

Area 86  
Western Ontario General Service  
(WOGS)  
Structure & Operating Procedures  
For  
Part I - The Area Assembly  
&  
Part II - The Area Committee  
Original Approved and Accepted  
At Area Assembly  
October 26, 2003

## **Structure & Operating Procedures**

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## **Appendices**

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## **Guidelines (Job Descriptions)**

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## **Preface**

Throughout this document, the meaning of words and phrases specific to Alcoholics Anonymous shall be defined in the most recent edition of *The A.A. Service Manual*.

A copy of the Area 86 Western Ontario Structure & Operating Procedures should be held by:

Area 86 District Committee Members  
Area 86 Delegate  
Area 86 Alternate Delegate  
Area 86 Chairperson  
Area 86 Treasurer  
Area 86 Secretary/Registrar  
Area 86 Subcommittee Chairpersons  
Area 86 Past Delegates

The Area 86 Secretary/Registrar shall maintain an up-to-date copy of the Area 86 Western Ontario Structure & Operating Procedures (SOP's) for the Area Assembly and the Area Committee.

It is strongly recommended that the Districts of Area 86 make copies of this Structure & Operating Procedure available to their General Service Representatives.

It should be noted that there are two (2) Parts to this document. One on Area Assembly procedures (pages 2-14) and one on Area Committee procedures (pages 15-20).

The Appendices are included for information purposes only and form part of the Area 86, Western Ontario General Service Structure & Operating Procedures.

The Guidelines (Job Descriptions) which are under the purview of the Area Committee are included for information purposes only and do not form part of the Area 86, Western Ontario General Service Structure & Operating Procedures.

## **PART I – THE AREA ASSEMBLY**

### Purpose

The purpose of these Structure & Operating Procedures is to provide for the continuing successful operation of a united effort of groups in Area 86, Western Ontario.

There can be no rules in Alcoholics Anonymous or any organization other than that which we choose to impose upon ourselves. The Structure & Operating Procedures set out what the groups have agreed upon and not what anyone has committed them to do.

All provisions of these Structure & Operating Procedures, and all actions of Western Ontario General Service arising there from, ought to conform to the principles of the Twelve Traditions, the Twelve Concepts and *The A.A. Service Manual* and adhere strictly to the primary purpose of Alcoholics Anonymous – to carry the message to the alcoholic who still suffers.

### **Section 1 – General**

#### a) Name

The Area Assembly shall be known as Area 86 Western Ontario General Service (WOGS) Area Assembly, hereinafter.

#### b) Structure

General Service Representatives  
District Committee Members  
Area 86 Delegate  
Area 86 Alternate Delegate  
Area 86 Chairperson  
Area 86 Treasurer  
Area 86 Secretary/Registrar  
Area 86 Subcommittee Chairpersons  
Area 86 Past Delegates (Ex Officio)

#### c) Area Officers

Area Officers shall be the Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, and Area Secretary/Registrar. The Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, and Area Secretary/Registrar shall have served as a past District Committee Member in Area 86, Western Ontario.

## **Section 1 – General (continued)**

### **d) Area Subcommittee Chairpersons**

Area Subcommittee Chairpersons shall consist of Grapevine, Public Information, Corrections, Treatment, Cooperation with the Professional Community, Special Needs/Remote Communities, Archives, Newsletter/Website and Bridging the Gap. Area Subcommittee Chairpersons should have served as a past District Committee Member in Area 86, Western Ontario.

### **e) Voting Privileges**

The Area Officers, Area Subcommittee Chairpersons, District Committee Members (in the absence of the District Committee Member, the Alternate District Committee Member), and General Service Representatives (in the absence of the General Service Representative, the Alternate General Service Representative, or in the absence of the General Service Representative and the Alternate General Service Representative, an appointed member of the Group and not a member of the current Area Committee), including Treatment and Correctional General Service Representatives, shall be considered eligible to vote on all subjects brought before the Area Assembly. Past Delegates are non-moving, non-voting members of the Area Assembly.

### **f) Area Assemblies**

The Area Assembly shall meet twice a year at a site agreed upon by the Area Assembly.

The Area Chairperson shall forward the Area Assembly Agenda to members of the Area Committee at least forty five (45) days in advance of the Area Assembly. District Committee Members are responsible for distributing the agenda to the General Service Representatives, who are, in turn, responsible for bringing the agenda to their home groups.

## **Section 2 – Motions**

Motions by Groups and Districts shall be in writing and forwarded to the Area Chairperson at least sixty (60) days prior to the Area Assembly so that the motion may be included in the agenda and to allow the groups to determine the group conscience on the motion.

Motions shall be read from the Area Assembly floor and duly seconded. The Area Chairperson shall then allow time for discussion and voting, as appropriate.

Motions shall require a two-thirds (66⅔ %) majority to be declared carried.

Any procedure dealing with the handling or processing of motions requires only a simple majority (50% + 1). (e.g. motion to reconsider; calling the question; tabling a motion)

**See Appendix I**

### **Section 3 – Amendments and Revisions**

Proposals for amendments or revisions of the Area 86 Western Ontario Structure & Operating Procedures may be:

by formal motion approved at any District Committee meeting; or  
by recommendation of the Area Committee, or  
by recommendation of an Adhoc Committee appointed by the Area Assembly.

Proposals for amendment or revision shall be forwarded to the Area Chairperson sixty (60) days prior to the Area Assembly.

Any amendment or revision of the Area 86 Western Ontario Structure & Operating Procedures shall require a two-thirds ( $66\frac{2}{3}$  %) majority vote of the Area Assembly.

Any amendments or revisions to the Area 86 Western Ontario Structure & Operating Procedures will not take effect until the next Panel.

