

WASHINGTON  
STATE EAST AREA 92  
HANDBOOK

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## **THE DISTRICT COMMITTEE MEMBER AND THE WASHINGTON STATE EAST AREA 92 COMMITTEE**

“Our Twelfth Step — carrying the message — is the basic service that the AA Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, AA is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven’t been given the truth may die.

“Hence, an AA service is anything and whatever helps us to reach a fellow sufferer — ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to AA’s General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.” (Bill W. AA Service Manual)

### **What is it to be a Trusted Servant?**

Trusted servants at any level of AA service are expected to exercise leadership, and leadership is not simply a matter of submissive housekeeping. It is the voice of experience, based upon the trials of thousands of groups in AA’s pioneering time.

The main principles of Tradition Two are crystal clear: The "group conscience" is the ultimate authority and the "trusted servant" is the delegated authority. One cannot function without the other. As a leader, you are to be entrusted with delegated responsibility to act humbly regarding the group conscience.

The "trusted servant" provision of Tradition Two contemplates that you as a servant, within the scope of your duties, should be trusted to use your own experience and judgment to determine how you will interpret and apply your own authority and responsibility to each particular problem or situation as it arises. To accept the necessary disciplines that your service tasks require and to see yourself as "a small part of a great whole."

### **With this in mind, The WSEA 92 Committee has put together the following thoughts and information for the use of future DCMs:**

In WSEA 92, our DCMs traditionally meet with the other members of the WSEA 92 Committee in January and July at WSEA 92 Quarterlies and in April and October at WSEA 92 Assemblies.

Some of the WSEA 92 Committee members have been:

1. Sharing experiences, ideas and problems in each of the Districts represented.
2. Receiving information from the WSEA 92 Delegate, other Area 92 Officers, and Special Committee Chairpersons, about the General Service Office, the General Service Conference, and various WSEA 92 activities, to take back to the Districts.
3. Presenting, reviewing, and/or clarifying motions concerning WSEA 92 policy, procedure, and organization.

We have found that the first two functions, experience sharing and information gathering, have been enjoyable and worthwhile.

We would like to share some of our experience regarding WSEA 92’s motion procedures.

1. The idea for a motion can come from any member, a Group, a District, any WSEA 92 Committee, or from the floor of a WSEA 92 Committee meeting (Quarterly) or Assembly.
2. The WSEA 92 Committee tries to be responsive to the needs of WSEA 92 by choosing the most appropriate course of action for each issue by using the Traditions and Concepts as guidelines.

3. Some motions are considered housekeeping motions. A housekeeping motion:
  - a. is a motion of a routine nature dealing with administrative or purely formal matters necessary to expedite WSEA 92 Assembly or Quarterly business;
  - b. does not affect WSEA 92 policies, procedures, or substantial monetary expense and
  - c. does not limit or take away the rights of any member.
4. Some situations may arise when the WSEA 92 Committee needs to take action at a WSEA 92 Quarterly Committee Meeting on an issue normally handled at a WSEA 92 Assembly. In such cases, polling of the GSRs through their DCMs has proven an effective procedure.
5. Some ideas, proposals, or plans of action by their very nature or scope need to be put on the WSEA 92 Area Assembly agenda for approval by the GSRs.
6. Such items will be presented to the WSEA 92 Committee at a WSEA 92 Quarterly, where they will be discussed, clarified and amended (if needed) and then finalized by vote for inclusion on the WSEA 92 Assembly Agenda as a motion. One role of the WSEA 92 Committee is to clarify the language and structure of all proposed motions to ensure that their intent is clear.
7. Should the appropriate committee chosen to review the proposal decide not to include the proposal on a Quarterly or Assembly agenda, the maker(s) of the proposal could still present it as new business at an Area Quarterly or Assembly.
8. The WSEA 92 Committee, through the collective wisdom of its group conscience, seeks to represent the best interests of the Fellowship in WSEA 92.

Finally, we would like to share some recommendations based on our experiences:

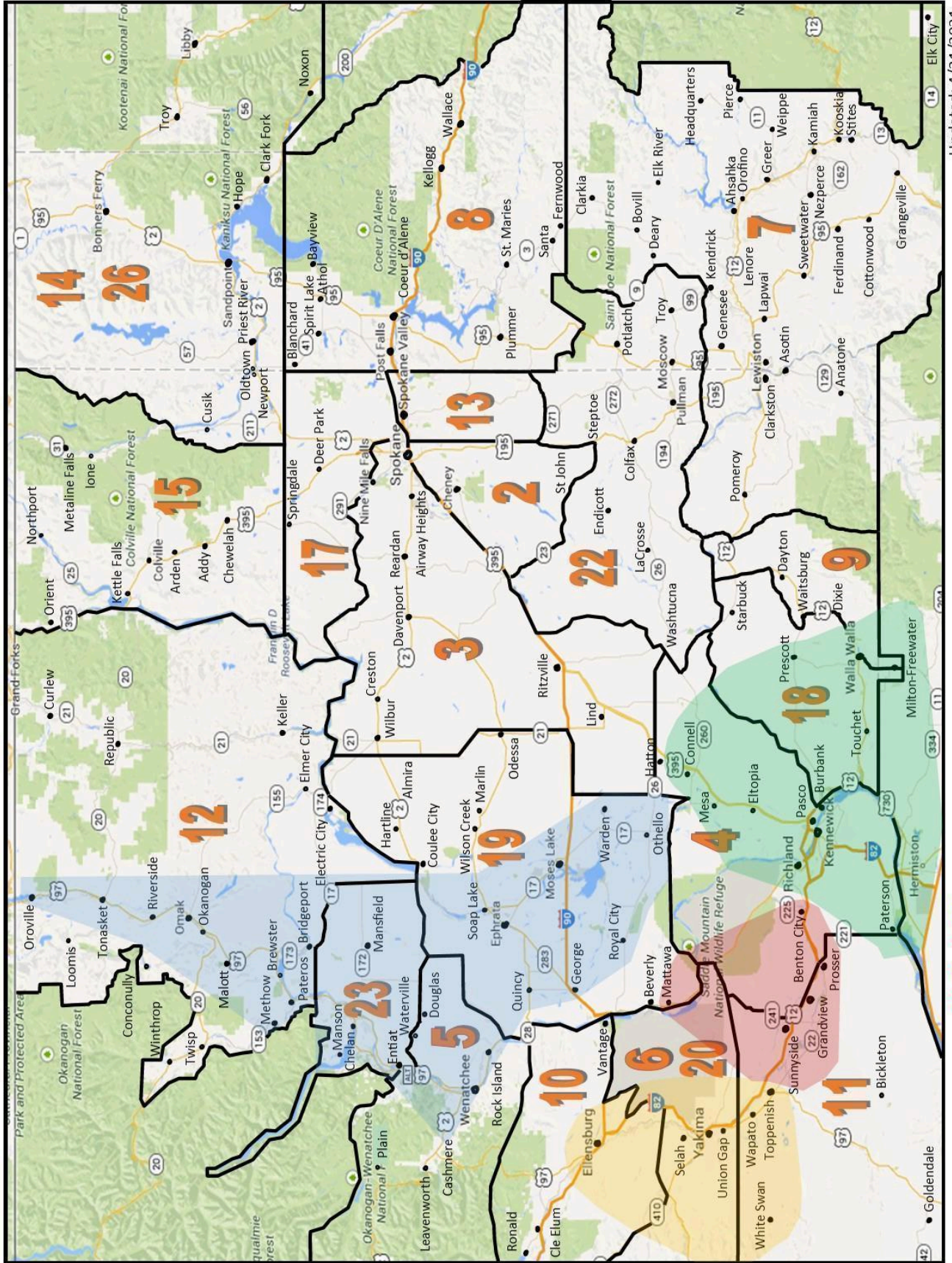
1. The WSEA 92 Committee meetings should not be so formally structured that free discussion about a new idea is discouraged. Any new idea has an opportunity to be presented to a WSEA 92 Standing Committee for discussion. Communication has proven more important than parliamentary procedure.
2. That informal meetings of DCMs from neighboring Districts have been valuable for the exchange of ideas and the clarification of issues.
3. The Twelve Traditions outline the means by which AA maintains its unity and relates itself to the world about it. The Twelve Concepts define the working relationship between the groups, the GSC, and the GSB. Both the Traditions and Concepts should be actively referenced, and their principles applied within WSEA 92's service structure.
4. Motions intended for inclusion on WSEA 92 Assembly agendas in April or October should be introduced at either the January or July Quarterly meetings to insure ample time for their review, discussion and clarification.
5. WSEA 92 requires that all floor motions presented at WSEA 92 Assemblies and Quarterlies be submitted by the maker of the motion, with copies to be placed into all WSEA 92 Committee and DCM mailboxes by noon Saturday, with Spanish translations made available to Spanish speaking Districts.

In summary, the WSEA 92 Committee meetings, in our experience, have been opportunities for learning and growing within our Fellowship and are the ideal place to work on the unity of our area. The quality of these meetings has often been directly proportional to the participation and preparation of the individual members. We hope these thoughts will be helpful to new and future DCMs on the WSEA 92 Committee.

