Area 78 Guidelines

Respectfully submitted by Tami L
Purpose of this Document

This document attempts to explain how Area 78 endeavors to fulfill its mandate within the General Service Conference (GSC) structure. The A.A. Service Manual in Chapters 3 to 7 provides us with the principles we strive to accomplish in our services. This document provides an insight into the process which has been adopted by Area 78 over the years. **This is merely a snapshot of our process and progress.**

At all times, trusted servants need to refer to the motions in our Area 78 Action Binder on how to carry out Area 78 responsibilities.

The A.A. Service Manual 2021-2023 states in Chapter 3 (The Area Assembly and Its Activities):

“The areas hold an important position in the U.S./Canada General Service Conference structure. The areas are directly connected to the A.A. groups and their members through DCMs and GSRs. At the same time, they participate in the decision-making of A.A. through area delegates.”

And, Tradition 4 states

“Each Group should be autonomous except in matters affecting other groups or AA as a whole”

For the new General Service Representative (GSR) or Alternate GSR

*From your very first visit to Assembly, we encourage you to actively participate. Ask as many questions as you need. There are many in the room that will gladly answer, or help find the answer to any question. It helps to remember that everyone had the experience of their very first time in this position. We all share, understand, and want to support you.*

Area 78 website [www.area78.org](http://www.area78.org)

*Our website has much of the information contained in this document for viewing and downloading. It also offers much more for A.A. members and non-members, such as a calendar of events and all Area 78 meeting listings. Please get familiar with our website and recommend it to others.*

Last updated February 2022, by Tami L
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**Area 78 Overview**

Each Area holds an important position within our General Service Conference structure.

The group brings individual alcoholics together. The District brings the groups together. The Area brings the Districts together. And the Areas serve Alcoholics Anonymous together as a whole. All in order to carry a message of recovery to the suffering alcoholic. Each layer supports the layer above and below. (2021 Service Manual, Appendix C, pg 103)

**Area Assembly and Committee Meetings**

Our Area Meetings are always closed. There are two types of Area 78 meetings, each held twice per year, as follows:

**Area Assembly (Closed Meeting)**

- Held in March and September each year in Red Deer, Calgary or Edmonton
- Voting members are the General Service Representative (GSR) or their Alternate, District Committee Member (DCM) or their Alternate, Area Committee Chairs & Table Officers
- Interested A.A. members are invited to attend and participate in discussions, although they may not vote
- The March Assembly is also known as the Pre-Conference Assembly. Business is restricted to consideration of items that the Delegate must cover prior to attending the General Service Conference (GSC). This March Assembly also votes on site selections of the next year’s Area Committee Meetings in Area 78
- The September Assembly addresses Area 78 business (Old and New), motions and the Election Assembly to elect Table Officers (TO) and appoint Committee Chairs (CC) for the next Panel which is held every second year (odd numbered year)
- **For the Assembly District Committee Meeting the next Chairperson will be elected by the District Committee Members’ meeting at each Assembly**

**Area Committee Meetings (ACM) (Closed Meeting)**

- Held in January and May of each year at different locations
- The Area Committee is composed of all the Area 78 District Committee Members (DCMs), Committee Chairs & Table Officers. Interested A.A. members and GSRs are encouraged to attend and participate in discussions, although they may not vote
- The Area Committee Meeting (ACM) serves as a steering committee for the March & September Area Assemblies
- Housekeeping and required issues, relating to the upcoming Assemblies are the topics at the ACMs
- For the ACM the hosting District DCM will Chair the scheduled District Committee Meeting
- Locations for each ACM are selected by a vote at the March (Pre-Conference) Assembly for the following year
  Interested Districts present their ‘bid to host an ACM’ at this Assembly
  **NOTE:** for a District to host an ACM – please refer to the “Criteria for Hosting an Area Committee Meeting” section

**Voting at Area Meetings**

Eligibility:

- The general rule of thumb is: one group, one vote; one district, one vote. Alternates may vote if they are attending on behalf of the GSR or DCM
- All six of the current table officers have one vote each
- All ten of the current committee chairs have one vote each
- Only DCMs or alternates in lieu, can vote at the DCM meeting, held during the Area meetings
- Only DCMs and the Area committee officers can vote on any general housekeeping issues at an Area Committee Meeting (ACM)
Voting may be required on various topics at an Area Committee Meeting (ACM)
All guests, visitors, past delegates (other than current), or members at large do not have a vote

Motions:
- Motions are typically presented and voted on at the annual September Assembly
- Current GSRs & DCMs, or their alternate, may vote on a motion presented at an Assembly.
- All table officers and committee chairs have one vote

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**Motion Procedures**

**The Motion Form is to be used for ALL Motions** (it’s available on the Area 78 Website under “Public Downloads - forms”).
https://area78aa.org/area-downloads/#1627454980400-c6912688-1dd7

The movers and seconders must be a voting member of the Area and identify their service position on the Motion form. Movers should make a concerted effort to submit the form in Word format.

The “History or Current Practice and Comments” sections of the form are to be completed to assist the mover in giving clear thought to the exact and precise intent and purpose of their motion. Research into the Area 78 Advisory Actions is strongly advised in order to avoid conflict or duplication to an old or existing motion. This research could assist the mover in finding similar motions or wording which will help them determine how to write their motion.

*The Chair is to ensure that motions are clear and concise, to avoid confusion in understanding the intent of the motion.

The Chair will also determine the order in which motions will be dealt with.

**Motion “to Table the Motion”:** Can be made by a voting member when it is evident that members are so undecided that more time or information is required to come to an “informed group conscience”. A second is required. If passed by a simple majority, this stops the debate, and tables the motion.

**“Call the Motion”:** Can be used when after a reasonable time, it is apparent that there is no clear consensus. We must vote on the motion and decide. This stops the debate, by a simple majority, and no second is required. The Chair can also call the motion.

All Motions will be read at every assembly or area committee meeting, under the “Notices of Motion” in “New Business”. Voting on them will only take place at each September Assembly.

Only emergency motions will be dealt with at the Pre-Conference assembly.

All Motions are to be submitted to the Area 78 Chair and copied to the Area 78 Secretary.

The Chair is responsible to verify that the secretary has copies of all Motions.

It is suggested that Motions be submitted at least 45 days prior to the September assemblies. This is to allow adequate time to be included in the agenda and to ensure that GSRs and DCMs have time to consider the motion, via their respective groups, in order to derive an “Informed Group Conscience”.

The Area 78 Secretary will be responsible to include all Motions in a single file as an attachment to be part of the minutes for all Area Committee Meetings and Assemblies.

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**Related Reading:**


The Area Committee Structure

The Area Committee is comprised of all the District Committee Members (DCMs) and the Area Committee Officers (ACO).

Panel Definition

The General Service Conference started in 1951 (an odd year) and included the Delegates from 37 Areas. Today there are 93 Areas throughout North America. Each Panel is numbered for the Conference at which the Area’s Delegate will first serve. Area 78 Delegates serve in even years (Panels). Half of the Delegates are elected in even years (Panels) and the other half in odd years (Panels). The two-year cycle or Panel applies to the Area Committee Officers and committee members as well.

The Western Canada Region consists of four areas: British Columbia/Yukon Territory Area 79 (odd year); Alberta/Northwest Territories Area 78 (even year); Saskatchewan Area 91 (odd year); Manitoba Area 80 (even year). Therefore, two Delegates from the Western Canada Region are panel-even Delegates and two Delegates are panel-odd Delegates.

Perhaps more than any other group of people in AA, the Area Committee is responsible for the health of the Conference structure and as a result, the growth and harmony of the AA fellowship. An active committee deals with a variety of service issues. It is there for all members: to turn to for assistance in answering questions such as:

- Are experiences being shared among groups?
- Is the AA message getting into educational institutions, correctional facilities and treatment centers etc.?
- Are news media and professionals who deal with suffering alcoholics well informed about AA?
- Are new Groups and loners being visited and helped? Is there a lack of harmony in a District?

Area Committees Officers (ACO)

The Area Committee Officers (ACO) is comprised of six Table Officers (TO) and 10 Committee Chairs (CC).