An Adhoc Committee, consisting of two (2) Past Delegates, two (2) District Committee Members and one (1) Area Officer (with the exception of the current Delegate), shall be appointed by the Area Assembly to review the Area 86 Western Ontario Structure & Operating Procedures and report recommendations to the January Area Committee meeting in the odd numbered years. Area 86 Western Ontario Structure & Procedures Adhoc Committee members shall not serve on consecutive committees, if possible.

The Area Committee shall review the Area 86 Western Ontario Structure & Operating Procedures at the January Area Committee meeting in odd numbered years.

### **Section 4 – Responsibilities**

It is strongly recommended that all members of the Area Assembly, including the General Service Representatives, be elected in the odd numbered years, with the term of office commencing on January 1<sup>st</sup> of the following year, for a two (2) year term.

It is suggested that Group Information Change Forms be submitted to the Area Secretary/Registrar for processing.

It is suggested that New Group Information Forms be submitted to New York (G.S.O.) for processing.

**See Area Secretary/Registrar – Section 4 Subsection g)**

## **Section 4 – Responsibilities (continued)**

### a) General Service Representative (GSR)

The duties of the General Service Representative are laid down in *The A.A. Service Manual*, Chapter Two (2). Nothing in this Structure & Operating Procedure shall be construed

as having authority over, or interference with, the General Service Representative in performance of those duties.

### b) District Committee Member (DCM)

The duties of the District Committee Member are laid down in *The A.A. Service Manual*, Chapter Three (3). Nothing in this Structure & Operating Procedure shall be construed as having authority over, or interference with, the District Committee Member in performance of those duties.

### c) Delegate

To be elected by the Area Assembly. The duties of the Delegate are laid down in *The A.A. Service Manual*, Chapter Six (6). Nothing in this Structure & Operating Procedure shall be construed as having any authority over, or interference with, the Delegate in performance of those duties. The Delegate shall, at all times, follow the direction of the Area Assembly.

The Delegate will be responsible to select a speaker to attend an Area Assembly. Prior approval from the Area Assembly for expenses, within the budgeted amount, must be obtained.

### d) Alternate Delegate

To be elected by the Area Assembly. The duties of the Alternate Delegate are laid down in *The A.A. Service Manual*, Chapter Six (6). Nothing in these Structure & Operating Procedure shall be construed as having any authority over, or interference with, the Alternate Delegate in performance of those duties. The Alternate Delegate shall work in close cooperation with the Delegate at all times, striving to attain a good working knowledge of those duties in the event of loss or incapacity of the Delegate. The Alternate Delegate should at all times follow the direction of the Delegate and the Area Assembly.

The Alternate Delegate shall be the Intergroup Liaison Officer for Area 86, Western Ontario, liaising between General Service and the various Intergroups/Central Offices in Area 86, Western Ontario.

### e) Area Chairperson

To be elected by the Area Assembly. The duties of the Area Chairperson are laid down in *The A.A. Service Manual*, Chapter Five (5). Nothing in this Structure & Operating Procedure shall be construed as having authority over, or interference with, the Area Chairperson in performance of those duties. The Area Chairperson is an ex-officio member

## **Section 4 – Responsibilities (continued)**

of all Area subcommittees. The Area Chairperson shall, at all times, follow the direction of the Area Assembly.

The Area Chairperson shall be responsible for the conduct of all meetings of the Area Assembly and the Area Committee, the preparation and distribution of the agenda at least forty-five (45) days in advance of the Area Assembly or Area Committee Meeting, the coordination of all matters and communications connected with the business of the Area, and the forwarding of information to the Area Officers, when necessary.

In the absence of the Area Chairperson from the Area Assembly, The Alternate Delegate shall serve as Area Chairperson. In the event of both the Area Chairperson and the Alternate Delegate's absence from any Area Assembly, the Area Assembly members shall select a Chairperson for that Area Assembly only. The Delegate will chair the Area Assembly until a Chairperson is selected.

### **f) Area Treasurer**

To be elected by the Area Assembly. The duties of the Area Treasurer are laid down in *The A.A. Service Manual*, Chapter Five (5). Nothing in this Structure & Operating Procedures shall be construed as having any authority over, or interference with, the Area Treasurer in performance of those duties. The Area Treasurer should at all times follow the direction of the Area Chairperson and the Area Assembly.

The Area Treasurer shall receive and deposit all Area 86 monies belonging to the Area within three business days of receipt to a Chartered Bank or Trust Company selected by the Area Treasurer. A verified copy of the bank deposit slip is to be shared with the Area Chairperson immediately following the deposit.

Cash revenue from all sources are to be counted and signed for by at least two people. (i.e. two or more Past Delegates if possible) at Area Assemblies and Area Committee meetings. The financial cash collection form (see Appendix II) will serve as a supportive document for cash deposits and retained with the Area Treasurer's financial records.

A monthly Bank Reconciliation is to be conducted to determine the Area's financial position and forwarded to the Area Delegate and the Area Chairperson with supportive documents available upon request.

The Area Treasurer shall consult the Area Chairperson for direction concerning any questionable expenses that may be submitted. If circumstances warrant, payment shall be withheld until the item is discussed with the Area Committee at its next meeting.

#### **Section 4 – Responsibilities (continued)**

The Area Treasurer shall have a *deposit-only* bank card and ensure that the Area Chairperson has a *view-only* bank card.

Two signatures shall be required on all cheques. All Area Officers as well as the District Committee Member of the District where the Area Treasurer is a resident shall have signing authority.

The fiscal year of the Area shall be January 1<sup>st</sup> to December 31<sup>st</sup>, inclusive. A financial forecast and an annual year-end statement is to be prepared by the Area Treasurer in such detail as is acceptable to the Area Committee and the Area Assembly. A prudent reserve fund in the amount of no more than three (3) months' operating expenses shall be considered adequate and determined by the Area Treasurer using the following formula:

**(Total Expenses – G.S.O. contribution) ÷ 12 × 3 = Prudent Reserve.**

The Area Treasurer will ensure that all funds over and above the prudent reserve on December 31<sup>st</sup> of each year are sent to the General Service Office (G.S.O.) in New York within thirty (30) days of the year's completion of the bank reconciliation.

