

## SERVICES PROVIDED BY G.S.O./A.A.W.S.

### **The General Service Office**

“...It serves as a clearinghouse and exchange point for the wealth of A.A. experience accumulated over the years, coordinates a wide array of activities and services, and oversees the publication, all translations of, and distribution of A.A. Conference-approved literature and service materials.”

–*The A.A. Service Manual*, page S77

Staff members on assignments help with group problems by sharing accumulated A.A. experience through extensive correspondence, phone calls, the A.A. Web site and by traveling, upon invitation, to A.A. events, and in keeping with General Service Conference Advisory Actions will refer local matters to area delegates. Most staff members are assigned to handle correspondence from a specific geographic area (region). Equal services are provided in Spanish and French, whenever possible.

*The following services may be re-distributed to another assignment:*

### Conference

- Coordinates the annual General Service Conference (GSC) including G.S.O. Conference Planning Meetings and Delegate Chairpersons Orientation in January.
- Supervises the following material for Conference members:
  - GSC Communications Kit and Conference-related documents, forms, etc.
  - GSC Manual.
  - GSC Final Report.
  - GSC Informational Mailings/Communications.
  - GSC Background Material on Hardcopy, CD and GSC Dashboard.
  - Summer Edition of Box 459 (related to GSC)
  - Advisory Actions and Additional Committee Consideration, no action taken, items tabled lists.
- Seeks suggestions from areas for GSC theme, presentation and workshop topics and agenda items.
- Responds to requests from area delegates for shared experience and Conference-related inquiries where appropriate.
- As secretary to the trustees' Committee on the General Service Conference and Conference Agenda Committee, prepares agenda, background, and minutes/reports.

### Cooperation With the Professional Community (C.P.C.)

- Supervises and provides the following:
  - Welcome letter to newly listed Area C.P.C. Committee Chairs; C.P.C. Kit to Area C.P.C. Chairs; C.P.C. Workbooks to District/Other Chairs.
  - C.P.C. Literature Discount Package Order Form and C.P.C.-related service material.
- Coordinates the following:
  - A.A. exhibit at national conferences for professionals; refers local conference invitations to local committees.
  - *About A.A.* bulletin for professionals.

- Every three years, hosts the Annual Day of Sharing with Al-Anon Family Group Headquarters and National Council on Alcoholism and Drug Dependence (N.C.A.D.D.).
  - Working closely with Publications Department and corresponding trustees' committee, coordinates literature and videos that fall under the purview of this assignment and per Advisory Actions applicable to A.A. Conference-approved literature.
- Provides periodic mailings (activity update reports) to C.P.C. chairs.
- Responds to requests from C.P.C. committees for shared experience.
- Meets monthly with medical students of Cornell University Medical Center who visit G.S.O., and provides information about A.A.
- As liaison representative, attends national meetings of the National Institute for Alcohol Abuse and Alcoholism (N.I.A.A.A.) and Recovery Month planning meetings.
- Provides A.A. information in response to inquiries from professionals, and refers to local committees whenever appropriate.
- As co-secretary to trustees' Committee on C.P.C./Treatment Facilities/Special Needs/Accessibilities and secretary to GSC Committee on C.P.C., prepares agenda, background and minutes/report; sends highlights of trustees' committee following each board meeting to General Service Conference committee.
- Liaison to other Twelve Step Fellowships, such as Al-Anon, N.A., O.A., G.A., etc.
- Contact point for 'special international contacts,' such as International Pilots & Aviation Industry Professionals, International Doctors in A.A., International Lawyers in A.A., International Council for Homosexual Men & Women in A.A., and International Conference of Young People in A.A. (I.C.Y.P.A.A.), etc.

