



OFFICE COMMITTEE

Current Practices For Area Officers

January 2025

This document was developed as a service tool to aid in transition as Office Committee Members rotate in and out of their positions. Items that are replicated in the *Georgia A.A. Service Manual* are noted with the page number. The *Georgia A.A. Service Manual*, which receives the approval of the Area Assembly, is the established precedent and will always prevail.

Delegate

Assembly

- Create a welcome letter to send out to the DCMs on Jan. 1. The purpose of the letter is to get them excited about attending the first assembly of the year.
- Coordinate with Area Chair to prepare Assembly Agenda- Due for publication in Georgia Message. Due Dates:
 - Dec 1 – January Assembly
 - April 1- May Assembly
 - August 1- September Assembly
- Invite DCMs to participate in assembly activities including:
 - Saturday GSR Workshop- Topic Presenters (From Approved Topic and Theme for General Service Conference)
 - Saturday Night Speaker Meeting- Chair, Readers, and Speaker (Service Manual p. 14 #3)
- Invite Past Delegate to facilitate GSR 101 at Assembly-(1:00 pm Saturday) This is a 3-part workshop, and one past Delegate should commit to facilitating for the year.
- Invite guest to September Assembly- current GSO employee or Trustee. SE Regional Trustee should be invited once during his/her term.
- Prepare Delegate Sharing Report slides and submit to Area Chairperson. Prepare written report to submit to Area Secretary. (Service manual p. 18 #5)
- Prepare for DCM Meeting- Prepare Delegate's Report and compile slides from area officers.
- Coordinate with Alternate Delegate to prepare topics for discussion at Delegate's Meeting with Area Chairs (Sat 9:00 am).
- Arrange for speaker gift, gift bag, and card to present after Saturday Night Speaker meeting.
- If a motion requiring a manual change is made and 2nd, appoint an Ad Hoc Committee consisting of a chair and 4-5 members. Ad Hoc Committee members come from current DCMs. Communicate the Ad Hoc members' names and contact information with the Area Chairperson so that he/she can follow up. (Service manual p.13 #8)

Other Area Responsibilities

- Get to know DCMs so as to consider them for Ad Hoc Committee assignments, Assembly presenters, and Speaker meeting participants.
- Keep in mind that you will be appointing Committee Chairs and Co-chairs on a rotating basis so that you can consider members who would fit these positions. (Service manual p. 23, p. 24, p. 25, p.26)
- Once Committee Chairs/Co-Chairs are approved, update their information to Member Services (Form available on OnBoard).
- Appoint first year DCM to serve on Budget and Finance Committee (by end of May Assembly). Share contact information with the Area Treasurer.
- Prepare slides for DCM Planning meeting,
- Facilitate DCM Planning meeting in November. Introduce new Committee Chairs/Co-Chairs prior to approval at January Area Assembly.
- Facilitate DCM Preconference Meeting. Coordinate with Area Office Manager on location and table set up. Invite past Area Delegates to participate and facilitate a committee group. Invite Committee Chairs/Co-Chairs to facilitate committee groups.
- Coordinate with Secretary to ensure all notifications and information on Preconference Meeting are shared with the DCMs.
- Prepare Articles for the Georgia Message six times a year- Guidelines and Due Dates available at the following link:
<https://www.aageorgia.org/submissions-to-the-georgia-message.html>
- Prepare a brief informative presentation for Cluster Forums. (5-10 minutes)
- Make reservations and register for Southeast Delegate's Get Together (SEDGT) held in Atlanta in February. Information will be provided.
- Prepare a 2 min overview of Area 16 highlights to present at the Southeast Delegate's Get Together (SEDGT). You can find examples in the Final Report of the General Service Conference.
https://www.aa.org/sites/default/files/literature/z_2024_FINAL_REPORT_anonymity_EN_830.pdf
- Attend all area meetings to include: the Prepaid Convention and all Cluster Forums, DC Planning Meeting in November and DCM Preconference Meeting in April. (Service manual p18 #2, p. 34 #4).
- Arrange for gift and card for Office Committee Members who are rotating out of their position.
- Support incoming trusted servants to ensure a smooth rotation.
- Review e-mail box daily.