A Financial Review Committee shall be appointed at the January Area Committee meeting by the Area Chairperson and approved by the Area Committee. This Financial Committee shall consist of two (2) Area 86 Past Delegates (except the immediate Past Delegate) and a currently serving Area Officer from a neighbouring Area. The Financial Committee shall review the financial records of Area 86 for the preceding year and report to the Spring Area Assembly. Financial Committee members shall not serve on consecutive committees.

Literature for Area Subcommittees will be requested by the Area Subcommittee Chairpersons, approved by the Area Chairperson and ordered by the Area Treasurer.

#### **g) Area Secretary/Registrar**

To be elected by the Area Assembly. The duties of the Area Secretary/Registrar are laid down in *The A.A. Service Manual*, Chapter Five (5). Nothing in this Structure & Operating Procedure shall be construed as having any authority over, or interference with, the Area Secretary/Registrar in performance of those duties.

The Area Secretary/Registrar shall be responsible for recording minutes of the Area Assembly and Area Committee meetings, distribution of the minutes in sufficient quantities to satisfy the Area Committee, compiling and updating address lists of the Area Committee members, forwarding Area Assembly and Area Committee information to the General Service Office, and such other duties as are necessary and may arise from time to time to conduct proper business of this office and should at all times follow the direction of the Area

## **Section 4 – Responsibilities (continued)**

Chairperson and the Area Assembly. The Area Secretary/Registrar will request a written copy of any motion brought forth from the floor for clarity of recorded minutes.

The Area Secretary/Registrar will develop and maintain records of all Groups in the Area for Area purposes in conjunction with the General Service Office (G.S.O.)

**After the election assembly (in the fall of the odd years), both the outgoing and incoming Area Secretary/Registrar should work in conjunction with each other to ensure a smooth transition of pertinent Area 86 information that needs to be forwarded to G.S.O.**

### h) Area Subcommittee Chairpersons

To be elected by the Area Committee. The Area Subcommittee Chairpersons shall be available at all times to assist in all matters pertaining to their office, and to provide, where possible, assistance in Area and District workshops or any Area service function pertaining to that office.

They shall also request from the Area Chairperson any pamphlets and workbooks as required. The Area Treasurer will order upon approval.

Detailed job descriptions are contained in the Guidelines (Job Descriptions) pages at the end of the Area 86 Western Ontario Structure & Operating Procedures.

Area Subcommittee Chairpersons should at all times follow the direction of the Area Chairperson and the Area Assembly.

### i) Past Delegates

The value of our Past Delegates to our fellowship, and suggestions about how they may contribute to Area activities are laid down in *The A.A. Service Manual*, Chapter Five (5).

Past Delegates are non-moving, non-voting members of the Area Assembly, and as such should not represent their Groups or Districts in any capacity at Area Assemblies.

## **Section 5 – Expenses**

Roundup, Convention Committees and District Committees are encouraged to defray the costs involved with inviting Area Officers and Area Subcommittee Chairpersons to their functions.

### a) General Service Representatives (GSR's)

Area 86, Western Ontario is not responsible for expenses incurred by the GSR's.

## Section 5 – Expenses (continued)

### b) District Committee Members (DCM's)

Area 86, Western Ontario is not responsible for expenses incurred by the DCM's.

### c) Delegate

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

All expenses incurred by the Delegate in the performance of his/her duties within the Province of Ontario, as outlined in Chapter Six (6), entitled "The Delegate", of the current edition of *The A.A. Service Manual*. Out of Province trips to attend service functions shall require approval of the Area Assembly. An exception to submitting an account will be the annual out of pocket expense money given to the Delegate. The amount will be equivalent to the required minimum registration fee for the General Service Conference.

All cost of printing, stationery, postage, and long distance telephone charges as required. Further the Delegate shall be reimbursed in full for any expenses such as meals incurred at functions such as the Canadian Eastern Regional Alcoholics Anonymous Service Assembly (CERAASA), Ontario Delegates Committee (ODC), Eastern Canada Regional Forum, etc. At all other times the meal per diem will be observed.

### d) Alternate Delegate

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Service Area Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required. Further the Alt. Delegate shall be reimbursed in full for any expenses such as meals incurred at functions such as the Canadian Eastern Regional Alcoholics Anonymous Service Assembly (CERAASA), Ontario Delegates Committee (ODC), Eastern Canada Regional Forum, etc. At all other times the meal per diem will be observed.

Out of Province trips to attend service functions shall require prior approval of the Area Assembly.

## **Section 5 – Expenses (continued)**

### e) Area Chairperson

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Delegate, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Service Area Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required

### f) Area Treasurer and Area Secretary/Registrar

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Service Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required.

### g) Area Subcommittee Chairpersons

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Service Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required.

### h) Past Delegates

Area 86, Western Ontario is not responsible for expenses incurred by the Past Delegates, except when appointed by the Area Assembly to serve on a special committee, or when the Area requests Past Delegates to do service work; the Area will cover expenses for

meals, mileage and accommodation incurred, and that these costs be set at the current rate for the Alternate Delegate.

j) The General Service Conference Registration Fee

The intent of Area 86, Western Ontario is to be fully self supporting with respect to the Area 86 Delegate attending the General Services Conference, when funds allow.

**Section 6 – Election Procedures**

a) Regular Elections – Area Officers

As outlined in *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular biannual elections of Area Officers take place in Area 86, Western Ontario at the Fall Area Assembly of odd numbered years, with the two (2) year term of office starting on January 1<sup>st</sup> of the even numbered years. The term for the Trustee Nominee if elected at the General Service Conference is four (4) years.