Table Officers include five elected members (Delegate, Alternate Delegate, Chair, Secretary and Treasurer), and the Past Delegate. The Table Officers also serve as the Table Officers Finance (TOF) Committee. The Table Officers meet regularly, as directed by the Chairperson. The 10 Standing Committee Chairs are appointed. The Committees and corresponding numbering are as follows:

1. Archives
2. Cooperation with the Professional Community (CPC)
3. Corrections
4. E-Services
5. Grapevine (GV)
6. Group Records/Registration
7. Literature
8. Public Information (PI)
9. Remote Communities
10. Treatment & Accessibilities
**Composition of the Standing Committees**

- Past District Committee Members (DCM) are appointed as Chair of each committee for the two-year term coinciding with the current Area Committee Panel rotation
- DCMs (District Committee Members), GSRs (General Service Representatives), including alternate DCMs or GSRs, and all visitors are assigned to a committee when they register at an Assembly or ACM
- Committee assignment is for a two-year period of service, or the remainder of the current panel rotation
- A Secretary is chosen from each committee to help that Committee Chair prepare their report

**Purpose**

- Each Standing Committee shall be a service body only, reporting directly to the Assembly
- The Committee Chairs present recommendations, if any, to the Assembly during their Committee report
- Each Committee meets once or twice (usually Friday night and Saturday) at Assemblies and Area Committee Meetings
- Annually, each Committee Chair receives a package from the Delegate of General Service Conference Agenda Information. They summarize this package and return it to the Delegate within the deadline given

**Transition / Resignations**

- It is imperative that each outgoing Table Officer and Committee Chair attends the Transition Meeting and brings all pertinent information and Area 78 inventory items for transfer to their respective incoming Chair
- If a Committee Chair needs to resign their position, they should refer to the resignation procedures outlined in these Area 78 Guidelines on how to do so

**Area Committee Officers Qualifications**

- Active participation in Local or Area affairs
- Currently serving (who finish their rotation by the end of the second year) or past District Committee Member
- Availability to attend all four Area 78 business meetings each year. Have time to participate in workshops, Regional Forums, WRAASA and have the time to complete tasks between meetings
- The sobriety requirement varies from position to position but must be continuous and long enough that the person is responsible and well informed of the general service structure
- Experience in chairing meetings is vital. Being able to give and receive feedback in a positive manner is most beneficial
- Knowledge of where to find correct information when questions arise (i.e. Service Manual, conference approved literature, etc.)
- Familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to Area 78 and local problems. The ability to be open minded, sit down with others to discuss and act on matters vital to A.A.
- Outgoing Area Committee Officers (ACOs) are to review and suggest updates to Area 78 Guidelines (as they pertain to their position) to the current Alternate Delegate before the September Election Assembly

**Questions to ask yourself when standing for a Trusted Servant Position:**

1. How well did I do in my last Service capacity? Did I enjoy the responsibilities? Was I active?
2. Have I considered my family and my employer? Will I be available for the extra work I will need to do?
3. Have I talked with past trusted servants to get an idea of the time and effort required and the duties of the position?
Table Officers – Overview & Duties

The Table Officers / Finance (TOF) Committee is composed of the Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary, and the immediate Past Delegate. Reports to the Area Assembly.

At each Assembly and Area Committee Meeting, the Area Chairperson reports on the proceedings of the TOF and Area Committee Officers (ACO) meetings and submits written reports to the Secretary for inclusion in the minutes.

The Area 78 Table Officers have two components:

1. **Table Officers (TO) (Chaired by the Area 78 Chair)**
   - have custodial oversight for the operation of the Area 78 Assembly
   - ensure that Area 78 functions in accordance with the A.A. Traditions and Twelve Concepts of World Service are the principal planners for Area 78 Committee Meetings, Area 78 Officers Meetings and Area 78 Assemblies.
   - communicate information from the Area and AA worldwide to Area Committee, Districts and Groups.
   - respond to concerns and questions regarding the Traditions and Concepts of World Service
   - respond to appeals as outlined in Concept 5
   - promote unity within Area 78
   - Initiate workshops for Area 78 Assemblies, ACMs and ACOs.
   - provide orientation and transition for incoming Area Officers and District Committee Members
   - support and assist the Delegate in preparing for the General Service Conference
   - present policy recommendations to the Assembly

2. **Finance (TOF) (Chaired by the Area 78 Treasurer)**
   - are accountable and transparent to the Area 78 Fellowship regarding how funds are budgeted, received and allocated for each year
   - ensure that the Area 78 Delegate, Area 78 Alternate Delegate, Area 78 Chair and Area 78 Treasurer are the bank signing officers of Area 78
   - maintain financial records and preparing financial statements
   - promote Seventh Tradition contributions
   - prepare the Area 78 Budget for approval by the Assembly
   - maintain fiscal responsibility within the Area
   - respond to requests from Area Committees and Travel Assistance applicants for funds

**Table officers:**

- are elected every two years when the General Service Representatives (GSRs) or alternate, District Committee Members (DCMs) or alternate and current Area Committee Officers vote using the Third Legacy Procedure during the Election Assembly. The Past Delegate rotates into the position, immediately after serving as the Area 78 Delegate and holds a vote
- have served as a past or currently rotating District Committee Member (DCM) who finishes their rotation by the end of the second year, Committee Chairs, or Table Officers
- assume their positions on January 1st of the following year, after the Election Assembly, (with exception of the Treasurer, who stays on to complete the fiscal year just prior to the January Area Committee Meeting the following year
- follow the spirit of rotation allowing for the election of all Table Officer Positions: Chairperson, Secretary, Treasurer, Alternate Delegate and Delegate
- are part of the Area’s 2-year rotation, referred to as a Panel, which begins in each even-numbered year
Delegate

(See Service Manual for more information)

QUALIFICATIONS: A solid period of sobriety (minimum 5 to 6 years) and experience in group and Area 78 affairs. Must have previously served as a past District Committee Member and needs a sound understanding and appreciation of the Steps, Traditions, and the Concepts, along with a wealth of experience gained by applying these guides successfully to local problems. Communication skills, leadership qualities and sensitivity to the wishes of the local Area are also important. The Area Delegate must be able to travel to the General Service Conference (in New York), have time to attend Regional Service Assemblies, Forums, WRAASA and other functions at the request of local groups and Districts.

- Attend the annual General Service Conference (GSC) fully prepared
- Communicate the actions of the General Service Conference to Area Committee Members and encourage them to pass this information on
- Attends other Western Region Area Assemblies plus Regional Forums and the Western Region A.A. Service Assembly (WRAASA)
- From this attendance, the Delegate gains a better working knowledge of the whole of A.A. and can be better prepared for the General Service Conference to represent Area 78
- Help Area committee obtain financial support for the Area 78 and General Service Office (GSO)
- Provide leadership to solve local problems involving A.A. Traditions
- Remind General Service Representatives (GSRs) to inform groups and individuals about the A.A. Grapevine and conference approved literature
- Cooperate with GSO and with Area committees—for example, making sure that up-to-date information reaches General Service Office in time for each issue of the Canadian A.A. Directory’s publication date deadline and help carry out the triennial Membership Surveys
- Visit groups and Districts in Area 78 whenever possible
- Work closely with Area Committee Officers and District Committee Members, sharing experience throughout the year
- Assume added responsibility if the Area Chair and Alternate Chair are unable to serve. If an Area committee is not functioning effectively, the Delegate can take an active role in remedying the situation
- Keep the Alternate Delegate fully informed and active, so that the Alternate can replace the Delegate in an emergency
- Late in the second term, work with the newly elected Delegate to pass along a basic knowledge of conference proceedings and problems
- It is imperative that the Delegate attends the Transition Meeting and brings all pertinent information for transfer to the incoming Delegate

Alternate Delegate

(See Service Manual for more information)

QUALIFICATIONS: Same as Delegate qualifications and will have the following responsibilities:
• The Alternate Delegate serves as a valuable assistant, often traveling with the Delegate or presenting reports for the Delegate. The Alternate Delegate replaces the Delegate at the annual General Service Conference if the Delegate is unable to fulfill their commitment due to an unforeseen circumstance
• The Alternate Delegate updates all new recommendations/motions, index and polices & procedures in the Area 78 Action Binder
• It is imperative that the Alternate Delegate attend the Transition Meeting and brings all pertinent information for transfer to the incoming Alternate Delegate
• Attends other Western Region Area Assemblies plus Regional Forums and the Western Region A.A. Service Assembly (WRAASA)
• If the Alternate Delegate needs to resign their position, please refer to the procedures under the Resignations heading

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**Chairperson**

*(See Service Manual for more information)*

**QUALIFICATIONS:** A solid period of sobriety (minimum 3-5 years), and experience with a group, central office, institutional, and/or Area affairs. The Chair should have a sound understanding and appreciation of the Steps, the Traditions, and the Concepts, along with extensive experience gained through applying these guiding principles successfully to local problems. Communication skills, leadership qualities, and sensitivity to the wishes of the local area are also important and will have the following responsibilities:

• Chairs all Area Assemblies and Area Committee Meetings and co-ordinates business communication within the Area
• Prepares agendas for January and May Area Committee Meetings and the March and September Area Assemblies *(current practice is having the Area Committee Meetings and Assemblies on the 3rd weekend of the month)*.
• Coordinates notices to all groups with the Area Secretary leaving ample time for planning to attend
• Negotiates and books hotel arrangements and makes reservations for Area 78 activities
• Contacts an A.A. member to coordinate our September election and also invites fellowship speakers
• Attends other Western Region Area Assemblies plus Regional Forums and the Western Region A.A. Service Assembly (WRAASA)
• When required, carries out the business of Area 78 between regularly-scheduled Area meetings
• Is available to travel within Area 78 to facilitate workshops, inventories and other group and District requests
• Coordinates, Chairs and attends a Transition Meeting following the election Assembly for the incoming and outgoing Area Committee Officers
• It is imperative that the outgoing Area Chair attends the Transition Meeting and brings all pertinent information for transfer to the incoming Area Chair
• If the Chairperson needs to resign their position, please refer to the procedures under the Resignations heading
Secretary

(See Service Manual for more information)

