

Central

Michigan

Intra

Area

Area 32 Alcoholics Anonymous
Central Michigan

CENTRAL MICHIGAN

INTRA AREA

HANDBOOK1

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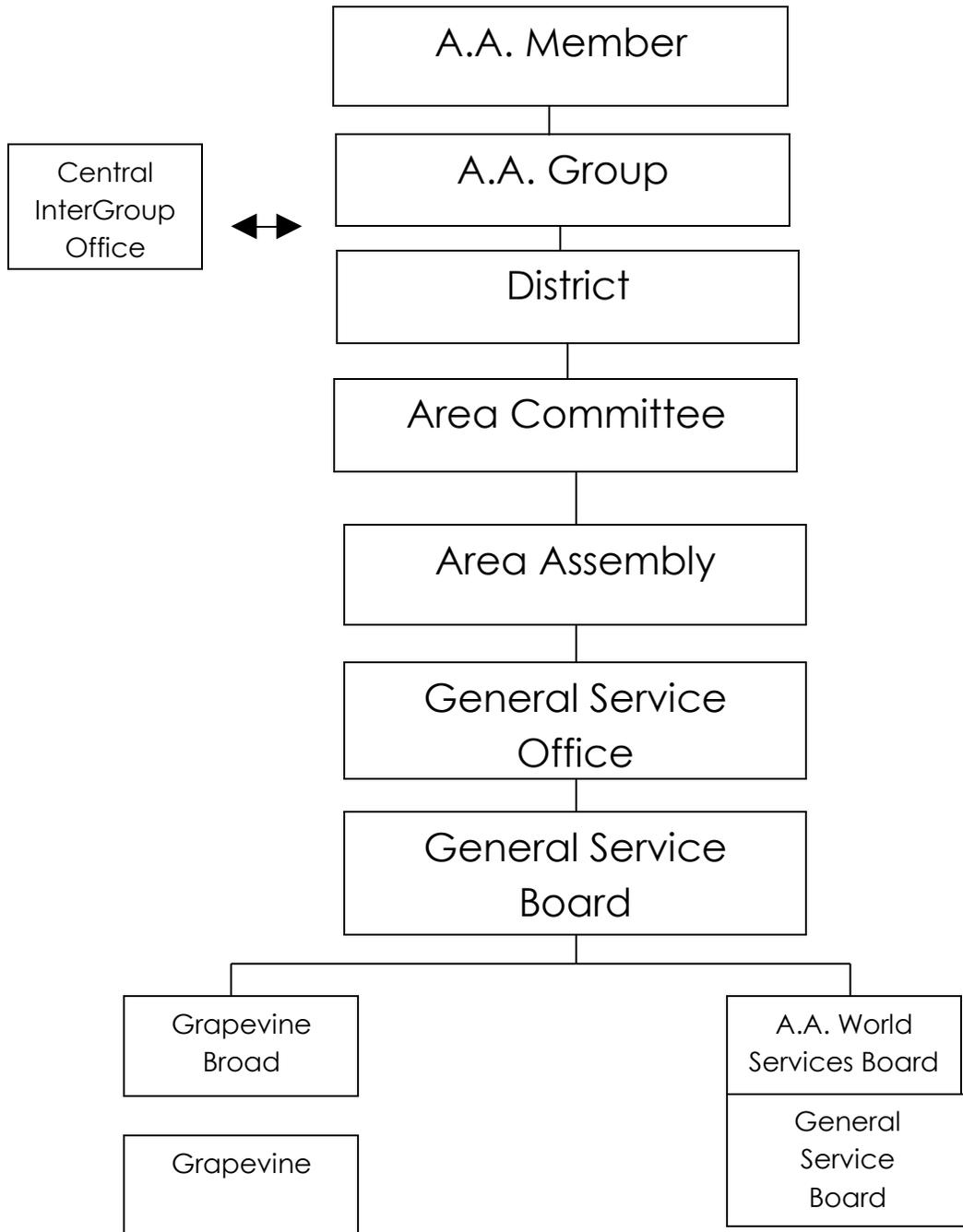
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Central Michigan Intra-Area Handbook

Forward

It is the intent and purpose of this handbook to enable our trusted servants to conduct an organized and fruitful business session through an informed area conscience at the Central Michigan IntraArea meetings. This handbook will act as a quick and ready reference for new GSR's and DCM's of their respective responsibilities and opportunities. At no time is the intent of this handbook to supersede the A.A. Service Manual.

Functions of G.S.O.
Publish A.A. Literature
Serve the Groups
Support the Trustee



What is InterArea?

Central Michigan IntraArea is a body of GSR's, DCM's, a Delegate, past Delegates, Trustee, and past Trustees that meet monthly to carry on the business of A.A. in Central Michigan. The purpose of IntraArea is to resolve any group problems and exchange ideas for carrying the A.A. message to the still suffering alcoholic.