**Exception: see Area Secretary/Registrar – Section 4, Subsection g).**

Qualifications for service as an Area Officer in Area 86, Western Ontario can be found in Section 1, Subsection c).

Area Officers to be elected and order of election

Delegate  
Alternate Delegate  
Area Chairperson  
Area Treasurer  
Area Secretary/Registrar  
Trustee Nominee (when required)

i) Eligibility

Members of the outgoing Area Committee – except the current Delegate. If no one is prepared to stand; members of the immediate past Area Committee except the immediate Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Past Delegates.

All officers are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One (1).

## **Section 6 – Election Procedures (continued)**

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words to a maximum of two (2) minutes. If the person is not present, the resume shall be read.

### ii) Who Can Vote

All members of the outgoing Area Assembly are eligible to vote.

If the District Committee Member (DCM) is not present, the Alternate DCM is eligible to vote. If both the DCM and the Alternate DCM are absent, the incoming DCM is eligible to vote.

If the General Service Representative (GSR) is absent, the Alternate GSR is eligible to vote. If both the GSR and the Alternate GSR is absent, an appointed member of the group may vote but not a member of the current Area Committee.

### iii) Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Assembly and approval requested to continue.

The list of names of the outgoing Area Committee, except the current Delegate, shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Committee except the immediate Past Delegate shall be read and asked if they wish to stand.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Past Delegates.

### b) Election by the Area Assembly of a Trustee Nominee for the General Service Board

Shall be conducted by the current Delegate as required by the schedule laid out in our current *A.A. Service Manual*, Chapter Nine (9).

### i) Eligibility

All Area 86 Past Delegates.

## **Section 6 – Election Procedures (continued)**

If a candidate is not present, written permission must have been forwarded to the Area Chairperson for the name to stand; in which case, a written resume shall be provided and read by the Area Delegate in a candidate's absence. Candidates shall be requested to say a few words to a maximum of two (2) minutes.

### ii) Who Can Vote

All voting members of the Area Assembly are eligible to vote. If the District Committee Member (DCM) is not present, the Alternate DCM is eligible to vote.

If the General Service Representative (GSR) is absent, the Alternate GSR is eligible to vote. If both the GSR and the Alternate GSR is absent, an appointed member of the Group may vote but not a member of the current Area Committee. Nominee to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One (1).

### iii) Election Process

This procedure and the Third Legacy Procedure shall be read to the Area Assembly and approval requested to continue.

The roll of the Area 86, Western Ontario Past Delegates shall be called. If no one is prepared to stand, there will be no name forwarded to the General Service Office from Area 86.

The Area Delegate will notify the General Service Office of the outcome of the election.

### c) Filling Vacancies – Area Officers

Should the Alternate Delegate resign or fade away after the General Service Conference of the odd year of the Delegate term, the Area Chairperson, if willing, will assume the duties of the Alternate Delegate for the remainder of the term. Conversely, if the Area Chairperson resigns or fades away, after the General Service Conference of the odd year of the Delegates term, the Alternate Delegate, if willing will assume the Duties of the Area Chairperson for the remainder of the term. If not, the Area Committee will appoint by consensus.

If a vacancy of an Area Officer occurs prior to the Area Assembly (and the Area Chairperson has been notified) the Area Chairperson shall inform the immediate past Area Committee and the following Procedure shall take place.

## **Section 6 – Election Procedures (continued)**

### Area Officers to be elected and order of election

Delegate  
Alternate Delegate  
Area Chairperson  
Area Treasurer  
Area Secretary/Registrar

#### i) Eligibility

Members of the immediate past Area Committee except the immediate Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, except current Area Officers.

All officers are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One (1).

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words to a maximum of two (2) minutes. If the person is not present, the resume shall be read.

#### ii) Who Can Vote

All members of the current Area Assembly vote.

If the District Committee Member (DCM) is not present, the Alternate DCM is eligible to vote.

If the General Service Representative (GSR) is absent, the Alternate GSR is eligible to vote. If both the GSR and the Alternate GSR is absent, an appointed member of the group may vote but not a member of the current Area Committee.

#### iii) Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Assembly and approval requested to continue.

The list of names of the immediate past Committee except the immediate Past Delegate shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If no one is prepared to stand, nominations from the floor shall be requested except current Area Officer.

## **PART II – THE AREA COMMITTEE**

The Area Committee is the steering Committee for the Area Assembly.

### **Section 1 - General**

#### a) Name

The Area Committee shall be known as the Area 86 Committee, hereinafter called the Area Committee.

#### b) Structure

District Committee Members (DCM's)  
Area 86 Delegate  
Area 86 Alternate Delegate  
Area 86 Chairperson  
Area 86 Treasurer  
Area 86 Secretary/Registrar  
Area 86 Subcommittee Chairpersons  
Area 86 Past Delegates (Ex Officio)

#### c) Voting Privileges

All members of the Area Committee, with the exception of the Past Delegates, shall be eligible to vote on all subjects brought before the Area Committee. In the absence of a District Committee Member (DCM), the Alternate DCM is eligible to vote.

#### d) Meetings

In the even year—The Area Committee shall meet three (3) times yearly, two (2) of which will be sixty (60) days before the Area Assembly, one (1) as soon as possible following the Conference at a site and date agreed upon by the Area Committee. The Area Chairperson shall forward the agenda to the committee members at least forty-five (45) days prior to the Area Committee meeting.

In the odd year—The Area Committee shall meet four (4) times yearly, two (2) of which will be sixty (60) days before the Area Assembly, one (1) as soon as possible following the Conference and one (1) following the Fall Area Assembly for Area Sub Committee elections etc., at a site and date agreed upon by the Area Committee. The Area

Chairperson shall forward the agenda to the committee members at least forty-five (45) days prior to the Area Committee meeting.

