

# Welcome!



## DCM 101

Debi K., Area 16 Chairperson

# **What we'll try to cover today**



Discussion/Sharing on Chapters 1-3

**Chapter**

**1**



# **DCM 101**

# Chapter 1 Discussion Topics



*Leadership in A.A.: Ever a Vital Need*

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

*A.A.'s Single Purpose*

*A.A.'s Principles of Service*

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

*Informed Group Conscience*

*The Home Group*

# Introductions



A little about yourself:

Sobriety date?

District/Zone

How long in Area Service?

How long as DCM?

Most impressionable (short) service story?

# Agenda



## Chapter 2 - The D.C.M.

DCM

Alt-DCM

Email Access

Web access

Area Directory

Reporting of District Notes - Importance

Secretary

Treasurer

PI/CPC

Corrections

Grapevine/La Vina

Treatment/Accessibilities

Archives

# Agenda



## Chapter 3 – The GSR

The GSR

GSR at District

During the District Meeting

GSR at their next Home Group Business meeting

"All about those AA Group Problems"

AA Literature

Suggestions for GSR at Area 16 Assembly

Registering as a new GSR or Alternate

# *Leadership in A.A. : Ever a Vital Need*



- No leader is “faceless”
- No Leader Perfect
- Dedication
- Stability
- Vision
- Special skills
- Lead by Example
- Originates Plans, Policies, and Ideas
- Never “passes the Buck”



# *Leadership in A.A. : Ever a Vital Need*



“We shall be in continual need of these same attributes – tolerance, responsibility, flexibility, and vision – among our leaders of A.A. service at all levels. The principles of leadership will be the same whatever the size of the operation.”

*Bill W.*

*“We thank God that Alcoholics Anonymous is blessed with so much leadership in all its affairs.”*

# 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.



# A.A.'s Single Purpose



*“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

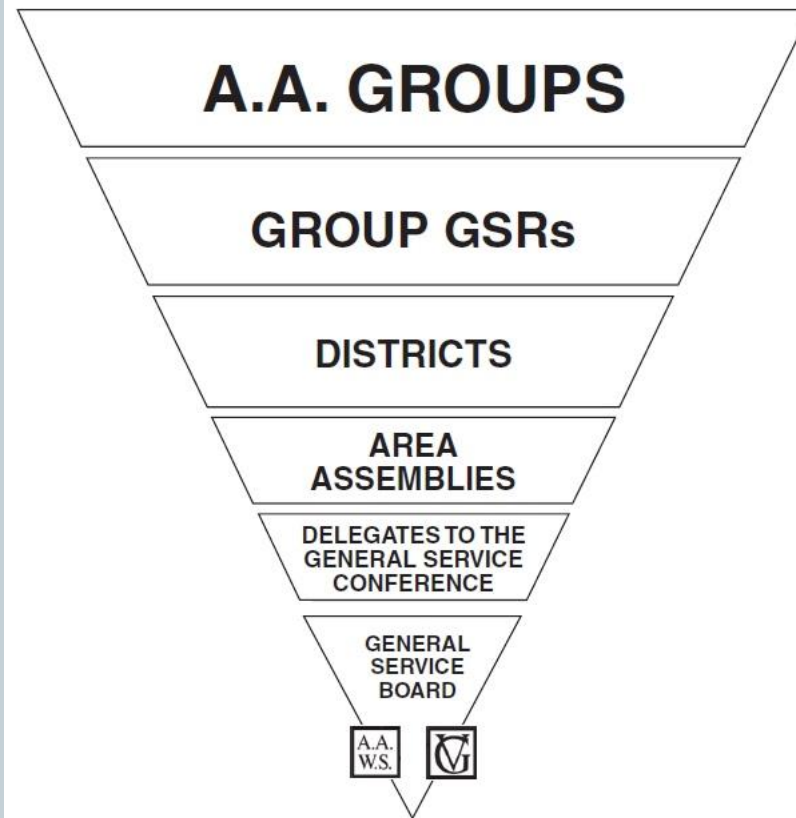


- ... One Primary Purpose
- ....Fully Self-supporting
- ....Remain forever non-professional
- ....Never be organized
- ....Leaders but “Trusted Servants”
- .....Try to carry this message to Alcoholics, practice these principles in all affairs
- Finally incorporated into our traditions

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



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



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



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.

*A.A. Group Pamphlet - pg. 11*

# Informed Group Conscience



# Informed Group Conscience



- Central to A.A. and the Service Structure
- Guiding Spiritual Principle at all levels of A.A.
- Group Meetings
- District
- Area Assemblies
- General Service Conference
- Unites in a common purpose.....

“to stay sober and extend the hand of A.A. to the alcoholic who still suffers.” *Box 459 – Vol.35, 1989*



# The Home Group

Our individual sobriety depends on the group.  
The group depends on us. We soon learn  
that unless we curb our individual  
desires and ambitions, we can  
damage the group...



