

THE DISTRICT COMMITTEE MEMBER AND THE WASHINGTON STATE EAST AREA 92 COMMITTEE

The district committee member (D.C.M.) is an essential link between the groups G.S.R. and the area's delegate to the General Service Conference. As the leader of the district committee, made up of all G.S.R.'s in the district, the D.C.M is exposed to the group conscience of the district. As a member of the area committee, he or she is able to pass on the district's thinking to the area delegate and the area committee.

Page S 28 (2000/2001), The AA Service Manual.

The duties of a qualified district committee member, range from a few to a lot, depending on how far along an area is in general service work. But there is general agreement throughout all areas that duties should be spelled out in detail. Not only does this help clarify what D.C.M.'s should or should not be doing- it also has a strong morale effect; it makes each of them aware that a D.C.M. is an essential wing of the area committee. Need to look at the 2002-2003 Service Manual

Page S55 (1998/1999) The AA Service Manual.

With this in mind, The Washington State East Area 92 Committee has put together the following thoughts and information for the use of future DCMs:

In The Washington State East Area 92, our D.C.M.s traditionally meet with the other members of the Area Committee in January, "Spring Pre-Conference Assembly" and July. The fourth meeting of the year is in October at the Washington State East Area 92 Assembly. Some of the Area Committee members have been:

1. Sharing experiences, ideas and problems in each of the Districts represented.
2. Receiving information to take back to the Districts from our Delegate, other Area officers and special committee chairpersons, about G.S.O., the General Service Conference and various Area activities.
3. Presenting reviewing and/or clarifying motions concerning Area policy, procedure and organization.

We have found that the first two functions; experience sharing and information gathering, though often time consuming, have been enjoyable and worthwhile.

The processing of motions had often been very confusing. Therefore we would like to share some of our experience about this important area of committee work:

1. The idea for a motion can come from an individual, a group, a district, or from the floor of the committee meeting or Assembly.
2. The committee tries to be responsive to the needs of the Area by choosing the most appropriate course of action for each issue and using the Traditions and Concepts as guidelines.

3. It would seem that some motions, such as non controversial housekeeping actions which would ensure the orderly functioning of the Area, would be best handled and voted on at the committee level. The Concepts clarify the advantages for the groups in being able to delegate such responsibilities to particular bodies within the service structure.
4. Some situations may dictate that the Committee might need to take action at a quarterly committee meeting on an issue normally handled at Assembly. In such a case, polling groups through their GSRs has proven an effective procedure.
5. Some ideas or changes by their very nature or scope need to be put on the Assembly agenda for approval by the GSRs.
6. Ideally, motions to go before the Assembly will be presented to the Committee, discussed, clarified and rewritten for inclusion on the Agenda. One role of the Committee it seems is to clarify the language and structure of all motions to insure that their intent is clear to the individual member or group in our Areas.
7. Should the Committee choose to not include a proposed motion on the agenda, the makers of the motion could still present it as new business at the Assembly.
8. The Committee, through the collective wisdom of its group conscience, seeks to represent the best interests of the Fellowship in the Washington State East Area 92.

Finally, we would like to share a few recommendations based on our experiences:

1. Ample time should be made available during committee meetings for the discussion and clarification process. The committee meetings should not be so formally structured that free discussion about a concept or new idea is discouraged because it is not in the proper form of a motion. Communication has seemed more important than parliamentary procedure.
2. We would hope that the Washington State East Area 92 Newsletter will be more frequently used as a forum not only for district activities and Area Activities, but also for new ideas, problems and proposed motions. This would allow the Committee members time to gather information on an upcoming subject, get feedback from the groups in their Districts and come to the Committee meeting better prepared to reach an informal group conscience.
3. Experience has shown that informal meetings by DCMs from nearby districts have been valuable for the exchange of ideas and the clarification of issues.
4. As the Fellowship continues to grow, many members feel that the Twelve Concepts should be more actively used to clarify issues of authority and responsibility within our Area service structure.

5. Ideally, motions intended for inclusion on the October agenda, would be introduced at either the January or “Spring Pre-Conference Assembly” meetings to insure ample time for their discussion, evaluation and clarification.

