Intergroup financial needs.
 - C. Make a decision on how to split up surplus. Many Groups use a set formula, but this may be altered based on information received from their Intergroup Rep and GSR.
 - D. Send the check to the current treasurer of each entity receiving a donation.
- VI. Does the Group or District need a checking account?
- Open discussion on need.

Segment Four: Dealing with Problems

Note to presenter- it helps at this point to quickly go around the room for ideas of current local problems.

- I. Identification of the problem
 - A. Lack of communication
 - B. Lack of informed Group Conscience
 - C. Personality problems
 - D. Ineffective leadership including Bleeding Deacons
 - E. Lack of spiritual focus

- II. Solutions
 - A. Patience is needed because AA Groups are made up of alcoholics with varying degrees of recovery
 - B. Tolerance is needed to allow all points of view to be heard
 - C. Love allows experienced members to show others the way to solutions. There are no new problems, just different circumstances.
 - D. Practicing our program in Group affairs can solve problems.
 - E. Benefit of Group or District Inventory.

- III. Practical Applications
 - A. Active trusted servants: GSRs, DCMs, DCMCs, Area Officers and Coordinators, Delegate
 - B. Hold regular meetings: Group Conscience/Business meeting, District Meeting, Area Assembly
 - C. Take inventory regularly
 - D. Seek help from those more experienced in service work including Area Officers, DCMC, etc.
 - E. Elect leaders who will best serve AA, based on abilities rather than other factors.
 - F. Look for spiritual solutions.

- IV. Closing
 - A. The Twelve Concepts provide us with many safeguards to keep us safe from ourselves. Along with the Twelve Steps and the Twelve Traditions, the Concepts apply to all levels of service.
 - B. Let the process work and don't panic.

Segment Five: Questions and Answers/Open Discussion

REFERENCE MATERIAL

Arizona Area Handbook
AA Service Manual

Handouts: The Arizona Area Service Structure
Informed Group Conscience/Is your Group linked to AA as a
Whole?
AA Group Inventory/Traditions Checklist/Concepts Checklist
Back copies of Area Newsletter
Back copies of Box 459 and GSO Quarterly Reports

Pamphlets: GSR
DCM
GSO
Memo to a Group Treasurer
Self Support
Circles of Love and Service
The AA Group
Twelve Traditions Illustrated
Twelve Concepts Illustrated

AREA 03- ARIZONA

GSR/DCM ORIENTATION

AN OVERVIEW OF GENERAL SERVICE IN AREA 03

THE GENERAL SERVICE STRUCTURE

§ THE GROUP	GSR
§ THE LOCAL DISTRICT	DCM
§ THE COUNTY DISTRICT	DCMC
§ THE AREA	DELEGATE
§ THE REGION	TRUSTEE
§ THE GENERAL SERVICE CONFERENCE:	
§ GENERAL SERVICE BOARD	7 CLASS A AND 14 CLASS B TRUSTEES

WHAT ARE ALL THESE LETTERS?

- § **GSR IS THE GENERAL SERVICE REPRESENTATIVE**
- § **DCM IS THE DISTRICT COMMITTEE MEMBER- THE NUMBER OF LOCAL DISTRICTS DEPENDS ON THE POPULATION OF THE COUNTY**
- § **DCMC IS THE DISTRICT COMMITTEE MEMBER CHAIR**

The purpose of the service structure is to provide a means of communication between AA Groups and the Conference and General Service Board. The Groups are at the top of the service structure and control what happens in Alcoholics Anonymous. Tradition Nine tells us we may create Service Boards or Committees directly responsible to those they serve.

Groups elect GSRs who attend District Meetings, County Meetings and Area Assemblies.

Local Districts elect DCMs who attend District Meetings, County Meetings and Area Assemblies. County Districts elect DCMCs who attend County

For more information you will probably want to read the Service Manual, the Arizona Area Handbook and consult pamphlets like *The AA Group*, *Circles of Love and Service, AA Tradition: How it Developed*, *The Twelve Concepts for World Service*, *Self Support: Where Money and Spirituality Mix*, *Your AA General Service Office, GSR: May be the Most Important Job in AA*,

Meetings and Area Assemblies

The Area elects a Delegate who attends the General Service Conference.

Arizona Area is part of the Pacific Region. There is an annual Pacific Region AA Service Assembly (PRAASA) that is open to all AA members and is a great way to share information and service ideas.

See the Service Manual for more information about these positions.

There is also a Pacific Region Forum every other year where GSO staff come out to meet with AA members.

We are Area 03. This Area covers the state of Arizona plus a small area around Needles plus a Group in Mexico and another in New Mexico. The Area has 15 County Districts, each of which can have a DCMC. A County may be divided into Local Districts depending on population and need. Local Districts are also sometimes created to service Spanish language Groups.

The Area has the following elected Officers: Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Treasurer and Registrar. Other Areas are usually somewhat similar.

The Area has the following elected Coordinators: CPC, Corrections, Grapevine, Public Information, Treatment, Literature, Spanish and Remote Communities. All Officers and Coordinators are elected for a 2 year term and may not be re-elected to the same position.

