

**AREA 16**  
GEORGIA STATE SERVICE ASSEMBLY



**Area Service Committees**

**Composition, Scope, and Procedure**

**May 2019**

## ARCHIVES COMMITTEE



### Composition

The Archives Committee is comprised of a Chair and Co-Chair, each serving two years in their respective positions who are appointed by the Delegate and approved by the General Service Assembly. Archives is an advisory position only when it comes to the Area 16 Assembly. We assist the District Committee Members (DCMs) and Group Service Representatives (GSRs) when requested. The position requires two years of service as the Committee Chair and two years of service as the Committee Co-Chair.

Other committee members include all of Area 16 District Archives Chairpersons.

### Scope

#### Archives Statement of Purpose:

Consistent with A.A.'s primary purpose of maintaining personal sobriety and helping other alcoholics achieve recovery, the Archives of Area 16-Georgia/GSSA will:

1. Collect and maintain an archival history of the actions of the Area 16 Committee transacted at its business meetings, as recorded in the printed minutes from The Secretary (per Area16 Current Practice, printed minutes are retained in perpetuity).
2. Receive, classify and index all relevant material, such as administrative files and records, correspondence, and literary works and artifacts considered to have historical importance to Area16- Georgia/Georgia State Service Assembly (GSSA).
3. Hold and preserve Archive materials.
4. Provide access to these materials, as determined by the Archives Review Committee, to members of Alcoholics Anonymous and to others who may have a valid need to review such material, contingent upon a commitment to preserve the anonymity of our members.
5. Serve as a resource and laboratory to stimulate and nourish thinking.
6. Provide information to assist and nourish learning.
7. Promote knowledge and understanding of the origins of and goals of Area 16- Georgia/GSSA.

8. Foster an interest to become involved in Archives Service in Area 16 and support efforts to expand Archives work throughout the Area.
9. Understand the information contained in the (*draft version*) of The Archive Committee Handbook.
10. Maintains a supply of AA literature pertinent to the Committee's purpose.

## Procedure

1. Work with GSSA Budget and Finance Committee to create a Budget for annual operations.
2. Communicate with the Office manager to establish a schedule to work in the archives display in the GSSA Office /Archives.
3. Prepare agenda to provide workshop at GSSA Assembly (Jan./May/Sept.)
4. Set up Archives display for table at GSSA to provide information to attendees.
5. Prepare Workshop agenda to provide workshop at the GSSA Assembly (Jan./May/Sept.)
6. Create 300 –word article for the Georgia Message about Archive Activities or significant historical events pertaining to Georgia AA.
7. Develop a working relationship with the other Committee Chairs and Co-Chairs to establish continuity within the GSSA structure.
8. Perform all necessary duties and attendances within the GSSA structure that will promote our Georgia Archives collection.
9. In the spirit of rotation, the Archives Chairperson will brief and explain all necessary information to the Co-Chair for continuity within the Archive Committee in its operations.
10. Chairpersons shall share the attendance duties for state events equally as possible depending on the individual circumstances, as they are communicated.
11. Respond to emails from AA members through the Area email platform.

## BUDGET and FINANCE COMMITTEE



### *Suggested Guidelines*

#### Composition

The members of the Budget and Finance Committee (B & F) shall consist of the current Area Treasurer, the immediate past Area Treasurer, the Alternate Delegate and two current District Committee Members (DCM) appointed by the Area Delegate. The DCMs will be appointed in September to begin office in January with a rotation of one to two years. The current Area Treasurer will chair the committee. The Delegate may appoint AA members to serve on the committee.

#### Scope

The purpose of the Budget and Finance Committee shall be to establish a sound fiscal policy for the Area, keeping in mind our Tradition of self-support and that enough operating funds, plus the established prudent reserve, should be the Area's fiscal policy. The B & F Committee will oversee the finances of the Area and compare current expenditures to budget. The B & F Committee will review unbudgeted requests for funds for special projects or needs.

#### Procedure

1. Review proposed budgets submitted by the Area Officers and Area Committee Chairpersons. Budgets must be received by July 1 for inclusion in the upcoming calendar year's budget. The Area Treasurer and the Area Office Manager will prepare and submit the operating budget for general operating and Area Assembly expenses.
2. The Area Treasurer will present the budget to the Office Committee at its September Assembly Meeting. The budget will be presented to the DCMs at their September Assembly meeting where they will be asked to present and discuss it with their GSRs at their District/Zone Meetings. The B & F Committee will make any revisions to the budget

as the result of input from the DCMs/Committee Chairs/CoChairs. Final approval of the budget will be requested by the Delegate at the November DCM Planning meeting.

