

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

A B C D E

Candidate Number:

Please write
candidate number
in above box

Blackboard/Whiteboard: (As shown)

TOTAL REGISTERED VOTES _____

	Candidate Name	Ballot Round (A)	Ballot Round (B)	Ballot Round (C)	Ballot Round (D)	Ballot Round (E)	Hat Elected
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.