2023
GUIDELINES

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FOREWORD

Due to the growth of the Connecticut Area, in which the number of groups has almost doubled between 1980 and 1987, there naturally followed increased needs for Services and number of Service Representatives. This resulted in problems of communication, complexities in procedures and overlapping of duties.

In order to clarify these problems of communication, procedures and duties and thus improve services to the groups of our Area, the Guidelines Committee was formed on September 10, 1987 with the purpose of developing Guidelines for the conduct of the business of the Area.

The Committee was *chaired by the Area Delegate and consisted of five subcommittees. Each sub-committee* was *chaired by an Area Officer and had a secretary. The remaining membership of each sub-committee was comprised of five others who were selected by lottery from the Area Service Directory. Members consisted of Past Delegates, District Committee Members, Service Committee Chairman and District Officers from throughout the Area.*

In the months following, each sub-committee met and prepared the proposals to be voted on by the full Guidelines Committee. In February 1988, these proposals were presented to all General Service Representatives, District Committee Members and Service Committee Chairmen for discussion and questions and then revisited at the next Assembly for discussion and vote on May 15, 1988. Due to the lack of substantial unanimity on certain proposals, those proposals were referred back to the Committee for revision. A special Assembly was held August 28, 1988 to complete the voting on the remaining Guidelines.

*Having been ratified at the two Assemblies, these Guidelines now provide for the clarification of communication, procedures and duties and thus improve services to the groups of our Area. ****

*****See Subsequent Amendments on Pages 45-46.**

FINANCE COMMITTEE

The Finance Committee shall consist of the Treasurer, Alternate Treasurer, Chairperson and Delegate. The committee shall choose their chairperson and recording secretary at the first Finance Committee meeting for each panel.

PURPOSE OF THE FINANCE COMMITTEE:

a. Safeguards Area 11's assets, including: financial assets, laptops and other property or equipment
b. Inspires Area 11 to embrace the spiritual significance of the 6th and 7th Traditions through the use of periodic workshops, presentations and Finance Committee reports using various forms of media
c. Consults with professionals to ensure Area 11 is complying with all legal requirements including, but not limited to, filing with the State of CT as a 501(c)(3) and filing of annual taxes
d. Jointly reviews all Area 11 contracts; working closely with Area 11 service committee chairs and event representatives (and other Area 11 Officers)
e. Supports the Treasurer and Alternate Treasurer in maintaining accurate and complete financial records
f. Consults with an insurance professional to perform bi-annual review of Area 11 insurance policies
g. Transparently Reports to Area 11 on all Finance Committee meetings

FINANCE

1) Place the Delegate and Alternate Delegate expense under the heading of Administration.
2) At the Annual Budget Meeting the Treasurer and Alternate Treasurer would be supplied with a breakdown of expenses for all Area Committees, Service Positions and Administrative costs. The breakdown would be known to the Treasurer, Alternate Treasurer, Delegate and Alternate Delegate to account for reimbursement or distribution of funds, and will be reported monthly on the Treasurer's report.
3) All Area Officers and Service Committee Chairpersons are responsible for keeping a record of their budget for justification for the proposed budget. They will furnish a year-end accounting with the proposed new budget for the presentation at the Budget Meeting and the January Area Committee Meeting. All will furnish proposed written budget requests with justification.
4) The Treasurer is authorized to sign checks up to and including $750,

obtaining a second signature of the Alternate Treasurer, Chairperson or Delegate for any amount above $750.

5) All Area Service committees use interest bearing or non-interest bearing bank accounts.
6) All requests for funds shall be accompanied by a requisition form. Approved requisitions and checks for G.S.O. purchases are to be paid directly by the Area Treasurer or the Alternate Treasurer.
7) All Area Service Committees are expected to function within their budgets. Unforeseen expenses outside of the budget must be approved by the Area Committee in advance.
8) Each event committee (Round-Up, Soberfest, Area 11 Convention, Connecticut State Convention of Young People in Alcoholics Anonymous, Rompiendo Fronteras/Breaking Frontiers, Al-Anon Convention Rep and Al-Anon Workshop Rep) will be responsible and accountable to the Area Committee for:
    a. Expense Advances (Seed money)
    b. Revenues
    c. Expenditures
    d. All monies realized over, and above net expenses will be turned over to the Area Treasury
    e. All expenses over $1,000 must be submitted for review by the Finance Committee before being incurred.
    f. The Finance Committee may require an event committee to submit a remediation plan for approval by the Area 11 Committee, if the prior year's event failed to return all of the seed money provided by Area 11.
9) The Prudent Reserve shall maintain a balance of the equivalency of 33.33% of the Area budget as defined as Area approved budgeted expenses excluding the non-recurring seed money for Area supported events.

AREA COMMITTEE MEETINGS

1. Area Committee meetings are currently held at 581 Meriden Ave., Southington, CT on the 2nd Wednesday of the month from 8 p.m. to 10 p.m. with the following schedule:
    A. Area Committee business during January, March, June, July, September, and December
    B. Sharing sessions during February, April, August and October. Time will be allotted for discussion of business issues
    C. Area Committee Chairs will be voted on in December of the even year
2. Area Assembly business during March, May and November
3. Business Meeting Agenda:
    A. The meeting begins promptly at 8 p.m., regardless of the presence or absence of any member or officer
    B. Roll call Is taken by the Recording Secretary

C. Recording Secretary asks for acceptance of or correction to any minutes
D. Treasurer's Report:
    - Totals of the opening balance, income, contributions, expenses and closing balance
    - All voting members will be given copies
    - The Treasurer will ask for and accept any questions from the floor
    - Treasurer will ask for acceptance of or corrections to the report
    - The Alternate Treasurer will make a report on his or her duties. In the Treasurer's absence, the Alternate Treasurer will present the Treasurer's Report
E. The Registrar presents the Area 11 calendar and asks for any changes or additions. The Registrar reports any changes or requests for the sound system, video library, visual equipment and literature for D.C.M. /G.S.R. packets
F. The Chairperson will report on his or her duties. Ad-Hoc committee reports will be included in the Chairperson's Report
G. The Alternate Delegate will make a report on his or her duties. In the Delegate's absence the Alternate Delegate will present the Delegate's Report.
H. The Delegate has 15 minutes to make a verbal report. Lengthy or complex reports should be accompanied by a written report, statement or letter photocopied for distribution.
I. District Reports & Concerns: The time allowed, three minutes per D.C.M. The D.C.M.s should limit their reports to items of interest and impact to the entire area
J. Special Service Committee Reports: Time allowed, three minutes per Special Service Committee. Reports should be limited to items of interest and impact to the Area
K. Immediate Past Delegate Report
L. Introduction of New Business
M. Old Business – continued discussion and/or voting on issues discussed at previous Area Committee Meetings. Substantial unanimity (two-thirds) is required to pass a motion

AREA COMMITTEE SHARING SESSIONS

There will be no Special Service Committee Reports, unless absolutely necessary. The Area Officers are responsible for the meeting agenda. The Chairperson will arrange the room to promote fellowship and participation.

ELIGIBLE VOTERS

Eligible voters at Area Committee Meetings are District Committee Members, Immediate Past Delegate, Delegate, Alternate Delegate, Area

Officers and all Special Service Committee Chairpersons. In the absence of Special Service Committee Chairpersons, the Co-Chairperson may vote. In the absence of District Committee Members, Alternate District Committee Members may vote.

AREA SPRING AND FALL ASSEMBLIES

1. The agenda for non-election assemblies is prepared by the Chairperson and will involve the G.S.R.s and D.C.M.s.
2. At election assemblies, the elections are the first order of business. Election assemblies for the election of Delegate, Alternate Delegate and Area Officers are held in the fall of even-numbered years for two-year terms beginning on January 1st of odd-numbered years.
3. Election Procedures: Voting is by Third Legacy Procedure only as described in *The A.A. Service Manual.* (See APPENDIX B) Election of Delegate is first, then Alternate Delegate, Chairperson, Treasurer, Alternate Treasurer, Recording Secretary and Registrar. The responsibilities and suggested qualifications for each office are read prior to each vote.
4. Qualifying Procedures: When candidates stand for an Area position, they read their qualifications.
5. Eligible voters at Assemblies: All G.S.R.s, District Officers, all D.C.M.s, Immediate Past Delegate, Delegate, Alternate Delegate, Area Officers and Service Committee Chairpersons and Area Event Chairpersons. Alternates vote only in the absence of the above listed positions.

AREA 11 OFFICERS PURPOSE

Area 11 General Service Committee's primary purpose is to carry AA's message to the alcoholic who still suffers in Area 11 using AA's conference structure, our service committees, and event committees. In support of this purpose, Officers of Area 11 serve as the leaders of the Area Committee through our actions and practice of AA's 36 principles. We walk shoulder to shoulder with all members of Area 11, creating an environment that encourages frequent and thorough communication and consultation, all while carrying out our fiduciary responsibilities.

AREA OFFICER QUALIFICATIONS

Any member of the Area Committee, past or present, may stand for Area Office.

WHAT MAKES A GOOD OFFICER?