The Area Administrative Committee appoints the Newsletter Editor, the Meeting List Coordinator and the Archivist. These positions are reviewed annually but a person may hold the position for as many years. Once a year anyone interested may apply by submitting a letter of interest to the Admin Committee.

The Administrative Committee meets between Assemblies to enact items approved at Assemblies and to ensure the smooth functioning of the Area. In addition to the Officers, the Administrative Committee also includes the Agenda Committee Chair and 5 At Large members who are DCMs or DCMs.

The Agenda Committee meets between Assemblies to assign topics to Panels and set the Agenda for the next Assembly. The Agenda Committee includes all DCMCs, all Past Delegates of the Arizona Area, the Area Delegate, the Area Chair and the Area Secretary. When any AA member in the Area, or Group or District, has an idea on how to improve AA at the Area or Conference level, they submit the item to the Agenda Committee which then assigns the topic to the appropriate Panel.

Groups and Districts are assigned randomly to Panels at the start of each rotation so as to get a good cross section of all AA Groups. The Registrar will mark your panel on your voting card.

The Panels may or may not meet at every Assembly, it is up to the Panel Chair. The Panel takes each item assigned to it and discusses it and attempts to reach substantial unanimity. If the Panel thinks that the item should be adopted it will RECOMMEND that the motion be passed and the Assembly as a whole will vote on it. The Panel has other choices illustrated in the Area Handbook. The Panel Chair is elected at the first Assembly of each rotation, and must be a DCM or DCMC.

The Arizona Area Assemblies

Four times each year we come together to conduct Area business and communicate with AA as a whole. Where we meet depends on which District or Group bids to host the Assembly and we like to move all over the state. At every Assembly we hear Officer and Coordinator reports, may take care of old business or take on new business, but each Assembly has a different function. All GSRs, DCMs, DCMCs, Intergroup Liaisons and Area Officers and Coordinators have a vote at Assemblies.

In March or April we have our Pre-Conference Assembly. At this Assembly we primarily have the Panels meet to discuss items that the Delegates will be discussing at the Conference. We don't require our Delegate to vote a particular way, but we do try to give him or her a good idea of what the Area thinks of each item. This is a 3 Day Assembly, and starts with Roundtables Friday evening, Panels on Saturday morning, a meeting of the Assembly as a whole Saturday afternoon where each Officer and Coordinator reports as do the Panel Chairs, usually a banquet and speaker meeting Saturday evening, and a variety of things Sunday morning such as ask-it-baskets, workshops, another meeting, or whatever the host committee comes up with.

At our Post Conference Assembly, usually held on a Saturday in May or June, we hear back from the Delegate about what actually happened at the Conference.

In August we have another 3 day Assembly, but at this one the focus is on items which only effect the Arizona Area. As with the other 3 day Assembly in the spring, there are roundtables Friday evening, Panels Saturday morning, the Assembly Saturday afternoon, etc. If a Panel does not have a topic assigned it might not meet.

In November we meet on one Saturday. Every November we determine the budget for the following year, and every odd year we elect our new officers and coordinators from among those present.

At the Assemblies we follow Roberts Rules of Order, and attempt to allow for adequate time for discussion. It is important to remember that we want to hear Minority Opinion on every issue if somebody has an opinion contrary to the way the vote went.

At Assemblies remember to:

- T register with the host committee
- T register with the registrar and get your voting card
- T pick up reports from officers and coordinators
- T ask questions, don't panic, keep coming back
- T remember that everyone who seems to think they know what they are doing was new once too

Committees of the GSO & Conference

Trustee Committees	Conference Committees	Area Panels
Public Information (PI)	Public Information	Public Information

Finance & Budgetary	Finance	Finance
International	Agenda	Agenda
Nominating	Grapevine	Grapevine
Literature	Literature	Literature
Cooperation with the Professional Community (CPC)/Treatment	CPC	CPC
Correctional Facilities	Correctional Facilities	Corrections
Archives	Archives (secondary)	Spanish
General Service Conference	Treatment Facilities	Treatment
International Conventions/Regional Forums	International Conventions/Regional Forums (secondary)	

Audit	Policy and Admissions	Policy and Admissions
	Report and Charter	
	Trustees	

Remember- keep coming back,
the more you are here the more sense it makes.

Is Your Group Linked to A.A. As a Whole?

Service Material from the General Service Office

Most groups in the United States and Canada choose to be linked to A.A. as a whole by listing the group with the General Service Office (G.S.O.), as well as with the Area Assembly, district and local central/Intergroup office.(1)

Groups listed with G.S.O. have either General Service Representatives (G.S.R.s), or “group contacts,” who act as channels for two-way information and shared experience. Once a group is listed with G.S.O., the group information is shared with the Area Assembly via the delegate. Group information may be first received by the Area, which then shares the information with G.S.O.