## CONDENSED DISTRICT LOCATION GUIDE FOR WSEA 92

District 1	Vacant
District 2	South Spokane County: South Spokane, Cheney.
District 3	NW Spokane, Medical Lake, SW Stevens and Lincoln Counties, Ritzville, Davenport, Wilbur, Crescent.
District 4	Benton, Franklin Counties: Tri-Cities.
District 5	Wenatchee, Leavenworth.
District 6	Yakima, Selah, Union Gap.
District 7	SE Washington, Clarkston, Asotin, Pomeroy, Garfield County, NE Idaho, Lewiston, Riggins, Clearwater, Idaho Counties.
District 8	N. Benewah, Shoshone Counties, Kootenai County, Coeur d'Alene.
District 9	Greater Walla Walla metropolitan area and Milton-Freewater, Oregon.
District 10	Kittitas County: Ellensburg, Cle Elum.
District 11	Lower Yakima Valley: Sunnyside, Toppenish, Grandview, Prosser.
District 12	S Okanogan and Ferry Counties: Okanogan, Omak, Brewster, Oroville, Methow Valley, Republic, Tonasket.
District 13	Spokane Valley (East of Spokane): Millwood, Opportunity, Dishman.
District 14	N Idaho, Bonner and Boundary Counties: Sandpoint, Newport, Libby, Troy, Noxon, Mt
District 15	NE Washington: Stevens County, Kettle Falls, Colville, Chewelah.
District 16	Non-geographic Spanish speaking
District 17	NE Spokane, Deer Park.
District 18	Vacant
District 19	Moses Lake, Othello, Soap Lake, Quincy.
District 20	Yakima, Naches.
District 21	Non-geographic Spanish speaking
District 22	SE Washington, Pullman, Colfax, Whitman County, N. Central Idaho, Moscow, Troy, Potlatch, Latah County.
District 23	Chelan, Manson
District 24	Non-geographic Spanish speaking
District 25	Non-geographic Spanish speaking
District 26	N Idaho, Bonner and Boundary Counties: Sandpoint, Newport, Libby, Troy

# WASHINGTON STATE EAST AREA 92—DISTRICT MAP



Updated: 4/21/2021

Latino District Color Legend: 16, 21, 24, 25

## **ABBREVIATIONS & ACRONYMS**

AA	Alcoholics Anonymous
AAWS	Alcoholics Anonymous World Service
Alt	Alternate
BTG	Bridging the Gap
CPC	Cooperation with the Professional Community
DCM	District Committee Member
GSB	General Service Board
GSC	General Service Conference
GSO	General Service Office
GSR	General Service Representative
GV	Grapevine
GVL	Grapevine and Literature
GvR	Grapevine Representative
IC	International Convention
LV	La Viña
NL	Newsletter
PI	Public Information
PNC	Pacific Northwest Conference
PRAASA	Pacific Region Alcoholics Anonymous Service Assembly
PRF	Pacific Region Forum
RLV	La Viña Representative
WSEA 92	Washington State East Area 92
FRC	Financial Review Committee

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## Introduction

It is the intent of this WSEA 92 Handbook (Handbook) to serve as a reference guide to the trusted servants of WSEA 92. This Handbook sets forth the responsibilities and the allocation of funds approved by prior Assembly motions for each to carry out their respective service duties. It should be stressed that this information is meant to supplement, not replace, the AA Service Manual, which the Washington Area 92 Assembly accepted as a guideline in 1995. However, Areas differ in structure, size, service positions and duties, and it is therefore important to understand what our Area Committee is and how each part relates to the other. Service descriptions have been compiled from the experiences and suggestions of members who, in previous years, held these specific service positions. Attention has been given to address items which are unique to WSEA 92, keeping in mind that like those found in the AA Service Manual, are suggested only. Some descriptions are more detailed than others due to the more diverse nature of their duties. While every effort was made to be as accurate as possible, it should be understood that changes and flexibility in the carrying out of any service responsibility should always be a consideration and should not restrict anyone from carrying out their respective service functions.

In order to better serve the Spanish-speaking members of WSEA 92 the Handbook is available in Spanish.

### 1.0 WSEA 92 Committee

The WSEA 92 Committee consists of the following members:

- Six WSEA 92 Elected Officers
- Ten WSEA 92 Appointed and Standing Committee Chairpersons
- All District Committee Members (DCMs)

The WSEA 92 Committee meets quarterly: January, April, July and October. It is general practice for districts to host quarterly meetings of the Area. The purpose of these meetings is to discuss the business of the Area, maintain an open line of communication through sharing sessions and reports given at the event(s) and provided to the Area Secretary and monthly to the Area Newsletter Chair, and to formulate and approve motions to be added to the agenda of the Area Assemblies. In 2022, WSEA 92 decided by motion to hold all Area 92 Assemblies, Quarterlies and Standing Committee Workshops in hybrid form. (At the October 2023 Assembly the requirement that Standing Committee Workshops be hybrid was removed by passed motion.)

### 2.0 WSEA 92 Assemblies

All Area 92 Assemblies, Quarterlies and Standing Committee Workshops are to be held in hybrid format. (At the October 2023 Assembly the requirement that Standing Committee Workshops be hybrid was removed by passed motion.)

The two WSEA 92 Assemblies are held annually, typically for three days on the third weekend of April and October. Friday afternoon and evening include Workshop panels, DCM Roundtable and GSR Orientation, Sub-Committee meetings, ice cream social and an Ask It Basket (chaired by the present Delegate). A GSR Orientation will be held, provided that a sufficient number of GSRs have not attended a GSR school prior to the assembly. If a majority of the GSRs in attendance have completed a GSR school, a Roundtable session will be held. Saturday is an all-day business meeting which includes reports from WSEA 92 Elected Officers, WSEA 92 Committees and ad hoc Committees (if appointed). A GSR sharing session begins at 11:00 AM, followed by discussion and voting on unfinished and new business. At the April Pre-Conference Assembly, the General Service Conference agenda items are



discussed. In 2022 the Area decided by motion to hold all WSEA 92 ~~Assemblies, Quarterlies and Standing Committee~~ workshops be held in hybrid format. (At the October 2023 Assembly the requirement that Standing Committee Workshops be hybrid was removed by passed motion.)

At the October non-election Assembly, the WSEA 92 inventory will be held. The WSEA 92 Secretary will ensure that the minutes from the Area Assembly are available to the Area inventory ad hoc committee prior to December 31st of the Inventory year. A follow up report will be given at the following April Pre-Conference Assembly. The Area Secretary will send a copy of the minutes of the inventory electronically or via regular mail to the Area Committee, including DCMs and the DCMs will ensure that the information is forwarded to the GSRs by December 31 of the inventory year.

WSEA 92 requires that all floor motions presented at WSEA 92 Assemblies and Quarterlies be submitted by the maker of the motion, with copies to be placed into all WSEA 92 Committee and DCM mailboxes by noon Saturday, with Spanish translations made available to Spanish speaking Districts. All motions not specifying an effective date, if passed, take effect at the end of the Assembly at which they are passed. Saturday evening will include a dinner and/or other host committee activities. The voting body consists of currently serving WSEA 92 Elected and Appointed Officers, Standing Committee Chairpersons, DCMs, and GSRs (or alternates in their absence). A guest speaker is scheduled following the spiritual breakfast Sunday morning (chaired by the Host Committee). If business was not concluded on Saturday it will continue after the spiritual breakfast. The recordings of the speakers at WSEA 92 Assemblies are for archival purposes only. A detailed description of Assembly meeting activities is outlined in the AA Service Manual.

Area Officer reports will be five minutes at WSEA 92 Assemblies except Delegate and Treasurer which have unlimited time.

## **2.1 Hosting WSEA 92 Assemblies**

- A. The Spring Pre-Conference Assembly dates cannot conflict with the General Service Conference dates and need to be considerate of the Delegate's travel arrangements to the General Service Conference. The Host Committee will coordinate with the WSEA 92 Delegate for available Assembly dates.
- B. The WSEA 92 Committee will invite the Pacific Region Trustee to Chair the 3rd Legacy Procedure at the Election Assembly and to speak at the Sunday Morning Spiritual Breakfast. The WSEA 92 Committee will pay for travel, lodging, meals, and full registration for the Pacific Region Trustee from the WSEA 92 General Fund.
- C. The WSEA 92 Alternate Chairperson, serving as WSEA 92 Assembly Coordinator, will provide past assembly reports and compile attendance numbers of GSRs and DCMs. These numbers will be averaged and used by the new Host Committee for the purpose of reviewing budgeted cost and procedures of eight prior WSEA 92 Assemblies. A WSEA 92 Assembly-planning worksheet is attached to the Hosting Handbook.
- D. The Host Committee will reserve a facility sufficient to meet WSEA 92 Assembly hosting criteria, with the WSEA 92 Alternate Chair receiving a copy of the contract. The host facility needs to comfortably provide for the average attendees of the previous eight assemblies. The Host Committee will calculate all expenses before the WSEA 92 Assembly and try to achieve a break-even amount, taking into consideration gratuities and tax on meals. The Host Committee is responsible for all bookkeeping and accounting, providing WSEA 92 with a final payment date after completion of the WSEA 92 Assembly.

The floor plan will be discussed with the WSEA 92 Alternate Chair to ensure adequate seating for all Districts. The floor plan will include a head table with 7 chairs to seat the WSEA 92 Elected Officers and the WSEA 92 Secretary. An additional table will be used with 9 chairs to seat the WSEA 92 Appointed Committee Chairs. The technology committee will place all microphones. The Host Committee will ensure that there is a secure room to house the WSEA 92 Archives.

- E. For archival purposes, the technology committee will provide audio and visual systems with arrangements for recording all WSEA 92 Assembly functions. The technology committee will also coordinate with the Translation Committee Chair to provide audio translation equipment and translators, all while keeping the Host committee informed.
- F. The DCM and GSR Orientations and/or Roundtables will be held in hybrid format, made available for all who wish to attend. GSR Orientations will be chaired by the WSEA 92 Alt. Delegate and DCM Orientations will be chaired by the WSEA 92 Chair, with Roundtables chaired by the hosting DCM and GSR. The technology committee should be consulted for room and equipment set up.
- G. WSEA 92 Assembly registration flyers will be distributed and placed on the WSEA 92 Website and WSEA 92 Newsletter in ample time for pre-registration (90 – 120 days prior to the Assembly date). Information on flyers will include the date, pricing (registration fees, meal fees and options), mailing address for registration form, maps, contact phone numbers, lodging, and information regarding alternate housing. The registration form will also include to whom the payment will be made.
- H. The Host Committee will have volunteers to help with making arrangements for coffee, lodging, and meals.
- I. A final report from the Assembly Host Committee, including a breakdown of attendance (GSRs, DCMs, Past Delegates, and members of the WSEA 92 Committee) and a completed Assembly financial report, using the Hosting Handbook template, are due to the WSEA 92 Alternate Chair by December 1st for October Assemblies and June 1st for April Assemblies.

## **2.2 WSEA 92 Quarterlies**

Two WSEA 92 Quarterlies are held each year, one in January and the other in July. Friday afternoon and evening include Workshop panels, DCM Orientation (January), DCM Roundtable (July), Sub-Committee meetings (need to have break out rooms), and an ice cream social. A GSR Orientation will be held in January, provided that a sufficient number of GSRs are attending and have not attended a GSR school prior to the Quarterly. If a majority of the GSRs in attendance have completed a GSR school, a Roundtable session will be held. Saturday is an all-day business meeting which includes reports from WSEA 92 Elected Officers, WSEA 92 Committees, and ad hoc Committees (if appointed). A DCM sharing session is followed by discussion and voting on unfinished and new business. The DCM and GSR Orientations and/or Roundtables will be made available for all who wish to attend. GSR Orientations will be chaired by the WSEA 92 Alternate Delegate and DCM Orientations will be chaired by the WSEA 92 Chair, with Roundtables chaired by the hosting DCM and GSR. Area Officer reports will be five minutes at WSEA 92 Quarterlies except Delegate and Treasurer which have unlimited time.