The experience of past Area Officers and Area Committee Members

suggest that five years of continuous sobriety and two years of Area Committee service is a most useful background for:

Chairperson
Treasurer
Alternate Treasurer
Recording Secretary
Registrar

The experience of past Area Officers and Area Committee Members suggest that six years of continuous sobriety and two years of Area Committee service is a most useful background for:

Area Delegate
Area Alternate Delegate

Note: In the event of the death or resignation of anyone serving a position listed under Area Officer Qualifications, the following succession plan is suggested:

A. Chairperson, Alternate Treasurer, Recording Secretary or Registrar: that an Interim Officer be elected by the Area Committee no later than the second regular business meeting following the vacancy, to serve until the next regular Area Assembly
B. Treasurer: that the Alternate Treasurer immediately assumes the position
C. Area Delegate: that the Alternate Delegate immediately assumes the position and notifies the General Service Office in New York
D. Area Alternate Delegate: - that the Position is left vacant until the next regular Area Assembly

OFFICER RESPONSIBILITIES:

AREA DELEGATE

- Prepares for, orchestrates participation in and distributes background materials (where appropriate) for the Pre-Conference Assembly in preparation for the General Service Conference in New York
- Makes available to Accessibilities Committee the General Service Conference preliminary agenda items, final agenda items and background material *upon receipt from the General Service Office*
- Attends the General Service Conference in April, prepared to cast an informed vote on issues that affect the Fellowship as a whole
- Reports back to the Fellowship the results of the Conference
- Communicates to the Fellowship information received from the General Service Office

- Points out changes to existing or new literature that is Conference Approved
- Reads Box 459, Grapevine, newsletters from other Areas Keeps Fellowship informed of happenings involving the Grapevine and La Vina
- Informs the Regional Trustee of happenings within the Area
- Attends Area Committee Meetings and Assemblies, reporting pertinent information to the body
- Attends District Meetings whenever possible, helping with District issues. S/he delegates this responsibility to other Area Officers when necessary
- Attends Service Seminars
- Serves as ex-officio member of each Service Committee
- Reminds members of the importance of being self-supporting at all levels: Group, District, Area and Worldwide
- Has working knowledge of our Area Structure and the structure of A.A. as a whole
- Reads minutes from the Districts & Service Committees, keeping aware of Area happenings
- Is well founded in The Twelve Steps, The Twelve Traditions and The Twelve Concepts for World Service
- Is familiar with The A.A. Service Manual, the chapter titled The Area Service Committee in particular, and the workings of the Committee System
- Has contact with people involved in the Service Structure, arbitrates problems and acts as a general information center
- Represents Area 11 while attending the following:
    - General Service Conference
    - Area Convention
    - Soberfest
    - Round-Up
    - Rompiendo Fronteras/Breaking Frontiers
    - Al-Anon Convention (Saturday)
    - Al-Anon Workshop
    - Northeast Regional Forum (NERF)
    - Northeast Regional Delegates Conference (NERD)
    - International Convention
    - Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
    - Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA)
- Works closely with the Alternate Delegate to ensure the individual is well informed in the event they have to step in.
- Works closely with the other Area Officers and Service Committee Chairs.
- Encourages others to become active and involved in service
- Informs the General Service Office of the names and addresses

of the new Officers
- Shares experience and knowledge with the newly elected Delegate
- Chairs committees upon the request of Area Chairperson
- Prepares a line-item budget, which includes projections of all personal expenses necessary to carry out the responsibilities of the position for Budget Committee review
- Attends and participates in Budget Committee meetings. Has voice and vote on said Committee
- Is a member of the Finance Committee along with the Chairperson, Treasurer and Alternate Treasurer overseeing financial matters Is authorized to sign checks (along with Treasurer, Alternate Treasurer and Chairperson)
- After Area elections, files all amendments, resolutions, fees, etc. as required by the Secretary of State and/or the IRS in a timely fashion.
- Submits expenses monthly to the Area Treasurer or Alternate Treasurer.
- Is registered with the Connecticut Secretary of State as a Corporate Officer

ALTERNATE DELEGATE

- The Alternate Delegate shares many of the same responsibilities as the Delegate, except for attendance at the General Service Conference. If the Delegate is unable to attend the General Service Conference the Alternate Delegate attends in his/her place
- Plans yearly bus trip to the General Service Office
- Attends Area Committee meetings and Assemblies
- Visits District meetings whenever possible
- Attends Service Seminars
- Is an ex-officio member of the Service Committees
- Is well informed of the happenings of the Area.
- Keeps informed of the events and information from the General Service Office
- Represents Area 11 while attending the following:
  - Area Convention
  - Soberfest
  - Round-Up
  - Rompiendo Fronteras/ Breaking Frontiers
  - Northeast Regional Forum (NERF)
  - Northeast Regional Delegates Conference (NERD)
  - Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA)
  - CT State Convention of Young People in AA
- In the absence of the Delegate, represents Area 11 and attends the following:

    - General Service Conference
    - Al-Anon Convention (Saturday)
    - Al-Anon Workshop
    - International Convention
- Has working knowledge of our Area Service Structure and the structure of A.A. as a whole
- Is well founded in The Twelve Steps, The Twelve Traditions and The Twelve Concepts for World Service
- Is familiar with *The A.A. Service Manual,* the chapter titled The Area Service Committee in particular, and the workings of the Committee System
- Works closely with the Delegate, Area Officers and Service Committee Chairs
- Encourages others to become active and involved in service
- Shares experience and knowledge with the newly elected Alternate Delegate
- Publishes Area Service Directory & provides copies to Area and District Service Members
- Publishes the Area Guidelines and provides copies to Area and District Service Members. The Alternate Delegate is entrusted to correct typos, misspellings and grammatical errors prior to publications. All changes will be provided to the Area Committee at least one month prior to the publication for a vote of confidence on the proposed revisions.
- Chairs Committees upon request of the Area Chairperson
- Prepares a line-item budget which includes projections of all personal expenses necessary to carry out the responsibilities of the position for Budget Committee review
- Attends and participates in Budget Committee meetings. Has voice and vote on said committee
- Submits expenses monthly to the Area Treasurer or Alt-Treasurer

AREA CHAIRPERSON

MONTHLY AREA 11 MEETINGS

- Prepares agenda and chairs monthly Area 11 Service Committee meetings
- Books meeting rooms for Area Committee meetings and any special meetings
- Is responsible to send invitations/fliers for DCM, District Officers and Special Service Committee meetings
- Schedules and chairs a twice-yearly DCM/Chairperson meeting
- Schedules and chairs a yearly District Officer/Area Officer meeting
- Schedules and chairs a yearly Special Service Committee Chairpersons/Area Chairperson meeting
- Schedules and chairs monthly Officer meetings, working in

partnership with Area Officers regarding all Area matters

ASSEMBLIES

- Consults with Delegate before scheduling Assembly dates.
- Provides contract copies to the Delegate and Treasurer. Works with Host Committee
- Books the venue
- Prepares the programs
- Chairs Assemblies, prepares agenda, consulting Area Officers for input
- Develops ways to make Assemblies more informative and interesting and encourages G.S.R. involvement. Attempts to include films and speakers from General Service Office on agenda when time permits; also, Ask-It Basket and discussion of concerns

REPRESENTS AREA 11 AND ATTENDS THE FOLLOWING:

- District Meetings, providing Delegate's report and fielding any questions regarding Area matters
- Upon request, attends any Special Service Committee meeting
- Area Convention
- Soberfest
- Round-Up
- Rompiendo Fronteras/Breaking Frontiers
- Attends one regional event per year- Northeast Regional Alcoholics Anonymous Service Assembly or Northeast Regional Forum
- Al-Anon Convention (Saturday)
- Al-Anon Workshop (if invited)
- Al-Anon Assemblies (if invited)
- Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA)

AD-HOC COMMITTEES

- Upon request of Area Committee, forms ad-hoc committees to review specific items as described in the charge. Committees will appoint a Chairperson who will report back to the Area Chairperson and then to the Area Committee

ACCOUNTING

- Executes contracts on behalf of the Area, eliciting feedback from the Area 11 Officers before signing, consulting with legal counsel when necessary, and thoughtfully considering the interests of Area 11 as a whole through the lens of A.A.'s Twelve Traditions when making final decisions
- Prepares a line-item budget which includes projections of all personal expenses necessary to carry out the responsibilities of the position, for Budget Committee review
- Attends and participates in Budget Committee meetings. Has voice and vote on said Committee

- Is authorized to sign checks, along with Delegate, Treasurer and Alternate Treasurer
- Is member of Finance Committee along with Delegate, Treasurer and Alternate Treasurer, overseeing financial matters
- Submits expenses monthly to the Area Treasurer and/or Alternate Treasurer for reimbursement

YEAR END

- Keeps a file of pertinent material and reports to turn over to newly elected Chairperson, sharing experience and knowledge about the position
- Submits notebooks to Area 11 Archives Committee
- Is registered with the Connecticut Secretary of State as a Corporate Officer

AREA TREASURER

- Is registered with the Connecticut Secretary of State as a Corporate Officer
- Is a member of the Finance Committee, with Delegate, Alternate Treasurer and Chairperson, which oversees Area 11 financial matters
- Solicits assistance from the Alternate Treasurer to carry out any or all of the above listed responsibilities

