

Area 52 Guide to Officer Service Positions

Suggested guidelines for Area 52 Officer Service

(Latest revision: June 2016)

Area Delegate:

1. Will receive agenda items around February 15th. Burn about 50 CD's right away and send a few to each district along with memo. (Memo is on CD I gave you). Get familiar with all information in preparation for the March Assembly.
2. Read all the info you receive for agenda items (about 5 years back on advisory actions). Especially get familiar with the committee you are on. Will be on same committee for 2 years.
3. Encourage Area Chair to read info as well in case you are not able to make the conference.
4. Be prepared for WCRAASC with agenda items as you may be asked questions. Bring info along with you.
5. Let Area Chair know he is invited to be at the delegate's only meeting on Thursday before the WCRAASC. Also inform chair their expenses are paid to attend the WCRAASC along with WCR Forums.
6. Find 2 people to be presenters at the WCRAASC if needed. A good idea to get someone that has not done this before. Also need to find someone to moderate workshops. Hosting area will send email asking for these names.
7. Make sure to send back all correspondence to GSO relating to the conference in a timely manner.
8. Will be doing a 2-minute area highlight and will be timed. This will need to be sent in earlier than conference. Practice to make sure it is only 2 minutes. Bring a copy with you to the conference in case it gets lost.
9. Make sure treasurer sends in \$2500.00 for delegate's fee.
10. Will receive \$700.00 from Area to use for things needed for conference. Some members may need to purchase clothes with this money.
11. Purchase item to share with other delegates (i.e. ND pins, bookmarkers, etc.) Use part of \$700 for this purchase. I used part of the \$700 for travelling to give conference reports as some districts do not pay for your expenses.
12. When ordering Box 459's reporting on the conference, only need to order about 30 of them as DCM's and GSR's get them.
13. Order about 180 conference reports and 2 Spanish Conference reports.
14. Read parts of the service manual pertaining to the structure of the conference, conference charter. It's just good info to get familiarized with.
15. Conference buddy – a delegate should be contacting you and planning to meet up with you at the conference. The year after you will be a conference buddy, important to make contact with them.
16. You may take an AA book of your own and have it signed by all the other conference members. There is a table assigned for that.
17. Can order some New York postcards online and fill them out prior to conference, then mail them when you are at the conference.

Conference:

1. You do not need to bring agenda items and background info with you. Your committee info will be given to you at the conference. Do not need to bring a service manual as that is provided as well. Just bring your notes that you wish.
2. When flying into LaGuardia Airport, take the yellow taxis. Ask them to take you to Crowne Plaza in Manhattan at 49th and Broadway.
3. Delegates meeting on Saturday night from around 7-9:00. A remote communities meeting is on Saturday afternoon, not a part of the conference can attend if you wish.
4. If you wish to have an extra day walk the streets of NY, I would encourage you to go a day early (Friday) instead of doing something on Saturday after the conference as you may be exhausted.
5. Give cab drivers and bus boys a few bucks for tips. Carry about 30-50 in one dollar bills for this purpose. I also left the maids a few dollars tips each day or so.
6. PRAY and MEDITATE!
7. Sunday morning conference starts – a very dress up supper that evening for you and a guest.
8. Tuesday is casual day where you can wear jeans or other casual wear, otherwise suits for the week.
9. Send postcards to DCM's asking to be invited to their districts to give a conference report.
10. Ice cream with the WCR delegates and WCR trustee one of the nights (Tues or Wed)
11. Will receive cash from GSO to pay for cabs, breakfast, etc. (about \$140.00)
12. Will be going to GSO the first year (Tuesday afternoon) and to Stepping Stones the second year.
13. Provide address of motel you will be staying at during the conference to members at the March Assembly.
14. I found in giving conference reports to keep them 30-45 minutes in length otherwise people lose interest.