## **2.3 Hosting the WSEA 92 Quarterlies**

- A. The WSEA 92 Alternate Chairperson, serving as WSEA 92 Quarterly Coordinator, will provide past Quarterly reports and compile attendance numbers of DCMs and attending GSRs. These numbers will be averaged and used by the new Host Committee for the purpose of reviewing budgeted cost and procedures of eight prior WSEA 92 Quarterlies. A WSEA 92 Quarterly planning worksheet is attached to the Hosting Handbook.

- B. The Host Committee will reserve a facility sufficient to meet WSEA 92 Quarterly hosting criteria, with the WSEA 92 Alternate Chair receiving a copy of the contract. The hosting facility needs to comfortably provide for the average attendees of the previous eight Quarterlies. The Host Committee will calculate all expenses before the WSEA 92 Quarterly and try to achieve a break-even amount, taking into consideration gratuities and tax on meals. The Host Committee is responsible for all bookkeeping and accounting, providing WSEA 92 with a final payment date after completion of the WSEA 92 Quarterly.
- C. The floor plan will be discussed with the WSEA 92 Alternate Chair to ensure adequate seating for all Districts. The floor plan will include a head table with 7 chairs to seat the WSEA 92 Elected Officers and the WSEA 92 Secretary. An additional table will be used with 9 chairs to seat the WSEA 92 Appointed Committee Chairs. A microphone will be placed in the center of the head table. The Host Committee will ensure that there is a secure room to house the WSEA 92 Archives.
- D. For archival purposes, the Host Committee will provide an audio system with arrangements for recording all WSEA 92 Quarterly functions. The Host Committee will also coordinate with the Translation Committee Chair to provide audio translation equipment and translators. The Host Committee is responsible for having a projector screen available for WSEA 92 Quarterly motions.
- E. The DCM and GSR Orientations and/or Roundtables will be made available for all who wish to attend. GSR Orientations will be chaired by the WSEA 92 Alternate Delegate and DCM Orientations will be chaired by the WSEA 92 Chair, with Roundtables chaired by the hosting DCM and GSR.
- F. WSEA 92 Quarterly registration flyers will be distributed and placed on the WSEA 92 Website and in WSEA 92 Newsletter in ample time for pre-registration (90 – 120 days prior to the Quarterly date). Information on flyers will include the date, pricing (registration fees, meal fees and options), mailing address for registration form, maps, contact phone numbers, lodging, and information regarding alternate housing. The registration form will also include to whom the payment will be made.
- G. The Host Committee will have volunteers to help with making arrangements for coffee, lodging, and meals.
- H. A final report from the Quarterly Host Committee, including a breakdown on attendance (GSRs, DCMs, Past Delegates, and members of the WSEA 92 Committee) and a treasurer's report, using the Hosting Handbook template, are due to the WSEA 92 Alternate Chair by March 1st for the January Quarterly and September 1st for the July Quarterly.

### **3.0 General WSEA 92 Funding**

In order to satisfy WSEA 92's legal financial responsibilities for fully and properly reporting income and expenses, WSEA 92 has received a non-profit tax-exempt status of 501 (c)(3). WSEA 92 is supported by member contributions. To keep the fellowship informed, the WSEA 92 Treasurer submits a quarterly report including the income and budgeted expenses for the previous quarter. The WSEA 92 Treasurer will send the report to the WSEA 92 Newsletter, for general membership publication, and to the DCMs, for distribution to GSRs.

### **Financial Software**

WSEA 92 Treasurers will utilize QuickBooks Online to record and report all Area financial transactions, including expenses, contributions, monthly bank reconciliations, and financial statements. No one is authorized to change or discontinue the use of accounting software without discussing it first with the Finance Committee, and then submitting a recommendation to the Area Elected Officers for consideration.

**Some of the expenditures approved by WSEA 92 Assembly actions are:**

- A. A separate savings account will be financed up to the goal of \$2,500, which will be maintained as a Reserve Fund.
- B. A maximum of \$1,000 seed money will be loaned from the WSEA 92 General Fund to each WSEA 92 Assembly Host Committee to help meet expenses incurred prior to each WSEA 92 Assembly. The seed money loaned by WSEA 92 is to be returned in its entirety to the WSEA 92 General Fund at the conclusion of each WSEA 92 Assembly where it will be available for use by the next Host Committee.
- C. A maximum of \$300 seed money will be loaned from the WSEA 92 General Fund to each WSEA 92 Quarterly Host Committee to help meet expenses incurred prior to each WSEA 92 Quarterly. The seed money loaned by WSEA 92 is to be returned in its entirety to the WSEA 92 General Fund at the conclusion of each WSEA 92 Quarterly, where it will be available for use by the next Host Committee.
- D. A maximum of \$200 seed money will be loaned from the WSEA 92 General Fund to the Pacific Northwest Conference (PNC) Host Committee, as required, to help meet expenses incurred prior to the PNC. The seed money loaned by WSEA 92 is to be returned in its entirety to the WSEA 92 General Fund at the conclusion of the PNC, where it will be available for use by the next PNC Host Committee.
- E. When each WSEA 92 Assembly or Quarterly has surplus funds over expenses and seed money, the surplus funds will be put into the WSEA 92 General Fund within 60 days following the end of each WSEA 92 Assembly or Quarterly.
- F. The WSEA 92 Committee will invite our Pacific Region Trustee to chair the 3rd Legacy Procedure at the WSEA 92 October Election Assembly and to speak at the Sunday Morning Spiritual Breakfast. The WSEA 92 Committee will pay for travel, lodging, meals, and full registration for the Pacific Region Trustee from the WSEA 92 General Fund.
- G. WSEA 92 will allow two hours for a WSEA 92 Inventory during non-election October Assemblies. The WSEA 92 Inventory Committee will be chaired by the most recent Past Delegate. They will perform the Inventory and will be funded by the WSEA 92 General Fund. The inventory will contain three to five questions coming from any or all of the following: Home Groups, GSR Roundtable meetings, DCM Roundtable meetings, or from the WSEA 92 Committee. A follow-up report will be given at the following April Pre-Conference Assembly.
- H. WSEA 92 will fund the hosting of the Regional Archives workshops every three years. Funds will be taken from the WSEA 92 General Fund.
- I. The Area uses Google for all document sharing and online meeting forums.
- J. Any incoming or outgoing WSEA 92 officer will be reimbursed (if necessary) for mileage, registration costs, and copies to facilitate the transition of materials and information from outgoing trusted servant to the incoming trusted servant.
- K. The Area elected and appointed officers are reimbursed for expenses listed in their service position descriptions. Travel mileage is reimbursed on the actual total mileage (roundtrip) at 80% of the current IRS Business Standard Mileage Reimbursement Rate.
- L. The Area Standing Committee officers are reimbursed for expenses listed in their service position descriptions. Credit lines on these committees are for carrying out the services for that committee (literature). Communication expenses are paid on the basis of bills submitted to the Area Treasurer and are not included in the credit lines. Travel mileage is reimbursed on the actual total mileage (roundtrip) at 80% of the current IRS Business Standard Mileage Reimbursement Rate.

**4.0 District Committee Members (DCM)**

The District Committee Member (DCM) is an essential link between the group GSR and the WSEA 92 Delegate to the General Service Conference. As leader of the District Committee, made up of all GSRs in the District, the DCM is exposed to the group conscience of that District. As a member of the WSEA 92 Committee, they are able to pass on the District's thinking to the WSEA 92 Delegate and the rest of the WSEA 92 Committee.

The DCM's verbal report, given during DCM sharing, will be included in the official business at WSEA 92 Assemblies and Quarterlies.

### **Qualifications**

- The DCM has usually served as a GSR and is elected by other GSRs to take responsibility for District activities. If the person chosen is a current GSR, a new GSR should be elected to fill their position.
- A DCM should have enough sobriety (generally four or five years) to be eligible for election as WSEA 92 Delegate.
- They also need to have the time and energy to serve the District well.

### **Duties**

The DCM's Service is primarily that of two-way communication. The DCM:

- Regularly attends all District meetings and WSEA 92 Quarterlies and Assemblies.
- Receives reports from the Groups through GSRs and through frequent personal contacts with Groups in the District.
- Holds regular meetings of all GSRs in the District.
- Keeps GSRs informed about General Service Conference activities, including setting up opportunities for the Delegate's General Service Conference report.
- Ensures that GSRs are acquainted with the AA Service Manual, the Twelve Concepts for World Service, the General Service Office bulletin Box 4-5-9, workbooks and guidelines from the General Service Office, and any other service material.
- Helps GSRs make interesting reports to Groups and encourages them to bring new AA members to service events.
- Keeps Groups informed about GSC-approved and other literature.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the Alternate DCM and the WSEA 92 Delegate, including sending District minutes to the WSEA 92 Delegate and WSEA 92 Alternate Delegate, and exchanges them with other Districts.
- Brings Traditions problems to the attention of the WSEA 92 Delegate.
- Makes a regular practice of talking to Groups (new and old) on the responsibilities of general service work.

## **5.0 WSEA 92 Elected Officers**

- 6.1 Delegate
- 6.2 Alternate Delegate
- 6.3 Chair
- 6.4 Alternate Chair
- 6.5 Treasurer
- 6.6 Alternate Treasurer

These six positions are elected by the voting body of the WSEA 92 Assembly to serve two-year terms. The six elected officers together are tasked with and authorized to make a decision for the good of

the entire area on how it will hold an assembly or quarterly for the purpose of defining emergencies or a last minute irreplaceable loss of venue. These terms coincide with the WSEA 92 Delegate's General Service Conference Panel. The elections are held at the WSEA 92 October Election Assembly during odd-numbered years. Attendance at WSEA 92 Quarterlies and Assemblies by the WSEA 92 Committee Members is vital to the functioning of WSEA 92 business. The newly elected officers will meet as the WSEA 92 Appointed Officers Selection Committee on the first Sunday of November of the election year to review resumes and select Appointed and Standing Committee Officers for the next two-year rotation (Archivist four-year rotation). After the selections are complete, the newly appointed Officers will be presented for affirmation by the WSEA 92 Chairperson at the January Quarterly meeting of the new rotation. Resumes for appointed Officer service positions will be requested at the WSEA 92 October Election Assembly by the WSEA 92 Chairperson. The deadline for receiving Appointed Officers resumes will be October 31<sup>st</sup> of the election year.

In addition to the more specific duties of each position, it should be noted that all Officers are often available to participate at workshops and other service activities as needed or requested.

