

GEORGIA STATE SERVICE ASSEMBLY

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# DCM 101 Guide

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## **DCM 101 Guide – Revision 01/01/21**

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**The following guide is a companion and integral part of the overall Area 16 DCM 101 Program. In order to gain the best understanding, it is highly suggested to attend the accompanying presentations, sharing, and discussions of the DCM 101 Workshop each Assembly weekend (Saturday at 9:00am).**

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## Introduction

### **Leadership in A.A.: Ever a Vital Need. – Excerpt - Bill W., 1959 issue of “The A.A. Grapevine.”**

No society can function well without able leadership in all its levels, and A.A. can be no exception. It must be said, though, that we A.A.’s sometimes cherish the thought that we can do without much personal leadership at all. We are apt to warp the traditional idea of “principles before personalities” around to such a point that there would be no “personality” in leadership whatever. This would imply rather faceless automatons trying to please everybody, regardless.

At other times we are quite as apt to demand that A.A.’s leaders must necessarily be people of the most sterling judgment, morals, and inspirations; big doers, prime examples of all, and practically infallible.

Real leadership, of course, has to function in between these entirely imaginary poles of hoped-for excellence. In A.A. certainly no leader is faceless, and neither is any leader perfect. Fortunately our Society is blessed with any amount of real leadership — the active people of today and the potential leaders of tomorrow as each new generation of able members swarms in. We have an abundance of men and women whose dedication, stability, vision, and special skills make them capable of dealing with every possible service assignment. We have only to seek these folks out and trust them to serve us.

Somewhere in our literature there is a statement to this effect: “Our leaders do not drive by mandate, they lead by example.” In effect, we are saying to them, “Act for us, but don’t boss us.”

A leader in A.A. service is therefore a man (or woman) who can personally put principles, plans and policies into such dedicated and effective action that the rest of us want to back him up and help him with his job. When a leader power-drives us badly, we rebel; but when he too meekly becomes an order-taker and he exercises no judgment of his own — well, he really isn’t a leader at all.

### **A.A.'s Legacy of Service by Bill W.**

Our Twelfth Step — carrying the message — is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.

### **A.A.'s Single Purpose**

Tradition Five: Each Alcoholics Anonymous group ought to be a spiritual entity having but one primary purpose—that of carrying its message to the alcoholic who still suffers. “There are those who predict that A.A. may well become a new spearhead for a spiritual awakening throughout the world. When our friends say these things, they are both generous and sincere. But we of A.A. must reflect that such a tribute and such a prophecy could well prove to be a heady drink for most of us - that is, if we really came to believe this to be the real purpose of A.A., and if we commenced to behave accordingly.

“Our society, therefore, will prudently cleave to its single purpose: the carrying of the message to the alcoholic who still suffers. Let us resist the proud assumption that since God has enabled us to do well in one area we are destined to be a channel of saving grace for everybody.” A.A. Co-founder Bill W. 1955



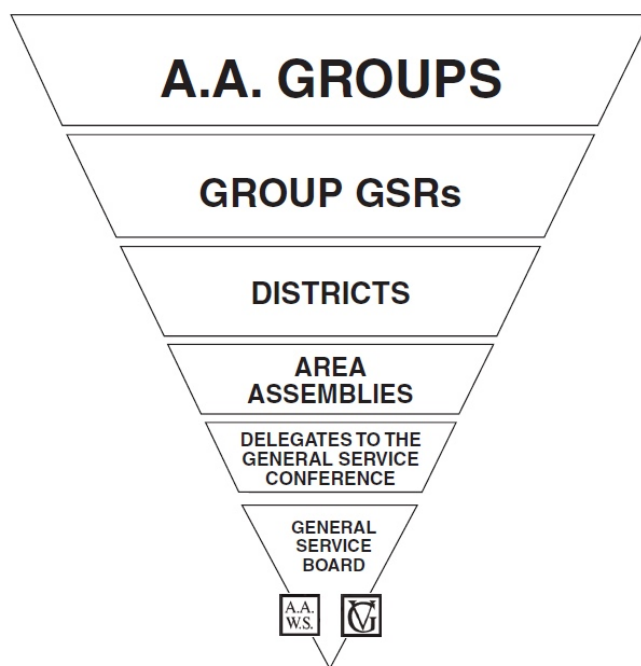
## A.A.'s Principles of Service

Each AA group has but one primary purpose to carry its message to the alcoholic who still suffers. Every AA group out to be fully self-supporting. Alcoholics Anonymous should remain forever nonprofessional. AA as such ought never be organized, but we may create service boards or committees directly responsible to those they serve. Our leaders are but trusted servants; they do not govern. We try to carry this message to alcoholics, and to practice these principles in all our affairs. - – *A.A. Comes of Age* pg. 138

**Note:** The traditional principles of A.A. service stated above have been amplified by Bill W. and made a part of *The A.A. Service Manual and Twelve Concepts for World Services*.

## A.A. Groups – The Final Voice of the Fellowship

### STRUCTURE OF THE CONFERENCE (U.S. and Canada)



Alcoholics Anonymous has been called an upside-down organization because “the ultimate responsibility and final authority for World Services resides with the groups— rather than with the trustees, the General Service Board or the General Service Office in New York”.

Leadership is a continuing problem just as Bill foretold. If you want better trustees, we need better delegates. If we want better delegates, we need better committee members. If we want better DCMs, we need better GSRs. Better service suggests better unity. Better unity suggests better recovery. What is important is that we grow under God quietly and calmly and in freedom. We have no doctrine that has to be maintained. No membership that has to be enlarged. No authority that has to be supported. No prestige, power or pride that has to be satisfied.

No property or money worth quarreling about. These are the advantages of which we should make the best possible use.

The entire structure of A.A. depends upon the participation and conscience of the individual groups, and how each of these groups conducts its affairs has a ripple effect on A.A. everywhere. Thus, we are ever individually conscious of our responsibility for our own sobriety and, as a group, for carrying the A.A. message to the suffering alcoholic who reaches out to us for help.

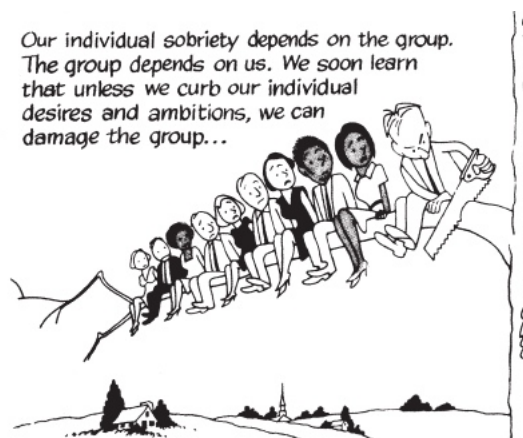
A.A. has no central authority, minimal organization, and a handful of Traditions instead of laws. As co-founder Bill W. noted in 1960, “We obey [the Twelve Traditions] willingly because we ought to and because we want to. Perhaps the secret of their power lies in the fact that these life-giving communications spring out of living experience and are rooted in love.”

A.A. is shaped by the collective voice of its local groups and their representatives to the General Service Conference, which works toward unanimity on matters vital to the Fellowship. Each group functions independently, except in matters affecting other groups or A.A. as a whole.

A.A.’s essential group work is done by alcoholics who are themselves recovering in the Fellowship, and each of us is entitled to do our A.A. service in the way we think best within the spirit of the Traditions. This means that we function as a democracy, with all plans for group action approved by the majority voice. No single individual is appointed to act for the group or for Alcoholics Anonymous as a whole.

Each group is as unique as a thumbprint, and approaches to carrying the message of sobriety vary not just from group to group but from region to region. Acting autonomously, each group charts its own course. The better informed the members, the stronger and more cohesive the group — and the greater the assurance that when a newcomer reaches out for help, the hand of A.A. always will be there.

Most of us cannot recover unless there is a group. As Bill said, “Realization dawns on each member that he is but a small part of a great whole. ... He learns that the clamor of desires and ambitions within him must be silenced whenever these could damage the group. It becomes plain that the group must survive or the individual will not.”





## **Informed Group Conscience**

The concept of “Informed Group Conscience” is central to AA as well as our service structure. It operates as the guiding spiritual principle at all levels of AA. We ought to see it as our guiding principle at group meetings, district meetings, area assemblies and the general service conference.

“Not always understood, group conscience as expressed in Tradition Two is a powerful spiritual concept that makes it possible for people of diverse backgrounds and temperament to rise above personal ambition and unite in a common purpose; to stay sober and extend the hand of AA to the alcoholic who still suffers.” – Box 459 – Vol. 35, 1989

“Unless each A.A. member follows to the best of his ability our suggested Twelve Steps to recovery, he almost certainly signs his own death warrant.”

“The same stern threat applies to the group itself. Unless there is approximate conformity to A.A.’s Twelve Traditions, the group, too, can deteriorate and die. So we of A.A. do obey spiritual principles, first because we must, and ultimately because we love the kind of life such obedience brings. Great suffering and great love are A.A.’s disciplinarians; we need no others.” 12&12 pg. 174

## The Home Group

For most A.A.s, membership in a home group is one of the keys to continuing sobriety. In a home group, they accept service responsibilities and learn to sustain friendships. The home group affords individual A.A.s the privilege of voting on issues that affect the Fellowship as a whole; it is the very basis of the service structure. While most A.A. members attend other groups regularly, the home group is where they participate in business meetings and cast their vote as part of the group conscience of the Fellowship as a whole. As with all group conscience matters, each member has one vote.

