



# **AREA 40**

# **POLICY & PROCEDURES**

2020 Fall Revision

# CONTENTS

- INTRODUCTION.....2
  
- AREA 40 SERVICE STRUCTURE.....3
  - 1. Area Committee.....3
  - 2. Voting Members.....3
  - 3. Non-rotating Members.....4
  - 4. Election of Area Officers.....5
  - 5. Standing Committees.....6
  - 6. Audit Committee.....7
  - 7. Ad Hoc Committees.....7
  - 8. Pink Can Fund.....7
  
- AREA 40 SERVICE GUIDELINES.....8
  - General Guidelines .....8
  - General Qualifications.....8
  - G1. Archivist.....10
  - G2. Archives.....11
  - G3 Cooperation with the Professional Community.....12
  - G4 Corrections.....13
  - G5 Finance.....14
  - G6 Grapevine.....15
  - G7 Literature.....16
  - G8 Public Information.....17
  - G9 Treatment/Accessibilities.....19
  - G10 Triangle Editor.....20
  - G11 Secretary.....22
  - G12 Treasurer.....23
  - G13 Chair.....24
  - G14 Delegate.....26
  - G15 Area Advisor.....27
  - G16 Webmaster.....27
  - G17 Bridging the Gap.....29
  - G18 Hotline Chair.....31
  
- GLOSSARY OF TERMS.....31
  
- APPENDIX A
  - Spring Area Assembly Timeline.....35
  - Fall Area Assembly Timeline.....36
  
- APPENDIX B
  - Area Assembly Agenda Framework.....37
  - Agenda Item Proposal Form.....39

**INTRODUCTION**

The purpose of this document is to provide a detailed explanation of the composition and basic policies and procedures of the service structure in Area 40, to provide guidelines for trusted servants to utilize within that structure, and to assist Area 40 Assembly attendees, voting and non-voting, in having a productive and positive experience at the Area Assembly. The Area Assembly convenes two times a year, and is, for all practical purposes, the representative voice of the collective group conscience of the Area 40 fellowship. We encourage all groups in Area 40 to participate in the business of Area 40, the General Service Office (GSO) and A.A. World Services.

The 12 Traditions and the 12 Concepts of Service set the guidelines for our policies and procedures. They serve as a platform upon which our Fellowship can best function and hold together in unity and service. Tradition One and Tradition Two remind us that we proceed as trusted servants, placing common welfare first. Tradition Five gives us the ultimate gauge for soundness of an idea, project, policy or plan. Tradition Nine suggests the creation of committees and reminds us that our committees are directly responsible to Area 40 and ultimately the groups of Area 40. Concept One and Concept Two identify the need for both ultimate and delegated authority in Alcoholics Anonymous in regard to matters of policy and finance. Concept Nine expresses the great need for sound leadership and gives valuable guidance on qualifications and selection of our trusted servants. Concepts Three, Four, Five and Ten delineate the rights of Decision, Participation, Appeal and Authority, all of which provide our trusted servants the latitude to do the work we ask of them. When assembled for the purpose of conducting Area 40 business the Assembly shall be ever mindful of the principles expressed in the 12 Traditions and the 12 Concepts of World Service.

In 1951 the General Service Conference (GSC) established the system of standing committees and new committees have been added when necessary. The General Service Manual (GSM) defines the committee system by describing the duties and functions of these committees. In it we see the relationship between groups, districts, areas and the GSC. The GSM also defines the Area Committee and its composition and the activities of the Area Standing Committees and Area Officers. Beginning in 1996, Area 40 has utilized the “committee system” in conducting its affairs.

The Area 40 service structure is designed after the structure of AA service bodies in other parts of the country and takes its basics from the model of the General Service Conference. The primary purpose of the Area Assembly shall be that of providing service to AA as a whole, to the Area 40 fellowship and, most importantly, to the still suffering alcoholic.

# AREA 40 SERVICE STRUCTURE

## 1. AREA COMMITTEE:

- 1.1 The Area Committee is composed of:
  - A. Delegate
  - B. Alternate Delegate/Area Chairperson
  - C. Secretary
  - D. Treasurer
  - E. Standing Committee Chairpersons
  - F. District Committee Members
  - G. District Representatives on Standing Committees
  - H. Triangle Editor
  - I. Archivist
  - J. Webmaster
  - K. Area Advisor
  - L. Bridging the Gap Chairperson
  - M. Hotline Chair
- 1.2 The Area Chair shall prepare the agenda for the upcoming Area Assembly with sufficient publishing time to allow distribution to DCMs and the Area Triangle.  
*(See Area 40 Committee System Time Line-Appendix-A).*
- 1.3 The Area Assembly shall use Parliamentary Procedure and follow Roberts Rules of Order when conducting business on the floor of the Assembly and in committee sessions. These procedures and Roberts Rules of Order are guidelines and are not meant to be used rigidly. The final interpretation of the applicability of these guidelines rests with the Area Chair.
- 1.4 Area Committee meetings are usually held during the scheduled assemblies, but may be called at other times by the Area Chair. All members of A.A. are encouraged to attend any Area Committee meeting as non-voting members, as long as the number of individuals in a certain meeting location does not exceed that which is deemed safe by the hosting facility and/or Fire Marshall regulations.

## 2. VOTING MEMBERS

- 2.1 The following Area Committee members vote on floor actions at the Area Assembly:
  - A. Delegate
  - B. Alternate Delegate
  - C. Area Officers
  - D. District Committee Members
  - E. General Service Representatives
  - F. Standing Committee Chairs
  - G. Triangle Editor
  - H. Archivist

- I. Area Advisor
- J. Webmaster
- K. Bridging the Gap Chair
- L. Hotline Chair

- 2.2 Any person chosen to serve as an Alternate GSR or DCM may be a voting member if the primary GSR or DCM is not able to be present at the Area Assembly. No proxy votes are allowed
- 2.3 Area Assemblies are held twice a year to discuss GSC and Area 40 affairs and biennially to elect a delegate and committee officers.
- 2.4 A quorum of voting members is established at each Area Assembly. A Quorum shall be 2/3 of the registered voters. As long as the total votes on any ballot, including elections is at least a quorum, 2/3 of the actual votes constitute a substantial unanimity and more than ½ constitutes a simple majority.
- 2.5 The Triangle Editor does not serve on any committee, but is elected at the Fall Assembly on even numbered years along with Area Officers for a period of two years and is a voting member of the Area Committee.
- 2.6 District Representatives selected by their district to serve on Standing Committees may vote in committee meetings, but do not have a vote on floor actions unless they are also a GSR.

### **3. NON-ROTATING MEMBERS**

- 3.1 Non-rotating members of the Area Committee are:
  - a. Archivist
  - b. Website Coordinator
  - c. Area Bridging the Gap Chairperson
- 3.2 The non-rotating positions of Area Archivist, Area Webmaster and the Area Bridging the Gap Chairperson serve until such time as they decide to cease their services, or until such time as the Area decides to elect new members. They are expected to attend each Area Assembly and to provide an oral and written report. Expenses for their attendance are to be reimbursed out of Area operating funds.

#### **4. ELECTION OF AREA OFFICERS:**

- 4.1 The election of area officers is held at the Fall Assembly of the even numbered year and the new slate of officers assumes their duties at the beginning of the following year. The term of office is two years.
- 4.2 The Area Advisor shall conduct the election of Area 40 committee members.
- 4.3 The Area Delegate and Alternate Delegate must have served as an Area Committee Member and have a minimum of six years of sobriety. It is suggested that the Secretary and Treasurer have five years of sobriety.
- 4.4 The Third Legacy Procedure from the General Service Manual is used to elect the Area Delegate, the Alternate Delegate/Area Chair, the Secretary, and the Treasurer. Standing Committee Chairpersons and non-voting committee members are elected by nomination and a simple majority.
- 4.5 Area 40 accepts the qualifications from other Areas as though the individual had served in Area 40.
- 4.6 In the event that the Delegate resigns or becomes unable to serve, the Area Chair/Alternate Delegate shall become the Delegate and the Area Advisor shall assume the Area Chair duties until the next Area Assembly when a third legacy election shall take place to select an Area Chair to fill out the term.
- 4.7 In the event that the Area Chair/Alternate Delegate, Treasurer, or Secretary resigns or becomes unable to serve, the Area Advisor shall assume the duties of the position until the next Area Assembly when a third legacy election shall take place to select someone to fill out the term.
- 4.8 In the event that the Area Advisor resigns or becomes unable to serve, the Area Chair shall appoint a Past Delegate to complete the rotation.
- 4.9 If for some unusual, unlikely, or unforeseen circumstance this replacement process does not work, the following process will be used: a. The available Area Officers (Delegate, Area Chair, Secretary, Treasurer) and the Area Advisor (or a previous past Delegate if the Area Advisor is unavailable) will confer to determine the best solution given the specifics of the vacancy or vacancies, b. An Area Committee meeting will be scheduled as provided in section 1.4 of the Policy & Procedures Manual (audio conference or other meeting technology would be acceptable) to discuss the recommended solution, c. The Area Secretary, or person designated by the officers, will poll the Area Committee as outlined in Sections G11.3; G13.3; and G14.4.

