

Northeast Texas Area 65 (NETA) Trusted Servants Information Handbook

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Northeast Texas Area 65 Information Handbook

Preface

This booklet contains information about the General Service Structure and service positions in the Northeast Texas Area (Area 65) of Alcoholics Anonymous. Data has been drawn from the *Service Manual* and other AA literature to provide information on typical duties and responsibilities of trusted servants.

Special duties and responsibilities assigned by Area action Items or the Area committee are also listed so that this information may be passed on from Panel to Panel.

Key Principles Influencing the Handbook's Contents

Tradition 2:

For our Group purpose, there is but one ultimate authority - a loving God as He may express Himself in our Group conscience. Our leaders are but trusted servants; they do not govern.

Tradition 9:

Each AA Group needs the least possible organization. Rotating leadership is best. The small Group may elect its secretary, the large Group its rotating committee, and the Groups of a large metropolitan Area their central or Intergroup committee which often employs a full-time secretary. The Trustees of the General Service Board are, in effect, our AA General Service Committee. They are the custodians of our AA Traditions and the receivers of voluntary AA contributions by which we maintain our AA General Service Office at New York. They are authorized by the Groups to handle our overall public relations and they guarantee the integrity of our principle newspaper the AA Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in AA are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.

Concept X:

Every service responsibility should be matched by an equal service authority - the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charter and bylaws.

Organization of the Handbook and its Intended Purpose

Sections that follow describe duties and responsibilities for trusted servants and are organized into three Groupings:

1. GSR, DCM and Delegate,
2. Area Officers (Chair, Secretary and Treasurer)
3. Service Committee Chairs (standing committees).

Information has been drawn from AA literature (the *Service Manual*, pamphlets and guidelines) and the documented experience of several other Areas.

The job descriptions in this document are not a directive and should not be interpreted as such. The descriptions are intended only to try to inform prospective office holders of the duties typically associated with each service position.

Copies of the job descriptions will be made available at the NETA Election Assembly and attached to sign-up sheets for candidates volunteering for service.

Terms of Office and Minimum Service Position Qualifications

Service positions of leadership, whether elected or appointed, are *trusted servants*. Each service position has responsibilities to Area Groups, Districts and Assemblies, and in some cases to the Region and the Fellowship worldwide.

Terms of office: all terms of office are for two (2) years. Election occurs in even-numbered years at the Fall Assembly and Convention for assumption of office on January 1 of the following year (i.e. terms coincide with that of the Delegate). *

Minimum qualifications: It is recommend that minimum qualifications for any Area Committee position be at least 3 years sobriety and prior service experience at Group, Central Office, institutional, District and/or Area affairs. *

Qualifications for Area officer's positions are defined in the Service Manual. In addition, certain service positions may suggest different types of skills for various positions (e.g. fluency in English and Spanish for the Bi-Lingual Interpreter, computer skills for the Newsletter Editor, etc.).

Common Duties of Area Officers and Service Committee Chairs

The first activity of any trusted servant is to become informed as much as possible with their particular service responsibility and all aspects of AA service.

The following are common duties and responsibilities entrusted to Area officers:

1. As an Area Committee member, act in a steering committee capacity to set the agenda for Area Assemblies.
2. Attend all Area Committee Meetings and Assemblies.
3. Share experience and information with others and provide encouragement and help to Area trusted servants.
4. Develop and maintain a constructive working knowledge of the Twelve Traditions and Twelve Concepts.
5. Provide leadership by example in the Area.
6. Read and become familiar with the Area guidelines, past action items and any other documents the Area has developed.
7. Submit for reimbursement of expenses in a timely manner.
8. Be available to committees, Districts and groups to provide experience with respect to our third legacy of service.
9. Be willing to serve as moderator at District and Group inventories.
10. Be willing to be a service sponsor.
11. Report activities and information in each issue of the Area Newsletter and on the Area web site.
12. When rotating out of office, help the incoming trusted servant with information and suggestions for serving.

DCMs and Area Service committee chairs have the same responsibilities as listed above as well as the following:

1. Manage committee activities within budget and financial guidelines, requesting additional funds if necessary.
2. Request and encourage each District to elect or appoint service representatives corresponding to Area service committees (e.g. TF, CF Grapevine/La Viña, etc.) and encourage the representatives to participate in District and Area service activities.
3. Hold regular meetings with the committee and inform each representative of time and location of meetings.
4. Encourage continuing study and review of the Service Manual, Workbooks and GSO Guidelines.
5. Present Alternate service committee Chairs to the Area Committee for disapproval.

Alternate Service Position Duties and Responsibilities

All Area service positions have an alternate position to assist, support and actively participate in service responsibilities.

1. The Alternate Delegate, Area Chair, Secretary and Treasurer are elected by 3rd Legacy procedure at an election Assembly.
2. Alternate DCMs are elected based on the method chosen by their respective District Committees.
3. Alternate Service Committee Chairs are presented to their Area or District Committee for disapproval.

The duties of an Alternate service position are identical to that of the primary office holder. Typically, an alternate will act in behalf of the primary office holder when he/she is unable to do so.

The job descriptions that follow show duties for an Alternate only when they are specific to that position. These types of duties may be special responsibilities assigned by Area Committee or Assembly action item.