In an emergency, and with fair notice, an Area Committee meeting may be called by the Area Chairperson or at the request of two-thirds (66 $\frac{2}{3}$  %) of the members of the Area Committee. At these times, members of the Area Committee shall be given ample notice of the meeting and be provided with a copy of the agenda and/or other reason for the meeting.

## **Section 2 – Motions and Recommendations**

### a) Motions

Motions may be made at an appropriate time during the proceedings.

Motions shall be duly seconded. The Area Chairperson shall then allow time for discussion and voting, as appropriate.

Motions shall require two-thirds (66 $\frac{2}{3}$  %) majority to be carried.

Any procedure dealing with the handling or processing of motions requires only a simple majority (50% + 1). (e.g. motion to reconsider; calling the question; tabling a motion)

**See Appendix I**

### b) Recommendations to the Area Assembly

The Area Committee may make recommendations to the Area Assembly that have been carried on a two-thirds (66 $\frac{2}{3}$  %) majority.

## **Section 3 – Amendments and Revisions**

Amendments or revisions to Part II - The Area Committee Structure & Operating Procedures must be made by the Area Assembly. **See Part I - The Area Assembly - Section 3**

Any amendments or revisions made to Part II - The Area Committee Structure & Operating Procedures made by the Area Assembly will not take effect until next Panel.

## **Section 4 – Elections**

### a) Regular Elections

As outlined in *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular biannual elections of Area Officers take place in Area 86, Western Ontario

## **Section 4 – Elections (continued)**

at the Fall Assembly of odd numbered years, with the two (2) year term of office starting on January 1<sup>st</sup> of the even numbered years.

Qualifications for serving as an Area Subcommittee Chairperson in Area 86, Western Ontario can be found in Section 1, Subsection d) of the Area 86 Western Ontario Structure & Operating Procedures - Part I - The Area Assembly.

### **Area Subcommittee Chairperson to be elected and order of election**

- 1) Grapevine Chairperson
- 2) Public Information Chairperson
- 3) Corrections Chairperson
- 4) Treatment Chairperson
- 5) Cooperation with the Professional Community Chairperson
- 6) Special Needs/Remote Communities Chairperson
- 7) Archives Chairperson
- 8) Newsletter/Website Chairperson
- 9) Bridging the Gap Chairperson

i) Eligibility: “Ever mindful of the spirit of rotation”

Members of the outgoing Area Committee except the current Delegate. If no one is prepared to stand; members of the immediate past Area Committee except the immediate Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Past Delegates.

Nominations shall be made by members of the current Committee.

All Area Subcommittee Chairpersons are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One (1).

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words to a maximum of two (2) minutes. If the person is not present, the resume shall be read.

ii) Who Can Vote

All members of the current Area Committee are eligible to vote.

## **Section 4 – Elections (continued)**

If the District Committee Member (DCM) is not present, the Alternate DCM is eligible to vote.

### iii) Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Committee and approval requested to continue.

The list of names of the outgoing Area Committee, except the current Delegate, shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Committee except the immediate Past Delegate shall be read and asked if they are willing to stand.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Past Delegates.

### b) Filling Vacancies– Area Officers

Vacancies of Area Officers prior to Area Committee Meeting are temporarily filled by the Area Committee as an interim procedure until an election can be held at the next Area Assembly.

If more than one vacancy is to be filled, the officers are to be elected in the following order:

Delegate  
Alternate Delegate  
Chairperson  
Area Treasurer  
Area Secretary Registrar

### i) Eligibility

Members of the immediate past Area Committee except the immediate Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, except current Area Officers.

Area officers will appoint, if necessary.

All officers are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One (1).

## **Section 4 – Elections (continued)**

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words to a maximum of two (2) minutes. If the person is not present, the resume shall be read.

### ii) Who Can Vote

All members of the current Area Committee are eligible to vote.

If the District Committee Member (DCM) is not present, the Alternate DCM is eligible to vote.

### iii) Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Committee and approval requested to continue.

The list of names of the immediate past Area Committee shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If no one is prepared to stand, nominations from the floor shall be requested, except current Area Officers.

### c) Filling Vacancies – Area Subcommittee Chairpersons

Qualifications for serving as an Area Subcommittee Chairperson in Area 86, Western Ontario can be found in Section 1, Subsection d) of the Area 86 Western Ontario Structure & Operating Procedures – Part I – The Area Assembly.

If more than one vacancy is to be filled, the subcommittee chairpersons are to be elected in the following order:

- 1) Grapevine Chairperson
- 2) Public Information Chairperson
- 3) Corrections Chairperson
- 4) Treatment Chairperson
- 5) Cooperation with the Professional Community Chairperson
- 6) Special Needs/Remote Communities Chairperson
- 7) Archives Chairperson
- 8) Newsletter/Website Chairperson
- 9) Bridging the Gap Chairperson

## **Section 4 – Elections (continued)**

### i) Eligibility

Members of the immediate past Area Committee except the immediate Past Delegate and those currently serving.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Past Delegates.

All Area Subcommittee Chairpersons are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual*.

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words to a maximum of two (2) minutes. If the person is not present, the resume shall be read.

### ii) Who Can Vote

All members of the current Area Committee are eligible to vote.

If the District Committee Member (DCM) is not present, the Alternate DCM is eligible to vote.

### iii) Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Committee and approval requested to continue.

The list of names of the immediate past Committee, except the immediate Past Delegate and those currently serving, shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Past Delegates.

# Appendix I

## Commonly Used Motions of Procedure

Motions: Requires a mover and a seconder before discussion begins

When voting: Substantial Unanimity = two-thirds ( $66\frac{2}{3}\%$ ) majority of the vote  
Simple Majority = 50% + 1 of the vote

All matters of policy or issues regarding finances shall require substantial unanimity ( $66\frac{2}{3}\%$ ) of the vote.