### Corrections

- Supervises and provides the following:
  - Welcome letter to newly listed Area/District/Other Corrections/H&I/BTG Committee Chairs; Corrections Kit to Area Corrections Chairs; Corrections Workbook to District/Other Chairs.
  - Corrections Literature Discount Package Order Form and Corrections- related service material.
  - New Correctional Facilities Group Forms & Change of Correctional Facilities Group Forms
  - Distributes the videos "Carrying the Message Behind These Walls;" "It Sure Beats Sitting in a Cell" and A.A. in Correctional Facilities."
- Provides periodic mailings (activity update reports) to Corrections/H&I/BTG chairs.
- Responds to requests from Corrections committees for shared experience and contacts, including contact information for corrections professionals.
- Coordinates the following:
  - Corrections Correspondence Service (C.C.S.) for members in correctional facilities.
  - Forwards pre-release contact requests to local committees.
  - *Sharing From Behind the Walls* publication for inmates.
  - Working closely with Publications Department and corresponding trustees' committee, coordinates literature and videos that fall under the purview of this assignment and per Advisory Actions applicable to A.A. Conference-approved literature.
- Responds to letters from inmates.

- Communicates the need for outside C.C.S. letter writers.
- Provides limited complimentary A.A. literature to inmates, upon request.
- Provides A.A. information in response to inquiries from corrections professionals, and refers to local committees, whenever appropriate.
- As secretary to the trustees' and GSC committees on Corrections, prepares agenda, background and minutes/report; sends highlights of trustees' committee following each board meeting to the General Service Conference Committee.

### Group Services

- Supervises and provides the following:
  - Revisions and updates to A.A. Guidelines and Service Material (SMF)
  - D.C.M. and G.S.R. kits for newly listed D.C.M.s and G.S.R.s.
  - A.A. Group Handbook for newly listed groups.
  - Information/literature packages for starting new groups.
  - List of Service Material Provided by G.S.O.
  - New Group Forms; Change of Group Information Forms; new Central/Intergroup Office Forms.
  - A.A. Directories
  - U.S./Canada Central/Intergroup lists
  - Updates to the *A.A. Service Manual* and revisions per GSC Advisory Actions.
- Liaison to Intergroup/Central Offices.
  - Member on Intergroup/Central Office Seminar Policy Committee and liaison to local offices.
  - Participates at the Annual Central/Intergroup Seminar
  - Provides periodic mailings (activity update reports) to Central/Intergroup Offices.
  - Responds to requests from local offices for shared experience.
- Secretary to the A.A.W.S. Services Committee.
- As secretary to the General Service Conference Committee on Report and Charter, prepares agenda, background and minutes/reports for committee.

### International/LIM

- Responds to inquiries from members, groups, committees outside U.S./Canada; refers to G.S.O./Service Office where one exists.
- Provides shared experience on starting new A.A. groups in countries where A.A. is getting started; refers to nearest G.S.O. when appropriate.
- Responds to inquiries from professionals overseas where no service office exists.
- Upon request, provides contacts for members relocating/traveling overseas.
- Supervises the International Directory.
- Provides A.A. literature upon request where no local offices exist and there are limited resources.
- Maintains communication with foreign G.S.O.s and Service Offices and responds to requests for shared experience.
- Coordinates the World Service Meeting (WSM) held every other year, including G.S.O. planning meetings.
- Supervises the following material for WSM members:
  - WSM Informational Mailings/Communications.
  - WSM Manual.
  - WSM Final Report.

- Provides pertinent information on translations of A.A. literature and assists with new translations by providing copyright/reprint guidelines.
- Upon invitation, travels overseas to service events, conventions, zonal meetings, etc.; meets with professionals as arranged by local A.A.s.
- As secretary to the trustees' International Committee, prepares agenda, background, and minutes/report.
- Acts as secretary to the trustees' International Committee's Trip Consultation Team.
- Coordinates the following for Loners/Internationalists:
  - Bimonthly *Loners-Internationalist Meeting (LIM)* bulletin (a meeting-by-mail).
  - Provides complimentary literature, including the Loners/Internationalists/ Homers Directory and *Box 4-5-9* subscription.
  - Responds to letters from Loners/Internationalists/Homers/Port Contacts/Loner Sponsors.
  - Provides contact information for members in military upon request.

