

# **Alaska Area 02 Committee Handbook**

**Amended November 6, 2021**

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- I. PURPOSE:** In order to provide the Alaska Area 02 Committee (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 (Area). 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.

## **II. AREA 02 ASSEMBLY MEMBERSHIP**

### **A. THE AREA COMMITTEE**

1. Area Officers: Delegate, Alternate Delegate, Chair, Alternate Chair, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer
2. Area Standing Committee Chairs
3. 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 inactive)

### **B. GENERAL SERVICE REPRESENTATIVES (GSR)**

GSRs represent their groups 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.

### **C. AREA ARCHIVIST**

## **III. AREA 02 STANDING COMMITTEES**

When not specified elsewhere in the Committee Handbook, each standing committee is comprised of a chair appointed by the Area Chair, and such other committee members as may be appointed by committee chairs to assist in the work of the respective committees. Chair-appointed standing committee chairs will be ratified at the next Area Assembly.

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.

Responsibilities of the respective Area 02 standing committees follow:

A. LITERATURE, GRAPEVINE (GV), COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC), PUBLIC INFORMATION (PI), CORRECTIONS AND TREATMENT FACILITIES

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

B. AGENDA

The Agenda Committee is chaired by the Area Secretary. In addition to the responsibilities identified in Section III.A., above, the Agenda Committee includes the following responsibilities:

1. Ensure the dates and specific locations for Area Assemblies are confirmed;
2. Coordinate with the hosting district and Area Chair on Assembly agendas, including review of the Assembly flyer for accuracy, etc.;
3. Prepare agendas to reflect the focus of each Assembly; and
4. Maintain the history of Area actions and upcoming events.

C. ARCHIVES

1. 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; and
  - d. Provide a written report at Area Assemblies.
2. Archives Steering Committee

- a. Responsible for establishing and implementing policies for the management and maintenance of the archives;
- b. Composed of five members, including the Alternate Delegate, who traditionally serves as chair of the committee. Each Area Chair, in rotation, shall appoint two members to four-year terms;
- c. Provide oversight and coordination of the budget for archivist functions, area Archives Committee and its steering committee; presenting a proposed budget to the Finance Committee in advance of the Budget Assembly;
- d. Review and approve requests for the Archivist to attend and/or present archives displays at assemblies and A.A. events throughout the area; and
- e. Report to the Assembly on matters of policy change for the area archives.

### 3. Archives Standing Committee

In addition to the responsibilities identified in Section III.A., above, the Archives Committee includes the following additional responsibilities:

- a. Assist the Area Archivist in collection and preservation of area archives and historical documents from districts, groups, and events throughout Alaska;
- b. Provide workshops and sharing sessions and promote the awareness of A.A. history in the Area;
- c. Provide a written report at Area assemblies, attending whenever possible to chair the Archives Committee roundtable at each Assembly; and
- d. The standing committee chair is responsible for turning over a work history of committee activities during the term of service to the incoming Archives Chair.

## D. COMMUNICATIONS AND TECHNOLOGY

Recognizing that the Communications and Technology Committee may impact the Area's relationship with entities outside of A.A., the Area Chair will ensure that at least one Area officer and/or past delegate serves on the Communications and Technology Committee. Membership of the Communications and Technology Committee consists of the chair, an Area officer and/or past delegate, Web servant, and other interested members of the fellowship. Website maintenance requires special expertise, and the Web servant need not rotate.

In addition to the responsibilities identified in Section III.A., above, the Communications and Technology Committee includes the following additional responsibilities:

1. The chair of this committee has the responsibility to:
  - a. Oversee deployment and administration of business-enabling technology (processes and tools) for the Area, including the Area website, email, cloud storage, and other electronic communication tools. This responsibility does not include direct end-user or "help desk" support but rather ensuring all supporting account and usage documentation is assembled and maintained in one place.
  - b. Chair committee meetings;
  - c. Ensure financial accountability, adhering to the committee's budget;
  - d. Monitor and manage domain names with DNS Registrar of record;

- e. Recommend to the Area Chair technically skilled people to fill the Web servant position;
  - f. Assure that technology-supported activities of the Area adhere to the Twelve Traditions; and
  - g. Turn over committee work history and background information to the next committee chair.
2. The Web servant has the responsibility to:
    - a. Oversee day-to-day maintenance of the Area website under the direction of the Communications and Technology Committee Chair;
    - b. Update (add, remove, rework) website content in a timely manner;
    - c. Communicate and coordinate issues or developments with the Communications and Technology Committee Chair.

