

Panel 72 2022-2024

Area 86

Western Ontario General Service

(WOGS)

Structure & Operating Procedures

For

Part I - The Area Assembly

&

Part II - The Area Committee

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at the Area Assembly on
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Structure & Operating Procedures

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PART I – THE AREA ASSEMBLY

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 Alternate 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 incumbent that the Districts of Area 86 make copies of these Structure & Operating Procedures 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 2-15) and one on Area Committee procedures (pages 16-21).

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 united and successful operation 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 most recent edition of *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

Area 86 General Service Representatives
Area 86 District Committee Members
Area 86 Alternate 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 86 Officers

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

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d) Area 86 Subcommittee Chairpersons

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

e) Voting Privileges

The Area 86 Officers, Area 86 Subcommittee Chairpersons, Area 86 District Committee Members (in the absence of the Area 86 District Committee Member, the Area 86 Alternate District Committee Member), and Area 86 General Service Representatives (in the absence of the Area 86 General Service Representative, the Area 86 Alternate General Service Representative, or in the absence of the Area 86 General Service Representative and the Area 86 Alternate General Service Representative, an appointed member of the Area 86 Group and not a member of the current Area 86 Committee), including Treatment and Correctional Area 86 General Service Representatives, shall be considered eligible to vote on all subjects brought before the Area Assembly. Area 86 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 86 Chairperson shall forward the Area Assembly Agenda to members of the Area 86 Committee at least forty-five (45) days in advance of the Area Assembly. Area 86 District Committee Members are responsible for distributing the agenda to the Area 86 General Service Representatives, who are, in turn, responsible for bringing the agenda to their home groups.

Section 2 – Motions

Notices of Motions by Area 86 Groups, Area 86 Districts, and Area 86 Subcommittee Chairpersons (pertaining to their discipline) shall be in writing and forwarded to the Area 86 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 86 Chairperson shall then allow time for discussion and voting, as appropriate.

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

PART I – THE AREA ASSEMBLY

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 Area 86 Group or Area 86 District Committee meeting; or
by recommendation of the Area 86 Committee to the Adhoc Committee; or
by recommendation of an Adhoc Committee appointed by the Area Assembly.

Proposals for amendment or revision shall be forwarded to the Area 86 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) Area 86 Past Delegates, two (2) Area 86 District Committee Members, and one (1) Area 86 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, if possible, 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

As per the most recent edition of *The A.A. Service Manual*, 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 1st of the following year, for a two (2) year term.

It is suggested that Group Information Change Forms be submitted to the Area 86 Secretary/Registrar for processing.

PART I – THE AREA ASSEMBLY

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

See Section 4 - Responsibilities, Subsection, g) Area 86 Secretary/Registrar

a) Area 86 General Service Representative (GSR)

The duties of the General Service Representative are outlined in the most recent edition of *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) Area 86 District Committee Member (DCM)

The duties of the District Committee Member are outlined in the most recent edition of *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) Area 86 Delegate

To be elected by the Area Assembly. The duties of the Delegate are outlined in the most recent edition of *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 Area 86 Delegate shall, at all times, follow the direction of the Area Assembly.

The Area 86 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) Area 86 Alternate Delegate

To be elected by the Area Assembly. The duties of the Area Alternate Delegate are outlined in the most recent edition of *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 Area 86 Alternate Delegate shall work in close cooperation with the Area 86 Delegate at all times, striving to attain a good working knowledge of those duties in the event of loss or incapacity of the Area 86 Delegate. The Area 86 Alternate Delegate should, at all times, follow the direction of the Area 86 Delegate and the Area Assembly.

The Area 86 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.

PART I – THE AREA ASSEMBLY

The Area 86 Alternate Delegate shall be responsible for assisting in creating Virtual meetings via digital media for Area 86 and in coordination with the Area 86 Chairperson and with previous notification to the Area 86 Treasurer to determine if any upgrading is necessary (as per number of participants) for specific Area 86 functions.

e) Area 86 Chairperson

To be elected by the Area Assembly. The duties of the Area Chairperson are outlined in the most recent edition of *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 86 Chairperson is an ex-officio member of all Area 86 subcommittees. The Area 86 Chairperson shall, at all times, follow the direction of the Area Assembly.