#### International Convention

- Coordinates programming, finances, and Convention facilities.
- Provides Convention information through mailings, *Box 4-5-9*, G.S.O.'s A.A. Web site and AA Grapevine.
- Works with local A.A. committee to provide Host Committee for this event.
- As co-secretary to the trustees' and GSC committees on International Convention/Regional Forums, prepares agenda, background, and minutes/report.

#### Literature

- Coordinates the following:
  - Recovery Conference-approved A.A. Literature
  - Works closely with Publications Department on *Box 4-5-9* publication for the Fellowship
  - Calendar of Events for *Box 459* and related correspondence
  - A.A. literature display package for conventions/conference/roundups, committees, etc.
  - Working closely with Publications Department and corresponding trustees' committee, coordinates recovery literature and other publications that fall under the purview of this assignment and per Advisory Actions applicable to A.A. Conference-approved literature.
- Responds to inquiries about A.A. Conference-approved literature when appropriate.
- Responds to requests from Literature committees for shared experience.
- Provides periodic mailings (activity update reports) to Literature chairs.
- Supervises and provides the following:
  - Welcome letter and informational packet on A.A. literature for newly listed Area/District/Other Literature Committee Chairs.
- As secretary to the trustees' and GSC committees on Literature, prepares agenda, background and minutes/report; sends highlights of trustees' committee following each board meeting to GSC Committee.

#### Nominating/Remote Communities

- Provides information on board vacancies that includes announcements, resume forms, guidelines and procedure information.

- Responsible for maintenance of Confidential G.S.O. and Grapevine Roster
- As secretary to the trustees' Nominating Committee and GSC Committee on Trustees, prepares agenda, background, minutes/report and communications.
- Remote Communities
  - Provides shared experience on working with Remote Communities.
  - Staff liaison to Pre-Conference Remote Communities Meeting, serving as a resource as needed to the delegate chairs.

#### Public Information (P.I.)

- Coordinates the following:
  - Annual Anonymity Letter to Media.
  - Triennial A.A. Membership Survey.
  - Press Releases and Public Service Announcements for TV and Radio.
  - P.I. activities at International Convention.
  - Works closely with Publications Department and corresponding trustees' committee, coordinates literature, Public Service Announcements (PSAs) and videos that fall under the purview of this assignment and per Advisory Actions applicable to A.A. Conference-approved literature.
- Provides accurate and consistent information about A.A. in response to inquiries from media/researchers/students and refers to local committees whenever appropriate.
- Responds to requests from P.I. committees for shared experience.
- Provides access to PSA distribution data to area P.I. committees.
- Refers invitations for A.A. informational presentations at schools/educational institutions to local committees.
- Refers invitations to local health/community fairs to local P.I. committees and provides limited quantities of A.A. literature for this purpose and upon request.
- Provides periodic mailings (activity update reports) to P.I. chairs.
- Supervises and provides the following:
  - Welcome letter to newly listed Area/District/Other P.I. Committee Chairs; P.I. Kit to Area P.I. Chairs; P.I. Workbook to District/Other Chairs.
  - P.I. Literature Discount Packages Order Form and P.I.-related service material.
- Forwards anonymity breaks at the level of public media to area delegates; clarifies misinformation about A.A. in print whenever appropriate and on a case-by-base basis.
- As secretary to the trustees' and General Service Conference committees on P.I., prepares agenda, background, minutes/report; sends highlights of trustees' committee following each board meeting to the General Service Conference Committee.

#### Regional Forums

- Coordinates Regional Forums that includes:
  - Negotiating Hotel Contract (costs, rooms, set-up, equipment, personnel, etc.).
  - Scheduling participants.
  - Working with Host Committee.
  - Mass mailing to all groups and trusted servants in region.
  - Translations as needed.
  - Regional Forum announcements.
- Supervises the following material for Forums:
  - Registration Forms/Flyers.
  - Early-Bird Forum Newsletter.