* Recommended by Handbook Committee for clarification.

General Service Representative (GSR)

Summary: the GSR links his/her Group with AA as a *whole* and represents the voice of the Group conscience, reporting the Group's thoughts to the District committee member (DCM) and Delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the Group information on Conference actions that affect AA unity, health and growth. Only when a GSR keeps the Group informed, and communicates the Group conscience, can the Conference truly act for AA as a whole.

Financial support: current experience indicates that many Groups provide financial support for their GSRs to attend service functions. Important service functions include, but are not limited to, District Committee meetings, Area Assemblies, the Southwest Regional Forum and the Southwest Regional AA Service Assembly (SWRAASA).

Qualifications: experience shows that the most effective GSRs have been active in Group, Intergroup, or other service, where they developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems. Usually, prospective GSRs have at least 2 years of continuous sobriety. They have time available for District meetings and Area Assemblies. They have the confidence of the Group and an ability to listen to all points of view.

Duties:

1. Serve as the Group's mail contact with the General Service Office (GSO) and be listed in the AA directory as contact for the Group. Receive Box 459, and keep the Group abreast of AA activities all over the world. Also serve as mail contact with the DCM and Area committee. Supply the DCM with up-to-date Group information, which is relayed to GSO for inclusion in directories and for GSO mailings.
2. Become knowledgeable about material available from GSO - new literature, guidelines, bulletins, videos, tapes, kits, etc. - and is responsible for passing such information on to the Group. Learn about the Twelve Traditions and Twelve Concepts and become familiar with the *AA Service Manual*, the books *Twelve Steps and Twelve Traditions*, *AA Comes of Age*, *Twelve Concepts for World Service* and the pamphlets *The AA Group*, *AA Tradition - How it Developed*, *The Twelve Traditions Illustrated* and *The Twelve Concepts Illustrated*.
3. GSRs usually serve on the Group steering committee and work with the Group Treasurer to develop practical plans for Group support of GSO, such as the Regular Contribution Plan and Birthday Plan. GSRs encourage the Group to support the Area and District committees and local Central Office and are familiar with the leaflet *Self-Support: Where Money and Spirituality Mix*.
4. Participate in District and Area meetings and help with planning Area get-togethers and conventions. Following these events, make a report to the Group for the benefit of those who could not attend. Vote at Area Assemblies and District meetings on action items pertaining to Area and District business (including election of officers).
5. Represent the informed Group conscience at District meetings and Area Assemblies. As a voting member of the Assembly attend four quarterly Assemblies each year (or request an Alternate to do so).
6. Inform the Group of all matters to be brought before District meetings and Assemblies and obtain a vote on how the Group stands on the matter. GSRs have a right of decision on certain matters (e.g. elections). However, on major matters brought before the District or Assembly, a GSR should reflect the voice of his/her Group which has been informed and voted on the matters.
7. It is recommended that GSRs hold no other office in any other Group.

District Committee Member (DCM)

Summary: the DCM is an essential link between the GSRs and Area Delegate to the Conference. As leader of the District Committee (made up of all GSRs in the District) the DCM is exposed to the Group conscience of the District. As a member of the Area Committee, he/she is able to pass on the District's thinking to the Delegate and Committee.

Financial support: current experience indicates that many Districts provide financial support for the DCM to attend service functions. Invariably this pays off in increased activity, interest and Group participation. Important service functions include, but are not limited to, District Committee meetings, Area Assemblies, the Southwest Regional Forum and the Southwest Regional AA Service Assembly (SWRAASA).

Qualifications: the office holder has usually served as a GSR and is elected by other GSRs to take responsibility for District activities. If the person chosen is a current GSR, a new GSR should be chosen to fill his/her position. A DCM should have enough sobriety (generally 4-5 years) to be eligible for election as a Delegate. He/she also needs to have the time and energy to serve the District as well.

Duties: The DCM's job is primarily that of two-way communication:

1. Regularly attend all District meetings and Assemblies (or request an alternate to do so) and hold regular District meetings of all GSRs. Receive reports from Groups through GSRs and frequent personal contacts with Groups in the District. Give a District report at each Assembly and help interpret the conscience of Groups in the District to the Delegate or Assembly.
2. Ensure that GSRs are acquainted with *The AA Service Manual*, *The Twelve Concepts for World Service*, the GSO bulletin *Box 459*, workbooks and guidelines from GSO, and any other service material. Help GSRs make interesting reports to Groups and encourage them to bring new AA members to service events. Keep GSRs and Groups informed about Conference-approved books and pamphlets and organize workshops and/or sharing sessions on service activities. Make a regular practice of talking to Groups (new and old) on the responsibilities of general service work.
3. Provide the Area Secretary with a complete and current name, address and phone list of all District officers and GSRs and notify the Area Secretary of any changes that occur during the term. Also update District information on the maps displayed at Area Assemblies.
4. Help the Conference Delegate cover the Area (which would be impossible for the Delegate to do on a Group-by-Group basis). Assist the Delegate in obtaining Group information in time to meet the deadline for AA directories and bring Traditions problems to the attention of the Delegate. Help coordinate visits of the Delegate to the District so that the greatest number of people may be at a Delegate report meeting. May also arrange for various Area Officers and Standing Committee Chairs to attend at least one District meeting a year in the District for sharing Area and District activities.
5. Keep GSRs 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.
6. Arrange for District meeting minutes and information to be mailed to Area Officers, Standing Committee Chairs and the Area Archives.