# The Home Group



# The Home Group



- For most A.A.s, membership in a home group is one of the keys to continuing sobriety.
- 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.
- As with all group conscience matters, each member has one vote.
- “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 A.A. Group Pamphlet*

# What we covered.....



*Leadership in A.A.: Ever a Vital Need*

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

*A.A.'s Single Purpose*

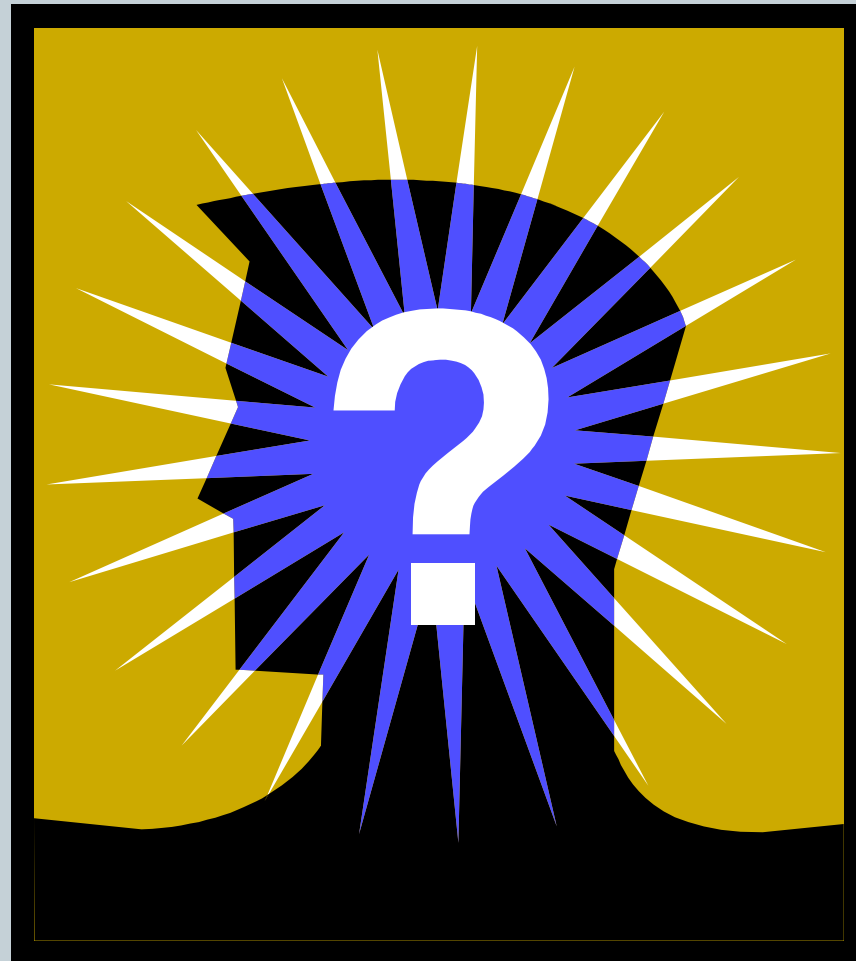
*A.A.'s Principles of Service*

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

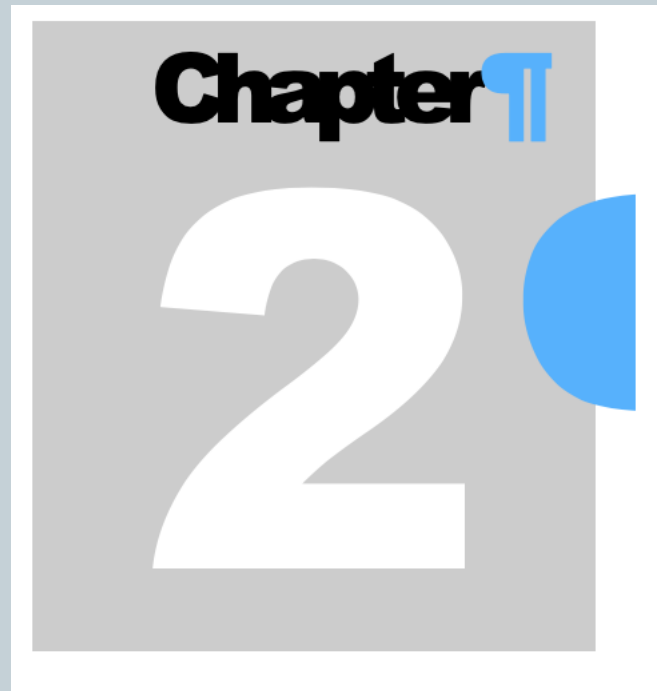
*Informed Group Conscience*

*The Home Group*

# Discussion/Sharing



# The District & D.C.M



# Chapter 2 Discussion Topics



District  
D.C.M.  
Alternate D.C.M  
DCM Email  
Area 16 Web  
Area Directory  
District Meeting Minutes  
District Officers  
District Service Chairs  
How Assembly Operates

# What is a District?



“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.”

Linguistic (Our District 17) – “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. “



# D.C.M.?



“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.”

“...able to pass on the district’s thinking to the delegate and Area committee”.

“The G.S.R.s elect a district committee member (D.C.M.).”

“D.C.M.s are usually elected before the area assembly meeting at which the delegate is elected. Some areas, however, rotate half their committee members each year. “

# D.C.M. Qualifications?

## *-A.A. Service Literature-*



“The qualifications for a good district committee member are not complicated: background in A.A. service work that goes with the G.S.R. job, and perhaps some central office/intergroup service..”

“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.”

# D.C.M. Qualifications?

## *-Area 16 Service Manual-*



- Four (4) to five (5) years of continuous sobriety within the State of Georgia (so that he/she may be eligible for election as Delegate).
- Experienced in group affairs, such as secretary, Central Office, etc.
- Should be able to coordinate and lead.
- Have served a minimum of one (1) year as G.S.R. engaged in group, district and State Assembly affairs.
- Time and energy to serve his/her district as well as liaison between Delegate and district.
- Be well prepared to place principles before personalities

# What are the Duties??

## *-A.A. Service Literature-*



- 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.