### **Alternate Elected Officers and Standing Committee Co-Chairs**

In WSEA 92, it is helpful to elect alternates for the elected service positions of Delegate, Chair, and Treasurer and to select Co-Chairs for the Standing Committees. The alternates and co-chairs provide continuity to the service positions and committees they serve. In WSEA 92 Alternate Elected Officers and Standing Committee Chairs, being members of the Area Committee, are voting members at Area Assemblies and Quarterlies, whereas Standing Committee Co-Chairs are not. Qualifications of elected alternates are generally the same as the qualifications for the positions they may be called upon to assume. Standing Committee Co-Chairs have the opportunity to gain knowledge and experience from the Standing Committee Chair, are able to provide assistance to the Committee they serve, and to be a qualified candidate for committee chair at time of rotation.

## **6.0 WSEA 92-Officer Service Descriptions**

### **6.1 WSEA 92 DELEGATE**

The Delegate has a demanding Service position, not only because a large amount of time and work is involved, but because it is the Delegate's responsibility to serve the US/Canada GSC as a whole. As a voting member of the GSC, the Delegate brings to its deliberations the experiences and viewpoints of their own Area. The WSEA 92 Delegate is not representative of their Area in the usual political sense; after hearing all points of view and becoming fully informed during General Service Conference discussion, the WSEA 92 Delegate votes in the best interests of AA as a whole.

The WSEA 92 Delegate is elected during the October Election Assembly, which is held on odd numbered years. Qualified members from WSEA 92 are selected by *The Third Legacy Procedure* and take their position on January 1<sup>st</sup> of the following year.

The WSEA 92 Delegate serves one term of two years. The GSC strongly recommends that a Delegate serve only one term — with the exception of an Alternate Delegate who, after attending one General Service Conference in place of the Delegate, may be elected to serve a full term.

#### **Qualifications:**

- Several years of active participation in local and WSEA 92 affairs as a GSR and as a WSEA 92 Committee Member.
- Time available, not only for the week-long GSC meeting in April, but for all the efforts needed before and after the GSC.



- Five or six years of continuous sobriety.
- The ability to make and take suggestions — and criticisms.
- Have “Basic +” computer skills.
- Experience in chairing meetings.
- Knowledge of AA affairs and of where to find the correct information when they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with AAs in WSEA 92 and with other Delegates to discuss and act on matters vital to AA.

**Duties:**

- Attend the annual GSC meeting, fully prepared.
  - To help defray costs of the WSEA 92 Delegate attending the annual GSC meeting, WSEA 92 will make a payment to the GSO in an amount at least equal to the minimum amount set forth by the GSC
  - Book airline flight to GSC as soon as possible after October Assembly.
- Communicate the actions of the GSC to the WSEA 92 Committee members and encourage them to pass on this information, and the WSEA 92 Delegate’s enthusiasm, to Groups and to Intergroups/Central Offices.
- Be prepared to attend all WSEA 92 and Pacific Regional service meetings and Assemblies.
- Provide leadership in solving local problems involving the AA Traditions.
- Remind GSRs to inform Groups and individuals about AA Grapevine and Conference-approved literature.
- Cooperate with the GSO in obtaining information, making sure that up-to-date information reaches the General Service Office.
- Work closely with WSEA 92 Elected Officers and other Committee members, sharing experience throughout the year.
- Assume added responsibility if the WSEA 92 Chairperson and WSEA 92 Alternate Chairperson are unable to serve. If a WSEA 92 Committee is not functioning effectively, the WSEA 92 Delegate may take an active role in remedying the situation.
- Keep the WSEA 92 Alternate Delegate fully informed and active, so that the WSEA 92 Alternate Delegate can replace the WSEA 92 Delegate in an emergency.
- Late in the second year of the term, work with the newly elected WSEA 92 Delegate to pass along a basic knowledge of the GSC proceedings.

**Expenses reimbursed by WSEA 92:**

1. The Annual GSC:
  - out-of-pocket expenses in the amount of \$500 (advance)
  - reasonable expenses to be determined by WSEA 92 Treasurer.
  - a. If the WSEA 92 Delegate is elected to a GSC Chair position which requires an additional trip to the GSO, the WSEA 92 Delegate will be reimbursed for reasonable expenses, not to exceed \$200.
2. Delegate’s reports to the Districts
3. Pacific Region Alcoholics Anonymous Service Assembly (PRAASA)
4. Pacific Regional Forum (PRF)
5. Pacific Northwest Conference (PNC)
6. WSEA 92 Quarterly meetings and Assemblies

- a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
7. Communication Expenses
- a. Postage, envelopes, and copies

## **6.2 WSEA 92 ALTERNATE DELEGATE**

The GSC recommends that all Areas elect Alternate Delegates. In WSEA 92 the Alternate Delegate also serves as the WSEA 92 Registrar. As the Alternate Delegate they receive all of the correspondence from the GSO regarding the GSC that is sent to all Area Delegates, ensuring that they are informed in the event it becomes necessary to assume the Delegate's duties. Should the Delegate be unable to perform their duties, the Alternate Delegate will assume those responsibilities and be reimbursed for expenses as specified in section 6.1. The Alternate Delegate coordinates with and assists the Delegate with GSC and Area issues as needed and is available to chair or work special projects or committees as requested by the Delegate or Area Chair. They provide progress reports on activities and assigned projects at Area Quarterlies and Assemblies.

### **Qualifications:**

- Five or six years of continuous sobriety.
- Have the time to serve and the ability to travel within WSEA 92.
- Several years of active participation in local and WSEA 92 affairs, as a GSR and as a committee member.
- Time available; if the Delegate is unable to attend the GSC or is unable to serve, the Alternate Delegate will have time for the week-long GSC meeting in April and for all the efforts needed before and after the GSC.
- The ability to make and take suggestions — and criticisms.
- Have "Basic+" computer skills.
- Experience in chairing meetings.
- Knowledge of AA affairs, and of where to find the correct information when they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with AAs in WSEA 92 and with other Delegates to discuss and act on matters vital to AA.

### **Duties:**

#### **As Alternate Delegate:**

- Attend the annual General Service Conference in the event that the WSEA 92 Delegate is unable to serve at the GSC.
  - To help defray costs of the WSEA 92 Alternate Delegate attending the General Service Conference meeting, WSEA 92 will make a payment to the General Service Office in an amount at least equal to the minimum amount set forth by the General Service Conference.
- Assume the WSEA 92 Delegate duties as listed in section 6.1, if the WSEA 92 Delegate is no longer able to serve.
- Following receipt of a DCM's completed GSR School Request form (available on the WSEA 92 website), the WSEA 92 Alternate Delegate facilitates scheduling and conducting District GSR Schools. They will determine WSEA 92 past Delegate availability, forward the final date, time,

location, venue, and selected faculty to the WSEA 92 Alternate Chairperson for inclusion in the WSEA 92 event calendar.

**As Registrar:**

- Provides guidance to DCMs, Alternate DCMs, or District Registrars in the preparation and submission of the “AA New Group Form,” and the “AA Group Information Change Form” to the General Service Office Records Dept. The WSEA 92 Alternate Delegate may provide the direct entry of this information into the General Service Office’s database, bypassing the need for mailing the forms.
- Produces, on an annual basis, detailed Group information sheets for all Groups by District and distributes these to the respective DCMs at the January Quarterly. To protect member anonymity, all requests for group information are routed to the Alternate Delegate, to determine compliance with the WSEA 92 confidentiality requirements, as outlined below.
  1. Lists (group and member information)
    - a. Full lists to the WSEA 92 Delegate, Area Treasurer, Alternate Treasurer and General Service Office
    - b. Partial lists, as needed, to WSEA 92 Officers, WSEA 92 Secretary, WSEA 92 Newsletter Editor, WSEA 92 Chairperson, and DCMs
  2. Labels for mailing (group and member information)
    - a. Newsletter Editor, Area Secretary, and Area Chairperson
- The Registrar is available to assist DCMs and other members of the WSEA 92 Committee in response to questions regarding information contained in the GSO database.

**Expenses reimbursed by WSEA 92:**

1. Area 92 Quarterly meetings and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Communication Expenses
  - a. Postage, envelopes, and copies

**6.3 WSEA 92 CHAIR**

The Chairperson, more than any other officer, keeps the Delegate informed about what is going on in the Area, and makes sure that WSEA 92 Committee members are aware of what goes on at AA World Services. The Chairperson assumes a leadership role within the WSEA 92 by staying in contact with WSEA 92 Officers and other WSEA 92 Committee members, assuring that their needs are being met. Between business meetings, the Chairperson stays in close contact with the WSEA 92 Appointed Committee Chairs offering support, encouragement, and guidance. The WSEA 92 Chairperson keeps the Alternate Chairperson informed, receives GSR minutes, and corresponds with the Districts regarding their problems and concerns.

**Qualifications:**

- Three to five years of continuous sobriety.
- Have the time to serve and the ability to travel within WSEA 92.
- Experience in Group, Institutional, and/or Area affairs
- A sound understanding and appreciation of the Steps, Traditions, and Concepts, experience gained through applying these guiding principles successfully to local problems.

- Have “Basic” computer skills.
- Communication skills, leadership qualities, and sensitivity to the wishes of the local Area are also important.
- An understanding of parliamentary procedure.

**Duties:**

- Responsible for the smooth running of Area Assemblies and Quarterlies.
- Will set the agenda for all Area business meetings.
- Responsible for chairing two WSEA 92 Quarterly business meetings and two WSEA 92 Assemblies.
- Will chair the new rotation meeting for the WSEA 92 Appointed Officers Selection Committee.
- Will appoint, as necessary, ad-hoc committees to address specific issues relevant to WSEA 92 business.
- Oversees Friday evening committee, orientation and round table meetings.

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterly meetings and Assemblies (need to find motion if there is one)
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Meeting of WSEA 92 Appointed Officers Selection Committee.
3. Pacific Northwest Conference (PNC)
4. Communication Expenses
  - a. Postage, envelopes, and copies

**6.4 WSEA 92 ALTERNATE CHAIR**

WSEA 92 finds it helpful to select alternates for all Elected Committee officers, especially for the Chairperson. The Alternates can provide continuity at the Area level and are seated as voting members. In this as in all other levels of service, Alternates are encouraged to participate in WSEA 92 Committee activities as fully as possible. Qualifications of Alternates are generally the same as the qualifications for the positions they may be called upon to assume.

In WSEA 92 the Alternate Chair also serves as the WSEA 92 Website Committee Chair. The Alternate communicates with the Chairperson on information pertinent to the Area. As the Alternate Chair they oversee and report on Area Website activity, as described in the Website Guidelines of WSEA 92.

**Qualifications:**

- Three to five years of continuous sobriety.
- Have the time to serve and the ability to travel within WSEA 92.
- Experience in Group, Institutional, and/or Area affairs.
- A sound understanding and appreciation of the Steps, Traditions, and Concepts, experience gained through applying these guiding principles successfully to local problems.
- Have “Basic” computer skills.
- Communication skills, leadership qualities, and sensitivity to the wishes of the local Area are also important.
- An understanding of parliamentary procedure.

