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 4 and 5 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 a snapshot of our process.** At all times, trusted servants need to refer to the motions in our Area 78 Actions Binder on how to carry out Area 78 responsibilities.

The A.A. Service Manual states the following items in Chapter 4

- “The area holds an important middle position in the Conference structure — through the elected Delegate; it participates in A.A. worldwide, while through the District Committee Members and General Service Representatives, it is close to the local scene.” (S36)
- “The Area Assembly is the mainspring of the Conference structure — the democratic voice of the movement expressing itself.”

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**

On your first visit to Assembly we encourage your participation. 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. And remember, no matter how many years serving Area 78, everyone in the room was once here for their first time.

Our Area 78 website [area78.org](http://area78.org) 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 by Brad F
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Area 78 Overview
We have two types of Area 78 Assembly business meetings, as follows:

**Area Assembly (Closed Meetings)**

- Held in March and September of each year in Red Deer, Alberta. Voting members are the General Service Representative (GSR) or their Alternate, District Committee Member (DCM) or their Alternate, Committee Chairs & Table Officers, which together are called Area Committee Officers (ACO). **Interested A.A. members can attend and participate in discussions, but have no vote**
- The March Assembly is also known as the Pre-Conference Assembly. Business is restricted to consideration of items that the Delegate must cover before 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
- Every second year (odd numbered year) the September Area Assembly is known as the Election Assembly where Table Officers (TO) are elected and Committee Chairs (CC) are appointed
- New Area 78 business is dealt with at the September Assemblies
- **For the Assembly District Committee Meeting the Chairperson will be elected by the District Committee Members’ meeting at each Assembly**

**Area Committee Meetings (Closed Meetings)**

- Held in January and May of each year
- The Area Committee is composed of all the Area 78 District Committee Members (DCMs), Committee Chairs & Table Officers.
  
  **General Service Representatives and other A.A. members are welcome to attend, participate in the discussion, but have no vote**
- The Area Committee Meeting (ACM) serves as a steering committee for the March & September Area Assemblies each year
- Locations for each ACM are selected by a vote at the March (Pre Conference) Assembly of the prior year
- For the ACM the hosting District DCM will Chair the scheduled District Committee Meeting
- **NOTE:** Criteria for Hosting an Area Committee Meeting are outlined in this booklet on page #33

**Area Committee Officers**

There are 5 elected Table Officers, the Past Delegate and 10 appointed Committee Chairs.

**Qualifications (to be elected or appointed)**

- 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, to 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 You Should Ask Yourself When Standing For A Trusted Servant Position**

1. How well did you do in your last Service capacity? Did you enjoy the responsibilities? Were you active?
2. Have you considered your family and your employer? Will you be available for the amount of work you will need to do?
3. Have you talked with past trusted servants to get an idea of the time and effort required and the sort of work you will need to do?

**Table Officers**

• Composed of the Delegate, Alternate Delegate, Chairperson, Treasurer, Secretary, and Past Delegate

• Elections for Table Officers (with the exception of the Past Delegate) are held every two years when the General Service Representatives or alternate, District Committee Members or alternate and current Area Committee Officers vote using the Third Legacy Procedure. All elected members (with exception of the Treasurer) assume their positions on January 1st of the following year, after the Election Assembly. The Area 78 Treasurer stays on to complete the fiscal year just prior to the January Area Committee Meeting the following year

• Rotation allows for election to all Table Officer Positions: Secretary, Treasurer, Chairperson, Alternate Delegate and Delegate. New Area 78 rotations (Panels) begin in even-numbered years (2020, 2022, etc.)

• Past or rotating District Committee Members (DCMs - who finish their rotation by the end of the second year), Committee Chairs and Table Officers are all eligible to be elected to these positions. The Past Delegate is rotated into position, after having served as an Area 78 Delegate. The Past Delegate serves on the Area Committee with a vote

• It is imperative that outgoing Table Officers attend the Transition Meeting and bring all pertinent committee information for transfer to the incoming officers

• If a Table Officer needs to resign their position please refer to the procedures under the Resignations heading

**Committee Chairs**

• 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, Grapevine (GV), Group Records & Registrar, Literature, Public Information (PI), Remote Communities, Treatment & Accessibilities, and E-Services. 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, coinciding with the term of the Table Officers; this specified time is also referred to as a Panel.