In summary, the Washington State East Area 92 Committee meetings, in our experience, have been opportunities for learning and growing within our Fellowship. Here is the ideal place to work on the unity of our Area. The quality of these meetings has often been directly proportional to the participation and preparation of the individual members. We hope these thoughts will be helpful to new and future DCMs on the Washington State East Area 92 Committee.

CONDENSED DISTRICT LOCATION GUIDE FOR AREA 92

District 1	Southeast British Columbia: Trail, Castlegar, Nelson.
District 2	South Spokane County: South Spokane, Medical Lake, Cheney.
District 3	NW Spokane, SW Steven's and Lincoln Counties, Ritzville, Davenport, Wilbur, Crescent.
District 4	Benton, Franklin Counties: Tri-Cities.
District 5	Wenatchee, Leavenworth.
District 6	Yakima, Selah, Union Gap.
District 7	SE Washington, Clarkston, Asotin, Pomeroy, Garfield County. NE Idaho, Lewiston, Riggins, Clearwater , Idaho Counties.
District 8	N. Benewah, Shoshone Counties, Kootenai County, Coeur d'Alene.
District 9	Walla Walla and Columbia Counties: Walla Walla, Milton Freewater, Oregon.
District 10	Kittitas County: Ellensburg, Cle Elum.
District 11	Lower Yakima Valley: Sunnyside, Toppenish, Grandview, Prosser.
District 12	S Okanogan and Ferry Counties: Chelan, Omak, Brewster, Methow Valley, Republic.
District 13	Spokane Valley (East of Spokane): Millwood, Opportunity, Dishman.
District 14	N Idaho, Bonner and Boundary Counties: Sandpoint, Newport, Libby, Troy, Noxon, Mt
District 15	NE Washington: Stevens County, Kettle Falls, Colville, Chewelah.
District 16	Non geographic Spanish speaking
District 17	NE Spokane, Deer Park.
District 18	Dayton, Prescott, Waitsburg.
District 19	Moses Lake, Othello, Soap Lake, Quincy.
District 20	Yakima, Naches.
District 21	Non geographic Spanish speaking
District 22	SE. Washington, Pullman, Colfax, Whitman, County N. Central Idaho, Moscow, Troy , Potlatch , Latah County.
District 23	Chelan, Manson
District 24	Non geographic Spanish speaking

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INTRODUCTION

It is the intent of this handbook to serve as a reference guide to the trusted servants of the Washington State East Area 92 Committee, their responsibilities and the allocation of funds approved by prior Assembly motions for each to carry out their service duties. It should be stressed that this information is meant to supplement, not replace, the A.A. Service Manual, which the Washington Area 72 Assembly accepted as a guideline in 1972. However, Areas differ in structure, size, service positions and duties, and it is therefore important to understand what our Area Committee is and how each part relates to the other. Job descriptions have been compiled from the experiences and suggestions of members who, in previous years, held these specific jobs. Attention has been given to address items which are unique to the Washington State East Area 92, keeping in mind that like those found in the A.A. Service Manual, are suggested only, Some descriptions are more detailed than others due to the more diverse nature of their duties necessary to assist in rotation. These complete descriptions are not included in this handbook but can be requested from the current member serving in this position. While every effort was made to be as accurate as possible, it should be understood that changes and flexibility in the carrying out of any service job should always be a consideration and should not restrict anyone from carrying out their respective service functions.

In order to better serve the Spanish-speaking members of Washington State East Area 92 the Washington State East Area 92 Handbook be translated into Spanish.

1.0 AREA COMMITTEE

The Washington State East Area 92 Committee consists of the following members:

- 6 Area elected officers
- 9 Area appointed and standing committee chairpersons
- All District Committee Members (D.C.M.s)

The committee meets quarterly, January, Spring Pre-Conference Assembly and July, with attendance at the Area Assembly counting as the fourth meeting. It is general practice for districts to host quarterly meetings of the Area. The purpose of these meetings is to discuss the business of the Area, maintain an open line of communication within our Area through sharing sessions and reports, and formulate and approve motions to be added to the agenda of the Area Assembly.