Tabling a Motion: Postponing a discussion to a later time

- Requires a motion and a second
- Not debatable
- Requires a simple majority

Minority Opinion: Concept V (Right of Appeal) allows us to speak to a position after a vote has been taken if on the unsuccessful side.

Reconsideration: is a motion to reconsider the vote, made by a member who voted with the successful side, but seconded by anyone.

- Simple majority (50% + 1) to pass - if successful, resume debate on the original motion.

Calling the Question: is a motion to bring the debate to a halt while the members decide whether to proceed directly to a vote or go on with the debate.

- Must be made in order (recognized by the Area Chairperson and have the floor and prior to any debate)
- Requires a seconder
- Not debatable
- Requires a simple majority (50% + 1) to pass

Point of Order

- Can be made by any Voting or Ex Officio Member
- The Meeting is halted
- The Chairperson addresses the 'Point of Order'
- Once the 'Point of Order' is resolved, the Meeting resumes

Sense of the Meeting: A measure of the "mood" of those in attendance.

- All voting members may raise their hands

# Appendix II

## Cash Collection Form

### WESTERN ONTARIO GENERAL SERVICE AREA 86

Area Assembly -  Area Committee meeting -  7<sup>th</sup> Tradition -  Coffee Collection

(√ Check appropriate boxes)

Location: \_\_\_\_\_

Date \_\_\_\_\_

#### Coins:

\$ 2.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 1.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 0.25 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 0.10 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 0.05 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 0.01 x \_\_\_\_\_ = \$ \_\_\_\_\_

Sub-Total \$-----

#### Bills:

\$100.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 50.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 20.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 10.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

\$ 5.00 x \_\_\_\_\_ = \$ \_\_\_\_\_

Sub-Total \$-----

TOTAL \$=====

Counted and checked by:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Appendix III a**

### **Expenses**

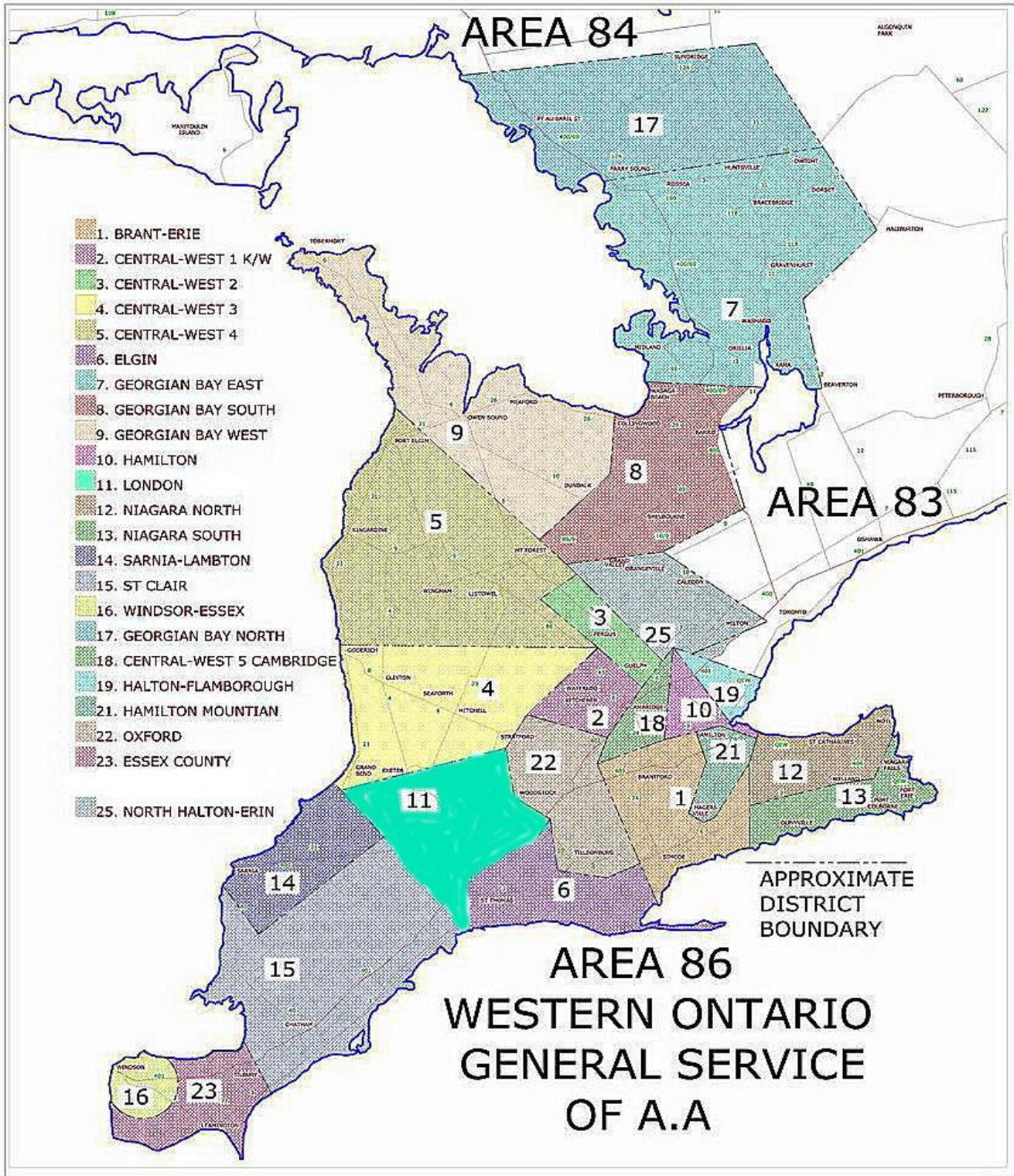
#### **Current Expense allowances**

Mileage shall be reimbursed at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses such as accommodations, printing, stationary, mailing, and long distance telephone charges as required are to be reimbursed by receipts submitted and attached to the expense voucher (Appendix III b).