CORPORATE CHECKING ACCOUNT

- Maintains corporate checking account with four signature cards (Treasurer, Alternate Treasurer, Chairperson and Delegate)
- Is authorized to sign checks up to and including $750, obtaining a second signature of the Alternate Treasurer, Chairperson or Delegate for any amount above $750
- Maintains and reconciles monthly bank statement and accounting application activity
- Maintains record of and deposits all monies received using accounting software. Deposits all monies received in a timely manner to the bank, using deposit stamp on each check deposited
- Monitors checks received for insufficient funds, charging bank fee and check amount to professional fees
- Coordinates monies and orders received for sales of Area 11 Schedules with the Area 11 Schedules Chair
- Maintains record of and pays all authorized Area 11 expenses
- Purchases supplies as required, keeping within the Treasurer's budget. The Treasurer's budget includes bank checks, bank deposit stamp, Area 11 and G.S.O. contribution envelopes, supplies (Paper, etc.)
- Provides Area, Districts and Groups with contribution envelopes monthly
- Maintains the supply and distribution of G.S.O. A.A. Group Treasurer information packets

- Confidentially maintains Group contribution database in addition to accounting software of all Area 11 group contributions received. Use of this database is for thank you letters to be written to Group Treasurers or provide Group Treasurer information on a bimonthly basis or as required. Coordinates Group Service Numbers required for deposits with the Area Registrar, utilizing databases and the *Eastern US A.A. Directory* to ensure that group contributions received are credited to the appropriate A.A. Groups and Districts
- Sends thank you receipts with group remittance forms and contribution envelopes to each contributing Group's Treasurer
- Maintains contracts of Assembly rental halls and lease information for the Area office. Treasurer pays balance due on the day of Assembly to event location

PRUDENT RESERVE ACCOUNT

- Maintains record of and deposits all transferred funds
- All transfers to or from the Prudent Reserve require a written motion from the Treasurer, and shall be approved by the Area Committee prior to transfer
- The Prudent Reserve shall maintain a balance of the equivalency of 33.33% of the Area budget as defined as Area approved budgeted expenses excluding the non-recurring seed money for Area supported events.

RECORD KEEPING

- Maintains record of monthly accounting activity
- Maintains copies of monthly reports including Treasury summary, Income and Expenses Report and Budget vs. Actual Report with detail
- Reviews all Area bank account statements for accuracy. Collects all expense and income information from event and special service committee treasurers, reconciles all such information to the monthly statements provided by the depository bank. Provides copy of monthly bank reconciliation for all Area 11 bank accounts to Finance Committee.
- Provides year-to-date, as well as, separate Contribution /Income reports to each District quarterly
- Provides up-to-date Treasurer's reports to attendees of the monthly Area 11 meetings and the Spring and Fall Assemblies
- Provides an end of year financial report, comparing actual expenditures to budget by February of the following year to attendees of the Area 11 meeting
- Supplies members with requisition forms for reimbursement of allowable committee expenses.
- Submits expenses monthly.
- Backs up Area accounting spreadsheets and software daily using on-line services. Provides access and passwords to Alternate Treasurer and Delegate

- Communicates with Finance Committee on a regular basis regarding current financial status of Area 11
- Maintains all Internal Revenue Service information for 501c3 (not for profit) status and Connecticut Department of Revenue exempt status
- Maintains direct communication with accountant, providing any needed information on a timely basis (e.g. tax returns).
- Provides year-end accounting reports and electronic data to accountant
- Keeps copy of annual backup using electronic media at year end for Area 11 accounting archives along with paper copies of all monthly, quarterly and year end reports
- Securely maintains Area 11 accounting records, purging records per current IRS regulations regarding records retention for 501c3 Corporations, seeking guidance from Area 11 tax return accountants
- At end of each fiscal year, files annual accounting records in secure fireproof storage in Area Office for future use and archiving
- Coordinates Area 11 Sales & Use Tax Return with Accountants utilizing information provided by the Area Schedules Committee Chairperson to ensure timely filing of Connecticut State Sales & Use Tax return as required
- Provides training and guidance on all Area 11 treasury and accounting-related procedures ensuring appropriate delegation to and participation with Alternate Treasurer
- Prepares a line-item budget which includes projections of all personal expenses necessary to carry out the responsibilities of the position for Budget Committee review

BUDGET COMMITTEE

- Provides Budget Submission Kits to Area Officers and Special Service Committee Chairpersons in August. Meets with all Area Officers and Special Committee Chairpersons to assist and review upcoming budget requirements. Kits are to be returned to the Treasurer at the September Area meeting for submission to the Budget Committee
- Convenes and prepares an agenda for and minutes from all standing Budget Committee meetings
- Attends and participates in Budget Committee meeting in September. Has voice and vote on said committee. Coordinates date and time with Immediate Past Delegate, Area Officers and Special Service Committee Chairpersons
- Presents proposed Area 11 budget at the October Area 11 meeting, for Area-wide distribution
- Clarifies budget at Area 11 Fall Assembly. Makes an informed recommendation to the fellowship, whether or not proposed budget can be supported
- Presents budget and motion to accept at the December Area 11

meeting

- Maintains Area Office Mailbox, checking weekly for incoming mail. Routes Area mail to appropriate parties in a timely manner. Coordinates Area 11 parcel deliveries with Building Manager and appropriate committee members.
- Maintains working relationship with Building Manager to ensure protection of Area 11 interests and timely payment of area office rent. Alerts Immediate Past Delegate and Delegate of situations which require attention

REPRESENTS AREA 11 AND ATTENDS THE FOLLOWING:

- Attends monthly Area 11 meetings and all Area Assemblies
- District Meetings, providing Delegate's report and fielding any questions regarding Area matters
- Upon request, attends any Special Service Committee meeting
- Area Convention
- Soberfest
- Round-Up
- Rompiendo Fronteras/ Breaking Frontiers
- Attends one regional event per year- Northeast Regional Alcoholics Anonymous Service Assembly or Northeast Regional Forum
- Al-Anon Convention (Saturday)
- Al-Anon Workshop (if invited)
- Al-Anon Assemblies (if invited)
- Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA)

ALTERNATE TREASURER

- Is registered with the Connecticut Secretary of State as a Corporate Officer
- Is a member of the Finance Committee, with Delegate, Treasurer and Chairperson, which oversees Area 11 financial matters
- Fulfills all responsibilities of the Area Treasurer in the Area Treasurer's absence.
- Assists the Area Treasurer in the following responsibilities:

CORPORATE CHECKING ACCOUNT

- Maintains corporate checking account with four signature cards (Treasurer, Alternate Treasurer, Chairperson and Delegate).
- Is authorized to sign checks up to and including $750, obtaining a second signature of the Treasurer, Chairperson or Delegate for any amount above $750
- Maintains and reconciles monthly bank statement and accounting application activity
- Maintains record of and deposits all monies received using accounting software. Deposits all monies received in a timely manner to the bank, using deposit stamp on each check

deposited Monitors checks received for insufficient funds, charging bank fee and check amount to professional fees

- Coordinates monies and orders received for sales of Area 11 Schedules with the Area 11 Schedules Chair.
- Maintains record of and pays all authorized Area 11 expenses
- Purchases supplies as required, keeping within the Treasurer's budget. The Treasurer's budget includes bank checks, bank deposit stamp, Area 11 and G.S.O. contribution envelopes, supplies (paper, etc.)
- Provides Area, Districts and Groups with contribution envelopes monthly
- Maintains the supply and distribution of G.S.O. A.A. Group Treasurer information packets.
- Confidentially maintains Group contribution database in addition to accounting software of all Area 11 group contributions received. Use of this database is for thank you letters to be written to Group Treasurers or provide Group Treasurer Information on a bimonthly basis or as required.
- Coordinates Group Service Numbers required for deposits with the Area Registrar, utilizing databases and the *Eastern US A.A. Directory* to ensure that group contributions received are credited to the appropriate A.A. Groups and Districts
- Sends thank you receipts with group remittance forms and contribution envelopes to each contributing Group's Treasurer
- Maintains contracts of Assembly rental halls and lease information for the Area office. Treasurer pays balance due on the day of Assembly to event location

PRUDENT RESERVE ACCOUNT

- *Maintains record of and deposits all transferred funds*
- *All transfers to or from the Prudent Reserve require a written motion from the Treasurer, and shall be approved by the Area Committee prior to transfer*
- *The Prudent Reserve shall maintain a balance of the equivalency of 33.33% of the Area budget as defined as Area approved budgeted expenses excluding the non-recurring seed money for Area supported events.*

RECORD KEEPING:

- Maintains record of monthly accounting activity
- Maintains copies of monthly reports including Treasury summary, Income and Expenses Report and Budget vs. Actual Report with detail
- Review all Area bank account statements for accuracy. Collects all expense and income information from event and special service committee treasurers, reconciles all such information to the monthly statements provided by the depository bank. Provides copy of monthly bank reconciliation for all Area bank accounts to Finance Committee.