Group service — from coffee maker to secretary, treasurer, or chairperson is usually the way members first experience the joy and the growth that can be derived from A.A. service. (The pamphlet “The A.A. Group” provides extensive information on group organization and opportunities for service.) - - *Service Manual S25 2018-2020 Ed.*

Many A.A. members report that their circle of A.A. friends has widened greatly as the result of coffee and conversation before and after meetings. - *The A.A. Group pamphlet*

Most groups depend upon their members to pre- pare for each meeting, serve the refreshments, and clean up afterward. You often hear A.A. members say that they first “felt like members” when they began making coffee, helping with the chairs, or cleaning the coffee pot. Some newcomers find that such activity relieves their shyness and makes it easier to meet and talk to other members. - *The A.A. Group pamphlet*



## The District and D.C.M

### What is a District?

*From A.A. Service Manual*

A district is a geographical unit containing the right number of groups — right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and well-being.

The number of groups per district varies widely, from as few as five in a rural district to 90 or more in a metropolitan district. Population density and the geographic size of the district, which will affect the ability of the D.C.M. to communicate with the groups, would be key factors determining the number of groups a district will have.

**LINGUISTIC DISTRICTS:** To encourage participation of the maximum number of groups, some areas have incorporated linguistic districts within their structure. These districts are made up of groups that conduct meetings in a language other than English. They usually have a bilingual D.C.M. or liaison. Their boundaries may be independent of the conventional geographic district boundaries.

### District Committee Member (D.C.M.)

The district committee member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As 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 that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (The pamphlet "Your D.C.M.," available from the General Service Office, provides basic information on this service job.)

**FINANCIAL SUPPORT:** Current experience indicates that many districts provide financial support for their D.C.M.s to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.

## **Qualifications?**

- The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.
- A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

## **What are my duties?**

- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.s are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material.
- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of *talking to groups* (new and old) on the responsibilities of general service work.
- In addition, the DCM schedules district meetings, chairs the meeting, and sets the agenda in accordance with the conscience of the district.

## **SHARING FROM D.C.M.S TO A NEW D.C.M.**

*SM F-174*

“So now you’re a District Committee Member (D.C.M.) Congratulations, and welcome to this new and challenging service role! As leader of the district committee, you will bring the group conscience and thinking of the district to the area committee. This is an essential link between the group General Service Representatives (G.S.R.s) and the area delegate. The pamphlet “Your D.C.M.,” available from the General Service Office, provides basic information on this service position, and you may also be given locally produced material by your area.

If you’re reading this, it’s likely that you have received your D.C.M. kit from G.S.O., which is an excellent place to begin. As a suggestion, read “The A.A. Group,” all the Guidelines, The A.A. Service Manual, Alcoholics Anonymous Comes of Age, the Big Book, and Twelve Steps and Twelve Traditions.

I was taught that, as in any other endeavor, the success of a D.C.M. depends on the leadership of the person occupying the position. If a D.C.M. loses interest, it will trickle down to the rest of the district, but strong D.C.M.s create strong and active districts.

Sometimes we have good knowledge coming in as D.C.M.s, but this is not always the case. As a new D.C.M., I soon realized I needed a better grasp of the Concepts, so I started a monthly Concepts study. Interested G.S.R.s join me at our local intergroup office to read a concept and discuss it each month. This has enriched our personal knowledge and our service to our district.

If you feel like you are coming in cold, remember that you can learn a lot during the D.C.M. meeting at the area assembly. In our area, this roundtable group is composed of the D.C.M.s, alternates, and is chaired by a past delegate. We go over problems within our districts, review functions of the position from the Service Manual, and are given information to relay from the area, delegate, or G.S.O. The dispelling of misinformation and the dissemination of new and correct information comes through the D.C.M. and out to the groups. The D.C.M. meetings help me understand my role and to discover what is working for others.

If there are area-sponsored D.C.M. Workshops throughout the year, calendar them in! Before long, you’ll be more confident and may find yourself conducting district workshops, assisting groups with local problems, supporting the implementation of P.I., Treatment, Special Needs- Accessibilities, Corrections, C.P.C., or other district-specific programs/activities, and coordinating activities between districts.

A past delegate suggested that we D.C.M.s avoid comparing our district to others and that we should focus on doing one thing well. Over time, I have learned that not only are districts different, but each area in my region does things differently. It has been important for me to accept that fact and to learn more about our area and our procedures and guidelines.

Several years back, a new D.C.M. suggested that we G.S.R.s car-pool to many of the area events. Now that I’m the D.C.M., I have the privilege of driving my van with a bunch of G.S.R.s. We meet for breakfast, have a sort of A.A. meeting along the way and enjoy some excellent fellowship, too. These road trips are great experiences, especially when we have a new G.S.R. in the van.

Get to know other D.C.M.s. See if your area website has an email address for the D.C.M.s. Usually this mail can be forwarded to your personal email. The area may also maintain a list of contact information for D.C.M.s and area committee chairs/officers. I kept my list of D.C.M. contact information on hand, but never thought I would use it. Then, about four months into being a D.C.M., my district decided to hold a “Unity Service Day.” We had never done this before and so I called the other D.C.M.s to gather sharing. As a result of this calling around, our district was invited to attend another district’s annual service day and we learned a great deal. The members of that district supported our service event, so we ended up helping one another!

Feel free to invite area committee chairs and officers to attend as many of the district and group service events as they want – from district meetings to workshops and sharing sessions. You would be amazed at the amount of interest and enthusiasm this can generate in the district.

As the incoming D.C.M., I received the district’s group list from our area registrar. It used to be that at our district meetings we were lucky if we had 50 percent attendance. My service sponsor suggested that I visit each group to introduce myself to the group G.S.R. and invite them to the next district meeting – this must have had an effect because now we are up to 90 percent participation! Now I send gentle reminders by email to remind the G.S.R.s about the district meeting and to see if they need anything placed on the agenda. I call those who do not have email.

We started the new panel year by taking a district inventory to help improve participation at district meetings and address what we saw as district apathy. We kept it simple. It brought us together and surprised a few, but good changes came out of our inventory.

My district has the custom of giving projects to the outgoing D.C.M.s. Some have been willing to be a resource on district history. That way they stay involved and we avoid reinventing the wheel. I always thought they should just rotate completely out of district service, but now that I am a D.C.M., I see the wisdom of having them stick around.

Encourage all G.S.R.s and groups to suggest topics for district meetings. Inviting the local intergroup/central office liaison to the district meeting can help foster unity and communication. Remember to send the delegate and alternate a copy of the minutes.

Share the “where & when” of area general service activities with the G.S.R.s and don’t be afraid to encourage them to attend.

Communicate changing phone numbers and email addresses to the area registrar as soon as you get the information – perhaps you can even set aside a special folder just for this information. Finally, when you become the outgoing D.C.M., remember to prepare the necessary change forms for forwarding to G.S.O., the area registrar and the area delegate.

As I prepare to rotate, I thank you for this opportunity to share my D.C.M. experience with you. I am grateful for the opportunity to be of service and I sincerely wish you all the best!”

**Note: The experience collected here reflects excerpts of sharing from various D.C.M.s.**

## **How to Conduct a Sharing Session.**

*SMF-111*

“The purpose of a Sharing Session is to fill a need for improved communication among Area committee, Districts, and Groups, thereby strengthening services in A.A. through cooperation. These sessions are called for a specific purpose requiring shared experience and ideas, in order to best serve Alcoholics Anonymous. Sharing Sessions are not designed to reach a conclusion as, say, at a regular A.A. business meeting. They are usually held where a problem has reached difficult proportions at the service level involved, and options to surmount the challenge need to be thought about.

The usual Sharing Session format provides for a “chairperson” who presents the problem to be discussed, and then asks for comments. Participants respond, usually going around the room, speaking for no longer than a specific time agreed upon ahead of time by everyone present (perhaps one or two minutes), after which a bell is rung to indicate “time up.” A participant may speak again on the same topic *only* after all others have shared once. He or she may then speak again, in turn. The sharing continues until all have said what they need to say on each go around the room. Remember, no one need ever be ashamed of his or her opinion.

While the sharing is taking place, a volunteer “secretary” takes down the essence of what is shared. This write-up should be both brief and informal. Since sharing on a specific topic may take an hour or more before it is exhausted, it is usually better to plan on having only one topic per Sharing Session. Again, no individual should attempt to sum or draw conclusions at the end of a Sharing Session. Each participant will have received “food for thought.” However, often it will be found that a group conscience has emerged.

To be effective, Sharing Sessions should include no more than 30 participants (larger groups can be broken into two sessions). These sessions may also be built into regular Area, District or Group meetings. Area Committees may find that Sharing Sessions foster greater interest and willingness on the part of General Service Representatives (G.S.R.s) to participate. Districts and Groups may find Sharing Sessions a preferred way to discuss issues that are particularly sensitive or thorny.”