What’s the point? Each group linked to the local general service structure is automatically a part of the “group conscience” of A.A. in Canada and the U.S. through their G.S.R.s participation in district meetings and Area Assembly. Each G.S.R. communicates his or her group’s “conscience” on important matters of policy considered by the district and Area Assembly. During the Annual General Service Conference, the Area’s groups are represented by their elected delegate. Groups in our listings are included in the confidential domestic directories(2) published annually, which provide contact information for traveling A.A. members.

New groups listed with the General Service Office are assigned an identifying service number (ID),(3) receive a “Group Handbook” (through their G.S.R. or group contact), and are included in mailings sent to all listed A.A. groups. For instance, groups receive our bimonthly newsletter Box 4-5-9 that keeps them informed on policies being considered by the Conference, changes to A.A. literature, and when and where their Regional Forum will be held (Forums are weekend gatherings where current experience is shared). Additionally, G.S.R.s or group contacts for listed groups receive registration details for each International Convention, held every five (5) years.

How? To participate in services provided by G.S.O. to A.A. groups, it is vital to furnish simple information to G.S.O. through the Alcoholics Anonymous New Group Form. To notify G.S.O. when group information changes, i.e. the group contact or G.S.R. moves or resigns, and a new G.S.R. or contact is elected; or, when there is a change in the group’s location or meeting day(s) and time, please use the Alcoholics Anonymous Group Information Change Form. Group changes should also be given to the Area registrar/secretary, and to the District Committee Member (D.C.M.).

A New Group: When a new group forms, the members usually take time to decide on the name of the new group,(4) elect trusted servants, plan the time

and format of meeting(s), and obtain A.A. literature from the nearby central/Intergroup office.

A new group may first ask to be listed with the local district and Area, or through direct contact with G.S.O. Either way works well. When G.S.O. receives an Alcoholics Anonymous New Group Form, a copy is forwarded to the delegate of the Area where the group is located, so that the delegate may communicate the good news to the D.C.M. and Area registrar/secretary. Thirty (30) days after group information is sent to the delegate, the group is assigned an ID number for G.S.O.'s records, and a "Group Handbook" is mailed to the G.S.R. or group contact.

Your District: Regardless of how new group information is received, the D.C.M. will make contact and welcome the group to "general service."

Whether a group is "new" or has existed for years, the D.C.M. is the primary contact through the G.S.R. or group contact. Group representatives attend district meetings where they are kept up-to-date on A.A. activities and topics of interest. G.S.R.s attending district meetings are an excellent resource for addressing group problems and concerns. In matters affecting A.A. as a whole, a group's "conscience" is communicated to the Area Assembly by their G.S.R.

If you do not know how to contact your group's D.C.M., Area registrar/secretary, and delegate, staff members in the General Service Office can often provide that information.

Mailing address:
General Service Office
P.O. Box 459
Grand Central Station
New York, New York 10163
Telephone: (212) 870-3400
Website: www.aa.org

Location:
475 Riverside Drive
11th floor
New York, N.Y. 10115

G.S.O. staff members are always happy to hear from A.A. members and groups. G.S.O. has two primary purposes: 1) to serve as a resource to better enable groups to carry the A.A. message of experience, strength and hope to the still-suffering alcoholic; and, 2) to provide services to A.A. as a whole which individual groups cannot usually manage, such as the publication of A.A. literature. The A.A. group is the fundamental unit supporting A.A. recovery.

(1) To participate fully, a group lists itself 1) with the general service structure (G.S.O., Area and District); and, 2) with the local Intergroup/central office.

(2) Domestic directories are: Eastern U.S., Western U.S. and Canadian. Each group is identified by city or town, Area and district, group name, meeting day(s), and G.S.R.'s or contact's name and phone number. Alternate G.S.R.s or contacts are also listed. Directories are widely used by traveling members, so only groups that provide a G.S.R. or contact's telephone number are listed.

(3) Once an ID number is assigned and becomes part of a group's record, the number remains with the group and is not usable by any other group.

(4) Guidelines for naming an A.A. group are based on "group conscience" as expressed through the Annual General Service Conference. "The A.A. Group" pamphlet, the basic guide for all groups in Canada and the U.S., suggests that a group avoid choosing a name that might suggest affiliation, "double trouble", "alcohol and with any organization, club, political or religious institution. New groups are also advised to avoid names that refer to "family," "double trouble," "alcohol and pills" or the name of any actual person, living or dead." ("The A.A. Group" pamphlet is available at central or Intergroup offices or through G.S.O.)

Rev.8/2/02

Appendix IV Panel Chair Guidelines and Robert's Rules of Order from the Area Handbook:

IV. PANEL CHAIR GUIDELINES

The role of Panel Chair is critical to the successful operations of the Arizona Area Assembly. Good communication and active participation helps the Area best consider topics proposed by AA members.

