

# **Alaska Area 02 Committee Handbook**

**Amended & Approved, Preconference Assembly, Anchorage AK., March 24, 2018**

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**PURPOSE:** In order to provide the area committee the flexibility to develop and maintain the standing committee structure, committee job descriptions and responsibilities are documented in this handbook, which is Area-adopted service material.

Service material is developed out of our experience and is intended to provide guidance in the various areas of service for the trusted servants of Area 02. In all of our proceedings we shall observe the spirit of the A.A. Twelve Traditions, mindful of the ideals expressed in the A.A. Service Manual and the Twelve Concepts. The Right of Participation and the Right of Appeal and Petition shall always be relied upon. Freely refer to the AA Service Manual as well as the Alaska Area 02 web site, [www.area02alaska.org](http://www.area02alaska.org) for forms.

## **1. AREA 02 ASSEMBLY MEMBERSHIP**

### **1.1 THE AREA COMMITTEE**

- a. Area Officers: Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Treasurer, Alternate Treasurer
- b. Area Standing Committee Chairs
- c. District Committee Members (DCM)s:
  - DISTRICT 1 – Interior Alaska
  - DISTRICT 2 – Interior Alaska
  - DISTRICT 3 – Kodiak
  - DISTRICT 4 – Kenai Peninsula
  - DISTRICT 7 – Anchorage, Western Alaska
  - DISTRICT 8 – Anchorage, Western Alaska
  - DISTRICT 9 – Northern SE Alaska
  - DISTRICT 10 – Southern SE Alaska
  - DISTRICT 11 – Mat-Su Valley, Copper River Basin & Prince William Sound
  - DISTRICT 12 – North Slope, Northwest Alaska (currently dark)

### **1.2 GENERAL SERVICE REPRESENTATIVES (GSR)**

GSR's represent their group at the Assembly bringing the voice of the group conscience, reporting the group's thoughts to the delegate. The GSR is also responsible to bring back to the group information about Area actions which affect A.A. unity, health and growth.

### **1.3 AREA ARCHIVIST**

## **2. AREA 02 STANDING COMMITTEES**

Standing committee chairs should be responsible with a solid period of sobriety. The ability to work with others and come to consensus on committee projects is needed:

### **2.1 LITERATURE, GRAPEVINE (GV), COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC), PUBLIC INFORMATION (PI), CORRECTIONS AND TREATMENT FACILITIES**

- a. Educate and inform the area membership about the committee's area of service and encourage participation in that service throughout Area 02.
- b. Understand Area 02 and General Service Office (GSO) guidelines and committee service material to better facilitate and support the groups and districts of Area 02 in their efforts in committee's work.
- c. Review and understand General Service Conference (GSC) agenda items that relate to the committee and report on these items at the pre-conference assembly.
- d. Provide draft budget figures to the finance committee prior to the budget assembly.
- e. Provide a written report at area assemblies; attending whenever possible to chair the committee roundtable at each assembly.
- f. Turn over committee work history and background information to the next committee chair

## 2.2 **FINANCE**

The Finance Committee is chaired by the Alternate Treasurer who has the following responsibilities:

- a. Prepare the annual draft area budget for the upcoming fiscal year for consideration at the summer assembly for review and approval.
- b. Report and review regularly with the area committee, sources of funding for the annual budget.
- c. In coordination with the area chair and treasurer, perform any other analyses for compliance with the approved budget.
- d. At the request of the area chair and treasurer, perform any other analyses for compliance with the approved budget.
- e. Provide a written report at all area assemblies, attending whenever possible to chair the finance committee roundtable at each assembly.
- f. Turn over committee work history and background information to the next committee chair.

## 2.3 **REPORT AND CHARTER**

Review motions adopted at area assemblies; recommend amendments to the area guidelines, committee handbook, and other area service materials; and review submitted recommendations or proposed amendments to area service materials necessary to ensure that those documents accurately reflect area practices.

- a. Submit draft revisions to area service materials to the summer assembly for ratification as outlined in the area guidelines.
- b. Provide draft budget figures for committee efforts to the finance committee in advance of the summer assembly.
- c. Provide a written report at each area assembly; attending whenever possible to chair the R&C committee roundtable at each assembly.
- d. Turn over committee work history and background information to the next Committee Chair.