## 5. STANDING COMMITTEES

5.1 The following are Standing Committees with their alternate assignments:

- a. Archives/Area 40 Structure & Policy
- b. Cooperation with the Professional Community/Trustees
- c. Corrections/International Conventions
- d. Finance/General Service Conference Finance
- e. Grapevine/ Policy & Admissions (GSC)
- f. Literature
- g. Public Information/Report and Charter & Website/Hotline
- h. Treatment Facilities/Agenda

5.2 The membership of standing committees is made up by drawing DCM's and District Representatives from the hat. Placement will be done in the following order: 1-PI, 2-CPC, 3-GV, 4-Archives, 5-Corrections, 6-Treatment, 7-Literature, 8-Finance. All DCM's are placed on committees first, then the selection process continues with District Representatives, until there are four members plus the Standing Committee Chair on each committee. The Area Delegate and the Area Chair sit on the Finance Committee therefore only two other members need to be drawn from the hat for the Finance Committee.

5.3 In the case of a vacancy, the Area Chair shall appoint a replacement as soon as possible, following input from the current area standing committee chairs. Any such appointment shall last for the remainder of the term, with the appointed chair being allowed to run for election to the same position at the next election assembly if so desired.

5.4 Committee meetings are scheduled to be held at each Area Assembly. Usually two sessions for committee work are held during each assembly, except an election assembly, when time may limit the sessions to one. It is the responsibility of the Standing Committee Chairperson to conduct a smoothly functioning meeting.

5.5 Anyone is allowed to attend a committee meeting as long as the numbers of individuals in a certain meeting location do not exceed those deemed safe by the hosting facility and/or the Fire Marshall regulations. It will be at the chair's discretion as to time allowed for individuals to participate in discussions during the committee meeting. A proposed guideline is three minutes per person on each discussion item. Such guidelines are suggested due to time constraints for committee business to be conducted. *Participants are reminded of an additional opportunity to discuss recommendations when reports are given to the full assembly.*

## **6. AUDIT COMMITTEE**

- 6.1 The outgoing Delegate, Area Chairperson and Treasurer, and the incoming Delegate, Area Chairperson and Treasurer, shall meet after the biennial election, at a place of their choice, and before Jan 31<sup>st</sup> of the next year, to audit the books, inventory the equipment, and at that time transfer the treasury to the new committee, leaving enough funds to cover all outstanding bills of the Area. After the payment of outstanding bills, the leftover funds will be transferred to the new Treasurer. Every six months our ultimate authority and the area assembly members audit the books through the financial report.

## **7. AD HOC COMMITTEES**

- 7.1 Ad Hoc committees are appointed by the Area Chair to complete a specific task in a specific amount of time. When an individual is appointed to serve on an ad hoc committee, it is suggested they not serve on a second until the first ad hoc committee is dissolved.

## **8. PINK CAN FUND**

- 8.1 Area 40 will utilize a “Pink Can” fund which is used to supply AA literature to alcoholics who are detained in a facility as the result of a law enforcement action. The detaining facility must be located in the geographic boundaries of Area 40. All requests for literature must come through the district in which the detaining facility resides. The fund will have its own checking account managed by the Corrections Chair, who will give a report on these funds and the distribution of literature at each Area 40 Assembly.



## AREA 40 SERVICE GUIDELINES AND QUALIFICATIONS

The following sets of Guidelines, both general and by position, have been established as reference material for the successful operation of the Area 40 service structure. While not intended to be all-inclusive, it is the desire of the Area Assembly that these Guidelines will be used to provide avenues of communication between itself and the Area A.A. Groups. It is noted that all service positions of leadership, whether elected or appointed, are considered “trusted servant” positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

The **GENERAL GUIDELINES** for Area 40 Trusted Servants are:

1. Attend all Area Committee meetings and Area Assemblies and assume the responsibilities specific to their service position.
2. Provide an oral and written report at each Area Assembly providing information on their activities, relevant to their position, since the previous assembly.
3. Provide leadership in Area 40.
4. Be available to committees, districts and groups to provide experience, strength, and hope with respect to our third legacy of service.
5. Report on activities and provide information through the area newsletter, The Triangle.
6. Submit receipts of authorized service-related expenses for reimbursement, within 90 days of incurring them, to ensure the consistent and more predictable disbursement of Area funds.
7. Read and become familiar with Past Actions and Recommendations and to make agenda background material available to committee members prior to Area Assembly.
8. When rotating out of office, help the incoming officers with sharing experience, records, information and any helpful suggestions for serving as an Area Committee Member.

*The following sets of Qualifications supplement what is outlined in Chapters 5 and 6 of the AA Service Manual. They have been established as reference material for the successful recruitment of good leadership for the Area 40 service structure. While not intended to be all-inclusive, it is the desire of the Area Assembly that these Qualifications will be used to help select our “trusted servant” positions.*

The **GENERAL QUALIFICATIONS** for Area 40 Trusted Servants are:

1. A minimum of four years of continuous sobriety. The AA Service Manual recommends that GSR's have 2 years of continuous sobriety. Since all Area service positions recommend experience as a GSR, DCM, or District Committee Chair, it follows that 4 years of continuous sobriety would provide a good foundation in service to be successful in an Area position. Certain positions have a longer length of continuous sobriety as a requirement as indicated for those positions (Secretary, Treasurer, Chair, and Delegate).
2. An interest in providing leadership in the Area 40 service structure.
3. Access to a computer with internet connectivity and the ability to use email and word-processing software is suggested of all positions. More and more, computer knowledge is expected; therefore, additional computer software knowledge and skills are suggested in the specific position descriptions.
4. Knowledge of the Traditions and Concepts.
5. Organizational skills for keeping good records, leading committee meetings and workshops, and reporting to the Assembly.
6. Previous service as a DCM, GSR, District Officer or Committee Chair, or in some other capacity, such as a member of a committee.
7. Sufficient time available to fulfill the responsibilities of the position.
8. Written and oral communication skills.

## **G1. ARCHIVIST**

The duties of the Archivist are:

- G1.1 to manage and organize the Area 40 Archival Program in accordance with the Area 40 Archival Policy, (see Appendix C).
- G1.2 to have reasonable access to and to examine, all current Area Committee records, in person or through a representative.
- G1.3 to collect, arrange, and make available to authorized persons, at reasonable times, in the Archival Repository, all obtainable archival materials related to Area 40 history.
- G1.4 to promote, protect and preserve the collection of the Area 40 Archives.
- G1.5 to keep the Archival Repository organized and accessible.
- G1.6 to permit the materials to be inspected, examined, abstracted, or copied (except where copyrights apply) under supervision, by any authorized person.
- G1.7 to furnish certified copies requested, in advance of fees, as prescribed by the Archives Committee.
- G1.8 to govern and administer the Archives of other agencies and organizations, or the personal papers of individuals entrusted to the custody of the Area, with the strictest archival practices.
- G1.8.1 to allow the Districts of Area 40 to store their Archives Collection in the Area Repository, limited by participation, available space and condition of said archives.
- G1.9 to amend Area 40 policies and procedures governing the use of the Archives (see Appendix C), in conjunction with the Archives Committee.
- G1.10 to serve as Records Administrator for the Area Archives.
- G1.11 to examine and report to the Archives Committee the condition of current records.
- G1.12 to update the Area 40 Past Actions document and the Area 40 Policy and Procedure document with the Archives committee and Area Advisor after each Area Assembly.
- G1.13 to travel (within the approved budget) and display Area 40 Archives at AA functions (including district/regional events) within Area 40 excluding Area Roundups, which, by past action, are intended to be self-supporting.