- Provides year-to-date, as well as, separate Contribution /Income reports to each District quarterly
- Provides up-to-date Treasurer's reports to attendees of the monthly Area 11 meetings and the Spring and Fall Assemblies
- Provides an end of year financial report, comparing actual expenditures to budget by February of the following year to attendees of the Area 11 meeting.
- Supplies members with requisition forms for reimbursement of
    - allowable committee expenses.
- Submits expenses monthly.
- Backs up Area accounting spreadsheets and software daily using on-line services
- Communicates with Finance Committee on a regular basis regarding current financial status of Area 11
- Maintains all Internal Revenue Service information for 501c3 (not for profit) status and Connecticut Department of Revenue exempt status.
- Maintains direct communication with accountant, providing any needed information on a timely basis (e.g. tax returns). Provides year-end accounting reports and electronic data to accountant.
- Keeps copy of annual backup using electronic media at year end for Area 11 accounting archives along with paper copies of all monthly, quarterly and year end reports
- Securely maintains Area 11 accounting records, purging records per current IRS regulations regarding records retention for 501c3 Corporations, seeking guidance from Area 11 tax return accountants
- At end of each fiscal year, files annual accounting records in secure fireproof storage in Area Office for future use and archiving
- Coordinates Area 11 Sales & Use Tax Return with Accountants utilizing information provided by the Area Schedules Committee Chairperson to ensure timely filing of Connecticut State Sales & Use Tax return as required
- Provides training and guidance on all Area 11 treasury and accounting-related procedures ensuring appropriate delegation and participation with the Treasurer
- Prepares a line-item budget which includes projections of all personal expenses necessary to carry out the responsibilities of the position for Budget Committee review

<u>BUDGET COMMITTEE</u>

- Provides Budget Submission Kits to Area Officers and Special Service Committee Chairpersons in August. Meets with all Area Officers and Special Committee Chairpersons to assist and review upcoming budget requirements. Kits are to be returned to the Treasurer at the September Area meeting for submission to the Budget Committee
- Convenes and prepares an agenda for and minutes from all

standing Budget Committee meetings

- Attends and participates in Budget Committee meeting in September. Has voice and vote on said committee. Coordinates date and time with Immediate Past Delegate, Area Officers and Special Service Committee Chairpersons
- Presents proposed Area 11 budget at the October Area 11 meeting, for Area-wide distribution
- Clarifies budget at Area 11 Fall Assembly. Makes an informed recommendation to the fellowship, whether or not proposed budget can be supported
- Presents budget and motion to accept at the December Area 11 meeting
- Maintains Area Office Mailbox, checking weekly for incoming mail. Routes Area mail to appropriate parties in a timely manner. Coordinates Area 11 parcel deliveries with Building Manager and appropriate committee members.
- Maintains working relationship with Building Manager to ensure protection of Area 11 interests and timely payment of area office rent.
- Alerts Immediate Past Delegate and Delegate of situations which require attention

REPRESENTS AREA 11 AND ATTENDS THE FOLLOWING:

- Attends monthly Area 11 meetings and all Area Assemblies
- District Meetings, providing Delegate's report and fielding any questions regarding Area matters
- Upon request, attends any Special Service Committee meeting
- Area Convention
- Soberfest
- Round-Up
- Rompiendo Fronteras/ Breaking Frontiers
- Attends one regional event per year- Northeast Regional Alcoholics Anonymous Service Assembly or Northeast Regional Forum
- Al-Anon Convention (Saturday)
- Al-Anon Workshop (if invited)
- Al-Anon Assemblies (if invited)
- Connecticut State Convention of Young People in AA (CSCYPAA)

RECORDING SECRETARY

- Takes roll call at meetings and assemblies, provides Chairperson, Delegate and Alternate Delegate with attendance reports as required
- Records and transcribes minutes of Meetings and Assemblies, paying particular attention to the correct wording of all motions and voting results

- Sends minutes either electronically or via physical mail, to all Area Committee Members, G.S.O., Archives and translator(s) as specified by the Special Needs/Languages/Remote Communities Committee
- Sends notices of District Committee Members and District Officers Meetings
- Represents Area 11 and attends the following:
  - Area Convention
  - Soberfest
  - Round-Up
  - Al-Anon Convention (Saturday, in absence of the Chairperson)
  - Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA)
- Attends one regional event per year- Northeast Regional Alcoholics Anonymous Service Assembly or Northeast Regional Forum
- Prepares a line-item budget, which includes projections of all personal expenses necessary to carry out the responsibilities of the position, for Budget Committee review
- Attends and participates in Budget Committee Meetings. Has voice and vote on said Committee
- Submits expenses monthly to the Area Treasurer and/or Alternate Treasurer for reimbursement
- Registers with the Connecticut Secretary of State as a Corporate officer

AREA REGISTRAR

- Prepares and distributes monthly calendar of Area Committee meetings, Area Special Service Committee meetings, District Meetings, Area events and District Service Events as informed by the appropriate District Officer
- Keeps an up-to-date list of all Area Committee Members and Alternates, provides lists to all Area Officers as changes occur
- Provides new District Committee Member information to the General Service Office
- Keeps an up-to-date list of District Officers
- Responsible for delivery, set-up and return of the sound system at Area meetings and events
- Maintains an inventory of G.S.R. packets. Periodically reviews G.S.R. packets and keeps an inventory for sale and distribution to the Districts
- Maintains G.S.O. database of current Groups and G.S.R.s
- Submits expenses monthly to the Area Treasurer and/or Alternate Treasurer for reimbursement
- Is registered with the State of Connecticut as a Corporate Officer

- Coordinates, prepares and distributes fliers for all Area Assemblies.
- Assists Chairperson with distribution of programs at the Assembly.
- Prepares and mails invitations to all Area Assemblies to Al-Anon Area Officers
- Represents Area 11 and attends the following:
  - Area Convention
  - Soberfest
  - Round-Up
  - Rompiendo Fronteras/ Breaking Frontiers
  - Connecticut State Convention of Young People in Alcoholics Anonymous (CSCYPAA)
- Attends one regional event per year: Northeast Regional Alcoholics Anonymous Service Assembly or Northeast Regional Forum
- Provides name badges for all Area Committee members.
- Provides Recording Secretary with the list of all Area Committee Members
- Handles miscellaneous correspondence
- Maintains and distributes our inventory of films and equipment stored at the Area Office
- Prepares a line-item budget, which includes projections of all personal expenses necessary to carry out the responsibilities of the position for Budget Committee review'
- Attends and participates in Budget Committee Meetings. Has voice and vote on said Committee. Submits expenses monthly to the Area Treasurer and/or Alternate Treasurer for reimbursement

IMMEDIATE PAST DELEGATE

- The Immediate Past Delegate is a member of and has a vote on Area Committee for a two-year term
- During this two-year term is not eligible for any other Area Office
- Serves the Area where needed
- Prepares a line-item budget, which includes projections of all personal expenses necessary to carry out the responsibilities of the position, for Budget Committee review
- Attends and participates in Budget Committee Meetings. Has voice and vote on said Committee
- Chairs Budget Meeting in October, December if necessary
- Coordinates use of Area office with Area Registrar Acts as liaison with the Landlord for lease renewal of Area Office
- Listed as agent of record with the IRS on behalf of 501-c3 (not for profit) status
- Informs Connecticut Secretary of State of new corporate officers and submits appropriate fees
- Submits expenses monthly to the Area Treasurer and/or Alternate

Treasurer for reimbursement
- Is registered with Connecticut Secretary of State as a Corporate Officer

AREA 11 COMMITTEE MEETING COFFEEMAKER

Purpose: The purpose of the Area 11 Committee Meeting Coffeemaker is to provide coffee and refreshments for the Area Committee meetings currently held at 581 Meriden Ave., Southington on the 2nd Wednesday of the month from 8 p.m. to 10 p.m.

Qualifications: It is suggested that the coffeemaker have one year of continuous sobriety. It is suggested, but not required, that the candidate has served as coffeemaker at the Group or District level before seeking the Area 11 Committee Meeting Coffeemaker position. The Area 11 Committee Meeting Coffeemaker cannot concurrently serve in another Area 11 position.

How Elected: A candidate is nominated by the current Area 11 Committee Meeting Coffeemaker and presented to the Area Committee Meeting 2 months prior to rotation of the current coffeemaker. Other qualified candidates may be nominated from the floor of the Area Committee Meeting at this time. The candidate presents his/her qualifications to the Area Committee. The coffeemaker is elected by the Area Committee.

Term of Service: Two years

Responsibilities: The meeting begins promptly at 8 p.m.
- The coffee and refreshments are to be ready for the attending Committee members by 7:45 p.m. The coffeemaker cleans up from his/her duties at the end of the meeting, leaving the kitchen clean and the trash receptacles empty.
- After election by the Area Committee, become familiar with access to the building, the storage room and kitchen facilities and the duties of the coffeemaker by assisting the preceding coffeemaker.
- Attend and provide the coffee and refreshment service to all scheduled monthly Area 11 Committee meetings.
- Prepare an annual budget, which includes projections of all expenses necessary to carry out the responsibilities of the position for Budget Committee review. The monthly expenditures (in 2011 dollars) are approximately $60-$70. If this monthly budget is to be exceeded, it will be at the discretion of the Treasurer and Alternate Treasurer.
- Submit expenses monthly to the Area Treasurer and/or Alternate Treasurer on the Monthly Coffeemaker's Form with receipts accounting for all expenditures at each monthly Area

Committee meeting for reimbursement.

- The coffeemaker will be issued keys to the building and to storage areas by the Area Chairperson.
- The coffeemaker is entitled to mileage reimbursement.
- The coffeemaker does not have a vote at the Area Committee meetings.