A. Prior to Assemblies

1. Before each Assembly, following the meeting of the Agenda Committee, each Panel Chair will receive from the Agenda Committee Chair full information about topics any assigned to the Panel and/or a reminder of any topics assigned to the Panel for which a report has not yet been received by the Assembly. Pre-Conference Packet A topics will be received from the Delegate.
2. Each Panel Chair will receive one set of mailing labels from the Registrar.
3. Each Panel Chair does a mailing to all GSRs, DCMs, DCMCs or Intergroup Liaisons assigned to the Panel and any Panel Advisors indicating whether or not the Panel will meet at the next Assembly. If the Panel is meeting, the mailing will indicate what topics have been assigned and a statement indicating that the Panel member may get additional information from the Panel Chair along with how to contact the Panel Chair. If the Panel is not meeting all members should be informed of this, reminded of the Assembly and encouraged to attend the Assembly. This mailing should occur not later than ten days after receiving information from the Agenda Committee Chair. Cost of postage and photocopying is reimbursed by the Area Treasurer upon presentation of receipts.
4. Each Panel Chair should inform the Agenda Committee Chair, the Host Committee and the Alternate Delegate whether or not they will meet at the next Assembly. It is helpful for the Panel Chair to inform the Agenda Committee Chair if he or she thinks it is likely that the Panel will wish to speak to the author of a motion.
5. Requests for more information should be met as rapidly as possible to ensure informed consciences of Groups, Districts or Intergroups.
6. Prior to the election of the Panel Chair at the first Assembly of the rotation, or if the Panel Chair resigns and there is no Alternate, the Panel Advisor takes over the mailing duties mentioned above. In cases where the Panel has multiple advisors the Area Chair will determine which person is responsible.
7. It is suggested, that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity. *Substantial unanimity is defined as 2/3.*

(updated by assembly action 8/07)

B. At the Assembly if Panel meets

1. The Panel Chair should work with the Host Committee and the Alternate Delegate to make sure in advance that suitable space is available for the Panel meeting. Each Panel Chair should check for proper signage, adequate seating, etc. in advance of the time the Panel is to meet. It is also helpful for the Panel Chair to bring copies of "Frequently Asked Questions about Panels" from the Area Handbook, a list of topics to be discussed, and some extra copies of the motion(s) to be addressed including background materials for those who did not receive them or forgot to bring their copies.
2. At the start of each Panel meeting at Assemblies the Chair should:
 - a. Make sure that there is a Panel Secretary taking notes.
 - b. Welcome everyone but make clear that only people assigned to the Panel may speak about an issue or vote. If the Panel needs information from a non-Panel member they may ask that person to address a topic or provide information. Otherwise, visitors should not speak during the Panel meeting. The Panel may also request that the author of a motion be brought in to answer questions. Motions may be amended only with the consent of the author.
 - c. Inform all members of when breaks will happen, typically every 90 minutes.
 - d. Introduce the Panel Advisor(s) and briefly explain their role.
3. Meetings should be chaired with the aim of building consensus, allowing minority opinion to be heard, and smoothly conducting a fair examination of each topic assigned to the Panel. The Panel Chair should not express any opinion about the merits of a topic. The Panel Chair should be familiar with the Arizona Area Handbook including the options available to Panels and should educate Panel members as to their options. Discussion should stay focused on the topic. The Panel Chair or the Panel Advisor may jump in to correct factual mistakes that occur in the discussion.
4. The Panel Advisor's role is very limited, and is mostly to answer technical questions. The Panel Advisor should express opinions only rarely.
5. The Panel Secretary should pass around a sign in sheet where Panel members list their names and contact information. This sheet should be retained by the Panel Chair and compared with the next set of mailing labels received from the Registrar to insure none are missed in getting future mailings. The Panel Secretary should keep good notes about which topics the Panel discussed and the outcomes and work with the Panel Chair to prepare the report to the Assembly mentioned below.
6. Should the panel wish to speak to the author of a motion the Panel Chair may send for the Agenda Committee Chair to determine if the author is present and available.
7. Each Panel Chair whose Panel has met will prepare a report for the

Assembly. This report is presented orally to the Assembly and in a written form to the Area Secretary. If the Panel is making a Recommendation, i.e. the Panel supports the motion and wants the Assembly to approve it for implementation, a copy of the motion needs to be given to the Secretary and to the Area Chair prior to the Panel report.

C. Other

1. The Area Chair will meet with all new Panel Chairs and Advisors on Sunday morning of the first Assembly of the rotation to review this Section and answer questions.
2. The Area Chair will conduct a Panel Chair/Panel Advisor Orientation and Roundtable session on Friday of each Three Day Assembly of the remainder of the rotation.

Update: 3/07 This entire section was changed per Assembly Action

V. How Robert's Rules of Order apply to Arizona Area Assemblies

The function of Robert's Rules is simply to make it possible for a large body of people to discharge their responsibilities in a limited period of time, which in the case of the AA Conference is to express "the actual voice and the effective conscience of our whole society" (Concept 2), while observing the Warranties of the Conference.

To judge whether Robert's Rules conflict with this, consider the following statement from the introduction to the official version of those Robert's Rules: "American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority; of the minority; of individuals; of absentees; and of all these together."