# What are the Duties??

## -A.A. Service Literature- (Cont'd)



- 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.*

# Duties from GA Service Manual



- Attend and chair regular district meetings.
- Maintain current roster of G.S.R.s in district and make sure each group has a G.S.R.
- Receive and consider G.S.R. reports.
- Discuss group and district affairs with G.S.R.s and encourage group participation of G.S.R.
- Be available to assist and guide G.S.R. in district.
- Maintain handbook, follow procedures, get D.C.M. work done.
- Prepare brief, factual, written report; send legible copy to Georgia State Assembly Office.
- Bring any district problems and/or activities to Assembly which may benefit others.
- Have good grasp of group conscience of the district.
- Make sure G.S.R.s understand and are familiar with the Service Manual and G.S.R. handbook.
- Encourage G.S.R.s to attend training sessions, workshops, sharing sessions, etc.
- Through G.S.R.s, encourage groups to reach out into community through open meetings, institutions, radio, TV, etc.

# Sharing from D.C.M.s to a New D.C.M



“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.”

“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.”

## Sharing from D.C.M.s to a New D.C.M (Cont'd)



“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.”



# “Silent” Groups



- Reach Out – Don’t wait for them to show up
- Introduce yourself
- Ask if they have a GSR
- Ask if you can be invited to the next Group Conscience
- Explain their “voice” is not heard at District, Area, and A.A. as a whole
- Discuss the many Service Opportunities at District and your experience in Service
- Invite them to the next District Meeting
- Be Enthusiastic!

# Growing Responsibilities for D.C.M.s



“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.”

# How to Conduct a “Sharing Session”



“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. “

“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.”

# How to Conduct a “Sharing Session” (cont’d)



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.**

# How to Conduct a “Sharing Session” (cont’d)



“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.”**

# GSO Resources for D.C.M.s – D.C.M. Kit



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

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

List of Kit Contents (this page)	(F-153W)
<b>BOOKS:</b> <a href="#"><i>The A.A. Service Manual/Twelve Concepts for World Service</i></a>	(BM-31)
<b>SERVICE MATERIAL:</b>	
<a href="#">G.S.O. Quarterly Report</a>	(F-14)
Self-Support Packet*	(F-19)
<a href="#">Change of Group Information Form</a>	(F-28)
<a href="#">Alcoholics Anonymous New Group Form</a>	(F-30)
<a href="#">D.C.M. Change Form</a>	(F-43)
One Area's Suggestion for District Inventory*	(F-44)
Linking Groups in Your District to A.A. as a Whole*	(F-103)
Group Listings [Active, Inactive, Active Unknown]*	(F-105)
<a href="#">Your Seventh Tradition Contribution <i>Carrying Our Message Beyond Your Home Group</i></a>	(F-203)
General Service Conference <i>Final Report</i> *	(M-23)
Advisory Actions Booklet*	(M-39)
<a href="#">Full Set of A.A. Guidelines</a>	(MG-20)
List of Service Material*	(SM F-33)
<a href="#">Concepts Checklist</a>	(SM F-91)
<a href="#">Is Your Group Linked to A.A. as a Whole</a>	(SM F-104)
<a href="#">How To Conduct A Sharing Session</a>	(SM F-111)
<a href="#">Chart of General Service Conference Structure (U.S. and Canada)</a>	(SM F-116)
<a href="#">Sharing from D.C.M.s to a New D.C.M.</a>	(SM F-174)
<a href="#">Safety and A.A.: Our Common Welfare</a>	(SMF-209)
Appropriate A.A. Directory (Canadian, Eastern U.S. or Western U.S.)*	

# GSO Resources for D.C.M.s – D.C.M. Kit (Cont'd)



## **PAMPHLETS/FLYERS:**

[Your A.A. General Service Office](#)

(F-6)

[Your D.C.M.](#)

(F-12)

[Twelve Concepts Illustrated](#)

(P-8)

[The A.A. Group](#)

(P-16)

[Inside A.A.](#)

(P-18)

[G.S.R. General Service Representative](#)

(P-19)

[Circles of Love and Service](#)

(P-45)

[A.A. Membership Survey](#)

(P-48)

## **PUBLICATIONS:**

[Current Box 4-5-9](#)

(F-36)

[Box 4-5-9 Articles](#)

(F-36DCM)

[Intergroup/Central Offices: Then and Now \(Fall 2017\)](#)

[Dark Districts - A Focus for Many Area Delegates \(February/March 2006\)](#)

[Looking at Redistricting Options \(Holiday 2005\)](#)

[Districts and D.C.M.s Link Together A.A. Group \(October/November 2005\)](#)

[The D.C.M.: Linchpin Between Group Reps and The Area Service Structure \(Holiday 2003\)](#)

## **CATALOGS/ORDER FORMS:**

[Literature Catalog \(includes A.A.W.S. and A.A. Grapevine material\)](#)

(F-10)

[Box 4-5-9 Order Form](#)

(F-37)

[Box 4-5-9 via email](#)

## **AA GRAPEVINE RESOURCES:**

**Available through the AA Grapevine website at [www.aagrapevine.org/resources](http://www.aagrapevine.org/resources)**

AA Grapevine Today/La Viña Hoy (one page flyer)\*

(F-188)

Audio Post Card\*

(F-196)

AA Grapevine Books\*

(F-301)

How to Support Our Grapevine & Carry the Message\*

(F-304)

# Alternate D.C.M.



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 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 who will follow-up on.*

# Start at Website



# 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:*

# 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.*

# Area Directory (Cont'd)



*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.**

# Area Directory Directory



## 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.

# District Meeting Minutes



District meeting minutes 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 and 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.*



# District Chairs and Officers

***Below are a few common suggestions for new Committee Chairs;***



*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.*

# District Chairs and Officers (Cont'd)



*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.*

# District Chairs and Officers (Cont'd)



*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.*

# District Chairs and Officers (Cont'd)



*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.*

# CPC – Cooperation with 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.

# 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.

# ROBERT'S RULES OF ORDER

How Alcoholics Anonymous Can Loosely Apply Them  
May 15th, 2021, DCM101 Workshop