SERVICE COMMITTEES:

ACCESSIBILITIES CHAIRPERSON

Purpose: Accessibilities Committees explore, develop, and offer resources to alcoholics with significant barriers to receiving the Alcoholics Anonymous message and to participating in our program of recovery. The Committee focuses on: projects that support members with a variety of accessibility challenges; communications that keep the public and appropriate agencies informed about A.A. accessibility; and providing resources and guidance to groups so that they can accommodate all A.A. members.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one-year service on the Committee. The chair should have the ability to chair meetings. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee in October meeting attends the next Area Committee Meeting. Other qualified candidates may be nominated from the floor of the Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting; prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote

- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee; makes arrangements to provide interpretation services as needed at Area Special Service Committee meetings.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- Makes arrangements to provide translation and interpretation services, as needed, for within Area 11 Special Service Committee meetings, conventions and other special events.

ALKI-LINE CHAIRPERSON

Purpose**:** The Alki-Line is an Area 11 bi-monthly publication. The Alki-Line Committee's purpose is to publish articles, information and news that support the experience, strength and hope of recovery. The Alki-Line encompasses the spirit of the Traditions of Alcoholics Anonymous, particularly the primary purpose: "to stay sober and help other alcoholics to achieve sobriety."

Qualifications: It is suggested that the chairperson have five years of continuous sobriety with service experience at the District or Area level. The chair should have the ability to chair meetings. A background in writing, editing and graphics is suggested; computer skills are needed. Knowledge of The Twelve Steps, The Twelve Traditions and The Twelve Concepts is essential. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate is nominated by the Alki-Line Committee in October and attends the next Area Committee Meeting. Other qualified candidates may be nominated at the Area Committee Meeting. The Area Committee elects the new chair.

Term of service: two years.

Responsibilities:

- The Chairperson chairs monthly committee meetings
- Organize the committee structure, which consists of Co-Chair, Secretary, Editor, Co-Editor, Graphic Designer, Co-Graphic Designer, Circulation Manager, Treasurer and Special Needs Liaison, which are elected by the committee group conscience

- The chair reports monthly to the Area meeting, ensures printing of the Alki-line and distributes the Alki-line at the Area Meeting.
- The chairperson forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed.
- The chairperson prepares a year- end accounting and an itemized budget for the next year.
- The chairperson attends the Area Budget Meeting and has a voice and vote at said meeting.
- The chairperson makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.

ANSWERING SERVICE CHAIRPERSON

Purpose: The Answering Service Committee provides a local and/or toll- free phone number throughout the state for people trying to find A.A. Each District maintains a list of A.A. volunteers willing to perform 12-step calls. Each District uses A.A. volunteers or a professional answering service to answer phone calls to A.A., providing meeting information, passing requests onto Public Information (PI) or Cooperation with the Professional Community (CPC) and connecting people looking for help to 12-step volunteers. The committee meets monthly to report progress and share information between Districts.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year of service on the Committee. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience

- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

ARCHIVIST

Purpose: The purpose of the Archives Committee is to help preserve the experience, history and historical memorabilia of the Fellowship throughout Area 11. The collection and preservation of notes, records and taped stories of early timers makes up the Committee's main efforts. The Committee recognizes its responsibility to protect the anonymity of all AA members. The Archives Committee is always guided by the primary purpose of helping alcoholics to achieve sobriety.

Qualifications: It is suggested that the chairperson have five years of continuous sobriety with service experience at the District or Area level and one year of service on the Committee. The chair should have the ability to chair meetings. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years and eligible for re-election to successive two-years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at meetings and assemblies.

COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIRPERSON

Purpose**:** Members of the Cooperation with the Professional Community Committee (C.P.C.) provide information about A.A. to professionals and future professionals who have contact with problem drinkers in the course of their work. Information is provided to health care professionals, educators, clergy, lawyers, law enforcement personnel, judges, social workers, counselors, business managers and those working in the field of alcoholism. C.P.C. works to establish better communication between A.A. and professionals and to find simple, effective ways of cooperating without affiliating. A.A. information describes what A.A. is, what we can do and what we cannot do. C.P.C. committee members meet monthly at the Area level and report back to and work through their District/Group to provide literature, make presentations, participate in local

professional conventions and conferences, and offer the hand of A.A. to help the still suffering alcoholic.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year of service on the Committee. The chairperson cannot concurrently serve as a D.C.M.

How Elected: A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position; submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

CORRECTIONS CHAIRPERSON

Purpose**:** The committee helps to carry the message of recovery to those in prison and transitional facilities. The committee meets monthly to share information, solve problems and conduct general business. The committee maintains meeting lists, arranges for people to conduct meetings, and distributes literature through the *Bridging the Gap* program. The committee facilitates initial contact with the local A.A. community. The committee is comprised of representatives from all Districts in Area 11.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year service on the Committee. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience; reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables

at Area events when requested.

- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

GRAPEVINE CHAIRPERSON

Purpose: The main purpose of this committee is to outreach to the Area 11 community, in any way possible, for Grapevine and La Vina. The Chairperson holds monthly meetings with the District Representatives to work together generating excitement and interest in Grapevine/La Vina magazines and literature. The District Representatives are provided with the necessary literature they require for their District Work. The committee holds at least one event during the year to involve the Area 11 community and works on initiatives during the year to involve the Home Group, such as "Adopt a Sober House". Suggested events are a Grapevine/La Vina meeting and dance for fun, and a day of sharing to be informative and to stimulate interest. There are no limits on what this committee can do together.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year service on the Committee. The chairperson cannot concurrently serve as a DCM.

How Elected:
A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings

with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

PUBLIC INFORMATION CHAIRPERSON

Purpose: "Like all of Alcoholics Anonymous, the primary purpose of members involved with Public Information service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of the local Public Information committees convey A.A. information to the general public, including the media" (A.A. Guidelines on Public Information). The main purposes of the Area 11 Public Information Committee (PI) are to facilitate the work of the District PI committees, and to provide a forum for communication of ideas and experiences of the members to each other. The committee may also act collectively to participate in Area-wide activities such as service round-ups and workshops. Each District PI committee is autonomous except affecting A.A. as a whole.

Qualifications: It is suggested that the chairperson have three -years of continuous sobriety with one year service on the Committee. The chairperson cannot concurrently serve as a DCM.

How Elected:
A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years

Responsibilities:
- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience

- Reports regularly to Area committee meetings and assemblies; forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

SCHEDULES CHAIRPERSON

Purpose**:** To maintain an accurate, up to date, database of all A.A. meetings in Area 11 including meeting times, places, and type of meeting in order that anyone interested in attending can use this information to locate meetings of Alcoholics Anonymous in Area 11.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year service on the Committee. The chairperson cannot concurrently serve as a DCM. Candidates must be familiar with Microsoft Word and be willing to check e-mail regularly.

How Elected: A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Reports regularly to Area committee meetings and

assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses; submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

TREATMENT CHAIRPERSON

Purpose**:** The committee helps to carry the message of recovery to those in treatment and transitional facilities. The committee meets monthly to share information, solve problems and conduct general business. The committee maintains meeting lists, arranges for people to conduct meetings, and distributes literature through the *Bridging the Gap* program. The committee facilitates initial contact with the local A.A. community. The committee is comprised of representatives from all Districts in Area 11.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year service on the Committee. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee members in October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer position, which are elected by the committee group conscience; reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

WEBSITE CHAIRPERSON

Purpose**:** The purpose of the Area 11 Connecticut General Service Committee, Inc. website is to carry the message of Alcoholics Anonymous by providing a resource on the internet where information can be obtained about Alcoholics Anonymous in general and the Area 11 Connecticut General Service Committee, Inc. events and activities in particular. The website is maintained by this committee and all content on the website will be pre-approved by the Website Committee group conscience, in keeping with our second tradition.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year service on the Committee. The chair should have the ability to chair meetings. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee in October

attends the next Area Committee Meeting. Other qualified candidates may be nominated from the floor of the Area Committee Meeting. The chairperson is elected by the Area Committee.

Term of service: two years.

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience; reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed; prepares a year-end accounting
- Prepares a line-item budget for Budget Committee review, which includes projections of personal expenses necessary to carry out the responsibilities of the position
- Submits budget to, and attends, Budget Committee Meetings with voice and vote
- Functions within the budget, getting prior approval for additional expenses
- Submits requests for additional monies to the Area 11 Treasurer or Alternate Treasurer, who will coordinate approval (or otherwise) via the Area 11 Committee
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

AREA EVENTS:

AREA 11 CONVENTION CHAIRPERSON

Qualifications: It is suggested that the chairperson have four years of continuous sobriety with two years of service experience at the District or Area level and two years of service on the Committee. The chair should have the ability to chair meetings. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate nominated by Committee members in

October attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of Area Committee meeting. The chairperson is elected by the Area Committee.

Term of Service: One year

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings.
- This committee is a fully self-supporting entity which generates its own revenue primarily via registration fees. As such, it is responsible for maintaining its own budget of and accounting for all revenue and expenditures. The Area will provide seed monies based on a budget submitted to the Budget Committee at its October meeting. At the conclusion of the event, all excess monies and an event accounting are submitted to the Area Treasurer or Alternate Treasurer for review.
- The chairperson is encouraged to attend all Area events.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at meetings and assemblies.

ROUND-UP CHAIRPERSON

Purpose: The Roundup is an annual event whose primary purpose is to encourage and educate the members of Alcoholics Anonymous of Area 11 about the General Service Structure while fostering the joy and fun of practicing the Third Legacy of Service in our fellowship.