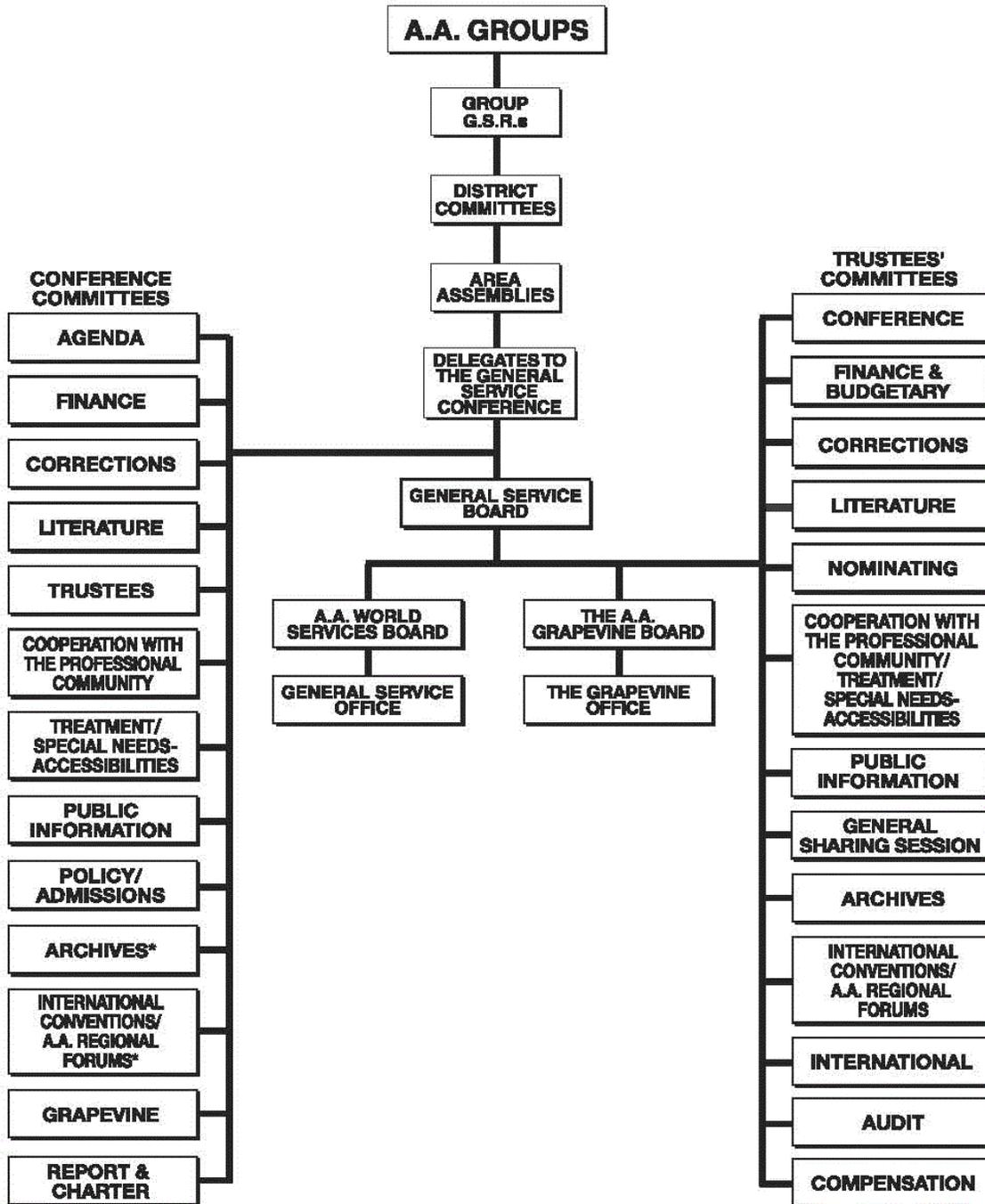
# Appendix IV

## Map of Area 86



# Appendix V

## **The General Service Conference Structure (U.S. and Canada)**



\*Secondary committees.

## **Appendix VI**

### **Future Considerations**

Consider returning to the previous Assembly and Committee Meeting format/rotation, whereby the Area Assembly was held in the spring after the General Service Conference, allowing the Delegate to report to the Area as a whole at the Spring Assembly. A Pre-Conference one day sharing session could be added to facilitate Conference Agenda input from the Area, leaving the Assembly workshops for District committee work to be discussed.

Consider using feedback sheets so we receive comments on how we can improve our Assembly workshops, presentations and sharing sessions.

Consider expanding the Job Description of the Newsletter/Website Chairperson to include the duties with respect to the Website.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## GRAPEVINE

1. Attend all Area 86 Assemblies and Area Committee Meetings making written reports detailing activities including stock on hand and petty cash balance. Report to the Area Treasurer at least one week prior to all Area Assemblies and Area Committee Meetings the dollar amount of all stock on hand and petty cash. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Grapevine Representatives at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Order Grapevine literature pamphlet P-52 from Area Treasurer in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). See item #3
8. Wherever possible, make orders for Grapevine related material from Grapevine New York large enough (over \$500.00) in order to take maximum advantage of available discounts. Copies of the order and dollar amount of the order are to be sent to the Area Treasurer for payment
9. Maintain an adequate inventory of Grapevine related material (approximately \$5,000.00) and petty cash (approximately \$100.00) to fill District orders. Fill orders and ship to Districts as required. All District orders shall receive a 10% discount and will be shipped prepaid (from petty cash)