QUALIFICATIONS: Should have 4 or 5 years of continuous sobriety. Needs to have been, or is a currently serving District Committee Member. There is a need for background in general office work and computer knowledge is highly beneficial. 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. A Secretary needs to be sure that ample time is available and will have the following responsibilities:

• Produces the minutes of two Area Committee Meetings and two Area Assemblies each year, recording highlights and actions, including all pertinent attachments (i.e. Treasurer’s report, Sharing Session Questions and Motions or Notices of Motions)
• Secretary sets a “deadline date” for all Area Committee Officers (ACOs) and District Committee Members (DCMs) to submit their reports to the Secretary for mail out
• The first page will include: “These minutes are confidential and not to be used for anything but A.A. communications. The use of these for any other reason is an anonymity break and will force the Assembly to cease publication of names and addresses and cut off vital communications link to Area 78”
• Sends the Agenda and the Minutes of Area Assemblies to each registered group and intergroup offices in Area 78
• Sends Area Committee Meeting minutes to all Area Committee Officers and District Committee Members plus any other A.A. member who requests them. This involves the Area Chair working with the Secretary, as the Chair typically prepares the agenda for each business meeting. Agendas are to be distributed six weeks before every meeting date
• Agendas and Minutes are sent to every District Committee Member for Area Committee Meetings and every District Committee Member and registered Group for Assemblies. Table Officers and Committee Chairs receive copies for every meeting (Note: Motion to remove Canada Post mail-outs at September 2019 Assembly)

All Motions and Notices of Motion will be presented to the Secretary in writing for inclusion in the minutes and the originals will be passed on the Area Archivist and the Alternate Delegate (for updating the Area 78 Action Binder)

The outgoing Secretary will hand over the Area computer with all contact information updated from the Election Assembly to the incoming Secretary to facilitate the new Secretary’s first mail-out. Currently using a personal laptop, as no laptop was provided for Panel 70 Secretary.

It is imperative that the Secretary attend the Transition Meeting and bring all pertinent information and equipment for transfer to the incoming Secretary.

If the Secretary needs to resign their position, please refer to the procedures under the Resignations heading.

Treasurer

(See Service Manual for more information)

QUALIFICATIONS: Should be a responsible person with a solid period of sobriety. Should be organized enough to keep good records, and it is strongly recommended that the person have a working knowledge of and some basic accounting experience. The person may need some help in setting up an accounting system, and possibly some clerical assistance. Persuasiveness, firmness and diplomacy will help the Treasurer do the job and will have the following responsibilities:

• The Table Officers make up the Table Officer/Finance Committee (TOF). The Treasurer serves as Chair of the Finance portion of these meetings for both Assemblies (September & March) and both Area Committee Meetings (January & May) for two years
- The Treasurer provides a Bank Reconciliation statement at every Table Officer/Finance Committee Meeting
- The Treasurer analyzes, develops and proposes a budget to the Finance Committee. The Treasurer ensures the banking account reconciled on a monthly basis.
- If the incoming Treasurer determines to continue to use the current bookkeeping software, they should have the skills to use it.
- The Treasurer communicates with the Registrar before Assemblies and Area Committee Meetings regarding a float for registration, and brings a float to Assemblies for the banquet ticket sales.
- Ensures all new line items to the budget are noted and presented with the Treasurer’s Report to every Assembly for approval.
  - During presentation of the budget to the Assembly, the Treasurer thanks groups for their contributions, encourages all groups to contribute, and explains, when necessary, why the budget is not balanced.
- The Treasurer will strive to maintain Area 78’s goal of having a nine-month Prudent Reserve.
- The Treasurer officially rotates out after the final bank reconciliation statement has been received (start of January in the even year); the outgoing Treasurer continues to assist the incoming Treasurer with the upcoming budget (which will be set at the Transition Meeting).
- Signing Authority on financial accounts include the Treasurer, the Delegate, the Alternate Delegate and the Area Chair.
- At the Transition Meeting, the Treasurer:  
  - ensures any outstanding cash advances are returned from outgoing officers, and new cash advances are provided to new incoming officers that request it.
  - brings all pertinent information for transfer to the incoming Treasurer (i.e., documents from existing bank that will assist with signing authority, and other related transition requirements).
- If the Treasurer determines to resign their position, please refer to the procedures under the Resignations heading.

### Past Delegate

(See Service Manual for more information)

**QUALIFICATION:** Served Area 78 as the last Area 78 Delegate and will have the following responsibilities:

- Serves as a voting member of the Area Committee.
- At the January Area Committee Meeting following a Delegate’s term (in January of even-numbered years), the new Past Delegate makes a presentation to new (and returning) District Committee Members, orienting them to their duties for the next two years.
- Serves as a Table Officer and sits on the Table Officer/Finance Committee and should attend the Transition Meeting.

### Alternate Officers

(See Service Manual for more information)

**DUTIES:** Are encouraged to participate in committee activities as fully as possible. Qualifications are generally the same as those for the positions they may be called upon to assume. They may or may not be seated as voting members.

Alternates (except the Alternate Delegate) vote only in the absence of their Chair. The committee and Chair may select an Alternate Chair from the current members serving on the committee. The Alternate Committee Chair should be active on the committee and willing to take over Chair duties if required.
Standing Committees – Overview & Duties

- There are ten appointed Committee Chairs, one for each of the standing committees with the exception of the Table Officer/Finance Committee which is co-chaired by the Area 78 Chair and Treasurer.
- The appointed committee Chairs are: Archives, Cooperation with the Professional Community (CPC), Corrections, E-Services, Grapevine (GV), Group Records & Registrar, Literature, Public Information (PI), Remote Communities, and Treatment & Accessibilities. All current or past District Committee Members (DCMs) finishing their rotation by the end of the second year are eligible to be appointed and serve as a Committee Chair.
- The currently serving and newly elected Table Officers appoint the positions. If possible, the appointments are made immediately following the election at the September Election Assembly.
- Appointments are for two years, referred to as a Panel, and coincides with the term of the Table Officers.
- Any past or current DCM may put their name forward for appointment without having to be in attendance at the Election Assembly.
- Committee Chairs are registered and communicate with the A.A. General Service Office (GSO) in New York. The Chairs for Archives, CPC, Corrections, PI, and Treatment & Accessibilities receive workbooks and service kits from GSO.
- It is also important that all Committee Chairs keep the Delegate informed of any inquiries from other Areas regarding their committee. An example would be if a Delegate or Committee Chair from another area phoned you to ask what you are doing in your committee regarding some topic or other. This ensures our Delegate is fully prepared when attending the General Service Conference.
- It is imperative that outgoing Committee Chairs attend the Transition Meeting and bring all pertinent committee information (especially inventoried items) for transfer to the incoming Committee Chairs.
- **If a Committee Chair needs to resign their position, please refer to the procedures under Resignations.**

Web Master and Archivist

- These are appointed positions which are not considered Committee Chair positions; they require persons with specialized skills and/or training. Both are non-voting positions.
- The Archivist works closely with the Archives Chair and the Web Master works closely with the E-Services Chair.
- The terms are open ended and position holders must be reaffirmed every two years at the Election Assembly.
- **If one needs to resign their position, please refer to the procedures under Resignations.**
Archives Committee

Collects, preserves, and shares the rich and meaningful history and heritage of AA in Area 78.

The archives committee is responsible for establishing policies, budgets, and procedures. It undertakes and maintains final responsibility and authority for the use of the archives and exercises its group conscience in regard to matters of general policy. In all its actions, the archives committee needs to be mindful of and guided by AA’s primary purpose.

Committee Composition

Comprised of the Archivist, the Archives Chair, and the current DCM’s and GSR’s who are appointed to the committee by the Registrar for their two-year term of service. Others selected for the committee may include past Officers or long-time members recommended by the Archivist for their knowledge in Archives work. Area 78 visitors may participate on this committee, but they do not have a vote.

Archives Chair

Duties

- Ensure that the Committee functions properly.
- Facilitate full participation during meetings.
- Make certain that all relevant matters are discussed.
- Ensure that all committee decisions are recorded in the Area Minutes.
- Report directly to the Area Assembly on pertinent committee decisions. Travel to and present at Archives workshops in the Area, upon request.
- Transport and set up the Archives display at Area 78 Area Committee Meetings.
- Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assembly.
- Establishes Area 78 parameters for gathering materials of historic significance, reducing the time, space, and cost of preserving random bits and pieces of dubious value.
- Coordinates Archives storage and the Archivist activities.
- Provides the Archivist with hard copies of Area Minutes, Agendas and Financial Statements for each Assembly and Area Committee Meeting.
- Collects and preserves one copy of all roundup posters distributed at Area meetings.

Archivist

Background

The Archivist is appointed by the Archives Committee and is a person with specialized skills and/or training. Their term of service is open ended but must be reaffirmed every two years at the Election Assembly. This individual is responsible for both physical and intellectual integrity of the collection. It is important that they understand they must protect the anonymity of members whose names are included in the collected documents.

Reporting regularly, the Archivist keeps the Archives Committee informed about new material received and gives status updates about ongoing projects (like the digitizing of Area 78 Archival materials).