Presenters: Patty L - Past Delegate  
Rick Mc – Area16 Chairperson

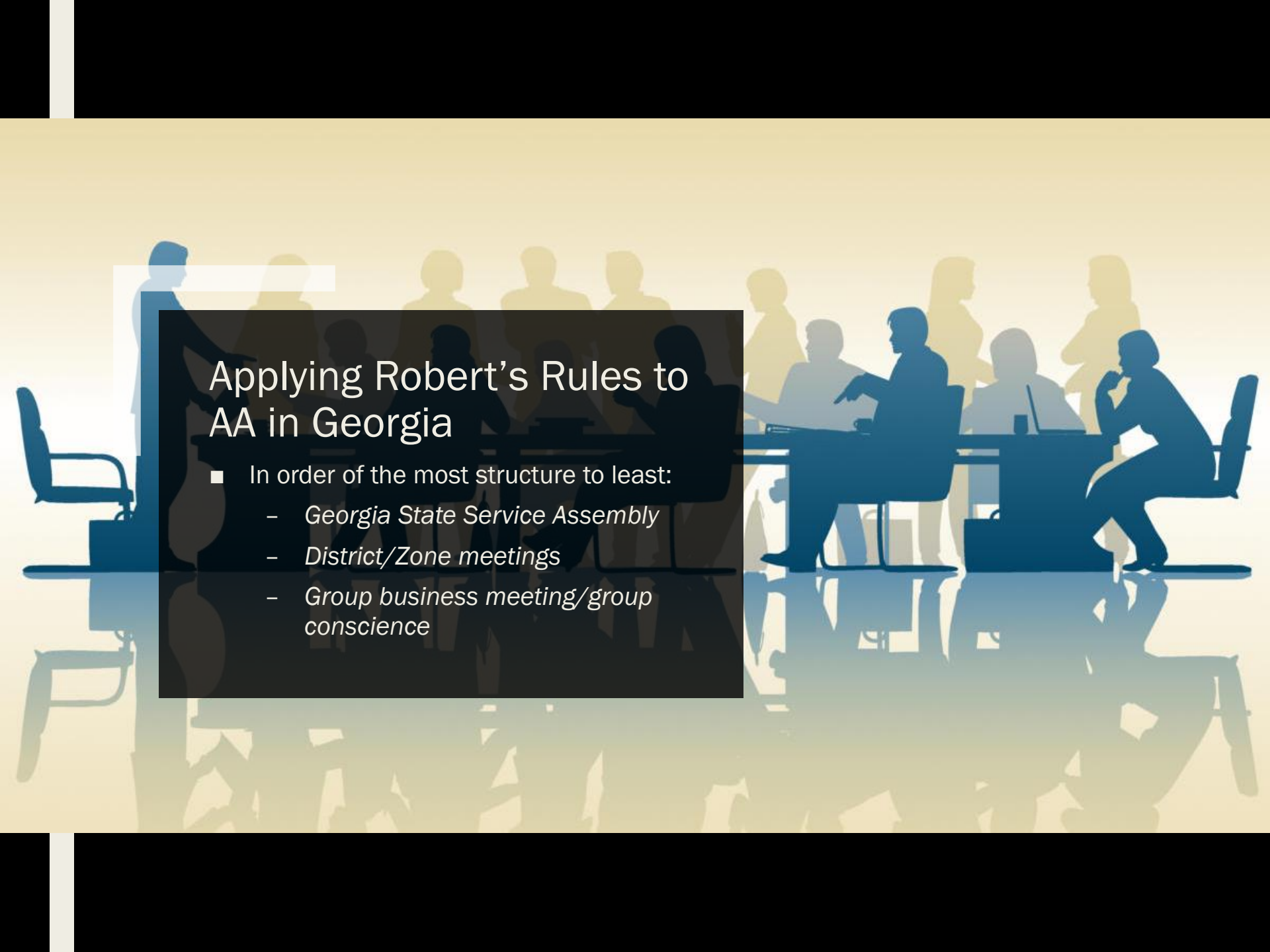
# What are Robert's Rules

- Originally written in 1876 by Army Officer Henry M. Robert
  - *Adopted the rules and practices of Congress to non-legislative societies*
- Parliamentary law minus provisions that pertain to legislative bodies only
  - *The rules that govern the conduct of legislatures and other deliberative bodies.*
- Provides guidance on a fair and orderly method for conducting a meeting.
- The General Service Conference of Alcoholics Anonymous uses Robert's Rules of Order to provide consistent, orderly meetings that support the rights of all concerned.
- The larger the group and more complex the work, the more rules would be used.
- Small groups can simplify the rules to provide structure without overdoing it.

# The Purpose of Robert's Rules

- The purpose of Robert's Rules is "to enable assemblies of any size,
  - with *due regard for every member's opinion*,
  - *to arrive at the general will on the maximum number of questions of varying complexity*
  - *in a minimum amount of time and*
  - *under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion*"





## Applying Robert's Rules to AA in Georgia

- In order of the most structure to least:
  - *Georgia State Service Assembly*
  - *District/Zone meetings*
  - *Group business meeting/group conscience*

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# GEORGIA STATE SERVICE ASSEMBLY

presented by Rick Mc, Area Chairperson

# General Rules of Discussion and Voting

- People who wish to speak line up at the microphones and are called on in order.
- Each person may speak for two (2) minutes.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion of a recommendation should take place before each vote.
- Everyone is entitled to (though only GSR's vote), and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the microphone and say it again.
- Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Assembly business.
- Voting is by show of hands except for Officer Elections which are closed ballot.