3. Money budgeted for Area Officers, Area Committee Chairpersons, Miscellaneous Committees, Assemblies and general office administration will be used to carry the message in each area of responsibility. No money will be expended in excess of the approved budget unless first approved by the Office Committee. Additional expenditures over and above those budgeted cannot exceed \$1000 without prior consent of the DCMs. A request for items not budgeted must include (a) the purpose of the funds, (b) the benefit to AA, and (c) the amount needed. The DCMs will be asked for their approval during the DCM meeting at the next Assembly, as time permits.

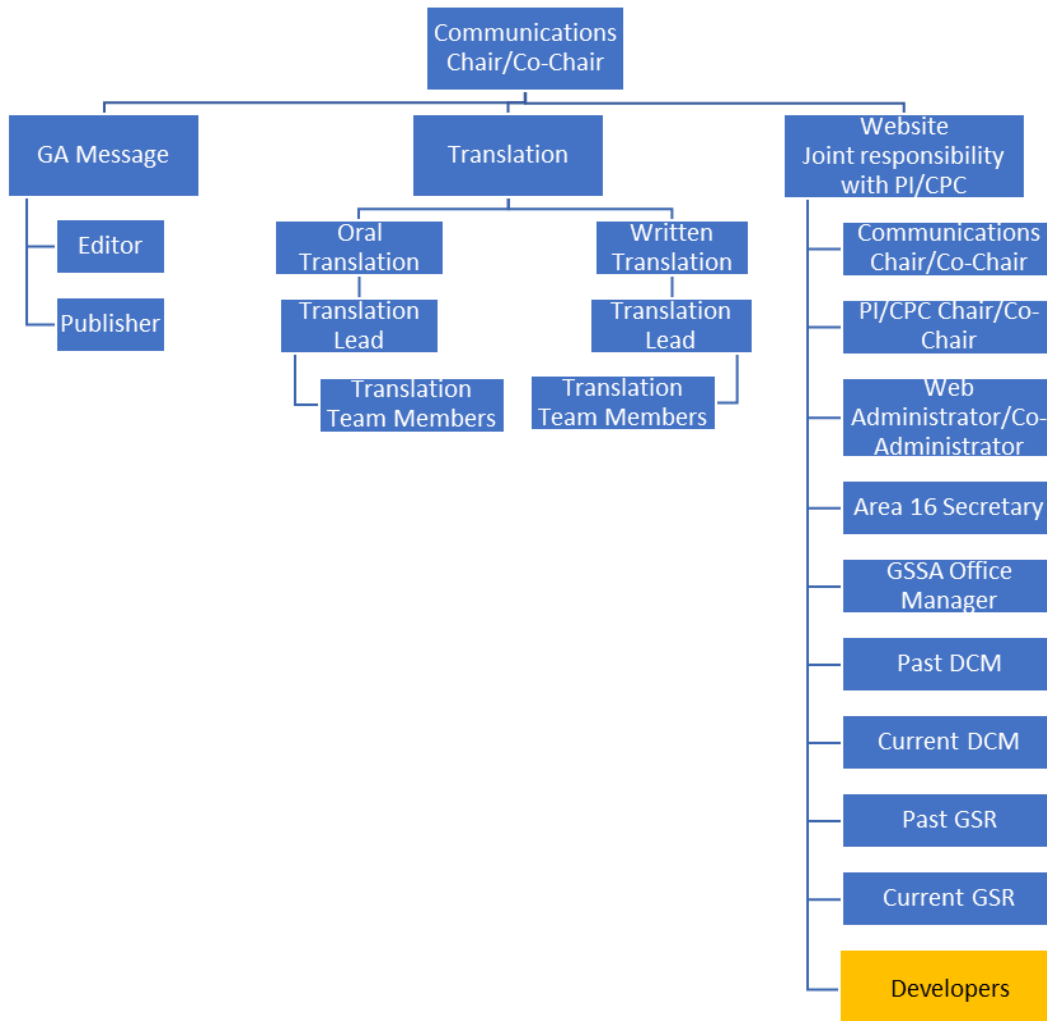
## COMMUNICATIONS COMMITTEE



### Composition

The Communications Committee is comprised of a Chair and Co-Chair, each serving two years in their respective positions who are appointed by the Delegate and approved by the General Service Assembly. The Chair and Co-Chair are responsible for establishing, guiding, and overseeing subcommittees or teams to support the various communication channels.