Our meeting divides the responsibilities among DCM's and GSR's. The DCM's hold a closed meeting while many committees, comprised of GSR's, past delegates, or past trustees, meet (such as Public Information). There are currently ten committees that deal with specific issues. The Council meeting of all GSR's and DCM's meets after these separate meetings. All committees report their progress and make their requests known at the Council meeting.

The delegate presents ideas and problems discussed in the DCM meeting before all GSR's at the Council meeting for a vote or discussion. The delegate also reports to the council on activities, new literature, changes in policy, and other topics from the General Service Office. Suggestions from the area meeting are taken to GSO by our delegate. One suggestion from Michigan recently acted upon by GSO was the creation of a film for Treatment Centers.

Who can go to InterArea?

Anyone who is interested in service may attend. Only GSR's, DCM's past and present delegates and trustees may vote.

Why should I Attend IntraArea?

Attendance at IntraArea familiarizes us with the most vital, yet least understood, group services that A.A. has to offer. These services that enable us to function as a whole include: the General Service Office, A.A. World Services, Inc., the A.A. Grapevine, Inc., and our board of trustees. Our worldwide unity and much of our growth since early times are directly traceable to this cluster of giving activities. Attendance offers fellowship with other A.A.'s active in service and the opportunity to experience the continued sobriety of those who chose to act on the Third Legacy of Service, to carry the message of truth and hope.

How is IntraArea Structured?

IntraArea meetings are conducted according to Roberts Rules with a Delegate, Chairperson, Secretary and Treasurer performing the duties describe below. There are currently ten committees, GSR's, DCM's, Delegates and Trustees that make up the IntraArea Assembly. Other committees can be formed as needed. The ten committees are listed below and described after the duties of the officers are delineated.

1. Cooperation with the Professional Community (CPC)
2. Correctional Facilities
3. Finance
4. Forum
5. Grapevine
6. Literature
7. Public Information (PI)
8. Treatment Facilities (TF)
9. Archives
10. Special Needs
11. Area Registrar

What is GSR?

The GSR, or General Service Representative, has the job of linking their group with A.A. as a whole. The GSR represents the voice of the group conscience when reporting the group(s) wishes to the committee member and the area delegate (*A.A. Service Manual*, 1989-90 edition. Pp S43-s45).

What are the duties of GSR?

1. To receive and share with the group all mail from GSO, including the A.A. newspaper, Box 459 and the national directory.
2. Ensure your group sees all pamphlets published by A.A.
3. Help collect and forward to GSO your group's monthly contributions to keep A.A. work going worldwide.

4. Represent the group at the district and area assembly meetings, sharing your experience with neighboring GSR's and getting involved with various committees to care the message.
5. Keep your alternate GSR and fellow group members informed about local and area general service activities.
6. Help the District Committee Member (DCM) obtain up-to-date group information for the national A.A. directory and other service entities in a timely manner.

What is and Alternate GSR and what are the related duties?

An alternate GSR is a person who fills in when the GSR is unable to attend all district or area meetings. The alternate has the same vote when representing the GSR in their absence. The alternate may assist, participate, and share in the responsibilities of the GSR. This includes membership on committees and voicing opinions.

As a new GSR is there anything I need to know first?

Good General Service Representatives use the spirit of our twelve traditions. They are also familiar with our Third Legacy, our spiritual responsibility to give service freely. It is recommended that you know the steps and traditions and are familiar with the concepts. It would be helpful for you to *Alcoholics Anonymous*, *A.A. comes of Age*, and *The General Service Manual*, so you will know where to find the answers.

To whom does the new GSR go when they are having problems with the home group?

The GSR can take the problems to their DCM or discuss it with service people at IntraArea.

What is a DCM (District Committee Member)?

The District Committee Member is an essential link between the GSR's in a district and the area's delegate to the General Service Office. The job is one of two-way communication. The DCM gets reports from the group level and passes them on to the area delegate. Qualifications include: 1. A background in service work including service as a GSR; 2. Enough sobriety to be eligible for election as delegate (4-5 years); and 3. The time and energy to serve the district well. (*A.A. Service Manual*, 1989-90 edition, pp. S51-S57)

What are the duties of a DCM?

1. Holding regular meetings of all GSR's in the district.
2. Assisting the delegate in obtaining group information in time to meet deadlines.
3. Keeping GSR's informed about Conference activities.
4. Getting GSR's acquainted with *The A.A. Service Manual* and *Box 459*.
5. Keeping groups informed about Conference approved books and pamphlets.
6. Holding workshops on service activities.

What is an alternate DCM?