**Duties:**

#### As Alternate Chair

- Chairs the DCM sharing and report session at WSEA 92 Quarterly meetings and WSEA 92 Assemblies.
- Oversees, coordinates and meets with the Assembly and Quarterly Host Committees.
  - See Section 2.1 and 2.3 for Host Committee responsibilities.
- Facilitates the Assembly GSR Roundtable session.
- Verifies final Assembly and Quarterly meeting room setup.
  - See Section 2.1 and 2.3 for Assembly and Quarterly facility setup guidelines.

#### As Website Committee Chair:

- Chairs the Website Committee meetings.
- Prior to the yearly GSC, the Website Chair will facilitate discussions regarding GSC Agenda items relating to Website and/or Internet use and policy.
- Participates in and chairs Website Committee meetings at WSEA 92 Assemblies and Quarterlies
- Chairs Website Committee conference call meetings when needed.
- Establishes a six-person non-funded, rotating Website Committee.
- Three members rotating on even years after three years of service with an option to serve an additional three-year term.
- Three members rotating on odd years after three years of service with an option to serve an additional three-year term.

#### Expenses reimbursed by WSEA 92:

1. Website costs (ISP/IPP & Domain Name) expenses
2. WSEA Quarterly meetings and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
3. Meeting of WSEA 92 Appointed Officers Selection Committee
  - a. Travel
4. Communication Expenses
  - a. Postage, envelopes and copies
5. Assembly and Quarterly planning meetings, as necessary
  - a. Travel
  - b. Lodging

#### 6.5 WSEA 92 TREASURER

The WSEA 92 Treasurer is the guardian of the WSEA 92 treasury and informs the WSEA 92 of all financial matters. Additionally, the Treasurer will survey and point out all money-related issues as they arise. The Treasurer's report ending dates are as follows: March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>. These reports will be forwarded to DCMs, Area Officers, and Area Chairpersons with regular quarterly mailings for review. The Treasurer communicates with the Alternate Treasurer on a regular basis regarding the expenses and income of WSEA 92 financial transactions. The treasurer also serves as the finance committee member and as WSEA 92 Treasurer is required to provide any requested information pertaining to the annual financial review to be conducted by the end of the first fiscal quarter. The financial review is prepared to reflect the findings and recommendations of the financial review committee. If no irregularities are found the report is dated and signed by all the members of the financial review committee, including the chair. The Financial Review Committee

chair will present a final report to the body at the Spring Pre-Conference Assembly and a copy of the report will be filed with the year end financial statements for the corresponding year. The Treasurer is responsible for the preparation of the Budget, which is an itemized summary of anticipated income and expenses of the upcoming fiscal or administrative year. The Budget is prepared based on experience and facts as recorded in the financial records. The Treasurer works closely with the Finance Committee during the year to look ahead for budget needs. As a reference, the Treasurer will refer to the “WSEA 92 Treasurer’s Monthly Guideline” for more complete detail of the management of WSEA 92 expenses and payments. The Treasurer will additionally have access to the “WSEA 92 Accounts Book” which includes WSEA 92 secured account and password information. The WSEA 92 Accounts Book will only be viewable by the Treasurer.

**Qualifications:**

- Three to five years of continuous sobriety.
- Have the time to serve and the ability to travel within WSEA 92.
- Experience in accounting, bookkeeping and the use of QuickBooks Online.
- Have “Basic +” computer skills.
- Experience in Group, District, Institutional, and/or WSEA 92 affairs
- Communication skills and leadership qualities
- An understanding of parliamentary procedure

**Duties:**

- Keep financial records for WSEA 92 and report on the financial status of WSEA 92 at Assemblies and Quarterlies. In most cases, the Treasurer is responsible for encouraging contribution support for WSEA 92 and GSO services.
- Record all WSEA 92 expenses.
- Keep organized files of reimbursement forms with their attached receipts.
- Organize physical expense files and prepare electronic reports for the annual audit of WSEA 92 finances.
- Prepare the Budget of WSEA 92 finances by the April Assembly.
- Pay WSEA 92 bills in accordance with the WSEA 92 treasurer's monthly guidelines.
- File or cause to be filed WSEA 92 annual taxes with the IRS.
- Reimburse WSEA 92 Delegate for qualified expenses.
- Reimburse WSEA 92 Elected and Appointed Officers for qualified expenses within determined Budgets.
- Pay GSO for the Delegate’s attendance at the GSC (first week of January).
- Reimburse Pacific Regional Trustee for travel and attendance at Area election Assembly.
- Book and pay for hotel reservations for WSEA 92 Quarterlies and Assemblies for WSEA 92 Elected and Appointed Officers.
- Responsible for retention of all financial records including annual reviews for a minimum of seven (7) full years.

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterly meetings and two Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Meeting of the Appointed Officers Selection Committee



- a. Travel
- 3. Communication Expenses
  - a. Postage, envelopes and copies

## **6.6 WSEA 92 ALTERNATE TREASURER**

The WSEA 92 Alternate Treasurer is the custodian of WSEA 92 contributions. The Alternate Treasurer is responsible for managing the financial income and outflows of WSEA 92 transactions and may share a portion of the Treasurer's duties for receipt of group contributions or similar areas of responsibility. Coordinates with the Treasurer in encouraging contributions at the group level. Keeps abreast of the financial needs of the WSEA 92 and the financial problems of the groups. Is available to participate in service functions to discuss our Seventh Tradition and to provide information on WSEA 92 finances. Serves as the WSEA 92 Finance Committee Chairperson, engaging a finance committee to review, and when necessary, research all WSEA 92 financial matters.

### **Qualifications:**

- A solid period of sobriety (minimum 3-5 years).
- The time to serve and the ability to travel within WSEA 92.
- Experience in accounting, bookkeeping, and the use of QuickBooks Online.
- Have "Basic +" computer skills.
- Experience in Group, Institutional, and/or WSEA 92 affairs.
- A sound understanding and appreciation of the Steps, Traditions, and Concepts.
- Communication skills and leadership qualities.
- An understanding of parliamentary procedure.

### **Duties:**

#### **As Alternate**

- Records all income transactions.
- Issues and files receipts by district.
- Posts checks for the current fiscal quarter by group, district, and group number.
- Endorses checks, and makes all bank deposits.
- Ensures accuracy of group check(s), receipts, and WSEA 92 ledger.
- Assists the Treasurer with managing finances for a separate savings account as a prudent "Reserve Fund".
- Works with the finance committee in reviewing finances quarterly to determine the feasibility of sending additional funds to GSO to support actual delegate General Service Conference registration expenses more fully.

#### **As Finance Committee Chair:**

- Will chair the Finance Committee meetings.
- Prior to the yearly General Service Conference, the Finance Committee Chair will facilitate discussions regarding Conference Agenda items relating to AA finances and financial policy.
- Assists Treasurer and Finance Committee in preparation of the yearly WSEA 92 financial review and budget.
- Taking into consideration input from the finance committee the alternate treasurer is responsible for the selection of a financial review committee chair who will establish a Financial review committee (FRC). Generally, the FRC shall consist of 4 to 10 members and shall include a past

delegate. The immediate past treasurer and/or Alternate treasurer are encouraged to serve on the committee.

- Participates in and chairs Finance Committee meetings at WSEA 92 Assemblies and Quarterlies.
- Chairs Finance Committee conference call meetings when needed.

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterly meetings and two Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Meeting to select Appointed and Standing Committee Chairs
  - a. Travel
3. Communication Expenses
  - a. Postage, envelopes and copies
4. Travel for banking business (deposits, etc.)

**7.0 WSEA 92 Standing Committee Chairpersons:**

After the election assembly, the incoming WSEA 92 elected officers meet to select Standing Committee Chairpersons for a two-year term coinciding with the rotation of the WSEA 92 committee. These selections are made from past DCMs or other trusted servants who have made themselves available by submitting service resumes for consideration. After being selected by the elected officer selection committee they will assume their new service positions as of January 1st and be affirmed by the WSEA 92 Committee at the following January Quarterly. Each new Standing Committee Chair is given full "Right of Participation," in WSEA 92 Quarterlies and Assemblies, as defined in Concept IV. If a Standing Committee Chairperson is unable to attend a Standing Committee Workshop, they ought to appoint a temporary substitute to attend in their place. The temporary substitute ought to be reimbursed at the same rate as the Standing Committee Chairperson, as listed in the WSEA 92 Handbook.

The Area 92 Secretary is a vital service position and ought to be one of the first positions filled by appointment. In the event that no Secretary is appointed, the Area Chair must make arrangements to have an interim secretary take at least nominal minutes and to arrange for the collection and storage of motions and reports from Area trusted servants including DCMs, from GSRs and from anybody else that gives a report of any kind. The interim secretary should receive all motions in accordance with the Area 92 Handbook and see that all motions are delivered to the Area 92 Tech Committee for digital distribution to online event attendees. The interim secretary should store all motions for the use of the final appointed Secretary.

**WSEA 92 Appointed officers:**

- 8.1 Secretary
- 8.2 Archives Chair
- 8.3 Newsletter Editor
- 8.4 Cooperation with Professional Community
- 8.5 Correctional Facilities
- 8.6 Grapevine & Literature
- 8.7 Public Information
- 8.8 Treatment and Accessibilities
- 8.9 Translation

## 8.10 Technology

We recognize that our service committees are vital to the health and growth of AA and serve as a way to reach the newcomer and inform the public and the Fellowship. Service committees ought to hold Standing Committee workshops four times per year, as a communication link for those involved in their area of service. In addition to the Standing Committee workshops, each committee and the Newsletter Editor may hold round table discussions at the WSEA 92 Quarterlies and Assemblies for any interested AA member who would like to attend. Although each committee is separate and usually holds individual Committee Workshops, they sometimes combine with another committee for cost and travel considerations.

## 8.0 WSEA 92 Appointed Officers and Standing Committee Chairpersons Service Descriptions

1. Appointed WSEA 92 Committee Reports
  - a. Reports 5 minutes at WSEA 92 Quarterly and Assemblies

### 8.1 WSEA 92 SECRETARY

The WSEA 92 Secretary is responsible for the WSEA 92 written records. Accurate minutes are of vital importance, as they constitute the permanent record of proposals, decisions, and reports of the WSEA 92 membership and the WSEA 92 Committee. The minutes are the *legal* record of the meetings of WSEA 92 and should be written as concisely as possible. The position is time-consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available. The Secretary position therefore requires time management skills. The duties of the position cannot be done quickly but instead requires a dedicated period of time to complete.