## E. FINANCE

In addition to the responsibilities identified in Section III.A., above, the Finance Committee includes the following additional responsibilities. The Finance Committee is chaired by the Alternate Treasurer who has the following responsibilities:

1. Prepare the annual draft Area budget for the upcoming fiscal period for consideration at the Budget Assembly for review and approval;
2. Regularly report and review status and sources of funding for the biennial budget with the Area Committee;
3. Coordinate with the Area Chair and Treasurer to perform other analyses and prepare projections to assure conformance with the approved budget;
4. Provide a written report at Area Assemblies, attending whenever possible to chair the Finance Committee roundtable at each Assembly; and
5. Turn over committee work history and background information to the next committee chair.

## F. 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 the Districts to foster carrying the A.A. message to these communities.

This standing committee is comprised of an appointed 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.

In addition to the responsibilities identified in Section III.A., above, the Remote Communities Committee includes the following responsibilities:

1. Committee Chair shall:
  - a. Provide a written report at Area assemblies;
  - b. Attend Area Assemblies whenever possible to chair the committee roundtable at assemblies;

- c. Provide draft budget figures to the Finance Committee prior to the fall Budget Assembly;
  - d. Work with and coordinate with the Alternate Delegate with regard to inter-area remote communities' matters; and
  - e. Turn over committee work history and background information to the incoming committee chair.
2. Remote Communities Standing Committee shall:
- a. Assist the districts of the Area in carrying the A.A. message to remote communities and refer requests from remote communities to districts;
  - b. Encourage outreach to remote communities by sharing information from and successes of other districts and areas; and
  - c. Coordinate with the Area's districts and share information on successful outreach to remote communities.

#### G. REPORT AND CHARTER

In addition to the responsibilities identified in Section III.A., above, the Report and Charter Committee includes the following responsibilities:

- 1. Review motions and proposed amendments to the Area's guiding documents and service materials received from the Area Committee or general service representatives, and prepare recommendations for discussion at the next Area Assembly.
- 2. Provide draft budget figures for committee efforts to the Finance Committee in advance of the Budget Assembly.
- 3. Provide a written report at each Area Assembly; attending whenever possible to chair the committee roundtable at each assembly.
- 4. Turn over committee work history and background information to the next committee chair.

#### IV. AMENDMENT PROCEDURE

Amendments to the Alaska Area 02 Committee Handbook shall be proposed in accordance with the Alaska Area 02 Committee Structure and Procedures Guidelines, Section IX, Amendment and Suspension Procedures.

**APPENDIX A: Archives Request Form**

**ARCHIVES EXHIBIT REQUEST FORM**

<b>Event:</b>
<b>Location:</b>
<b>Date of Event:</b>

**Trusted Servants**

	Name	Telephone #	E-mail	Pickup/Return Date
Person Requesting Exhibit				
Person Picking Up Exhibit				
Person Returning Exhibit				

**Size and Nature of Exhibit:**

	Exhibit to be checked out	# of tables	Nature of material (Be specific)
	Copies		
	Originals		
	Workshop / presentations		

**Security measures:**

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**Expenses:**

*Given the specific facility and handling requirements of Archives displays, it is the responsibility of the hosting committee to request Archives participation at the event 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 and covered by the event budget.** An estimate of expenses can be arrived at through discussion between the Event committee/Archives Steering Committee/Archivist.*

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

**Notes:**

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**Signatures:**

	Signature:	Date:
Request submitted by:		
Request recv'd by:		
Items Returned by: (Archives Committee Member)		

**Checkout Information:**

**To request an exhibit, please contact the Archives Steering Committee Chair - (Alt. Delegate from Alaska Area 02 roster)**

**To arrange check-out of a display, contact our Area Archivist - (Alaska Area 02 Roster)**

## 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

YOU WANT TO	YOU SAY:	Second required?	Debatable?	VOTE
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