*The suggested qualifications specific for the position of Archivist are:*

- Q1.1 An interest in the history of AA in Area 40 and a desire to learn how this history can be used to help carry AA's message to the still suffering alcoholic.

Q1.2 Knowledge of or the willingness to learn about archival storage techniques.

## **G2. ARCHIVES:**

- G2.1 The Archives Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G2.2 The Archives Committee is established as the official archival agency of Area 40.
- G2.3 The objectives of the Archives Committee shall be the collection, preservation, and administration of the official records of the Area, as well as personal papers and other items donated to the Archives which document and/or describe the history and activities of AA in Area 40.
- G2.4 The Archives Committee promotes interest in Area Archives and encourages District Archives Chairs in the collection of historical information and items.
- G2.5 The Archives Committee considers all business in Archives which appears on the General Service Conference Agenda.
- G2.6 As an Alternate Assignment, the Archives Committee shall consider all agenda items dealing with Structure and Policy in Area 40 as assigned by the Area Chair.
- G2.7 The Archives Committee shall, with the Area Archivist and Area Advisor, maintain and update the Area 40 Past Actions document, making it available to the Area 40 website after each update.
- G2.8 The Archives Committee shall update the Area 40 Policy and Procedure Manual and the Area 40 Past Actions Document after each Assembly and make it available to the Area 40 website.
- G2.9 The Archives committee will assume responsibility for the production, collection and reporting of our Assembly Evaluation Process.

*The suggested qualifications specific for the position of Archives Chairperson are:*

- Q2.1 An interest in the history of AA in Area 40 and a desire to learn how this history can be used to help carry AA's message to the still suffering alcoholic.
- Q2.2 The ability to lead and facilitate a committee, presentation meetings, and workshops.

### **G3. COOPERATION WITH PROFESSIONAL COMMUNITY:**

- G3.1 The CPC Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G3.2 The purpose of the CPC committee is to provide a clearinghouse of information in Area 40 with respect to CPC, coordinating the exchange of ideas and resources between districts and concentrating on providing information about A.A. to those who have contact with alcoholics through their profession. To provide experience and assistance in developing projects that will further the carrying of the A.A. message through cooperation with members of the professional community.
- G3.3 The CPC Committee will consider all Area Agenda items in CPC which are channeled through the Area Chair. The Committee will also consider all business which appears on the General Service Conference Agenda concerning CPC.
- G3.4 As an Alternate Assignment the CPC Committee will consider all business from the Trustees Committee which appears on the General Service Conference Agenda.
- G3.5 The CPC Committee will read and become familiar with the CPC workbook and all related materials from the General Service Office.
- G3.6 Work with District CPC Chairs to find productive and creative ways of cooperating without affiliating with third parties who may come in contact with future members of Alcoholics Anonymous.

*The suggested qualifications specific for the position of CPC Chairperson are:*

- Q3.1 An interest in working with CPC to conduct twelfth step work in Area 40.
- Q3.2 The ability to lead and facilitate a committee, presentation meetings, and workshops.

#### **G4. CORRECTIONS:**

- G4.1 The Corrections Chair will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G4.2 The purpose of the Corrections Committee is to lead and coordinate the work of individual A.A. members, groups, and districts to carry the A.A. message to alcoholics in correctional facilities located in Area 40. The Corrections Committee acts as a clearinghouse for the exchange of ideas and resources between Districts and all Area 40 correctional facilities.
- G4.3 The Corrections Committee will read and become familiar with the Corrections workbook and all related materials from the General Service Office.
- G4.4 The Corrections Committee Chairperson shall establish a working relationship with the Corrections Staff person at the General Service Office.
- G4.5 The Corrections Committee Chair will ensure that Pink Can funds are used to supply AA literature to alcoholics who are detained in a facility as the result of a law enforcement action, and will report, in writing, to the Area at each Assembly an accounting of funds received, and distributions of literature made relating to the Pink Can Fund. All requests for Literature should come through the District in which the detaining facilities reside.
- G4.6 The Corrections Committee will assist in placing A.A. literature in Correctional Facilities.
- G4.7 The Corrections Committee will consider all Area agenda items concerning corrections which are channeled through the Area Chair. The Committee will also consider all business concerning corrections which appears on the General Service Conference Agenda.
- G4.8 As a secondary assignment, the Corrections Facilities Committee will consider all business from the International and Regional Forums Committee which appears on the General Service Conference Agenda.

*The suggested qualifications specific for the position of Correctional Facilities Chairperson are:*

- Q4.1 Previous corrections committee work is strongly encouraged.
- Q4.2 An interest in working with correctional facilities to conduct twelfth step work in Area 40.
- Q4.3 The ability to lead and facilitate a committee, presentation meetings, and workshops.
- Q4.4 Basic spreadsheet and/or bookkeeping skill to account for and report Pink Can contributions and spending.

## **G5. FINANCE:**

- G5.1 The Treasurer will chair all meetings of the Finance Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G5.2 The purpose of the Finance Committee is to establish a sound fiscal policy for the Area, keeping in mind our Tradition of self-support, that sufficient operating funds, plus a prudent reserve, should be the Area's fiscal policy.
- G5.3 The membership of the Finance Committee shall include the Area Treasurer, the Area Delegate, the Area Chairperson and a DCM selected from the hat.
- G5.4 The outgoing Area Delegate, the Area Chairperson, and the Area Treasurer will meet with the incoming Area Delegate, Area Chairperson, and the incoming Area Treasurer at a place of their choice to audit the books, inventory the equipment, and at that time transfer the treasury to the new committee, leaving enough funds to cover all outstanding bills on the Area. This meeting will take place prior to January 31<sup>st</sup> of the new rotation.
- G5.5 The Finance Committee will consider all Area agenda items concerning finance which are channeled through the Area Chair and all items in Finance which appear on the General Service Conference Agenda.
- G5.6 The Finance Committee shall establish and maintain a prudent reserve that will be 33-1/3, or 4 months of the current year's annual budget.

## **G6. GRAPEVINE:**

- G6.1 The Grapevine Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G6.2 The purpose of the Grapevine Committee is to lead and coordinate the work of individual A.A. members, groups and districts to read, subscribe to, write for and utilize the Grapevine. The Committee shall be a clearinghouse of information in Area 40 with respect to the Grapevine, coordinating the exchange of ideas and resources between districts.
- G6.3 The Grapevine Committee shall read and become familiar with the Grapevine workbook and all related materials from the General Service Office.
- G6.4 The Committee shall have guidelines for writing articles for the Grapevine on hand at all Area functions.
- G6.5 The Grapevine Committee shall consider all business in Grapevine which appears on the General Service Conference Agenda.
- G6.6 As an alternate assignment the Committee shall consider all business from Policy and Admissions which appears on the General Service Conference Agenda.

*The suggested qualifications specific for the position of Grapevine Chairperson are:*

- Q6.1 Have a working knowledge of the A.A. Grapevine, Inc., and how it differs from A.A. World Services.
- Q6.2 Have a working knowledge of the literature that is available from A.A. Grapevine, Inc.
- Q6.3 The ability to lead and facilitate a committee, presentation meetings, and workshops.



## **G7. LITERATURE:**

- G7.1 The Literature Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G7.2 The purpose of the Literature Committee is to lead and coordinate the work of individual A.A. members, groups, and districts to utilize the literature of Alcoholics Anonymous. It also provides a clearinghouse of information in Area 40 with respect to all literature available through our General Service Office.
- G7.3 The Literature Committee shall review all proposed changes to A.A. literature.
- G7.4 The Literature Committee will have available one (1) copy of all A.A. literature from the G.S.O. for viewing.
- G7.5 The Literature Committee will keep the Area informed as to current literature availability, pricing and ordering specifics.
- G7.6 The Literature Committee will provide contacts and / or resources on how to order AA Literature requested by Area Committees.
- G7.7 The Literature Committee will consider all Area agenda items in Literature which are channeled through the Area Chair and all business in Literature which appears on the General Service Conference Agenda.