2.0 AREA ASSEMBLIES

The Area Assembly is held annually on the third weekend in October, **then in April the Spring Pre-Conference Assembly is held. The Assemblies are currently a three day events.** Workshop panels are scheduled on Fridays, with our sharing session (chaired by the Host Committee) and an Ask It Basket (chaired by the present Delegate) that evening. Saturday is an all-day business meeting which includes reports from committee members a sharing session, discussion and voting on old and new business motions **and in April the Conference agenda items are discussed. All motions not specifying the time they will take effect, will, if passed, take effect at the end of the assembly.** Saturday's conclusion will include a dinner and/or other host committee activities as per past motions. The voting body of the Assembly consists of currently serving Area Officers, D.C.M.s, and G.S.R.'s (or alternates in their absence). A spiritual breakfast with a speaker is scheduled for Sunday morning (chaired by the Host Committee). The recordings of the speakers at the Washington State East Area 92 Assemblies are not to be offered for sale. A detailed

description of Area Committee meeting activities is outlined in the A.A. Service Manual.

2.1 HOSTING AREA QUARTERLIES

- a. The business meeting should be held in a room that can handle 100 to 150 people with at least 2 microphones strategically placed on the floor.
- b. A head table with 7 places with a microphone in the center to seat the elected officer and the secretary as well as an additional table to seat the 8 appointed committee chairs. Floor plan should be discussed with the Alternate Chair.
- c. Host committee volunteers should make lunch available on the premises, catering or a potluck. This is the only meal the host committee should commit to.
- d. Have available for Friday and/or Saturday evening enough space for Round Table discussions and make available an AA meeting for people not attending the Round Table discussions.
- e. Flyers should be distributed and placed in the Newsletter in ample time for pre-registration (60-90 days). Information on flyers should include maps, contact phone numbers and information on lodging (costs, location, etc.).
- f. Host committees should consider the number of volunteers needed for coffee making, cleaning up, registration, lunch, etc.
- g. The host committee will be responsible for having an overhead or flip chart available for quarterly motions.
- h. Coordinate with the Translation Committee Chair to allow for translation equipment and translators.
- i. A DCM and GSR roundtables be made available, for all who wish to attend, at area quarterlies and assemblies. (The DCM and GSR from the hosting district would chair.)

2.2 HOSTING THE AREA ASSEMBLIES

- a. Past assembly reports should be made available to the host committee to review budget, cost and procedure of previous years assembly.
- b. A facility should be reserved; with the Alternate Chair receiving a copy of the contract. The facility should be able to hold a minimum of 300 people comfortably and have a complete audio system with arrangements for recording all assembly functions for archival purposes.
- c. Suggested that we calculate break-even expense before Assembly.
- d. The host committee should have volunteers to help with making arrangements for coffee, lodging and meals. (Consideration should be given to gratuities and tax on meals.)
- e. A head table with 7 places with a microphone in the center to seat the elected officers and the secretary as well as an additional table to seat the appointed committee chairs. The floor plan should be discussed with the Alternate Chair to ensure adequate seating for all districts.
- f. Flyers should be distributed and placed in the Newsletter in ample time for pre-registration (60-90 days). Information on flyers should include maps, contact phone numbers and information on self-support fund, lodging (cost, locations, etc.).
- g. The host committee is responsible for all bookkeeping and accounting providing the Area with final payment date after completion of the Assembly.
- h. A final report including a breakdown on attendance (G.S.R.s, D.C.M.s, Past Delegates, etc.), and a treasurer's report are due to the Area and Newsletter by December 1st. Spring Pre-Conference Assembly final report on attendance and financial breakdown to be submitted to area by June 1st.

- i. Coordinate with the Translation Committee Chair to allow for translation equipment and translators.
- j. The host committee is responsible for having an overhead or flip chart available for assembly motions.
- k. Spring Pre-Conference Assembly dates should not conflict with the Conference dates.
- l. A DCM and GSR roundtables be made available, for all who wish to attend, at area quarterlies and assemblies. (The DCM and GSR from the hosting district would chair.)