Other:

1. Read all communications from GSO and Regional Trustee and make notes to share at assembly and to also send through email to area officers and DCM's. Communicate as much as possible.
2. Regional Trustee will occasionally have a conference call to go over some info. First year you will feel not like sharing much, second year will be different.
3. Have a report ready for each assembly.
4. Attend forums and WCRAASC while you are delegate.
5. Keeps the Area informed on nationwide and worldwide efforts to carry the AA message.
6. Provides Area information to the General Service Office and provides the Area with valuable information about the work of the General Service Office (GSO).
7. The Delegate presents Area 52 in our West Central Region matters.
8. The Delegate works closely with committee officers, helping to see that the committees function smoothly.
9. Visits district meetings and groups whenever asked or whenever possible.
10. Provides leadership in solving group problems involving the AA Traditions.
11. At the Area Assemblies, just move around to each committee and see what's happening.

Area Chairperson:

1. Learn Robert's Rules of Order. Really stress to the assembly the importance of the recommendations needing to be very clear.
2. Start the assembly on time – announce about 5 minutes before the assembly will be starting soon.
3. Prepare agenda for three assemblies each year.
4. Prepare agenda for next assembly for review with Agenda Committee. Refer back to last years for guidance. Bring draft copies to the assembly for the Agenda Committee to review and state they are draft copies in case there needs to be some changes.
5. Contact DCM of place holding assembly to see how things are going.
6. Find someone to share GSR Sharing sessions – can ask someone prior to the assembly. I've contacted members before the actual date of the assembly, giving them some time. Share with the person chairing the session, to break from 9:45 to 10:00 (the time you have on the schedule)
7. Ask Area people to put on workshops at June Assembly.
8. Chair Agenda Committee – both GSO (Friday) and Area 52 (Saturday) can send out agenda items prior to assembly so members can review.
9. Find someone to chair call up meeting for the June Assembly.
10. Have Area Committees review handbook to see if there are any changes. Changes to be made after Fall Assembly.
11. When attending the WCRAASC and Forum – find members to take notes at break out sessions. Ask them to give a brief report.
12. For March Assembly Pre-Conference – have evaluations on hand. And then compile results for informational purposes.
13. Read email on a regular basis.
14. Get information from DCMs for GSR/PI/CPC School and send GSR Manual and GSR notice to DCMs to Area Secretary to go out with Sept minutes.
15. Attend WCRAASC and forum – Area pays for your expenses in this position.
16. Set up GSR Schools the first 2 weekends in February, 1st in Carrington, 2nd in Carrington. Have the DCMS get the location set up and send the information to where they will be held along with enough GSR manuals to the DCM's when the Sept minutes get sent out.
17. For future State Roundups work with Roundup Committee to make the schedule to where members can attend roundup functions. (Per June 2008 Area Assembly)
18. Have committees review handbook for any changes.

Area Secretary:

1. The secretary takes minutes at the three assemblies each year. Copies of the minutes need to be sent to each area committee chair for review before making final copies. I try to give them a week to review them and if I don't hear back from each chair I go ahead and make 200 copies of the minutes (front and back). A copy for each DCM and all GSR's in each district needs to be sent to the respective DCM. Timeframe to get this completed is usually two weeks. Keep 50 copies of the minutes and take to the next assembly for members who want a copy.
2. When taking minutes at the assembly, make sure to get a copy of each DCM report and reports from each committee. Also get copies of reports for people who attended the WSRAASC and Forums. Reports for roundups, delegates report. In doing minutes just do a summary of the reports.
3. The Area Chair will send a copy of the agenda for the next assembly and this will go out with the minutes. Make 200 copies of the agenda as well and keep 50 copies for the next assembly. Send copies of minutes and agenda to past delegates as well, if requested.
4. Keep receipts of all copies made and postage amounts and send to Area Treasurer for reimbursement. You do not need to wait until the next assembly for reimbursement, you can take care of this right away.
5. Order literature to have on hand for all assemblies. Mark in the inside of the books the price. Have 5 books of each on hand, and a case of Big Books. Also, order copies of all pamphlets available through GSO. The books from the Grapevine need to be ordered separately from GSO as well as the Traditions Checklist which are good to have at assemblies. You will be responsible for collecting the money for the literature sales.
6. For the March Assembly – make sure to order about 30 copies of the service manual to have available at the March Assembly. Also order 1 or 2 large print service manuals.
7. Contact the city hosting the State Roundup to see if they would have someone man the literature table for you. Have the most literature available at this roundup. Make sure to get the money from the literature sales and turn in to area treasurer.
8. Maintain a current list of GSR and DCM addresses and have copies available at the June Assembly (about 50 copies). I usually have the DCM's review this list before making copies in case of changes.
9. Maintains the General Service Office's Fellowship New Vision Database, working closely with the PI-CPC Chair and Webmaster to maintain the website meeting list and Area Information with GSO.
10. The secretary chairs the Literature Committee, both GSO (Friday) and Area 52 (Saturday) Try to make some type of agenda for the committee. It is a good idea to look back on past minutes to get some ideas for the agenda.
11. Take all literature, computer, and printer to the assemblies. Also, make sure you have name tags and the sign up book available for all assemblies. Also have window shades set up for traditions, concepts, steps. Will need to get to the assembly early to set up everything. June assemblies only require a minimum amount of Literature materials.
12. Update the past actions files recording of all the actions and recommendations for the two years. Also send copies of each committee's report to the chair of that committee so they can place in their binders.

