



Area 28 Service Workbook

2019



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.

AA Service Manual	First written in 1951 by Bill W. to outline basic service principles and procedures combined with the Twelve Concepts.
A.A. World Service (AAWS)	One of the operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference approved and service literature.
AREA	A geographical division within a state or province. Normally there is one area to a state or province except in heavily A.A. populated places, where there may be more areas. Some areas include portions of more than one state or province.
Area 28 Service Workbook	A workbook of Guidelines created by and for Area 28 members
Assembly	A meeting of G.S.R.'s and Area committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.
BTG	Bridging the Gap- A.A. members volunteer to be temporary contacts and introduce those coming out of treatment and correctional facilities to Alcoholics Anonymous.
Class A Trustee (non-alcoholic)	There are 7 Class A trustees who are members of the General Service Board, men and women who are recognized professionals in their own fields.
Class B Trustee (alcoholic)	There are 14 Class B trustees who are members of the General Service Board. They are men and women A.A.s who are strong in one or more of the following areas: length of sobriety, business or professional background, leadership, and grasp of A.A. structure.
CPC	Cooperation with the Professional Community -builds relationships with professionals who come into contact with active alcoholics and may be able to refer them to A.A.
CSO/Intergroup	Central Service Office/Intergroup- Handle local services only for a specific geographical area and are not connected with A.A.'s worldwide affairs.
DCM	District Committee Member- An experienced G.S.R. elected by other G.S.R.'s to represent the groups of their district in area committee meetings and to coordinate service activities in the district
DCMC	District Committee Member Chairperson (often referred to as District Chair in Area 28)
Delegate	The person elected every two years by the Area Assembly to serve the U.S. and Canada as a whole at the annual General Service Conference.
District	A division within an area represented by committee member(s).
General Service Area 28	Area made up of Maine and some of Canada
GSB	General Service Board-The legal entity that oversees the operation of A.A.'s service corporations, A.A.W.S., Inc. and the A.A. Grapevine, Inc., as well as the General Service and Grapevine Offices.

General Service Conference

The 93 delegates from the U.S. and Canada convene for a week each year for a closed business meeting to conduct the business of the U.S. and Canada. Members of the G.S.B., G.S.O. staff members, and non-trustee directors of A.A.W.S., Inc. and the A.A. Grapevine, Inc. are also voting members of the Conference.

Grapevine

The international journal of A.A. and "our meeting in print" published monthly.

GSO

General Service Office- provides services to groups in the U.S. and Canada and publishes A.A. Literature.

GSR

General Service Representative. The group contact with the GSO; voting member of the area assembly.

NECYPAA

New England Conference of Young People in Alcoholics Anonymous

NERAASA

Northeast Regional Alcoholics Anonymous Service Assembly

NERD

Northeast Regional Delegates Reunion

NERF

Northeast Regional Forum

PI

Public Information- P.I Committees help carry the message by working with the media and the general public.

Quorum

A quorum shall be the voting members of an Assembly present at the time of the vote

Region

A grouping of areas from which a Regional Trustee is elected to serve on the board of trustees.

RU

Round Up - Area 28 annual convention

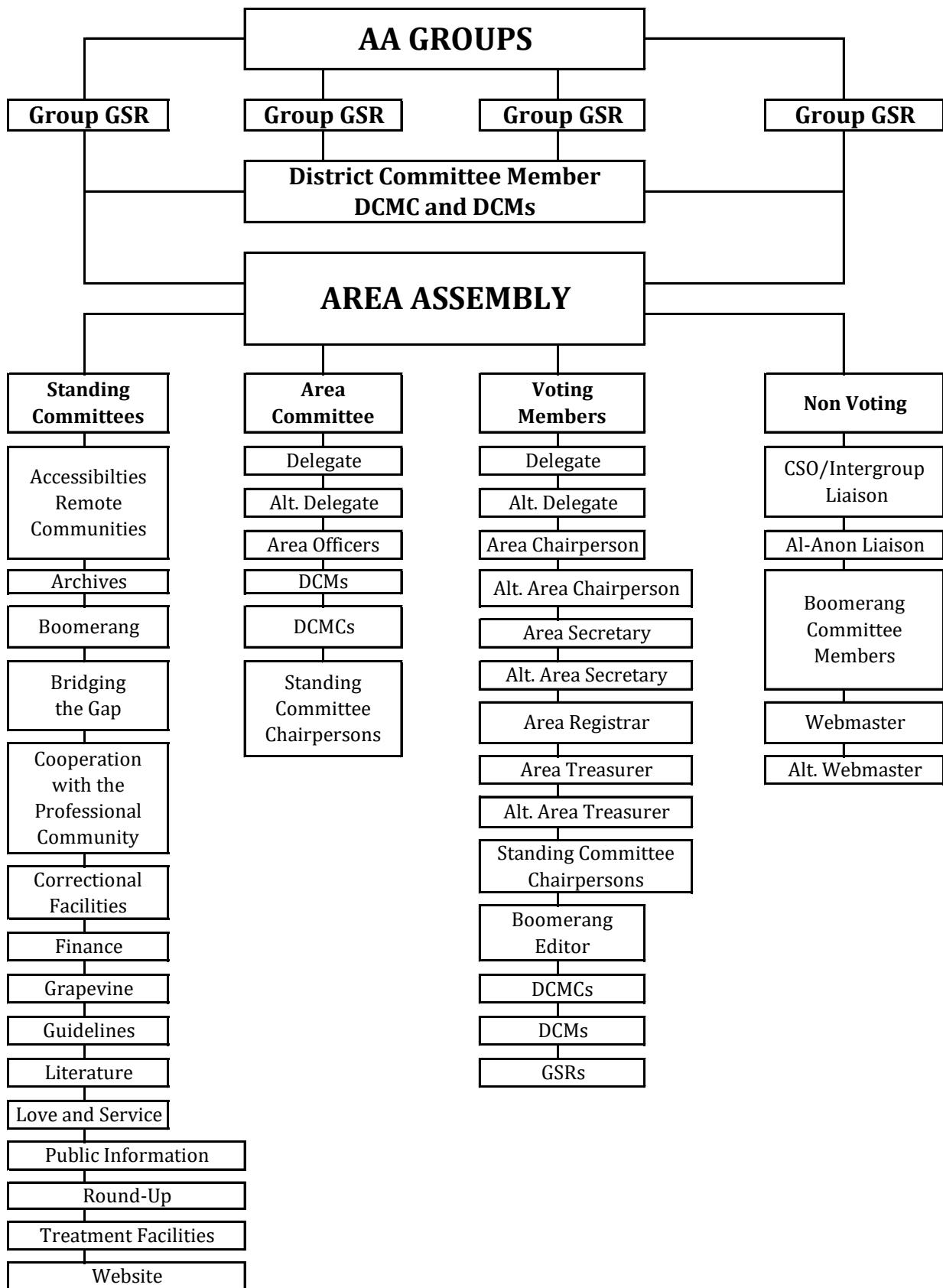
Preamble of General Service Area 28 Assembly of Alcoholics Anonymous