- Agenda and Program.
- Evaluation Forms and Summary.
- Final Report.
- Translation Equipment as needed.
- Forum-related Service Material.
- On-site Forum Displays.
- On-site A.A. Conference-approved Literature and Service Material.
- Forum information for G.S.O.'s A.A. Web site.
- Responds to Forum-related inquiries.
- Assists Local Forum committees upon request.
- As co-secretary to the trustees' and General Service Conference committees on International Convention/Regional Forums, prepares agenda, background, and minutes/report.

#### Staff Coordinator/Web Services

- Bequests
  - Coordinates correspondence, legal documents and checks related to bequests to A.A.W.S., the General Service Board or to the G.S.O.
  - Responds to attorneys, executors or members planning a Will naming GSB, GSO or AAWS as beneficiary.
- Website Liaison
  - Receives correspondence and phone calls related to the G.S.O. A.A. Website. Supervises G.S.O.'s A.A. Web site;
  - Works closely with Publications Department on changes to Web site and in consultation with Intra-office Web Site Committee and A.A.W.S. Board Services Committee.
  - Responds to suggestions for changes to G.S.O.'s A.A. Web site.
  - Upon request, shares collected experience with local Web site committees.
  - Prepares Web site reports to A.A.W.S. Board and GSC Committee on Public Information.
- Serves as a Director on the A.A. World Services, Inc. board. Prepares final draft of AAWS Highlights.
- As secretary to the General Service Conference Policy/Admissions Committee, prepares agenda, background and minutes/report.

#### Treatment/Special Needs/Accessibilities

- Supervises and provides the following:
  - Welcome letter to newly listed Area/District/Other Treatment Committee Chairs; Treatment Kit to Area Treatment Committee Chairs; Treatment Workbook to District/Other Chairs.
  - Welcome letters and Special Needs packet to newly listed Area/District/Other Special Needs Committee Chairs; provides Special Needs Packet.
  - Treatment Committee Literature Discount Package Order Form and Treatment related service material.
  - Distributes the video "Hope."
  - Working closely with Publications Department and corresponding trustees' committee, coordinates literature and videos that fall under the purview of this assignment and per Advisory Actions applicable to A.A. Conference-approved literature.

- Provides periodic mailings (activity update reports) to chairs of T.F./H&I/BTG and Special Needs committees.
- Responds to requests from Treatment/H&I/BTG committees for shared experience and contacts.
- Responds to letters from clients or patients in treatment centers and refers to local committees whenever appropriate.
- Responds to inquiries from treatment professionals, provides A.A. information and literature, and refers to local committee whenever appropriate.
- Coordinates Special Needs-related service material
- Provides special needs formatted literature when appropriate.
- Responds to inquiries pertaining to Special Needs from members, groups, committees and provides shared experience.
- Responds to inquiries from professionals working with special needs population.
- Communicates with alcoholics with special needs regarding suitability of current literature formats.
- As co-secretary to the trustees' Committee on C.P.C./Treatment/Special Needs/Accessibilities and secretary to the General Service Conference Committee on Treatment/Special Needs/Accessibilities, prepares agenda, background, minutes/report; sends highlights of trustees' committee following each board meeting to General Service Conference Committee.

*The following departments provide additional services:*

#### Archives

- Maintains G.S.O. Archives in accordance with accepted practices and standards characteristic of the industry.
- Responds to requests for research and information from the Fellowship, G.S.O. staff, A.A. service workers, trustees and directors, and other external researchers as to various aspects of A.A. history.
- Provides information about group and area histories.
- Provides assistance to area and district archivists regarding collection and preservation.
- Supervises and provides the following:
  - Archives Workbook.
  - Archives Guidelines.
  - "The A.A. Archives" pamphlet.
  - Distributes video "Markings on the Journey."
- Produces and distributes, upon request, historical photograph sets and photographs of our co-founders (A.A. members only); copies of pre-publication manuscripts of the first edition of the Big Book; bookmarks and wallet cards; and other give-a-ways.
- Maintains and updates content for the Archives portal on G.S.O.'s A.A. Web site.
- Maintains rotating exhibits of interest, as well as a library and other items of interest, for visitors touring G.S.O.
- Upon request, coordinates scheduling and shipping of a traveling exhibit for area events.
- Writes and distributes *Markings*, the Archives newsletter.
- Collects copies of all materials printed or produced by AAWS and the Grapevine, as well as copies of all board minutes, committee reports, and other significant permanent records.