The Web Committee is comprised of 12 voting members, listed in the diagram below, and chaired by a member of the Web Committee who is nominated and voted on by the Committee members every two years. The Web Committee information is included within the Communications Committee information.



## Scope

The Communications Committee helps to facilitate the exchange of information within Area 16 by providing means by which the information can be delivered and received to meet the following objectives:

1. Carrying the Message – for example, meeting locations and schedules and providing access to AA Literature.
2. Informed Group Conscience – information for the Fellowship to make an informed decision – Committee Reports, Q&A, Agendas, Meeting Minutes, Motions, translators, etc.
3. Maintaining a supply of AA literature pertinent to the Committee’s purpose.

## Procedure

The Communications Committee is responsible for several communication channels to meet these objectives:

1. *The Georgia Message* – published six times annually and distributed in print and on our web site [aageorgia.org](http://aageorgia.org). Confidential information is password protected.
2. The *Area 16 Service Manual* – available in print and on the [aageorgia.org](http://aageorgia.org) website. It is updated when changes are made through the Area Assembly.
3. The *Area 16 Service Directory* - containing contact information for all groups, districts/zones, DCMs, Area Committee Chairs, Area Officers, etc. This document contains last names, addresses, and phone numbers and is password protected.
4. Translation - English - Spanish provided at the Area Assembly, Pre-paid Conventions, and area meetings. Key documents are translated from English to Spanish.
5. Assembly Audio/Visual – to facilitate information sharing in a visual format.
6. Assembly Evaluations – to collect information from Assembly attendants and provide that information to the Area Committees in a summarized and meaningful report to assist in the continuous improvement of the Area Assembly.
7. Area 16 website [aageorgia.org](http://aageorgia.org) – operated in cooperation with PI/CPC, which contains some areas that are password protected.
  - a. Establish procedures for Area Office Manager to maintain meeting schedules with mapping capability–update on the web, via email. Update as needed.
  - b. Establish procedures for Area Office Manager to post contact information for Area Office, Area Officers, Area Committees, DCMs, etc. Update as needed.
  - c. Establish procedures for Area Office Manager to post key information such as Area sponsored activity flyers, agendas, committee reports, cluster forums etc.
  - d. Maintain literature purchase capability on website
  - e. Develop and maintain platform for monetary contributions to GSSA and Pre-paid Convention
  - f. Establish procedures for Area Office Manager to post Pre-paid Convention registration
  - g. Subscription Alerts
  - h. Manage GSSA email system – communications without use of personal emails
  - i. Maintain and update links to [aa.org](http://aa.org) – contribute, literature, contacts, etc. as needed
  - j. Establish procedures for posting announcements from GSO
  - k. Establish procedures for Area Office Manager to post reports: Ad Hoc Committees, Delegate’s, Financial, Area Assembly Minutes, other pertinent reports as approved by the Area Office Committee.
8. Set up display for table at GSSA to provide information to attendees.
9. Prepare Workshop agenda to provide workshops and presentations at the GSSA Assembly (Jan./May/Sept.)

10. Create 300-word article for the Georgia Message about Corrections Activities or significant historical events pertaining to Georgia AA.
11. Work with GSSA Budget and Finance Committee to create a Budget for annual operations.
12. Chairpersons shall share the attendance duties for state events equally as possible depending on the individual circumstances, as they are communicated. (Cluster Forums, DCM Planning and Pre-Conference Meetings).
13. Respond to emails from AA members through the Area email platform.

## **CORRECTIONS COMMITTEE**



### **Composition**

The Corrections Committee is comprised of a Chair and Co-Chair, each serving two years in their respective positions who are appointed by the Delegate and approved by the General Service Assembly. Other committee members include all of Area 16 District and Group Corrections Chairpersons.

### **Scope**

The purpose of a correctional facilities committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in jails and prisons. The committee also works to establish a means for inmates who are released from the correctional facility to connect with members of AA in their communities through pre-release contacts. A correctional facilities committee may function within the structure of a General Service Conference area committee or a central office (Intergroup). Maintains a supply of AA literature pertinent to the Committee's purpose.