Qualifications

- Organized, neat and methodical.
- Should have a reasonable length of sobriety, to understand the AA Steps and Traditions.
- Trained, experienced, or educated in archival work, or willing to learn from manuals, relevant materials available, and/or courses offered in their immediate area.
• Should reside close enough to the Archives viewing and storage area so ongoing projects can be sustained in a timely fashion.
• Computer skills, including some database management knowledge, or a willingness to learn same.

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**Cooperation With the Professional Community (CPC) Committee**

Provide information about AA to professionals who deal with problem drinkers in the course of their work.

Many larger companies and industries have EAP employee assistance programs in which their employees can reach out and receive help in several areas, including addition and alcoholism. The CPC Committee work begins when a member drops a quiet word of AA to their doctor, nurse, lawyer, accountant, clergy, union rep, law enforcement...

Some AA members or committees will hold a Professional luncheon and invite these community members to a presentation explaining our Traditions of what AA can and cannot do. Today, the message is often carried virtually via the zoom platform, allowing a much broader and inclusive reach.

**Committee Composition**

The committee consists of the Chair, and current DCMs and GSRs and visitors who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in CPC service work. Area 78 members may participate on this committee, but they do not have a vote.

**CPC Chair**

**Background**

Traditionally, the CPC Committee Chair maintains contact with District and Intergroup CPC committees throughout the Area 78 region and includes their event highlights in the Chairs Report to the Area 78 Assembly. Please note* contact can only be maintained if the Area 78 CPC Chairs contact information is shared with the Area 78 CPC Chair. The Area CPC has a published email address on the Areas 78 website in which the district and intergroup CPC reps can contact them, and CPC events can be posted.

**Duties**

• Maintain Area wide CPC contact list for District and Intergroup CPC committees.
• Ensure that the Committee functions properly. This can only be achieved when a list of current CPC chairs I obtained.
• Facilitate meetings of the CPC committee at all Area assembly and events
• Make certain that all relevant matters are discussed.
• Ensure that all committee decisions are recorded in the Area Minutes.
• Report directly to the Area Assembly on pertinent committee decisions.
• Travel to and present at workshops in the Area, upon request.
• Transport and set up of equipment/display at Area 78 Area Committee Meetings.
• Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.
• Co-operates with Public Information, Corrections and Treatment and Special Needs Committees, to carry a clear and concise message to the professionals.
Corrections Committee

Facilitate carrying the message to inmates who have a desire to stop drinking; helping them with AA inside and upon release.

The Corrections Committee for Area 78 serves the fellowship in a way that directly impacts the lives of many suffering alcoholics. Many new people entering Alcoholics Anonymous today come to us via a Corrections facility. The Corrections chair works with local districts and chairs throughout Area 78 to reach out to the alcoholics in the local facility. We also cooperate with the administration staff of these facilities in any way we can.

Committee Composition

The committee consists of the Chair, and current DCMs and GSRs who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in Corrections work. Area 78 visitors may participate on this committee, but they do not have a vote.

Corrections Chair

Background

Traditionally, the Corrections Committee Chair maintains contact with District and Intergroup Correction committees throughout the Area 78 region, and includes their reported event highlights in the Chairs Report to the Area 78 Assembly.

Duties

- Ensure that the Committee functions properly.
- Facilitate full participation during meetings.
- Make certain that all relevant matters are discussed.
- Ensure that all committee decisions are recorded in the Area Minutes.
- Report directly to the Area Assembly on pertinent committee decisions.
- Travel to and present at workshops in the Area, upon request.
- Transport and set up the committee display at Area 78 Area Committee Meetings.
- Establish a working relationship between correctional facilities, District Corrections Committees and District Committee Members in Area 78.
- Maintain a list of correctional facilities in Area 78, with a contact name for each facility.
- Sends an annual letter to each of the correctional facilities letting them know about AA in Area 78.
- Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.

E-Services Committee

Oversees the Area 78 website and email system, ensuring conformity to website guidelines.

Promotes awareness and utilization of the website in carrying the AA message. This is done through presentations and sharing at area events, and by keeping the membership informed of the content and value of the website via the E Services Report presented by the chair at assemblies and included in the Assembly minutes.

An E-Services Website subcommittee is responsible for the day-to-day operation of the website, thus ensuring more than one individual is involved in website decision making.
Committee Composition

The E-Services Committee consists of the E Services Chair, two Web Administrators, an Email Administrator, and current DCMs and GSRs assigned to the committee by the Registrar for their two-year term of service. Others selected for the committee may include past Area officers or long-time members recommended for their knowledge in an Information Technology or related discipline, and affirmed through the Area 78 Committee. Area 78 visitors may participate on this committee. They may not vote.

The E-Services Website Subcommittee (known as the Web Team) consists of the E Services Chair, the two Web Administrators, and others selected from the E-Services committee as needed by the committee chair.

E Services Chair

Background

The E Services Committee Chair is charged with overseeing and managing all aspects of the Area 78 website, the Area 78 email system, and other tasks assigned to the E Services Committee. The Chair of this committee ensures conformity to website guidelines is followed and that required licenses and certificates are renewed on time.

The chair coordinates the Web Administrators, Email Administrator, and outside help activities. In this regard, he/she corresponds with Area 78 Committee Chairs and Table Officers regarding technical issues, making recommendations regarding needed upgrades as necessary. The chair also acts as the technical contact for the area in matters affecting the Area 78 website or email system.

Duties

• Ensure that the Committee functions properly.
• Facilitate full participation during meetings.
• Make certain that all relevant matters are discussed.
• Ensure that all committee decisions are recorded in the Area Minutes.
• Report directly to the Area Assembly on pertinent committee decisions.
• Travel to and present at E-Services workshops in the Area, upon request.
• Transport and set up of projector / screen / computer equipment at Area 78 Committee Meetings.
• Maintain inventory list of all Area 78 digital / electronic equipment and track all items.
• Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.

Web Team

Web Administrators

Background and Duties

Area 78 makes use of two Web Administrators to approve and post all Area events and meeting changes submitted via the website online forms. They maintain the Public and Private download section of the website, and make website content changes as directed by the committee chair.

Web administration positions are assigned for a two-year term. They alternate responsibility for the administrative work on a bi-monthly rotating coverage schedule, responding to email requests as quickly as possible. They strive to react to and post most requests within a day, two at most.

New web admins are given time to familiarize themselves with the Area 78 website, and training is provided on how to perform the required administrative tasks (like how to validate and apply the meeting and/or event request updates).

Position Requirements:

• It is suggested they have at least one year of sobriety.
• A basic knowledge of website navigation.
• Possess good organizational and communication skills.
• Comfortable using a text editor (like Microsoft Word).
• Ability to learn new things.

As with most trusted servant positions in Area 78, mentoring is available as required to new administrators.

**Webmaster**

**Background**

Generally, the Webmaster title may refer to a web architect, a web developer, a site author, a website administrator, a website coordinator, or a website publisher. The duties of a webmaster may include: ensuring that the web servers, hardware and software are operating correctly, designing the website, generating and revising web pages, quality assurance testing, replying to user comments, and examining traffic through the site.

The Area 78 Webmaster title here may refer to the website author who extended a Content Management System (CMS), creating the AA Template programs. This software provides website authoring, collaboration, and administration tools designed to allow users, with little knowledge of web programming languages or markup languages, the ability to create and manage the website content with relative ease. Thus, most of the day-to-day maintenance of the website can be handled by the Area 78 Web Administrators and having a Webmaster available to do the work is not necessary.

**Duties**

The realm of a webmaster’s work for Area 78 includes the regulation and management of access rights of different users of the website, the appearance and setting up of website navigation, and the applying and setup of core CMS updates to the AA Template software as they become available. Content placement can be done by a webmaster, though content creation is usually left to the Web Administrators.

When necessary, the Area 78 Webmaster or a Microsoft .NET web developer can be brought in to handle emergency situations which may require a higher level of skill than what is available to the E Services committee. This would also be the case if a new feature is desired which is not part of the current content management system.

**Position Requirements:**

A .NET developer will need these skills to work in the AA Template code base:

• Proficiency with C# (read C Sharp) is a must, with a familiarity of its coding environment (Microsoft’s Visual Studio) and some ASP.NET development experience.
• Knowledge of the .NET framework and its features.
• Familiarity with website development and coding with JavaScript.
• Strong understanding of the structure and logic of Object-Oriented programming.
• The ability to write clean and readable code in C#.
• Development experience using a SQL Server database.

**Postmaster Email Administrator**

**Background**

In computers and technology, postmaster is a term used to identify the administrator of a mail server. Area 78 complies with RFC 5321 and maintains the e-mail address postmaster@area78.org where errors in e-mail processing are directed. Error e-mails automatically generated by mail servers are sent to this postmaster address which is monitored by our Email Administrator.
Duties

The main responsibility of the Email Administrator is to develop and maintain procedures for Area 78’s electronic mail network and associated systems. Currently we use the RoundCube system supplied by our website host to manage the email accounts created for the area78.org email domain. In addition, Area 78 employs the Spam Experts security solution to help filter incoming SPAM and viruses, as well as managing outgoing emails. An email administrator must identify problems with the mail network and the associated security system, initiating solutions to make working practices more efficient.

The Email Administrator monitors and may make continuous adjustments to these solutions, sometimes on almost a daily basis. They need to prioritize key tasks and communicate with various levels within the AA community in Area 78. Familiarity with the RoundCube mail server package would be an asset but is not a requirement, as would previous use and administration of any other email server package.