Area Delegate

Summary: the Area Delegate service position is a demanding job, not only because of the large amount of time and work involved, but because of the responsibility to serve worldwide AA. As a voting member of the Conference, he/she brings to its deliberations the experience and viewpoints of their Area. Yet the Delegate is not a representative of the Area in the usual political sense. After hearing all points of view and becoming fully informed during Conference discussions, the Delegate votes in the best interests of AA as a whole.

Qualifications: Some characteristics seem to make for a well-qualified Delegate:

1. Several years of active participation in local and Area matters, as a GSR and as a District and Area committee member.
2. Time available for the week-long Conference meeting in April and all the efforts needed before and after the Conference.
3. The ability to make and take suggestions (and criticisms too) and experience in chairing meetings.
4. Knowledge of AA matters and of where to find the correct information when they do not know the answers.

Duties

1. Represent the Area as an informed, but not instructed, representative to the General Service Conference to help formulate the Group conscience of the AA Fellowship as a whole. Communicate the actions of the Conference to Area Committee members and encourage them to pass on this information to Groups and to Intergroup/Central offices.
2. Attend Area, state and Region service meeting and Assemblies (i.e. SWRAASA, SWRDA and Forum).
3. Help Standing Committees, District Committees and GSRs understand the substance and effect of Conference Advisory Actions. Assist GSRs, DCMs and Standing Committee Chairs in forwarding requests or suggestions to the General Service Conference. Encourage District and Standing Committees and Groups to discuss General Service Conference final report and respond to advisory actions.
4. Provide a leadership role to advance an understanding of the principles of the Twelve Traditions and Twelve Concepts of Service and how they apply at Groups, Districts and the Area.
5. Remind GSRs to inform groups and individuals about the AA Grapevine and Conference-approved literature.
6. Cooperate with GSO in obtaining Group, District and Area information in time to meet the deadline for each issue of the AA directory and help carry out the triennial membership surveys.
7. Visit groups and Districts in the Area whenever possible and represent the Area in Region matters.
8. Assume added responsibility if the Area Chair and Alternate Chair are unable to serve. Or, if an Area Committee is not functioning effectively, take an active role in remedying the situation.
9. Keep the Alternate Delegate fully informed and active, so that the Alternate can replace the Delegate in an emergency.
10. Work with the newly elected Delegate to pass along knowledge of Conference proceedings and problems.
11. Suggest policy and procedure changes to the Area Committee and Assembly that can make them more effective.

By Conference advisory action, it is recommended that upon completion of the term of office, Delegates not succeed themselves and not stand for a DCM position.

Area Specific Duties of the Alternate Area Delegate

1. Attend the Southwest Region Delegates Assembly (SWRDA).

*Past Area Delegate **

1. Past Area Delegates are strongly encouraged, and financially supported, to continue actively participating in Area affairs.
2. The Area Assembly has designated past Delegates as non-rotating, non-voting, ex-officio officers of the Area Committee.
3. Past Delegates are designated members of the Area Structure, Archives and Budget Committees.

* Recommended by Handbook Committee for clarification.

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Area Chair

Summary: the Area Chair is responsible for the smooth running of Area Assemblies and Committee Meetings. He/she consults with the Committee before setting the date and times, making sure that all Groups are notified, consulting with Area Officers and Committee members on the program and chairs the Assembly and Committee meetings. The Area Chair, more than any other officer, keeps the Delegate informed about what is going on in the Area and makes sure that Committee members are aware of what goes on in world services.

Qualifications: should have a solid period of sobriety (5 years) and prior service experience in Group, Central Office, institutional, District and/or Area affairs and have a sound understanding of the Traditions and Concepts, along with a good fund of experience gained through applying them. Communication and leadership skills and sensitivity to the wishes of the Area are important along with the ability accept criticism in good faith. The Area Chair should have the ability to plan and organize Area activities that are large and complex and have a working knowledge of policies, procedures and advisory actions of NETA.

Duties: Much depends on the Area Chair's ability to conduct a smoothly functioning Area Committee meeting and Assembly:

1. Schedule Spring, Summer, Fall and Winter Area Committee Meetings and Assemblies. Prepare two Area Assemblies' agendas in advance for Area Committee approval and work closely with the Area Delegate in developing the agenda for the Delegate's reporting time.
2. Call additional meetings of the area if necessary.
3. Prepare and copy the agenda for the newsletter mail out (1,250 copies: 1,000 for the mail out, 250 for the next Assembly to hand out) and help with the stuffing of envelopes.
4. Chair the Committee Meetings and Assemblies. Conduct meetings and Assemblies with decorum. Ask an attendee to read "Why We Have a Conference. Appoint a time keeper to conduct activities and discussions within the time limit set. Also chair the Area inventory of the NETA panel and Committee. Ensure that all attendees are aware of current Area policies and procedures. Meetings may be fairly informal, but the attention of the entire meeting should be on one subject at a time, without the disruptive influence of private conversations. Keep the issues clear. If a motion is offered, be sure it is stated clearly and distinctly so that all know what they are voting for or against.
5. Stick close to Third Legacy Procedure for elections and discourage departures from it. On very simple housekeeping matters, a majority vote is enough - even a "sense of the meeting" can take the place of a vote at times. In such a case, the Area Chair asks: "Is it the sense of the meeting that ...?" If there are no "nays" it is apparent that there is accord. Ensure that voting at the Assemblies and Area Committee meetings is limited to attendees authorized by the approved Area Policies and Procedures document.
6. Assist in scheduling and conducting workshops, designing them based on the Conference theme utilizing DCMs, past Delegates and other Assembly attendees. Be willing to sit on panels for workshops.
7. Attend as many District meetings and combined District meetings in the Area as possible to observe unless invited to share.
8. Attend the Southwest Regional Forum.
9. Inform and utilize the Alternate Chair in all activities. Insure the alternate has the "right of participation"
10. Assist any District and/or standing committee that is having difficulty to restoring it to good working order. Meet with Area standing committees as needed, referring appropriate matters of Area concern to the pertinent Area standing committee for action and/or recommendations to the Area Committee and Assembly.
11. Work with the incoming Area Chair to appoint the conference standing committee chairs.

Area Specific Duties of the Alternate Area Chair

1. Schedule, organize and conduct workshops.
2. Assist in presiding at Area Assemblies for GSR and DCM matters.

* Recommended by Handbook Committee for clarification.

Area Secretary (and Registrar)

Summary: the Area Secretary has the primary duty to record and distribute minutes of Area meetings and Assemblies. As registrar, the Area Secretary develops and maintains mailing and phone list data for Groups, GSRs, DCMs, Area officers and contacts and provides mailing labels to Area committee members

Qualifications: an organized approach as well as computer literacy can be helpful. The Secretary should have a "reasonable period of sobriety", which might mean 2 years in an Area where AA is still young, 4-5 years in an older Area. Some service in Group or Central Office or General Service is useful. So is some background in general office work - more and more, computer knowledge is helpful. An effective Secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at a meeting. The job is time-consuming and needs to be carried out on schedule, and any Secretary needs to be sure that ample time is available.

Duties:

1. Record and distribute minutes of the proceedings of Area Committee meetings, Assemblies and the Area Inventory. For archival purposes, record motions in the exact wording as originally submitted in writing to the Area Committee and Assembly and record vote counts (for and against) each motion. *
2. Maintain a confidential data base on the Area computer for Area mailings and ensure it is kept current and the anonymity of its contents is properly preserved. The data base consists of records of registered groups (either active or inactive) within NETA and contains information such as name, address and phone number for Groups, GSRs, DCMs (and District Committee Service Committee members) Area Officers and other Area Committee members.
3. Ensure that minutes of Area Assemblies and Committee meetings, the agenda for the next Assembly and an Area newsletter are mailed 6 weeks prior to the next Assembly to all recipients identified in the approved Area Policies and Procedures document.
4. Provide digital media copies of minutes, Area directories and other documents to the Area Archives for preservation. *
5. Provide name and address labels for quarterly and other Area mailings as needed.
6. Assure that copies of historical documents of record are submitted to the Area archives for permanent retention.
7. Collect from Area Committee members a list of equipment purchased by the Area (e.g. computers, translation and video equipment). Also hold, in safekeeping, an inventory of the Area archives collection provided by the Archives Chair.
8. Assure that the Area computer is properly maintained and that software contained on the computer is kept current with updates and error corrections provided by the manufacturers. This can be done either by the Secretary or through asking for assistance from a member who has good experience in these technical matters.
9. Ensure that an Area Directory is distributed periodically to members of the Area Committee and advise GSO of any data changes relative to the Area Committee.
10. Be a signatory for checks issued by the Area Treasurer.
11. Maintain, copy and distribute the Policies and Procedures document. *
12. Maintain a calendar of Area Workshops (conducted and to be conducted). *

Area Specific Duties of the Alternate Secretary

1. Arrange for bulk mailing permit and related budget approval of the cost of mailing.
2. Manage the mail-out of the Area newsletter and meeting minutes and obtain mailing labels from the Area Secretary.
 - a. Fold, stuff, label, sort, bundle, count and prepare mailing to comply with Post Office requirements.
 - b. Deliver trays to post office for mailing.

* Recommended by Handbook Committee for clarification.

Area Treasurer

Summary: the Treasurer keeps financial records for the Area and reports regularly to the Assembly and Area committee. The Treasurer is responsible for submitting a proposed budget and encouraging contributions support for Area and GSO services.

Qualifications: the office holder should be a responsible person with a solid period of sobriety (4-5 years). * He/she should be organized enough to keep good records and some accounting or bookkeeping experience is useful. Otherwise the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness and diplomacy will help the treasurer do the job.