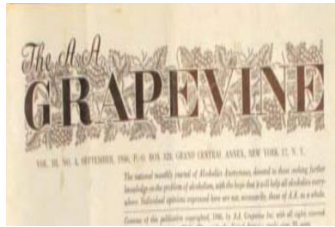
### **Procedure**

1. Work with GSSA Budget and Finance Committee to create a Budget for annual operations.
2. Prepare Workshop agenda to provide workshops and presentations at the GSSA Assembly (Jan./May/Sept.)
3. Create 300-word article for the *Georgia Message* about Corrections Activities or significant historical events pertaining to Georgia AA.
4. Maintain a supply of AA literature pertinent to the Committee's purpose.



5. Collaborate annually with a District DCM to host a Corrections Workshop.
6. Set up display for table at GSSA to provide information to attendees.
7. Corrections Certification Training: Facilitate three training annually provided by a representative from the Department of Corrections to enable participants to apply for certification to bring meetings into state prisons
8. Chairpersons shall share the attendance duties for state events equally as possible depending on the individual circumstances, as they are communicated. (Cluster Forums, DCM Planning and Pre-Conference Meetings, etc.)
9. Provide information and encourage members to participate in Bridge the Gap (Corrections Pre-lease). Bridge the Gap Is made up of Alcoholics Anonymous members across the state who are dedicated to carrying the AA message to people who are seeking sobriety but are unable to participate at the community level. Specifically, Bridge the Gap provides a way for recovering alcoholics to make contacts with AA members in the area in which they will be living after their release. We believe that the most important time in an inmate's recovery is the first 24 to 48 hours after his or her release. We help to guide newcomers to find the support they need upon their release. This is for inmates that have six months **or less** to serve.
10. Provide information and encourage members to participate in Corrections Correspondence. The Corrections Correspondence Service (C.C.S.) links A.A. members who are incarcerated with A.A. members on the outside so that both can share their experience, strength, and hope with each other. This is for inmates that have six months **or more** to serve. This service is to share in a general way the AA program and sobriety. It is not a pen-pal service.
11. Provide information and encourage groups to participate in Cons for Cons "Pink Can". This is a collection of money that can only be used for books and literature for our Confined Friends. Each group based on their Group Conscience", can send the funds to the places: Group, District, if applicable their Regional Corrections Committee, or GSSA. If the group supports their local County Jail, or State facility, they can use the funds themselves. If their district supports a few county jails or state facility, they can choose to send their funds to the District. It is up to the group.
12. Coordinate with State Facilities. State facilities will contact the Corrections Chair/Co-Chair to request a meeting or literature. We follow-up by contacting members in their community who can establish a meeting or assist in providing literature.
13. Respond to emails from AA members through the Area email platform.

## GRAPEVINE COMMITTEE



### Composition

The Grapevine (GV) Committee is comprised of a Chair and Co-Chair, each serving two years in their respective positions who are appointed by the Delegate and approved by the General Service Assembly. GV is an advisory position only when it comes to the assembly. We assist the DCM's and GSR's when requested. Other committee members include all of Area 16 District and Group GV Chairpersons.

### Scope

The GV Committee offers a forum for Districts to share their experience in carrying the message about the Grapevine Magazine, La Vina, and other materials published by the Grapevine, Inc. The committee provides support for *Grapevine* and *La Vina* throughout the fellowship and service structure, by encouraging groups to elect Grapevine Representatives, hold dedicated local workshops and events, and incorporate time and budgets for GV presentations and subscription/literature giveaways at AA fellowship events. The committee reviews Grapevine Agenda Items for the General Service Conference and gives the Area Delegate the committee's recommendations. The committee also discusses how to put the recommendations from the General Service Conference into practice.

### Procedure

1. Work with GSSA Budget and Finance Committee to create a Budget for annual operations.
2. Prepare Workshop agenda to provide workshops and presentations at the GSSA Assembly (Jan./May/Sept.)
3. Create 300-word article for the *Georgia Message* about Grapevine Committee activities or significant GV events occurring around Area 16.
4. Set up display for table at GSSA to provide information to attendees and sell GV books and literature.
5. The GV chair is responsible for monitoring literature inventory and placing orders when necessary.
6. GV chairpersons shall share the attendance duties for state events equally as possible depending on the individual circumstances, as they are communicated. (Cluster Forums, DCM Planning and Pre-Conference Meetings, etc.)
7. Assist groups and/or districts in hosting Grape-a-Thons as requested.