The Area 86 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 86 Officers, when necessary.

In the absence of the Area 86 Chairperson from the Area Assembly, The Area 86 Alternate Delegate shall serve as the Area 86 Chairperson. In the event of both the Area 86 Chairperson and the Area 86 Alternate Delegate's absence from any Area Assembly, the Area Assembly members shall select a Chairperson for that Area Assembly only. An Area 86 Past Delegate (immediate if possible) will chair the Area Assembly until a Chairperson is selected.

f) Area 86 Treasurer

To be elected by the Area Assembly. The duties of the Area Treasurer are outlined in the most recent edition of *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 Treasurer in performance of those duties. The Area 86 Treasurer should, at all times, follow the direction of the Area 86 Chairperson and the Area Assembly.

The Area 86 Treasurer shall receive and deposit all Area 86 monies belonging to the Area within three business days of receipt to the selected Chartered Bank or Trust Company. A verified copy of the bank deposit slip is to be shared with the Area 86 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 Area 86 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 86 Treasurer's financial records.

PART I – THE AREA ASSEMBLY

A monthly Bank Reconciliation is to be conducted to determine the Area's financial position and forwarded to the Area 86 Delegate and the Area 86 Chairperson with supportive documents available upon request.

The Area 86 Treasurer shall consult the Area 86 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.

The Area 86 Treasurer shall have a *deposit-only* bank card and ensure that the Area 86 Chairperson and the Area 86 Alternate Delegate have a *view-only* bank card.

Two signatures shall be required on all cheques. All Area 86 Officers as well as the Area 86 District Committee Member of the District where the Area 86 Treasurer is a resident shall have signing authority.

The fiscal year of the Area shall be January 1st to December 31st, inclusive. A financial forecast and an annual year-end statement are to be prepared by the Area 86 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 86 Treasurer using the following formula:

(Total Expenses) ÷ 12 × 3 = Prudent Reserve (minimum \$18,000)

The GSO Contribution is not an expense.

The Area 86 Treasurer will ensure that all funds over and above the prudent reserve on December 31st of each year are sent to the General Service Office (G.S.O.) in New York.

A Financial Review Committee shall be appointed at the January Area Committee meeting every year by the Area 86 Chairperson and approved by the Area Committee. The Financial Committee shall consist of two (2) Area 86 Past Delegates (except the immediate Area 86 Past Delegate), one (1) incoming Area 86 District Committee Member (DCM), one (1) outgoing Area 86 District Committee Member (DCM). The Financial Committee shall review the financial records of Area 86 to the Spring Area Assembly every year. It is suggested that the Financial Committee members not serve on consecutive committees and that the incoming and outgoing Area 86 Treasurers be invited to attend, with the exception, one Area 86 Past Delegate serves consecutively.

Literature for Area 86 Subcommittees will be ordered by the Area 86 Treasurer as approved by the Area 86 Chairperson.

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g) Area 86 Secretary/Registrar

To be elected by the Area Assembly. The duties of the Area Secretary/Registrar are outlined in the most recent edition of *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 86 Secretary/Registrar shall be responsible for recording and distributing to all Area 86 Committee Members (see Section 1- General, Subsection, b) Structure) the minutes of the Area Assembly and Area Committee meetings, compiling and updating address lists of the Area 86 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 86 Chairperson and the Area Assembly. The Area 86 Secretary/Registrar will request a written copy of any motion brought forth from the floor for clarity of recorded minutes.

The Area 86 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 86 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 86 Subcommittee Chairpersons

To be elected by the Area Committee. The Area 86 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 86 and Area 86 District workshops or any Area 86 service function pertaining to that office.

They shall also request from the Area 86 Treasurer any pamphlets and workbooks as required that has been approved by the Area 86 Chairperson.

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

Area 86 Subcommittee Chairpersons should, at all times, follow the direction of the Area 86 Chairperson and the Area Assembly.