Conference

- Your Conference Committee assignment should come out by Dec. 15th.
- Once you know your committee assignment, you will want to read the history and advisory actions for your committee. There is a document available for download or purchase (<https://www.aa.org/m-39-advisory-actions>)
- Submit Final Conference Agenda Items to the Area Office Manager so they can be posted online. These are shared with the Delegates after the General Service Board Meeting last weekend in January.
- Compile all Conference Agenda Background Material to send to Area Office Manager for posting on the Area 16 Website. Coordinate with the Area Secretary to send email notification and links to the district mailboxes. (Mid-February)
- Familiarize yourself with the Onboard Platform (GSO will give you information and assistance from the General Service Office (GSO)).
- Most delegates purchase small tokens as gifts to give to other delegates (pins, pens, etc.) You will want to make arrangements to purchase these.
- Create postcards to mail to Office Committee members and all DCMs (optional) from New York. You will want to do this ahead of time as you will be quite busy during the conference week.

Alternate Delegate

Assembly

- Prepare Alternate Delegate Report slides for DCM and Area Business meeting slides and submit to Area Chairperson and Delegate. Submit written report to the Area Secretary.
- Coordinate with Delegate to prepare topics for discussion at Delegate's Meeting with Area Chairs (Sat 9:00 am).
- Attend Committee Workshops.
- Participate in Ask-it Basket Q and A at GSR Workshop (Saturday 3:00 -5:00 pm).
- Provide guidance and assistance with the current Prepaid Committee Chair for providing their report at the Assembly Business meeting. (Service manual p. 19 #9)
- Provide guidance and support to districts making a bid for the Prepaid at the January Area Business meeting. Guidelines in the Georgia A.A. Service Manual p. 34 (Service manual p. 19 #9)

Conference

- Coordinate with the Delegate on his/her Conference Committee Assignment, you will want to read the history and advisory actions for that committee. There is a document available for download or purchase (<https://www.aa.org/m-39-advisory-actions>)
- Study background material for Conference Agenda items for the Delegate's committee as well as your committee for the DCM Preconference meeting. Be familiar with all Conference Agenda Items and background material. You should be fully prepared to attend the GSC if the Delegate is unavailable.

Other Area Responsibilities

- Update the Area Functions list as new event dates are added. Share with the Office Committee and DCMs.
- Service as Chair for the DCM outreach committee, schedule meetings, set an agenda for each meeting, choose participants, provide an update at each Area Assembly Business Meeting.

- Get to know DCMs who would be strong candidates for DCM outreach committee.
- Prepare Articles for the Georgia Message six times a year- Guidelines and Due Dates available at the following link:
<https://www.aageorgia.org/submissions-to-the-georgia-message.html>
- At the DCM Planning meeting, provide information on Cluster Forums to the four district clusters who will be hosting cluster forums in the following year.
https://www.aageorgia.org/uploads/7/0/0/0/7000565/2017_cluster_forum_checklist.pdf
- Make reservations and register for Southeast Delegate's Get Together (SEDGT) held in Atlanta in February.
- Attend the Prepaid Convention and all Cluster Forums.
- Support Districts interested in preparing a bid for the Prepaid Convention. Guidelines in The Georgia A.A. Service Manual p. 34.
- Prior to the close of the current year Prepaid Convention, assist the Prepaid committee for the following year in preparing flyers, registration, and activity information to be posted on the Area 16 website at the close of the current Prepaid.
- Coordinate with Area Treasurer on assisting Prepaid Convention Committee in opening a bank account and using platforms such as PayPal, Cash App, etc.
- Attend DC Planning Meeting in November and DCM Preconference Meeting in April.
- Prepare a brief informative report (5-10 minutes) for each Cluster Forum.
- Support Committee Chairs/Co-Chairs.
- Support incoming trusted servants to ensure a smooth rotation.
- Review e-mail box daily.