The WSEA 92 secretary is selected by the WSEA 92 Area Chairperson and appointed by the WSEA 92 selection committee.

The secretary appoints a permanent rotating handbook Committee made up of the WSEA 92 Secretary and four AA members. This committee will be responsible for keeping the Area Handbook updated or revised as needed. The outgoing WSEA 92 Secretary will be encouraged to be one of these members to ensure continuity on the Handbook Committee.

#### Qualifications:

- The time to serve and the ability to travel within the WSEA 92.
- At least four years of continuous sobriety.
- Experience in group, district, or general service.
- A sense of order, and the ability to capture the essentials of what is happening at a meeting.
- Have “Basic+” computer skills.

#### Duties:

- Assists WSEA 92 Chairperson in preparing agendas, meeting notices of WSEA 92 meetings, and distributes to the WSEA 92 Committee.
- Attends WSEA 92 Quarterly Meetings and Assemblies. Records the proceedings for the minutes, using notes, audio tapes and written reports.
- During Quarterlies and Assemblies the motions will be distributed electronically to those attending online by noon on Saturday.
- Distributes reports to the DCMs, WSEA 92 Elected Officers, WSEA 92 Standing Committee Chairpersons and others on the WSEA 92 contact list.

- The minutes from the WSEA 92 October Election Assembly should include the names and positions of the new Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Treasurer, Alternate Treasurer, the new Secretary and Grapevine/Literature Chair as well as the outgoing positions of, Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Treasurer, Alternate Treasurer.
- A condensed version of the minutes will be given to the Newsletter.
- The WSEA 92 October Election Assembly minutes should be provided to the new Treasurer prior to the January Quarterly and will serve as certification to the bank that said elections have taken place.
- In non-election years, the WSEA 92 Secretary will ensure that the minutes from the Area inventory are sent to the WSEA 92 Committee and the WSEA 92 ad hoc Inventory Committee prior to December 31st of the inventory year.
- Establishes and maintains an up-to-date WSEA 92 Directory that contains the names, addresses, and phone numbers of the WSEA 92 Area Committee members, Delegates, and Trustees (past and present). The WSEA 92 Directory will be distributed to the WSEA 92 Committee.
- Updates and revises WSEA 92 Handbook as needed.
- The WSEA 92 Secretary will have updated copies of the WSEA 92 Handbook available for sale at Quarterlies and Assemblies.

#### **As Handbook Committee Chair:**

In all its actions, the Handbook Committee is to be guided by AA's primary purpose and AA principles. In all matters concerning WSEA 92, the Handbook Committee will be open to suggestions and questions from the Fellowship.

The WSEA 92 Secretary will appoint a permanent, non-funded, rotating Handbook Committee made up of the WSEA 92 Secretary and four members.

- Two members rotating on even years after three years of service with an option to serve an additional three-year term.
- Two members rotating on odd years after three years of service with an option to serve an additional three-year term.
- The outgoing WSEA 92 Secretary will be encouraged to be one of these members to ensure continuity on the Handbook Committee. If the outgoing Secretary cannot rotate into the committee, the newly appointed Secretary will select a replacement.
- Chairs Handbook Committee conference call meetings when needed.

#### **Qualifications:**

WSEA 92 Handbook Committee members will:

- Have a solid period of continuous sobriety (minimum three to five years).
- Have time to serve and the ability to travel within WSEA 92.
- Have at least two years of active WSEA 92 service.
- Have "Basic" computer skills.

#### **Duties:**

The WSEA 92 Handbook Committee will:

- Meet at each WSEA 92 Assembly and Quarterly Committee meeting, which will be open to all members in attendance.
- Read, review, and revise the WSEA 92 Handbook, when necessary.

#### **Expenses reimbursed by WSEA 92:**

1. Expenses for recording and printing of WSEA 92 Quarterly and Assembly minutes.
2. Expenses for printing the WSEA 92 Handbook.
3. WSEA 92 Quarterly meetings and two Assemblies.
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
4. Communication Expenses
  - a. Postage, printing, envelopes and copies

## **8.2 WSEA 92 ARCHIVES**

### **8.2.1 WSEA 92 ARCHIVES CHAIR**

The Archives Chair will participate in WSEA 92 Assemblies and Quarterlies as an Appointed Officer and will chair Archives Standing Committee Workshops. Chairs monthly Archives Steering Committee meetings, facilitates Repository site-selection decisions, and produces articles for the WSEA 92 Newsletter. Prior to the yearly General Service Conference, the Archives Chair will facilitate discussions regarding Archives Conference Agenda items.

#### **Qualifications:**

- Have the time to serve and the ability to travel within WSEA 92.
- Have at least two years of continuous sobriety.

#### **Duties:**

- Participates in scheduling and chairs up to four Archive Standing Committee Workshops annually, and when possible, alternate the locations within WSEA 92.
- Schedules and displays the portable archives, which may be made available to AA service functions and other AA events.
- Establish a six-person non-funded, rotating Archives Steering Committee.
  - o Three members rotating on even years after three years of service with an option to serve an additional three-year term.
  - o Three members rotating on odd years after three years of service with an option to serve an additional three-year term.

#### **Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterlies and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration (where applicable)
2. Standing Committee Workshops (four per year).
  - a. Travel
  - b. Meals and lodging if required.
3. Communication Expenses
  - a. Flyers, copies etc.

### **8.2.2 WSEA 92 ARCHIVES STEERING COMMITTEE**

In all its actions, the Archives Steering Committee is to be guided by AA's primary purpose and AA principles. In all matters concerning the WSEA 92 Archives the Steering Committee will be open to suggestions and questions from the Fellowship.

**Qualifications:**

Archives Steering Committee member will:

- Be selected by the currently serving members of the Steering Committee.
- Have the time to serve and the ability to travel within WSEA 92.
- Have at least two years of archival experience or equivalent.
- Have a solid period of continuous sobriety (minimum three to five years).

**Duties:**

The Archives Steering Committee will:

- Select, replace, or reappoint an Archivist to be affirmed by the WSEA 92 Committee.
- Be responsible for establishing policies, budgets and procedures. Through its group conscience, it undertakes and maintains final responsibility and authority for the use of the WSEA 92 Archives.
- Protect and preserve archival materials in a climate-controlled repository.
- Create and maintain a Collection Scope that defines and describes what the archives will or will not collect, and why.
- Will participate with the WSEA 92 Archives Chair and WSEA 92 Archivist in discussing Archives Conference Agenda items.

**Credit Line:**

1. \$500 credit line for archival upkeep.
2. Payment amount of the monthly rent for the Archives Repository.

**8.2.3 WSEA 92 ARCHIVIST**

The position of WSEA 92 Archivist carries a four-year term. The archivist is eligible to serve more than one term, effective January 2004.

**Qualifications:**

- It is desirable that the archivist has taken at least an introductory course in archival science or library science and has a membership in a local archivists' organization.
- Must have an understanding of computer file structure.
- Must have Microsoft Excel or Google Sheets spreadsheet experience.

**Duties:**

The WSEA 92 Archivist is to act as the central administrator for the WSEA 92 archival collection and will:

- Be responsible for the archival collection, including documents, books, recordings, and artifacts as identified by the WSEA 92 Collection Scope.
- Maintain the physical integrity of the collection.
- Coordinate Archive work parties and facilitate archives training efforts.
- Develop an index, inventory, and/or a find aid, to provide easy ways to search and access the collection.



- o Organize: Sort the collection; chronologically, alphabetically, by subject, and/or by type of object, in a sensible manner.
- o Catalog: Create a searchable list or inventory describing each item in the collection.
- o Preserve: Perform preservation tasks, from the very simple to the very complicated, to prolong the life of the item.
- o Create exhibits and displays, publish articles about the archives in the WSEA 92 newsletter, provide research access, and give information to those who have questions.
- Be responsible for ensuring the protection of the anonymity of members, and the confidentiality of all WSEA 92 records.
- Regularly report to the Archives Steering Committee, giving updates on current projects.
- Rely upon the advice and counsel of the Archives Steering Committee in carrying out the duties of the Archivist, which include management of the Archives Repository.
- Maintain a portable display of historical materials to be housed at the archive's repository.
- Represent WSEA 92 Archives at both the National and Regional Archives Workshops.

**Expenses reimbursed by WSEA 92:**

1. National Archives Workshop (One per four-year rotation).
  - a. Reimbursement not to exceed \$750.
2. Regional Archives Workshop when hosted by WSEA 92.
  - a. Reimbursement not to exceed \$150.

**8.3 WSEA 92 NEWSLETTER EDITOR**

The WSEA 92 Newsletter is published monthly and is sent to all WSEA 92 Elected Officers, WSEA 92 Appointed Officers, and the Area Committee, to serve as a primary form of communication for the Area. The Newsletter Editor reserves the right to refuse the publication of any submission. A computer, printer, and software is supplied to the Editor as needed for work and completion of the newsletter duties.

**Qualifications:**

- The time to serve and the ability to travel within the WSEA 92.
- At least four years of continuous sobriety.
- Experience in group, district, or other general service.
- Skills in writing, editing, and proofreading.
- Have good attention to detail.
- Skills in newsletter design.
- Have "Intermediate" computer skills.

**Duties:**

- Receives, formats, and edits news received from the Area.
- Receives and edits reports from the Delegate, Alternate Delegate, and the Area Committee.
- Receives the minutes and motions from the secretary.
- Receives and edits articles, quotes, and comments submitted by Area members.
- Maintains a current address list of all subscribers for newsletter distribution. All Area Committee members, Past Delegates, and the WSEA 92 website contacts are automatically included on the email list.
- Provides the Newsletter in both English and Spanish. The Area Newsletter Editor may work with a

volunteer committee to collect, format, and translate as needed. It is not the Newsletter Editor's responsibility to translate flyers into Spanish.

- Includes AA event flyers in the Newsletter.
- The Newsletter Editor formats the Newsletter, without flyers, and provides it to a selected copy company, as necessary. The Area debit card information can be kept on file at the copier and the Newsletter Editor will provide the receipt to the Area Treasurer.
- All bank statements and receipts are to be turned in to the Treasurer at Quarterlies and Assemblies.
- Provides the Newsletter to each DCM, either electronically, US mail, or a combination thereof, to then be distributed within their District. Mailed copies of the Newsletter will not include flyers.
- Provides an English and a Spanish copy to Area Archives (may be hand delivered at Area events).
- Emails the Newsletter to the Alternate Chair for inclusion on the WSEA 92 Website.
- The Newsletter Editor may hold Round-tables the Friday of Quarterlies and Assemblies and hosts an Area-wide Newsletter Workshop each year.