# HOW THE ASSEMBLY OPERATES

- The purpose of rules of order is to make it easier for the Assembly to conduct business
- All voting that concerns a manual change or an election will require a two-thirds majority
- Only GSR's or their designated alternate are eligible to vote and, make motions
- Everyone is allowed to participate in discussion
- People who wish to speak must raise hand and be called upon
- Each person may speak for two minutes
- No one may speak for a second time on a topic until all who wish to have spoken for the first time
- Full discussion should take place before voting

# HOW THE ASSEMBLY OPERATES

- However, if your point has already been stated it is not necessary to state it again. (This will save time)
- Premature actions such as amending motions early and/or calling the question may divert attention and prolong debate.
- Voting is by electronic polling for this Virtual assembly

# AMENDING MOTIONS

- Can be made to improve the idea or clarify the meaning of a motion
- Made by striking words, adding words, or by striking and adding words
- Requires a second and a majority vote to be adopted
- If not, discussion of original motion continues

# CALLING THE QUESTION

- Brings discussion to a halt while the Assembly decides whether to proceed directly to a vote or continue with discussion
- Must be made in order by raising hand and being called upon
- Must be made without comment
- Requires a second
- Is not debatable
- Requires a two-thirds majority

## MINORITY OPINION

- After each policy vote the side which did not prevail will be given an opportunity to speak their position
- If the motion passes with two-thirds, the minority may speak
- If the motion receives a majority, but not two-thirds, the majority may speak (in this case the majority is in fact the minority because their motion failed)
- ***There is not an automatic re-vote after the minority speaks. Only a motion to reconsider can bring about a re-vote***



# RECONSIDERATION

- Can only be made by a member voting on the prevailing side
- Can be seconded by anyone
- Requires a simple majority
- If a majority votes to reconsider, full discussion, pro and con is resumed
- No action may be reconsidered twice

## TABLING A MOTION

- Is postponing discussion to a later time
- Must be made without comment
- Requires a second
- Is not debatable
- Requires a simple majority

## HOW THE ASSEMBLY OPERATES

### “Example”

- May 2017 Assembly
- January Ad-Hoc Report was previously Given; this May Assembly is 3<sup>rd</sup> Assembly for a motion made affecting the Service Manual at September 2016 Assembly.
- *Motion: “Area 16 adopt electronic voting procedures for elections.”*
- *Motion is read and Discussion resumes*

# Discussion

Discussion went on through 8 individuals and then:

- Tom R, DCM 16D—Clarification for GSRs: *a suggestion was made to try this once on a trial basis and before anybody even begins to consider that, can we change the manual one time for it to be tried on a trial basis?*
- Rebecca (Chairperson)—No
- Frank F, GSR White Bluff Grp—*To further discussion, I would like to offer a friendly amendment to add at the end of the motion the words: “for a 1-year trial period.”*

# Discussion (Cont'd)

- Rebecca—this is new to us, a gray area; if we propose a trial do we change or not change the manual; if it's in do we then have to make a manual change to take it out?
- *Rebecca—is there a 2nd to the amendment to the motion?*
- *Stu H alt GSR Brown Baggers—2nd the amendment to the motion*
- Rebecca—Frank please repeat amendment
- Frank—adding at the end “for a 1 year trial period”
- Rebecca—which could also be removed from the manual? We would need to add that part because if not then we are going back to another manual change.

# Discussion (Cont'd)

- Tom H, Office Committee Chair—I suggest that if we did some kind of trial period that we would add to the motion or some kind of \* to the manual that if it becomes permanent then we would change the manual.
- *Dwight, 4th Dimension Group—(maker of original motion) Accept friendly amendment*
- Rebecca—we will put the \* and if it becomes permanent we will change the manual
- Rebecca—the motion would be **“Area 16 adopt electronic voting procedure for elections for a 1 year trial period.”** If it becomes permanent we will add it to the manual. It would take a vote, but not another ad-hoc committee and 3 assembly process. We would have to give data feedback about how it went thru that trial period
- Dwight—if it does become permanent, may we move in September to put it immediately in the manual?
- Rebecca—No changes this September, no matter what happens today. This matter would go to the Communications Committee etc., so we are not prepared for this to occur this September.
- Michael B, GSR 7A—Can we always vote it back out?
- *Rebecca—back up a bit. We need the entire body to accept the amendment*

# Vote - Acceptance of Amendment

- *By a show of hands, who accepts the amendment?*
- *Amendment Passes – (Simple Majority)*
- Discussion resumes
- *Billy, GSR We Agnostics—I'd like to call the question*
- *Mike, GSR Perry Group—I second the call*
- *Rebecca—We are voting to CALL the Question*
- *Show of hands/Passed – (2/3)*

# Vote

- *Now we will vote on the motion which is: Area 16 adopt electronic voting procedures for elections for a one year trial period.*
- *Show of hands in favor-132  
Show of hands against-70  
Needed 135 to pass (2/3)*
- *Motion did not pass*



# Minority Opinion

- Amy, GSR Gilmore Area Grp—Re: fellowship during voting process. How many people actually get up and communicate with people in other districts?
- Christine, GSR 13G A Common Solution for Women—If we mess it up this time we can fix it next time, but worth trying something different
- Stu H, alt GSR 14C—Thinks the vote would be more certain using e-voting
- Joy, GSR 10B Fresh Start Grp—Need to keep things simple. Try the e-voting.
- Chris, GSR Sunrise Grp-16B—Tallying procedure with DCMs worth a look at in new business.
- *Karen, GSR 11B—Motion to reconsider*
- *Kevin M, alt GSR Cartersville Closed Disc Grp—2nd the motion*

# Vote to Reconsider

- Rebecca—need a simple majority to consider discussion on this topic
- *Show of hands—motion passes – (simple majority)*
- *Discussion open, pro and con for the motion: “Area 16 adopt electronic voting procedures for elections for a 1-year trial period.”*