8. Keep members informed about GV initiatives and new literature as it becomes available.
9. Respond to emails from AA members through the Area email platform.

## TREATMENT AND ACCESSIBILITIES COMMITTEE



### Composition

The Treatment and Accessibilities Committee is comprised of a Chair and Co-Chair, each serving two years in their respective positions who are appointed by the Delegate and approved by the General Service Assembly. Other committee members include all of Area 16 District and Group Treatment and Accessibilities Chairpersons.

### Scope

Offers a forum for the Districts to share their experiences with carrying the A.A. message to those with accessibility needs and carrying the AA message into Treatment facilities. Maintains a supply of AA literature pertinent to the Committee's purpose. Reviews service literature and workbooks and coordinates Bridging the Gap activities. Accessibilities Committees assist A.A. members who have a variety of challenges in accessing the A.A. message in A.A. meetings, Twelve Step work and other A.A. service.

### Procedure

1. Work with GSSA Budget and Finance Committee to create a Budget for annual operations.
2. Prepare Workshop agenda to provide workshops and presentations at the GSSA Assembly (Jan./May/Sept.)
3. Create 300-word article for the *Georgia Message* to provide information about Treatment and Accessibilities and significant events pertaining to Georgia AA.
4. Collaborate annually with a District DCM to host a Treatment Workshop.
5. Set up display for table at GSSA to provide information to attendees.
6. Maintain a supply of AA literature pertinent to the Committee's purpose.

7. Chairpersons shall share the attendance duties for the state events equally as possible depending on the individual circumstances, as they are communicated. (Cluster Forums, DCM Planning and Pre-Conference Meetings, etc.)
8. Provide information and encourage members to address accessibility to meetings.
9. Provide information as well as literature and guidelines to groups and districts for setting up A.A. meetings in treatment facilities and outpatient settings.
10. Provide information and encourage members to participate in Bridge the Gap Bridge the Gap is made up of Alcoholics Anonymous members across the state who are dedicated to carrying the AA message to people who are seeking sobriety but are unable to participate at the community level. Specifically, Bridge the Gap provides a way for recovering alcoholics to make contacts with AA members.
11. Respond to emails from AA members through the Area email platform.

## **PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY**



### **Composition**

The Public Information/Cooperation with the Professional Community (PI/CPC) Committee is comprised of a Chair and Co-Chair, each serving two years in their respective positions who are appointed by the Delegate and approved by the General Service Assembly. Other committee members include all of Area 16 District and Group PI/CPC Chairpersons.

### **Scope**

The PI/CPC Committee offers a forum for the Districts to share their experience in carrying the A.A. message to the general public and to professionals who, in their work, encounter alcoholics. Committee members assist each other in the creation and operation of effective District PI/CPC Committees to maintain PI/CPC work throughout the Area.

### **Procedure**

1. Work with GSSA Budget and Finance Committee to create a Budget for annual operations.
2. Prepare Workshop agenda to provide workshops and presentations at the GSSA Assembly (Jan./May/Sept.)

3. Create 300-word article for the *Georgia Message* to provide information about PI/CPC or significant events pertaining to Georgia AA.
4. Collaborate with districts to host PI/CPC Workshops throughout the Area.
5. Coordinate with AA General Service Office (GSO) to represent AA at state and national conferences held in the Area by setting up an information booth (medical, social work, mental health, courts, media, etc.).
6. Provide information to the Area on new publications and public service announcements.
7. Respond to emails from AA members through the Area email platform.
8. Set up display for table at GSSA to provide information to attendees.
9. Chairpersons shall share the attendance duties for the state events equally as possible depending on the individual circumstances, as they are communicated. (Cluster Forums, DCM Planning and Pre-Conference Meetings, etc.)
10. Maintain a supply of AA literature pertinent to the Committee's purpose.
11. Coordinate with the Communications Committee as a participating member to articulate a common message.
12. Support local AA groups in working with their public libraries to ensure libraries have at least one Conference approved AA book. (*Alcoholics Anonymous. Twelve Steps and Twelve Traditions*, etc.)