Through presentations and workshops associated with the General Service Structure, our goal is to support members in carrying the message of recovery and hope to others, and to engage members to become involved in service through attraction.

Qualifications: It is suggested that the chairperson have four years of

continuous sobriety with two years of service experience at the District or Area level and two years of service on the Committee. The chair should have the ability to chair meetings. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate is nominated by the Committee members at the wrap up meeting and attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of the Area Committee Meeting. The chairperson is elected by the Area Committee.

Term of Service: One year

Responsibilities:

- The chairperson chairs their scheduled committee Meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings
- Is responsible for maintaining its own budget of and accounting for all revenue and expenditures. The Area will provide seed monies based on a budget submitted to the Budget Committee at its October meeting. At the conclusion of the event, all excess monies and an event accounting are submitted to the Area Treasurer or Alternate Treasurer for review.
- The chairperson is encouraged to attend all Area events.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is a member of the Area 11 Service Committee and has one vote at meetings and assemblies.

SOBERFEST CHAIRPERSON:

Purpose: Soberfest is a family fun event that is held annually. The planning meeting for this event is held the first Sunday of every month at 12 noon starring in November with the weather permitting, and ending in June. The event offers camping, lodging, swimming and fellowship with Al-anon and Alateen participation.

Qualifications: It is suggested that the chairperson have five years of continuous sobriety with two years of service experience at the District or Area level and five years of service on the Committee. The chair should have the ability to chair meetings. It is suggested but not required that the candidate has served as Treasurer of the Committee before seeking the chairperson position. Having an understanding of how the event functions financially is crucial. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate is nominated by Committee members at the post-event meeting and attends the August Area Committee Meeting. Other qualified candidates may be nominated from the floor of the Area Committee Meeting. The chairperson is elected by the Area Committee.

Term of Service: One year

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies; forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings.
- This committee is a fully self-supporting entity which generates its own revenue primarily via registration fees. As such, it is responsible for maintaining its own budget of and accounting for all revenue and expenditures. The Area will provide seed monies based on a budget submitted to the Budget Committee at its October meeting. At the conclusion of the event, all excess monies and an event accounting are submitted to the Area Treasurer or Alternate Treasurer for review.
- The chairperson is encouraged to attend all Area events.
- The chairperson is a member of the Area 11 Service Committee and has one vote at meetings and assemblies.
- Attends all Soberfest Committee meetings. Attends Area 11 Convention, Area 11 Committee Meetings and Area Assemblies.
- Obtains seed monies from Area 11.
- Contacts the Resort Manager. Secures resort for next year's event.

- Coordinates monthly meetings, especially kick-off meeting in November.
- Distributes 1,000 flyers at the September Area 11 Committee meeting, announcing the November Soberfest organizational meeting. Distributes 500 flyers at the November Area 11 Committee meeting. Announces at both Area Committee meetings that Soberfest Committee positions are open to all interested parties.
- Chairs November Soberfest Committee meeting. Forms and maintains specific committee structure, which includes Chairperson, Co-Chairperson, Secretary and Treasurer. Positions are elected by the Committee group conscience.
- This sub-committee is a fully self-supporting entity, which generates its own revenue primarily via registration fees. As such, it is responsible for maintaining its own budget of and accounting for all revenues and expenditures.
- Invites Al-Anon/Alateen to participate at event and provides them flyers.
- Coordinates with site personnel to review and/or modify registration form to be presented to the Soberfest Committee for approval, i.e. Resort Fees, etc.
- Makes certain that registration forms are being properly distributed.
- Selects and secures keynote speakers for Saturday night meeting and Sunday morning spiritual meeting.
- Troubleshoots throughout weekend, assisting and aiding guest speakers and trustees. Oversees proceedings.
- Calls chairpersons one week before event, confirming status.
- Has two sets of 12-Step cards made to be distributed to Committee members to read at Friday and Saturday meetings. Distributes 12-Step cards.
- Sends “Thank- you” notes to speakers & Resort. Chairs prevent meeting on Friday at 12 noon.
- Chairs wrap-up meeting on Sunday. Soberfest Committee nominates next year’s chairperson.
- Obtains statistics from the resort about number of attendees, etc.
- Presents final Treasurer’s Report, Resort report, returns seed money and balance from checking account at August Area Committee meeting.
- Makes arrangements with the Special Needs/ Languages/ Remote Communities Committee to provide interpretation services as needed at Area Special Service Committee meetings.
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.

- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed

ROMPIENDO FRONTERAS/BREAKING FRONTIERS CHAIRPERSON:

Purpose: This event is a one-day, completely bi-lingual sharing day with Al-Anon participation. Our goal is to unify the Area 11 Spanish and English-speaking communities of Alcoholics Anonymous, in the spirit of A.A.'s three legacies.

Qualifications: Suggested minimum 4 years' continuous sobriety. Two years' service on the Committee recommended. Would not currently be serving as a District Committee Member.

How Elected: Candidate nominated by Committee members at post event meeting is then brought to next Area Committee meeting. Other qualified candidates may be nominated from the floor of the Area Committee Meeting. Elected by the Area Committee.

Term of Service: 1 year.

Responsibilities:

- This committee is a fully self-supporting entity which generates its own income via registration fees. As such, it is responsible for generating and maintaining its own budget of and accounting for all income/expenditures. An initial budget as well as an "end-of-event" accounting is submitted to the Area Treasurer for review. Area 11 will provide seed money for the event based upon a request to the Standing Budget Committee. At the conclusion of the event, all excess monies are to be returned to the Area 11 Treasurer.
- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience
- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings.
- The chairperson is encouraged to attend all Area events.

- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The chairperson is member of the Area 11 Service Committee and has one vote at meetings and Assemblies.

CSCYPAA CHAIRPERSON:

Purpose**:** The purpose of the Convention is to carry the A.A. message of recovery, unity and service to a vast number of members, to encourage young people in A.A. to become actively involved in service, and to acquaint the members of the Fellowship with all the activities available to them throughout the Area. The purpose of the Committee is to plan and carry out an annual convention to Area young people in A.A. ever mindful of our primary purpose to stay sober and help other alcoholics achieve sobriety. Encourage young people in A.A. to become actively involved in service thereby providing growth opportunities, which will result in the satisfaction and rewards of seeing a commitment through from beginning to end. Actively participate in the coordination and cooperation necessary to provide a Convention, which involves all of the following; to learn patience, tolerance, unity, responsibility, and unconditional love through service, to learn something about the Steps, Traditions, and Concepts, and how to apply these tools, learn to become willing to go to any lengths and ask for help when needed, to learn to place principals above personalities, to experience unity by becoming a part of, rather than apart from, and discover that the group conscience will always prevail. Make new friends and work together as a team.

Qualifications: It is suggested that the chairperson have three years of continuous sobriety with one year of service on the Committee. The chair should have the ability to chair meetings. The chairperson cannot concurrently serve as a DCM.

How Elected: A candidate is nominated by Committee members at the post-event meeting, held on the last day of the event. The candidate attends the next Area Committee meeting. Other qualified candidates may be nominated from the floor of the Area Committee Meeting. The chairperson is elected by the Area Committee.

Term of Service: One year

Responsibilities:

- The chairperson chairs their scheduled committee meetings
- Forms and maintains specific committee structure which includes Co-Chairperson, Secretary and Treasurer positions, which are elected by the committee group conscience

- Reports regularly to Area committee meetings and assemblies
- Forwards committee minutes and records to the Delegate and Alternate Delegate, keeping the Delegate and the Alternate Delegate informed
- Makes arrangements with the Accessibilities Committee to provide interpretation services as needed at Area Special Service Committee meetings.
- The chairperson is encouraged to attend all Area events.
- The chairperson is a member of the Area 11 Service Committee and has one vote at meetings and Assemblies.
- Sets agenda for planning committee meetings.
- Arranges for meetings
- Sees to the conduct of the Convention committee business
- Follows up with sub-committees, when necessary
- Is responsible for communications with the hotel and is the primary contact with the hotel
- Is familiar with The Twelve Traditions, and The Twelve Concepts
- Is familiar with Robert's Rules of Order up to the second Amendment
- Reserves opinion as much as possible. If there is a need for the Chairperson to discuss an issue or express an opinion, (S/he) temporarily vacates the chair
- The Chairperson of the CSCYPAA Committee has no vote at the CSCYPAA Committee meeting except when to break a tie
- Is present at all meetings and all related events
- Is responsible for reporting to the Area 11 Committee meetings
- Makes sure hotel contract is signed by the Area 11 Delegate and is returned to hotel
- Is present for cash deposits during the Convention
- Gives messages to the voice of the Convention
- Attends officers and advisors' meetings
- The chairperson is a member of the Area 11 Service Committee and has one vote at Area meetings and Assemblies.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.

AL-ANON WORKSHOP REPRESENTATIVE:

Qualifications:

It is suggested that the representative have three years of continuous sobriety with service experience at the Area level. The representative cannot concurrently serve as a DCM.

How Elected: Prior Representative chooses his/her Co-Representative and brings the candidate to the Area Committee for approval. Other qualified candidates may be nominated from the floor. Elected in March to coincide with the Al-Anon Workshop Committee meetings.