Area Chairperson

Assembly

- Coordinate with Delegate to prepare Assembly Agenda- Due for publication in Georgia Message. Due Dates:
 - Dec 1 – January Assembly
 - April 1- May Assembly
 - August 1- September Assembly
- Compile all slides from Area Officers, Convention Committee Chair, Ad Hoc Committee reports for the Area Business Meeting (Sunday 9:00 am)
- Update all slides for GSR Workshop with names of Committee Chairs who will be presenting, names of DCMs who will presenting on topics from GSC Theme. (Sat 3:00 to 5:00 pm).
- Collect Ask-it Basket questions for GSR Workshop and be prepared to distribute to Area Officers and presenters. (Sat 3:00-5:00 pm)
- Arrange for trusted servants to “pass the basket” at Speaker Meeting (Sat 8:00 pm), GSR Workshop (Sat 3:00 -5:00pm) and Sunday morning business meeting.
- Review *How the Assembly Operates* document and slides to ensure they’re compatible and current.
- Ensure motion forms are available to members at the Assembly.
- September election assembly- Coordinate with the Area Office Manager to have all voting materials available (Colored strips, white board and markers, baskets to collect ballots.) Invite a past treasurer to tally votes, and past area officers to serve as ballot counters and to collect ballots. Current area officers should also be tallying results as the votes are counted. Make sure Master Slide Deck is updated with the Third Legacy Voting procedure.
- If a motion requiring a manual change is made and 2nd, the Delegate will appoint an Ad Hoc Committee. Coordinate with the Delegate to acquire the Ad Hoc member’s names and contact information so you can follow up with any resources and answer any questions they may have. (Service manual p. 13 #8)
- If a motion requiring a manual change passes, the Area Chairperson will coordinate with the Area Office Manager to update the Georgia A.A. Service Manual. The wording in the manual much match the wording of the motion verbatim.
- At the DCM meeting, provide any information about upcoming motions, votes, etc. for the business meeting.
- Facilitate the DCM 101 workshop. Check the slides for any updates needed.

Other Area Responsibilities

- Attend the Prepaid Convention
- Make reservations and register for Southeast Delegate's Get Together (SEDGT) held in Atlanta in February.
- Attend DC Planning Meeting in November and DCM Preconference Meeting in April.
- Be prepared to facilitate a conference committee group at the DCM Preconference Meeting-Study background material for Conference Agenda items for that committee and be prepared to provide guidance.
- Support incoming trusted servants to ensure a smooth rotation.
- Review e-mail box daily.

Area Secretary

Assembly

- Prepare Secretary Report slides for DCM and Area Business meetings and submit to Delegate and Area Chairperson.
- Prepare slides and coordinate with Area Treasurer to conduct the Secretary/Treasurer Workshop (Saturday 11:00 am)
- Coordinate with Area Office Manager to ensure Secretary/Treasurer packets are available in both English and Spanish for Secretary/Treasurer workshop.
- Take minutes at DCM meeting to submit to the Office Manager for posting on the Area Website. Send minutes to DCM through District email box. (Service manual p. 20 #4, #5)
- Participate in Ask-it Basket Q and A at GSR Workshop (Saturday 3:00 -5:00 pm).
- Take minutes at Area Business Meeting and prepare a report to post on the Area Website and in the Georgia Message. Obtain a link to the business meeting recording from the Communications Committee. Service manual p. 20 #4, #5)

Other Area Responsibilities

- Prepare Articles for the Georgia Message six times a year- Guidelines and Due Dates available at the following link: <https://www.aageorgia.org/submissions-to-the-georgia-message.html>
- Keep a record of motions made at DCM meetings, including pre-planning meetings, regarding exact wording of the motion, who made the motion and the district they are from, who seconded the motion and the district they are from and whether the motion passed or failed.
- Take minutes for each DCM meeting and submit to Area Office Manager to post on the Area Website. (Service manual p. 20 #4, #5)
- At the request of the Delegate, or other Office Committee members, send emails to the DCMs and copy the Area Committee Chairs, Past Delegates, and members of the Office Committee. (Service manual p.20 #9)
- Take minutes for each Office Committee meeting. Once the meeting minutes have been approved, submit to Area Office Manager to post on the Area Website. (Service manual p. 20 #4, #5)
- Keep a record of actions made at Office Committee meetings.

- When the Assembly body votes on a motion, update the Assembly Actions record and repost on the Area Website.
- Attend Prepaid Convention and all Cluster Forums. (Service manual p. 21 #14)
- Prepare a brief informative report (5-10 minutes) for each Cluster Forum.
- Attend DC Planning Meeting in November and DCM Preconference Meeting in April.
- Be prepared to facilitate a conference committee group at the DCM Preconference meeting as assigned by the Delegate. Study background material for Conference Agenda items for that committee.
- Support incoming trusted servants to ensure a smooth rotation.
- Review e-mail box daily.