*The suggested qualifications specific for the position of Literature Chair are:*

- Q7.1 Have a working knowledge of the literature that is available from A.A. World Services.
- Q7.2 Become familiar with the content of A.A. General-Service-Conference-approved literature.
- Q7.3 The ability to lead and facilitate a committee, presentation meetings, and workshops.

## **G8. PUBLIC INFORMATION:**

- G8.1 The Public Information Chairperson will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G8.2 The purpose of the Public Information Committee is to keep the Area, Districts, Groups and individual A.A. members informed of overall Public Information guidelines and current issues suggested by the General Service Conference so that the A.A. Districts and Groups may more effectively carry the message to the alcoholic who still suffers.
- G8.3 The Public Information Committee will provide experience and assistance in developing projects that will further the carrying of the A.A. message by providing the public with accurate information about our Fellowship.
- G8.4 The Public Information Committee works with District P.I. Chairs to find productive and creative ways of cooperating without affiliating with various avenues of media in Area 40.
- G8.5 The Public Information Committee will offer any press releases and “for the public” videos, as well as other materials made available from the General Service Office, to the media in Area 40.
- G8.6 The Public Information Committee shall consider all Area agenda items in Public Information which are channeled through the Area Chair and all business in Public Information which appears on the General Service Conference Agenda.
- G8.7 As an alternate assignment the Public Information Committee shall consider all business from the Report and Charter Committee which appears on the General Service Conference Agenda.
- G8.8 Also, as an alternate assignment, the Public Information Committee shall consider all business pertaining to the website operated by Area 40 Inc.
  - G8.8.1 The Website shall be registered with the InterNIC as <http://www.aamontana.org> in the name of the Area 40 Assembly.
  - G8.8.2 The Public Information Committee will oversee the Area Website contents, ever mindful of our Tradition of anonymity.
  - G8.8.3 It is understood that any changes, alterations, or matters of policy concerning the website will remain channeled through the Public Information Committee and the Area 40 Assembly.
  - G8.8.4 The website will contain anonymity protected versions of the Area 40 Assembly agenda, minutes, Triangle, and financial report.
  - G8.8.5 The website may contain an event page similar to that of the A.A. Grapevine, Box 459, and the Area Triangle.

- G8.8.6 The website will contain web-links to a district level webpage. Also, each district is allowed the responsibility of updating their respective 800 number, contact lists and meeting schedules.
- G8.8.7 The Webmaster is also allowed to create a page on the website that allows fliers and registration forms for upcoming A.A. events to be posted in a downloadable format.
- G8.8.8 The website will contain “dummy” email addresses for all Area 40 Committee Chairs, Officers, DCMs, Triangle Editor and Archivist, which will then be forwarded to their personal email addresses. Email intended for those who do not have a personal email address will be redirected to the Area Chair or his designee. It may also contain additional email addresses for purposes of conducting Area 40 business
- G8.8.9 The website will contain current editions of the Area 40 Policy and Procedures Manual and the Area 40 Past Actions Document.
- G8.8.10 The website will be used as secure repository for the collection of Bridging the Gap (BTG) Temporary Contact Information from each district in Area 40.
- G8.8.10.1 The webmaster will create and provide its Bridging the Gap (BTG) Coordinators with generic e-mail prefixes respective to their districts, maintained on Area 40’s domain.
- G8.8.10.2 The webmaster, with the Bridging the Gap (BTG) committee to create a privacy protected link that would be accessed by professionals in our treatment and corrections institutions to aid potential AA members in signing up for the BTG program.
- G8.8.10.3 The webmaster will work with meetingguide.org to get Area 40 meetings listed on the Area 40 website to the Meeting Guide app.
- G8.8.11 The website will add Montana AA Intergroups as entities that can submit events to the Area 40 Webmaster for inclusion on the calendar of the Area 40 website
- G8.8.12 The Area 40 Webmaster establish the ability to subscribe and pay for the subscription to the “Area 40 Triangle Newsletter” via the Area 40 Website, utilizing an external link to an online payment service
- G8.8.13 That Area 40 utilize a password protected Dashboard on the Area 40 Website for distribution of Conference and Area Agenda Item Background information and that it be accessible to `standing committee chairs, DCM’s, GSR’s, Area Officers and District Representatives.
- G8.9 Area 40 will implement a toll-free number, utilizing the services of a reliable answering service. \*See Hotline Chair description

*The suggested qualifications specific for the position of Public Information Chair are:*

- Q8.1 An interest in working with Public Information to conduct twelfth step work in Area 40.
- Q8.2 The ability to lead and facilitate a committee, presentation meetings, and workshops.
- Q8.3 Act as the contact point and perform the duties necessary to maintain the Area 40 statewide hotline number working closely with the Area Webmaster to accomplish this.

## **G9. TREATMENT/ACCESSABILITIES:**

- G9.1 The Treatment/Accessibilities Chair will chair all meetings of their Standing Committee, maintain minutes of the meetings, and prepare a written and oral report of committee activities for the Area Assembly.
- G9.2 The purpose of the Treatment/Accessibilities Committee is to lead and coordinate the work of individual A.A. members, groups and districts to carry the A.A. message to alcoholics in Treatment facilities located in Area 40.
- G9.3 The Treatment/Accessibilities Committee shall read and become familiar with the Treatment Accessibilities Workbook and all related materials from the General Service Office.
- G9.4 The Treatment/Accessibilities committee shall have oversight and consider all business that pertains to the Bridging the Gap Chair position.
- G9.4.1 The Treatment/Accessibility Committee, in coordination with the Correctional Facilities Committee, will maintain contact lists, directories and other tools important in helping individuals to “bridge the gap” from treatment and/or correctional facilities to the larger AA community.
- G9.5 The Treatment/Accessibility Committee shall consider all Area agenda items on Treatment /Accessibility which are channeled through the Area 40 Chair and all business on Treatment /Accessibility which appears on the General Service Conference Agenda.
- G9.9 As an alternate assignment the Treatment Facilities Committee shall consider all business of the Conference Agenda Committee of the General Service Conference.

G 9.10.1 Special Needs Accessibility Survey: If you are planning to go to the Area Assembly, are you mobility impaired, use a wheelchair, scooter, or walker? Do you have trouble walking very far or have any other mobility issue? Are you deaf or hearing impaired? What accommodations would help you? Listening device? Sitting closer to the speaker? Other? Do you have any seeing problems or know someone coming to the Area Assembly who has impaired sight? Is there any other special need we have overlooked that we need to address for you to be able to attend and participate in Area Assembly? OPTIONAL: Are you willing to give your name? \_\_\_\_\_ Your District?  
\_\_\_\_\_ Your Area Committee assignment or coming as a guest? \_\_\_\_\_ Note: This information will be used solely to help us meet any special needs you may have in order to fully participate in the Area Assembly.

*The suggested qualifications specific for the position of Treatment Chair are:*

- Q9.1 An interest in working with treatment facilities to conduct twelfth step work in Area 40.
- Q9.2 The ability to lead and facilitate a committee, presentation meetings, and workshops.

## **G10. TRIANGLE EDITOR:**

- G10.1 The Triangle is Area 40's newsletter. It shall be used for service within Area 40, remaining faithful in all it does to AA's singleness of purpose.
- G10.2 The Triangle editor shall be responsible for the publication of eight editions annually, encouraging Area Committee members, GSRs, and other AA members to contribute articles for publication.
- G10.3 The Area will underwrite the cost of the newsletter when necessary, the income from paid subscriptions will be treated as a reduction of the production expense.
- G10.4 There shall be no paid advertising in the Triangle and a calendar of events, in the style currently used by the Grapevine and Box 459, should be used in each edition.
- G10.5 Each issue shall contain an anonymity statement and confidentiality statement.
- G10.6 One copy of each issue shall be sent to each group in the Area regardless of subscription status. Copies shall also be sent to each Area 40 Committee member, each West Central Regional Delegate, the AA Grapevine, GSO and the West Central Regional Newsletter.
- G10.7 The Triangle shall be distributed via US Postal Service Business Mailing. Area 40 has established non-profit status and only a transfer of the permit is needed when changing editors. Each mailing shall utilize "Return Service Requested" to allow for maintaining mailing lists.