## **Growing Responsibilities for D.C.M.s**

*Your D.C.M F-12*

“Continuing growth of the Fellowship brings new opportunities for service to the D.C.M. As the numbers of groups in an area increase, the maintenance of a vital active link between the groups and the Fellowship as a whole becomes a challenge to the D.C.M.s. By maintaining active contact, both with the groups in the district and with the area delegate, the D.C.M. is a key link in ensuring that all the A.A. groups are aware of the importance of their total participation in local, district, area and world services.”

**GSO Resources for D.C.M.s – D.C.M. Kit [www.aa.org/dcmkit](http://www.aa.org/dcmkit)**

**DISTRICT COMMITTEE MEMBER (D.C.M.) KIT CONTENTS**

[www.aa.org/dcmkit](http://www.aa.org/dcmkit)


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How to Support Our Grapevine & Carry the Message*	(F-304)



## Alternate DCM

The alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the D.C.M., by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities at district and area meetings.

## Area 16 DCM Email

As stated previously, communication between the DCM, Groups, and Area is of utmost importance. In order to receive and transmit communications efficiently, an Area 16 email account is provided to each DCM. ***It is very important to monitor your email account regularly.*** As a general rule, DCMs are encouraged to share login and password information with their alternate DCM. This allows for timely two-way communications. The DCM and alternate should work out amongst themselves how and when to respond to emails they receive, need to read, and respond to. For the most part, communications from your delegate, GSO, and Office Committee need to be passed on to your GSRs in a timely fashion. Should you have any questions, please refer to your directory and reach out to the delegate via email, phone, or in-person. Area 16 email system is also available as an App (Gmail)  for use on smartphones (Apple IOS or Android). This makes monitoring your DCM email even easier!

The following are instructions for getting started with the Area 16 email system:

1. Please contact [gssa@aageorgia.org](mailto:gssa@aageorgia.org)

-a temporary password will be given

2. Login at [www.gmail.com](http://www.gmail.com)

Sign into new acct using email address district (your district #)[@aa-georgia.org](mailto:district1a@aa-georgia.org)

**Note: the hyphen is only for logging in purpose - ex. [district1a@aa-georgia.org](mailto:district1a@aa-georgia.org)**

3. Enter your password given by [gssa@aageorgia.org](mailto:gssa@aageorgia.org) or (478)745-2588
4. Once logged-in with the temporary password, you will be prompted to reset the password for security reasons. After you reset the password, **please share it with your Alt DCM.**
5. Use the link below if you have a personal Gmail account and want to know how to use them both and how to switch between the two accounts:

<https://support.google.com/accounts/answer/1721977?co=GENIE.Platform%3DDesktop&hl=en>

6. Check your Area 16 DCM Email!

## Area 16 Website

Area 16 maintains a website at [aageorgia.org](http://aageorgia.org) through the efforts of the Web and Communications Committees. The website provides Area 16 with information pertaining to A.A. services, meetings, Area 16 programs, committee pages, links to the GSO website, and additional reference information. The following is a brief description of the main website drop-down menus and associated sites:

### Landing Page

The landing page is what appears when you type in and select [aageorgia.org](http://aageorgia.org) in your web browser. It is the first page to appear when “landing” on the site. As you can see, there are several selections across the top of the page starting with “HOME” then, “FIND A MEETING”, “CONTRIBUTE”, and so on. Continuing down the home page, there are many additional links to other areas on the website.



For facilities closures, please check the [Meeting List](#) for meeting availability.  
Here are the Location closures we KNOW about: [Closed Locations](#)

#### Georgia Meetings and Information:

- [Find a Meeting with Maps](#)
- [Find a Meeting by City, District or Zone](#)
- [Forms:](#)
  - [New Group Registration](#)
  - [Existing Group Meeting Changes](#)
  - [Existing Group Trusted Servant Updates](#)

[Georgia Message of AA Newsletter](#)

[Subscribe to the AA Georgia email list](#)

#### Georgia State Events and Information:

- [DELEGATE COFFEE AND CONVERSATION VIDEO INVITE](#)  
November 4, 2020 7:00pm
- [ARCHIVES COMMITTEE PRESENTS](#)  
November 14, 2020 7:00pm - 9:00pm
- [Cluster Forums](#) **CANCELLED**
- [Grapevine Workshops](#)  
(Grapeathons) **UPDATE**
- [Area Treatment Workshop](#) **CANCELLED**
- [GSSA Assembly in Macon](#)
- 68th Pre Paid Convention (Jekyll Island)
- [Corrections Certification](#) **UPDATE**
- [PI/CPC Workshop Virtual](#)

#### General Service Office World Services:

- [AA World Services, Inc. Website](#)
- [AA Grapevine/La Viña Website](#)
- [70th General Service Conference Committees](#)
- [2020 International Convention - Detroit Michigan](#) **UPDATE: Virtual**
- [COVID19 INFO From GSO \(coronavirus\)](#) **UPDATE**
- [Re-opening AA groups Information Guide](#)



MEETING GUIDE FROM GSO

## HOME



**Figure 1 Home Selection Drop-down Menu**

*Preamble* – the A.A. Preamble is located at the bottom of the Home Page (Landing Page).

*Administration* – This selection gives you two more choices, Mission Statement and Site Help. Mission Statement is provided by Web Committee.

*The Georgia Message of A.A.* – This page allows you to select issues of the Message.

HOMEFIND A MEETINGCONTRIBUTE  
SERVICECOMMITTEES  
ESPAÑOLBUY ONLINECART (0)

AREA16

ALCOHOLICS ANONYMOUS  
IN GEORGIA  
GEORGIA STATE SERVICE ASSEMBLY

Area 16 - The Georgia Message of A.A. - El Mensaje de A.A. de Georgia

2020 Current Issues

January/February

March/April

May/June

July/August (password protected)/(Spanish Resumes)

Sept/October (password protected) Resumes

November/December

2019

January/February

March/April

May/June

July / August

Sept/October (en español) (password protected)

November/December

2018

January/February

March/April

May/June

July / August (en español)(password protected)

September/October (password protected) (en español)

November/December

2017

January/February

March/April

May/June

July/August (password protected)

September/October (password protected)

November/December

2016

January/February

March/April

May/June

July/August (password protected - protegido por contraseña)

September/October (password protected - protegido por contraseña)

November/December

2015

January/February (en español)

March/April (en español)

May/June (en español)

July/August (en español)

September/October

November/December

2014

January/February (en español)

March/April (próximamente)

May/June

July/August (password protected - protegido por contraseña)

September / October (password protected - protegido por contraseña)

November/December (en español)

2013

January/February

March/April (en español)

May/June

July/August (password protected - protegido por contraseña)

May 2013 Business Meeting Addendum

September/October (password protected - protegido por contraseña)

November/December (en español)

Archived Issues of the Georgia Message in A.A. - Ediciones archivadas de El Mensaje de A.A. de Georgia

2004-2010 (password protected) - 2011-2012

Leave us a message

Figure 2 Georgia Message Page

*Feedback on Website* – This page allows you to provide constructive feedback on the website.

16

## FIND A MEETING



**Figure 3 Find a Meeting Drop-Down Menu**

Please see the following video for a description of this Menu: [Find a meeting](#)

This video is located at:

## CONTRIBUTE

Selecting this brings up the following page:

---

**AREA 16**  
GEORGIA STATE SERVICE ASSEMBLY

ALCOHOLICS  
ANONYMOUS  
IN GEORGIA  
CONTRIBUTE

[HOME](#) [RESTART](#) [Help](#)

Welcome to A.A. Member/Group Contributions On-Line for the Georgia State Service Assembly (Area 16).  
In keeping with A.A.'s Seventh Tradition of self-support, we accept contributions only from A.A. members.

☐ I acknowledge that I am an A.A. member  
☐ I am NOT an A.A. member

For questions or problems with Contributions Online, click here: [Contact Us](#)

Contributions may also be sent by mail to:

Georgia State Service Assembly  
P.O. Box 7325 Macon, GA 31209

**Figure 4 Contribute Selection Page**

The CONTRIBUTE page allows you or your group to contribute to GSSA or GSO using PayPal, Debit cards, and Credit cards. **Only Alcoholics may contribute.**

This is a great way to contribute, as it eliminates the need to carry cash or sending a check and, can be done right from your smartphone. Many people use this site/method for contributing to the Assembly during assembly weekend!