• 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 CPC, PI, Treatment & Accessibilities, Corrections & Archives Chairs 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 the Resignations heading

Web Master and Archivist

• These are appointed positions which are not considered Committee Chair positions; they require persons with specialized skills and/or training
• 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 the Resignations heading

Expense Reimbursement Guidelines

Travel Expenses

• Those groups or Districts that invite an ACO to participate in their local workshops or gatherings 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 ideally agreed to in advance, Area 78 picks up the balance
• Area 78 allows $0.38/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

Incidental and Meal Expenses

Area 78 will not reimburse Area Committee Officers for any other incidental expenses such as laundry, dry cleaning, movies, spa, long distance phone calls, etc.

Area 78 will reimburse Area Committee Officers for reasonable and actual meal expenses for attendance at Area Committee Meetings and Area Assemblies. To be reimbursed for meals the following will apply:

General Guidelines

1. Area Committee Officers are asked to be mindful and prudent with respect to costs when ordering food so that expenses to the Area can be kept to a minimum.
2. An Area Committee Officer may only claim for their meals and not those of their guests
3. Each Area Committee Officer must submit claims separately. Claiming several Officers meals on one receipt is not permitted.
4. If there is a restaurant at the host hotel, the Chair may arrange for Area Committee Officers to charge their meals to their rooms. If so, then the Officer must put their room number on the bill, print their name on it and sign it.
5. The Area will not reimburse for tips. Do not put gratuities on bills for meals charged to your room. Be mindful that when eating in large groups, the dining establishment may add a gratuity to the bill without your knowledge or consent.
6. The Area will not reimburse for food or drink purchased outside a meal such as for coffee breaks and snacks
7. ACOs will NOT be reimbursed for using room service for meals. The only exception would be in case of illness and then the expense must be approved by the Treasurer.
8. Area Committee Officers will not be reimbursed for Seventh Tradition contributions.
9. For meals not charged to your room, receipts and an expense claim must be forwarded to the Area Treasurer.
10. The venue restaurant often provides Area 78 with a Saturday breakfast buffet, a Saturday lunch buffet and a Sunday breakfast buffet. These are acceptable expenses.

Area Committee Meetings
1. Meal expenses will be covered for one meal on the Friday; breakfast on the Saturday morning. If an Officer stays at the venue on the Saturday evening, they may also claim breakfast on the Sunday morning.
2. If the host District does not provide a lunch and/or dinner on the Saturday of the ACM, but an Area Committee Officer eats elsewhere they may claim their lunch/dinner upon submission of receipts.

Area Assemblies
1. Meal expenses will be covered for one meal Friday; breakfast Saturday; lunch Saturday; dinner Saturday; breakfast Sunday. You are encouraged to attend the Area 78 hosted buffet on Saturday evening.
2. Meals eaten in the venue hotel should be charged to your room.
3. If attending the Area 78 hosted buffet on Saturday evening, you must submit a banquet ticket receipt with your expense claim.
4. Cost for Sunday lunch will be covered to a maximum of $25.00

Special Area Committee Meetings (Transition Meeting, ACO Workshops, Inventory, etc.)
1. If a Friday night stay is required, then a Friday night meal and a Saturday breakfast and lunch can be claimed.
2. If a Saturday night stay is required, then a Saturday night meal and Sunday breakfast and a light Sunday lunch (maximum of $25.00) can be claimed.

National Conferences and Western Canada Region functions
1. These guidelines also apply to Area Committee Officers representing Area 78 at National Conferences and Western Canada Region functions.
**National Conference/Workshop Attendance Guidelines**

Every year national conferences/workshops are held that are relevant to specific Area 78 Committees. Historically a specific committee may have a conference/workshop every two years.

The General Service Office does not organize, fund or sponsor these events, but it does acknowledge them, and staff do participate when asked to do so by the organizers. The Area 78 Delegate does receive information on these conference/workshops. Other sources of information are Box 459, the A.A. Grapevine, and staff members at the General Service Office (212-870-3400).

In each budget year an amount of $2000 is allocated for one Area 78 Committee Chair/Designate to attend a national conference applicable to their Committee. The intention is for one person from a committee to have expenses covered. Area Committee Officers may be creative in appropriation of funds.

The following points can be considered to guide an applicant:

1. Expenses covered are travel, registration, meals, and accommodation. Receipts must be presented to the Treasurer before reimbursement is made. Advance funds may be requested when airfare and registration/banquet fees are paid in advance.

2. The maximum covered is $2000 per year.

3. The person attending is expected to report back to their committee and submit a written report of their attendance at the Conference/Workshop to the Area 78 Secretary for inclusion in the minutes of an Area 78 Assembly.