- G10.8 Mailing lists shall be maintained for groups and individuals. Upon the expiration of individual subscriptions, the subscription shall be removed if not renewed by the individual.
- G10.9 The Area 40 Treasurer shall handle all finances for the Triangle.
- G10.9.1 The Area Webmaster establish the ability to subscribe and pay for the subscription to the “Area 40 Triangle Newsletter” via the Area 40 Website, utilizing an external link to an online payment service.
- G10.10 The Triangle Editor shall be prudent in regard to all costs associated with the Triangle.
- G10.11 The Triangle Editor shall keep Area 40 apprised of any changes in subscription rates.
- G10.12 If necessary, Area 40 will provide the Triangle Editor with a computer, printer, scanner and all software needed to produce the Triangle. Any items or software (if in a returnable format) provided shall be returned to the Area after the terms of office are completed.
- G10.13 An anonymity protected version of each issue shall be provided to the Area 40 Webmaster for publication on the Area 40 website.
- G10.14 create a searchable website for the Area 40 Triangle and email notices of the new website

*The suggested qualifications specific for the position of Triangle Editor are:*

- Q10.1 An interest in helping communication among Area 40 service entities through a newsletter.
- Q10.2 In addition to the computer requirements defined in the general section this position also requires the ability to use electronic publishing and spreadsheet software.
- Q10.3 Sufficient time to carry out publication responsibilities on a schedule.

## **AREA SECRETARY**

- G11.1 The Area Secretary shall take the official roll of all attendees at each Area Assembly. A roll call shall be made of all members of the Area Committee, while a sign in sheet will be provided to each DCM for all GSRs and visitors. This roll shall be used to determine a quorum of voting members prior to any voting.
- G11.2 The Area Secretary shall keep a written record of the minutes of each Area Assembly and will provide a copy of those minutes to each member of the Area Committee within one month after the Area Assembly. An anonymity protected version of the minutes will be provided to the Area Webmaster for placement on the Area 40 website.
- G11.3 The Area Secretary shall, at the request of the Area Chair or Delegate, poll the Area Committee on matters of immediate concern to Area 40 that come up between assemblies. The Area Secretary will then notify the Area Committee of the results and will notify the Area Assembly at its next meeting.
- G11.4 Area 40 will pay for, or provide a computer to the Secretary for the performance of their duties, if necessary. If the Secretary does not need, owns a computer the Area will pay for and provide the necessary software to upgrade the personal computer of the secretary, if necessary. All equipment and software (if in a returnable format) shall be returned to the Area after the terms of office are completed. It is not a requirement to own a computer to hold the position of Secretary.
- G11.5 The Secretary will serve as the Area Registrar and be responsible for updating GSO's current database, Fellowship New Vision (FNV). As Registrar, the Secretary will update group, district and Area information and work closely with each DCM to assure the Area groups are receiving correspondence from the General Service Office.

*The suggested qualifications specific for the position of Area Secretary are:*

- Q11.1 A minimum of five years of sobriety.
- Q11.2 An interest in keeping a written record of the information provided and motions passed at the Area Assemblies and any polling of the Area Committee done between Assemblies. Proficiency in word processing software is strongly suggested to facilitate preparing the minutes.
- Q11.3 In addition to the computer requirements defined in the general section, this position also requires the ability to learn and use the GSO member database software, prepare and sort spreadsheets/group information sheets and turn them into PDF files or emails.
- Q11.4 A sense of order and the ability to capture the salient points, topics of discussion, and the essentials of what is happening at a business meeting.
- Q11.5 Sufficient time to do this time-consuming job that has deadlines.

## **G12 AREA TREASURER**

- G12.1 The Area Treasurer shall submit a budget for the Area for the next year at each Fall Assembly.
- G12.2 The Area Treasurer shall submit a financial report at every assembly concerning the state of the Area's finances.
- G12.3 The Area Treasurer will file all necessary legal and tax forms for the State of Montana and the Federal Government. These forms are filed online.
- G12.4 Area 40 will pay for, or provide a computer to the Treasurer for the performance of their duties. If the Treasurer does not need owns a computer the Area will pay for and provide the necessary software to upgrade the personal computer of the Treasurer, if necessary. All equipment and software (if in a returnable format) shall be returned to the Area after the terms of office are completed. It is not a requirement to own a computer to hold the position of Treasurer.
- G12.5 The Area Treasurer is authorized to disburse Area 40 funds in accordance with the following guidelines.
- a. Any Area Committee member, or ad hoc committee chairperson who is not reimbursed in the capacity of G.S.R. or D.C.M. shall be reimbursed for all miles driven on Area 40 business, at a rate of \$0.05 per mile, as well as actual spent monies of food, gas and lodging. No money will be paid without proper receipts. The use of the Area Committee Expense Form is suggested.
  - b. The Area will fund the Area Delegate to attend Spring and Fall Roundups.
  - c. The Area will also pay the expenses of two past delegates to attend Area Assembly. This does not include the immediate past delegate whose expenses are also paid by the Area.
  - d. The Area will fund the Area Delegate, at the GSO suggested level of Area contribution for expenses, to attend the General Service Conference each spring.
  - e. The Area will fund the Area Delegate and Alternate Delegate/Area Chair for expenses to attend the annual meeting of the West Central Region.
  - f. The Area will fund the Area 40 Website. The funding will not exceed \$300.00 per year.
  - g. The Area will pay the rent for the Area 40 Archives Repository.
  - h. The Area will pay for and provide a computer for each of the following positions; Area Delegate, Area Secretary, Area Treasurer, Area Archivist and Triangle Editor. If the office holders do not own a computer, the Area will pay for and provide the necessary software to upgrade the personal computers of the office holders to be able to fulfill their duties. All equipment and software (if in a returnable format) shall be returned to the Area after the terms of office are completed.
  - i. The Area will fund the Area Assembly biannually. Arrangements and negotiations for meeting space and coffee will be the responsibility of the Area Advisor.



- j. Area 40 will implement an 800 number, utilizing the services and contract from a reliable service provider. The Area 40 PI chair will forward the itemized bill received from the service provider to the Area 40 treasurer for payment up to the amount of \$250.00 a month. In the event the monthly itemized total amount is over \$250.00 the Area 40 PI chair will bill each district on a prorated basis.
- k. The Area Treasurer is allowed to advance funds for approved travel and lodging expenses to events for Area 40 Representatives.

*The suggested qualifications specific for the position of Area Treasurer are described in the A.A. Service Manual (page S46 in the 2009-2010 edition). The suggested qualifications specific for the position of Area 40 Treasurer are:*

- Q12.1 A minimum of five years of sobriety.
- Q12.2 Sufficient organizational skills to keep good records.
- Q12.3 Some accounting or bookkeeping and budgeting experience is useful.
- Q12.4 In addition to the computer requirements defined in the general section this positions also requires the ability to use electronic spreadsheets, presentation and financial software.
- Q12.5 Persuasiveness, firmness, and diplomacy will help the treasurer do the job.

## **G13 AREA CHAIR**

- G13.1 Will also serve as the Alternate Delegate.
- G13.2 Will split the Area with the Area Delegate for visits to districts at least once during the two-year term of office. Expenses to be funded by Area 40.
- G13.3 Will have the authority, along with the Area Delegate, to poll the Area Committee to make important decisions that come up between assemblies and to let the Area Secretary do the polling. The item being polled must receive approval by a two-thirds majority of the Area Committee to pass. The Area Secretary will then notify the Area Committee of the results and will notify the Area Assembly at its next meeting.
- G13.4 Shall prepare the agenda for each upcoming Area Assembly with sufficient publishing time to allow distribution to DCMs and the Area Triangle.  
*(See Area 40 Committee System Time Line-Appendix-A, and Suggested Agenda Framework for Area Assemblies –Appendix-B).*
- G13.5 In the case of a vacancy, the Area Chair shall appoint a replacement as soon as possible, following input from the current area standing committee chairs. Any such appointment shall last for the

remainder of the term, with the appointed chair being allowed to run for election to the same position at the next election assembly if so desired.