- Preserves all historical and current permanent records of AAWS and the AA Grapevine, through digitization, preservation photocopying, and other archival preservation techniques.
- Collects oral history interviews from early members.
- Processes, organizes, and catalogs all historical and current permanent records so they will be accessible and searchable.
- Manages storage and inventory of inactive records stored off-site.
- As secretary to the trustees' and GSC Archives committees, prepares agenda, background and minutes/report; sends highlights of trustees' committee following each board meeting to GSC Committee.

### Finance/Contributions

- Receives and acknowledges all contributions from A.A. groups and members.
- Provides self-support packets upon request and supervises service material such as group contribution envelopes and birthday envelopes.
- Responds to all inquiries pertaining to individual (member) contributions, group contribution records, account balances, and A.A. finances where appropriate.
- Sets up and supervises annual budgets and in general maintain accurate financial records.
- Supervises content for the Finance portal on G.S.O.'s A.A. Web site.
- Chief Financial Officer (C.F.O.): As secretary to the A.A.W.S. Board Finance Committee, trustees' Finance and Budgetary Committee and the GSC Committee on Finance, prepares agenda, background, minutes and reports.
- Responds to inquiries pertaining to bequests.

### Records

- Maintains data base of group and service position records, which includes mailing lists.
- Supervises annual Group Records update.
- Provides FNV (Fellowship New Vision) data base program and instructions for area registrars or area trusted servant responsible for area group records.
- Processes all updates to records including new group information, trusted servants, local offices, etc.

### Publications

- Edits, designs and publishes all A.A. Conference-approved literature, video, audio and special needs items in three languages: English, Spanish and French and some service material items.
- Creates catalog and order forms.
- Maintains inventory control.
- Processes all literature orders.
- Handles customer inquiries regarding orders.
- Maintains small in-house shipping department.
- Manages outsourced warehousing and shipping companies.
- Oversees translations/licensing of A.A. World Services copyrighted material.
- Research and development for new publications and new formats.
- Publishes the following:
  - *Box 4-5-9.*
  - *G.S.O. Quarterly Report.*



- A.A. Directories and Lists of Domestic and International offices.
- *Markings*.
- *About A.A.*
- *Sharing From Behind the Walls*.
- *Loners and International Members (LIM)* newsletter.
- International Convention souvenirs.
- Sends publication updates to local offices, Conference members on new literature, pricing changes, etc.
- Manages day-to-day G.S.O.'s A.A. Web site upkeep and design.
- Publications Director and Managing Editor act as editorial and publishing consultants to the Trustees and Conference Literature committees.
- Publications Director acts as publishing consultant to the A.A.W.S. Board of Directors; provides Publications Reports to A.A.W.S. Board.

Other G.S.O. Services:

- Gives office tours, upon request, to visitors.
- Provides visitor welcome packets.
- Provides informational packets containing some A.A. literature in response to general inquiries for general information about A.A.
- Sets up annual visit/tour for GSC delegate visitors and guests during Conference week.
- Sets up large group visits and provides welcome/presentation meeting with refreshments (Coffee, etc.).
- Provides local A.A. office information to anyone looking for A.A. meetings; provides group contact information to A.A. members where no local office exists for Twelfth Step purposes and when appropriate.
- Arranges board meetings, housing and meal forms, mailings for the quarterly meetings, minutes, dashboard, etc.
- Handles reprint requests/permissions for use of A.A.W.S., Inc. copyrighted material.