4. A Committee Chair, acting on behalf of their Committee, shall submit a written application (see attached form) to the Area 78 Alternate Delegate no later than May 1 of the first year in the rotation.

5. At the May ACM, the Area Committee Officers will decide, by written ballot, who may attend in any given year. Substantial unanimity (2/3) is required and if not attained after the first ballot the selection will be made from the hat.

6. The Area Committee Officers will consider the following when making their decision:
   - History of when the Committee was represented at a Conference/Workshop
   - Purpose of the Conference
   - Timing of the Conference (beginning or end of rotation)
   - Conflicting dates with Area 78 Service events
   - Value to Area 78 and Alcoholics Anonymous
   - Shared costs if individual is a speaker/facilitator at the event
   - Possibility of sending persons to two different conferences because of shared cost being under $2000
Conference/Workshop Application Form

Committee: ________________________________

Who will be attending: ______________________

Name of Conference: _______________________

Dates of Conference: _______________________

Location of Conference ______________________

Proposed expenses:

- Travel ______________ CDN$___ US$___
- Hotel ______________ CDN$___ US$___
- Meals ______________ CDN$___ US$___
- Registration __________ CDN$___ US$___
- Other ______________ CDN$___ US$___
- Total ______________ CDN$___ US$___

What benefits will the Committee and Area receive from attending this Conference/Workshop?

Why do you want to attend?

Attach a copy of proposed Conference/Workshop agenda and/or format.
Table Officers - Overview & Duties

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; they are 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.

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 week end of the month). Coordinates mail-outs 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
- Coordinates, Chairs and attends a Transition Meeting following the election Assembly for the incoming and outgoing Area Committee Officers
- 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
- 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 a Table Officer 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 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 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.
- A joint mailing of the January ACM minutes and the March Pre Conference Agenda is possible, to reduce the cost of mailing. This involves the Area Chair working with the Secretary, as the Chair typically prepares the Agendas for each business meeting. Agendas are to be distributed six weeks before every meeting date.
- Agendas 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.
- 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.
- 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. Handles the banking and chequing account reconciliation.
- If the individual is going to continue to use the current software, the Treasurer should have the skills to use it.
- Treasurer communicates with the Registrar before Assemblies and Area Committee Meetings regarding a float for registration. Brings float to Assemblies for banquet ticket sales at Assemblies.
- 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 donations, encourages all groups to donate, and explains when necessary, why the budget is not balanced.
- The Treasurer will strive to maintain Area 78 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 to 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 all Cash Advances are returned from outgoing officers, and new Cash Advances are given to new incoming officers
  ➔ 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 needs to resign their position please refer to the procedures under the Resignations heading

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
 Be prepared to attend all Area 78 Committee Meetings and Assemblies as well as Western Canada Region Service Assemblies, Forums and other Area Assemblies. 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 theAlternate 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
- If the Alternate Delegate needs 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

About the Area Committee

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 the committee member to turn to for assistance in answering questions such as:

- Are experiences being shared among groups?
- Is the AA message getting into hospitals, prisons, jails, and rehabilitation centers?
- 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?

The Area Committee is composed of all District Committee Members and Area Committee Officers (including the Past Delegate). All Standing Committee Chairs are appointed positions except for the Table Officer/Finance Committee (letter A, below).

Area 78 Standing Committee Letter Designations

A. Table Officer/Finance (Co-chaired by Chair & Treasurer)
B. Group Records/Registration
C. Public Information (PI)
D. Cooperation with the Professional Community (CPC)
E. Treatment & Accessibilities
Composition of Committees

1) Each trusted servant (District Committee Member, General Service Representative) that registers at an Assembly or Area Committee Meeting is assigned to a committee, with a letter ranging from B to K. (Committee A is comprised of the Area 78 Table Officers).

2) Trusted servant committee assignments are for a two-year period of service, or the remainder of the current panel rotation.

3) A past District Committee Member is appointed as Chair of each committee for the two-year term coinciding with the current Area Committee Panel rotation.

4) A recording Secretary is selected for each committee from its committee members.

5) Committee members may also include alternates and visitors as assigned by the Registrar during registration.

Purpose

Each Standing Committee shall be a service body only, reporting directly to the Assembly.

These Committees makes recommendations (if any) pertinent to their responsibility, for approval or disapproval during their scheduled Committee chair report.

Each Committee meets whenever they are scheduled (usually Friday night and Saturday) at both Area Assemblies and Area Committee Meetings.

Annually, each Committee Chair receives (relative to their committee) a General Service Conference Agenda Information package from the Delegate, which they summarize for distribution to their committee.