Duties:

1. As directed by the Area Assembly, conduct all financial activities of the Area in coordination with the Budget Committee.
2. Appoint Finance/Budget Committee members.
3. Draft an annual budget for presentation to the Area committee and Assembly for approval and serve as financial advisor to the Area to encourage prudent management of funds and adherence to the approved budget.
4. Collect 7th Tradition donations from Groups, members, committees and Assemblies and regularly deposit the funds in the Area checking account.
5. Disburse funds by check to pay Area bills and distribute budget allocations. Ensure that all checks disbursed by the Area are authorized by two or three signatories which are on file with the bank.
6. Make annual contributions to the General Service Office for Delegate travel expenses to the Conference according to the current budget, Conference advisory action and Assembly advisory action. In addition, disburse other Delegate travel expenses determined by Assembly action item and provisions in the Area Policies and Procedures document.
7. Make disbursements for the Delegate, alternate Delegate and Area chairperson to attend the Southwest Regional Forum, the Southwest Region Delegates Assembly and the Southwest Regional AA Service Assembly.
8. Disburse general expense funds approved in the budget for Area officers and service committee chairs.
9. Report to the Area committee and Assemblies on the state of Area contributions and expenses and maintains an Area prudent reserve authorized by the Assembly.
10. Advise Districts and Groups on proven principles of the Traditions and guidelines for financial management of funds.
11. Ensures that necessary tax forms are filed as required by law.
12. Secure a PO Box for receiving contributions. This may be in addition to the Area's permanent PO Box address if it is more convenient for the Treasurer.
13. Maintain banking accounts for the deposit and disbursement of Area funds and ensure that multiple signatories are required for the withdrawal and disbursement of funds.

Area Specific Duties of the Alternate Treasurer:

1. Maintain oversight of Area committee member expense reports.

* Recommended by Handbook Committee for clarification.

Archives Chair

Summary: the Archives Chair and committee are responsible for the preservation and safekeeping of the Area archival collection. The Archives Chair and committee maintain oversight of the archives for displays and retention of important Area records and donated artifacts and memorabilia. In conjunction with the Archives Committee, the Area collection preserves and displays items related to AA history. Local historical material is sought out from old-timers, past Delegates, committee members and others with experience to share. Guidelines for the Area Archives are documented in a publication titled *NETA Area 65 Archives Committee Information and Guidelines*.

Qualifications: It is helpful and desirable to have some familiarity with archival procedures or the willingness to learn the basics of such procedures. The office holder should have a good understanding of current copyright laws and a solid understanding of the anonymity principles of the Twelve Traditions.

Duties:

1. Gather current and historical information about AA, especially in the Area, and preserve it in a meaningful order and ensure that Area Archives service activities are conducted in a manner that conforms to the Area 65 Archives Guidelines and Area 65 Suggested Group Archives Guidelines. Also ensure that copies of the guidelines are available for distribution as needed.
2. Maintain accountability records of the inventory of the collection to properly record archives donations. Provide copies of the inventory of the archives collection to the Archives Committee and Area secretary.
3. Display the archives collection at Area Assemblies and, if requested, at other AA events within the Area (e.g. workshops).
4. Display the archives collection at Group Anniversaries.
5. Encourage Districts and Groups to establish Archivist or Historian service functions. Talk at groups, Districts and workshops about history when asked.
6. Be responsible for both the physical and intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in collected documents and digital data files.
7. Maintain a history of Assembly Action items and regularly provide updated copies to the Area Chair and Secretary.
8. Work closely with the Area Secretary and Area Chair to archive and maintain back-up copies of Area Committee and Assembly minutes and other important documents (e.g. the Policies and Procedures).

Area Specific Duties of the Alternate Archives Chair

In the absence of an Area Archivist, the Alternate Archives Chair functions in that capacity to:

1. Accept, organize and catalog donations to the archives. Also ensure that the archives do not become a central collection point for miscellaneous odds and ends or papers and is focused on limiting the archives collection to materials of substantive and historical value.
2. Serve as recording secretary at Archives Committee meetings.
3. Administer the formal receipt and acknowledgment of donations to the Area Archives as defined in the Area 65 Archives Guidelines. Also serve as the focal point of the collection, determining on one hand what to include, and on the other hand working towards making the collected material available to the greatest extent possible to members of our Fellowship and those in the public realm with a valid interest in AA.
4. Report regularly to the Archives Committee, about new material received and give updates about ongoing projects.
5. Produce and maintain a written inventory of the Archives collection for regular presentation to the Archives committee, Area Committee and Assemblies and Area Secretary.

Bi-Lingual Translation

Bi-lingual Translation is an essential Area service by virtue of geographic and demographic considerations. NETA has a strong commitment to ensure, where possible, that published documents and Committee and Assembly proceedings are available in both the English and Spanish languages.

Qualifications: Fluency in both in both English and Spanish language translation (verbal and written) is essential.

Duties:

1. Be responsible for the oversight and safe-keeping of the Area audio translation equipment.
2. Provide translation services at Assemblies, Area Committee meetings and other Area meetings and workshops.
3. Recruit volunteers to perform translation at Area committee meetings, Assemblies and events and maintain a list of AA members able and willing to assist the Area Secretary, Newsletter Editor and others with written translations.
4. Provide a written inventory of Area translation equipment to the Area Secretary. *

Conventions Chair

Summary: The Convention Chair performs planning, budgeting and administrative actions necessary to obtain appropriate facilities for Area Assemblies, conferences and major events hosted by the Area.