Institutions:

1. Chair the Institutions Committee both GSO (Friday) and Area 52 (Saturday) at three Area Assemblies per year.
2. To maintain the Area 52 Institutions Literature Fund and disseminate funds/literature to Districts or Groups for Area approved institutions. And report to the Institutions Committee the activity/and balance of the Institutions Literature Fund.
3. To work closely with the Webmaster and the Area Assembly to maintain a specific webpage related to Area 52 Institutions Committee work, updating the Area 52 Institutions Fact Sheet, to better serve Area 52 Districts and Groups.
4. To coordinate the efforts of individuals and groups to carry the message to alcoholics in correctional facilities, treatment facilities, and other institutions.
5. To promote district and group efforts and encourage the exchange of ideas and resources. To obtain and use related materials from GSO, to compile and maintain a list of Area institutions for the districts.

Area Archivist:

1. Chair the Archives Committee at all Area Assemblies both GSO (Friday) and Area 52 (Saturday) for the formulation and maintenance of the archives, and policies that contribute to maintaining the history of Area 52.
2. Place one paper copy of each Area Assembly in the archives utilizing “best storage practices.”
3. Gather current and historical information about AA, especially as related to Area 52, and to preserve it in a meaningful order.
4. Provide information in the Area with respect to Archives, coordinating the exchange of ideas and resources between districts.
5. Provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.
6. Read and become familiar with “Suggestions for Area Action Committee Chairpersons.”
7. Read and become familiar with “Area 52 Service Handbook,” “Area 52 Guide to Officer Service Positions,” “Area 52 Past Actions and Recommendations,” and any other documents the Area has developed from its experience.
8. Attend all Area Committee Meetings and all Area Assemblies.
9. Read and become familiar with all of AA’s history-related material such as:
 - a. *AA Comes of Age*
 - b. *Pass it On*
 - c. *Dr. Bob and the Good Old-timers*
 - d. *Markings on the Journey*
 - e. *Markings* Newsletter
10. Communicate and cooperate in a working relationship with the Archivist at the GSO.
11. Work with District Archives and inspire them to collect historical items and information.
12. Talk at groups, Districts, and workshops about history when asked.

13. Gather present and historical information about AA in the Area.
14. Obtain newspaper and magazine clippings from the Public Information Committee or other sources and maintain news clipping scrapbook.
15. Gather old and new fliers from all over Area 52 and preserve in a digitized flier scrapbook. Obtain digitized recordings of all Assemblies, Workshops, and Committee Meetings for storage in the archives.
16. Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
17. When rotating out, help incoming Archives Chair with experience, records, information, and any helpful suggestions for serving.

PI/CPC Chairperson Duties:

1. Chair the Area PI/CPC Committee both GSO (Friday) and Area 52 (Saturday) meetings at three Area Assemblies per year.
2. Assist the Committee in preparing and submitting to the Area Treasurer an annual budget at the appropriate Assembly;
3. Provide in writing any proposed Committee action for consideration to the Area Chairperson.
4. Oversee the Area website, and maintain the Area Meeting List
5. Work closely with the Webmaster to ensure timely posting of meeting changes, events and all other content as approved by the Area Assembly.
6. Work with the PI/CPC Committee to review the Webmaster position and make recommendations to the Assembly.
7. Maintain an Area PI/CPC Rotation Book containing PI/CPC Committee minutes, recommendations and resultant Assembly actions, and annual budgets to include projected versus actual.
8. Supply a list of names, addresses and phone numbers of all Area Committee members to the General Service Office.
9. Become familiar with the Public Information and Cooperation with the Professional Community workbooks.
10. Work together with the Area Chairperson to schedule times and locations of the PI/CPC Workshop in conjunction with the GSR School in February, in both eastern and western North Dakota locations if possible; and assume the responsibility of conducting the PI/CPC Workshop