# Discussion resumes

- Mark, GSR-16D—Changing vote to “against” 1) extra cost to assembly 2) no reason to add costs when other options haven’t been thoroughly considered
- Robin, GSR Chapter 3 Grp—voted against. Primary purpose is to carry the message to alcoholics. Any extra funds need to go to that process. E-voting is not carrying the message.
- John A, Alt DCM 5B—thinks e-voting would be more accurate
- *Littrell D, GSR Tick area group—motion to table*
- *Karen, GSR 12 Step Sisters 11B—second the motion to table*

# Vote to “Table”

- Rebecca—**show of hands to table this motion** (this would be brought back to another assembly with more discussion)
- *Show of hands for tabling—110*  
*Show of hands against tabling—74*
- *Motion carries to Table (Simple Majority)*

# September 2017 Assembly

- *This was brought back under “Old Business”*
  
- Old Business—Rebecca T.  
*Motion—Area 16 adopt electronic voting procedures for elections for a one-year trial period.*
- Open for discussion
- No discussion
- Show of hands in favor—145  
Show of hands against—75  
Motion needed 2/3rds to pass or 147 votes



# GEORGIA DISTRICT/ZONE MEETINGS

# Meeting structure

- A district/zone may have bylaws and traditions
  - *Bylaws are basic rules or practices for an organization (of any kind/size)*
  - *traditions with a small “t” – how we have always done something*
- Meetings are usually monthly
- DCM is typically the chairperson
- Robert’s Rules can be used
- Less formal than the Assembly
- Some topics require group input and others do not

# Applying the Rules

- Study Committees – when there is a need to inform the group conscience
- Substantial unanimity – 2/3<sup>rd</sup> majority, should use for bylaw or “t”radition changes
- Simple majority may be used for minor issues not covered above
- Using formal motions allow each member to be heard
- Motion process
  - *Motion made and seconded*
  - *Discussion until all comments have been heard*
  - *Ask for minority opinion from side that did not prevail*
  - *Allow for a reconsideration vote – requested by prevailing side following the minority opinion*





# Examples

District/zone is considering moving the location of meeting.

- A motion is made and seconded, followed by the DCM appointing a Study Committee – Study Committee might be appointed without a motion
- A report is made to district/zone of findings – locations available and costs
- GSRs take it back to group to get group's conscience and vote the following meeting
- The motion process occurs as previously described

District/zone has to pick a topic for the upcoming Cluster Forum theme

- DCM will ask the group for ideas or present a few options
- After discussion, the DCM may ask for a motion to recommend a topic or a show of hands for the most popular topics.
- This would not go back to the groups as the GSRs will present the topic at the Cluster Forum – there is not change in bylaws/traditions or finances



# What rules would you use if....

District/zone treasurer recommends allowing groups to contribute online

- A. Study committee
- B. Motion process
- C. Show of hands in support of treasurer setting it up
- D. Substantial unanimity – 2/3<sup>rd</sup> majority

DCM wants to start the meeting with group updates instead of DCM report – this changes the format of the meeting

- A. Study committee
- B. Motion process
- C. Show of hands in support of DCM changing the format
- D. Substantial unanimity – 2/3<sup>rd</sup> majority



OTHER EXAMPLES



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# HOME GROUP BUSINESS MEETING

Group Conscience

# Meeting structure

- An AA group may have bylaws and traditions
  - *Larger groups have more structure*
  - *Small groups may have no structure*
  - *All groups have traditions with a small “t” – how we have always done something*
- Business meetings/group conscience can be monthly, quarterly or as needed
- The chairperson may be a service position or filled by a trusted servant such as GSR
- Robert’s Rules can be used
- Less formal than the Assembly
- Group may want to ensure full participation when discussing important matters to the group

# Applying the Rules

- Study Committees – when there is a need to inform the group conscience
- Substantial unanimity – 2/3<sup>rd</sup> majority, should use for bylaw or “t”radition changes
- Simple majority may be used for minor issues not covered above



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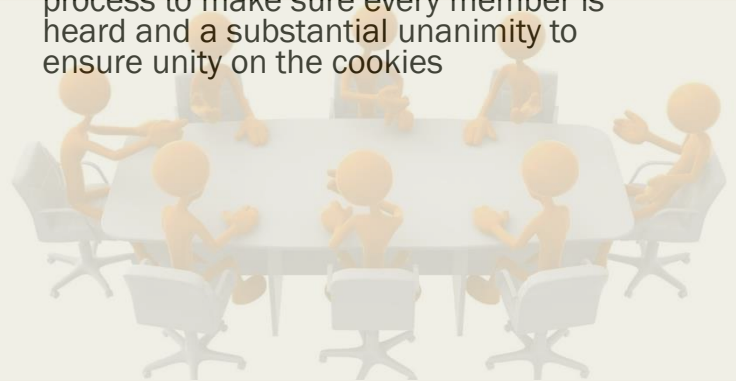
# Examples

Group is considering adding a Big Book Study to an existing meeting night

- A motion is made and seconded.
- The chairperson allows for full discussion – hear all that want to share \*good time to remind group that they don't need to repeat an idea that has been shared 😊
- The motion may be tabled to next meeting if there is not full representation of members or it wasn't known that it was going to be discussed or if there are questions about space or other like meetings in the area, etc
- If tabled, discussion resumes at next meeting and any additional information is shared
- The motion process occurs as previously described

A group member would like to change the type of cookies

- Chairperson may ask for a motion and use the motion process
- Or the chairperson may just ask for a show of hands in support of Chips Ahoy
- This can be a simple majority and quickly resolved BUT some topics are sensitive
- If cookies are a sensitive topic, the chairperson should use the motion process to make sure every member is heard and a substantial unanimity to ensure unity on the cookies



What rules  
would you  
use if....