Duties:

1. Appoint all necessary planning and activity committees necessary to ensure successful Area Assemblies and conventions.
2. Coordinate with the Area committee on the location and dates of the regularly scheduled Area Assemblies.
3. Ensure that the Fall Assembly and Convention is both centrally located and scheduled as close as possible to the next to last weekend in September.
4. Solicit proposals from Area hotels and contracts with the specific hotel of choice and work closely with the hotel staff to facilitate the Assemblies and resolve problems.
5. Manage advance funds received from the Area treasurer and ensure that registration receipts and donations are returned to the treasurer. Complete a financial statement which is to be presented to the Area committee.
6. Work with District volunteers throughout the Area to instruct on hosting the out-lying Assemblies and remain available to the "host District" chairpersons and local committee members in facilitating their hosting a Winter or Summer Assembly. Also arrange for District hosting of the Assembly hospitality suite.
7. Ensure that the Al-Anon Family Groups Fellowship is invited to participate in the Fall Assembly and Convention. For the Fall Assembly and Convention, also ensure that transportation, lodging, meals and registration expense reimbursements are provided to: (a) All speakers (AA, AL-Anon and Alateen), (b) the Delegate, (c) the Al-Anon chairperson, (d) the Convention chairperson, and (e) the Area chairperson
8. Ensure that literature, tapes and other items displayed and sold at any Area Assembly or convention are Conference approved or from Grapevine or are GSO service pieces.
9. To the extent possible and practicable, ensure that Assemblies, conventions and special events provide services to attendees with special needs and bi-lingual interpretation needs.

Cooperation with the Professional Community (CPC) Chair

Summary: the CPC Chair works with CPC Service committees to focus on "cooperation but not affiliation" with professionals in the community - health care professionals, educators, members of the clergy, lawyers, courts, social workers, union leaders and industrial managers and others in contact with active alcoholics. Information is provided about where AA is, what AA is, what AA can and cannot do. He/she ensures the Area is informed of CPC activities and recruits members to join together in carrying the AA message at professional meetings, seminars and more. The CPC Chair and committee help to provide a clearinghouse of information in the Area with respect to CPC services, coordinating the exchange of ideas and resources among Districts. Additionally the CPC Chair and committee provide experience and assistance, in developing projects that will further the carrying of our AA message through CPC services.

Duties:

1. Assist District CPC committees by providing literature, guidelines and guidance related to recruiting volunteers and conducting CPC service work.
2. Find productive and creative ways of cooperating without affiliating, attempting to establish better communication between AA and professionals.
3. Organize and conduct CPC workshops to help prepare volunteers for CPC service and to inform attendees how CPC overlaps with other service committees.

Correctional Facilities (CF) Chair

Summary: the Correction Facilities Chair works with CF committees to take AA meetings and Bridging the Gap services to penal institutions and half-way houses. He/she keeps the Area informed about correction facilities 12th Step activities and encourages members to participate in them. The CF Chair and committee help to provide a clearinghouse of information in the Area with respect to local, county, state and federal CF services, coordinating the exchange of ideas and resources among Districts. Additionally the CF Chair and committee provide experience and assistance, in developing projects that will further the carrying of our AA message through CF services.

Qualifications: Should have a good understanding of institution rules and regulations and be aware of CF guidelines.

Duties:

1. Coordinate and facilitate efforts of carrying the message behind the walls to inmates who have reached out to GSO for help through correspondence and other pleas for help.
2. Assist all members of CFC committee's coordinate taking meetings to jails and prisons. Act as source of information for anyone who may encounter difficulty in being accepted by the institution as an AA member who is willing and trying to carry the AA message behind the walls.
3. Provide information and the proper forms to AA members who would like to be approved by TDCJ, State Jails, County Jails, Federal Prisons or other places. Assist with forms from GSO to join the CCS (corrections correspondence service)
4. Make appearances at Groups, Districts and Area functions to talks and participate in any CFC related work.
5. Chair the NETA CFC Conference each year (includes planning, organizing, selecting conference site, lining up speakers, setting up the program, selecting all the participants and generally following up from beginning to end)
6. Work with CPC to develop necessary joint subcommittees (i.e.: DWI programs, youth orientation programs, etc.).
7. Work with state and federal facilities to let them be aware of contact lists and assist in placing AA literature in correctional facilities.
8. Coordinate the means for inmates to "bridge the gap" from prison into the larger AA community.
9. Maintain directory of Area correctional facilities and ensure contact with all State corrections facilities in the Area.
10. Maintain contact list of groups and individuals currently bringing AA to correctional facilities.
11. Maintain pre-release sponsor list and handle requests for pre-release sponsors. .

Grapevine/La Viña (Gv/LV) Chair

Summary: the Grapevine/La Viña Chair works with Grapevine and La Viña Service committees to inform Group members about the Fellowship's international journal and other books, literature and tapes offered by the Grapevine. The committee coordinates the work of individual AA members, Groups, and Districts to read, subscribe to use Grapevine-produced materials. The committee also provides a clearinghouse of information in the Area with respect to AA Grapevine materials, coordinating the exchange of ideas and resources between Districts and provides assistance in developing projects that will further carry the AA message through the Grapevine.

