ALCOHOLICS ANONYMOUS

SOUTHERN ILLINOIS AREA 21
AREA HANDBOOK

December 2022

WITH

AREA DISTRICT MAP

TABLE OF

CONTENTS

AREA ASSEMBLY PLANNING GUIDE

Contents

1.0 4

1.1 Preface 4

1.2 The Spiritual Basis for SIA21 4

1.3 Organization of Handbook and Intended Purpose 4

1.4 Summary of Changes 5

2.0 5

2.1 Area History 5

2.2 Area 21 Groups, Districts, and Area Committee 6

3.0 **Error! Bookmark not defined.**

4.0 7

5.0 8

5.1 Elections 8

5.2 Area Chair 9

5.3 Alternate Area Chair 10

5.4 Area Delegate 10

5.5 Alternate Area Delegate 11

5.6 Area Treasurer 12

5.7 Area Recording Secretary 12

5.8 Area Registrar 13

6.0 13

6.1 Area Service Committees Composition and Duties 13

6.2 Archives Committee 15

6.3 Cooperation with the Professional Community (CPC) Committee 15

6.4 Corrections Committee 15

6.5 Grapevine Committee 15

6.6 General Service Representative (GSR) Workshop Committee 16

6.7 Literature Committee 17

6.8 Public Information (PI) Committee 17

6.9 Structure and Policy Committee 17

6.10 Treatment Facilities Committee 18

6.11 Web Services Committee 18

7.0 18

7.1 Persons Eligible for Reimbursement 18

7.2 Documentation Requirements and Filing 19

7.3 Authorized Reimbursements 19

7.4 Authorized Allowances 19

8.0 20

8.1 Purpose 20

8.2 Regular Assemblies 20

8.3 Timing 20

8.4 Procedures 21

9.0 22

9.1 General 21

9.2 Special Meeting Types 21

9.3 Workshops and Panels 22

9.4 Pre-GSC 24

Appendices 25

Appendix 1 - Southern Illinois Delegate Area 21 Map 25

Appendix 2 - Planning Tips and Hosting for Area Assemblies 26

Appendix 3 - Budget Worksheet (Pre-Assembly Estimates) 28

Appendix 4 - Planning Guide for a Pre-General Service Conference 29

1.0 Introduction

1.1 Preface

This Handbook was prepared to provide a resource for Protocol, Policy, and Procedures for Unity of Area 21 operations. It is intended to serve as a guide to Area Trusted Servants, the Districts, and the A.A. Groups for the conduct of the usual business of Area 21. The Handbook also provides an overview and the general duties of the Area Officers and Committee Chair positions, the Area Committee Charges, Elections, and the Voting Members of the Area 21 Committee at its Assemblies. This Handbook will be updated to reflect changes in policy and procedures as approved by the Area Committee.

In addition, the Handbook provides reference to the current A.A. Service Manual for further information concerning the relationship of the Groups, Districts, and the Area as components of the General Service Conference Structure.

1.2 The Spiritual Basis for SIA21

The goal of SIA21, as part of the General Service Conference, is to enhance Twelfth Step work, acting through an informed group conscience. With this objective in mind, SIA21 strives to:

- Stimulate A.A. group involvement and participation in the Area Assembly.
- Allow for free, open, and unrestricted dialogue among A.A. groups in Area 21.
- Guarantee that the voice of the A.A. groups is heard within the A.A. service structure.
- Ensure that the right of the minority opinion be heard.
- Protect the Twelve Traditions of A.A.
- Be knowledgeable in service matters by studying the *A.A. Service Manual, A.A. Comes of Age* and *The Language of the Heart.*
- Foster awareness and understanding of the Twelve Concepts for World Service.

1.3 Organization of Handbook and Intended Purpose

This handbook is a basic outline of how our Area operates. The Southern Illinois Area General Service Committee abides by the principles reflected in the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for World Service of Alcoholics Anonymous. We also follow the current *A.A. Service Manual.* However, over the course of our existence, we have developed practices and procedures unique to Area 21. This Handbook, therefore, is an effort to describe those practices and procedures presently accepted in the working structure of the Area.