Some members of the group would like to add a meeting night

- A. Study committee
- B. Motion process
- C. Show of hands in support of adding another meeting
- D. Substantial unanimity – 2/3<sup>rd</sup> majority

The GSR would like to present a report in the business meeting

- A. Study committee
- B. Motion process
- C. Show of hands in support of GSR making a report
- D. Substantial unanimity – 2/3<sup>rd</sup> majority





OTHER EXAMPLES



# Resources

## **Robert's Rules of Order – Quick Reference**

- <http://www.ppg-calgary-aa.org/sites/default/files/uploads/formats/documentation/robertsrulesforAA.pdf>
- [https://aanorthflorida.org/docs/How-the-Conference-Operates-English\\_-Rev-2018-01.pdf](https://aanorthflorida.org/docs/How-the-Conference-Operates-English_-Rev-2018-01.pdf)
- <https://www.oamr.org/Resources/Documents/Resources/ABC-ParlProc.pdf>
- [https://www.aageorgia.org/uploads/7/0/0/0/7000565/201702\\_assembly\\_rules\\_of\\_order\\_draft.pdf](https://www.aageorgia.org/uploads/7/0/0/0/7000565/201702_assembly_rules_of_order_draft.pdf)

## **Group Structure Suggestions**

- [https://www.aa.org/assets/en\\_US/p-16\\_theaagroup.pdf](https://www.aa.org/assets/en_US/p-16_theaagroup.pdf)

Questions



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# Business Meeting Agenda



## CALL TO ORDER/SERENITY PRAYER Rick M., Area 16 Chairperson

1. Delegate's Sharing – Debi K.
2. Recognize Past Area Officers
3. Approve Minutes from September 2020 Business Meeting
4. Report from 2021 Pre-Paid – Jekyll Island
5. Area Officer's reports (Alternate Delegate, Secretary, and Treasurer)

## UNFINISHED BUSINESS

Vote: Motion made in May, 2017 - "Area 16 adopt electronic voting procedures for the upcoming elections for a one year trial period."

## OLD BUSINESS

1. Ad-Hoc Committee report on the following motion: "Page 13 of The Georgia State Service Manual be amended as follows: On Page 13, under the heading of *Changing the Guidelines in the Georgia AA Service Manual* the following be added: **In the event such a motion fails to receive a two-thirds majority, a subsequent motion, having the same or similar substance, shall not be allowed for a period of 5 years.**"
2. Vote - motion made in September, 2020 – "Change our Grapevine Committee name to Grapevine/Lavina Committee in line with the 70<sup>th</sup> GSC Advisory Action".

## NEW BUSINESS

1. Approval – New Area Chairs & Co-chairs
2. **Bid – Pre-Paid Convention 2023**
3. Discuss Motion from Sept 2003 Assembly: "Office Committee, State Chairperson, along with the DCMs and GSRs abide by this GA State Manual at the Assembly level as it is written (last revised copy). And any motion pertaining to the Manual brought to this Assembly floor and is defeated is not brought to this Assembly floor for two years as done by GSO."
4. General Sharing
5. Adjourn with Responsibility Statement

**Example**– Motion from minutes of the May 2017, Area 16 Business Meeting



**“Area 16 adopt electronic voting procedures for elections for a one year trial period.”**

**NOTE: This motion is an example of an “Amended Motion”. It originally read: “Area 16 adopt electronic voting procedures for elections.” It was amended prior to this during discussions.**

# Minutes



Now we will vote on the **motion** which is: **Area 16 adopt electronic voting procedures for elections for a one year trial period.**

Show of hands in favor-132

Show of hands against-70

Needed 135 to pass

**Motion did not pass**

# Minutes (Cont'd)



## Minority Opinion

Amy, GSR Gilmore Area Grp—Re: fellowship during voting process. How many people actually get up and communicate with people in other districts?

Christine, GSR 13G A Common Solution for Women—If we mess it up this time we can fix it next time, but worth trying something different

Stu H, alt GSR 14C—Thinks the vote would be more certain using e- voting

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# Minutes (Cont'd)



**Karen, GSR 11B—Motion to reconsider**

**Kevin M, alt GSR Cartersville Closed Disc Grp—2nd the motion**

**Rebecca—need a simple majority to consider discussion on this topic**

**Show of hands—motion passes by simple majority**

**Discussion open, pro and con for the motion**: Area 16 adopt electronic voting procedures for elections for a 1 year trial period.

**Mark, GSR-16D—Changing vote to “against” 1) extra cost to assembly 2) no reason to add costs when other options haven’t been thoroughly considered**

**Robin, GSR Chapter 3 Grp—voted against. Primary purpose is to carry the message to alcoholics. Any extra funds need to go to that process. E-voting is not carrying the message.**

**John A, Alt DCM 5B—thinks e-voting would be more accurate**



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# Minutes (Cont'd)



**Littrell D, GSR Tick area group—motion to table**

**Karen, GSR 12 Step Sisters 11B—second the motion to table**

**Rebecca—show of hands to table this motion** (this would be brought back to another assembly with more discussion)

**Show of hands for tabling—110 Show of hands against tabling—74**

**Motion carries to table**

# TABLING A MOTION



- Is postponing discussion to a later time
- Must be made without comment
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# Tabled Motion - Result



In September 2017 under “Old Business” –  
Vote was taken and the result:

Old Business—Rebecca T.

Motion—Area 16 adopt electronic voting procedures for elections for a one-year trial period.