Area Treasurer

Assembly

- Coordinate with Area Office Manager to confirm final budget amounts to prepare a financial report to present to the Area Assembly.
- Prepare Treasurer Report slides for DCM and Area Business meetings and submit to Delegate and Area Chairperson. Submit a final written report to the Area Secretary. (Service manual p.23 #1, #2, #3)
- Prepare slides and coordinate with Area Secretary to conduct the Secretary/Treasurer Workshop (Saturday 11:00 am)
- Participate in Ask-it Basket Q and A at GSR Workshop (Saturday 3:00 -5:00 pm).

Other Area Responsibilities

- Prepare Articles for the Georgia Message six times a year- Guidelines and Due Dates available at the following link: <https://www.aageorgia.org/submissions-to-the-georgia-message.html>
- Obtain contact information on incoming DCM (first year) who will participate on the Budget and Finance Committee from Area Delegate.
- Schedule virtual or in-person Budget and Finance Committee Meeting in late July/early August. Committee Scope, Composition, and Procedures document can be accessed at the following link: https://www.aageorgia.org/uploads/7/0/0/0/7000565/committees_compostion_scope_and_procedure_document.pdf
- Work with Prepaid Committee on Financial Matters and payment of expenses. (Service manual p 35, #7, #8)
- Attend Prepaid Convention and all Cluster Forums.
- Prepare a brief informative report (5-10 minutes) for each Cluster Forum.
- Attend DC Planning Meeting in November and DCM Preconference Meeting in April.
- By December 15th of each year, make a deposit in each Money Market Account to keep the accounts active.
- Be prepared to facilitate a conference committee group at the DCM Preconference meeting as assigned by the Delegate. Study background material for Conference Agenda items for that committee.
- Support incoming trusted servants to ensure a smooth rotation.
- Review e-mail box daily.

- Reference Treasurer Manual for additional detailed information (internal service document).

Office Committee Chair

Assembly

- Schedule Office Committee Meeting to review Assembly Agenda prior to publication in the Georgia Message and Area Website.
- Update slides and facilitate Assembly 101 (Saturday 10:00 am)
- Be prepared to serve as parliamentarian during the Business Meeting.
- Participate in Ask-it Basket Q and A at GSR Workshop (Saturday 3:00 -5:00 pm).
- Assist delegate with ballots during elections.
- Attend Committee Meetings.
- Make arrangements with food truck vendors and coordinate with OTC Manager.

Other Area Responsibilities

- Obtain input from Office Committee members to set Agenda for Office Committee Meetings.
- Schedule Office Committee Meetings on Google Meet and send our initial notice and reminders.
- Negotiate contracts with local hotels and meeting facility for Area Assembly held three times a year. Contracts are negotiated 2 years in advance.
- Discuss and approve annual raise for Office Manager with Office Committee prior to the Budget and Finance Committee Meeting at the June meeting (prior to Budget and Finance Committee Meeting).
- Once the annual budget is approved by the DCMs, prepare *Annual Compensation* document with the Area Office Manager/Part-time Office worker for discussion and signature.
- At the November Office Committee meeting, discuss and approve annual bonus for Office Manager and Part-time office worker.
- Support State Office Manager when hiring new personnel and in day-to-day operations, if needed.
- Attend DC Planning Meeting in November and DCM Preconference Meeting in April.

- Be prepared to facilitate a conference committee group at the DCM Preconference meeting as assigned by the Delegate. Study background material for Conference Agenda items for that committee.
- Support incoming trusted servants to ensure a smooth rotation.
- Review e-mail box daily.

Area 16 Office Manager

The position of Area 16 Georgia Office Manager is referred to in the Georgia A.A. Service Manual as the State Office Manager. The terms Area 16 and State are interchangeable for the purpose of this document.

The State Office Manager is a paid employee and should be employed for his or her qualifications by the State Officers. (Service manual p. 23, p. 39)

Current practices for the State Office are outlined in the Georgia A.A. Service Manual p. 38, p. 39, p. 40.

The Area 16 Office Manager is a voting member of the Area Office Committee. The extensive work conducted by the State Office is outlined in a separate document.