3.0 GENERAL AREA FUNDING

In order to satisfy our Area’s legal responsibilities; for fully and properly reporting our income, the Area will seek a tax-exempt status. The Area is entirely supported by group contributions. To keep the fellowship informed, the treasurer submits a quarterly report that is distributed through; the D.C.M.s, and printed in our Area Newsletter. Some of the expenditures approved by Assembly action are:

- A) \$1,000. (maximum) seed money for each Assembly Host Committee to meet expenses incurred prior to the Assembly. This money is to be, returned to the Area, where it will be available for use by the next host committee.
- B) \$300. (maximum) seed money for use by districts hosting Washington State East Area 92 Quarterly meetings (not the Quarterly meetings of the standing committees) and repaid to the Area so that it will be available for the next host district.
- C) \$200. (maximum) seed money for the Pacific Northwest Conference (if required)
- D) All Area Committee funding as outlined in the following sections. The Area Treasury operates on a working reserve arrived at by taking the sum of the most recent two years operating expenses and multiplying by 16.66%.
- E) That when the WSEA 92 assembly has a surplus over assembly expenses and money, the surplus shall be put into the Area 92 working reserve.

4.0 DISTRICT COMMITTEE MEMBERS (D,C.M.s)

The D.C.M.s suggested duties and responsibilities covered in detail, in the A. A. Service Manual Chapter III. For information of the D.C.M.s relationship to the Area, see The District Committee Member and the Washington State East Area 92 Committee.

5.0 AREA ELECTED OFFICERS

- | | |
|---------------------|------------------------|
| -Area Delegate | -Alternate Chairperson |
| -Alternate Delegate | -Area Treasurer |
| -Area Chairperson | -Alternate Treasurer |

These six positions are elected by the voting body of the Assembly to serve two-year terms. These terms coincide with the Delegate’s seating at the General Service Conference. Washington State East Area 92 seats a new Delegate on even years as outlined in the A.A. Service Manual,

Appendix D pg S 101 (Conference Panels). The elections are held at the October Assembly during odd-numbered years. Attendance is required at the two quarterly meetings and two Assemblies. These officers also meet after the election Assembly to review resumes and select Appointed and Standing Committee trusted servants for the next two-year term (Archivist four year term), which are in turn presented for affirmed by the Area Committee at their first January quarterly meeting. In addition to the more specific duties of each position, it should be noted, that all officers are often available to participate at workshops and other service activities as needed or requested.

6.0 AREA OFFICERS – JOB DESCRIPTIONS:

1. Area Officers Report’s
 - a. Reports 5 minutes at Area Quarterly’s and Assembles except Delegate and Treasurer.

6.1 AREA DELEGATE

Provides leadership to the Area by involvement in Area functions to the fullest extent possible, and by keeping an open line of communication between the General Service Office (G.S.O.) and the groups. Distributes conference agenda items to groups for their discussion an input, then carries our Area’s collective conscience to the General Service Conference in April of each year. Returns from the conference and reports back to the districts. For a complete listing of Delegate’s duties, please refer to the A.A. Service Manual, Chapter 6.

Expenses reimbursed by WA State East Area:

1. **BUDGET** for the Annual General Service Conference:
 - a. Paid to G.S.O. \$1200.00
 - b. Delegate’s out-of-pocket expenses (advance) \$500.00
\$1700.00
 - c. Reimbursed for any reasonable expenses
 - d. If the Delegate is elected to a Chair position at the Conference and will be required to attend the January Board meeting representing WSEA 92 and AA as a whole, the Delegate will be reimbursed for reasonable expenses, not to exceed \$200.
2. Delegate’s reports to the Districts
3. Pacific Region Alcoholics Anonymous Service Assembly
4. Pacific Regional Forum
5. Pacific Northwest Conference, except in the years that an International Convention is held.
6. Area 92 Quarterly meetings and Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
7. Meeting to select Appointed and Standing Committee Chair people.
 - a. Travel
8. Pre-Conference (four or more per year) Travel
9. Communication Expenses

- a. Telephone
- b. Mail (postage)
- c. General (envelopes, copies, etc.)

NOTE: *The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at .37 per mile.*

6.2 AREA ALTERNATE DELEGATE

Receives all correspondence from the General Service Office on the Conference that is sent to the Delegate so he/she can be informed in the event it becomes necessary to assume the Delegate's duties. Coordinates with the Delegate on Area issues and keeps Group records for the Area. Communicates record to G.S. O. quarterly. Is available to chair or work special projects as needed or requested by the Area.