Position Requirements:

- It is suggested they have at least one year of sobriety.
- Possess excellent organizational and communication skills.
- Experience researching issues (i.e. Google) and using Help files to find a solution. Ability to learn new things.

Mentoring (from a past administrator) is usually available to assist a new administrator.
Grapevine (GV) Committee

Grapevine committees help to develop an awareness of our “meeting in print” and other Grapevine materials. They encourage members to contribute stories to the Grapevine, and to purchase subscriptions to increase circulation.

Committee Composition

The committee consists of the Chair, and current DCMs and GSRs who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in Grapevine service work. Area 78 visitors may participate on this committee, but they do not have a vote.

Grapevine Chair

Duties

- Ensure that the Committee functions properly, with an appointed recording secretary.
- Facilitate full participation during meetings.
- Make certain that all relevant matters are discussed.
- Ensure that all committee decisions are recorded in the Area Minutes.
- Report directly to the Area Assembly on pertinent committee decisions.
- Travel to and present at workshops in the Area, upon request.
- Transport and set up the Grapevine display at Area 78 Area Committee Meetings.
- Sells Grapevine items at all Assemblies and Area Committee Meetings, ordering all items from the Grapevine Office in New York.
- Keeps Treasurer apprised of net worth (gain/loss) before each Area 78 Assembly or ACM.
- Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.

Group Records – Registration Committee

The chair of this committee maintains GSO’s group records database, upholding strictest confidentiality. Provides information to table officers, DCMs and GSRs on a need-to-know basis.

The Group Records / Registration committee is responsible for establishing policies, budgets, and procedures related to the Area 78 Meeting Registration process and the maintenance of Area 78 group records. It exercises its group conscience in regard to matters of general policy, ever mindful of and guided by AA’s 12 Traditions.

Committee Composition

Comprised of the Registrar and current DCMs and GSRs who are appointed to the committee for their two-year term of service. Others selected for the committee may include past Officers or long-time members. Area 78 visitors may participate on this committee, but they do not have a vote.

Group Records/Registration Chair

Background

The chair of the Group Records committee is also the Area 78 Registrar. Please refer to the AA Service Manual, Chapter 5, which states in part: "In some areas, registrars now develop and maintain records of all groups in the area, including group
name, meeting location, time, and GSR or group contact”. In Area 78, this is the case with our Registrar directly maintaining the Area 78 records in the GSO database.

The General Service Office has a Group Records Database web portal. Logging into this secure web-based software provides access to all of the Area 78 group records which can then be updated in "real time". Therefore, both computer proficiency and a reasonable working knowledge of the Microsoft Office suite of tools is helpful in maintaining these Area group records.

**Duties**

- Ensure that the Committee functions properly.
- Facilitate full participation during meetings.
- Make certain that all relevant matters are discussed.
- Ensure that all committee decisions are recorded in the Area Minutes.
- Report directly to the Area Assembly on pertinent committee decisions.
- Travel to and present at workshops in the Area, upon request.
- Transport equipment / supplies to Area 78 Area Committee Meetings and set up the Registration desk.
- Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies. Perform daily Registrar data entry work and respond to email correspondence.

**Registrar**

**Priority Work:**

Maintain the Area 78 component of the General Service Offices Group Records Database housed at the General Service Office in New York by processing requests received from the area membership. Check with Canada Post to ensure accuracy with information.

Forward relevant information to the E-Services Website Team regarding changes when the information is not submitted via the online forms, thus ensuring that the Area 78 website stays in-sync with the information stored in the Group Records Database.

Follow-up with GSO:

- when GSR and/or DCM kits appear to have been delayed;
- when a Group has closed;
- when a Group is requesting a name change; and/or
- when a Group moves to a new city

**Other Duties:**

- Keep the Records.
- Maintain current lists of:
  1. GSC members with their positions, addresses, phone numbers and email addresses (one for the committee with personal emails and one for the DCMs with alias emails).
  2. District locations and numbers.
  3. DCM and Alternate DCM contact information.
  4. District Committee Chair position contact information.
  5. DCM email addresses.
- Download group data from the General Service Offices Group Records Database to create the Group Information Sheets for inclusion in the DCM packages.
- Prepare DCM packages to also include: a cover letter to the DCMs, one copy each of the New Group Form, DCM, Group and District Committee Chair Position change forms, current lists as noted above, group contribution statements from GSO and any other inserts required by other GSC members.
• Following an Area Meeting, mail packages to any DCMs not in attendance.
• Have an extra supply of the forms and lists included in the DCM packages available at each Area Meeting.
• Generate DCM mailing labels when requested.
• Provide the Treasurer with a current list of registered Groups and which District they fall into, when requested.

NB – It is crucial that the Area Registrar maintain strict confidentiality of groups and members personal information. Information from the General Service Office’s Group Records Database can only be requested by and provided to a Table Officer. All other requests from any members for group or contact information must come through the Delegate.

The Registrar position requires the following skills and responsibilities:

• Accurate data entry with attention to detail.
• Intermediate or better computer skills.
• Ability to use current Microsoft Office programs and the internet in an effective manner.
• Strong customer service skills, with a friendly and patient disposition.
• An organized approach, with good verbal and writing skills.

Literature Committee
This committee promotes awareness of AA’s vast body of literature. Gives members, groups and AA service bodies a voice in decisions made regarding AA Conference-approved literature.

The literature committee is responsible for establishing policies, budgets, and procedures. It undertakes and maintains final responsibility and authority for the use of the literature display, and exercises its group conscience in regard to matters of general policy. In all of its actions, the literature committee needs to be mindful of and guided by AA’s primary purpose.

Committee Composition
The committee consists of the Chair, and current DCMs and GSRs who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in Literature service work. Area 78 visitors may participate on this committee, but they do not have a vote.

Literature Chair
Duties

• Ensure that the Committee functions properly.
• Facilitate full participation during meetings.
• Make certain that all relevant matters are discussed.
• Ensure that all committee decisions are recorded in the Area Minutes.
• Report directly to the Area Assembly on pertinent committee decisions.
• Purchases, inventories and sells A.A. service, recovery and unity literature at Area 78 meetings. Literature inventory items must be Conference-approved and are purchased from the General Service Office.
• Keeps Area Treasurer apprised of net worth (gain/loss) prior to each Area Assembly and ACM.
• Travel to and present at workshops / roundups in the Area, upon request.
• Transport and set up the literature committee display at Area 78 Area Committee Meetings. Requires a vehicle large enough to transport several boxes of materials.
• Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.
Public Information (PI) Committee

This committee works to create greater public awareness and understanding of the AA program through the use of public media and presentations.

The Public Information Committee focuses on how AA can be used as a resource by the general public, providing information to people who may be dealing with a family member or a friend who has a drinking problem.

Committee Composition

The committee consists of the Chair, and current DCMs and GSRs who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in Public Information service work. Area 78 visitors may participate on this committee, but they do not have a vote.

Public Information Chair

Background

The Public Information Committee Chair should have a good understanding of the AA Guidelines on Public Information (as outlined in the PI Workbook), along with a good foundation on the Twelve Traditions.

Traditionally, the Public Information Committee Chair maintains contact with District and Intergroup Public Information committees throughout the Area 78 region, and includes their event highlights in the Chairs Report to the Area 78 Assembly.

Duties

• Work with the Committee members in learning how to do PI presentations.
• Create agendas and chair the PI committee meetings.
• Facilitate full participation during meetings.
• Appoint a secretary to record committee decisions, and ensure they are passed to the Area secretary for insertion in the Area Minutes.
• Report directly to the Area Assembly on pertinent committee decisions.
• Travel to and present at workshops in the Area, upon request.
• Transports and sets up Public Information displays at Area Committee meetings.
• Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.

Remote Communities Committee

Reaches out where barriers such as language, culture, geography, and isolation prevent the message of AA from being carried to fellow alcoholics.

The Remote Communities Committee in Area 78 is dedicated to being inclusive and promoting accessibility to area services for all members.
Committee Composition

The committee consists of the Chair, and current DCMs and GSRs who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in Remote Communities service work. Area 78 visitors may participate on this committee, but they do not have a vote.

Remote Communities Chair

Background

The Remote Communities Committee Chair is charged with overseeing and managing all aspects of the Area 78 online Zoom Meeting, and other tasks that may be assigned to the Remote Communities Committee.

Duties

- Ensure that the Committee functions cohesively, considering the needs of the alcoholic who is in a remote capacity
- Attend and facilitate full participation during Area or committee meetings, certain that all relevant matters are discussed
- Ensure that all committee decisions are recorded in the Area Minutes
- Report directly to the Area Assembly on pertinent committee decisions
- Travel to and present at workshops in the Area, upon request
- Transport and set up of equipment / displays at Area 78 Area Committee Meetings.
- Create a schedule for the online meeting chair person
- Manage the payment and security of the Area 78 online meeting Zoom account
- Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies

Treatment And Accessibilities Committee

Facilitates carrying the AA message into treatment centres. Also responsible for the Bridging the Gap program which endeavors to ensure those with disabilities have access to the AA message.