- G13.6 Will, before each Area Assembly, send a letter to all Inter-groups in the Area, offering them the opportunity to give a 5-minute report at the upcoming Assembly.
- G13.7 Will receive, or appoint a designee to receive, emails redirected from the Area website intended for chairs who have no personal email address.
- G13.8 Will invite two past Delegates to participate at each Area Assembly. Invitations shall be made from a rotating list of those available.
- G13.9 Will be responsible for scheduling and implementing an Area Inventory every four years starting in 2011. Refer to Area 40 2011 Spring Assembly Minutes "Archives Committee Report" for details. Refer to Area 40 Policy and Procedures Appendix D "Area Inventories"
- G13.10 Will assure that any facility used for any Area 40 Assembly is ADA compliant.

*The suggested qualifications specific for the position of Area Chair are described in the A.A. Service Manual (page S45 in the 2009-2010 edition). The suggested qualifications specific for the position of Area 40 Chair are:*

- Q13.1 A minimum of six years of sobriety.
- Q13.2 A candidate for Area Chair is required to have already served as an Area 40 Committee Member.
- Q13.3 Need a sound understanding and appreciation of the Steps, Traditions, and the Concepts along with a good fund of experience gained through applying the guiding principles of the Steps, Traditions, and the Concepts successfully to local problems.
- Q13.4 Communication skills, leadership qualities, and sensitivity to the wishes of the local area are also important.
- Q13.5 Since the Area Chair also serves as the Alternate Delegate, a candidate for Area Chair should also meet the qualifications for the Area Delegate as described below.

## **G14 AREA DELEGATE**

- G14.1 Will represent Area 40 at each AA General Service Conference, assuming whatever duties requested by the conference, and provide reports of activities at the GSC to the Area 40 Fellowship on a first come first served basis.
- G14.2 Will split the Area with the Area Chair for visits to districts at least once during the two-year term of office. Expenses to be funded by Area 40.
- G14.3 Will be funded to attend Area 40 Spring and Fall Roundups
- G14.4 Will have the authority, along with the Area Chair, to poll the Area Committee to make important decisions that come up between assemblies and to let the Area Secretary do the polling. The item being polled must receive approval by a two-thirds majority of the Area Committee to pass. The Area Secretary will then notify the Area Committee of the results and will notify the Area Assembly at its next meeting.
- G14.5 Is allowed spending flexibility within the proposed budget.

*The suggested qualifications specific for the position of Area Delegate are described in the A.A. Service Manual (page S49 in the 2009-2010 edition). The suggested qualifications specific for the position of Area 40 Delegate are:*

- Q14.1 A minimum of six years of sobriety.
- Q14.2 A candidate for delegate is required to have already served as an Area 40 Committee Member.
- Q14.3 Time available, not only for the week-long Conference meeting in April but for all the efforts needed before and after the Conference.
- Q14.4 The ability to make and take suggestions—and criticisms, too.
- Q14.5 Experience in chairing meetings.

## **G15 AREA ADVISOR**

- G15.1 Will ensure there is an adequate supply of coffee at all Area Assemblies.
- G15.2 Will serve as interim Chair for committees when appointed to that position by the Area Chair.
- G15.3 Will review and conduct an update of the Area 40 Past Actions Document and Area 40 Policy and Procedure document after each Area Assembly with the Archives Committee.
- G15.4 Will serve as Venue Liaison. In this position they are provided the authority to represent Area 40 in the process of evaluating, negotiating, selecting and making commitments for the sites of the last two Area Assemblies of their rotation, as well as the first two Area Assemblies of the following rotation

## **G16 WEBMASTER**

G16.1 Maintain the Area 40 website: [www.aa-montana.org](http://www.aa-montana.org)

G16.1 Duties:

- Attend Area Assemblies
- Manage email system
- Manage/monitor Area 40 mySQL database
- Review/update webmaster duties after every election assembly
- Approve and forward hosting/domain bills or reimbursement request to Area 40 Treasurer
- Write/deliver webmaster report to PI Committee
- Serve as liaison with Area PI Committee
- Attend Area PI meetings
- Select Alternate Area Webmaster
- Mentor/train Alternate Area Webmaster
- Invite Alternate Area Webmaster to attend an Assembly (with Area Chair approval)
- The Area 40 Webmaster establish the ability to subscribe and pay for the subscription to the Area 40 Triangle Newsletter via the Area 40 website, utilizing an external link to an online payment service
- Area 40 Webmaster work with meetingguide.org to get Area 40 meetings listed on the Area 40 website to the Meeting Guide app

- “That Area 40 (Webmaster) create and provide district Bridging the Gap Coordinators with generic e-mail prefixes respective to their districts, maintained on Area 40’s domain.
- Work with the Bridging the Gap (BTG) committee to create a privacy protected link that would be accessed by professionals in our treatment and corrections institutions to aid potential AA members in signing up for the BTG program
- The dashboard be made accessible to standing committee chairs, DCMs, GSRs, Area officers and District Representatives.

G16.2 Requirements for this position:

- Webmaster must have the requisite technical proficiency in order to support the following types of technologies: PHP, MySQL, Javascript, JQuery, CSS, HTML, Webfonts, Media Queries, Google Analytics, Git, Bitbucket.
- Refrence Area 40 policy and Procedures for General Guidelines

G16.3 Other

- A check back every election assembly as to how the webmaster is doing, in the PI Committee, with a recommendation to the assembly identifying specific concerns for webmaster to address and resolve by the next assembly, or a report of satisfaction with the Webmaster with no recommendation for action.

**G16A ALTERNATE WEBMASTER**

G16A.1 Duties:

- Attend Area Assemblies if Webmaster is unable to attend
- Acquire familiarity with webmaster duties, to assume them as required
- Should Area 40 Webmaster be unable to perform duties, take over through the next assembly, with Area Committee authorization
- Perform technical tasks and other work as assigned by the Webmaster
- Attend Area Assemblies at Webmaster’s invitation, with approval of Area Chair (expenses paid), otherwise may but is not required to attend at his or her own expense

G16A.2 Requirements for this position:

- Alternate Area Webmaster must have the requisite technical proficiency in order to support the following types of technologies: PHP, MySQL, Javascript, JQuery, CSS, HTML, Webfonts, Media Queries, Google Analytics, Git, Bitbucket
- Familiarity with Area 40 Policy and Procedures

G16A.3 Selection:

- Chosen by Webmaster, usually after elections at the Fall election Assembly, selection subject to PI Committee approval (by substantial unanimity) before end of the third full month after the selection.

*The suggested qualifications specific for the position of Area Webmaster are:*

- Q16.1 An interest in using the Area 40 web pages to help carry AA's message to the still suffering alcoholic.
- Q16.2 Knowledge of or the willingness to learn about creating and maintaining web pages.
- Q16.3 Knowledge of creating and maintaining web databases such as the Hot Line contact list.

**G17 BRIDGING THE GAP CHAIR**

G17.1 Duties:

The Bridging the Gap Chair attends Area 40 assemblies

The Bridging the Gap Chair provides Area Treatment/Accessibilities and Corrections Committees with updated BTG reports on efforts and materials.

The Bridging the Gap Chair monitors and assists districts in maintaining updated BTG contact lists

The Bridging the Gap Chair reviews/updates BTG Chair duties after every election assembly

The Bridging the Gap Chair Selects Alternate Area BTG Chair and provides the candidate for Area 40 Treatment Committee review

The Bridging the Gap Chair provides mentorship/training for the Alternate BTG Chairperson

The Bridging the Gap Chair invites Alternate Area BTG Chair to attend an Area Assembly(with Area Chair approval).

The Bridging the Gap Chair maintains current BTG Chair contact lists

The Bridging the Gap Chair is available to conduct BTG workshops, training and provide updated materials for local districts and Area 40

Q17.1 Qualifications:

An interest in working with the Area 40 Corrections and Treatment/Accessibilities Chairs to help coordinate area BTG efforts and to help carry AA's message to the still suffering alcoholic; Working to ensure that everyone has access to meetings after leaving any treatment or a correctional facility.

Knowledge of or the willingness to learn about creating and maintaining BTG call lists at Area and District levels.

Knowledge of maintaining updated contact information for BTG databases such as volunteers and facilities contact lists.

Term duration: It is believed that this position and that of the alternate be a non-rotating position that will be embedded in the Treatment/Accessibilities Committee, working also with Corrections Committee Chairs.