The Area Assembly of Alcoholics Anonymous shall always be a service body and shall protect and respect the autonomy and the privilege of dissent of the Group Conscience of the Area. In the course of deliberations and discussions, the Assembly shall ever be mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and the A.A. Service Manual, and shall strive to be the true voice and Group Conscience of the Area. Unity and service shall ever be the Assembly's primary purpose, and it shall encourage all Area Groups to participate in the business of the Assembly and to support the Assembly in its efforts to cooperate with the A.A. General Service Office and A.A. World Services. The Assembly is specifically charged with the duty of electing a delegate to the General Service Conference and to provide the delegate financial support to assist him or her in the course of performing the duties of the office. The Assembly is further charged with electing an alternate delegate to the General Service Conference and to elect such Area Officers it deems necessary.

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Structure of Area 28



1. Assembly Voting Members:

- A. Delegate
- B. Alternate Delegate
- C. Area Chairperson
- D. Area Alternate Chairperson
- E. Area Secretary
- F. Area Alternate Secretary
- G. Area Treasurer
- H. Area Alternate Treasurer
- I. Area Registrar
- J. All District Committee Member Chairs and District Committee Members
- K. All General Service Representatives
- L. All Area Standing Committee Chairpersons
- M. Boomerang Editor

The non-voting positions and committees of the Area are in alphabetical order:

- N. Al-Anon Liaison
- O. CSO/Intergroup Liaison
- P. Boomerang Committee Members
- Q. Webmaster
- R. Alternate Webmaster

Note: In the absence of any of the above, the alternate may vote. Refer to the A.A. Service Manual- Chapter Four. The Alternate Delegate and Alternate Area Treasurer, who are also Chairpersons of Standing Committees, each carry one vote.

2. Area Assembly Meetings:

- A. The Spring Assembly shall meet the first weekend of April or the last weekend of March (not to conflict with religious holidays). (2-day Assembly)
- B. The Fall Assembly shall meet the third weekend of October (2-day Assembly)
- C. Assemblies to rotate geographically, from North (Districts 3, 4, 7, 10), South (Districts 1, 6, 13, 20, 23, 24, 26), East (Districts 8, 9, 11, 15, 16, 18, 21, 25) and West (2, 5, 12, 14, 17,) when possible.
- D. The fall election assembly bidding shall be first given to those portions of Districts 3, 8, 10, 14, 16 that encompass a central location before opening the bidding as noted above.
- E. The dates of each Area Assembly shall be determined by the Area Chairperson one (1) year prior to each Area Assembly.
- F. The time and the place will be determined by the Assembly at a prior Assembly.
- G. A quorum shall be the voting members of an Assembly present at the time of the vote.
- H. The Delegate or any (3) Area officers may call for a special Assembly if deemed necessary.
- I. In order to enhance flow of information, it is suggested that the following schedule be followed:

First Weekend: January, February, August and the first Sunday in September (after Labor Day), and December (in Election year): Area Committee Meetings, Standing Committees and Swap-Out Meeting. March: Pre-conference Forum. April: Spring Assembly (not to conflict with religious holidays).

Second Weekend: District Meetings. These can also be on a week-day prior to the third weekend.

Third Weekend: May: Post-Conference Forum. October: Fall Assembly

Fourth Weekend: District functions, picnics and Round-Ups, etc. March: Spring Assembly (not to conflict with religious holidays).

3. Attendance:

Area Officers and Committee Chairpersons may be considered for replacement if they miss three (3) consecutive meetings.

4. Area Officers (Trusted Servants):

Delegate*

Alternate Delegate

Area Chairperson*

Area Alternate Chairperson

Area Secretary*

Area Alternate Secretary

Area Treasurer*

Area Alternate Treasurer*

Area Registrar*

*The Delegate, Area Chairperson, Area Secretary, Area Treasurer, Area Registrar, and Finance Committee Chairperson serve on the Board of Directors for the Area 28 501(c)(3) corporation. Being a member of the Board of Directors entails additional meetings and communications with the other Board of Directors as well as responsibilities and liabilities that come with serving on a board of Directors of a 501(c)(3) corporation in the State of Maine. Familiarity with the Area 28 Corporate Bylaws, Articles of Incorporation and other documents as well as nonprofit board experience is recommended but not required.

5. Area Committee:

- A. The Area Committee shall consist of all Area Officers, Area Standing Committee Chairpersons, DCMCs and DCMs.
- B. The Area Committee shall have called meetings in months prior to an assembly. Its function is to develop the Assembly Agenda and Committee recommendations. In the spirit of rotation, an Officers' Exchange meeting will be scheduled in December of election years to allow incoming and out-going officers to have an orderly transition.
- C. Special Area Committee Meetings: Extra meetings required for specific problems can be called for by: The Delegate or any (3) three Area officers.
- D. Participation in Area Committee Meetings: Any members of A.A. may visit and/or participate in discussion. Only members of the Area Committee may vote in Area Committee Meetings.
- E. Responsibilities of Area Committee:
 1. Area Committee members shall attend and participate at all Area Committee Meetings and all Area Assemblies.
 2. Set lively Assembly Agenda.
 3. Visit District Meetings.
 4. Set up Workshops or Assist Districts in doing so.
 5. Run (2) two Assemblies (2 days each) per year.
 6. Encourage sharing of DCM's / District Problems and solutions.
 7. Provide and maintain "Boomerang" as the voice of the Area and ensure its distribution to as many groups as possible.
 8. Fund and support the Area Round-Up.
 9. Provide and maintain Budget.
 10. Support Delegate monetarily and with information.
 11. Ensure Delegate's Post-Conference Forum.

12. Make Delegate aware of Area's consensus on General Service Conference topics.
13. Provide for mailing to DCMCs and DCM's of any special interest items.
14. Welcome Re-Districting and new DCMCs and DCM's.
15. Maintain complete, up-to-date comprehensive mailing list.
16. Cooperate with any Central Service Office (C.S.O.) / Intergroup.
17. Cooperate with the General Service Office (G.S.O) in providing services for Regional Forums or other Regional Functions, etc.
18. Provide updates of this General Service Workbook.
19. Mail or email all minutes of Area 28 committee meetings and assemblies to whomever requests them, including all area officers, area committee members, DCMCs, DCM's, GSR's, Past Delegates and occasionally to groups.