SERVICE

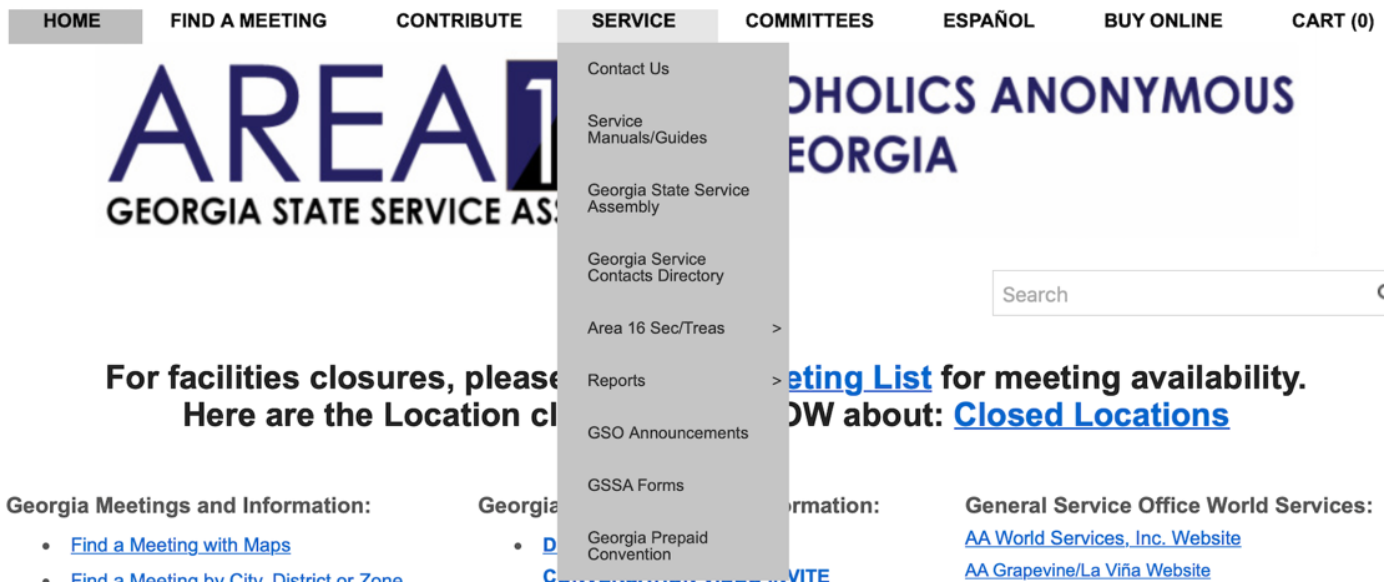
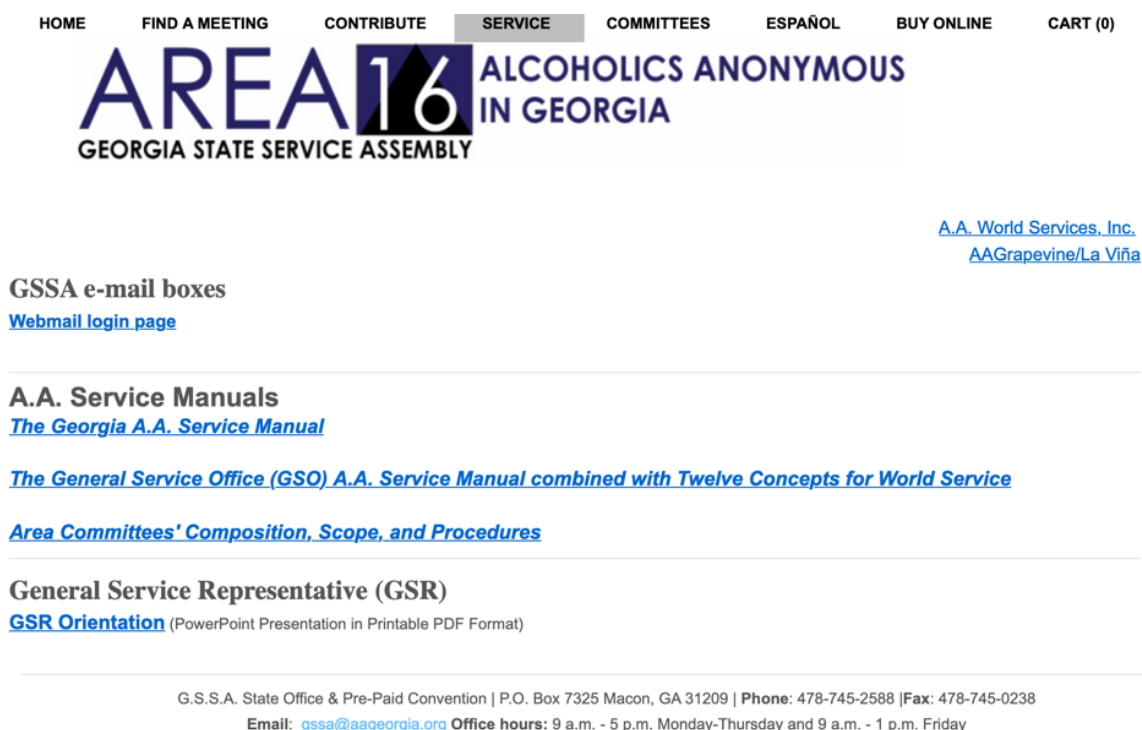


Figure 5 Service Menu Selection



**Figure 6 Service Landing Page**

*Service Landing Page* – The service landing page consists of several links to other web pages and sites:

*A.A. World Services, Inc. and AAGrapevine/Lavina* – Selecting these links will take you to the sites indicated.

*GSSA e-mail boxes* – This link takes you to the email login site when logging into the system from the web. This is not necessary if you download the Gmail app to your smartphone.

*A.A. Service Manuals* – three links are provided for the Georgia A.A. Service Manual, A.A. Service Manual, and Area Committee Composition, Scope, and Procedures documents.

*General Service Representative (GSR)* – This link opens the presentation for the GSR Orientation presentation. It provides a great resource for your district GSRs!



SERVICE

The following pages and areas may be accessed using this drop-down menu:

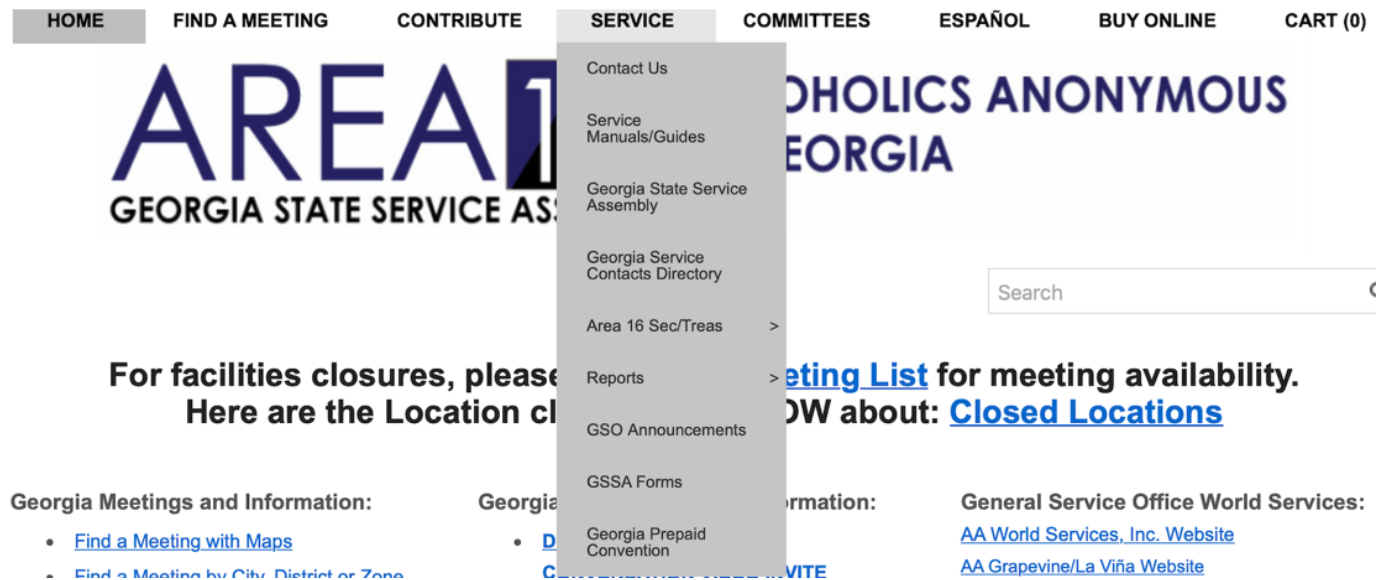


Figure 7 SERVICE Drop-down Menu

**Contact Us** – this link provides a page with E-mail addresses for Area 16 Service Officers, Service Entity Chairpersons, and Trusted Servants. In addition, the GSSA and GSO mailing addresses are included here.

**Service Manuals/Guides** – this link provides the same page described above under Service Landing Page.

Georgia State Service Assembly – Brings up a page with all pertinent information regarding our Area 16 Assemblies (location, Dates, Agenda, etc.).