**Credit Line:**

1. The Newsletter Editor has permission to utilize a budgeted prepaid debit card from the Area to be used for incidentals as necessary such as:
  - a. Printing
  - b. Publishing Software
  - c. Postage

**Expenses reimbursed by WSEA 92:**

1. Area 92 Quarterly meetings and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration (where applicable)
2. Area-Wide Newsletter Workshop (four per year)
  - a. Travel
  - b. Meals
  - c. Lodging if required

**8.4 WSEA 92 COOPERATION WITH THE PROFESSIONAL COMMUNITY**

The CPC Chair and members of the CPC committee inform professionals and future professionals about AA — what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating. The CPC Chair will continually pursue ways of carrying the message of recovery to the professional communities (English and non-English speaking) and set an example of leadership for the committee members.

**Qualifications:**

- The time to serve and the ability to travel within WSEA 92.
- At least five years of continuous sobriety.
- Thorough understanding of AA Traditions.
- Experience in group, district, or other general service.
- Communication and presentation skills.
- Have “Basic+” computer skills.

**Duties:**

- Follows the AA guidelines and suggestions as outlined in the CPC workbook and their referenced literature from GSO.
- Schedules meetings with the Area districts.
- Participates in scheduling and chairs up to four CPC Standing Committee Workshops annually, and when possible, alternate the locations within WSEA 92.
- Have a MS PowerPoint/Google Slides presentation(s) available.

**Credit Line: (CPC)**

\$500 credit line per year (for Literature)

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterly meetings and two Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Standing Committee Workshops (four per year)
  - a. Travel
  - b. Meals and Lodgings, if required.
3. Communication Expenses
  - a. Postage, envelopes, and copies.

**8.5 WSEA 92 CORRECTIONAL FACILITIES**

The Correctional Chair acts in an advisory capacity to the Corrections District Chairpersons and DCMs on corrections work regarding meetings in correctional facilities. Seeks to understand facility regulations and explains them to those who will be in direct contact with the groups. The Correction Chair will attempt to establish better communication between AA and correctional facilities and to find simple and effective ways of cooperating without affiliating. The Corrections Chair encourages and helps to guide district committees through training and assistance, particular to those experiencing new growth.

**Qualifications:**

- The time to serve and the ability to travel within WSEA 92.
- At least five years of continuous sobriety.
- Thorough understanding of AA Traditions.
- Experience in group, district, or other general service.
- Communication and presentation skills.
- Have "Basic+" computer skills.

**Duties:**

- Follows the AA guidelines and suggestions as outlined in the Correctional Facilities Workbook and their referenced literature from GSO.
- Participates in scheduling and chairs up to four Corrections Standing Committee Workshops annually, and when possible, alternate the locations within WSEA 92.
- Helps to structure district corrections committees through training and assistance, particularly to those experiencing new growth.

- May be available to talk on committee work at GSR meetings.
- Coordinates sponsorship of corrections meetings and efforts to assist the Bridge the Gap program.
- Appoints a Bridge Coordinator to the Area Corrections Committee.
- Coordinates Grapevine subscriptions to correctional facilities in the Area.

**Credit Line:**

\$1,250 credit line per year (for literature) plus 40 Grapevine subscriptions and 20 LaVina subscriptions annually.

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterly meetings and two Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Standing Committee Workshops (four per year)
  - a. Travel
  - b. Meals and lodging, if required.
  - c. Funded for reasonable travel, lodging, and registration to the annual Corrections Conference once per rotation (every two years).
3. Communication Expenses
  - a. Postage, envelopes, and copies.

**8.6 WSEA 92 GRAPEVINE/LA VINA & LITERATURE**

Grapevine/La Vina and Literature sells literature when necessary but not to infringe on the responsibility of the groups to provide literature and not to compete with local Central Offices. Communicates to the fellowship information on new literature. Encourages groups to have a Grapevine Representative (GVR)/La Vina Representative (RLV) and stresses the Grapevine/La Vina as a valuable tool for groups and individual members. Makes known to all groups the free literature available from GSO.

**Qualifications:**

- The time to serve and the ability to travel within WSEA 92.
- At least four years of continuous sobriety.
- Thorough understanding of AA Traditions.
- Experience in group, district, or other general service.
- Communication and presentation skills.
- Have “Basic” computer skills.

**Duties:**

- Follows the AA guidelines and suggestions as outlined in the Grapevine Workbook and the referenced literature from GSO.
- Maintains a full comprehensive Conference approved literature display which is purchased from GSO and Grapevine.
- Be prepared to take the display to various service workshops, Area Quarterlies and Assemblies.
- Participates in scheduling up to four Standing Committee Workshops annually, and sponsors one Grapevine Literature workshop per year, alternating the locations within the Area.

- Gives informed talks on AA literature when asked and communicates to the fellowship information on new literature.
- Submit to the Area Treasurer by December 31st an annual Grapevine/Literature finance report including a dollar value of inventory and cash on hand.

**Credit Line:**

\$500 credit line per year

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterlies and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Standing Committee Workshops (four per year)
  - a. Travel
  - b. Meals and lodging if required.

**8.7 WSEA 92 PUBLIC INFORMATION**

The Area Public Information Chair has the responsibility for determining ways to increase public understanding of AA or preventing misunderstanding of the AA program. The Area PI Chair will continually attempt to establish better communication between AAs, professionals, and the public at large to find simple, effective ways of cooperating without affiliating. The PI Chair will continually pursue ways of carrying the message of recovery to professional communities (English and non-English speaking) and set an example of leadership for the PI Committee members.

**Qualifications:**

- The time to serve and the ability to travel within WSEA 92.
- At least five years of continuous sobriety.
- Thorough understanding of AA Traditions.
- Experience in group, district, or other general service.
- Communication and presentation skills.
- Have “Basic+” computer skills.

**Duties:**

- Follows the AA guidelines and the suggestions for the Public Information Committee workbook and their referenced literature from GSO.
- Participates in scheduling and chairs up to four PI Standing Committee Workshops annually and when possible alternates location within the area.
- Among these activities are the preparation of public service announcements, letters to the media about AA anonymity and traditions, and triennial AA membership survey.
- Maintains a list of District PI Chairpersons for communication and receipt of minutes.
- Reports anonymity breaks that may occur to the WSEA 92 Delegate and encourages District PI Chairs to do the same.

**Credit Line:**

\$500 credit line per year (for literature)

**Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterlies and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
2. Standing Committee Workshops (four per year)
  - a. Travel.
  - b. Meals and lodging if required.
3. Communication
  - a. Postage, envelopes, and copies.

**8.8 WSEA 92 TREATMENT AND ACCESSIBILITY**

The primary purpose of a Treatment Committee is the same throughout the United States and Canada, to carry the AA message to the alcoholic who still suffers. There is probably no better place for an AA member to find a suffering alcoholic than in a treatment facility or outpatient treatment setting.

Accessibilities Committees explore, develop, and offer resources to make the Alcoholics Anonymous message and participation in our program of recovery available to all alcoholics who reach out for it. Accessibility challenges apply to all alcoholics who have difficulties participating in Alcoholics Anonymous, whether those are mental, physical, geographic, cultural, or other factors that vary among people. Some of these alcoholics may experience barriers to accessing the AA message, including the literature, meetings, Twelfth Step work, and the service structure.

Whatever the access barrier may be, the goal of our members and especially those who serve on Accessibilities Committees, is to find solutions to help ensure every alcoholic can participate in AA meetings, Twelfth Step work, and AA service.

**Qualifications:**

- The time to serve and the ability to travel within WSEA 92.
- At least five years of continuous sobriety.
- Thorough understanding of AA Traditions.
- Experience in group, district, or other general service.
- Communication and presentation skills.
- Have “Basic+” computer skills.

**Duties:**

- Follows the AA Guidelines and the suggestions for the Treatment Committee and Accessibility Workbooks and their referenced literature from GSO.
- Participates in scheduling and chairs up to four Treatment and Accessibility Standing Committee Workshops annually, and when possible, alternate the locations within WSEA 92.
- Maintains an up-dated list of District Chairpersons for communication purposes.
- Also encourages participation in “Bridging the Gap” Program and keeps a list of temporary contacts for individuals preparing to leave treatment facilities.
- Coordinates Grapevine subscriptions to the districts for treatment facilities.

**Credit Line:**

\$500 credit line per year (for literature) plus 25 Grapevine subscriptions.

### **Expenses reimbursed by WSEA 92:**

1. WSEA 92 Quarterlies and Assemblies
  - a. Travel.
  - b. Meals.
  - c. Lodging.
  - d. Registration.
2. Standing Committee Workshops (four per year)
  - a. Travel.
  - b. Meals and lodging if required.
3. Communication Expenses
  - a. Postage, envelopes, and copies.

### **8.9 WSEA 92 TRANSLATION**

The Translation Chair will encourage the participation of all the Spanish-speaking DCMs and GSRs to all WSEA 92 Assemblies, Quarterlies, and other service functions. The Chair will inform the Spanish-speaking Districts of the WSEA services that are available for any concern that may arise within their districts. The Chair will act as a bridge of communication from the WSEA 92 Committee to the Spanish-speaking Districts within the Area. The Chair will be guided in the spirit of service as defined in the AA Service Manual and the WSEA 92 Handbook.

#### **Qualifications:**

- The time to serve and the ability to travel within WSEA 92.
- At least five years of continuous sobriety.
- Thorough understanding of AA Traditions.
- Three years of active committee work at area and local levels.
- Communication and presentation skills.
- Have “Basic+” computer skills.

#### **Duties:**

- Maintain the translating equipment in a serviceable condition and report any repairs that need to be made or any losses that need to be replaced.
- Provide translation equipment and arrange for AA members who are available for translating the following:
  - Spanish-speaking AAs at Area 92 Assemblies, Quarterlies, and other service functions
  - English-speaking Delegate when making GSC reports that are conducted in Districts with Spanish-speaking groups.
  - English-speaking WSEA 92 Committee chairs giving reports, presentations or workshops that are conducted in Districts with Spanish-speaking groups.
- Conduct mini workshops when requested by the DCMs and GSRs.
- Encourage DCMs with Spanish-speaking groups to explore and expedite ideas that may help the suffering alcoholic whose primary language is Spanish.
- Compile and maintain a list of AA members who are able and willing to translate at various Area and District functions.
- Compile and maintain a list of AA members who are able and willing to assist the Area Secretary with written translation of Area Quarterly and Assembly agendas, minutes, and reports from Area elected and appointed officers.
- Compile and maintain a list of AA members who are able and willing to assist the Area Newsletter Chair with translation of submissions.

- Maintain a list of available service pamphlets and workbooks in Spanish.