6. Area Standing Committee Chairperson:

- A. Area Standing Committee Chairpersons and Area Alternate Archivist are appointed by the Area Chairperson with the exception of Guidelines (Alt. Delegate), Finance (Alt. Treasurer) and Round Up (Elected position)
- B. Shall meet the same qualifications of other Area Officers as well as any other specific guidelines deemed to be required. Appointment of the Area Standing Committee Chairpersons shall be approved at the January Area Committee Meeting with final approval at the Spring Assembly.
- C. Are expected to attend all meetings of their respective committees. In the event that a Chairperson cannot attend a committee meeting, it is the responsibility of that Chairperson to find a substitute for that meeting
- D. Duties shall include, but are not limited to:
 1. A committee statement of Purpose
 2. Chair committee meetings
 3. Report committee activity at Area Assemblies and Area Committee Meetings
 4. Maintain the committee budget
- F. At the time of rotation, outgoing Area Standing Committee Chairpersons will meet with the newly appointed Chairperson (or Archivist, Boomerang editor, Alternate Treasurer, or Alternate Delegate who serve as committee chairpersons) at the Area swap-out meeting in December following elections, to transfer all committee materials (including electronic materials) and update the new Chairperson on the activities of the committee.
- G. Should any Area Standing Committee Chair be unable to fulfill the responsibilities of their position, they should notify the Area Chairperson of their intent to step down.

7. Area Standing Committees:

- A. Shall function within their individual guidelines and report directly to the Area Assembly. They do not set policy but make recommendations with final approval by an Area Assembly.
- B. One or more DCMCs will be assigned to each Area Standing Committee by the Area Chairperson
- C. Shall include the Chairperson of any District Committee if the District has a similar committee.
- D. Shall meet at the Assemblies, prior to Area Committee meetings and/or at the call of its Chairperson.
- E. All members of a committee, including the Chairpersons, shall be members of Alcoholics Anonymous.
- F. All members of a committee have a vote within the committee and all committee votes will be by simple majority of the committee members present unless otherwise stated.

- G. Any member of Alcoholics Anonymous may attend and have a voice at any committee meeting but only committee members may vote.

Accessibility/Remote Communities Committee:

- A. The purpose of the Accessibility/Remote Communities Committee is two-fold: to offer alternatives so that the AA message is accessible to anyone when requested and the remote communities within Area 28.
- B. The committee Chairperson will cooperate with other committees to ensure that the AA message is accessible to all.
- C. Any interested AA member may be on the committee. Each member of the committee has one vote if they have attended more than one meeting.

Archives Committee:

- A. The purpose of the Archives Committee is to oversee the operation of and procedures for handling of the Area 28 Archives, to make proposals for creating Area Archives policy, and to aid the Area Archivists in their effort to preserve and protect the Area 28 Archives collection.
- B. Shall be responsible for reviewing all aspects of Area Archives policy and, based upon such reviews, will submit reports, recommendations, and agenda items to the Area Committee and the Area Assembly.
- C. Shall be composed of the Area Archivist as Archives Chairperson, Alternate Archivist, Archives Secretary, Chairperson of any District Archives committee, District Chairs as appointed to the committee by the Area Chairperson, and anyone elected to the committee by a vote of the Area Assembly, Area Committee, or Archives Committee.
- D. By a majority vote of the committee, persons who are not members of Alcoholics Anonymous may be allowed to speak at Archives Committee meetings.
- E. A full set of keys to all locked Area Archives shall be entrusted to the Area Archivist and the Area Chairperson.
- F. The Area Archivist and Area Alternate Archivist shall serve a term of two years with the option to stand for reappointment for an unrestricted number of terms.
- G. The expenses of the Area Archivist will be reimbursed to attend the Area 28 Round-Up in order to display Area 28 Archives.

Boomerang Committee:

- A. The appointed Boomerang Editor shall serve as the Chairperson.
- B. The Boomerang Editor shall function as the final say in the content of the "Boomerang", the official newsletter of Area 28.
- C. The Boomerang will be guided by the G.S.O. Newsletter Guidelines as well as its own guidelines set up by vote of the Boomerang Committee.
- D. Four committee members shall be appointed by the Boomerang Editor. Other interested AA members may also serve on the Boomerang Committee.

Bridging the Gap Committee (BTG):

- A. The purpose of the BTG Committee is to be a means of connecting those alcoholics leaving correctional or treatment facilities with Alcoholics Anonymous on the outside when they are released.
- B. May include District and Group BTG Chairpersons and District and Group BTG Committee members.

- C. The Area BTG Chairperson and District BTG Chairpersons shall be responsible for compiling lists of those willing to be contacts for persons being released. The lists from each District will be maintained by the Area BTG Chairperson.
- D. All AA member attendees at BTG meetings shall have a voice and a vote within the BTG Committee.

Cooperation with the Professional Community Committee (CPC):

- A. The purpose of the CPC Committee is to provide information about AA to those who have contact with alcoholics through their profession. (These professions may include health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism.)
- B. The Area CPC Standing Committee Chairperson shall be available to visit and/or communicate with the Districts about working with professionals. This shall include helping establish and support District CPC Committees.
- C. Shall cooperate with and support the Area Public Information (PI), Area Corrections, Area Treatment, and Area Bridging the Gap (BTG) Committees.
- D. May include any AA member who wishes to work with the professional community.

Correctional Facilities Committee:

- A. The purpose of the Corrections Committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics behind the walls of correctional facilities.
- B. May include all District or Group Corrections Committee members.

Finance Committee:

- A. The purpose of the Finance Committee is to formulate an annual Area 28 budget to be presented to the Area 28 Assembly and to be a resource for Group and District Treasurers as well as the Area Treasurer.
- B. The Area 28 Alternate Treasurer is the designated chairperson.
- C. May include District Treasurers as well as the Area Treasurer.
- D. All AA members may attend and have a voice at Finance Committee meetings but only committee members may vote.
- E. Duties include providing a proposed annual Area 28 budget, supporting the Area 28 Delegate financially and with information, be familiar with AA guidelines on finance including the principles of the 7th tradition, and sharing their experience with Groups and Districts.

Grapevine Committee:

- A. The purpose of the Grapevine Committee is to encourage Districts and Groups within Area 28 to elect Grapevine Representatives and to allow elected members of AA to participate in the service structure of Area 28.
- B. Shall carry the message of recovery through our “meeting in print” and by encouraging subscriptions to the “Grapevine”.