[HOME](#) [FIND A MEETING](#) [CONTRIBUTE](#) [SERVICE](#) [COMMITTEES](#) [ESPAÑOL](#) [BUY ONLINE](#) [CART \(0\)](#)

# AREA 16

## ALCOHOLICS ANONYMOUS IN GEORGIA

### GEORGIA STATE SERVICE ASSEMBLY

Next 2021 Georgia State Service Assembly

January 15-17, 2021  
May 14-16, 2021  
September 17-19, 2021

**OCONEE FALL LINE TECHNICAL COLLEGE**  
560 PINEHILL RD  
DUBLIN, GA 31021  
[GSSA Movie Trailer](#)

Click above and it will download and start automatically

[VIRTUAL MEETING HELP](#)

[ZOOM SCHEDULE](#)

(Requires standard site password)

**Agenda**  
(English)

2020 September Virtual Agenda

**Orden Del Dia**  
(Español)

Mayo 2020

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January 2020 ([click for January Business Meeting Minutes](#))  
May 2020 ([click for May Business Minutes](#))  
September 2020 ([click for September Business Meeting Minutes](#))

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**ASSEMBLY**  
**Hampton Inn & Suites of Dublin**  
**(478) 246-6055**  
**Discounted Hotel Reservations ask (GSSA)**

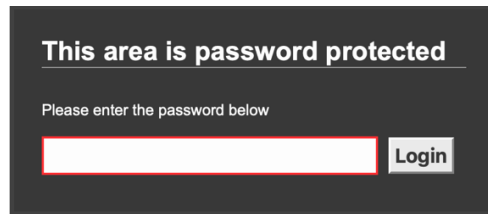
#### Georgia State Service Assembly Overview

The Georgia State Service Assembly is conducted 3 times a year, scheduled around the third Saturday in the months of January, May and September. The Assembly runs for 3 days starting Friday with an Open Discussion Meeting. Saturday morning at 9:00 AM starts the business of the Service Assembly. The Georgia State Service Assembly is held at the Oconee Fall Line Technical College in Dublin. The Agenda should be posted one month before Assembly.

- [Business Meeting Minutes, Delegate and Treasurer Reports](#)
- [Assembly Evaluation Form](#)
- [Secretary/Treasurer Workshop Presentation](#) (Requires standard site password)
- [GSR 101 Part 1 Presentation](#)
- [GSR 101 Part 2 Presentation](#)
- [GSR 101 Part 3 Presentation](#)
- [Conference and Assembly Operations - Robert's Rules](#)
- [Voting Procedures - Third Legacy Presentation](#)

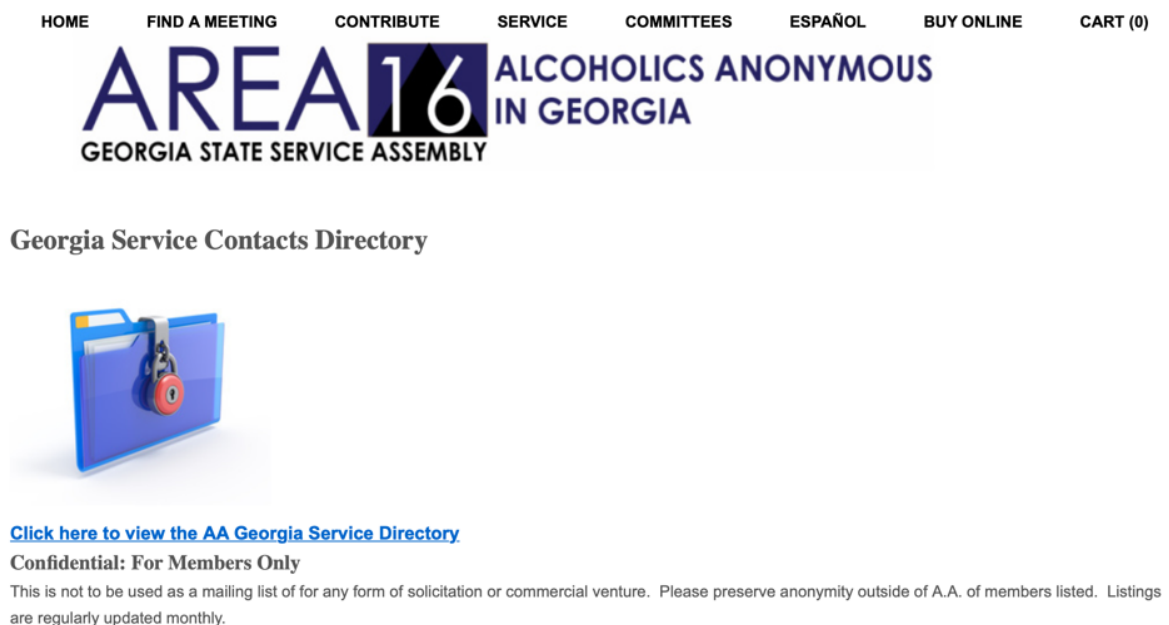
Figure 8 Georgia State Service Assembly - Page

**Georgia Service Contacts Directory** – This site is password protected and will require you to enter the correct password (Gssa@2006).

A dark gray rectangular box with a white border. At the top, it says "This area is password protected" in white text. Below that, it says "Please enter the password below" in white text. There is a white rectangular input field with a red border, and to its right is a gray button with the word "Login" in white text.

**Figure 9 Password Pop-up**

Once the correct password is entered the following page will appear:

The page features a navigation bar at the top with links: HOME, FIND A MEETING, CONTRIBUTE, SERVICE, COMMITTEES, ESPAÑOL, BUY ONLINE, and CART (0). Below the navigation bar is the logo for "AREA 16 ALCOHOLICS ANONYMOUS IN GEORGIA" and "GEORGIA STATE SERVICE ASSEMBLY". The main heading is "Georgia Service Contacts Directory". Below this is an image of a blue folder with a red padlock. A link reads "Click here to view the AA Georgia Service Directory". Below the link, it says "Confidential: For Members Only". At the bottom, a disclaimer states: "This is not to be used as a mailing list of for any form of solicitation or commercial venture. Please preserve anonymity outside of A.A. of members listed. Listings are regularly updated monthly."

**Figure 10 Service Directory Page**


This page allows you to open the Service Directory for Area 16 contact information for state officers, committee chairs, districts, and groups. This directory is always the most current information as provided to our office staff. **To keep this directory always up-to-date, please provide the office or our Area 16 Secretary, with any changes to group or district information as soon as possible.**

## Area 16 Sec/Treas

These are separate page selections for Secretary and Treasurer.

---

[HOME](#)   [FIND A MEETING](#)   [CONTRIBUTE](#)   [SERVICE](#)   [COMMITTEES](#)   [ESPAÑOL](#)   [BUY ONLINE](#)   [CART \(0\)](#)



**AREA 16** ALCOHOLICS ANONYMOUS  
IN GEORGIA  
GEORGIA STATE SERVICE ASSEMBLY

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**Additional Secretary Information and Resources:**

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[District Officers Form](#) (Change in District Officers)  
[Existing Group Meeting Changes Form](#)  
[Existing Group Trusted Servants Changes Form](#)  
[New Group Registration Form](#)  
[DCM/Alternate Service Questionnaire](#)  
[Business Meeting Minutes at GSSA](#)  
Email Your [District/Zone Minutes](#) to: [districtminutes@aageorgia.org](mailto:districtminutes@aageorgia.org)

**Secretary GSSA Workshop:**  
[Updated 2021 - click to open the PowerPoint](#)

---

**State Mailing Address**  
G.S.S.A.  
State Office & Pre-Paid Convention  
P.O. Box 7325  
Macon, GA 31209  
Phone: 478-745-2588  
Fax: 478-745-0238  
**Office hours EST**  
9 a.m. - 5 p.m. Monday-Thursday  
9 a.m. - 1 p.m. Friday.

**National Mailing Address**  
G.S.O.  
A.A. World Services, Inc.,  
P.O. Box 459  
New York, NY 10163  
Phone: 212-870-3400


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**Figure 11 Secretary Page**

The Secretary page has many links and resources for updating information relating to your groups and districts. In addition, this page also provides a link to the Secretary workshop presentation given each Assembly weekend on Saturday mornings.

Area 16 Treasurer page – This selection brings up the following page:

[HOME](#) [FIND A MEETING](#) [CONTRIBUTE](#) [SERVICE](#) [COMMITTEES](#) [ESPAÑOL](#) [BUY ONLINE](#) [CART \(0\)](#)

**ALCOHOLICS ANONYMOUS  
IN GEORGIA**  
GEORGIA STATE SERVICE ASSEMBLY

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**Additional Treasurer Information and Resources:**

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**SUGGESTED SELF-SUPPORT PLAN**

Our fellowship must be self-supporting. We offer a suggested support plan for the GSRs to share with their groups. By being self-supporting, we can fully discharge our responsibilities to our beautiful fellowship in Georgia.

In those Districts and Zones where there is no central office, we suggest that the income, after all group expenses have been paid, be allocated as follows:

State Office, Macon – 50%

G.S.O. – 30%

Pre-Paid Convention- 10%

District/Zone – 10%

In Atlanta, and any other District/Zone which supports a central office, we suggest that the income, after all group expenses have been paid, be allocated as follows:

Central Office – 35 %

State Office, Macon – 30%

G.S.O., New York – 20%

Pre-Paid Convention – 10%

District/Zone – 5 %

or

Whatever percentages are in accordance with your group conscience.

[Treasurer's Reports - YTD and Archives](#)

**Expense Vouchers:**

[Microsoft Excel Version](#)

[Microsoft Word Version](#)

**Additional Resources:**

[Bank Accounts and IRS Reporting](#)

[Group Financials Template](#)

[AA Guidelines - Finance](#)

[Self-Support: Where Money and Spirituality Mix](#)

[Memo to the Group Treasurer](#)

**IRS Forms for Checking Accounts:**

[IRS SS-4\(sample\)](#)

[IRS SS-4\(address\)](#)

[IRS SS-4\(completed sample\)](#)

**Secretary-Treasurer GSSA Workshop:**

[Updated 2019 - click to open the PowerPoint](#)

Figure 12 Treasurer Page

The Treasurer Page has many links and resources for group and district treasurers. There is also a link to the Treasurer workshop presentation given each Assembly weekend on Saturday mornings. A “Suggested Self-Support Plan” is also presented.