Insofar as possible, important matters to come before the Assembly should arise via the "panel system." This system provides that, in order that a large number of questions can be dealt with during the Assembly business meeting, each should be referred to the appropriate panel, preferably before the meeting. The voting members of these panels are registered voting members of the Assembly, so that it can be said that their output reflects ultimately the experience of the groups.

Each panel has time to consider carefully the items coming before it, and to present to the Assembly as a whole its recommendations for Assembly action. Although some of these recommendations will create discussion on the Assembly floor, most are acted on promptly, and it is only in this way that the Assembly can attend to all the business before it. According to Robert's Rules, "nine times out of ten the report of a panel decides the action of the Assembly." The order of the panel reports is specified in the agenda. Each panel report contains recommendations, each of which is taken up, in turn, for discussion and acceptance or rejection. Each recommendation by the panel becomes automatically a seconded motion and ready for discussion.

Current Guidelines:

AA Assemblies seek "substantial unanimity" on all important matters of policy; this is interpreted as at least a two-thirds vote. This includes all Area Structure changes. (Robert's Rules assume that the decision of the majority is the decision of the assembly.) Area Structure Change is defined as: Any action which alters the eligibility, duties, responsibilities and/or manner of election of: Area Officers, Coordinators, Administrative Committee members and Agenda Committee members; and their respective meetings, in any way, are Structure Changes. These Structure changes need to be presented in writing at the next one day Assembly to be voted on at the following three-day Assembly. Simple majority is 50% plus one vote.

Update: 3/07 The preceding definition of a "Structure Change" was adopted by assembly action. Because the number of members present at the Assembly varies from time to time during the rotation, the phrase "two-thirds vote" is taken to mean "two-thirds of the registered voters who are present and voting on that particular motion. After the establishment or rejection of any matter, the minority will always be given an opportunity to speak to its opposition.

A lot of the detail of Robert's Rules exist to forestall the use of "parliamentary maneuvers"; that is, the use of the rules to frustrate the wishes of the majority. AA's nature is such that while Assembly members have different opinions on many issues, everyone wants to achieve the "group conscience" of the assembly. The legitimate rights of the minority are protected by the Third Concept and its observance throughout the Assembly.

The Third Legacy procedure by which Area officers are elected is unique to AA. People who wish to speak to a topic, including "call the question", line up at the microphones and are called on in order. Each may speak for approximately two minutes; no speaker should speak for a second time to a topic, until all who wish have spoken at least once. This is an "informal rule" according to Robert's Rules.

Voting can be by show of hands or by written ballot for or against the motion except for elections of officers, which are done by written ballot.

Specific Robert's Rules that come up often:

Any motion which has the effect of limiting discussion on a topic requires a two-thirds vote. This applies particularly when someone "calls for the question". This motion is made in order, requires a second, is not discussed, and requires a two-thirds vote. If passed, discussion on the motion before the Assembly ceases, and the Assembly proceeds immediately to vote on it.

If the motion to "call the question" is not passed, discussion continues on the original motion before the Assembly.

From time to time a request to reconsider a motion is made. According to Robert's Rules, such a request can be made in the form of a motion, but only by someone who had voted with the winning side of the action and now wishes to

change their vote.

Appendix V **DISTRICT INVENTORY**

Here are some suggestions about how to survey the service job that your district is doing.

Since your time is valuable, it is suggested that you set aside one day in which to do this inventory or else break it down into segments that can be tackled in the amount of time available. An additional suggestion is that you take one of the items from the inventory and talk about them at each district meeting.

The District Structure

What is the purpose of the District?

Is the District Structure adequate for the number of groups and meetings in the District?

Is the District business meeting held regularly?

Is adequate opportunity given to all members to speak and participate in discussion and activities? Is the minority opinion heard? Before voting?

Are motions sent back to the groups for a group conscience before final decisions are made?

How could the District meeting be improved?

District Committees

Are the home groups active in sending representatives to the District service committees (P.I., Treatment, etc.)?

Do the District service committees meet on a monthly basis? Are the time and location of these meetings on a scheduled basis?

Are the committee's chairs communicating their needs to the District Meeting?

Are the group representatives communicating their needs to their groups?

Do representatives of your District committees participate on a regular basis at the Area Assemblies?

Are the committees working within the framework of the Traditions?

How is the work of the committees supported financially and is it adequate?

District Unity

Are there times set aside for us to learn about the different service positions, committees and the general service structure?

How do we share what we have learned about each service job to those who come after us? Do we have alternate chairpersons for our service committees?

Are we placing principles before personalities?

Among our past Trusted Servants, are there more Bleeding Deacons or Elder Statesmen? Why?

Are we encouraging our old-timers to remain active by asking them to share the benefits of their experience?

How are we encouraging those new to the Fellowship to become active? When we talk about reaching out to the still suffering alcoholic, are we sure it isn't the person sitting next to us at a meeting?

Is the District being financially responsible to the Groups? Area? GSO?