Guidelines Committee:

- A. The purpose of the Guidelines Committee is to assist in the writing and maintenance of guidelines for Area 28 officers, committees, and functions as well as to update and maintain the Area 28 Service Workbook and White Book.
- B. Will provide 10 printed copies of the updated White Book at each assembly

- C. Will consist of the Alternate Delegate as Chairperson, all District Guidelines Chairpersons, and a GSR selected by the Guidelines Committee Chairperson from each of the four Area 28 regions, North, South, East, and West.

Literature Committee:

- A. The purpose of the Literature Committee is to be a resource to help any individual, district, or committee with their literature needs.
- B. Maintain a small inventory of service literature, available at cost from GSO.
- C. Shall be ready to set up a display as well as sell at cost, service literature, (including newly revised conference approved materials) at Area Assemblies and other events.
- D. The Chairperson should have a working knowledge of all conference approved literature and have one copy of each to help anyone with their requests to see what they need before they order it and should be ready to assist in ordering literature with copies of the various necessary forms.
- E. May include any District or Group Literature Chairperson or Committee member.

Love and Service Committee:

- A. The purpose of the Love and Service Committee is to help us love ourselves and others through service.
- B. Promote service and provide information about service to ensure the health of the AA community, the continuance of the fellowship, and the effective fulfillment of our primary purpose.
- C. Encourage, sponsor, and present workshops and other activities.
- D. All AA members who attend the committee meeting are considered committee members with a voice and a vote.
- E. Two thirds (2/3) vote of the committee is required for committee action.

Public Information Committee (PI):

- A. The purpose of the Public Information Committee is to create a greater understanding of, and prevent misunderstanding of, the AA program through the public media, electronic media, PI meetings, and speaking to community groups.
- B. May include all District and Group PI committee chairpersons and members.
- C. The Area PI Committee Chairperson and District Chairpersons shall be responsible for compiling lists of those willing to speak to community groups. The lists from each district shall be provided to the Area 28 PI Chairperson who shall maintain and update the overall list which will be used to contact AA members.
- D. The policy of the PI Committee shall be that AA members will be asked to perform speaking commitments in community's other than the one in which they reside, recognizing the importance of anonymity.

Round-Up Committee:

- A. The elected Round-Up Committee Chairperson:
 1. Is empowered immediately after elected
 2. Shall appoint the members of the committee
 3. Is responsible for timely reports to the Area Committee on suggestions of the Round-Up Committee.
 4. A written financial report shall be available at all Fall Assemblies.
 5. Has full authority to contract with the chosen facility, as an agent of Area 28, in order to plan and effectuate the Round-Up. Ultimate financial responsibility lies with Area 28.

- B. The Alternate Round-Up Chairperson is elected at the Fall Election Assembly, following the election of the Round-Up Chairperson. The alternate will vote in the Chairperson's absence.
- C. Area 28 will reimburse the Round-Up Chairperson and Alternate Round-Up chairperson for expenses to attend Area Committee meetings and Area Assemblies.
- D. The Round-Up Committee shall be responsible for:
 - 1. Round-Up seed money
 - 2. Literature and flyers
 - 3. Suggested host facility and facility services
 - 4. Al-Anon and Ala-teen representation at meetings
 - 5. Round-Up agenda, speakers, workshops, registration
 - 6. Booths, Grapevine, CSO, meeting list, etc.
 - 7. Audit of expenses and income
 - 8. Return of proceeds to the Area Treasurer
 - 9. American Sign Language interpreters will be provided at the Round-Up with 30-day advance notice. If not requested prior to 30 days before the Round-Up, there will be no sign language interpreters available. A line for explanation of this policy and instructions for requesting interpreters shall be included in the Round-Up flyer.

Treatment Facilities Committee:

- A. The purpose of the Treatment Committee is to coordinate the work of individual AA members and groups that are interested in carrying the message of recovery to alcoholics in treatment facilities.
- B. Shall cooperate with other committees in every way to assist in the development of their purpose.
- C. Any interested AA member can be on the Treatment Facilities Committee.

Website Committee:

- A. The purpose of the Website Committee is to oversee the operation of the Area 28 web site, the activities of the Area 28 Webmaster, and to review and establish website policies. The committee will follow GSO guidelines on the internet.
- B. Shall provide information to GSR's, Area Committee Members, and other interested AA members within Area 28.
- C. Shall include the Chairperson, Webmaster, and Alternate Webmaster and may include any interested AA member.

8. Area Districts:

- A. A district is a right-sized geographical unit containing 6-20 Groups with which a D.C.M can maintain frequent contact.
- B. Districts larger than 6-20 groups may choose to elect a DCMC and as many DCM's as they feel necessary.

9. Guidelines for Hosting an Assembly:

Area 28 Assembly experience has shown that the following guidelines can aid a District in hosting a successful Assembly and making it a positive service experience for all of those involved. The bid to host an Area Assembly shall be presented to the Area Assembly by the proposing host District.

- A. Assembly locations should include the following:
 - 1. An established site large enough to seat 150 - 200 persons

2. Adequate breakout rooms or areas for Committees to meet. These areas should allow for clear communication without outside distractions.
3. Provide housing and lodging information with phone numbers and pricing information, where possible.
4. Assemblies hosting a Third Legacy Election will require a whiteboard or similar and non-voting ballot counters. The Area will provide ballots, registration forms and voting cards.
5. The assembly site is to be fully handicap accessible.
6. Schedule of events shall be determined by the Area Chair with the assistance of the Area Committee. Regular communication with the Host District should be maintained.
7. Information flyers should be available at the first Area Committee meeting following the bid Assembly.
8. A reasonable price for meal tickets will help the Assembly maintain our tradition of self-support. Expenses that are paid through self-support include, but are not limited to hall rental, meals, hotel, fuel, printing and supplies. The Assembly suggests districts encourage service within their districts versus hiring caterers.
9. The Assembly Host Committee shall provide a full report at the first Area Committee meeting following the Assembly and at the next Area Assembly.
10. Final financial responsibility rests with the Area Assembly. A financial report should be submitted to the Area Treasurer and the Finance Committee as soon as possible after the adjournment of the Assembly.

10. Guidelines for Hosting an Area Post Conference Forum (PCF):

The following guidelines can aid a District in hosting a successful PCF. The bid to host an Area PCF is made by Districts at the Area Fall Assembly.