PART I – 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 outlined in the most recent edition of *The A.A. Service Manual*, Chapter Five (5).

Area 86 Past Delegates are non-moving, non-voting members of the Area Assembly, and as such should not represent their Area 86 Groups or Area 86 Districts in any capacity at Area Assemblies.

Section 5 – Expenses

Area 86 Roundup, Area 86 Convention Committees and Area 86 District Committees are encouraged to defray the costs involved with inviting Area 86 Officers and Area 86 Subcommittee Chairpersons to their functions.

a) Area 86 General Service Representatives (GSR's)

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

b) Area 86 District Committee Members (DCM's)

Area 86, Western Ontario is not responsible for expenses incurred by the Area 86 DCM's. Except when appointed by Area 86 to serve on a special committee and then Area 86 will cover expenses as per Appendix IIIa.

c) Area 86 Delegate

The Area 86 Treasurer will reimburse, upon receipt of an account approved by the Area 86 Chairperson, expenses incurred in the performance of their duties as outlined in the following schedule:

All expenses incurred by the Area 86 Delegate in the performance of their duties within the Province of Ontario, as outlined in Chapter Six (6), entitled "The Delegate", of the most recent edition of *The A.A. Service Manual*. Out of province trips to attend service functions shall require approval of the Area Assembly, with the exception of the Canadian Eastern Regional Alcoholics Anonymous Service Assembly (CERAASA). An exception to submitting an account will be the annual out of pocket expense money given to the Area 86 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 Area 86 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.

PART I – THE AREA ASSEMBLY

d) Area 86 Alternate Delegate

The Area 86 Treasurer will reimburse, upon receipt of an account approved by the Area 86 Chairperson, expenses incurred in the performance of their 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 Area 86 Alternate 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, with the exception of the Canadian Eastern Regional Alcoholics Anonymous Service Assembly (CERAASA).

e) Area 86 Chairperson

The Area 86 Treasurer will reimburse, upon receipt of an account approved by the Area 86 Delegate, expenses incurred in the performance of their 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 86 Treasurer and Area 86 Secretary/Registrar

The Area 86 Treasurer will reimburse, upon receipt of an account approved by the Area 86 Chairperson, expenses incurred in the performance of their 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.

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g) Area 86 Subcommittee Chairpersons

The Area 86 Treasurer will reimburse, upon receipt of an account approved by the Area 86 Chairperson, expenses incurred in the performance of their duties as outlined in the following schedule:

Area 86 Western Ontario General Service Assemblies and Area Committee Meetings, and any Area 86 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) Area 86 Past Delegates

Area 86, Western Ontario is not responsible for expenses incurred by the Area 86 Past Delegates, except when appointed by the Area Assembly to serve on a special committee, or when Area 86 requests Area 86 Past Delegates to do service work; Area 86 will cover expenses for meals, mileage and accommodation incurred, and that these costs be set as per Appendix IIIa.

i) 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

Regular Elections – Area 86 Officers

As outlined in the most recent edition of *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular biannual elections of Area 86 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 1st of the even numbered years. The term for the Trustee Nominee, if elected, at the General Service Conference is four (4) years.

Exception: see Section 4 - Responsibilities, Subsection, g) Area Secretary/Registrar

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

Area 86 Officers and Trustees (when required) to be Elected and Order of Elections

Area 86 Trustee Nominee (when required)

Area 86 Delegate

Area 86 Alternate Delegate

Area 86 Chairperson

Area 86 Treasurer

Area 86 Secretary/Registrar

PART I – THE AREA ASSEMBLY

i) Eligibility

Members of the outgoing Area Committee – except the current Area 86 Delegate. If no one is prepared to stand; members of the immediate past Area Committee except the immediate Area 86 Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Area 86 Past Delegates.