Duties:

1. Coordinate with District service committees and Groups and encourages bi-lingual support for both Grapevine and La Viña publications. Encourage Districts to have committee chairs for Grapevine materials in the District and encourage Group to have a Grapevine La Viña /Representative (GvR/RLV).
2. Coordinates with Treatment and Corrections Facilities committees to encourage the use of Grapevine and La Viña as publications to be brought into Treatment Centers and penal institutions.
3. Encourage individual AA members to contribute written material to the Grapevine for publication and have guidelines for writing articles on hand at all displays, encouraging Area participation in the Grapevine through the submission of articles.
4. Set up displays at Assemblies, Area conferences, District meetings and special workshops. Have a supply of flyers, brochures, and subscription forms on hand for distribution.
5. Inform the Area membership of new or special items issued by the Grapevine.

Intergroup Liaison

Summary: the Intergroup Liaison serves as Area representative to maintain open communications with Intergroup Central Offices. His/her regular contact with the Intergroup Central Offices helps provide the Area with an informed membership regarding Intergroup Central Office matters.

Duties:

1. Coordinate with Intergroup Central Offices in the Area to help ensure a two-way flow of information between the Area and the Intergroup Central Offices.
2. Attend all Intergroup/Central Office service meetings possible - including board and/or Steering Committee meetings.
 - a. Dallas Intergroup
 - b. Fort Worth Central Office
 - c. Tyler Central Office
 - d. Waco Intergroup
 - e. Dallas Hispanic Intergrupal
 - f. Fort Worth Hispanic Intergupal
3. Maintain active dialog between Intergroup Offices and NETA assisting with problem solutions. Contact the Office Manager directly and build and maintain a positive, helpful relationship.
4. Make reports at NETA on all Intergroup activities and concerns. Conversely, advise Intergroups of NETA's activities.
5. Participate in all requested activities (i.e. workshops, panels, etc.).
6. Attend District/Group meetings to explain/discuss Intergroup philosophy and activities when requested.

Newsletter Editor

Summary: the Newsletter Editor works with the Area Committee, Districts and GSRs to collect and print information from these sources. A bi-lingual commitment of English and Spanish has been made by the Area and the Newsletter is printed in both of these languages. The Newsletter Editor is responsible for the publication of an informative and attractive newsletter to the Area four times a year, providing it to the Area fellowship in a timely fashion prior to each Assembly.

Qualifications: Computer and word-processing skills are very important.

Duties:

1. Obtain Newsletter information from DCMs, Area Committee members and others for the Area newsletter. Also keep informed of activities and issues going on within Alcoholics Anonymous as a whole.
2. Obtain, read and use other Area Newsletters (GSO has a record of these - and a number are available at Area web sites).
3. Prepare the newsletter in bi-lingual format (English and Spanish), staying within a 12-page layout limit, and coordinates with the printer for publication.
4. Coordinate with the Alternate Secretary to ensure that the newsletter is included in Area mailings.
5. Prepare the newsletter four (4) times per year and mail it within six (6) weeks prior to the next Assembly.
6. Provide a written inventory of Area computer equipment and software to the Area Secretary. *

Public Information (PI) Chair

Summary: the Public Information Chair works with PI Service committees to carry the AA message in PI programs requested by schools, businesses, law enforcement agencies and other organizations interested in the AA approach to recovery from alcoholism. He/she keeps the Area informed about PI 12th Step activities and encourages members to participate. The PI Chair and committee help to provide a clearinghouse of information in the Area with respect to PI services, coordinating the exchange of ideas and resources among Districts. Additionally the PI Chair and committee provide experience and assistance, in developing projects that will further the carrying of our AA message through PI services. By Assembly action item, the PI committee is also vested with responsibility for advocating Special Needs considerations within the Area and for oversight of the Area web site as a PI tool.

Qualifications: Some computer knowledge is also desirable for matters related to managing the Area web site.

Duties:

1. Maintain a current Area list of PI contacts and work with District Committees on how to encourage information sharing meetings in the community and coordinate the activities of all public information as it relates to AA within the Area. Be available to meet with media professionals during normal business hours.
2. Keep record of reports and lists of members in Districts willing to work in PI services and act as a contact for the individual District committees and the Area. Visit groups and Districts within the Area as often as possible and encourage participation in PI services from the individual members and Districts.
3. Set up and maintain a planned list of PI events and recruit members to participate in the events and coordinate any AA exposure to media within the Area.
4. Develop and maintain Area PI displays as necessary. Also maintain a news clipping service for the Area and provide news articles to the Area Archives for retention.
5. Obtain and distribute conference-approved radio, press and television material throughout the Area. Monitor AA anonymity at the level of press, radio, and films and inform the Area Delegate of anonymity breaks.
6. Maintain list of small newspaper, radio and TV stations in the Area, and mail anonymity statements to publications with a circulation of 49,999 or less.
7. Inform and encourage service committee, Districts and groups on literature and guidelines to address special needs of members who are sight, hearing or mobility impaired or who are homebound.
8. Recruit and oversee a committee responsible for maintaining the Area web site.
9. Recruit and oversee a committee responsible for Special Needs.