A. PCF locations should include the following:

1. An established site large enough to seat 100 -125 attendees and have adequate parking for those attendees.
2. The PCF site is fully handicapped accessible.
3. Information flyers should be available at the first Area Committee meeting following the bid assembly.
4. Area 28 has seed money (currently \$250.00) for the PCF. If possible, the Area should be reimbursed the seed money.
5. Any additional expenses that are prudent but not covered by the event will be considered for reimbursement by the Area Treasurer to the hosting district.
6. The host District may wish to provide a Continental breakfast (coffee, pastries, and fruit) and / or a light lunch. The host District may ask for contributions to offset the cost of the site, food, & coffee.
7. The host District of the PCF will provide a report at the first Area Committee meeting following the event and a final report at the next Assembly.

11. Funding:

- A. Prime importance is to be self-supporting through Group contributions.
- B. Needed funds must be available for Delegate's responsibilities per A.A. Service Manual.
- C. Additional funds shall be available for budget items deemed necessary by approval of the Assembly.

12. Elections:

- A. At the October Assembly of each odd year the Area will elect the following: All Area Officers, Round-Up Chairperson, Alternate Round-Up Chairperson and any other elected officials required.

- B. All voting members of the Assembly who are present may vote.
- C. Election of all Area Officers shall be by Third Legacy Procedure as outlined in the A.A. Service Manual, Chapter One.
- D. Single Second Year Term Candidates:
 - 1. The office of Delegate, Alternate Delegate and Area Chairperson shall allow only one (1) two - year term.
 - 2. If any officer resigns or is replaced the office will be filled by the Alternate or, if needed, an election. Filling in a term vacated by a previous officer shall not disallow the replacement from the next regular election.
- E. Other Elective Positions shall be elected by majority vote.
- F. Trustee Nominee Elections:
 - 1. When a nominee is needed for a Trustee-at-Large or Regional Trustee, all Past Delegates shall be notified by the current Delegate, before the election.
 - 2. Any Past Delegate that is willing to serve must complete the Trustee Resume and state their qualifications from the floor of the Assembly.
 - 3. If only one Past Delegate is available, the election can be done by acclamation.
 - 4. If more than one Past Delegate is willing to serve, the voting will be done by Third Legacy Procedure.

13. Election Procedure:

- A. Area Chairperson announces procedure for election (AA Service Manual, Chapter Four) and acceptance of DCM's elected by GSR's.
- B. Area Chairperson introduces the district map and asks for any redistricting. If a DCM has not been elected, GSR's from the new district(s) will caucus and elect one.
- C. Area Chairperson turns the election procedure over to an area past delegate as the Election Chair. It has been customary to have a past delegate from another area to chair the biennial election process with Area 28 past delegates assisting at the blackboard and as tellers. Non-voting AA members will distribute and collect ballots.
- D. A past delegate will read "Why We Need A Conference?" on page S20 from the A.A. Service Manual.
- E. The Election Chair will read "The Third Legacy Procedure" on pages S21 through S23 in the A.A. Service Manual and ask for any questions.
- F. The Election Chair will read Section 1 "Assembly Voting Members" of the Area 28 Workbook.
- G. The Area 28 Secretary calls the roll of assembly voting members.
- H. Election Process:
 - 1. This process herein described is to be followed for each Area 28 election position.
 - 2. Anyone who has served as a DCM is eligible to serve.
 - 3. The Election Chair reads each service positions responsibilities starting with Delegate from the A.A. Service Manual Chapters 5 and 6, and from the Area 28 Service Workbook
 - 4. The Election Chair reads the names from the current Area 28 Contact List prepared by the Area 28 Secretary of voting Area Officers, Area Standing Committee Chairs, DCMCs, DCM's within a district, Round-up Chair and Alternate Round-Up Chair. As names are called, the person answers "yes" or "no" if they are willing to serve in that position.
 - 5. Self-nominations are sought from the floor.
 - 6. Names that said "yes" are listed on the black/white board and numbered.
 - 7. All candidates who make themselves available for a position will stand and give their sobriety date and qualifications.

8. Balloting begins using different colored ballots. Members are reminded to circle the ballot letter and place the candidate's number in the square. Marked ballots are collected and given to the tellers.
9. Any mismarked or unclear ballots are not counted.
10. The members should be reminded of the importance of a fifth ballot in accepting balloting results.

(Ballot Shown)

Circle the Round Of Balloting
<u>A</u> <u>B</u> <u>C</u> <u>D</u> <u>E</u>
Candidate Number:
Please write candidate number in above box

Blackboard/Whiteboard: (As shown)

TOTAL REGISTERED VOTES _____

Candidate Name	Ballot Round	Ballot Round	Ballot Round	Ballot Round	Ballot Round	Hat Elected
	(A)	(B)	(C)	(D)	(E)	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Votes Cast _____

2/3 _____

1/5 _____

14. Area Delegate:

A. Conference Preparation:

1. Shall cooperate with Area Committee in preparing agenda for the Pre-Conference Forum (Spring) Assembly – (BOX 459 useful)
2. Attend district meetings where possible and listen
3. Become thoroughly familiar with Conference topics
4. Get to know your area people
5. Attend pre-conference Assembly and get a good grasp of Area Group Conscience
6. Try to arrange opportunities in advance for Conference report.

B. Conference:

1. Shall attend all sessions and keep notes.

- 2. Share your experience when appropriate
- 3. Gather available material -
- C. Post Conference:
 - 1. Prepare Report - try to make it interesting and informative (a view of A.A. in action)
 - 2. Deliver Conference Report at planned meetings.
 - 3. Visit district meetings
 - 4. Arrange general meetings to deliver the Conference Report.
 - 5. Listen to group conscience of which you are the Voice.
- D. General Duties:
 - 1. Provide leadership especially in training
 - 2. Participate in training activities whenever possible.
 - 3. Prepare a good service talk - not just a factual report
 - 4. Find opportunities to deliver service talks
 - 5. Work through Area and District committees
 - 6. Be co-operative and available
 - 7. Plan definite objectives and work towards them.
 - 8. Go to as many functions as is possible as specified in the A.A. service manual.
- E. Recommended service experience:
 - 1. GSR, DCM, Prior Area Officer, minimum of 5 years of sobriety.

15. Area Alternate Delegate:

- A. Assist Delegate and Area Committee in preparing agenda for pre-conference (spring) Assembly
- B. Chairperson of the Guidelines Committee.
- C. Attend all area meetings.
- D. Become familiar with Conference topics
- E. Learn the thinking of the Area
- F. Be prepared to replace the Delegate at any time.
- G. Meet with Delegate for report of General Service Conference
- H. Travel with Delegate on his/her visits
- I. Visit District Meetings
- J. General Duties:
 - 1. Provide leadership and assist Delegate
 - 2. Participate in training activities
 - 3. Work with Area and District Committees
 - 4. Stand available at all times.
- K. Recommended service experience:
 - 1. GSR, DCM, Prior Area Officer, Minimum 5 years of sobriety.