Term of Service: One year

Responsibilities:

- The representative attends meetings of Al-Anon Special Events Committee
- Regularly attends Area Committee meetings and Assemblies
- Plans A.A. workshop program, i.e., topics and workshop leaders
- Arranges for A.A. speakers
- Provides refreshments for the Hospitality Room and sees that the room is manned
- Provides floral centerpiece
- Provides corsages and/or boutonnieres for A.A. keynote speakers
- Provides literature; attends Al-Anon Special Events
- Prepares a line-item budget, which includes projections of all personal expenses necessary to carry out the responsibilities of the position, for Budget Committee review
- Attends and participates in Budget Committee meetings and voice and vote on said committee
- Submits requests for additional seed monies to the Area 11 Treasurer or Alternate Treasurer who coordinates approval via the Area 11 Committee
- Prepares an end- of-event accounting and submits to Area 11 Treasurer or Alternate Treasurer along with any unused monies.
- The representative is encouraged to attend all Area events.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The representative is a member of the Area 11 Service Committee and has one vote at meetings and Assemblies

AL-ANON CONVENTION REPRESENTATIVE:

Qualifications: It is suggested that the representative have three years of continuous sobriety with service experience at the Area level. The representative cannot concurrently serve as a DCM.

How Elected: Prior Representative chooses his/her Co-Representative and brings the candidate to the Area Committee for approval. Other qualified candidates may be nominated from the

floor. The representative is elected by the Area Committee at the June Area Committee Meeting. This will enable A.A. Representative to attend all the Al-Anon Convention meetings, which begin in September and end in May.
Term of Service: One year

Responsibilities

- The representative attends meetings of Al-Anon Convention Committee
- Regularly attends Area Committee meetings and Assemblies
- Plans A.A. program for the Convention, i.e., get keynote speakers, workshop leaders and workshop topics; arranges A.A. literature table (including schedules)
- Attends Al-Anon Convention
- Prepares a line-item budget, which includes projections of all personal expenses necessary to carry out the responsibilities of the position, for Budget Committee review
- Attends and participates in Budget Committee meetings and voice and vote on said committee
- Submits requests for additional seed monies to the Area 11 Treasurer or Alternate Treasurer who coordinates approval via the Area 11 Committee
- Prepares an end- of-event accounting and submits to Area 11 Treasurer or Alternate Treasurer along with any unused monies.
- Attends yearly Committee / Area Chair Meeting
- Attends all Area Assemblies and sets up informational tables at Area events when requested.
- The representative is a member of the Area 11 Service Committee and has one vote at meetings and Assemblies.

PROCEDURE TO AMEND THE AREA 11 GUIDELINES:

A proposal to amend the Area Guidelines must be submitted to the Area Chairperson in writing, by a deadline to be specified by the Area Chairperson. If seconded, the Area Committee will vote on the motion at the next Area Committee Meeting. After the motion is seconded, a two-thirds majority of the Area Committee can move the motion to an Area Assembly to include the entire Area 11 voting assembly in the discussion and vote. An ad hoc committee will be formed when the motion is moved to an Area Assembly.

AD HOC COMMITTEE COMPOSITION AND PROCESS:

A.A. members who have skills and/or service experience appropriate to this assignment are encouraged to volunteer, they need not already be members of the Area Committee. The Area Chairperson may select members to serve on the Ad Hoc committee. It is suggested an Ad-Hoc committee to amend guidelines have at least 2 members but no more than 9 members, and if more than 9 make themselves available they will be selected by lot (all members included in this will have their names put into the hat and the 8 pulled will serve on the Ad Hoc)(see Third legacy procedure, Appendix B). The Chairperson will select an Area Officer to serve as ex officio on the Ad Hoc Committee. Per Area Chairperson responsibilities: “Committees will appoint a Chairperson who will report back to the Area Chairperson and then to the Area Committee”. In keeping with the spirit of rotation, it is suggested that members of the Ad Hoc Committee have not served on the previous two(2) Procedure to amend the guidelines Ad Hoc Committees. At the first Area Committee meeting after the Ad Hoc Committee judges its work to be completed, the Ad Hoc Committee will present its proposal and make the proposal available to all members of the Area Committee. The members of the Ad Hoc Committee will then be available to provide clarification and information relevant to discussion of the proposal prior to it being voted on at the next Area Assembly.

Voting:

A two-thirds majority of all voting members present is required to approve any change to the guidelines.

HISTORICAL AMENDMENTS:

A motion was made, seconded and carried to “rescind the 1980 ad hoc committee recommendations that started in 1980 and upward, and that the Guidelines that this body voted in are used in the conduct of Area Business”

Voting occurred on May 15, 1988 and August 28, 1988 Amended in May 1990 to add the procedure to amend the Guidelines

Amended in October 1990 to include paragraph 2-A under Assemblies

Amended on November 10, 1991 to change qualifications statement of *Alki-Line* Chairman

Amended in May 1992 to add the Soberfest Chairman of a standing committee
Amended in November 1994 to establish Budget Review Committee; establish budgeting process and amend officers' participation at Area events
Amended in November 1999 to clarify officer event attendance, and add the Website Chairman of a standing committee
Amended on November 12, 2000 – revision of procedure to amend the Guidelines
Amended in 2002 – Area Officer Position Descriptions, added Special Needs & C.S.C.Y.P.A.A.
Amended in 2007 – Improved grammar and various procedures. And added committees' purpose
Amended in 2009 – Added responsibility to Special Service Committee Chairs to make arrangements for interpretation services
Amended in 2011 – Corrected grammar, misspellings and inaccuracies. Voting occurred on May 15, 2011
Amended in 2018 to correct formatting of document; added table of contents and page number; renamed Special Need/Remote communities/Languages committee to Accessibilities; moved said committee to remain in alphabetical order; added motions passed at 2014 Fall Assembly including revision of bullet 3 under Record Keeping for both Area Treasurer and Alternate Treasurer; added E and F to Finance Section.
Amended in 2019 to reflect the several motions passed at the Spring 2018 Assembly. Amended to reflect the motion to separate Corrections and Treatment into two separate committees, which passed at the Fall 2019 Assembly. Amended to update the Area's new address.
January 2020: the Area Committee gave Alternate Delegate a vote of confidence (1/8/20) to fix numerous typos/grammatical issues/ inaccuracies pointed out.
December 2020: glossary definition of Districts to include the correct number of Districts (13 geographical and 1 linguistic, instead of 9 geographical and 1 linguistic) in response to District 9's decision to redistrict as of January 1, 2021. Vote of confidence at 12/9/20 Area meeting.
June 2021: Amended to update name of CSCYPAA from the Connecticut State Conference of Young People in AA to the Connecticut State Convention of Young People in AA as per vote passed at the Area 11 General Service Committee meeting held June 9, 2021
November 2021: Amended to reflect change in Procedure to amend the Area 11 Guidelines as voted in at the Area 11 Fall Assembly on November 14, 2021
February 2022: Amended to reflect a motion, passed at the January 2022 Area Business meeting and clarified at the February 2022 Sharing session, which removed the responsibility of contract execution on behalf of the Area from the Delegate position and added that responsibility with additional language to the position of Area Chair
September 2022: Amended to add the Area Officer Purpose
June, 2023: Amended the following per various motions passed at the December, 2022 Area Committee Meeting: Added "Finance Committee" section and purpose; added Round-Up Purpose Statement, added Accessibilities Purpose Statement and added position responsibility "makes arrangements…special events"; amendments to Schedules Chairperson Purpose Statement and additional qualification changes
June, 2023: Amended DCM section to reflect motion passed at January, 2023 Area Committee meeting

GLOSSARY

A.A.W.S	Alcoholics Anonymous World Service
Alki-Line	Newsletter published by and for A.A. Groups in Connecticut
Alternate	A service worker, who assists, supports and participates in service responsibilities (i.e., G.S.R., D.C.M. and Delegate).
Area	A geographical division, made up of districts. Area 11 is geographically the state of Connecticut, excluding Somers and Enfield, see centerfold map
Assembly	A meeting of G.S.R.s and committee members to discuss Area affairs and biannually to elect a Delegate and Committee Officers.
Box 459	Newsletter published by G.S.O. in New York for all U.S. A.A. members.
C&T	Corrections and Treatment
Conference	The General Service Conference. Can mean either the structure, which includes Delegates & Committee Members or the actual Annual Meeting of the Conference Delegates each April in New York.
Conference Approved	Refers to the literature and films which the appropriate conference committees have reviewed and reported favorably for its approval to publish; meets the criteria of complying with the 12 Traditions.
C.P.C.	Cooperation with the Professional Community
C.S.C.Y.P.A.A	Connecticut State Convention of Young People in AA
D.C.M.	District Committee Member; experienced G.S.R., elected to represent the groups of a Sub-District at Area Committee Meetings
Delegate	Person elected at the fall Assembly every other year to represent the Area at the Annual Meeting of the Conference in New York; Connecticut's Delegate is elected in the fall of an even numbered year to start serving in an odd numbered year.
District	A geographical division within an Area, Divided into Sub-Districts, and Represented by D.C.M. Area 11 is divided into 13 geographical districts and 1 linguistic district. See centerfold map.

