

# **Communications Committee Guidelines for Area 16 – Georgia**

## **Composition, Scope and Procedure**

### **Composition**

The committee shall be comprised of approximately nine members. Ideally, the committee will include two to three members with professional editorial experience, one to two members with professional web experience, the state office manager and the chairperson of the area PI/CPC Committee. The delegate shall appoint the chair and co-chair. The balance of the committee shall be appointed by the chair and co-chair. If it is indicated by the needs of the Committee, from time to time the delegate may amend the number of voting members.

### **Scope**

The committee has the responsibility of continuously reviewing all forms of communication used within Area 16 and suggesting ideas for improvement. These tools of communication include, but are not limited to, the Message, the website, Georgia A.A. Service Manual, service directory, assemblies, forums, planning meetings, various area committee displays, letterhead and envelopes. As a suggestion for improvement is accepted by one of the various responsible bodies, if requested, the committee will assist in its development and implementation. This committee supports the purposes of Area 16 as they relate to carrying a clear message of hope and recovery from alcoholism.

### **Procedure**

To conduct a workshop during Assembly weekends to exchange ideas and share information concerning on-going projects;

To make recommendations for improved communications to Area 16;

Once a recommendation is accepted, to offer implementation assistance;

To be available as a communication resource to all of Area 16;

To provide updated reports of the committee's activities to Area 16.

Initiated: June 2006 by Office Comm.

Revised: August 20, 2006 by Commun. Comm.

Revised: September 15, 2006 by Office Comm.