16. Area Chairperson:

It is the responsibility of the Area Chairperson to:

- A. Chair Area Committee Meetings and Area Assemblies.
- B. Ensure that D.C.M.'s receive Assembly agenda items and/or committee suggestions with enough time to allow two (2) District meetings for Group and G.S.R. discussions of issues at Assembly.
- C. Ensure that a budget is available with Agenda topics
- D. Work with Delegate to incorporate Conference items for Spring Assembly Agenda
- E. Set up visitation of Area Officers to District meetings with regard to geography and schedules
- F. Notify all Area Officers of all pertinent information, or make sure information is being sent.

- G. Shall appoint Area Committee Chairpersons
- H. Shall assign District Chairs to serve on Area Committees
- I. Assembly Preparation
 - 1. Shall prepare the agenda with Area Committee and Delegate (Use Box 459 in preparing agenda items)
 - 2. Distribute agenda to Committee and all DCM's. (This should be out six weeks before Assembly date. Assembly and agenda should be planned carefully to make full use of time available)
 - 3. Set time schedule for each meeting (Make sure timing of Assembly coincides with important calendar events, e.g. pre-Conference, after-Conference, election time, training needs, etc.)
- J. Assembly:
 - 1. Shall lead the Assembly through organization and conduct including the physical plant (make sure the local District Host Committee where Assembly is being held has arranged proper accommodations for meetings and needs of people attending; making sure the Assembly room will be properly set up; encourage all District Committee Members to hold productive district meetings prior to Assembly; check with Area Committee to ensure ample notices go out to all groups. Adhere to the time schedule - start and stop on time. Don't make speeches. Make sure accurate minutes are kept. Adhere to the agenda - control the meeting).
- K. General Service, Past Assembly:
 - 1. Meet with Area Committee and review
 - 2. Plan Area Committee action after review
 - 3. Involve the Area Delegate (Make sure Area Delegate has all needed information).
- L. General Duties:
 - 1. Select Area Standing Committee Chairpersons after election of Area Officers.
 - 2. Be available to Area Committee
 - 3. Encourage planning of Area Activities, especially service workshops of all kinds
 - 4. Attend District Meetings where possible
 - 5. Encourage, counsel and guide Area Delegate
 - 6. Be a leader, communicate, and listen.
- M. Recommended service experience:
 - 1. Prior GSR and DCM. Minimum of 5 years of sobriety

17. Alternate Area Chairperson:

- A. Secretary of the Archives Committee.
- B. Maintain an inventory of all equipment owned by Area 28.
- C. Be prepared to replace the Area Chairperson at any time and fulfill duties.
- D. Recommended service experience:
 - 1. Prior GSR and DCM, DCMC. Minimum of 5 years of sobriety.

18. Area Secretary:

- A. Shall attend all Assemblies and Area Committee meetings.
- B. Keep accurate minutes
- C. Organize filing system for minutes, records, group data, etc.
- D. Be prepared to research and find past procedures when asked.
- E. Make sure minutes and other pertinent information is sent out promptly.
- F. Mail or email all minutes of Area 28 committee meetings and assemblies to whoever requests them, including all area officers, committee members, DCM's, GSR's, and Past Delegates and groups.

- G. Recommended service experience:
 - 1. Prior GSR and DCM experience, minimum of 3 years' sobriety, and knowledge of secretarial skills useful.

19. Alternate Area Secretary:

- A. Shall keep accurate mailing list of all groups, GSR's, DCM's, Area Officers, and Standing Committee Chairpersons.
- B. Be prepared to take the place of the Area Secretary at any time.
- C. Recommended service experience:
 - 1. Prior D.C.M and G.S.R experience: minimum of 3 years' sobriety; knowledge of secretarial skills useful.

20. Area Treasurer:

- A. Shall attend all Area Committee meetings
- B. Be available to work with Area Committee in setting Assemblies, reports, etc.
- C. Be prepared to give full treasury report at all times
- D. Responsible for raising the money needed for area support, (which calls for firmness and diplomacy).
- E. Keep an eye on foolish and/or extravagant outlay of monies by committees or delegates
- F. Guardian of Area Funds.
- G. Area Duties:
 - 1. Keep accurate records of Area Treasury
 - 2. Set up accounting system for his/her duties
 - 3. Work with and give advice to GSR's and District Treasurers regarding contribution requests to the Area
 - 4. Keep a firm grasp on Area spending
 - 5. Be prepared and able to travel to districts, groups, etc., if requested
 - 6. Serve on, not chair, Area Finance Committee.
 - 7. Is responsible for bringing forms/signature cards to the Area Swap-out meeting for turning over the Area bank accounts to the newly elected Treasurer, Alternate Treasurer, and Area Chairperson.
- H. General Duties:
 - 1. Be available to Area Committee
 - 2. Encourage planning of Area activities
 - 3. Encourage, counsel and guide Area Delegate
 - 4. Encourage training sessions of all kinds
 - 5. Be a leader.
- I. Recommended service experience:
 - 1. Prior GSR and DCM, experience in bookkeeping useful and computer accounting programs is strongly suggested. Minimum of 3 years' sobriety.

21. Alternate Treasurer:

- A. Shall attend all area committee meetings
- B. Be available to work with area committee in setting assemblies, reports, etc.
- C. Be prepared to give full treasury reports in a timely manner
- D. Assist in raising the money needed for area support, which calls for firmness and diplomacy
- E. Assist the area finance committee and Area Treasurer.
- F. Be prepared to take the place of the Area treasurer at any time.
- G. Area duties:
 - 1. Chair the finance committee

2. Make preparation of the annual area budget for presentation at the fall assembly
 3. Provide recommendation of contribution sent to GSO at the spring assembly.
- H. General Duties:
1. Be available to area committee
 2. Encourage planning of area activities
 3. Attend district meetings where possible.
- I. Recommended service experience:
1. Prior GSR and DCM, experience in bookkeeping useful and computer accounting programs is strongly suggested. Minimum of 3 years' sobriety.