In the case of the Trustee Nominee, the candidate for Trustee-at-Large Canada and/or the Eastern Canada Regional Trustee, then the Area 86 Past Delegates will be eligible to stand. **See Section 6 – Elections, Subsection, b) Election by the Area Assembly of a Trustee Nominee for the General Service Board**

All officers are to be elected by the Third Legacy Procedure, as outlined in the most recent edition of *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 86 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 to a maximum of two (2) minutes.

ii) Who Can Vote

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

If the Area 86 District Committee Member (DCM) is not present, the Area 86 Alternate DCM is eligible to vote.

If the Area 86 General Service Representative (GSR) is absent, the Area 86 Alternate GSR is eligible to vote. If both the Area 86 GSR and the Area 86 Alternate GSR is absent, an appointed member of the Area 86 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 Area 86 Delegate, shall be read and each shall be asked if they are willing to stand. If there is only one candidate, that person is automatically acclaimed.

PART I – THE AREA ASSEMBLY

If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Area 86 Committee except the immediate Area 86 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 Area 86 Past Delegates.

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

Shall be conducted by the current Area 86 Delegate as required by the schedule laid out in the most recent edition of *A.A. Service Manual*, Chapter Nine (9).

i) Eligibility

All Area 86 Past Delegates.

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 86 Delegate in a candidate's absence. Candidates shall be requested to say a few words to a maximum of two (2) minutes, including written resumes.

ii) Who Can Vote

All voting members of the Area Assembly are eligible to vote. If the Area 86 District Committee Member (DCM) is not present, the Area 86 Alternate DCM is eligible to vote.

If the Area 86 General Service Representative (GSR) is absent, the Area 86 Alternate GSR is eligible to vote. If both the Area 86 GSR and the Area 86 Alternate GSR is absent, an appointed member of the Area 86 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 most recent edition of *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 Area 86 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 86 Delegate will notify the General Service Office of the outcome of the election.

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c) Filling Vacancies – Area 86 Officers

Should the Area 86 Alternate Delegate resign or fade away after the General Service Conference of the odd year of the Delegate term, the Area 86 Chairperson, if willing, will assume the duties of the Alternate 86 Delegate for the remainder of the term. Conversely, if the Area 86 Chairperson resigns or fades away, after the General Service Conference of the odd year of the Delegates term, the Area 86 Alternate Delegate, if willing will assume the Duties of the Area 86 Chairperson for the remainder of the term. If not, the Area Committee will appoint by consensus, at least a $\frac{2}{3}$ majority (66 $\frac{2}{3}$ %), as per the Third Legacy Procedure.

If a vacancy of an Area 86 Officer occurs prior to the Area Assembly (and the Area 86 Chairperson has been notified) the Area 86 Chairperson shall inform the immediate past Area Committee and the following Procedure shall take place.

Area 86 Officers to be elected and order election

Area 86 Delegate
Area 86 Alternate Delegate
Area 86 Chairperson
Area 86 Treasurer
Area 86 Secretary/Registrar

i) Eligibility

Members of the immediate past Area Committee except the immediate Area 86 Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, except current Area 86 Officers.

All Officers are to be elected by the Third Legacy Procedure, as outlined in the most recent edition of *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, to a maximum of two (2) minutes.

ii) Who Can Vote

All members of the current Area Assembly can vote.

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If the Area 86 District Committee Member (DCM) is not present, the Area 86 Alternate DCM is eligible to vote.

If the Area 86 General Service Representative (GSR) is absent, the Area 86 Alternate GSR is eligible to vote. If both the Area 86 GSR and the Area 86 Alternate GSR is absent, an appointed member of the Area 86 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 Area 86 Past Delegate shall be read and each shall be asked if they are willing to stand. If there is only one candidate, that person is automatically acclaimed.

If no one is prepared to stand, nominations from the floor shall be requested except current Area 86 Officers.

PART II – THE AREA COMMITTEE

The Area Committee is the steering Committee for the Area Assembly (see the most recent edition of *A.A. Service Manual* Chapter Five (5), S45).