G.S.O.	General Service Office; main office of A.A. located in New York
G.S.R.	General Service Representative; an A.A. member elected by the group to voice the group's opinion at District and Assembly meetings.
Grapevine	The international monthly journal of Alcoholics Anonymous.
G.V.R.	Grapevine Representative
I.C.Y.P.A.A.	International Conference of Young People in A.A.
N.E.R.A.A.S.A.	Northeast Regional A. A. Service Assembly
N.E.R.D.	Northeast Regional Delegate
N.E.R.F.	Northeast Regional Forum
N.E.R.T.	Northeast Regional Trustee
P.I. or P.I.C	Public Information or Public Information Committee
Region	A geographical grouping of several Areas. There are six Regions in the U.S. Area 11 is located in the Northeast Region.
Sharing Session	A type of Group, District or Area meeting where everyone is invited to contribute ideas and comments on A.A. matters.
Sub-District	A geographical division of a District.
Third Legacy	Recovery and unity are A.A.'s first two legacies; our third legacy is service, the sum total of all A.A. services, ranging from a 12- Step call to A.A.'s worldwide activities.
Third Legacy Procedure	A special type of electoral procedure, considered unique with A.A. See Page S41 of the *A.A. Service Manual.*
Trustee	A member of the Alcoholics Anonymous General Service Board. Some are A.A. members; others are non-alcoholic.

APPENDIX A

YOUR GENERAL SERVICE OFFICE

The General Service Office (G.S.O.) is located at 475 Riverside Drive, NY, NY. The two business corporations, A.A.W.S. (A.A. World Services Inc.) and the Grapevine Inc. are located at this office. The office is where the day-to-day business of these corporations is conducted. Tours are available most working days. An A.A. meeting is held on Friday mornings at 11 a.m.

GSO
P.O. Box 459
Grand Central Station
New York, NY 10163-0459
(212) 870-3400
http://www.aa.org

APPENDIX B

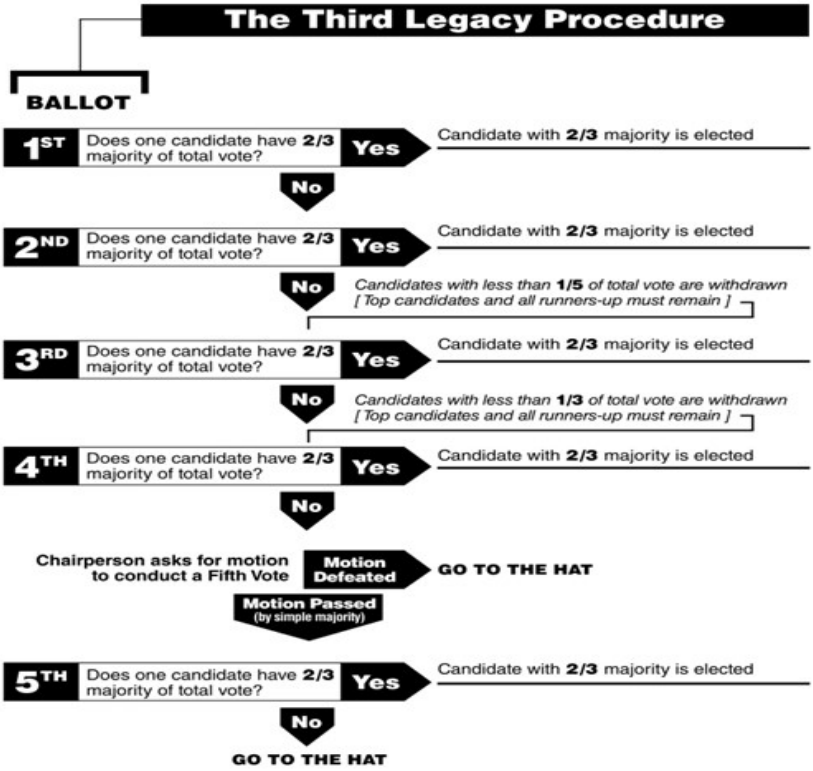
THIRD LEGACY PROCEDURE

FROM "THE AA SERVICE MANUAL" PGS 21-23

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board



THIRD LEGACY PROCEDURE (CONTINUED)

- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

APPENDIX C

THE GENERAL SERVICE REPRESENTATIVE

The General Service Representative (G.S.R.) has the job of linking his or her group with A.A. as a whole.

MAIL CONTACT – The G.S.R. is listed in the G.S.O. Directory as contact for the Group. The G.S.R. receives the G.S.O. bulletin, *Box 459,* to keep the G.S.R. and the Group abreast of A.A. activities all over the world. The G.S.R. is the mail contact for the District and the Area.

TWELFTH STEP PHONE CONTACT – Since the G.S.R. is listed in the A.A. Eastern Directory, the G.S.R. may receive Twelfth Step calls. You should be available and easily reached by phone for this purpose.

SERVICE – The G.S.R. keeps the District, Area and G.S.O. up-to-date on changes within the Group.

Here are some practical hints on fulfilling your responsibilities:

- Attend your G.S.R. District meetings faithfully. If you can't attend, send your alternate
- Attend the Spring and Fall Assemblies. Come prepared to listen, to participate and to vote when required. The whole A.A. service structure works for you. They cannot do their jobs effectively without your input
- Pick up schedules, *Alki-Lines,* envelopes for G.S.O., Area and District Treasurer, Intergroup/Answering Service contributions and flyers on new meetings, changes and special anniversaries
- Ask for a few minutes at your Group meetings to share the information you bring back. Insist on this!
- Become acquainted with The Twelve Traditions so that you can help your Group have an informed group conscience
- Read *Box 459, The A.A. Service Manual,* A.A. Guidelines, G.S.O. service pieces and other A.A. literature. Read the *Area 11 Service Guidelines*, and, if you don't know or don't understand, ASK QUESTIONS!
- Know your Group Service Number. You can get it by asking your D.C.M, District Corresponding Secretary, Area 11 Registrar or by contacting General Service Office, P.O. Box 459, Grand Central Station, New York, NY 10163
- Know your Group's financial priorities: (1) Group needs – rent, coffee, literature, etc.; (2) Intergroup/Telephone Answering Service: (3) Prudent Reserve – at the group level, plus two or three month's expenses; (4) Divide the remainder among District, Area and G.S.O. There is literature available to guide your Group in the suggested proportions

For additional information, go to www.ct-aa.org under Members Tab, click Area 11 Service Documents and scroll down for the G.S.R. Orientation PowerPoint Presentation.

APPENDIX D

THE DISTRICT COMMITTEE MEMBER

Each District in Area 11 will have DCM representation to serve as active voting members of the Area 11 Service Committee. Each District is autonomous and can organize themselves as their group conscience decides. DCM representation will be determined by District structure as follows:

1. Large districts that are composed of 3 sub-districts can send up to 6 D.C.M.s (or Alternate D.C.M.s*)
2. Small districts that do not have sub-districts can send 1 D.C.M. (or Alternate D.C.M*)

* Alternate D.C.M.s vote only in the absence of the D.C.M."

A District Committee Member (D.C.M.) is usually an A.A. who has experience as a General Service Representative. The D.C.M. is elected by other G.S.R.s to represent the groups of the District at the Area level.

A D.C.M.s primary responsibility is that of communication. A D.C.M. is responsible to communicate from the District to the Area, from the Area to the District, and to the individual G.S.R.s that the D.C.M. serves. On occasion, a D.C.M. may be called upon to communicate directly with the General Service Office. Due to the level of responsibility the D.C.M. assumes, it is strongly recommended they limit themselves to this position and not serve as Chairperson of any District or Area Service Committee.

WHAT ARE THE RESPONSIBILITIES OF A D.C.M.?

TO THE DISTRICT

- To attend all District level service meetings and workshops
- To acquaint themselves with the G.S.R.s and the Groups they serve
- To report to their District the happenings in other Districts and at the Area level
- To assist in solving Group questions or concerns
- To assist, when asked, in Group Inventories
- To check on Groups not having an active G.S.R.
- To check on Groups not financially supporting the Area Service Structure
- To check on Groups not financially supporting the General Service Office
- To take a leadership role in fostering awareness of commitment to service, The Twelve Traditions, The Twelve Concepts, contribution priorities, voting procedures, *Box 459,* Conference-approved literature, the *Grapevine* and the Connecticut *Alki-Line*
- To inform G.S.R.s of their responsibilities

- To bring to the Area any unresolved District questions or concerns
- To assist District Officers and Service Committees
- To maintain, with the District Corresponding Secretary/District Registrar, an up-to-date list of G.S.R.s in the District

TO THE AREA

- To attend all Area Committee meetings and assemblies
- To report to the Area those problems and solutions that may be of interest to other Districts
- To be knowledgeable in Area business and to cast an informed vote
- To assist the Area Delegate and Officers
- To attend the Round-Up, Soberfest, Area Convention, and, if possible, the Northeast Regional Alcoholics Anonymous Service Assembly, Connecticut State Convention of Young People in Alcoholics Anonymous and the Northeast Regional Forum

TO A.A. AS A WHOLE

- To have a working knowledge of The Twelve Steps, The Twelve Traditions, The Twelve Concepts, *The A.A. Service Manual* and A.A. Guidelines as published by the General Service Office

TO THEMSELVES

- To fulfill these responsibilities with a willingness that will ensure continued growth in sobriety

For additional information go to www.ct-aa.org under Members tab, click Area 11 Service Documents and look for the D.C.M. PowerPoint Presentation.