22. Area Registrar:

- A. Shall facilitate group registrations and cooperate with GSO Records Department through the use of Fellowship New Vision (FNV) database.
- B. Registrar will use FNV to update records of groups and trusted servants in Area 28, check records for groups and districts and provide print out information.
- C. Area Duties:
 1. Establish a working relationship with Area DCMs, the Delegate, and the Records Staff at the GSO.
 2. Provide basic information such as: How FNV works, explain the 30-day New Group pending process, explain the 6th Tradition, (as it applies to naming a new group)
 3. Provide group information to GSRs/Groups including status codes and what they mean and group service numbers.
- D. General Duties:
 1. Process group / individual updates in a timely manner.
 2. Meet GSO Directory timelines.
 3. Meet deadlines imposed by Area 28 and retain a copy of the FNV User's Manual for reference to be passed on to the incoming Registrar.
 4. Train incoming Registrar at swap-out meeting
- E. Recommended Service Experience:
 1. Prior GSR and DCM, experience with computers and advanced knowledge of Microsoft Office Suite Program is useful, minimum of three (3) years sobriety.

23. District Committee Member Chairperson (DCMC):

- A. Shall attend and chair monthly District meetings
- B. Ensure the list of groups in district is current and up to date.
- C. Encourages participation in Service Committees
- D. Available to assist GSR's and DCM's in the Districts.
- E. Must be knowledgeable about A.A. Service Manual and adhere to suggested procedures
- F. Ensure District Committees are functioning and observing guidelines for their committee.
- G. The District Chairperson and DCM's attend and participate in all Area Committee Meetings, Pre and Post-Conference Forums and Area Assemblies
- H. Assigned by Area Chairperson to an Area Standing Committee
- I. Prepares brief factual written district report with legible or electronic copy to Area Secretary
- J. Is knowledgeable of A.A. affairs in District
- K. Shares District problems and those activities which may benefit others at Assemblies
- L. Has a good grasp of group conscience of the District
- M. Ensure GSR's are familiar and understand the A.A. Service Manual (included with the G.S.R. Service Kit from GSO) and Area 28 Service Workbook
- N. Encourages GSR's to attend training sessions, workshops, sharing sessions, etc.
- O. Assist G.S.R.'s in updating group registration computer print-outs

- P. Provide New Group Information forms to new groups in the District.
- Q. Encourage groups, through G.S.R.s to reach out into the community through the P.I. and C.P.C. Committees
- R. Encourage Committee Chairs of the District to participate in the corresponding Area Standing Committees.
- S. Recommended service experience:
 - 1. Prior G.S.R. - 3 to 4 years' continuous sobriety

24. District Committee Member (DCM):

- A. Shall encourage each of their assigned groups to have an active G.S.R
- B. Receives and discusses group reports with GSR's
- C. Keeps informed of group affairs and /or problems.

25. General Service Representative (GSR):

- A. Attends group meetings regularly
- B. Sits in as a member of group steering committee
- C. Reports to group regularly at meetings on all service meetings and service activities
- D. Conducts group inventory at least once each year;
- E. Encourages group interest in Box 459
- F. Keeps informed of group affairs and encourages 7th Tradition contributions
- G. Is available to serve, cooperate and counsel with other Group Committee Chairpersons (Sponsorship, Literature, Institutions, Intergroup, Central Service Office, etc.)
- H. Returns Group Information Change Forms to GSO in a timely manner.
- I. Attends district meetings regularly
- J. Reports to district on his/her group
- K. Shares with other GSR's
- L. Attends all Assemblies and participates in preparation for assembly
- M. Keeps complete records with all procedures and Minutes available for all District meetings and Assemblies and for group meetings when reporting to group
- N. Available to serve in such district activities as may be required.
- O. Attends training sessions, workshops, etc.
- P. Studies the A.A. Service Manual and Area Service Workbook
- Q. Obtains the services of an alternate (at least during second year of term)
- R. Supervises training of an Alternate particularly with A.A. Service Manual, Area Service Workbook, procedures, reports and general familiarization with duties
- S. Participates in workshops, sharing sessions, etc.
- T. Endeavors to become an active, knowledgeable and effective GSR.
- U. Recommended service experience:
 - 1. 2-3 years of sobriety recommended; Group experience, such as setting up meeting, making coffee, group officer, etc.

26. Amendment Process:

- A. Any Amendment of the Area General Service Workbook shall be submitted in writing by:
 - 1. Any Group and its GSR
 - 2. Any District and its DCM
 - 3. Any Area Officer
 - 4. Any Area Standing Committee Chairperson
- B. It shall be submitted to the Area Committee for inclusion on an upcoming Assembly Agenda.
 - 1. The presenter should be in attendance to represent and discuss the proposed Amendment.
 - 2. Discussion and majority vote will allow the Amendment on the Assembly Agenda.

3. A negative vote will demand further review and a second and final proposal by the presenter at the next Area Committee Meeting.
- C. A three-quarters {3/4} Affirmative vote by an Assembly quorum is necessary for a change to be adopted. The assembly quorum shall be established immediately prior to a vote.

27. APPENDIX

Guidelines for reserve fund to assist financially struggling districts.

STRUGGLING DISTRICT Definition and Guidelines

Definition: A struggling district is any Area 28 district that has not participated in a two-day Area Assembly due to being a dark district, its remoteness, newness, or having insufficient funds to send a DCM or District Chairperson, or alternates to participate in assembly activities and bring its district's voice to the Area.

Process for applying for funds:

- A. All requests for assistance funds should be mailed or E-mailed on a completed form to the Area Chairperson. The form should be received by the Area Chair by the 1st of the month in which the assembly is to be held. The Chairperson will respond to the request by phone or E-mail by the 7th of the month.
- B. The Area Chairperson will consult with the Delegate, Alternate Delegate, Treasurer, Secretary, and Finance Committee Chairperson before making a decision to grant financial assistance.
- C. The "subsidy" form for financial assistance will be forwarded to the Treasurer. The following criteria is to be used in determining whether to grant the request or not:
 1. Districts must show a demonstrated need for the assistance and show that the district and / or groups are attempting to contribute. If little or no contribution is being made by the district, explain the circumstances.
 2. Districts that have not used the funds before will be given first priority.
 3. Districts that have been under-represented in the past will be given priority.
 4. If the district is dark, then a request can be made by a GSR or interested group member.
 5. Every effort will be made to assist all applicants in whatever way possible even if direct funding is not available.
- D. The amount of funds available for each assembly is \$500. If the amount is not used fully for the Spring Assembly, then the remainder may be used in May for the Post Conference Forum (Delegate's Report). If any remains it may be carried forward to the Fall Assembly. Any remainder for the year lapses. Total: \$1000 per year.
- E. Receipts for gas, meal ticket, and lodging shall be presented to the treasurer on a completed expense report by the end of the assembly for reimbursement by check. All forms and receipts shall be retained with the assistance application form.
- F. The Finance Committee Chairperson and committee shall review and give a full report on the use of the Struggling District Fund at the Fall Assembly and any anticipated activity to date. At that time they may make recommendations for increases or decreases in the amount of the fund.