Reports

This selection provides links to several different report types as follows:



Figure 13 Reports Selection

**Ad Hoc Reports** – selecting this link opens a page with links to Ad Hoc committee reports dating back to 2014.

**Delegate Reports** – selecting this link opens a page with links to Area 16 Delegate reports and presentations given at state assemblies dating back to 2011. These are updated within a week of the last assembly.

**You Voice Matters Reports** - selecting this link opens a page with links to all references to the Your Voice Matters initiative. This is a good place to start if you are not familiar with the Your Voice Matters initiative.

**Georgia Prepaid Convention Reports** - selecting this link opens a page with links to all the Convention reports given at the conclusion of each Prepaid dating back to 2012. This is good information if you are involved in a Prepaid convention and need to review previous committee report styles and reports.

**GSSA Business Meeting Minutes** - selecting this link opens a page with links to business meeting minutes from previous assembly Business Meetings held on Sunday mornings. The State Secretary tries to update this site with the latest meeting minutes within 2-3 weeks of the last Assembly.

**Treasurer Reports** - selecting this link opens a page with links to Treasurer reports dating back to 2008; these include presentations, spreadsheets, Area 16 budget information, etc.

**GSO Announcements** - Here you will find various General Service Office Announcements and opportunities for service through GSO.

## GSSA Forms

This is a central area for Area 16 forms (see figure below). These forms are found in various places on this site, but here you will find them all in one place. If you cannot find a form or have any additional questions, please contact [gssa@aageorgia.org](mailto:gssa@aageorgia.org).

HOME

FIND A MEETING

CONTRIBUTE

SERVICE

COMMITTEES

ESPAÑOL

BUY ONLINE

CART (0)

AREA 16

ALCOHOLICS ANONYMOUS  
IN GEORGIA

GEORGIA STATE SERVICE ASSEMBLY

### GSSA Forms

This is a central area for Area 16 forms. These forms are found in various places on this site, but here you will find them all in one place. If you cannot find a form or have any additional questions, please contact [gssa@aageorgia.org](mailto:gssa@aageorgia.org).

**Group and District Forms**

- [DCM/Alternate Service Questionnaire](#)
- [District Officers Form](#)
- [Existing Group Meeting Changes Form](#)
- [Existing Group Trusted Servants Updates Form](#)
- [New Group Registration Form](#)
- [Espanol: Formulario de información de grupo](#)
- [District Grapevine Representative Registration Form](#)

**Group Bank Accounts and IRS Reporting**

- [Overview of Banking and IRS Requirements](#)
- [IRS SS-4\(sample\)](#)
- [IRS SS-4\(address\)](#)
- [IRS SS-4\(completed sample\)](#)

**Archive Representative Forms**

- [Group History Information Request Form](#)
- [Copyright Release Form](#)

**Miscellaneous Forms**

- [Assembly Motion Form](#)
- [Assembly Evaluation Form](#)
- [Expense Voucher Form - Word version](#)
- [Expense Voucher Form - Excel version](#)
- [New Literature Chairperson GSO Form](#)
- [Volunteer Sign-up Form](#)
- [Website Feedback](#)
- [Literature Price Sheet](#)

**Corrections Facility Representative Forms**

- [Bridge the Gap Corrections Volunteer Form](#)
- [Bridge the Gap Corrections Inmate Request Form](#)
- [Corrections Correspondence Volunteer Form](#)
- [Corrections Correspondence Inmate Request Form](#)
- [CFC Program Plan Form](#)
- [Correctional Facility Facts Sheet Form](#)

**Treatment Facility Representative Forms**

- [Bridge the Gap Treatment Volunteer Form](#)
- [Bridge the Gap Treatment Request Form](#)

Figure 14 GSSA Forms Page

## Georgia Prepaid Convention

Selecting this link opens a page with information and links for our next Area 16 Prepaid Convention (Dates, Hotel Reservation info., Flyer, etc.).

[HOME](#) [FIND A MEETING](#) [CONTRIBUTE](#) [SERVICE](#) [COMMITTEES](#) [ESPAÑOL](#) [BUY ONLINE](#) [CART \(0\)](#)

**AREA 16** ALCOHOLICS ANONYMOUS  
IN GEORGIA  
GEORGIA STATE SERVICE ASSEMBLY

**68th Georgia State Prepaid Convention**  
**October 15-17, 2021**

**Jekyll Island, GA**

***"A Clear Vision for You"***

For Hotel Reservations call:

**[More information coming soon.](#)**

---

Email us for volunteer and other information:  
[68thprepaid@aageorgia.org](mailto:68thprepaid@aageorgia.org) [68thprepaid@aageorgia.org](mailto:68thprepaid@aageorgia.org)

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**Speakers**  
AA Speakers:  
AI-Anon Speaker:

[Register Online - English](#)

English - Print, fill out and mail the registration form :  
68th Ga Prepaid Convention  
or EMail: [68thprepaid@aageorgia.org](mailto:68thprepaid@aageorgia.org)  
Spanish/Espanol - Imprima, complete y envíe por correo el  
formulario de inscripción

[Click to view flyer](#)  
**Special Events:**

[Other Area Activities](#)

**[CONVENTION AGENDA](#)**

Figure 15 Prepaid Convention Page



**COMMITTEES**

The following committee pages and areas may be accessed using this drop-down menu:

- Grapevine
- Communications
- PI/CPC
- Corrections
- Treatment/Accessibilities
- Archives

Each committee organizes its own page information and links. They provide members, groups, and districts with as much information as possible about their respective committee’s work and resources.

**ESPAÑOL**

Spanish language menu includes the following topics and links:

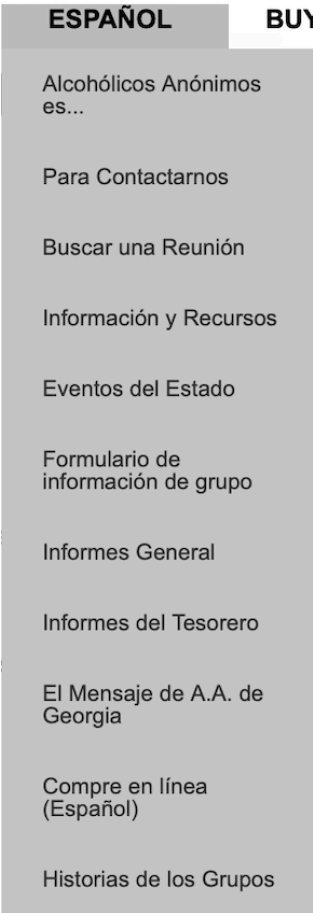



Figure 16 Spanish Language Menu Selection






## BUY ONLINE


GSSA offers the ability to purchase literature online. Groups and others can also order literature from their local Central Office/Intergroup. Area 16 Georgia, cooperates closely with these offices which are a valuable resource for members and groups in Georgia. [Click here](#) to see if there is a Central Office/Intergroup in your city. If not, please click on the links to choose the literature category you wish to browse.

[HOME](#) [FIND A MEETING](#) [CONTRIBUTE](#) [SERVICE](#) [COMMITTEES](#) [ESPAÑOL](#) **BUY ONLINE** [CART \(0\)](#)



AREA 16 ALCOHOLICS ANONYMOUS IN GEORGIA  
GEORGIA STATE SERVICE ASSEMBLY

ALL CARDS via     



[Big Books](#)  
[Other Books](#)  
[Recovery Pamphlets](#)  
[Literature Packages](#)  
[AA Group Life](#)  
[Unity & Service](#)  
[For Professionals](#)

[Special Needs/Public Information/Cooperation with the Professional Community](#)  
[Correctional and Treatment Facilities](#)  
[Special Literature Packages](#)  
[Audiovisual Material](#)  
[Audio Cassettes/CD's](#)  
[American Sign Language \(closed captioned\)](#)  
[Literature & Materials in Spanish](#)

[AAGrapevine Materials](#)  
[We Share 2nd Edition](#) - The History of Georgia AA Groups  
[75th Anniversary Big Book](#)


G.S.S.A. State Office & Pre-Paid Convention | P.O. Box 7325 Macon, GA 31209 | **Phone:** 478-745-2588 | **Fax:** 478-745-0238  
**Email:** [gssa@aageorgia.org](mailto:gssa@aageorgia.org) **Office hours:** 9 a.m. - 5 p.m. Monday-Thursday and 9 a.m. - 1 p.m. Friday

Figure 17 Buy Online Menu

## CART





This selection is used once you place an order through the BUY ONLINE pages e.g., by selecting an item (or items) for purchase, it places those items in this “virtual” Cart. When ready, you select the CART menu and follow the instructions to Checkout and pay for your items (PayPal, Visa, Mastercard, Discover, and AMEX).