Treatment Facilities (TF) Chair

Summary: the Treatment Facilities Chair works with TF committees to take AA meetings and Bridging the Gap services to patients in treatment facilities and half-way houses. He/she keeps the Area informed about treatment facilities 12th Step activities and encourages members to participate in them. The TF Chair and committee help to provide a clearinghouse of information in the Area with respect to TF services, coordinating the exchange of ideas and resources among Districts. Additionally the TF Chair and committee provide experience and assistance, in developing projects that will further the carrying of our AA message through TF services.

Duties:

1. Maintain a current Area list of facilities including long term, short term, and outpatient treatment facilities, detox centers and halfway houses and work with District Committees on how to encourage meetings within these facilities.
2. Keep record of reports and lists of members in Districts willing to work in TF services and act as a contact for the individual District committees and the Area. Visit groups and Districts within the Area as often as possible and encourage participation in TF services from the individual members and Districts.
3. Set up and maintain the means for patients to "bridge the gap" from treatment facilities into the larger AA community' (Temporary Contact Program.) and assist Intergroup Offices in this service.

Video Chair

Summary: works with Districts and Groups to show video tapes to the membership. The Video chair has responsibility for a portable television and library of bi-lingual video tapes owned by the Area.

Duties:

1. Ensure that the Area inventory of video tapes is oriented to bi-lingual presentation in English and Spanish.
2. Travel to Group, District and Area events to show videos.
3. Maintain oversight and safekeeping of Area tapes and video equipment.
4. Provide a written inventory of Area video equipment and tapes to the Area Secretary. *

Abbreviations and Definition of Terms

AA	Alcoholics Anonymous	GSR	General Service Representative
AAWS	AA World Services	Gv	Grapevine
AFG	Al-Anon Family Groups	LV	La Viña
CF	Correction Facilities	NETA	Northeast Texas Area (Area 65)
COR	Central Office Representative	PI	Public Information
CPC	Cooperation with the Professional Community	SM	Service Manual
DCM	District Committee Member	SWRAASA	SW Region AA Service Assembly
GSB	General Service Board	SWRDA	SW Region Delegates Assembly
GSO	General Service Office	TF	Treatment Facilities

Ad Hoc Committee - a committee formed as needed by the Area Chair to review and report on a particular subject.

Area (or Assembly) Action Item - an informed decision made by an Assembly, typically determined by 2/3 majority vote to encourage substantial unanimity. The key ingredients for effective action items are the practice of "informed Group conscience" and "substantial unanimity" (see definitions below).

Area Directory - a confidential listing of mailing addresses and phone numbers used for Area mailings and contacts.

Committee - several members working together toward common goals. At the Conference, the committee system is an essential means of conducting business. Delegates are assigned by lot to "standing committees" to focus their experience on matters related to a specific service function (e.g. Literature, Correction Facilities, etc.). Each standing committee may assemble a list of recommendations to the Conference which then meets as a whole to vote on the recommendations. An Area committee is formed to unite the activities of the Delegate, DCMs, service committees and Groups. The Area also meets as a "committee-of-the-whole" at an Assembly to vote on recommendations placed on the agenda and report on Area service activities.

Convention - an open Fellowship gathering that usually features invited speakers. NETA Conventions are part of the Fall Assembly and are conducted in cooperation with the Fellowship of Al-Anon Family Groups and Alateen.

Informed Group Conscience - a process for arriving at a decision. It involves a willingness to listen, avoidance of accusations or insults, respect for opposite views and minority opinion, and a reluctance to arrive at a decision until all voices are heard. The decision arrived at should seek to bring participating members into unity.

Motion - an item of business brought to an Area Assembly for approval. Unless considered a minor housekeeping item, a motion typically requires a 2/3 majority vote (substantial unanimity) to carry.

Policies and Procedures - a document recording Area policies, procedures and practices affirmed by Assembly action item.

Process and Presentation of a Motion - a method for conducting Area business in an orderly and impartial manner.

Sense of the Assembly - for minor housekeeping or procedural items, the Area Chair may ask for a sense of the Assembly, rather than a formal vote count, to determine how to proceed. This is used to help expedite Area business.

Service Committee - several members participating in cooperation with one another in a specific service Area (e.g. Treatment Facilities, Correction Facilities, Public Information, etc.). Also called a "standing committee."

Service Piece - literature published by AAWS that does not require Conference approval (e.g. Box 459, AA Guidelines, literature catalogs, public information announcements, etc.)

Special Area Committees - are established by the Area for oversight or to assist in Area matters. Current special committees consist of the Archives Committee, Budget Committee and Structure Committee. The Area Convention Chair also forms a Convention Committee to organize the annual Fall Assembly and Convention.

Substantial Unanimity - in many cases a simple majority vote may do little than divide members into two opposing factions. As a measure to preserve unity, important decisions should be affirmed by 2/3 majority. This is not to make things more difficult, but to ensure that whatever is done represents the widest level of Group conscience of those participating in the decision. In some instances, a 75% majority is recommended.

Voting - participants eligible to vote at Area Committee Meetings and Assemblies are: (a) Area Committee Meetings - DCMs, Area Officers and Service Committee Chairs, (b) Assemblies - GSRs, DCMs, Area Officers and Service Committee Chairs. An Alternate may vote if the primary member is not in attendance. If a Group GSR and Alternate GSR are not in attendance, a member of the Group may serve as the voting member representing the Group.