**G17A Alternate Area 40 BTG**

G17A.1 Duties:

The Bridging the Gap Alternate Chair attends Area Assemblies if BTG Chair is unable to attend o  
The Bridging the Gap Alternate Chair acquires familiarity with BTG Chair duties to implement them as needed acquire familiarity with BTG Chair duties to implement them as needed in the event that the BTG Chair resigns or becomes unable to serve, the Alternate will serve in that capacity until the next Area Assembly when a new BTG Chair will be elected.

Perform technical tasks and other work as assigned by the BTG Chair.

The Bridging the Gap Alternate Chair performs technical tasks and other work as shared with the BTG Chair.

Term limits/duration: It is believed that this position be a non-alternating position that will be embedded in the Treatment Committee, much like the BTG Chair position.

Attend Area Assemblies at the BTG Chair's invitation, with approval of the Area Chair (expenses paid), otherwise may, but is not required to attend at his or her own expense.

Q17A.1 Qualifications

Familiarity with Area 40 Policy and Procedure Selection:

Chosen by BTG Chair, usually after elections at the Fall Election Assembly, selection

subject to Treatment Committee approval (by substantial unanimity) before end of the third month after the election.

**G18 HOTLINE CHAIR**

Duties: none

Qualifications: none

Term Duration: Rotating

**GLOSSARY OF TERMS:**

**ASSEMBLY AGENDA:** The assembly agenda consists of the scheduling of committee meetings, workshops, breakouts, elections, and floor assemblies (that time when all members of the assembly are gathered together to transact business for the Area).

1. The construction of the agenda is the responsibility of the Area Chairperson through consultation with the Area Committee as a whole.
2. It is also the responsibility of the Chairperson to assign to the proper standing service committee Area items submitted for consideration.
3. The Area Chairperson may return agenda items to their source if they lack support of a group, district or committee; or if the item is a local matter.

**COMMITTEE AGENDA:** A list of things to be discussed at the meeting of the standing committee.

The committee agenda will be:

1. Those items that appear on the corresponding agenda(s) from the General Service Conference.  
  
(These agendas are distributed through the Area 40 Delegate to the Standing Committee Chairpersons. The agendas are usually available by the third week in February. The primary purpose in discussing these items is to provide the Delegate with a “sense of the Area” to assist him/her during discussion at the General Service Conference.)
2. Concerns and suggestions coming from Alcoholics Anonymous Members in Area 40.

These agenda items come through the suggested flow of information:

*Group member to Group  
 Group to District  
 District to Area Committee  
 Area Committee to Standing Committee*

Agenda items are assigned by the Area Chair approximately eight weeks prior to the Area Assembly.



Agenda items are not submitted to the Area Chair or committee in the form of a motion. They are submitted as concerns or suggestions. However, to clarify the concern or suggestion, it is suggested that background information consisting of rationale, pro and con, be submitted. Indeed, any information that would help to create an “informed group conscience” should be submitted. This information should flow through the Area Chairperson, who has the responsibility of setting the Agenda for the Assembly.

**COMMITTEE REPORT-FORM:** The purpose of the committee report is to communicate the business of the committee with the members of the Area Assembly. Agenda items concerning the business of Area 40 are reported first with items of regional or national interest following. Committee agenda items can be addressed in several ways, depending on whether or not they come out of committee as a recommendation.

### **1. Agenda items resulting in recommendations**

All agenda items resulting in recommendations should be brought to the floor before any other business during the committee’s report.

Recommendations resulting from committee action and read on the floor become made and seconded motions.

#### Suggestions for constructing a recommendation:

- A. Write with clarity so that it might still be understood ten-twenty years in the future.
- B. Give dates when needed (“to be held Feb 3, 1997” rather than “at the next meeting”)
- C. Spell out sources (Suggestion 3 which states.....rather than just “use suggestion 3”)
- D. Set parameters if only intended for short term (“with such recommendation being in place only until the election Assembly of 2002”)

The item may be debated on the floor. The purpose of the debate is to reach an informed group conscience on what is best for A.A. as a whole. There are no winners or losers.

Recommendations that have been “tabled” are more often returned to committee for further study under the committee system. They become part of the Agenda for the following assembly. (Exception would be if recommendation to return to committee contains a time marker- “to be considered by the CPC Committee during the Spring Assembly of 2001”). This eliminates the need for designation of New Business/Old Business classifications.

### **2. Agenda items not resulting in recommendations**

For the purpose of communicating with the Assembly, the committee report includes a reading of the agenda items that did not result in a recommendation. Examples are as follows:

The committee **discussed** producing another daily meditation book and concluded such a project is not needed at this time.

The committee **reviewed** and was satisfied with pamphlet on Employee Assistance Programs.

The committee **discussed** changes in the membership of the standing committees and agreed it would be wise to request additional input from other Areas for further discussion at the next Standing Committee meeting.

The committee **discussed** the General Service Conference Agenda item....., and provides for the Delegate **a sense of the committee** that.....

These items, as reported, do not call for any action by the Area Assembly members.

**COMMITTEE SYSTEM:** A procedure for accomplishing the business of Area 40, insuring we carry out our primary purpose.

**FLOOR ACTION:** The floor action is a proposal that does not come through the regular assembly agenda process. The proposal is usually one that comes from emergency situations and is in need of immediate attention. It is the responsibility of the assembly to determine the need to consider such as action outside of the adopted committee process. Most often it is possible to refer the proposal back through the committee system for attention at the next assembly. Reserving Floor Actions for matters of emergency nature adds strength to the committee system and emphasizes the importance of the Floor Action.

**MOTION:** For the purpose of the Area 40 Assembly, motion and recommendation are synonymous. A motion is the main idea that the assembly is working on and comes from the committee in the form of a Recommendation. (See Committee Report Form, pg. 22) Amendments to committee recommendations should originate in the committee. Members of the assembly may ask that the committee reconsider a point and return with a new recommendation. Motions to reconsider, motions to table (when needed), and motions to adjourn will still come from the floor of the Assembly.

**STANDING COMMITTEE:** A committee named and represented in the structure of Area 40, focusing on a specific way to accomplish our primary purpose. Current Area 40 Standing Committees include:

- Archives
- Cooperation with the Professional Community
- Corrections
- Finance
- Grapevine
- Literature
- Public Information
- Treatment Facilities/Accessibilities

**STANDING COMMITTEE-ALTERNATE ASSIGNMENTS:** For the purpose of dealing with business at the General Service Conference level, alternate assignments are made to the Standing Committees of Area 40. This allows committee members in Area 40 to review and discuss agenda items from those committees. Agendas from these alternate assignments will be the responsibility of the committee to which they are assigned. In the Fall of 2004, the alternate assignments were as follows:

- Archives—Area 40 Structure & Policy
- Cooperation with the Professional Community—Trustees
- Corrections—International & Regional Forums
- Grapevine—Policy and Admissions (GSC)
- Public Information—Report and Charter
- Finance—General Service Conference Finance
- Treatment and Accessibilities—Agenda

## **Appendix “A” Assembly Timelines**

### **SPRING AREA ASSEMBLY TIMELINE:**

**By February 1<sup>st</sup>**—All ideas, suggestions, questions, and concerns to be on the Spring Assembly Agenda come to the Area Chair for committee assignment (see suggested agenda item proposal form pg 27). Background information on these items is encouraged. These are local (Area 40) concerns and considerations for our Area 40 Committees. They are not motions. Motions originate in committee and come to the floor as Recommendations, which are made and seconded motions.

Area Delegate has communicated Preliminary Agenda Items from the corresponding General Service Conference Committees (GSC) to Area 40 Standing Committee Chairs and other members of the Area Committee.

**By February 15<sup>th</sup>**--- Area Chair has assigned these items (originated within Area 40) to committees and has sent Standing Committee Chairs the information. The Area Chair may return agenda items to their source if they lack support of a group, district, or committee, if they are a local matter, or if more background material is required. A copy of items and committee assignments is sent to all members of the Area Committee. Background information is forwarded only to Standing Committee Chairs but may be requested from that Chair by any member who would like to see it.