Are your DCM and Alternate aware of what's going on within the District as a whole? Reaching out to the District as a whole? Able to handle situations that may arise within the District? Keeping you informed of what's going on within the District? Area? GSO? Best representing the District's group conscience and not their own? Regularly attending District meetings and functions, Area meetings, etc?

The General Service Representative

Are the GSRs keeping their Groups informed?

Are they informing the Groups as to how to make wise decisions concerning the District, Area and GSO decisions?

Are the GSR's chosen for their experience, example and level of responsibility?

Do they realize their importance as the basic link in the Service Structure? Are they treated as such?

Do the GSR's provide regular announcements? Reports from the District? Do they have a working knowledge of the Traditions? Are we best representing our Group's Conscience, not our own? Are we regularly attending District and Area meetings?

Other Suggestions For Improving Awareness

Reading the pamphlet "The A.A. Group" and hold discussions on various topics such as the role of the Group and District Trusted Servants, rotation and what is a "Healthy Group".

Reading about Group, District, Area and World Service in the Service Manual.

Having workshops – have GSR sharing sessions – having service potlucks, social events.

Plan to share with another District.

Set aside a few moments at each meeting for gratitude.

Have a committee review this inventory at future District meetings?

Appendix VI Traditions Checklist from the A.A. Grapevine

These questions were originally published in the AA Grapevine in conjunction with a series on the Twelve Traditions that began in November 1969 and ran through September 1971. While they were originally intended primarily for individual use, many AA groups have since used them as a basis for wider discussion.

Tradition One: Our common welfare should come first; personal recovery depends upon AA unity.

1. Am I in my group a healing, mending, integrating person, or am I divisive? What about gossip and taking other members' inventories?
2. Am I a peacemaker? Or do I, with pious preludes such as "just for the sake of discussion," plunge into argument?
3. Am I gentle with those who rub me the wrong way, or am I abrasive?
4. Do I make competitive AA remarks, such as comparing one group with another or contrasting AA in one place with AA in another?
5. Do I put down some AA activities as if I were superior for not participating in this or that aspect of AA?
6. Am I informed about AA as a whole? Do I support, in every way I can, AA as a whole, or just the parts I understand and approve of?
7. Am I as considerate of AA members as I want them to be of me?
8. Do I spout platitudes about love while indulging in and secretly justifying behavior that bristles with hostility?
9. Do I go to enough AA meetings or read enough AA literature to really keep in touch?
10. Do I share with AA all of me, the bad and the good, accepting as well as giving the help of fellowship?

Tradition Two: For our group purpose there is but one ultimate authority: a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

1. Do I criticize or do I trust and support my group officers, AA committees, and office workers? Newcomers? Old-timers?
2. Am I absolutely trustworthy, even in secret, with AA Twelfth Step jobs or other AA responsibility?
3. Do I look for credit in my AA jobs? Praise for my AA ideas?
4. Do I have to save face in group discussion, or can I yield in good spirit to the group conscience and work cheerfully along with it?
5. Although I have been sober a few years, am I still willing to serve my turn at AA chores?
6. In group discussions, do I sound off about matters on which I have no experience and little knowledge?

Tradition Three: The only requirement for AA membership is a desire to stop drinking.

1. In my mind, do I prejudge some new AA members as losers?
2. Is there some kind of alcoholic whom I privately do not want in my AA group?
3. Do I set myself up as a judge of whether a newcomer is sincere or phony?
4. Do I let language, religion (or lack of it), race, education, age, or other such things interfere with my carrying the message?

5. Am I over impressed by a celebrity? By a doctor, a clergyman, an ex-convict? Or can I just treat this new member simply and naturally as one more sick human, like the rest of us?
6. When someone turns up at AA needing information or help (even if he can't ask for it aloud), does it really matter to me what he does for a living? Where he lives? What his domestic arrangements are? Whether he had been to AA before? What his other problems are?

Tradition Four: Each group should be autonomous except in matters affecting other groups or AA as a whole.

1. Do I insist that there are only a few right ways of doing things in AA?
2. Does my group always consider the welfare of the rest of AA? Of nearby groups? Of Loners in Alaska? Of Internationalists miles from port? Of a group in Rome or El Salvador?
3. Do I put down other members' behavior when it is different from mine, or do I learn from it?
4. Do I always bear in mind that, to those outsiders who know I am in AA, I may to some extent represent our entire beloved Fellowship?
5. Am I willing to help a newcomer go to any lengths- his lengths, not mine- to stay sober?
6. Do I share my knowledge of AA tools with other members who may not have heard of them?

Tradition Five: Each group has but one primary purpose- to carry its message to the alcoholic who still suffers.

1. Do I ever cop out by saying, "I'm not a group, so this or that Tradition doesn't apply to me"?
2. Am I willing to explain firmly to a newcomer the limitations of AA help, even if he gets mad at me for not giving him a loan?
3. Have I today imposed on any AA member for a special favor or consideration simply because I am a fellow alcoholic?
4. Am I willing to twelfth- step the next newcomer without regard to whom or what is in it for me?
5. Do I help my group in every way I can to fulfill our primary purpose?
6. Do I remember that AA old-timers, too, can be alcoholics who still suffer? Do I try both to help them and to learn from them?