The Alternate Delegate assumes the duties of the Registrar thereby combining the two positions. **The registrar position** is to help facilitate communication between groups, Area Committee and the General Service Office by maintaining an accurate roster of all GSRs and Area Committee members. Recognizing the confidential nature of this information, all requests for the full list and/or labels should go through the Area Delegate. The following functions have been identified. To provide:

1. Lists
 - a. Full lists to the Delegate, Area Treasurer and G.S.O.
 - b. Partial lists, as needed, to Area Officers, the Area Secretary, Area Newsletter Editor, Chairpersons and D.C.M.s.
2. Labels
 - a. Newsletter Editor
 - b. Area Secretary
 - c. Area Chairperson

The Registrar will be available to the districts and Area Committee to communicate changes and updates on addresses as well as provide information on registration procedures.

Expenses reimbursed by WA State East Area:

1. Area 92 Quarterly meetings and Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Meeting to select Appointed and Standing Committee Chairs
 - a. Travel
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: *The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at .37 per mile.*

6.3 AREA CHAIRPERSON

Assumes a leadership role within the Area by organizing, setting the agenda, and chairing two Washington State East Area 92 Quarterly business meetings as well as two Washington State East Area 92 Assemblies. Also chairs the meeting for the selection of appointed committee positions. Keeps Alternate Chairperson informed. Receives GSR minutes and corresponds with the Districts regarding their problems and concerns. A further description of duties is outlined in the A.A. Service Manual.

Expenses reimbursed by WA State East Area:

1. Area 92 Quarterly meetings and Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Pacific Northwest Conference (except in the years that an International Convention is held).
3. Meeting to select Appointed and Standing Committee Chairs
 - a. Travel
4. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

*NOTE: The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at **.37¢** per mile.*

6.4 AREA ALTERNATE CHAIRPERSON

Communicates with the Chairperson on information pertinent to the Area. Chairs the DCM sharing and report session at **Area** Quarterly meetings and the Washington State East Area 92 Assemblies. As Host Committee member acts as liaison between the Washington State East Area 92 Committee and the host committee for the Washington State East Area 92 **Assemblies**. Participates in Host committee meetings, and the planning of the Assemblies. Coordinates and plans the Assembly workshops and facilitates the Assembly sharing session. (Expenses for mileage and communication for the Area Assemblies are reimbursed by receipt from the Host Committee seed monies.) Alternate Chairperson also oversees and reports on area Web Site Activity, as described in Web Site Administration and Maintenance section of the Web Site guidelines.

Expenses reimbursed by WA State East Area:

1. \$500 credit line – for Web Site costs (ISP/IPP & Domain Name)
2. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
3. Meeting to select Appointed and Standing Committee Chairs

- a. Travel
- 4. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: *The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at .37¢ per mile. Credit lines on these committees are for carrying out the services for that committee (Web Site). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines.*

6.5 AREA TREASURER

Is the guardian of Tradition 7, informs the Area of financial matters, has the ability to project increased costs of the Area, what is possible as far as future spending, and cost comparisons with past spending. Surveys and points out all money-related issues as they arise. Has the use of a full computer system approved by the Area Assembly. The Treasurer coordinates with the Alternate Treasurer. Manages on-going accounts by district; -writes group receipts and files by district; - posts checks for current quarter by group and district; -endorses checks and makes deposits; - ensure accuracy of groups checks, receipts, ledger, year to date; -balances bank checkbook; - writes all checks for expenditures on items approved by the Washington State East Area 92 Assembly; lists checks in report. The Treasurers report ending dates are as follows: March 31st, June 30th, September 30th, and December 31st. These reports will be forwarded to DCMs, Area Officers, and Area Chairpersons with regular quarterly mailings for review. The Treasurer also assists the Finance Committee in proposing an annual projected budget for the coming year to be presented at each annual Area Assembly for the information of the GSR's.

Expenses reimbursed by WA State East Area:

- 1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
- 2. Meeting to select Appointed and Standing Committee Chairs
 - a. Travel
- 3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: *The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at .37¢ per mile.*

6.6 AREA ALTERNATE TREASURER

May share a portion of the Treasurers duties for receipt of group contributions or similar areas of responsibility. Coordinates with the Treasurer in encouraging contributions at the group level. Keeps abreast of the financial needs of the Area and the financial problems of the groups. Is available to participate in service functions to discuss our Seventh Tradition, explain our regular contribution plan and to provide information on Area finances. Serves as the Area Finance Committee Chairperson. May coordinate a finance committee to research and review financial matters when needed. The finance committee will look at finances to see if we are able to send more to GSO to support our Delegate. Makes use of the Washington Area 92 Newsletter, handouts, letters and personal contact to pass on information relating to contributions to the Area and G.S.O