10. Pocket Planner (MS-09) and Wall Calendar (MS-08) orders should be in from the Districts before the end of September and the total order placed with Grapevine New York by October 1 for distribution at the Fall Assembly
11. Records to be kept on all District sales. Copies of sales are to be sent to the Area Treasurer for accounts receivable records. District payments will be made directly to the Area Treasurer (made payable to Western Ontario General Service) and receipts issued by the Area Treasurer
12. Supply Districts, upon request, with a copy of the Grapevine Workbook (MS-12)
13. Traditions Checklists (MS-20) and any literature received from New York free shall be supplied to the Districts free.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## **PUBLIC INFORMATION**

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Literature supplied for this committee is discount packages P-71, P-72, P-77, and P-79.
8. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
9. One large workbook and 2 or 3 small ones to be supplied to each District Subcommittee Chairperson each term upon request, at the discretion of the Area Subcommittee Chairperson.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## CORRECTIONS

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Literature supplied for this committee is discount packages P-68, P-66, P-65, and P-67.
8. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
9. One large workbook and 2 or 3 small ones to be supplied to each District Subcommittee Chairperson each term upon request, at the discretion of the Area Subcommittee Chairperson.
10. Make sure all prisons and jails have volunteers going in and if not find out why not.
11. Make sure districts approach parole and probation offices to make them aware that we are willing to help bridging the gap if needed. Also visit halfway houses to offer help and literature if needed.
12. Contact New York when needed for District problems or information regarding correspondence between inmates and outside AA members.

13. Look for AA members willing to write to inmates to share experience, strength and hope.

14. Work with the Treatment Subcommittee Chairperson with respect to the Bridging-The-Gap Workshop.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## TREATMENT

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Literature supplied for this committee is discount package P-69. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
8. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
9. One large workbook and 2 or 3 small ones to be supplied to each District Subcommittee Chairperson each term upon request, at the discretion of the Area Subcommittee Chairperson.
10. Work with the Corrections Subcommittee Chairperson with respect to the Bridging-The-Gap Workshop.

## GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

### **CO-OPERATION WITH THE PROFESSIONAL COMMUNITY**

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Literature supplied for this committee is discount packages P-73, P-74, P-75, and P-76.
8. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
9. One large workbook and 2 or 3 workbooks to be supplied to each District Subcommittee Chairperson each term upon request, at the discretion of the Area Subcommittee Chairperson.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## **SPECIAL NEEDS / REMOTE COMMUNITIES**

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Work with District Committees to promote accessibility for handicapped, deaf blind, etc.
8. Operate as a resource person co-ordinating with the Special Needs liaison in New York.
9. Encourage the development of outreach to under serviced or special need populations by the districts and groups such as older members - shut-ins - linguistic or ethnic groups
10. Co-ordinate and assist in development of Area, District, and Group efforts to support and work co-operatively with Areas 84 and 85 to spread our message into the remote sections of Northern Ontario and other Northern Regions as opportunity and capacity allow.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## ARCHIVES

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
4. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. The Archives Subcommittee Chairperson will co-ordinate all meetings of the Ex-officio Archives Committee.
8. The Archives Subcommittee Chairperson should chair the ex-officio committee.
9. The Area has made its intention clear that we are not in the collection of items other than minutes, from Assemblies, Area Committee meetings and matters that relate to the Area regarding GSO in New York. However, we will collect other items such as General Service Conference Binders etc.
10. Make arrangements yearly to obtain the invoice from the storage facility for our storage fees and arrange to have the Area Treasurer pay this amount as per our Annual Budget.
11. All materials that come into the possession of the Archives Subcommittee Chairperson should be forwarded to the relevant District and in the case where this is not entirely clear he/she should refer to the Ex-officio Committee for direction and advice.

12. The Archives Subcommittee Chairperson should not incur any expenses on behalf of the Area unless so instructed to do so by the Delegate.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## NEWSLETTER/WEBSITE

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
3. Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
4. Send Newsletter to Editorial Board for review prior to publishing.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
6. Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference
7. Publish for each Area Assembly and distribute, through the District Committee Members, to each group. Suggested content:
  - Calendar of events within the Area.
  - Area Officers contact information.
  - Articles on items of current interest or under consideration within the area.
  - Articles on service work initiatives.
  - Special events
  - Traditions
  - 12 step actions
  - Personal stories
  - letters
8. The Newsletter/Website Chairperson will assume the responsibilities for the Area 86 Website.

# GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

## **BRIDGING THE GAP**

- 1 Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
- 2 Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairpersons.
- 3 Supply literature where needed in accordance with Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 4 - Responsibilities - Subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee Chairperson.
- 4 Outgoing Subcommittee Chairperson to pass on material and detailed information pertaining to the position to incoming Subcommittee Chairperson for a smooth transition. Compile and send a list of names and contact information to the Area 86 Secretary/Registrar for the District Sub Committee Chairpersons at the beginning of each term and update as required. Outgoing Subcommittee Chairperson will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2<sup>nd</sup> year.
- 5 Complete, date and sign expense voucher (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 Western Ontario Structure & Operating Procedures - The Area Assembly - Section 5 - Expenses - Subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Area Assemblies and Western Ontario General Service Area Committee Meetings - meals as per current meal allowance and accommodations; current applicable travel expenses to and from Area Assemblies and Area Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office (See Appendix IIIa).
- 6 Obtain input from attendees at the Spring Area Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference.
- 7 Build and maintain an up to date master list of all AA members volunteering to be Temporary Contact Persons for Bridging the Gap. Copies of this master list would be sent to District BTG, Corrections and Treatment Chairpersons as well as all DCMs.
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- 9 Support any BTG presentations to all Districts when requested.
- 10 Maintain Area 86 Bridging the Gap Workbook. Provide a copy to District Bridging the Gap Chairpersons as well as Treatment and Corrections Chairpersons. Keep Districts up to date on BTG information from GSO and information received from the BTG workshop weekend.
- 11 Work with other Area Bridging the Gap, Treatment and Corrections Chairpersons.