Tradition Six: An AA group ought never endorse, finance, or lend the AA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.

1. Should my fellow group members and I go out and raise money to endow several AA beds in our local hospital?
2. Is it good for a group to lease a small building?

3. Are all the officers and members of our local club for AAs familiar with "Guidelines on Clubs" (which is available free from GSO)?
4. Should the secretary of our group serve on the mayor's advisory committee on alcoholism?
5. Some alcoholics will stay around AA only if we have a TV and card room. If this is what is required to carry the message to them, should we have these facilities?

Tradition Seven: Every AA group ought to be fully self-supporting, declining outside contributions.

1. Honestly now, do I do all I can to help AA (my group, my central office, my GSO) remain self-supporting? Could I put a little more into the basket on behalf of the new guy who can't afford it yet? How generous was I when tanked in a barroom?
2. Should the Grapevine sell advertising space to book publishers and drug companies, so it could make a big profit and become a bigger magazine, in full color, at a cheaper price per copy?
3. If GSO runs short of funds some year, wouldn't it be okay to let the government subsidize AA groups in hospitals and prisons?
4. Is it more important to get a big AA collection from a few people, or a smaller collection in which more members participate?
5. Is a group treasurer's report unimportant AA business? How does the treasurer feel about it?
6. How important in my recovery is the feeling of self-respect, rather than the feeling of being always under obligation for charity received?

Tradition Eight: Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.

1. Is my own behavior accurately described by the Traditions? If not, what needs changing?
2. When I chafe about any particular Tradition, do I realize how it affects others?
3. Do I sometimes try to get some reward- even if not money- for my personal AA efforts?
4. Do I try to sound in AA like an expert on alcoholism? On recovery? On medicine? On sociology? On AA itself? On psychology? On spiritual matters? Or, heaven help me, even on humility?
5. Do I make an effort to understand what AA employees do? What workers in other alcoholism agencies do? Can I distinguish clearly among them?
6. In my own AA life, have I any experiences which illustrate the wisdom of this Tradition?
7. Have I paid enough attention to the book Twelve Steps and Twelve Traditions? To the pamphlet AA Tradition- How It Developed?

Tradition Nine: AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

1. Do I still try to boss things in AA?
2. Do I resist formal aspects of AA because I fear them as authoritative?
3. Am I mature enough to understand and use all elements of the AA program- even if no one makes me do so- with a sense of personal responsibility?
4. Do I exercise patience and humility in any AA job I take?
5. Am I aware of all those to whom I am responsible in any AA job?
6. Why doesn't every AA group need a constitution and bylaws?
7. Have I learned to step out of an AA job gracefully- and profit thereby- when the time comes?
8. What has rotation to do with anonymity? With humility?

Tradition Ten: Alcoholics Anonymous has no opinion on outside issues; hence the AA name ought never be drawn into public controversy.

1. Do I ever give the impression that there really is an "AA opinion" on Antabuse? Tranquilizers? Doctors? Psychiatrists? Churches? Hospitals? Jails? Alcohol? The federal or state government? Legalizing marijuana? Vitamins? Al-Anon? Alateen?
2. Can I honestly share my own personal experience concerning any of those without giving the impression I am stating the "AA opinion"?
3. What in AA history gave rise to our Tenth Tradition?
4. Have I had a similar experience in my own AA life?
5. What would AA be without this Tradition? Where would I be?
6. Do I breach this or any of its supporting Traditions in subtle, perhaps unconscious, ways?
7. How can I manifest the spirit of this Tradition in my personal life outside AA? Inside AA?

Tradition Eleven: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.

1. Do I sometimes promote AA so fanatically that I make it seem unattractive?
2. Am I always careful to keep the confidences reposed in me as an AA member?
3. Am I careful about throwing AA names around- even within the Fellowship?
4. Am I ashamed of being a recovered, or recovering, alcoholic?
5. What would AA be like if we were not guided by the ideas in Tradition Eleven? Where would I be?

6. Is my AA sobriety attractive enough that a sick drunk would want such a quality for himself?

Tradition Twelve: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

1. Why is it good idea for me to place the common welfare of all AA members before individual welfare? What would happen to me if AA as a whole disappeared?
2. When I do not trust AA's current servants, who do I wish had the authority to straighten them out?
3. In my opinions of and remarks about other AAs, am I implying membership requirements other than a desire to stay sober?
4. Do I ever try to get a certain AA group to conform to my standards, not its own?
5. Have I a personal responsibility in helping an AA group fulfill its primary purpose? What is my part?
6. Does my personal behavior reflect the Sixth Tradition- or belie it?
7. Do I do all I can do to support AA financially? When is the last time I anonymously gave away a Grapevine subscription?
8. Do I complain about certain AAs' behavior- especially if they are paid to work for AA? Who made me so smart?
9. Do I fulfill all AA responsibilities in such a way as to please privately even my own conscience? Really?
10. Do my utterances always reflect the Tenth Tradition, or do I give AA critics real ammunition?
11. Should I keep my AA membership a secret, or reveal it in private conversation when that may help another alcoholic (and therefore me)? Is my brand of AA so attractive that other drunks want it?
12. What is the real importance of me among more than a million AAs?