Open for discussion

No discussion

Show of hands in favor—145

Show of hands against—75

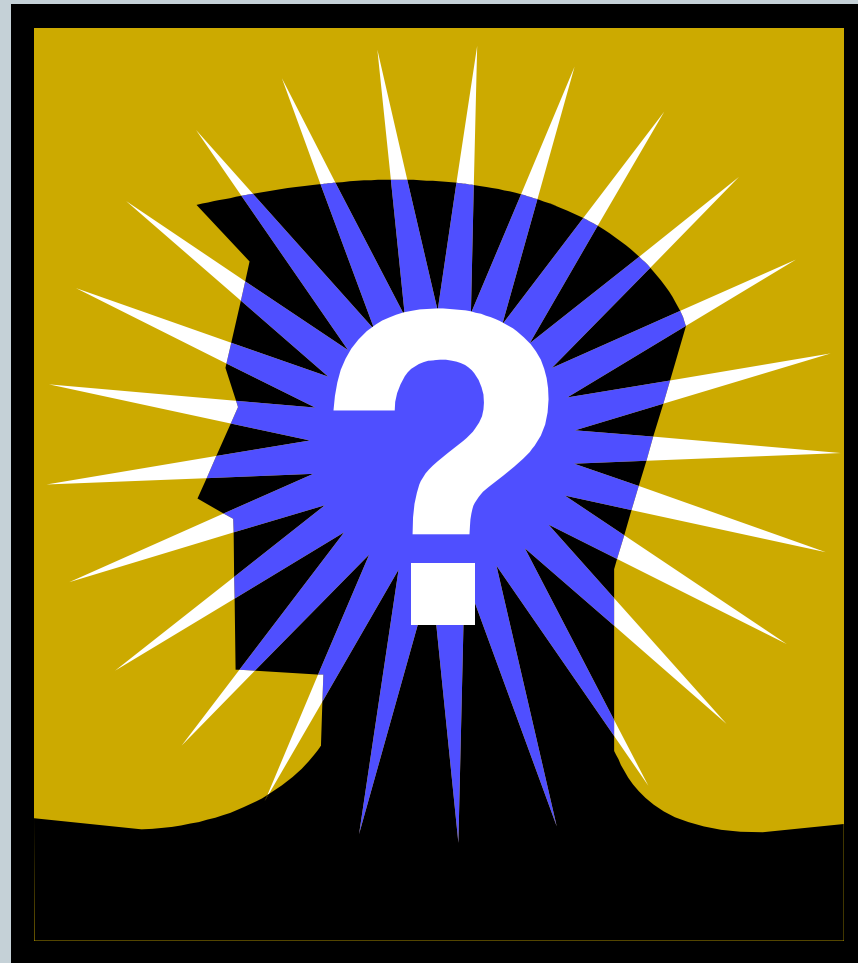
Motion required 2/3rds to pass or 147 votes

# What we covered.....

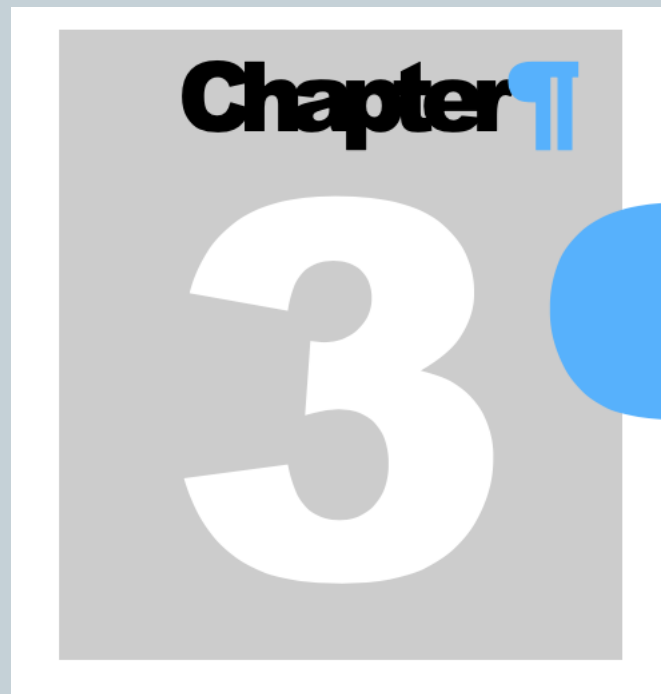


District  
D.C.M.  
Alternate D.C.M  
DCM Email  
Area 16 Web  
Area Directory  
District Meeting Minutes  
District Officers  
District Chairs  
How Assembly Operates

# Discussion/Sharing



# GSRs



# Chapter 3 Discussion Topics



The GSR  
GSR at District  
During the District Meeting  
About those A.A. Group Problems  
Safety and A.A.: Suggestions to Consider  
Guiding GSRs at Area 16 Events  
GSR Suggested Service Readings



# The GSR



# The GSR's Importance



*“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*

# **The DCM's Assistance.....**



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.

# Suggestions for 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

# Suggestions - GSR During 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@ageorgia.org](mailto:districtminutes@ageorgia.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 ageorgia.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.**

# Remember.....



- 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



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?



# Solution



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*

# 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.

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

# Suggestions for Guiding GSRs at 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.

# Suggestions (Cont'd)



- 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 GSC Annual Report (free copy typically available at Fall Assembly)

# A GSR's Suggested Service Readings



**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 and, at the same time, to our GSSA office staff!**

# Suggested Reading



- **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.

# Suggested Reading (Cont'd)



- **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.

# Suggested Reading (Cont'd)



- **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.



# **What we covered.....**



The GSR  
GSR at District  
During the District Meeting  
About those A.A. Group Problems  
Safety and A.A.: Suggestions to Consider  
Guiding GSRs at Area 16 Events  
GSR Suggested Service Readings

# Discussion/Sharing