The Treatment & Accessibilities Committee for Area 78 serves the fellowship in a way that directly impacts the lives of many suffering alcoholics. Many new people entering Alcoholics Anonymous today come to us via treatment facilities. The Treatment chair works with local districts and chairs throughout Area 78, in the fields of Treatment, Bridging the Gap, and Accessibilities to reach out to the alcoholics in local facilities. We also cooperate with the administration staff of these facilities in any way we can.

Committee Composition

The committee consists of the Chair, and current DCMs and GSRs who are assigned to the committee by the Area 78 Registrar for their two-year term of service. Others selected for the committee may include past Area 78 officers or long-time members recommended for their knowledge in Treatment Facilities & Accessibilities service work. Area 78 visitors may participate on this committee, but they do not have a vote.

Treatment Facilities Chair

Background

In addition to overseeing the tasks and duties assigned to the Treatment & Accessibilities Committee, this chair also manages the Bridging the Gap program for Area 78.
Duties

- Assisting districts, groups and members to carry the message and organize meetings in Treatment settings which may include; treatment facilities, hospitals, detox, psychiatric wards, nursing homes, youth non-correctional facilities, shelters, halfway houses, veteran facilities, senior centers, etc.
- Staying in touch with district Treatment and/or Bridging the Gap chairs.
- Keeping a current Bridging the Gap Contact list for our area.
- Helping to arrange "Bridging the Gap" contacts.
- Arranging temporary AA contacts when someone leaves a facility.
- Replying to email from people reaching out for help.
- Conduct Committee meetings with structure and purpose. This includes setting an agenda and having a member keep written minutes.
- Facilitate full participation during meetings.
- Make certain that all relevant matters are discussed.
- Ensure that all committee decisions are recorded in the Area Minutes.
- Report directly to the Area Assembly on pertinent committee decisions.
- Travel to and present at workshops in the Area, upon request.
- Transport and set up of equipment/displays at Area 78 Area Committee Meetings.
- Produce a synopsis of the background information on the Conference Agenda Items assigned by the Delegate for the Pre-Conference Assemblies.

National Committee Conferences and Workshops

Committee Chairs are encouraged to research and participate in AA National Conferences or workshops pertaining to their committee. Following the event, they are asked to provide a report, sharing their knowledge with the membership and the future Committee Chairs.

Please see the ACO Handbook for more details.
Area 78 Committee Chair Application Form
(https://www.area78aa.org/downloads/forms/Committee_Chair_Application.pdf)

Chairs for the Area 78 Standing Committees are appointed by the incoming and outgoing Area 78 Table Officers after the election held on the Saturday during the September Election Assembly (odd year). If you would like to be considered to Chair one of these committees, please fill out the following information & forward to Chair:

The choices for the Area 78 Standing Committees:

1. Archives
2. Cooperation with the Professional Community
3. Corrections
4. E-Services
5. Grapevine
6. Group Records and Registration
7. Literature
8. Public Information
9. Remote Communities
10. Treatment and Accessibilities

Name: ___________________________________ District: ____________________________________________________________

Mailing Address: (with postal code): ____________________________________________________________

Telephone: ______________________ Email: __________________________________________________________

Which Area Committee are you currently serving on? ____________________________________________

Are there any other Area Committees that you have served? ________________________________________

Which Committee is your first preference to Chair? _______________________________________________

Is there any other Committee(s) you would like to be considered for? Yes____ No____

If yes, which other Committee(s): ________________________________________________________________

Kindly submit the completed form to the Area 78 Chair by 4:00 PM on the Saturday of the Election Assembly
General Service Conference

“At the heart of each area is the assembly meeting, where the democratic voice of our Fellowship expresses itself. While each area has the autonomy to conduct its meetings according to its conscience, Concept XII offers the General Warranties of the Conference as the guiding principles to remain democratic in thought and action.” ~ Service Manual 2021 pg. 18

Why Do We Need a Conference?

The late Bernard B. Smith, non-alcoholic, then chairperson of the board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting:

“We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in A.A. that rebirth that brought us back to life.”

“We need it because we, more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade A.A. We need it to ensure A.A. against government, while insulating it against anarchy; we need it to protect A.A. against disintegration while preventing over integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services.”

“We need it to ensure that changes within A.A. come only as a response to the needs and the wants of all A.A. and not of any few. We need it to ensure that the doors of the halls of A.A. never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is.” ~ Service Manual 2021, pg. 40

Area 78 Pre-Conference Procedure Summary

The following is how we prepare for the Pre-Conference Assembly in Area 78. Each Area does things their way, some, very differently from us. Area 78 blends the General Service Conference ways with the needs of Area 78.

JANUARY: Around January 24 the Agenda Committee of the General Service Conference (GSC) meets in NY to determine the Final Agenda Items for the Annual Conference. These Final Agenda Items are sent to the Delegates, for their eyes only, along with all relevant background materials.

In order for our Area 78 Delegates to attend the Conference every year with an INFORMED GROUP CONSCIENCE, there is a lot of work to be done:

• In January/February, the Delegate receives, reviews and then assigns all agenda items to the Area Committee Chairs.
• The Delegate asks each Committee Chair to read and summarize their agenda items, including any background material
• The Committee Chairs do the heavy lifting, sifting through their assigned agenda items and background material. Committee Chairs are given a deadline date of 2 weeks to quickly complete the summaries and return them to the Delegate.
• Once the summaries are received, the Delegate creates a compiled document, referred to as the Agenda Items Final Summaries, the meat and potatoes of all agenda items.
• The Agenda Items Final Summaries are sent to the District Committee Members and put under the password-coded downloads section on the Area 78 website.
• The DCMs forward the Summaries on to the home groups.
• The home groups are asked to: Review, Discuss, or Consider each agenda item. Essentially asking, does your home group agree, disagree, or have another idea for each agenda item presented.
• The GSR gathers the groups responses. The DCMs complete theirs with the groups.

The **DEADLINE** for the Agenda Final Summaries to go back to the Delegate ensures that home groups have enough time prior to the Pre-Conference Assembly to look at the agenda items and think about their feedback. This can be a ‘Big Ask’ of everyone, so let’s be generous in our love and tolerance of one another so we can Get ‘Er Done!

**ASSEMBLY: Discussion, Sense of the Room, Bottom Line and Committee Report**

• All committee chairs meet with their committees and have a detailed discussion of the agenda items assigned to their committees. Copies of the summaries which were sent to the DCMs before the Assembly are available for everyone to follow along.
• the committee chairs will present a more detailed summary of all background material for their committee to consider. *Everyone is requested to respect the confidentiality of this information*
• every GSR and DCM attending the Pre-Conference Assembly goes to one of the 10 Committees to discuss those agenda items. Looking at the agenda items with your home group earlier gives each member an idea of the feedback to share

For more detailed information about what to do at this Assembly, please download The Preconference Procedure Guideline for Committee Chairs. It gives lots of important info for Committee Chairs.

**BACKGROUND MATERIAL NOTES:**

• The faster the turn around with agenda item summaries, the faster the information goes to the DCMs and home groups, giving as much time as possible to review prior to the Pre-Conference Assembly.
• Because the Delegate gives CONFIDENTIAL background material only to the committee chairs, those pages go no further.
• We learned this the hard way, when a few years ago some background information was leaked onto a social media site, from Area 78. Our Delegate at the time received *a letter from the General Service Office* *reiterating the confidentiality of the material and the reason it was not intended for wide distribution.*

**Accessing GSC Background Material**
1. Go to “area78.org”
2. Click on information heading
3. Private Downloads in sub-menu
4. Choose desired document (GSC Background Materials 2022)
5. Will ask for a login and password (included with notice the documents are uploaded)
6. Once in the background material, click on whichever section of agenda items you’ve been assigned
7. Problems (or can’t find the login info): contact E-Services Committee Chair

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**Requesting an ACO to present, facilitate, or speak at an event**

Groups and Districts are encouraged to invite an ACO (Area Committee Officer) to participate in their local meetings, workshops or gatherings. Make arrangements through the Alternate Delegate, providing all necessary and relevant details: Event, date, time, duration, location, travel time, preference of which Officer, topic, any others.