The alternate DCM is a backup for the regular district committee member. If the DCM resigns or for any reason is unable to serve, the alternate steps in. Alternate DCM's should be encouraged to assist, participate, and share in the DCM's responsibilities, attending district and area meetings where feasible. The qualifications of the alternate DCM are identical to the DCM.

Why is the DCM meeting closed?

It was decided by the group that, in order to conduct a more effective service meeting, it would be best to limit the DCM meeting to current DCM's and past and present Delegates. It can be changed to an open meeting only by a vote of the DCM's.

What is a Chairperson?

The Chairperson's responsibilities are centered around the operation of the IntraArea meeting. The chairperson sets the tone of the meeting, ensures that all issues on the agenda are addressed, keeps order, redirects comments to the subject being discussed and maintains a good working relationship with the other officers, delegate and regional trustee. The qualifications for chairperson are enough sobriety to be effective (4 years), involvement in service work at IntraArea prior to the election and the ability to perform the above activities. (*A.A. Service Manual*, 1989-90 edition, pp. S59-S60)

What are the duties of the Secretary?

The secretary maintains attendance records via a roll call and records and reports minutes for all IntraArea council meetings, which includes mailing the minutes to all GSR's, DCM's pas and present Delegates and trustees in Central Michigan. This includes representatives who do not attend IntraArea and are still considered their group's representative. In cooperation with the Area Registrar, the secretary updates the mailing list when new GSR's are elected by their local group and completes and mails update forms to GSO. (*A.A. Service Manual*, 1989-90 edition p. S60) The materials needed to perform these tasks include:

- An up-to-date list of all active and inactive GSR's with their full name, address, phone number.
- The roll call/attendance sign in sheet which lists Groups in the District.
- Maps to all cities that will host IntraArea in the coming year.
- Return address labels or stamp.
- The names, addresses and phone numbers of all chairperson and officers.

What are the duties of a Treasurer?

The treasurer receives and distributes money according to the assemblies' wishes, and keeps accurate legible records of all transactions. At Central Michigan IntraArea groups donate according to what they can afford after meeting group expenses. It is recommended that the groups send excess money to three different service locations. There local Intergroup or Central Office (60%), the General Service Office (30%), and the Area Assembly, called Central Michigan IntraArea (10%).

The treasurer of the General Assembly and District Committee Members (DCM) have a position of the Finance Committee. (CHRISTOPHER WROTE "(1) Delegate Treasurer DCM 4 members from the body")

Normal receipts include, but are not limited to, group donations, the basket which is passed at the assembly to help pay for the meal and the coffee pot (all the money in the coffee pot is sent to the General Service Office). We do not accept outside contributions. Normal disbursements include host expenses, committee expenses and secretary expenses. For qualifications of a treasurers see page S60 and 60 o you're *A.A. Service Manual* (1989-90 edition). For additional information see page 9 of *The A.A. Group* pamphlet.

What is a Delegate and what are the Delegates duties?

A Delegate is a person elected by the GSR's, DCM's, past delegates, present delegates and trustee at the IntraArea Assembly meeting to represent Central Michigan at the annual meeting of the General Service Conference. The Delegate serves as a liaison for two years between the area groups and A.A. General Service Office. It is suggested that a Delegate have five years of continuous sobriety. (*A.A. Service Manual*, 1989-90 edition, pp S68-S73) Specific duties include:

1. Preside over the closed DCM meeting at IntraArea.
2. Serves on a General Service Conference Committee.
3. Inform the IntraArea Assembly about GSR and provide leadership.
4. Helps committees obtain financial support.
5. Attends all state and regional conventions/conferences/forums.
6. Keeps alternate fully informed.

What is an Alternate Delegate and what are one's duties?

An Alternate Delegate is a service worker who at group, district or area level assists, supports, and participates in service responsibilities where feasible, depending on local autonomy and local needs. The qualifications are the same as a delegate.

What is a Trustee?

The trustee we are most familiar with is the East Central Regional Trustee – the reason for this is because our area – Central Michigan, Area 32 is in the East Central Region. This region is made up of 14 Delegate Areas in five states.

The Regional Trustee serves on the General Service Board, which is like the Board of Directors of a corporation.

Excepting the decisions upon matters of policy, finance or A.A. tradition, liable to seriously affect A.A. as a whole, the General Service Board has entire freedom of action in the routing conduct of the policy and business affairs of the A.A. General Service Office and may name suitable committees and elect directors to its subsidiary corporate service entities – A.A. World Service, Inc. (Publishing) and A.A. Grapevine, Inc. (our international journal) – in pursuance of this purpose. Paragraph 10 of *Conference Charter* S-26 and S-31, 1989-90 edition.