## 2.4 **AGENDA**

The Agenda Committee is chaired by the Area Secretary, and includes the following responsibilities:

- a. Ensure the dates and specific locations for area assemblies are confirmed.
- b. Coordinate with hosting district and Area Chair work on assembly agendas; including reviewing the assembly flyer for accuracy, etc.
- c. Prepare agendas to reflect the focus of each assembly.
- d. Maintain the history of area actions and upcoming events.
- e. Determine the moderators for Friday afternoon and Saturday morning sharing sessions/workshops.

## 2.5 **COMMUNICATIONS**

Recognizing that the communications committee may impact the area's relationship with entities outside of A.A., it is the responsibility of the area chair to ensure that at least one area officer or past delegate serves on the communications committee. Membership of the communications committee consists of the chair, a newsletter editor and web servant, and other interested members of the fellowship.

### ***a. The chair of this committee has the responsibility to:***

- a. Oversee administration of the area newsletter and website; coordinate information sharing with newsletter and website committee members.
- b. Act as chair for all newsletter and website committee meetings.
- c. Ensure financial accountability, adhering to committee budget.
- d. Monitor registration of URL with InterNic and ISP vendor.
- e. Recommend to the Area Chair technically skilled people for webmaster and newsletter editor.
- f. Assure that activities of the area newsletter and website adhere to the twelve Traditions.
- g. Turn over committee work history and background information to the next committee chair.

### ***b. The newsletter editor has the responsibility to:***

- a. Encourage Area 02 members to write and submit articles for the area newsletter.
- b. Write and edit articles to educate and interest members in area activities and information.
- c. Publish and circulate the area newsletter as determined at area assemblies.
- d. Attend area assemblies, workshops, and committee meetings whenever possible.

### ***c. The web servant has the responsibility to:***

- a. Web site maintenance requires special expertise and the web servant need not rotate.
- b. Oversee day-to-day operations of the area website.
- c. Update standard content of the website in a timely manner.
- d. Recommend and add new content to the website as appropriate.
- e. Communicate and coordinate with the area communications chair.
- f. Maintain the website and ensure its availability to the area.

## 2.6 ARCHIVES

### **a. Area archivist**

- a. Archives maintenance requires special expertise and the archivist need not rotate.
- b. The archivist is appointed by the archives steering committee and ratified by the area assembly at the same time the assembly approves an incoming slate of committee chairs.
- c. In keeping with A.A.'s traditional "right of participation" the archivist is a voting member at area assemblies.
- d. Provide a written report at all area assemblies.

### **b. Archives steering committee**

- a. The committee is responsible for establishing and implementing policies for the management and maintenance of the archives.
- b. The committee is composed of 5 members, including the alternate delegate, who traditionally serves as chair of the committee. Each area chair, in rotation, shall appoint 2 members to four-year terms.
- c. The committee provides oversight and coordination of the budget for archivist functions, area archives committee and the steering committee; presenting a proposed budget to the finance committee in advance of the annual summer assembly.
- d. The committee reviews and approves requests for the archivist to attend and/or present archives displays at assemblies and A.A. events throughout the area.
- e. The committee reports to the assembly on matters of policy change for the area archives.

### **c. Archives standing committee**

- a. The committee assists the area archivist in collection and preservation of area archives and historical documents from districts, groups, and events throughout Alaska.
- b. The committee provides workshops and sharing sessions and promotes the awareness of A.A. and area history.
- c. Provide a written report at all area assemblies; attending whenever possible to chair the archives committee roundtable at each assembly.
- d. The standing committee chair is also responsible for turning over a work history of committee activities during the term of service to the incoming archives chair.

## 2.7 ***REMOTE COMMUNITIES***

Recognizing that remoteness is based not only on geography, but also on cultural, and language differences, the standing committee on remote communities will work with districts to foster carrying the A.A. message to these communities.

This standing committee is comprised of a committee chair appointed by the Area Chair, the Alternate Delegate who will represent the Area on inter-area matters, and such additional members as may be asked by the committee chair to assist in the committee's work.