Transition / Resignations

- It is imperative that each outgoing 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.

Standing Committees Guidelines

Table Officers / Finance Committee (TOF)

The Table Officers/Finance Committee (TOF) is composed of the Area78 Delegate, the Area 78 Alternate Delegate, the Area 78 Chair, the Area 78 Treasurer, the Area 78 Secretary and the Area 78 immediate Past Delegate. TOF reports to the Area 78 Assembly. At each Assembly and Area Committee Meeting the Area 78 Chair reports on the proceedings of the TOF and Area Committee Officers (ACO) meetings and submits written reports to the Area 78 Secretary for inclusion in the minutes. The Area 78 Table Officers/Finance Committee has two components.

Table Officers (Chaired by the Area 78 Chair)

- have custodial oversight for the operation of the Area 78 Assembly
- insure 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

Finance (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
• maintaining 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

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 of 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.
• Insure 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, in order to have an understanding of 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.

Cooperation with the Professional Community (CPC) Committee

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

The CPC Committee work begins when a member drops a quiet word of AA to their doctors, clergy, or police representative. 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.

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 CPC service work. Area 78 visitors 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.

Duties

• Maintain Area wide CPC contact list for District and Intergroup CPC committees.
• Ensure that the Committee functions properly.
Facilitate full participation during meetings.
Make certain that all relevant matters are discussed.
Insure 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.
Co-operates with Public Information, Corrections and Treatment & Special Needs Committees, to carry a clear and concise message to the professionals.

Corrections

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.
- Insure 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.
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.
- Insure 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 Fellowship New Vision (FNV) 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.
- Insure 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 Fellowship New Vision(FNV) 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 FNV 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 FNV 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 FNV 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.
Registrar Qualifications

This individual should have considerable computer skills, with experience using databases and Microsoft Excel.

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.
- Insure 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.
- Make certain that all relevant matters are discussed.
• Insure 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.
• Insure 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.
E Services Committee

Overssees 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.

A highly detailed and confidential administrative document (Area78WebsiteMaintenance.docx) is available to guide the E-Services chair through most tasks they would be asked to perform.

Duties

- Ensure that the Committee functions properly.
- Facilitate full participation during meetings.
- Make certain that all relevant matters are discussed.
- Insure 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). A step-by-step tutorial document ([Area78WebAdminManual.pdf](#)) is available to guide the administrators through most tasks they would be asked to perform.

**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.

Experience with the Area 78 website and the related Area 91 and Edmonton sister sites has demonstrated that a full time **webmaster is not needed**. 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 SmarterMail 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 SmarterMail 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, and there is a step-by-step tutorial document (Area78EmailAdministratorGuide.pdf) to guide the administrators through most tasks they would be asked to perform.

Related Reading:

The Third Legacy Procedure - The A.A. Service Manual

The Principle of Rotation - The A.A. Service Manual
Resignation Procedures

Guidelines for 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.
- The vote will be by written ballot, using the Third Legacy Procedure.
- Every effort will be made to facilitate a smooth transition.

Guidelines For 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.

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:
  o Why is this change being considered?
  o Does this enhance the DCMs opportunities in contacting the Groups?
  o Does the proposal make a reasonable geographical change for now or is there more change anticipated?
  o Is there a better shift in workload for the District Committee Members affected?

Criteria for Hosting Area Committee Meetings

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.

Presentations to host the January or May Area Committee Meeting (ACM) will be voted upon at the March Pre-Conference
Assembly. 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 to host it. Please keep the presentation to a 10 minute maximum and
include the below criteria in it. The criteria to host the January or May Area Committee Meeting are as follows:

- 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 (DCM), Area Committee Chairs & Area Table Officers.
The host district will be required to chair the DCM’s Friday night Meeting

- Facility requirement is 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 ACM will probably start the third Friday in January and May (excluding long
weekends) around 5:00 PM and end the following day (Saturday) at about 5:30 PM. Please contact Area 78
Chairperson for all scheduling at chair@area78.org . We expect there to be questions from the hosting District 😊

- The main meeting space requires a head table to seat 5 Table Officers. The District is also responsible to supply a
podium and 2 microphones - one for the podium and a floor microphone. 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 required to
seat 20 people, boardroom-style if possible
• 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**

• Host District should **supply coffee/tea etc. for both days but are not required to supply lunch or dinner.**
  
  o It’s Host District’s choice to supply lunch or supper 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 could be used for the District to offset meal costs, or could be donated to Area 78; this is a decision to be made by the hosting District
    
    ▪ If no food is supplied during or after the Area Committee Meeting, please provide a **list of food outlets that will be available near the meeting hall**
    
    ▪ If there is a speaker planned 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

• **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

  o **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

It is important that a representative from both successful Jan and May hosting Districts meet with the Area 78 Chair following the Bid Activity of the March Assembly, to exchange contact information, etc.