Section 1 – General

a) Name

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

b) Structure

Area 86 District Committee Members (DCM's)
Area 86 Alternate District Committee Members (Alternate D.C.M.'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 Delegate (Ex Officio)

c) Voting Privileges

All members of the Area Committee, with the exception of the Area 86 Past Delegates and Area 86 Alternate District Committee Members, shall be eligible to vote on all subjects brought before the Area Committee. In the absence of the Area 86 District Committee Member (DCM), the Area 86 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 86 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 86 Chairperson shall forward the agenda to the committee members at least forty-five (45) days prior to the Area Committee meeting.

PART II – THE AREA COMMITTEE

In an emergency, and with fair notice, an Area Committee meeting may be called by the Area 86 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 86 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, excepting policy and finance, 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 most recent edition of *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular biannual elections of Area Subcommittees take place in Area 86, Western Ontario at the final Area Committee Meeting of odd numbered years, with the two (2) year term of office starting on January 1st of the even numbered years.

PART II – THE AREA COMMITTEE

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

Area 86 Subcommittee Chairpersons 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) Accessibilities/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 Area 86 Delegate. If no one is prepared to stand; members of the immediate past Area Committee except the immediate Area 86 Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Area 86 Past Delegates.

Nominations shall be made by members of the current Committee.

All Area 86 Subcommittee Chairpersons are to be elected by the Third Legacy Procedure, as outlined in the most recent edition of *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, to a maximum of two (2) minutes.

ii) Who Can Vote

All members of the current Area Committee are eligible to vote, excepting Area 86 Past Delegates and Area 86 Alternate District Committee Members.

If the Area 86 District Committee Member (DCM) is not present, the Area 86 Alternate DCM is eligible to vote.

PART II – THE AREA COMMITTEE

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 Area 86 Delegate, shall be read and each shall be asked if they are willing to stand. If there is only one candidate, that person is automatically acclaimed.

If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Committee except the immediate Area 86 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 Area 86 Past Delegates.

b) Filling Vacancies – Area 86 Officers

Vacancies of Area 86 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:

Area 86 Delegate
Area 86 Alternate Delegate
Area 86 Chairperson
Area 86 Treasurer
Area 86 Secretary/Registrar

i) Eligibility

Members of the immediate past Area Committee except the immediate Area 86 Past Delegate.

If no one is prepared to stand, nominations from the floor shall be requested, except current Area 86 Officers.

Area 86 Officers will appoint, if necessary.

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

PART II – THE AREA COMMITTEE

Candidates eligible for election must be present or must have given permission, in writing to the Area 86 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, to a maximum of two (2) minutes.

ii) Who Can Vote

All members of the current Area Committee are eligible to vote, excepting Area 86 Past Delegates and Area 86 Alternate District Committee Members.

If the Area 86 District Committee Member (DCM) is not present, the Area 86 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 they are willing to stand. If there is only one candidate, that person is automatically acclaimed.

If no one is prepared to stand, nominations from the floor shall be requested, excepting current Area 86 Officers and Area 86 Past Delegates.

c) Filling Vacancies – Area 86 Subcommittee Chairpersons

Qualifications for serving as an Area 86 Subcommittee Chairperson in Area 86, Western Ontario can be found in Section 1 - General, Subsection, d) Area 86 Subcommittee Chairpersons 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) Accessibilities/Remote Communities Chairperson
- 7) Archives Chairperson

PART II – THE AREA COMMITTEE

- 8) Newsletter/Website Chairperson
- 9) Bridging the Gap Chairperson

i) Eligibility

Members of the immediate past Area Committee except the immediate Area 86 Past Delegate and those currently serving.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Area 86 Past Delegates.

All Area 86 Subcommittee Chairpersons are to be elected by the Third Legacy Procedure, as outlined in the most recent edition of *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, to a maximum of two (2) minutes.

ii) Who Can Vote

All members of the current Area Committee are eligible to vote, excepting Area 86 Past Delegates and Area 86 Alternate District Committee Members.

If the Area 86 District Committee Member (DCM) is not present, the Area 86 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 Area 86 Past Delegate and those currently serving, shall be read and each shall be asked they are willing to stand. If there is only one candidate, that person is automatically acclaimed.

If no one is prepared to stand, nominations from the floor shall be requested, excepting Area 86 Past Delegates and Area 86 Alternate District Committee Members.