**Presentation Travel Expenses**

- Groups or Districts are requested to cover reasonable accommodation, meal and travel expenses. Where this is not possible, they are asked to contribute what they can. Within reason, and agreed to in advance, Area 78 picks up the balance
- Area 78 allows $0.58/km for personal vehicle use by all ACOs to attend all four business meetings each year
- Area 78 Committee Officers are requested to travel within their annual travel budget and submit incurred expenses monthly before or after each Assembly and Area Committee Meeting

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**Resignation Procedures**

**Table Officer Resignations/Filling a Position**

- The resigning Table Officer will notify the Area 78 Chairperson and the Area 78 Delegate of their resignation as early as possible
- If deemed necessary by the Table Officers, the Area 78 Chairperson will appoint an interim person to serve until such time as the position is filled by election at an Area 78 Assembly
- If the resignation occurs after the March Assembly of the Officer’s second year, the interim person will fill the position until the end of that year
- The election to fill the vacancy will be held at the following Area 78 Assembly
- The Area 78 Chairperson will make every effort to notify all past and present District Committee Members of the vacancy. The Area 78 Service resume form will be sent with the notification
- Qualified persons interested in putting their name forth for election to the vacant position may submit a written resume to the Chairperson by the deadline set by the Chairperson, if they wish their resume to be included in the Assembly agenda package
- The Assembly will be polled for additional candidates
Committee Chair Resignations/Filling the Position

If an Area Committee Chairperson needs to resign his/her position before their two-year rotation is complete or before they start their two-year rotation, the following suggested guidelines would be considered:

- The Area Committee Chairperson will notify the Area 78 Chair and the Area 78 Delegate of their resignation as early as possible. If an Area 78 Assembly or Area Committee Meeting is currently approaching, this position could be temporarily assigned. The outgoing appointed Chairperson could suggest this temporary assignment.
- Every effort will be made to notify current and past District Committee Members of the appointed Chairperson’s resignation and request them to consider letting their name stand for the vacant position at the upcoming Area 78 Assembly or Area Committee Meeting.
- If no one comes forward to let their name stand for the vacant position, the current Table Officers will appoint someone.
- The spirit of rotation will be considered in the discretionary process of selection.
- Previous experience with the committee concerned will be considered but is not a requirement.
- The Area 78 Table Officers will make the selection by substantial unanimity.
- Every effort will be made to facilitate a smooth transition.

Redistricting Procedure

NOTE: This document can be read on our Area 78 website. Go to our website area78.org, select Information, select Area Guidelines then click on Redistricting. https://area78aa.org/area-downloads/#1627454980400-c6912688-1dd7

If an Area 78 District or Districts are willing to change its boundaries, the following will apply:

- Prepare a map and narrative of the proposed new boundary.
- They would then hold meetings among adjacent Districts to review the graphic map, a narrative of current boundaries and the proposed changes. It is suggested that every effort be made to contact all Groups in the affected Districts regarding the matter and that Group members affected by the proposed change be given ample time to consider the proposal.
- After discussion of all the attending General Service Representatives of the Districts affected, a line may be drawn to divide the District, taking care to assure there are an acceptable, balanced number of Groups on either side.
- The District Committee Members would then present the proposed graphic map and narrative change for review and recommendation to the Area 78 Assembly through the Group Records/Registration Committee. This should be the final product as recommended by the District and adjacent Districts.
- A representative of the Group or Groups who initiated the change explains the proposed-change at the January or May Area Committee Meeting for consideration and discussion.
- A representative of the Group or Groups who initiated the change submits a motion (duly seconded by another member) that summarizes the change. This motion is presented for adoption by vote at the September Assembly. An objective critique can explore various facets of the proposed change.
Why is this change being considered?
- Does this enhance the DCMs opportunities in contacting the Groups?
- Does the proposal make a reasonable geographical change for now or is there more change anticipated?
- Is there a better shift in workload for the District Committee Members affected?

**Criteria For Hosting Area Committee Meetings (ACMs)**

*NOTE: This document can be read, copied or printed from our Area 78 website. Go to our website area78.org, select Information, select Area Guidelines then click on Criteria for Hosting ACM. To print a copy, scroll to bottom and click on Public Download, click on Help/Guidelines, click on Criteria for Hosting ACM Guidelines.pdf then click the Printer Icon. From here you can print a copy or save to your computer in PDF format. May need to choose “Export to PDF” on browser/file option https://area78aa.org/downloads/helpguidelines/Area78Guidelines.pdf (Sep. 2019 Area Guidelines)*

Districts interested in the joy of hosting next year’s January or May Area Committee Meeting (ACM) do a presentation to ‘win the vote’ at the March Pre-Conference Assembly. Both successful Districts must meet with the Area 78 Chair following the Bid Activity at the Assembly, to exchange contact information and discuss.

Please come prepared. You might wish to make a verbal presentation, or perform a skit, song, or anything else you think will persuade us to vote for your district as a host. Please keep the presentation to a 10-minute maximum and include the listed criteria below.

The rotation of the Area Committee meetings is considered a way to promote Area 78 unity, participation and understanding of Area 78 business practice. *We ask the successful bid committee to communicate to their members that they are welcome to attend the ACM session, without registration cost.*

The voting members of the Area Committee are all Area 78 District Committee Members (DCMs), Area Committee Chairs & Area Table Officers. The host district will be required to chair the DCM’s Friday night Meeting. *The criteria to host the January or May Area Committee Meeting are as follows:*

1. **Contact:** Your Area 78 Chairperson at chair@area78.org for all scheduling and any questions - we expect there to be questions from the hosting District. It’s further recommended that the hosting Districts work with the Chair before making any firm commitments with a meeting facility or hotel or caterer.

2. **Duration:** The ACM typically starts at 5:00 PM on the third Friday in January and May (excluding long weekends) and ends Saturday (the following day) at about 5:30 PM.

3. **Meeting Facility Requirement:** a main meeting place with capacity for 60-100 members with tables & chairs – and wheelchair accessibility - to accommodate the same numbers. If possible, community centres and church halls are preferred because the rates tend to be more reasonable but hotel/motel facilities can be used (please note wheelchair accessibility).
   - The main meeting space requires a head table to seat 5 Table Officers. Area Committees require 9 tables and chairs to display their committee information, and one registration table with two chairs, just inside the meeting room entrance. These tables, room permitting, should be in the main meeting space but can be located in the hallway or front entrance of the main hall. For Friday night and Saturday an additional meeting room is requested to seat 20 people, boardroom-style - if possible
   - The District is also responsible to supply a podium and 2 microphones - a mic at the podium and a floor microphone.
   - For Friday evening and Saturday, an additional meeting room is required that will seat 20 people boardroom-style (table and chairs) if possible.
4. **Budget:** Area 78 budgets approximately **$700 for each** Area Committee Meeting (January & May), to cover appropriate expenses for hall rental, equipment, coffee etc. There is no expectation for a district to incur expenses for hosting an ACM; we ask the bid committee not to exceed the budgeted amount.

5. **Hotel:** The District would need to **verify that at least 50 hotel/motel rooms would be available** for Area Committee Officers and District Committee Members. This involves phoning a hotel in the vicinity of the meeting hall, to ask if 50 rooms “would be available for future booking” during the ACM dates. **NOTE: The hosting District should not book rooms for the Area Committee Officers. This is the responsibility of the Area Chair.**

   Please have the financial information and amenities (i.e. continental breakfast) of the participating hotel/motel available with your presentation.

6. **Volunteers** are needed for set up and take down of tables and chairs plus final cleanup after event. Registration table & refreshment area also need 2 volunteers each.

7. **Coffee:** Host District would supply coffee/tea etc. for both days.

8. **Meals:** Host Districts are not required to supply lunch or dinner.

   - It’s the Host District’s choice whether to supply lunch, supper or snacks for an Area Committee Meeting.
   - If the hosting District chooses to supply lunch, supper or both, the District may decide to collect a 7th Tradition, to offset costs incurred for the food, etc.
   - Any monies collected from a 7th Tradition can be used for the District to offset meal costs, or donated to area 78. The decision is made by the hosting District.
   - If no food is supplied during or after the Area Committee Meeting, please have a list of food outlets that will be available near the meeting hall.

9. **Speaker Meeting:** If the District plans such a meeting after the Area Committee Meeting (keeping in mind this is a service event), it is suggested that the host District ask an Area Table Officer, Area Committee Chair or a Past Area Delegate to be the speaker.
Travel Assistance

Area 78 Travel Assistance Guidelines & Application Form

Area 78 Travel Assistance Program provides financial support to voting members who need it, in order to participate in Area Service meetings. Travel Assistance Program is intended to help, and not replace, the need for groups and districts to be self-supporting. The guiding principles are Concept 4 and Tradition 7. This is in keeping with the spirit of “Right of Participation” and “Self-Support”.

An Area Service Meeting includes:

- an Area Committee Meeting (ACM) held in January and May/June
- an Assembly held in March and September

An Assembly voting member is defined as:

- a DCM, or the alternate DCM, or ‘Acting’ DCM
- a GSR, or the alternate GSR, or ‘Acting’ GSR

An ACM voting member is defined as:

- a DCM, or the alternate DCM, or ‘Acting’ DCM

Amount of travel assistance is divided into two distance zones: Zone A or Zone B

Please note: distance is determined using Google Map’s most direct driving directions

- ZONE A – WITHIN 750 km distance between home and service meeting
  - Can apply up to a maximum of $250 to help cover the cost for travel (bus, fuel), meals, lodging and ACM/Assembly registration fee.
- ZONE B – GREATER THAN 750 km distance between home and the service meeting
  - Can apply up to a maximum of $2000 to cover economy airfare or ground transportation costs.
  - Can also apply for up to $250 to help cover the cost for meals, lodging and ACM/Assembly registration fee and incidental travel costs (airport parking, taxis, car rental, fuel, etc).

(To assist as many as possible, it is suggested those applying will reduce costs by booking the least expensive airfares, and whenever possible, carpooling, sharing a hotel room or billeting.)