- a. Committee Chair shall:
  - i. provide a written report at area assemblies;
  - ii. Attend area assemblies whenever possible to chair the committee roundtable at assemblies;
  - iii. Provide draft budget data to the finance committee prior to the fall budget assembly;
  - iv. Work with and coordinate with the Alternate Delegate with regard to inter-area remote communities matters; and
  - v. Turn over committee work history and background information to the incoming committee chair.
- b. Remote Communities standing committee shall:
  - i. Assist the districts of Area 02 in carrying the A.A. message to remote communities, and refer requests from remote communities to districts;
  - ii. Encourage outreach to remote communities by sharing information from and successes of other districts and areas; and
  - iii. Coordinate with the Area's districts and share information on successful outreach to remote communities.

## 3. **AMENDMENT PROCEDURE**

Proposed amendments to this Alaska Area 02 Committee Handbook shall be submitted in writing to the area chair, the R&C chair and the area secretary. The Handbook may be updated by the Report and Charter committee and adopted by the Area pending ratification at the next assembly.

4. APPENDIX A: Archive Request Form

## ARCHIVES EXHIBIT REQUEST FORM

**Checkout Information:**

Event:
Location:
Date of Event:

**Trusted Servants:**

Exhibit	Name	Telephone #	Email	Pickup/Return Dates
Person requesting exhibit				
Person picking up exhibit				
Person returning exhibit				

**Size and Nature of Exhibit**

#	Exhibit to be checked out	# of tables	Nature of Materials, (be specific)
	Copies		
	Originals		
..	Workshop / presentation		

**Security measures:**

**Expenses:**

*Given the specific facility and handling of Archives displays, it is the responsibility of the hosting committee to request Archives participation at whatever level can be supported by that event. A request is made by submitting the Archives Display Request Form to the Archives Steering Committee for approval. **The cost of Archives participation, including secure facilities and shipping, as well as Archivist travel, registration and meals should be included in an covered by the event budget.** An estimate can be arrived at through discussion between the Event committee/Archives Steering Committee/Archivist.*

<b>Transportation:</b>	\$	<b>Registration:</b>	\$	<b>Other:</b>	\$
<b>Lodging:</b>	\$	<b>Meals:</b>	\$		

**Notes:**

**Signatures:**

	Signature	Date
Request submitted by:		
Request received by		
Items returned by, (Archive committee member)		

**To request an exhibit, please contact the Archives Steering Committee Chair: [altdelagate@area02alaska.org](mailto:altdelagate@area02alaska.org)**

**To arrange check-out of a display, contact our Area Archivist: [archivist@area02alaska.org](mailto:archivist@area02alaska.org)**



5. **APPENDIX B: Modified Robert’s Rules of Order**

Area 02 understands that full discussion of an idea is important prior to the introduction of a formal motion. From *“The AA Group: Where it All Begins”*, experience has taught us that, *“On sensitive issues, the group works slowly – discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision.”* In our discussion process, we respect each other, take turns and ensure everyone has the opportunity to be heard.

Modified Roberts Rules of Order

<b>YOU WANT TO</b>	<b>YOU SAY:</b>	<b>Second required?</b>	<b>Debatable?</b>	<b>VOTE</b>
Adjourn	I move we adjourn	Yes	No	Majority
Register a complaint	Pont of privilege	No	No	No vote
Table a matter	I move we table this matter	Yes	No	Majority
End of discussion or debate of a matter	I move the previous question	Yes	No	2/3
Have a further study of a matter	I move we refer this to a committee	Yes	Yes	Majority
Amend a motion	I move this motion be amended to read....	Yes	Yes	Majority
Introduce a matter of business	I move that....	Yes	Yes	Majority
Object to an error in procedure	I move the order of the day OR Point of order	No	No	Majority
Request information	Point of information	No	No	No vote
Take up a previously tabled issue	I move we take from the table....	Yes	No	Majority
Reconsider an item already disposed of (You must have been on the prevailing side in the vote on the original motion)	I move we reconsider the vote on our action relative to....	Yes	Only if the original motion was debatable	Majority
Consider an item out of its scheduled order	I move we suspend the rules and consider....	Yes	No	2/3
Delay action indefinitely	I move to postpone indefinitely	Yes	Yes	Majority