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Appendix VII Service Material from the General Service Office TWELVE CONCEPTS CHECKLIST

A service piece for home groups, districts, areas

Some of these discussion points were originally developed by an A.A. group and further developed by the trustees' Literature Committee to be distributed by the General Service Office. While this checklist is intended as a starting point for discussion by groups, districts or areas, individual A.A. members may find it useful along with our co-founder Bill W.'s writings, a service sponsor if you have one and reflection on your own service experience. Additional information about the Concepts can be found in The A.A. Service Manual/Twelve Concepts for World Service and "The Twelve Concepts Illustrated" pamphlet. (The Concepts stated here are in the short form.)

Concept I: Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.

- Does our group have a general service representative (G.S.R.)? Do we feel that our home group is part of A.A. as a whole and do our group's decisions and actions reflect that?
- Do we hold regular group conscience meetings encouraging everyone to participate? Do we pass that conscience on to the district, area, or the local intergroup meetings?
- Is the "collective conscience" of Alcoholics Anonymous at work in my home group? In my area?
- Where do we fit in the upside-down triangle of A.A.?
- Are we willing to do what it takes to insure that our democracy of world service will work under all conditions?

Concept II: The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

- Do we have an understanding of the history of the General Service Conference (the "Conference")?
- What is a Conference Advisory Action? Does our home group's G.S.R., D.C.M., area delegate report back to the group on the highlights of the Conference and Conference Advisory Actions?
- Is our group meeting its wider Seventh Tradition responsibilities?

Concept III: To insure effective leadership, we should endow each element of A.A. —the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional "Right of Decision."

- Do we understand what is meant by the "Right of Decision"? Do we grant it at all levels of service or do we "instruct"?
- Do we trust our trusted servants — G.S.R., D.C.M., area delegate, the Conference itself?

Concept IV: At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

- Do we understand the spiritual principles underlying the “Right of Participation”?
- What does “in reasonable proportion” mean? Do we understand when it is appropriate for A.A. paid staff to have a vote at the General Service Conference or in our local service structure?
- Do we expect that, because we are A.A. members, we should be allowed to vote at any group, even if we are not active members of that group?

Concept V: Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

- Do we encourage the minority opinion, the “Right of Appeal”, to be heard at our home group, district committee meetings, area assemblies and the Conference?
- What does our group accept as “substantial unanimity”?
- Has our group experienced the “tyranny of the majority” or the “tyranny of the minority”?
- Does our group understand the importance of all points of view being heard before a vote is taken?

Concept VI: The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

- Are we familiar with how our General Service Board (G.S.B.) Class A and Class B trustees serve A.A.? Are we familiar with how our other trusted servants serve A.A.?

- Are we clear about the terms, “chief initiative” and “active responsibility”? Can we see a direct link to our home group?

Concept VII: The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

- Do we act responsibly regarding the “power of the purse?”
- Do we realize that the practical and spiritual power of the Conference will nearly always be superior to the legal power of the G.S.B.?

Concept VIII: The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

- Do we understand the relationship between the two corporate service entities (A.A. World Services, Inc., the A.A. Grapevine) and the General Service Board?
- How can the business term “custodial oversight” apply to the trustees’ relationship to the two corporate service entities?
- Does my home group subscribe to G.S.O.’s bimonthly newsletter Box 459? The A.A.Grapevine? Do I?

Concept IX: Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

- Do we discuss how we can best strengthen the composition and leadership of our future trusted servants?
- Do we recognize the need for group officers? What are our criteria for election? Do we sometimes give a position to someone “because it would be good for them?”
- Do I set a positive leadership example?

Concept X: Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

- Do we understand “authority” and “responsibility” as they relate to group conscience decisions by G.S.R.s, D.C.M.s and our area delegates?
- Why is delegation of “authority” so important to the overall effectiveness of A.A.? Do we use this concept to define the scope of “authority?”

Concept XI: The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

- Do we understand how the roles of nontrustee directors and nontrustee appointed committee members help serve and strengthen the committee system?

- How do we encourage our special paid workers to exercise their traditional “Right of Participation?”

- Do we practice rotation in all our service positions?

Concept XII: The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

- How do we guard against becoming a “seat of perilous wealth or power?”

- How do we practice prudent use of our Seventh Tradition contributions and literature revenue?

- Do we insure the spiritual liberties of all A.A. members by not placing any member in the position of absolute authority over others?

- Do we try to reach important decisions by thorough discussion, vote and, where possible, substantial unanimity?

- As guardians of A.A.’s traditions, are we ever justified in being personally punitive?

- Are we careful to avoid public controversy?

- Do we always try to treat each other with mutual respect and love?