AREA 28 STRUGGLING DISTRICT APPLICATION FOR FUNDS

Date: _____ **District #** _____ **Location** _____

GSR / DCM Name: _____ **Phone #** _____

Mailing Address: _____

E-Mail Address: _____

Assembly you are applying for: _____

What was the last Assembly a GSR / DCM for the District attended:

?

Date of the Assembly (if known):

Is this the first time this district has applied for assistance? Yes No

If “No”, when did your district apply? _____

Please provide the following budget details. (Fill in only those items that apply to your specific situation). Please note that even though we have asked for all these items on the budget, it is expected that every GSR / DCM will research and make use of the most cost-effective way to use the funds that may be given.

Gasoline \$ _____

Food (meal tickets) \$ _____

Accommodations

Other Costs

TOTAL COST \$

Subtract District Contribution: \$

Assistance Requested \$

Please send completed form to Area 28 Chairperson by required date.

AREA 28 DISTRICT DIRECTORY

DISTRICT 1

CAPE ELIZABETH
LONG ISLAND
PEAKS ISLAND
PORTLAND

DISTRICT 2

ANDOVER
BETHEL
CARRABASSETT VALLEY
DIXFIELD
FARMINGTON
KINGFIELD
MADRID
MEXICO
NEW PORTLAND
NORTH JAY
PHILLIPS
RANGELEY
RUMFORD
STRATTON
STRONG
WILTON

DISTRICT 3

ABBOTT VILLAGE
BANGOR
BENEDICTA
BREWER
BROWNVILLE JUNCTION
CHARLESTON
CORINNA
DEDHAM
DEXTER
DOVER-FOXCROFT
EAST EDDINGTON
EAST ORRINGTON
EDDINGTON
GREENVILLE
GUILFORD
HAMPDEN
HERMON
HOWLAND
INDIAN ISLAND
LEVANT
MILO
MONSON
NEWPORT
OLD TOWN
ORONO
ORRINGTON
ROCKWOOD
VEAZIE
WINTERPORT

DISTRICT 4

ALLAGASH
DRUMOND, N.B.
EAGLE LAKE
EDMUNSTON, N.B.
FORT KENT
GRAND FALLS N.B.
MADAWASKA
SINCLAIRE
ST. HILIARE, N.B.
ST. LEONARD, N.B.
ST. QUENTIN, N.B.
VAN BUREN

DISTRICT 5

AUBURN
GREENE
LEWISTON
LISBON
LISBON FALLS
LIVERMORE
MECHANIC FALLS
NORWAY
POLAND
SOUTH PARIS
TURNER

DISTRICT 6

BATH
BOWDOINHAM
BRUNSWICK
FREEPORT
GEORGETOWN
ORRS ISLAND
RICHMOND
TOPSHAM

DISTRICT 7

AROOSTOOK
AROOSTOCK JUNCTION, NB
ASHLAND
CARIBOU
CONNOR
FORT FAIRFIELD
HOUTON
NEW DENMARK, N.B.
NEW SWEDEN
PERTH ANDOVER, N.B.
PLASTER ROCK, N.B.
PRESQUE ISLE
ST. AGATHA
STOCKHOLM
TOBIQUE FIRST NATION N.B.
WOODSTOCK FIRST
NATION, N.B.

DISTRICT 8

ELLSWORTH
GOULDSBORO
HANCOCK
MARIAVILLE
SULLIVAN
WINTER HARBOR

DISTRICT 9

BOOTHBAY
BOOTHBAY HARBOR
BRISTOL MILLS
DAMARISCOTTA
MONHEGAN ISLAND
NEWCASTLE
SOUTH BRISTOL
SOUTHPORT
WALDOBORO
WISCASSET

DISTRICT 10

CHESTER
EAST MILLINOCKET
LINCOLN
MILLINOCKET
PATTEN

DISTRICT 11

ALEXANDER
CALAIS
CAMPOBELLO ISLAND
DENNYSVILLE
EASTPORT
PRINCETON
ST. STEPHEN, NB

DISTRICT 12

AUGUSTA
COOPERS MILLS
DRESDEN
FARMINGDALE
GARDINER
HALLOWELL
KENTS HILL
MANCHESTER
NORTH WHITEFIELD
PITTSTON
RANDOLPH
READFIELD
SIDNEY
TOGUS
WINDSOR
WINTHROP

DISTRICT 13

ACTON
ALFRED
BERWICK
BUXTON
HOLLIS
KENNEBUNK
KENNEBUNKPORT
KEZAR FALLS
LIMERICK
NORTH BERWICK
SANFORD
SOUTH BERWICK
SPRINGVALE
WATERBORO
WELLS
WEST NEWFIELD

DISTRICT 14

BELGRADE
BINGHAM
CANAAN
CHINA
CLINTON
FAIRFIELD
JACKMAN
MADISON
PITTSFIELD
SKOWHEGAN
UNITY
WATERVILLE
WINSLOW

DISTRICT 15

APPLETON
CAMDEN
HOPE
NORTH HAVEN ISLAND
OWLS HEAD
PORT CLYDE
ROCKLAND
ROCKPORT
SOUTH THOMASTON
TENANTS HARBOR
THOMASTON
UNION
VINAL HAVEN
WARREN

DISTRICT 16

BELFAST
BROOKS
LINCOLNVILLE
SEARSPORT
STOCKTON SPRINGS

DISTRICT 17

BRIDGTON
CASCO
DENMARK
FRYEBURG
GORHAM
GRAY
HARRISON
SOUTH CASCO
STANDISH
WINDHAM

DISTRICT 18

BAR HARBOR
NORTHEAST HARBOR
SALISBURY COVE
SOMESVILLE
SOUTHWEST HARBOR
SWANS ISLAND

DISTRICT 20

BIDDEFORD
OLD ORCHARD BEACH
SACO
SCARBOROUGH

DISTRICT 21

BLUE HILL
BROOKLIN
BUCKSPORT
CASTINE
DEER ISLE
ORLAND
PENOBCOT
SEDGWICK
STONINGTON

DISTRICT 23

KITTERY
KITTERY POINT
OGUNQUIT
YORK
YORK BEACH
YORK HARBOR
YORK VILLAGE

DISTRICT 24

CHEBEAGUE ISLAND
CUMBERLAND
FALMOUTH
SOUTH PORTLAND
WESTBROOK
YARMOUTH

DISTRICT 25

BEALS ISLAND
COLUMBIA
JONESPORT
LUBEC
MACHIAS
MILBRIDGE
WHITING