**By March 1<sup>st</sup>**--- All finalized GSC agendas and accompanying background information are sent to Standing Committee Chairs. These items are added to Committee Agendas for discussion. Finalized agendas are only sent to members of the Area Committee, but again background information can be requested by any member. Finalized Agendas will all be printed in the Triangle. Committee Chairs do not need a recommendation to consider these items. ***The information communicated to this point becomes the agenda for business at the Spring Assembly.***

**By March 15<sup>th</sup>**--- Standing Committee Chairs make certain all information for their committee is out to each committee member. This allows for members to digest background information, question members locally, request additional information from other Areas on like matters, etc. The Chair remains in mail/phone contact with other committee members. Area Committee members make themselves available, as best they can, to assist Area 40 in creating an informed group conscience.

**April** --- **Spring Area Assembly** --- Committees meet and work through agenda items. Reports are given to the Assembly and decisions are reached. The Delegate will obtain a sense of the Area and will exercise the Right of Decision at the General Service Conference, making decisions that are best for A.A. as a whole.

## FALL AREA ASSEMBLY TIMELINE

**By June 1<sup>st</sup>**--- Delegate's Conference Report is out. This allows groups to see items of business and generate questions, concerns, or considerations for GSC business which Area 40 might address during Fall Assembly.

**By July 1<sup>st</sup>**--- All ideas, suggestions, questions, and concerns to be on the Fall Assembly Agenda come to the Area Chair for committee assignment (see suggested agenda item proposal form pg. 27). Background information on these items is encouraged. These are local (Area 40) concerns and considerations for our Area 40 Committees. They are not motions. Motions originate in committee and come to the floor as Recommendations, which are made and seconded motions.

**By July 15<sup>th</sup>**--- Area Chair has assigned these items (originated within Area 40) to committees and has sent Standing Committee Chairs the information. The Area Chair may return agenda items to their source if they lack support of a group, district, or committee, if they are a local matter, or if more background material is required. A copy of items and committee assignments is sent to all members of the Area Committee. Background information is forwarded only to Standing Committee Chairs but may be requested from that Chair by any member who would like to see it. ***The information communicated to this point becomes the agenda for business at the Fall Assembly.***

**By August 1<sup>st</sup>**--- Standing Committee Chairs make certain all information for their committee is out to each committee member. This allows for members to digest background information, question members locally, request additional information from other Areas on like matters, etc. The Chair remains in mail/phone contact with other committee members. Area Committee members make themselves available, as best they can, to assist Area 40 in creating an informed group conscience.

**September**--- **Fall Area Assembly** Committees meet and work, then report to the Assembly. Discussions here might result in Area suggestions to the General Service Conference Agenda for the next Conference (following April). These are due at the General Service Office by January 15<sup>th</sup> of the Conference year.

## Appendix “B”

### SUGGESTED AGENDA FRAMEWORK FOR AREA ASSEMBLY (Non-Election Assemblies)

The Area Assembly agenda is established by the Area Chair, along these guidelines:

#### STRUCTURE & POLICY FRAMEWORK

##### FRIDAY EVENING SESSION

- 8:00-10:00 GSR and DCM Orientation and Questions & Answers led by the Delegate  
GSR’s sign in with your District’s DCM
- 8:00-10:00 Area Standing Committee Chair Orientation and Questions and Answers led by  
the Area Chair

##### SATURDAY SESSION

- 8:00-9:00 Welcome — Serenity Prayer, Traditions and Concepts, housekeeping  
Roll Call, Passed Actions of previous Assembly — Area Secretary  
Financial Highlights — Area Treasurer  
Area Chair/ Alternate Delegate Report  
Triangle Editor Report  
Abbreviated Orientation to the Assembly — Delegate  
DCM Reports (hard stop at 9:00 am)
- 9:00-12:00 Standing Committee Meetings:  
Archives/Area 40 Structure & Policy  
CPC/Trustees  
Corrections/International Conventions  
Finance  
Grapevine/Policy & Admissions (GSC)  
Literature  
Public Information/Report and Charter & Website  
Treatment Facilities/Agenda  
(If your committee finished its business during this session, please notify the Area Chair)  
Workshops for those not attending committee meetings – Past Delegates
- 12:00-1:00 Recess for Lunch
- 1:00-1:30 Entire Assembly Engaged Discussion - topic selected by the Area Chair
- 1:30 - 2:00 Remaining DCM Reports
- 2:00–2:45 Delegate’s Report with Questions and Answers
- 2:45-3:00 Coffee Break
- 3:00-5:00 Floor Assembly — Committee Reports, Motions, and Discussion  
CPC/Trustees  
Treatment and Accessibilities/Agenda  
Finance  
Grapevine/Policy & Admissions

Public Information/Report  
Archives/Structure  
Literature  
Corrections/International Conventions and Regional Forums

5:00-7:00 Recess for Dinner  
7:00-8:45 Floor Assembly — Committee Reports, Motions, and Discussion (Continued)  
8:45-9:00 Coffee Break  
9:00-10:00 GSR Breakout — Led by Past Delegate: Ask-it-basket and sharing  
DCM Breakout — Led by Past Delegate: Ask-it-basket and sharing

#### SUNDAY SESSION

8:00-8:30 Roundup Reports Intergroup Reports  
8:30-9:00 Past Delegate Sharing (15 minutes each)  
9:00-9:45 Floor Assembly — Committee Reports, Motions, and Discussion (continued)  
9:45-10:00 Coffee Break  
10:00-12:00 Floor Assembly — Committee Reports, Motions, and Discussion (continued)  
followed by general sharing as time allows.

## **AREA 40 AGENDA ITEM PROPOSAL FORM**

**(1) Describe the proposal:**

**(2) List the proposal benefits:**

**(3) Cost Estimate:**

**(4) List additional background material(s) included with the proposal:**

**(5) How the proposal originated:**

**(6) Why the proposal should be considered:**

**(7) Final comments:**



**Appendix “C”**  
**AREA 40 ARCHIVAL POLICY**

1. General: The Archives Committee, in conjunction with the Archivist, protects and preserves the Archives from deterioration, mutilation, loss or destruction. The Archives Committee reserves the right to refuse requests that would involve damage to originals, and to restrict the use or reproduction of rare or valuable material. The Archives Committee will strive to protect the anonymity of individuals in accordance A.A. tradition.
  
2. Use of materials:
  - A. Researchers/users must schedule an appointment with the Archivist before arriving to examine documents from the Archives and must present appropriate identification before examining documents from the archives.
  - B. Users will be provided a special area for research. Personal items, such as coats and briefcases, must be kept separate from the research material.
  - C. Users will be limited to one file at a time and are requested to remove only one folder at a time. Users will take care to keep records in the order in which they are arranged in the folders. Papers seemingly in disorder will be brought to the attention of the Archivist. Users must not attempt to arrange records.
  - D. Users will not take archival material from the designated area without the approval of the Archivist.
  - E. Persons who violate the guidelines for use of the Archives may be denied access to the Archives.

Publication of materials:

- A. Publication of any portion of the materials owned by Area 40 Archives must be authorized by the Archivist and the Archives Committee.
- B. All requests must be submitted in writing in sufficient time (normally thirty days) to receive consideration.
- C. Permission to examine materials does not constitute authority to publish them.

Restricted Access to Special Collections.

- A. Access to materials will be denied when:
  1. The Archivist deems the material too fragile to be handled safely.
  2. The Archivist deems the document or photograph too rare or valuable to be used unless a copy is first made.
  
- B. Persons using the Archives must comply with other restrictions that may apply to designated collections.

- C. Copyright Warning: The copyright laws of the United States ( Title 17, US Code) govern photocopying or other reproduction of copyrighted material. Under certain conditions specified by law, archives are authorized to furnish photocopies or other reproductions. One specified condition is that the copy is not to be “used for any purpose other than private study, scholarship, or research.” If a person receiving material from the Archives later uses that material for purposes in excess of “fair use,” that person may be liable for copyright infringement.
  
- D. Area 40 Archival Policy has been amended by Past Action of the 2018 Assembly to allow Area 40 Districts to store their District Archives collections at the Area 40 Archives Repository, with conditions. (see Past Actions, Archives/Structure Spring 2018 for full motion)

**The Area 40 Archives reserves the right to refuse to accept a copy order if, in its judgment, fulfillment of the order would involve violation of copyright law or the Twelve Traditions of A.A.**