It’s further recommended that the hosting Districts work with the current Chair before making any firm commitments with a meeting facility or hotel or caterer.

**Why Do We Need a Conference? - an excerpt from The A.A. Service Manual**

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.”
Travel Assistance Guidelines

*Please note that the Area 78 Travel Assistance is intended to help and not to take away from our need to be self-supporting at all levels. The Travel Assistance is not meant to replace Group or District support.*

The Travel Assistance will be made available to *any voting member* representing a District (District Committee Member or Alternate DCM) or Group (General Service Representative or Alternate GSR) in any district in Area 78 and the assistance is only available by submitting a Travel Assistance Application.

The amount of **$250.00 per application** will be available for the Area 78 Committee Meetings (in January and May of each year) and the Pre Conference Assembly (every March) or for the Fall Assembly (every September).

The application form (on following page) must be submitted to *the Area 78 Treasurer no later than 3 weeks before* an Area Committee Meeting (ACM) or Assembly. This timeline gives the applying GSRs or DCMs the maximum amount of time to make cost-effective travel arrangements for the ACM or Assembly that they are planning to attend.

District Committee Members or their Alternates may apply for assistance to attend Area 78 Committee Meeting or Assemblies, but not all. General Service Representatives or their Alternates may apply for assistance to travel to Assemblies, but not all. Districts applying for a second travel assistance in a calendar year will be considered ONLY after all other requests have been considered.

All applications will be reviewed, approved/disapproved by *the Finance Committee* (which consists of the Delegate, Alternate Delegate, Past Delegate, Chair, Treasurer and Secretary). *Notification to the GSR or DCM will be made as quickly as possible by the Treasurer.*

The following criteria will be used by the Finance Committee:

- Districts/Groups must show a demonstrated need for the travel assistance. The budget (see application form) must show that the District/Groups are attempting to contribute to the DCM/GSR travel. If there is little or no contribution by the District/Group, please attach a note explaining the circumstances.

- Every effort will be made to assist all applicants in whatever way possible, even if direct financial assistance is not available (i.e. billeting, carpooling, etc.)

- Receipts must be submitted for reimbursement to *the Treasurer after the event*.
Travel Assistance Application Form

Date: _______________________________

Applicant’s full name ____________________________________________

Applicant’s Position (check one) DCM ___ Alt. DCM ___ GSR ___ Alt. GSR ___

Applicant’s District Number and Location ____________________________

Home Group Name ________________________________________________

Home Group Location ________________ Applicant’s email address: __________________________

Applicant’s Mailing Address & Postal Code ____________________________

Applicant’s Phone # and Area Code: ________________________________

When was the last Area Committee Meeting or Area Assembly at which a GSR/DCM from your District attended? ____________________________

Note: Please print clearly or download the Word Document, fill it in and send it via email to treasurer@area78.org

Applying for what event? Please select one:

January ACM ___ March Assembly ___ May ACM ___ September Assembly ___

Reminder – you must be a voting member at this event to apply for travel assistance. (See guidelines on page 36)

Is this the 1st time your District has applied for Assistance? Yes ___ No ___

If no, when did your district apply? ________________

(month) (day) (year)

Please provide the following budget details. (Fill in only those items that apply to your situation) Please note that even though we’ve asked for these items on the budget, 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

Travel Costs (gas, airfare, bus ticket).............................................................$ ______

Food............................................................................................................$ ______

Accommodation.......................................................................................$ ______

Other costs ...............................................................................................$ ______

TOTAL COST (Add all the above)   $ ______

District/Group Contribution to attend this event (subtract from TOTAL)......................................................... - $ ______

Assistance Requested..............................................$ ______

Send this completed form to the Area 78 Treasurer (Email & Address posted on website).

All applications will be acknowledged

Receipts must be submitted to receive reimbursement

If you have not received an acknowledgement in a few days, please contact the Area 78 Treasurer.
Motion Procedures

The Motion Form is to be used for ALL Motions (it’s available on the Area 78 Website under “Public Downloads - forms” tabs).

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” section 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.
Miscellaneous (WRAASA, Dec Of Unity, Responsibility Pledge, Maps)

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.

Area 78 Maps

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 to read, print or copy to your computer

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.