Expenses reimbursed by WA State East Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Meeting to select Appointed and Standing Committee Chairs
 - a. Travel
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: *The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at .37¢ per mile.*

7.0 AREA APPOINTED AND STANDING COMMITTEE CHAIRPERSONS:

After being elected the incoming Washington State East Area 92 Officers meet to select appointed and standing committee chairpersons for a two-year term (Archivist four year term). These selections made from past D.C.M.s or trusted servants who have made themselves available by submitting resumes for consideration. Appointed officers will assume their position as of January 1st.

All of these selections are affirmed by the Washington State East Area 92 Committee at the first January quarterly meeting of the new committee. Given full "Right of Participation" as defined in Concept IV in Area 92 quarterlies and assemblies.

The following is a list of Appointed officers and Standing Committee Chairpersons (9)

- Area Secretary
- Area Archivist
- Area Newsletter Editor
- Cooperation with Professional Community
- Correctional Facilities
- Grapevine & Literature
- Public Information
- Treatment Facilities
- Translation Committee

We recognize that our service committees are vital to the health and growth of A.A. and ways to reach the newcomer and inform the public and the fellowship are primary. Each of the service committees and the Area Archivist is authorized to hold committee quarterlies as a communication link for those involved in their area of service. In addition to the Committee quarterlies and various workshops, each committee, Area Archivist and Newsletter Editor, may hold round-table discussions at the Area Quarterly meetings for any interested A.A. member who would like to attend. Although each committee is separate and usually holds individual committee quarterlies, they sometimes combine with another committee for cost and travel considerations. This has been done with the Public Information and Cooperation with the Professional Community committees and Treatment Facilities and Correctional Facilities committees

8.0 AREA APPOINTED AND STANDING COMMITTEE CHAIRPERSONS – JOB DESCRIPTIONS

1. Appointed Area Committee Report's
 - a. Report's 5 minutes at Area Quarterly's and Assemblies

8.1 AREA SECRETARY

Assists Area Chairperson in preparing agendas and meeting notices of Area meetings and distributes to the committee. Attends Area Quarterly meetings and Assemblies and records the proceedings for the minutes, using notes, audio tapes and written reports. Prints and mails to the DCMs, Area Officers, Committee Chairpersons and others on the mailing list. Establishes and maintains an up-to-date Washington State East Area 92 Directory that contains the names, addresses and phone numbers of Area Committee members to be distributed to the committee. Updates and prints the Area 92 Handbook. The secretary appoints a permanent, rotating handbook Committee made up of the Area Secretary and 4 AA members, this committee will be responsible for keeping the Area Handbook updated. Area Secretary will have updated copies available for sale at Quarterlies and Assemblies.

Expenses reimbursed by WA State East Area:

1. Expenses for recording and printing of Quarterly and Assembly minutes.
2. Area 92 Quarterly meetings and Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: The Area Officers are reimbursed for expenses listed. Travel is reimbursed on the basis of actual mileage with the calculated mileage setting the allowable upper limit. Mileage is reimbursed at .37¢ per mile.

8.2 AREA ARCHIVIST

Schedules and chairs up to four Archive Quarterlies annually, and when possible, alternate the locations within the Area. Maintain and schedules a portable display of historical materials, which is made available to A.A. service functions. Works to collect, organize, store, maintain, and display historical files and materials pertinent to the Area and to A.A. in general. The Archivist relies upon the advice and counsel of the Area Committee in carrying out the duties of the Archivist, which include management of the Archives Repository. **The WSEA Archivist is funded to one National Archives Workshop during each four-year rotation. Expense reimbursement not to exceed \$750.00.** WSEA 92 Archivist establish a six person non-funded, rotating Archives Steering Committee.

CREDIT LINE

1. \$500 credit line - for archival upkeep
2. \$150 per month for Archives Repository.