To Apply: Send a completed Travel Assistance application to the Area 78 Treasurer. Application, expense form and contact information is found on the website: http://area78aa.org/

The Table Officers/Finance Committee (TOF) reviews and decides on all applications:

- Notice will be given four (4) weeks prior to the service meeting to all who have applied by that date.
- Applications received after the four-week deadline, up to the day before the service meeting, will still be considered on a case-by-case basis.
- Voting members may apply for assistance to more than one service meeting during a calendar year. New applicants will be given priority then previous recipients within the calendar year will then be considered.

Reimbursement: All receipts are submitted to the Area Treasurer at or after the Service meeting.”

Travel Assistance Application Form

Link: ➔ Receipt of application will be acknowledged. If not, please contact the Area 78 Treasurer
Area 78 Travel Assistance Application

To be completed by the Applicant. Only voting members may apply. Date: ______________________

Full name (first and last) ________________________________________________________________

Position (check one): DCM □ or Alt. DCM (if DCM not attending) □ GSR □ or Alt. GSR (if GSR not attending) □

District Number ___________ and District Location __________________________________________

Home Group Name ___________________________________ Group Location __________________

Email address: _________________________________________________________________________

Home Location Address & Postal Code: _____________________________________________________

Mailing Address & Postal Code, if different from home address:

Phone no. including Area Code: ________________________ Alt. Phone no. _______________________

Which event are you apply for? Please check one:

January ACM □ March Assembly □ May ACM □ September Assembly □

When was the last time your group (if you’re a GSR) or District (if you’re a DCM) applied and received Travel Assistance? ___________ ___________ ___________ or this is the 1st time □

(month) (day) (year)

Please provide the following budget details. (Fill in only those items that apply to your situation) Please note that it’s expected that every GSR/DCM will research the most cost-effective way of traveling, including billeting, carpooling, etc. If there is other information you think we need to know, please attach it to this application form

Keeping in mind that:

ZONE A – WITHIN 750km distance between home and service meeting and
ZONE B – GREATER THAN 750km distance between home and the service meeting

Which Zone are you traveling from: ZONE A □ or ZONE B □

ZONE B ONLY Airfare or Ground Transportation Costs if driving $____________ 1

ZONE A & ZONE B

Travel Costs (fuel, parking, bus ticket, etc.): $__________ 2

Food: $__________ 3

Accommodation: $__________ 4

Assembly/ACM Registration Fee: $__________ 5

Other costs (specify) $__________ 6

TOTAL COSTS (Add lines 1 – 6, inclusive) $__________ A

District/Group Contribution to attend this event - $__________ B

Assistance requested: (subtract B from A) $__________ C

Eligible amt.: the lesser of C or Zone A max. $250, Zone B max $2000 + $250 $__________ D

Applicant’s signature: ________________________________ Date: _____________________
Send the completed form to the Area 78 Treasurer. Receipts must be submitted to the Area 78 Treasurer to receive reimbursement.

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WRAASA, Declaration of Unity, Responsibility Pledge

WESTERN REGION ALCOHOLICS ANONYMOUS SERVICE ASSEMBLY (WRAASA)
The purpose of WRAASA is to develop greater unity among the members, groups, and areas of Western Canada Region (WCR); to encourage the exchange of ideas and experiences; and to provide an opportunity for members to discuss pertinent aspects of A.A. The Assembly should always foster the RECOVERY, UNITY, and SERVICE legacies of A.A. The Areas of the Western Canada Region sponsor WRAASA. The Region boundaries are as designated in the A.A. Service Manual. WRAASA is held every two years in one of the western regions of Canada as per rotation.

A Declaration of Unity
This we owe to A.A.’s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.

Responsibility Declaration
When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible.

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Appendix

Appendix I – Agenda (Creating & Sample)

Meetings and Agenda

Alcoholics Anonymous is not a business, but the business of AA is important to its survival as a whole. It means meetings for our Group, District, Committee, Area, Region ... all the way down to our General Service Office and the Conference. In our meetings we learn how to lead while following the consensus of the group which is vital to understanding the collective conscience – of keeping us united and the very foundation of anonymity. All this while being held in the space of autonomy and Grace

With YOU in mind, here are suggestions for creating a District or Committee meeting agenda since the agenda reflects our very objective(s) for each meeting. The agenda can be divided into 5 sections with each contributing their part to the whole.

1. Preparation
2. Welcoming
3. The Business at hand
4. Reporting/Sharing
5. Closing

Note: It can be helpful to send the agenda twice, but if only sending it once, at least one week prior to the meeting is helpful. The bigger the group or the bigger the agenda, the more notice they will need.

Note: Reports (except a District Secretary and Treasurer’s) are at the end. The reason being that if there is not time for them, then they can be placed in the minutes.
The District Meeting Sample Agenda

1. Logistics:
   a. When – Day, date and time
   b. Where – location and directions if needed

2. Open meeting with a moment of silence, perhaps followed by Unity Declaration
   a. Introductions (name, position, group)
   b. Time for Reflection: This can take several formats. Here are a couple of ideas:
      i. A piece of literature is read and then a round table sharing on what was read.
      ii. Someone does a brief presentation on the selected topic.
   c. Topics can come from a variety of sources:
      i. Part of a pamphlet such as the “AA Group” pamphlet; “GSR” pamphlet; etc.
      ii. One of the Twelve Traditions (12 Traditions Illustrated)
      iii. One of the 12 Twelve Concepts (Short Form) (from 12 Concepts Illustrated)

3. District Business:
   a. Accepting the agenda, &/or any additions/changes to the agenda
   b. Secretary Report
      i. Call for errors or omissions
      ii. Motion and vote to accept
   c. Treasurer’s Report
      i. Call for errors or omissions
      ii. Motion and vote to accept as presented
   d. Old Business (list items – carry over all items not completed from previous meetings)
      i. Suggest: List/name these items by the date and topic when initially discussed. Stays as
         the same identification until it becomes closed.
         2020_01_01_Guidelines
         2010_06_09_MoveMeeting
         2019_05_10_PrudReserve
   e. New Business (list items – some can be added during the meeting)
   f. Parking Lot – dealing with the rabbit holes during a meeting. These ideas are great, just not part
      of this agenda and don’t fit under new business. But we don’t want to lose them. If there is time
      at the end of the meeting can be discussed, or put into the next/future agenda.

4. Reports:
   a. DCM Report
   b. District Committee Reports (examples are PI, CPC, Corrections, etc.)
   c. Group reports

5. End of the Meeting:
   a. Announcements
   b. Motion to adjourn
   c. Close meeting with preferred closing such as Serenity Prayer/Responsibility Pledge
   d. Next day, date and time for the next meeting
Appendix II – Service Resume

A.A. Service Resume

NAME: ________________________________    Date: ________________________________

ADDRESS: (optional) ____________________________

Street ____________________________ Apt.#, Unit #, P.O.Box, etc.

City/Town ____________________________ Province ____________________________ Postal Code ________________

TELEPHONE: (optional) ____________________________

EMAIL ADDRESS (optional): ____________________________

SOBRIETY DATE: (optional) ____________________________

EDUCATION: __________________________________________________________

AA SERVICE EXPERIENCE

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CURRENT AA EXPERIENCE

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

CURRENT AND PAST ACTIVITIES OUTSIDE A.A.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

OCCUPATIONAL HISTORY

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Appendix III - Maps

District Map for Alberta

NOTE: This document can be read, copied or printed from our Area 78 website. Go to our website area78.org, select Information, click on Maps then click on the Districts Below 60 tab. Next click on the link that says, “Click here to download...” From here you can print a copy or save it to your computer in PDF format.

District Map for Northwest Territories

NOTE: This document can be read, copied or printed from our Area 78 website. Go to our website area78.org, select Information, click on Maps and the Districts Above 60 (NT) shows up. Next click on the link that says, “Click here to download...” From here you can print a copy or save it to your computer in PDF format.

District Map for Calgary

NOTE: This document can be read, copied or printed from our Area 78 website. Go to our website area78.org, select Information, click on Maps then click on the Calgary Districts tab. Next click on the link that says, “Click here to download...” From here you can print a copy or save it to your computer in PDF format.

District Map for Edmonton

NOTE: This document can be read, copied or printed from our Area 78 website. Go to our website area78.org, select Information, click on Maps then click on the Edmonton Districts tab. Next click on the link that says, “Click here to download...” From here you can print a copy or save it to your computer in PDF format.

Regional and Area Maps of U.S. & Canada

NOTE: These documents can be read, copied or printed from our General Service Office website. Go to the website aa.org, then in “Search Our Site” window type in Maps, next click on Pages Matching “maps” (+symbol). Then click on Regional and Area Maps of U.S. & Canada. From here you can double click or use the drop-down arrows to select the one you want.
CALGARY DISTRICTS
FOR CENTRAL AREA 78, NORTHWEST TERRITORY AND NUNAVUT DISTRICT MAPS SEE CONTINUATION MAPS AT AREA78.ORG
EDMONTON DISTRICTS
FOR CENTRAL AREA 78, NORTHWEST TERRITORY AND NUNAVUT DISTRICT MAPS SEE CONTINUATION MAPS AT AREA78.ORG

MAY 2021
MAP A. The U.S./Canada General Service Conference — by area

This map represents a general outline of areas
MAP B. The U.S./Canada General Service Conference — by region

This map represents a general outline of Regions

(From page 89 of the 2021 AA Service Manual)