[HOME](#) [FIND A MEETING](#) [CONTRIBUTE](#) [SERVICE](#) [COMMITTEES](#) [ESPAÑOL](#) [BUY ONLINE](#) [CART \(2\)](#)



ALCOHOLICS AND  
IN GEORGIA


GEORGIA STATE SERVICE ASSEMBLY

ALL CARDS via    



(B-1) Alcoholics Anonymous

1 x \$9.50

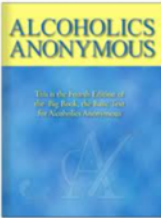


(B-35) Alcoholics Anonymous Pocket

1 x \$5.00


Subtotal: \$14.50

Checkout



**(B-1) Alcoholics Anonymous**  
Fourth edition (2001) of the Big Book, basic text of A.A. Since the first edition appeared, in 1939, it has helped millions of men and women recover from alcoholism. Chapters describing the A.A. recovery program remain unchanged. New stories have been added to the personal histories.  
\$9.50

Add to Cart



**(B-16) Alcoholics Anonymous Large Print**  
Large-print softcover, 7" x 10 1/4", in type size, recommended as suitable for the visually handicapped. Fourth edition  
\$9.50

Add to Cart

Figure 18 CART Menu (example)

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## Area Directory

The Area Service directory is a great resource for you and is available in print-form and online at [aageorgia.org](http://aageorgia.org). It contains all the contact information you need for the Office Committee, Delegate, Committee Chairs/Co-chairs, other DCMs, Groups, and GSRs. The online directory is updated periodically to include new and updated information. So, if you review your printed version and cannot locate a resource, go to the online version for the most up-to-date information. The Directory is password protected because it contains full names, addresses, and telephone numbers of A.A. members in Area 16 service. **Please do not disclose any information from this directory without the expressed permission from the individual(s) listed in it.**

### GEORGIA STATE SERVICE ASSEMBLY DIRECTORY – Updated October 5, 2020

Congratulations! If you have just been handed this book, you have probably been chosen by fellow AAs to represent your group as a General Service Representative (GSR) or maybe your district as a District Committee Member (DCM). Or perhaps you have been picked as secretary or treasurer or maybe as a corrections rep or other position. Or maybe you are a newcomer and your sponsor is sharing this book with you.

It is an honor and privilege to represent Alcoholics Anonymous in any capacity.

You are holding one of the main tools for communication in Alcoholics Anonymous Area 16 (the state of Georgia). In its pages are:

- A. A list of Area 16 trusted servants representing you on the Area level.
- B. Maps showing roughly the districts in Area 16 and zones in Metro Atlanta.
- C. As comprehensive a list as possible of district officers and group GSRs.
- D. A list of past delegates.
- E. Some important dates in the coming year.

This book is by no means the only tool used in communicating ways to carry the message in Area 16. Other ways to find out what is happening are:

- A. **[www.aageorgia.org](http://www.aageorgia.org)**, which contains information about activities of Area 16's committees: Corrections, Treatment, Public Information-Cooperation with the Professional Community, Archives, Grapevine and Communications. Other information it contains includes a list of meetings in Area 16, an updated version of this book, a chance to sign up for an e-mail list, and forms to download for groups and for other aspects of 12<sup>th</sup> Step service work.
- B. The *Message*, our Area 16 newsletter, is published bimonthly and contains updates from your trusted servants on what's happening; official business agenda and minutes of the Georgia State Service Assembly; and features designed to help reach out to the suffering alcoholic. The *Message* can be downloaded from **[www.aageorgia.org](http://www.aageorgia.org)**. (Click on Home Page and scroll to The Georgia Message of A.A.)
- C. The Georgia State Service Assembly meets three times a year in Macon. It has committee workshops, orientation for GSRs, an A.A. speaker meeting and a Sunday business meeting to help carry the message in and out of AA. There is a separate session for DCMs at each assembly, plus two planning sessions in April and November.
- D. The "Georgia A.A. Service Manual" is a valuable source of information about the history of AA in Area 16, how the Assembly operates, and qualifications and duties for various offices. Other tools are a handout at each Assembly on how the assembly operates. The "AA Service Manual" is the source for all "basic service principles and procedures" in AA.
- E. Cluster forums held around Area 16 are opportunities to improve carrying the message and for members to meet with Area 16 officers. The Assembly and forums are great places to bring sponsees ready for service.
- F. The Pre-Paid Convention held annually is another chance to meet with other alcoholics to improve carrying the message.
- G. Your Area 16 office in Macon can be a source of information as well as literature.
- H. Your district or zone meetings, usually held monthly, conduct the business of AA locally as well as relay information to and from Area 16. Minutes of these meetings are sent to **[districtminutes@aageorgia.org](mailto:districtminutes@aageorgia.org)** or the Area 16 office at **[gssa@aageorgia.org](mailto:gssa@aageorgia.org)**, along with any other information that it should have. Some parts of Area 16 also have Intergroup meetings.

Figure 19 Service Directory

## District Meeting Minutes

District meeting notes are an important means of communication to your district GSRs, Committee Chairs, District officers, and members-at-large. In addition, the minutes help your Delegate and Office Committee understand the topics that are important to your district. **Please be sure your District Secretary sends a copy of the District meeting minutes to [districtminutes@aageorgia.org](mailto:districtminutes@aageorgia.org).**

## District Chairs & Officers

Districts usually consists of 4 Officers, 6 Committee Chairs, serving the GSRs. There is no hierarchy in AA, no order givers or order takers. The District supports the Groups they serve. We ought to feel free to engage with AA at any level of the AA Service Structure, from the AA member down to every person working at our General Service Office. Our objective is as always to better facilitate the AA message to the still suffering alcoholic.

Each Committee Chair ought to review AA literature; aa.org provides pamphlets, workbooks, and guidelines to assist in efforts to form and begin a practical agenda. Below are a few common suggestions for new Committee Chairs;

1. Discover the Group/Area 16/GSO Chair's contact information. Communication is key, if a Group does not have a particular Chair, contacting the GSR or using the GSR as a contact is helpful. If there is neither, then send reports by snail-mail or through the District Secretary monthly newsletter. Getting face to face with 'corresponding Chairs at the Groups/District/GSSA is exceptionally helpful. The District/Area/GSO has a website available with a list of contacts of Officers and Committee Chairs.
2. Determine how often and where or how/when the Committee ought to meet. Creating and sharing the agenda and meeting information with the corresponding group rep Group Chair, Area 16 Chair, and GSO Chair. Experience shows help from past Chairs who held committees, is the best source in determining an outline for goals and creating Committee meetings is helpful.
3. Communicate and share meeting minutes & notes with Area 16, Delegate, GSO, and our District Groups by providing reports in writing. This report and information about the Committee to aid 12<sup>th</sup> step work can be sent monthly to the District Secretary. Share your experience with other Committee Chairs and the District as a whole, at the monthly District meeting.
4. Cooperation with the Intergroup Committee Chair (if there is an Intergroup Chair) by sharing and inviting them to sit in on Committee meetings provides a different perspective and often opens up the many Intergroup resources.

The following are committees and officers listed in Alphabetical order, Committees then Officers;

### **CPC - Cooperation Professional Community**

Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

### **Corrections**

The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts.

### **Grapevine & La Viña Representative (GvR)**

GVRs and RLVs act as advocates for Grapevine and La Viña at the group and district level, alerting their groups to the use of the magazines as recovery tools. It is, many say, the best service job they've ever had. Gv website is [www. aagrapevine.org](http://www.aagrapevine.org).

Originally GVRs focused on Grapevine, and RLVs on La Viña. But as awareness of the needs of Spanish-speaking AAs throughout the United States has grown, some reps have begun to work with both magazines and refer to themselves as GVR/RLVs.

### **PI Public Information**

Like all of A.A., the primary purpose of members involved with public information service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of local Public Information committees convey A.A. information to the general public, including the media.

### **Treatment**

Treatment Committees are formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings.

### **Bridge-The Gap Committee**

We have also set up a committee to "bridge the gap" from Corrections and Treatment facilities to A.A. groups in the communities of those getting out of such facilities.

### **Special Needs & Accessibilities**

While there are no special A.A. members, many members have special needs. For the purpose of these Guidelines, we define A.A.s with special needs as persons who are blind or visually impaired; deaf or hard of hearing; chronically ill or homebound, those who are developmentally disabled, and many others who may have less visible challenges.

One A.A. member reminded us that, in carrying the message to the deaf alcoholic, "Try not to treat them as different or special but allow them freedom to participate in a typical A.A. meeting."

**Secretary**

Records the minutes of each district meeting and distributes them to all groups and district trusted servants in a timely fashion. Maintains a confidential list of all district trusted servants, GSRs, Alternate GSRs, and groups within the district. District Secretary is the hub of communications of the District, working closely with all levels of Committee and Officers, managing reports and mailing reports to Groups.

**Treasurer**

As directed by the district, conducts all financial activities of the district. Chairs the budget committee and participates in the year-end process of preparing the next year's budget to be presented for approval and voted on in December of each year. The Treasurer usually maintains a business banking account for the deposit and disbursement of district funds.

## GSRs

### **The GSR – “Your group’s link to A.A. as a whole”**

*“The strength of our whole A.A. service structure starts with the group and with the general service representative (G.S.R.) the group elects. We cannot emphasize too strongly the G.S.R.’s importance.” GSR Pamphlet P-19*

As the DCM, you no doubt have experience as a GSR and can provide valuable guidance to the GSRs in your district. Most certainly your experience and guidance will be important to those GSRs new to their role. Take the time to remember what it was like for you when you were first elected as a GSR. Think of all the questions you had and the help you got in understanding this role and, how you provided “the vital link” to your Homegroup. Reach out and help guide the GSRs in your District through some of the activities listed below. Many of these activity suggestions you are familiar with. Others may be new to you. Don’t hesitate to try them yourself!!