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Archives Quarterly meetings (4 per year)
 - a. Travel
 - b. Meals and lodging if required
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)
4. **National Archives Workshop (One per 4 yr. rotation)**
 - a. **Reimbursement not to exceed \$750.00**

NOTE: Credit lines on these committees are for carrying out the services for that committee. Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile

8.3 AREA NEWSLETTER EDITOR

Publishes, on a monthly basis, a newsletter which serves as our principal communication tool within the Area. May appoint a working committee to assist in the format, content and distribution of the Newsletter. Receives, formats and edits news received from the Area and prepares for bulk mailing. Selects a local printer for the newsletter. Maintains a separate bank account for incoming contributions and newsletter office expenses. Maintains a current address list of all subscribers, GSRs and other trusted servants for newsletter distribution. The Area 92 Newsletter is to be sent to our district's newsletter chairperson on a monthly basis. That the WSEA 92 Newsletter be made available on the Area 92 Web-Site. Sponsors one Area-wide workshop each year. As the result of a 1990 Assembly action, effective 1991, a computer,

printer and software were approved for purchase for the editor as needed for work and completion of the newsletter duties.

CREDIT LINE:

1. No credit line, printing and mailing of the Area Newsletter, over and above subscription contributions, paid directly from Washington State East Area Treasury.
2. Expenses related to the newsletter (office supplies, e.g. labels, computer ribbon, etc.) are reimbursed from the Newsletter account.

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)
 - d. Newsletter postage
3. Area-Wide Newsletter Workshop (1 per year)
 - a. Travel
 - b. Meals and lodging if required

NOTE: Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile

8.4 AREA COOPERATION WITH THE PROFESSIONAL COMMUNITY

Follows the guidelines as outlined in the Cooperation with the Professional Community Workbook from G.S.O. Schedules and chairs four quarterly meetings with the districts to share experience in this service area. Coordinates efforts to provide information to the professional community and to those who have contact with alcoholics through their profession regarding where we are, what we are, what we can do, and what we cannot do. Seeks new ways of carrying the message and sets an example of leadership for the committee members.

CREDIT LINE:

1. \$500 credit line per year (for literature)

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)

2. CPC Quarterly meetings (4 per year)
 - a. Travel
 - b. Meals and Lodgings if required
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: *Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile*

8.5 AREA CORRECTIONAL FACILITIES

Follows the guidelines as outlined in the Correctional Facilities Workbook from G.S.O. Acts in an advisory capacity to the Corrections District Chairpersons and DCMs on corrections work. Schedule and chair four quarterly meetings with the districts, to share information on A.A. meetings in correctional facilities. Helps to structure district corrections committees through training and assistance, particularly to those experiencing new growth. May be available to talk on committee work at GSR meetings. Coordinates sponsorship of corrections meetings and efforts to assist the Bridge the Gap program. Seeks to understand facility regulations and explains them to those who will be in direct contact with the groups. Coordinates Grapevine subscriptions to correctional facilities in the Area.

CREDIT LINE

1. \$1,250.00 credit line per year (for literature) plus 40 Grapevine subscriptions

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Correctional Quarterly meeting (4 per year)
 - a. Travel
 - b. Meals and lodging if required
3. Communication Expenses
 - a. Telephone
 - c. Mail (postage)
 - d. General (envelopes, copies, etc.)

NOTE: *Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile*

8.6 AREA GRAPEVINE & LITERATURE

Follows the guidelines as outlined in the Grapevine Workbook from G.S.O. Maintains a

comprehensive literature display, purchased from G.S.O. and Grapevine, Inc., for a portable display. Is available to take this display to various service workshops, quarterlies and the Area Assembly. Sponsors one Area-wide workshop each year. Sell literature when necessary but not to infringe, on the responsibility of the groups to provide literature, or not to compete with local central offices. Gives informed talk on A.A. literature when asked; communicates to the fellowship information on new literature. Encourages groups to have a Grapevine Representative (GVR) and stresses the Grapevine as a valuable tool for groups and individual members. Makes known to all groups the free literature available from G.S.O. At the end of each year, when turning in the yearly Grapevine and Literature finance report, that all funds exceeding a \$250.00 prudent reserve plus inventory suitable to meet the current needs of the area be turned over to the area treasurer on December 31st of each year.