Appendix I

Commonly Used Motions of Procedure

Notice of Motions: As per the Area Guidelines Section II - Motions

Motions and Notices of Motions: Require 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: a query in a formal debate or meeting as to whether correct procedure is being followed

- Can be made by any Voting or Ex Officio Member
- The meeting is halted

Appendix I

- 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

Amendments:

When a Motion is before the Assembly it means that it is a motion that has been moved and seconded and there has been no vote taken. If a voting member at the Assembly wishes to have the motion amended there are two ways to have the amendment put into effect.

a) Friendly:

If both the mover and the seconder of the original motion agree to the amendment, then the same can be amended without anything further (called a friendly amendment). This is then the motion that is discussed and it is as if there was no amendment made as it takes the place of the original motion, except for Notices of Motion.

b) Motion to Amend:

An amendment is a motion to change, to add words to, or to omit words from, a pending original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

An amendment cannot interrupt another speaker, must be seconded and is debatable if the motion to be amended is debatable. It may itself be amended only once by an amendment to the amendment. The amendment can be reconsidered, and require only a majority vote, even if the motion to be amended requires a two-thirds (66 $\frac{2}{3}$ %) vote to be adopted.

Appendix II

Cash Collection Form

WESTERN ONTARIO GENERAL SERVICE AREA 86

Area Assembly - Area Committee meeting - 7th Tradition - Coffee Collection

(√ Check appropriate boxes)

Location: _____

Date _____

Coins:

\$ 2.00 x _____ = \$ _____

\$ 1.00 x _____ = \$ _____

\$ 0.25 x _____ = \$ _____

\$ 0.10 x _____ = \$ _____

\$ 0.05 x _____ = \$ _____

Other currency x _____ = \$ _____

Sub-Total \$.....

Bills:

\$ 100.00x _____ = \$ _____

\$ 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 45¢ per km. and meals reimbursed @ \$17.00 per meal up to a maximum of \$51.00 per day. Other expenses such as accommodations, printing, stationery, 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 III b

Western Ontario General Service Area 86

Expense Voucher

Name: _____ **Office:** _____

Trip 1 From: _____ To: _____

Purpose of Trip _____

Transportation _____ kms@	\$ _____	=			
Accommodations _____ nights@	\$ _____	=			
Meals _____ meals@	\$ _____	=			
Less amount received _____	\$ _____	=			
			Subtotal		\$ _____

Trip 2 From: _____ To: _____

Purpose of Trip _____

Transportation _____ kms@	\$ _____	=			
Accommodations _____ nights@	\$ _____	=			
Meals _____ meals@	\$ _____	=			
Less amount received _____	\$ _____	=			
			Subtotal		\$ _____

Trip 3 From: _____ To: _____

Purpose of Trip _____

Transportation _____ kms@	\$ _____	=			
Accommodations _____ nights@	\$ _____	=			
Meals _____ meals@	\$ _____	=			
Less amount received _____	\$ _____	=			
			Subtotal		\$ _____

Stationery _____	\$ _____	=			
Photocopying _____	\$ _____	=			
Postage/shipping _____	\$ _____	=			
Telephone _____	\$ _____	=			
Supplies _____	\$ _____	=			
Grapevine _____	\$ _____	=			
Other _____	\$ _____	=			
			Subtotal		\$ _____