Understanding and study of the 12 Traditions, 12 Concepts, the AA Service Manual, and a number of Services related literatures will benefit the GSR. These contain principles are in the nature of solutions to ‘concerns’ and ‘areas of opportunities’ ranging from the Group, District, Area, to AA as a whole. Guidelines that will aid the GSR navigating the sometimes-turbulent waters to become an ‘informed’, and experienced trusted servant of the Group.

The GSR pamphlet declares the GSR is “Your group’s link to A.A. as a whole” and provides valuable suggestions for the GSR. The AA Group pamphlet is a valuable resource in understanding the home group, and beyond the “meetings”. The ‘AA Service Manual’ has respectable sections for GSR service work.

There is a lot of reading, each new GSR & GSR Alt should read. Both need to contact GSO directly to order the GSR Kit.

“Our literature is divided into four categories — **Recovery, Unity, Service and Professional** pamphlets. The pamphlet covers are designed so that you can identify immediately a recovery, service, unity or professional pamphlet when pamphlets are displayed in a literature rack. These cover designs have been around for over 15 years and, yet, it seems that the design format is news to many A. A. members.” *AA Guidelines – Literature Committee (MG-09)*



## **GSR at District**

- Arrive early to acclimate to the environment and greet other District members.
- Have something to take notes and bring a calendar
- Bring a written report regarding Home Group decisions on AA Service, Group Service opportunities or expanding service opportunities, Group activities and/or concerns.
- Bring AA Service Manual

## **During the District Meeting**

- Listen carefully to the issues and reports on opportunities for your group members to “carry the A.A. Message”. Asking questions and taking notes is very helpful when later reporting to the Home Group.
- Remember, it is two-way communications; provide a report to the other GSRs of your group’s service work, response to issues and motions from the groups, districts, Area 16, or General Service Conference.
- District minutes (report) should be recorded by the District Secretary and forwarded on to Area 16 at [districtminutes@aageorgia.org](mailto:districtminutes@aageorgia.org). Add to the report a list of important Group Service dates for the remainder of the year, general ideas, etc... (see a list of District and Area 16 scheduled events on the [aageorgia.org](http://aageorgia.org) website).
- GSRs may want to ask questions; so let them ask questions. GSRs should have a contact list of GSR’s, District Officers, and Committee chairs for questions between the meetings.
- GSRs should be encouraged to consider joining a District Chair’s Standing Committee. Any AA can be part of any standing Committee or multiple Committees. A GSR who gets involved in multiple committees will not only gain in Committee experience but may find an interest in their next service position.
- GSRs should plan ahead, volunteer their group to host one of the future District meetings, or host a future District meeting.
- GSR’s are suggested to review the Tradition of the month and Concept of the month, typically presented by the GSR’s discussion of their experience, strength, and hope with the topic.
- Encourage GSRs to Take information back to their group, nobody else will.
- Remember, the District meeting is a meeting for the GSRs; Listen to suggestions made to you as their DCM, other Officers and Committee Chairs.

After getting the “informed Group Conscience” (GC) of the home group the GSR attends the District/Area meeting armed with a voice and a vote. Discussion with other GSR’s is helpful, then returns to the Group to report.

All GSR’s in the District & Area 16 have the privilege to discuss and vote on each motion before the District and Area. After all motions are discussed and voted on, the GSR then takes the outcome of the assembly back to the home group to let them know what happened.

## About those A.A. Group Problems

“Group problems are often evidence of a healthy, desirable diversity of opinion among the group members. They give us a chance, in the words of Step Twelve, to “practice these principles in all our affairs.”

Group problems may include such common A.A. questions as: What should the group do about members who return to drinking? How can we boost lagging attendance at meetings? How can we get more people to help with group chores? What can we do about one member’s anonymity break, or another’s attempts to attract the romantic interest of newcomers? How can we get out from under those oldtimers who insist they know what’s best for the group? And how can we get more of the oldtimers to share their experience in resolving group dilemmas?

Almost every group problem can be solved through the process of an informed group conscience, A.A. principles, and our Twelve Traditions. Some groups find that their G.S.R. or D.C.M. can be helpful. For all involved, a good sense of humor, cooling-off periods, patience, courtesy, willingness to listen and to wait — plus a sense of fairness and trust in a “Power greater than ourselves” — have been found far more effective than legalistic arguments or personal accusations.” *Group Pamphlet*



Figure 20 The Group Pamphlet

## **Safety and A.A.: Suggestions to Consider**

“Safety is an important issue within A.A. — one that all groups and members can address to develop workable solutions and help keep our meetings safe based on the fundamental principles of the Fellowship.

“Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence our common welfare comes first. But individual welfare follows close afterward.” (Tradition One, Long Form)

A.A. groups are spiritual entities made up of alcoholics who gather for the sole purpose of staying sober and helping other alcoholics to achieve sobriety. Yet, we are not immune to the difficulties that affect the rest of humanity.

Alcoholics Anonymous is a microcosm of the larger society within which we exist. Problems found in the outside world can also make their way into the rooms of A.A. As we strive to share in a spirit of trust, both at meetings and individually with sponsors and friends, it is reasonable for each member to expect a meaningful level of safety. Those attending A.A. meetings derive a benefit by providing a safe environment in which alcoholics can focus on gaining and maintaining sobriety. The group can then fulfill its primary purpose — to carry the A.A. message to the alcoholic who still suffers. For this reason, groups and members discuss the topic of safety.” *Group Pamphlet*

For more information see “Safety and A.A.: Our Common Welfare” (SMF-209) [aa.org](http://aa.org).

## **Suggestions for Guiding GSRs at Area 16 Events**

The following is suggested for guiding your district GSRs while attending the Area 16 events.

- There are three Area assemblies per year, four Cluster Forums, various Committee Chair events and workshops, and our Prepaid Convention. The more informed the GSR, the more informed the Area 16 Group Conscious.
- As GSR, it is suggested they attend as many events in Area 16, District and other Group service activities, as it is all part of the AA Service experience. Just as we got acclimated to our Group environment, take this time to help the GSR get acclimated to the entire AA service experience, experience all it has to offer. Area assembly meetings are typically two-days, (Saturday & Sunday) in duration with Friday night as an open A.A. meeting night sponsored by local groups. Encourage asking questions, be accountable, each GSR has a voice and a vote at the Area.
- Attend the GSR101 meeting each Saturday of the Area 16 Assembly weekend (see Assembly Agenda for place and time). This presentation is especially useful for new GSRs. It is a three-part series so, be sure to attend all three for maximum learning benefit.
- Vote on issues affecting Area 16 Georgia and AA as a whole
- Elect the next area Delegate, Alt-delegate, Secretary, and Treasurer during the Fall Assemblies.
- Bring notebook and calendar so that correct information and dates of future events get back to your group
- Bring group conscience to assemblies
- Receive the Delegate’s Annual Report (free copy typically available at Fall Assembly)

## **A GSR's Suggested Service Readings**

**NOTE:** Each assembly weekend, the GSSA office in Macon has a Literature table setup with books, pamphlets, and other A.A.-related items for sale. This is a great opportunity for you to introduce GSRs to the suggested reading material below and, at the same time, to our GSSA office staff!

AA Service Reading 101 This list is considered to be the basics for a new GSR... and in no particular order...

**Alcoholics Anonymous** - is our basic text, and as such ought to be the first book on any suggested AA literature list for AA service work.

**The AA Service Manual Combined with Twelve Concepts for World Service'** -Includes the Conference structure, the Conference Charter and General Service Board Bylaws. The Twelve Concepts, as set forth by Bill W., are principles of service that have emerged from AA's service accomplishments. Includes useful information for GSR, Districts, & Areas.

**The GSR' pamphlet** - describes why the GSR is "Your Group's Link to A.A. as Whole", outlining the responsibilities of the General Service Representative. It provides suggestions for a Group when electing a GSR.

**'The AA Group, Where it all begins'** - BOX 459 named this possibly the most secret of all AA literature, the pamphlet explains how an AA Group works most effectively, how new Groups can be started, and how each Group is linked to AA as a whole. This pamphlet is very good reference for you as a DCM also.

**The Twelve Concepts Illustrated** - A fully illustrated guide of the Twelve Concepts for World Service in action. (crayons not supplied).

**The Twelve Traditions Illustrated** - A fully illustrated guide of the Twelve Traditions explaining the origins, the spirit and the practical applications of the Traditions.

**The Twelve Steps and Twelve Traditions** - Bill's essays on 12 steps and 12 traditions.

**Circles of Love and Service'** - pamphlet outlines AA's service structure in color diagrams. Last updated in the 1970's and should be approved to be updated in the next few years.

**'Area 16 Service Manual'** - contains operating guidelines and procedures for the Area.

**Self-Support: Where Money and Spirituality Mix'** - pamphlet that suggests ways of supporting service entities.

**Our Great Responsibility** – A Selection of Bill W.'s General Service Conference Talks 1951-1970. A.A.'s newest book and a great read and reference! Everyone involved in Service should own a copy.