Webmaster Duties

1. Provide timely updates and accurate information to the Area 52 website (www.AANorthDakota.org)
2. Information is to include items related to AA and Area 52 to alcoholics, to professionals, and to the public. The site will also facilitate communication among members and servants of Alcoholics Anonymous in Area 52.
3. Responsible for maintaining the Area website is current and that it accurately reflects the activities and wishes of the Area Assembly.

4. Responsible for renewing the aanorthdakota.org domain registration.
5. Under the direction of the Area PI/CPC Chair, the Webmaster will keep the Area list of AA meetings current and will ensure that only meetings conducted by GSO-recognized groups are included.
6. Make available the most current version of the Area Meeting List, and post it in a printable format on the Area website. Any group may choose to have any or all of its meetings excluded from the Area Meeting List.
7. With approval of the PI/CPC Chair, update and maintain information on the Area website related to Area and District activities, events, policies and procedures. In the event that the PI/CPC Chair is not available, the Area Chair will approve such updates.
8. These updates and maintenance will include the following: posting announcements, news and flyers related to Area 52, its Districts, the AA West Central Region, and the General Service Office; updating public documents, including the Area 52 Service Handbook and Assembly rotation schedules; providing information about submitting flyers, meeting changes and event information; updating forms and interactive programming on the site; and providing information links to bordering Area websites.
9. Significant changes to the web site require approval of the Area Assembly. The site will at all times protect the anonymity of AA members.
10. The Webmaster is a non-voting member of the Area 52 Committee and the PI/CPC Committee, and will be reimbursed (as are other Area Officers) for travel expenses to attend all Area Assemblies.
11. The PI/CPC Committee reviews the Webmaster position at the Fall Assembly of every election year and appoints (or reappoints) the individual who will fill the Area Webmaster role.
12. The Area Webmaster must be a member of Alcoholics Anonymous.

Area 52 Treasurer Job description

Draft 4/7/14 from guidelines and experience

The duties performed by the Treasurer for Area 52 include the following:

- Attend all Area 52 Assemblies/Meetings
- Work closely with the Area 52 Chairperson for the prudent use of all funds, keeping them informed of all discrepancies encountered and obtaining the Area Chairperson or the Area Delegates signature on all checks.
- The Area Treasurer serves as Chairperson of the Area 52 Finance Committee for 2 separate finance committee functions.
 - General Service Conference business
 - Area 52 business
- Preparing, maintaining and documentation of two (2) auditable Bank accounts
 - General checking account
 - Round up reserve account
- Provide four (4) written reports to the Area 52 Assembly at three (3) Assemblies (March, June and Fall)
 - Banking summary
 - General checking register report
 - Group contributions spreadsheet
 - Roundup and reserve register report

- Receive contributions and make deposits keeping accurate records of such.
- Prepare and sign checks to pay Area 52 debts and forward contributions to the General Service Office of Area 52 Groups (splits) including a complete listing of individual group contributions.
- Provide Area 52 payment request forms and maintain receipts of Area 52 business
- Maintain Area 52 Treasurers laptop computer.
- Provide a proposed budget of Area 52 expenses at the March Assembly which will be ratified by each committee and voted on by the assembly
- Form a committee each March Assembly to audit both accounts using the Area 52 audit worksheet with results to be reported to The Area 52 Assembly.
- Turn over financial records to the new Treasurer and assist him/her with their duties. All records are to be kept for a period of three years and then turned over to the Area 52 Archives.
- Assist Area Districts and Groups with matters of financial policy if so requested.
- Check Area 52 Email regularly to assist any members or groups.