The Trustee is a past Delegate that has been nominated by the Delegate areas and can only serve one term in office. The Trustee is elected every four years at the General Service Conference by the 14 Delegates of the region. (*A.A. Service Manual*, 1989-90 edition pp. Ss105-S122)

What are the Committees and what do they do?

Cooperation with the Professional Community (CPC)

Members of the CPC committee inform professionals about A.A. – what we are, where we are, what we can do and what we cannot do. They attempt to establish better communication between A.A.'s and professionals and to find productive and creative ways of cooperation without affiliating. The professional community may include physicians, clergy, judges, therapists, and probation officers or any other professional who comes into contact with an alcoholic.

Correctional Facilities

The purpose of a correctional facilities committee is to coordinate the work of individual A.A. members and groups who are interest in carrying our message of recovery to alcoholics behind the walls and to set-up a means of bridging the gap from the facility to the larger A.A. community. This may include conducting meetings in a prison, providing literature to inmates and coordinating an interim sponsor program.

Finance

The finance committee reviews all requests for money from the officers and committee chairpersons of IntraArea. This group makes recommendations to the GSR body for approval or denial of all requests. This committee also monitors IntraArea expenditures and income to ensure a prudent reserve is maintained and all financial obligations are met.

Forum

The main purpose of the Forum Committee is to introduce new and old GSR's to the Regional Forum. The Regional Forum provides a special opportunity of direct communication and personal contact with people from the General Service Office and its staff. Regional Forums are sharing sessions among area A.A.'s and GSO. It is the hope that by learning more about service the GSR's will be incited into more active service in their local areas. The forum committee is entrusted with funds to sponsor GSR's to the Regional Forum by paying their accommodations, travel and food expenses. We feel that this is a good investment in establishing and A.A. in service and sobriety. The requirements for qualifying for funds are suggested by the committee and voted on by the area assembly.

What are the Committees and what do they do? (cont.)

Grapevine

The Grapevine Committee is a valuable instrument for communication between the Grapevine and the fellowship. It also brings grass-roots opinions to the Grapevine staff so they can better serve A.A.

Literature

The Literature Committee has played vital role in the development of A.A. pamphlets, books and audiovisual materials. This committee determines what material to order for IntraArea and prices for all material.

Public Information (PI)

The Public Information Committee tries to carry the A.A. message and information about the Fellowship to the public. It is also concerned with anonymity breaks at the public level.

Treatment Facilities

The Treatment Facilities Committee encourages A.A. members to assume responsibility for carrying the message into hospitals and treatment facilities. A state-wide contact list for people in treatment is being developed. This committee bridges the gap through workshops and working with treatment center staff to establish beginners meetings and direct the flow of patients to A.A. meetings.

Archives

The Archives Committee gathers and maintains historical material about the fellowship. This material consists of pictures, books, articles, buttons and *Grapevine*. Our committee has copies of the *Grapevine* dating back to 1951. This committee also transports a portion of these historical documents to conventions and meetings to share our history with others.

Special Needs

The Special Needs Committee tries to carry the A.A. message and information about the fellowship to those who are blind or visually impaired; deaf or hearing impaired; chronically ill or homebound; and those with limited reading skills. Members of the Special Needs Committee explore, develop and offer alternatives to make the A.A. message and participation on our program available to everyone who reaches out for it.

What are the Committees and what do they do? (cont.)

Area Registrar

In cooperation with the Area Secretary, the Area registrar develops and maintains records of all registered groups, either active or inactive, within the area. These records include Group information such as Group name, meeting location and time. Registrars are also responsible for names, mailing addresses, phone numbers of the GRS's, DCM's, district officers, area officers, and other area committee members. Any information change or addition generated at the district level is sent to the Registrar to be entered into their system and then sent on to GSO. By keeping accurate records, communication is enhanced throughout the general service structure.

The Area Registrar will also be responsible for updating the area – wide meeting book.

An Area Registrar needs a willingness to become organized and should feel comfortable working with papers. This service position demands time and attention to details, changes and additions are constant. Computer literacy may be helpful.

How do I decide which committee to join and how do I join?

The committee descriptions provided in this booklet briefly describe suggested ways of doing service work in their particular area. Sitting in on any committee meeting does not commit you to that committee. Most committees meet monthly and the times the committees meet are listed in the minutes. Committee members will be more than happy to answer any questions you may have and provide you with literature. When you've decided what committee you'd like to be on, let the chairperson know you are interested in joining that committee. The committees are open to anyone that wishes to participate with the exception of the Finance committee whose members are elected.

Are there any fees or charges for GSR's when attending IntraArea Meetings?

There are no charges, however there are certain expenses. The meetings rotate throughout our Delegate area, creating a transportation expense. Your individual group may want to subsidize this. They may also choose to send a voluntary contribution.