**Credit Line:**

\$500 for purchase and maintenance of translation equipment and to pay expenses for bilingual members to attend WSEA 92 Assemblies and Quarterlies to assist the Translation Chair.

**Expenses reimbursed by WSEA 92:**

- WSEA 92 Quarterlies and Assemblies
  - a. Travel
  - b. Meals
  - c. Lodging
  - d. Registration
- Area-Wide Translation Committee Workshops (four per year)
  - e. Travel
  - f. Meals and Lodging (if required)
- Communication Expenses
- g. Translation Equipment (maintenance, repair and replacement)
- h. Postage, envelopes, and copies.

**8.10 WSEA 92 TECHNOLOGY**

**8.10.1 WSEA 92 TECHNOLOGY CHAIR**

The Technology Committee is to help facilitate communication within WSEA 92, making information and activities of WSEA 92 accessible, providing safe and secure technology to preserve relevant material considered to have importance to WSEA 92. In consultation with the WSEA 92 Technology Committee, the Technology Committee Chair reviews and provides access to these materials, promoting knowledge and understanding of the origins, aspirations, and programs of WSEA 92. This is implemented by the use of both the Area Website as well as underlying communication structure of Google Workspace which allows information of the Area to be readily available and permanently saved for future Area use.

WSEA 92 Technology Committee in all its actions, is to be guided by AA's primary purpose, AA principles, and in all matters will be open to suggestions and questions from the Fellowship.

**Qualifications:**

- Be selected using the established process for Appointed Officers and serve a two-year term beginning on January 1st following the date of their appointment.
- Have the time to serve and the ability to travel within WSEA 92.
- Have at least five years of continuous sobriety.
- Have computer skills to navigate and support the Area's electronic communication infrastructure.
- Have reliable internet access.
- Possess good communication skills.

**Duties:**

The Technology Committee Chair will participate in WSEA 92 Assemblies, Quarterlies and the four Standing Committee Workshops each year. Prior to the yearly General Service Conference, the



Technology Committee Chair will facilitate discussions regarding Conference Agenda items relating to technology as used by AA and/or Internet use policy.

- Establishes a six-person non-funded, rotating Technology Committee.
  - Three members rotating on even years after three years of service with an option to serve an additional three-year term.
  - Three members rotating on odd years after three years of service with an option to serve an additional three-year term.
  - The Technology Committee Chair will designate one of the six members as the Technology Committee Co-Chair.
  - The Technology Committee will meet the Friday night of Quarterlies, Assemblies (Roundtable) and at the Standing Committee Workshops. At these events, the committee will provide for the input of ideas on new technologies to be reviewed and discussed.
- Participates in and chairs Technology Committee meetings.
- Works closely with the Technology Committee and Co-Chair, keeping them abreast of the current status of all technology aspects concerning the Technology Chair and Technology Committee.
- Maintains the WSEA 92 Google Workspace account.
- Provides Google Workspace accounts, including email login information to all incoming WSEA 92 elected and appointed officers, District Committee Members and Alternate District Committee Members, as well as past Delegates.
- Provides assistance and education to WSEA 92 service members on the use of technologies utilized by the WSEA 92, as needed.
- Be the primary contact and maintain a relationship with the website hosting service. To include:
  - Maintenance of registration of the domain name.
  - Ensure that the domain name(s) are paid and protected appropriately.
  - Maintain SSL certificate(s).
  - Monitor site backups.
- Management and maintenance of WSEA 92 owned technology devices.
  - Inventory of WSEA 92 owned devices.
    - i. Computers.
    - ii. Peripherals. (printers, projectors, translation equipment, etc.)
  - Maintain a list of all software licenses for all computers owned by WSEA 92.
  - Assist in setup of equipment as requested.
  - As equipment ages out, recover and dispose of equipment.
    - i. Pass purchased/licensed software to current hardware.
    - ii. Wipe software and data from devices before passing on for disposal.
    - iii. Make recommendations for replacement of WSEA 92 equipment.
- Submit reports/articles to the WSEA 92 Newsletter each month.

**Expenses paid or reimbursed by WSEA 92:**

1. An initial operating budget for the Technology Committee of up to \$3000 for 2023 and then a budget of \$1500 for 2024 and thereafter.
2. Website costs (ISP/IPP & Domain Name) expenses.
3. Software and hardware updates and replacement with WSEA 92 Committee approval.
4. All WSEA 92 Assemblies, Quarterlies and Standing Committee Workshops.
5. a. Travel.
  - b. Meals.
  - c. Lodging.
  - d. Registration.

- Communication Expenses.
- a. Copies.

### **8.10.2 WSEA 92 TECHNOLOGY COMMITTEE**

The Technology Committee will provide encouragement, information, direction, and support to the WSEA 92 Committee in the use of new and existing technologies, to better carry the message. In all its actions, the Technology Committee is to be guided by AA's primary purpose and AA principles.

#### **Qualifications of Technology Committee:**

- Have the time to serve WSEA 92.
- Have Basic computer skills.
- Have at least two years of continuous sobriety.
- Have reliable Internet access.

#### **Technology Committee Service Positions:**

- Technology Committee Co-Chair.
- Secretary.
- Technical Assistant(s) to help maintain hardware/software support.
- Three (3) additional members.

#### **Technology Committee Co-Chair Duties:**

The Co-Chair may be called upon to perform specific duties to assist the Technology Committee Chair. The Technology Committee Co-Chair provides continuity to the Technology Committee by providing knowledge and experience shared by the Technology Committee Chair. If in any given rotation the Technology Committee Chair is unable to continue their duties, the following would take place in order to replace the Technology Committee Chair: Co-Chair, Technology Committee members, and/or other members can provide a resume to the WSEA 92 Chair to be affirmed by the WSEA 92 elected officers.

#### **Secretary Duties:**

- Records minutes at Technology Committee meetings and promptly circulates them to the Technology Committee.
- Distributes any Committee documents to committee members.
- Helps the Technology Committee Chair maintain the records of inventoried WSEA 92 technology items (hardware, software, and licenses).

#### **Technology Committee Duties - The Committee:**

- Through its group conscience, undertake and maintain final responsibility and authority for the use and content of the WSEA 92 website.
- Will create and maintain policies defining and describing what the website will and will not post or display.
- Will make itself available for consultation with other committees about conference related items that could utilize the experience of the Technology Committee.
- Provides training to elected DCMs or Alternate DCMs so they are able to maintain meeting schedules for their Districts.
- May be called upon to perform specific duties in the assistance of the Technology Committee Chair.
- Email messages will receive a reply within seven (7) days.

### **Website Contents and Services:**

- The spirit of AA principles, Traditions and Guidelines will be followed. This means, among other things:
  - Anonymity will be preserved and protected:
    - i. The first name and last initial of AA members and the full name of non-AA members may be displayed on the website.
    - ii. Personal phone numbers, postal and E-mail addresses will not be displayed on the website, except for additions to the website calendar such as event flyers.
  - There will be no endorsement or affiliation with non-AA entities. (Tradition 6)
  - The AA Preamble will be displayed on the website.
  - The WSEA 92 website will only link to websites maintained by AA service entities except for tools to help disseminate information (e.g. Adobe).
- A link to the AAWS website ([www.aa.org](http://www.aa.org)) will be provided to access general information about AA.
- Copyrights and registered trademarks, when used, will be acknowledged. Alcoholics Anonymous, AA, and The Big Book are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine and AA Grapevine are registered trademarks of The AA Grapevine, Inc.
- Email Addresses.
  - Anonymous links to trusted servants, WSEA 92 Committee members and DCMs email addresses.
  - Central Office and Intergroup representatives email addresses.
- The following types of information are approved for display on the WSEA 92 website.
  - Home Group and meeting information: type of meeting, time and location.
  - District meeting times and locations, mailing addresses, and answering service numbers.
  - Central Office and Intergroup contact information, locations, and hours of operation. Event information (location, time, agenda, registration form, etc.) for the following types of activities, primarily focused on events in WSEA 92:
    - i. AA General Service functions. (Quarterlies, Assemblies, Conferences, Forums, Workshops, etc.)
    - ii. Fellowship activities. (Roundups, picnics, dances, campouts, etc.)
  - Quarterly and Assembly meeting minutes.
  - Area Committee reports.
    - i. Elected officer reports.
    - ii. Standing committee reports.
    - iii. Ad-hoc committee reports.
  - Newsletters.
  - WSEA 92 Handbook.
  - WSEA 92 motions. (adopted and failed)
  - Documents pertaining to upcoming Assemblies or Quarterlies.
    - i. Agenda.
    - ii. Motions and background materials.
  - Links to Websites of AA service entities will be provided as a service to Website visitors.
  - If a submission is rejected, an explanation will be provided with the opportunity to edit and resubmit.

### **Domain Name Registration:**

- The WSEA 92 Website will be registered to Washington State East Area Assembly of Alcoholics Anonymous with a domain name of [area92aa.org](http://area92aa.org). (established July 5, 2001)

- The Technology Committee Chair or delegated representative will be the administrative contact for the WSEA 92 Website's domain name.
- The technical contact will be the Internet Presence Provider (IPP) who maintains the primary domain name server for the WSEA 92 Technology Committee.

**Website Administration and Maintenance:**

- The Technology Committee will have direct oversight on all matters pertaining to the WSEA 92 Website.
- The Technology Committee will perform the following tasks and specific responsibilities, but are not limited to, the following administrative duties:
  - Verify the Website adheres to AA Guidelines and Traditions.
  - Give WSEA 92 Website status reports at all WSEA 92 Assemblies and Quarterlies, additional reports in the Area 92 Newsletter are also encouraged.
  - Utilize Google analytics to produce reports pertinent to the WSEA 92 Website.
  - Select cost-effective options for an Internet Presence Provider (IPP) and domain name registration services.
  - Design, create and make changes to the WSEA 92 Website.
  - Maintain a backup copy of all WSEA 92 Website files, excluding backup of hosted web pages.
  - Manage WSEA 92 Website users and user access levels.
  - Maintain and update event calendar with information provided by the WSEA 92 Fellowship.
  - Post current WSEA 92 Assembly and or Quarterly Agendas on the WSEA 92 Website when available.
  - Post minutes from previous WSEA 92 Assemblies and Quarterlies on the WSEA 92 Website as soon as they are made available.
  - Update WSEA 92 Website copy of the Handbook and motions as provided by the WSEA 92 Handbook Committee.
- WSEA 92 Committee Members, Districts, Central Offices, Intergroups and Home Groups providing information to be posted to the WSEA 92 Website:
  - Will have the responsibility of verifying the accuracy of any information they wish to have posted.
  - May request changes to their posted information.
  - Change requests will be submitted in writing to the Technology Committee.