Total \$ _____

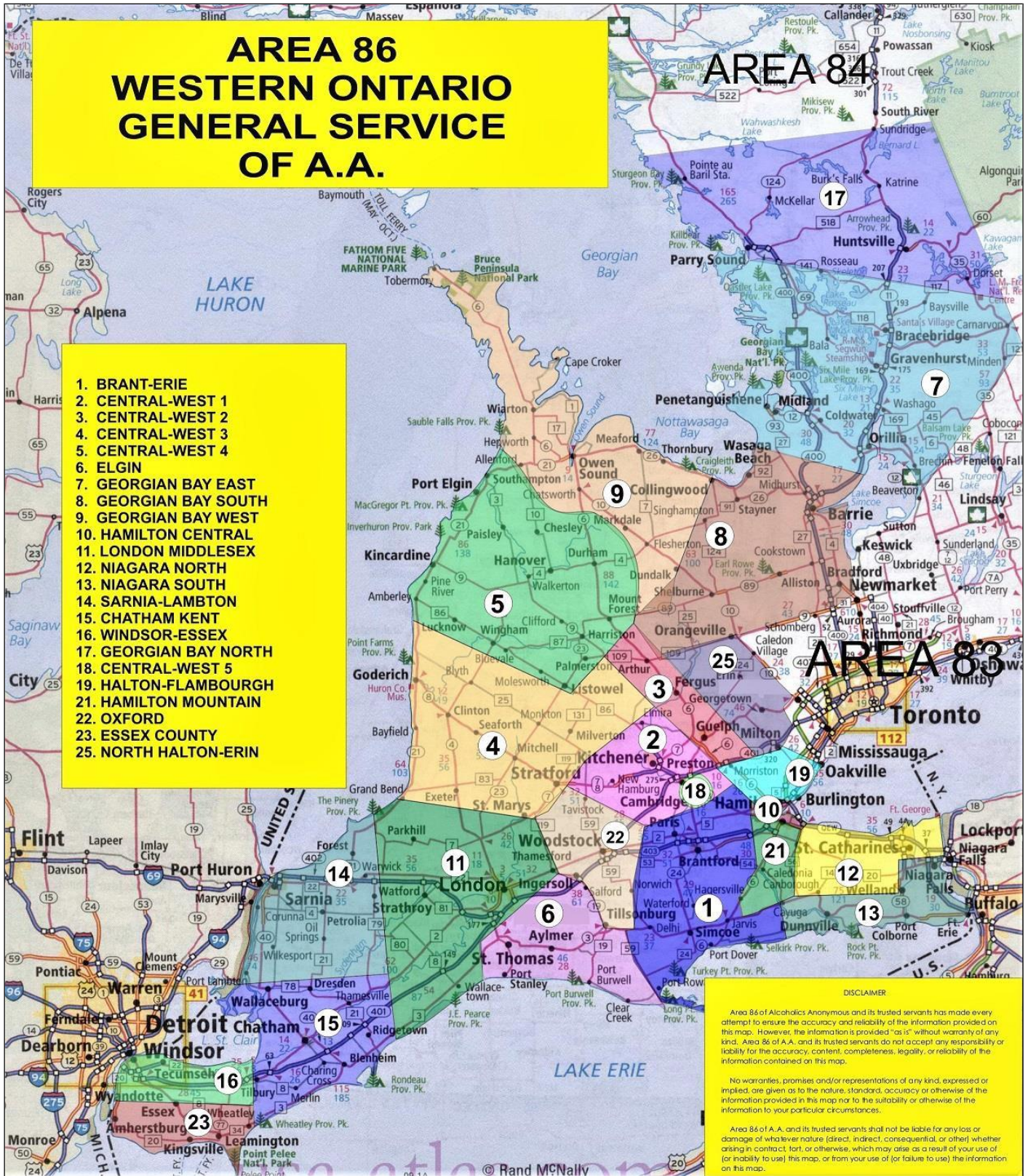
Remarks: _____

Area Chairperson: _____

Signature: _____
Date: _____

Appendix IV

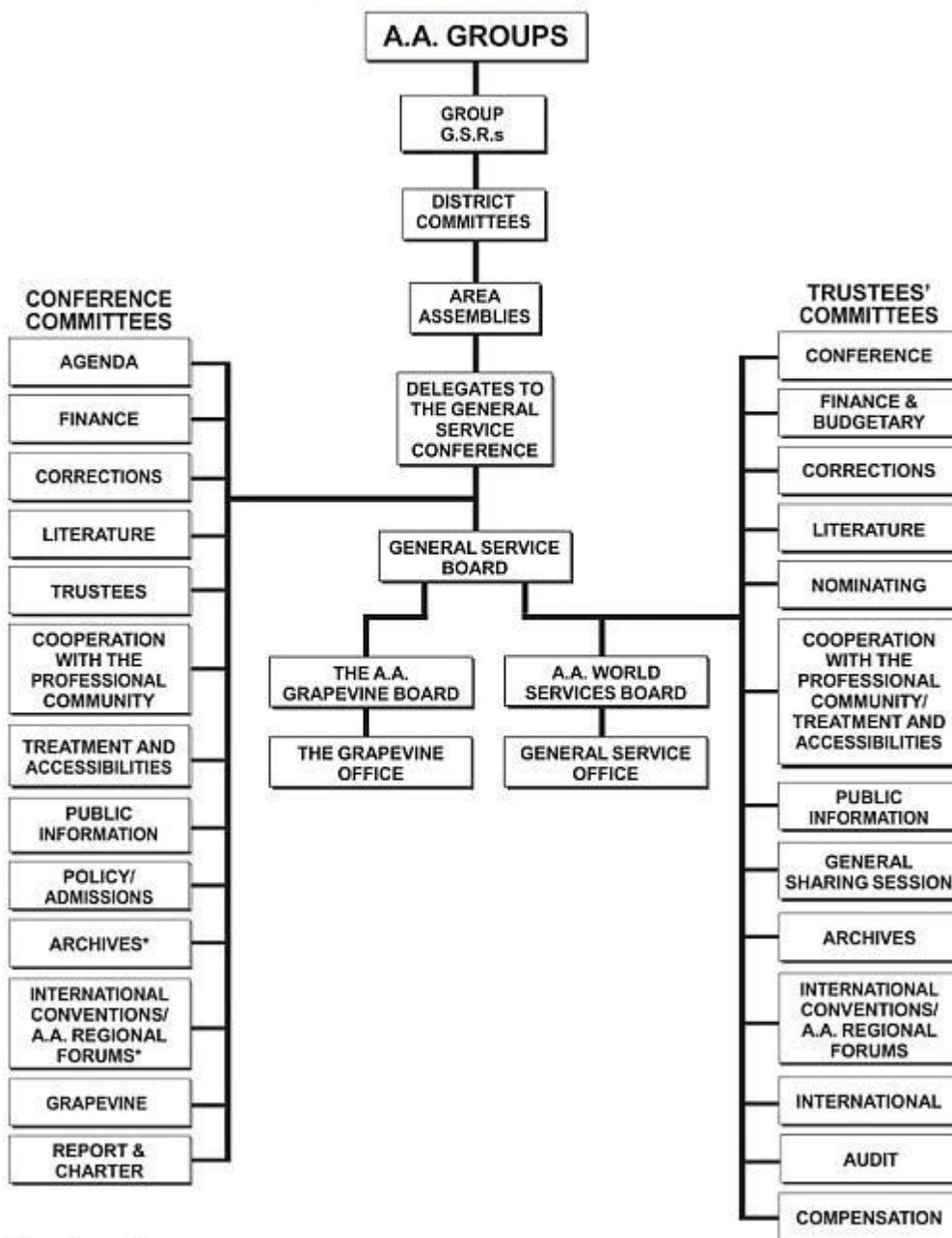
Map of Area 86



Appendix V

Service Material from the General Service Office

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



*Secondary committee.

Rev. 5/16

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Appendix VI

Future Considerations

We question the veracity of the process of acclamation and why it was not covered in the Third Legacy Procedure, as outlined in the most recent edition of *The A.A. Service Manual* Chapter One (1).

Limit microphone discussions to 2 minutes per person.

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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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 \$6,000.00) 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

GUIDELINES FOR SUBCOMMITTEE CHAIRPERSON JOB DESCRIPTIONS

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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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

ACCESSIBILITIES/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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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 2nd year.
5. Complete, date and sign expense vouchers (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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 2nd 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, stationery, 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 2nd year.
5. Complete, date and sign expense voucher (Appendix IIIb) for mileage, meals, accommodations, postage, long distance calls, stationery, 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.
8. 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.
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.