List of know payments:

- **Area 52 Officers Assembly Expenses:** Delegate, Chair, Secretary, Treasurer, Archives, Institutions, PI-CPC, Webmaster. And any Area 52 invited guests. (3 Assemblies per year)
 - Mileage, Meals, Lodging, Printing, Postage, Materials etc.
- Delegates attendance at WCAARF and WCAASC
- Quarterly GSO splits
- Archives Storage (Yearly)
- Web-hosting (yearly)
- Literature as needed, requested by Area Secretary
- Possibly reimburse Districts for hosting Area 52 Assemblies (i.e. facility rentals)
- GSR School/PI-CPC School costs, Chairpersons, and facilities.
 - Mileage, Meals, Printing, Postage Materials etc. (No Lodging)

Timeline of Treasurers duties

Start of the service year

Prior to March Assembly

- Pay 4th Quarter GSO (splits) and deposit 4th quarter Group Contributions.
- Prior to March 1st: Pay Delegates GSC expense to GSO (currently 2500.00)
- Make a 1st Quarter deposit just prior to Assembly with time to prepare reports for the Assembly.
- Prepare blank budget for committee additions for approval at the March Assembly. (excel doc)
- Prepare Group contributions spreadsheet. (excel doc)
- Prepare General checking register report. (Quicken)
- Prepare Roundup reserve register report. (Quicken)
- Prepare Banking Summary. (Quicken)
- Prepare background material (GSC) from disc Delegate will provide.

- Prepare Agenda's for both GSC and Area Finance Committee's sessions.

Attend March Assembly. And...

- Chair Finance committee for GSC Agenda Items. (Friday Night)
- Ask for Groups donations at DCM Sharing session (Saturday morning). Discuss any concerns.
- Chair Finance committee (Saturday Morning) discuss annual budget amounts for finance/treasurer and receive budget amounts from other committees for annual budget and any other Area 52 business. Provide recommendations to Area Assembly. Designate committee reporter to give Finance Committee report to the Assembly.
- Present reports. And recommendations from Finance Committee (Sat. afternoon)
- Present Finance Report (Sat. afternoon)
- Form Audit Committee from Area Finance Committee (3 member min.) and use audit guidelines and worksheet sheets to complete (Saturday afternoon). Report to be given (Sunday morning) by an Audit Committee representative and maintain records of such.
- Pay Delegate \$700.00 personal GSC expense
- Receive and review payment requests for Area 52 Officers and districts having business with the Treasurer. Pay all authorized requests. Retaining receipts of all requests for future record keeping.
- Disperse funds from Roundup Account to Districts requesting funds

Prior to June Assembly:

- Pay 1st Quarter GSO (splits) and deposit a 1st Quarter Group Contribution.
- Prepare agenda for Area 52 (only) Finance Committee (Sat).
- Prepare enough payment request forms for Assembly
- Prepare Group contributions spreadsheet. (excel doc)
- Prepare General checking register report. (Quicken)
- Prepare Roundup reserve register report. (Quicken)
- Prepare Banking Summary. (Quicken)

Attend June Assembly, and...

- Chair Finance Committee
- Designate committee reporter to give Finance Committee report to the Assembly.
- Present Finance report
- Receive and review payment requests for Area 52 Officers and districts having business with the Treasurer. Pay all authorized requests. Retaining receipts of all requests for future record keeping.

Prior to Fall Assembly:

- Pay 2nd Quarter GSO (splits) and deposit 2nd Quarter Group Contributions.
- Prepare agenda for Area 52 (only) Finance Committee (Sat).
- Prepare enough payment request forms for Assembly
- Prepare Group contributions spreadsheet. (excel doc)
- Prepare General checking register report. (Quicken)
- Prepare Roundup reserve register report. (Quicken)
- Prepare Banking Summary. (Quicken)

Attend Fall Assembly, and...

- Chair Finance Committee

- Designate committee reporter to give Finance Committee report to the Assembly.
- Present Finance report
- Receive and review payment requests for Area 52 Officers and districts having business with the Treasurer. Pay all authorized requests. Retaining receipts of all requests for future record keeping.

End of service term... (Prior to the first of the year)

Meet with new Treasurer to provide them with the information necessary to perform their new duties.

- Area 52 Email account login and passwords
- Banking login and passwords
- Hand over all Area 52 records and equipment to incoming Treasurer
- Change Treasurers Mailing address (to new) on website. (Contact webmaster)