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. **Grapevine & Literature Quarterly Meetings (4 per year)**
 - a. Travel
 - b. Meals and lodging if required
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile

8.7 AREA PUBLIC INFORMATION

Studies and follows the A.A. Guidelines for Public Information, the P.I. Workbook and all A.A. literature pertinent to public information work. Attends and co-presides with the Host District P.I. Chairperson at four quarterly meetings per year, rotating between districts. Encourages districts to have a P.I. Chair and for groups to appoint/elect a P.I. representative. Also encourage P.I. Workshops, individually or in conjunction with each other. Maintains a list of P.I. Chairpersons, addresses and phone numbers for communication and receipt of minutes. Reports anonymity breaks that may occur to the WA State East Area 92 Delegate and encourages P.I. Districts Chairperson to do the same. Specific Duties: For a copy of the complete listing of the Public Information duties, please contact the current Chair.

CREDIT LINE

1. \$500.00 credit line per year (for literature)

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Public Information Quarterly meetings (4 per year)
 - a. Travel
 - c. Meals and lodging if required
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - c. General (envelopes, copies, etc.)

NOTE: *Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile*

8.8 AREA TREATMENT FACILITIES

Uses the guidelines as outlined in the Treatment Facilities workbook from G.S.O. Schedules and chairs four quarterly meetings with district chairpersons in the Area, rotating location between districts. Maintains an up-dated list of district chairpersons for communication purposes. Also encourages participation in “Bridging the Gap” Program and keeps a list of temporary contacts for individuals preparing to leave treatment facilities. Coordinates Grapevine subscriptions to the districts for treatment facilities.

CREDIT LINE:

1. \$500.00 credit line per year (for literature) plus 25 Grapevine subscriptions

Expenses reimbursed by Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration (where applicable)
2. Treatment Facilities Quarterly meetings (4 per year)
 - a. Travel
 - b. Meals and lodging if required
3. Communication Expenses
 - a. Telephone
 - b. Mail (postage)
 - d. General (envelopes, copies, etc.)

NOTE: *Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile*

8.9 TRANSLATION COMMITTEE CHAIRPERSON

The Translation Committee Chairperson will encourage the participation of all the Spanish-speaking DCMs and GSRs to all WSEA area assemblies, quarterlies and area service functions. The chairperson will inform the Spanish-speaking districts of the WSEA services that are available for any concern that may arise within their districts. The chairperson will act as a bridge of communication from the WSEA area committee to the Spanish-speaking districts within the WSEA. The chairperson shall be guided in the spirit of service as defined within the AA Service Manual and the WSEA handbook.

Credit Line:

1. \$500.00 for purchase and maintaining translation equipment, as deemed necessary by the Translation Chairperson to conduct Area business.

Expenses reimbursed by WA State East Area:

1. Area 92 Quarterly meetings and two Assemblies
 - a. Travel
 - b. Meals
 - c. Lodging
 - d. Registration
2. Communication Expenses
 - a. Translation Equipment (maintenance, repair and replacement)
 - b. Telephone (long distant charges)
 - c. Mail (postage, envelopes)
 - d. General (paper, copies, etc.)
3. Area Translation Committee Workshop (1 per year)
 - a. Travel
 - b. Meals
 - c. Lodging

NOTE: Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer. Communication expenses are not included in the credit lines. Mileage is reimbursed at .37¢ per mile

Duties and Responsibilities

1. Maintain the translating equipment in a serviceable condition and report any repairs that need to be rendered, or any losses that need to be replaced.
2. Provide translation equipment and arrange for AA members who are available for translating for the following.
 - a. Spanish-speaking AAs at area assemblies, quarterlies and service functions.
 - b. English-speaking delegate when making conference reports that are conducted in districts with Spanish-speaking groups.

- c. English-speaking area committee chairpersons giving reports, presentations or chairing quarterly workshops that are conducted in districts with Spanish-speaking groups.
3. Participate in mini-workshops at the request of and in cooperation with the DCMs and GSRs.
4. Encourage DCMs with Spanish-speaking groups to explore and expedite ideas that may help the suffering alcoholic whose primary language is Spanish.

Communication Resources

- Compile and maintain a list of AA members who are able and willing to translate at various area and district functions.
- Compile and maintain a list of AA members who are able and willing to assist the area secretary with written translation of minutes and agendas.
- Compile and maintain a list of AA members who are able and willing to assist the area newsletter chairperson with translation of submissions.
- Maintain a list of Spanish service pamphlets and workbooks that are made available to Spanish speaking DCMs, GSR, and standing committees.