The Southern Illinois Area General Service Assembly formally endorsed the Handbook on December 11, 2016. However, the group conscience has been—and continues to be—the guiding force in A.A. decision-making, and no prior Committee or Assembly decision (including those that led to the development of this handbook) shall be binding on future Committees or Assemblies.

The Handbook is meant to be used in conjunction with the *A.A. Service Manual/Twelve Concepts for World Service* and pamphlets describing various service units or activities such as:

- Circles of Love and Service
- Self-Support: Where Money and Spirituality Mix
- The A.A. Group.
- Your D.C.M. - District Committee Member
- G.S.R. General Service Representative May Be the Most Important Job in A.A.
- Twelve Concepts Illustrated.
- Twelve Traditions Illustrated.

1.4 Summary of Changes

See also the minutes of the relevant Area Assembly for more information.

Handbook Sections	Changes	Additional Information	Approval Date
2.2, 8.4	Membership in Area Committee extended to Past Delegates		3/8/2020
5.0, 5.1, 5.3, 5.5	Adding Alternate Area Chair & Alternate Chair as elected positions, description of duties of each		7/12/2020
5.1	Eligibility requirements for election to Area Officer positions		6/6/2021
5.1	Past Delegates eligible to stand for election as Area Chair and Alternate Chair		6/5/2022
8.3	Area Assembly Registration Fees policy		9/12/2021
5.5(6)	Adding attendance at Illinois State Conference to Alternate Delegate duties		12/11/2022
7.3	Rate increase of mileage reimbursement for travel to Area assemblies and district visits by Area Trusted Servants		6/5/2022
9.4	Adding of Pre-GSC Purpose, Governance, & Timing	Appendix 4	7/12/2020
Appendix 2	Revisions to reflect Area practice		12/11/2022

2.0 Area 21 Description

2.1 Area History

From 1951 through 1971, the Northern and Southern Areas of Illinois were operated as one service entity known as "Downstate Illinois." "Downstate" elected a Southern "section" delegate for the odd years, and a Northern "section" delegate for the even years.

In 1960, for the purpose of choosing delegates, a dividing line between the two "Sections" was determined, largely along US 24. Delegate Area 21, Southern Illinois, and Delegate Area 20, Northern Illinois, began operating separately in 1972 with their own treasury and elected officers. The Southern Illinois Area is composed of approximately the southern two-thirds of Illinois, with the same southern, western, and eastern boundaries as the State.

As of January 2018, the current boundary is reflected by the locations of Groups within the respective Areas. A review of the Groups and their locations indicates a geographic separation between the two Areas to be US Route 24, initiating at the Indiana State line and extending to the Livingston County line, then following the northerly County boundaries of Livingston, Peoria, Fulton, McDonough, and Hancock Counties, all the way to the Illinois State line at the Mississippi River.

2.2 Area 21 Groups, Districts, and Area Committee

The *A.A. Service Manual* describes the A.A. Structure, beginning with the illustrated "Upside-Down Organization" . The communication through the "Structure of the Conference"—from the Groups down through the Districts, the Area and its Delegate, through the Conference Committees to the General Service Board, is also illustrated and the "Communication Through the Structure" is verbally described. A quick study of these references will aid the understanding of the organization of the Groups within Southern Illinois Area 21.

The Area currently comprises more than 450 listed active Groups registered with the General Service Office (GSO). The purpose of listing a group with the GSO is to link and share the Group with others in proximity to each other by geographic location.

The Southern IL Area is organized into 17 Districts. A District is a collection of listed active groups that geographically makes sense for communication by a District Committee Member (DCM).

The current Districts in Southern IL Area 21 and their main cities are:

• District 4	Du Quoin	no website
• District 5	Quincy	www.aad5.org
• District 6	Peoria	www.aapeoria.org
• District 7	Mt. Vernon	www.district7aa.info
• District 8	Paris (Inactive)	no website
• District 9	Danville (Inactive)	no website
• District 10	Bloomington	www.aadistrict10.org
• District 11	Decatur	http://aaci11.org
• District 12	Champaign	www.aa-eci.org
• District 13	Effingham	www.ildistrict13aa.org
• District 14	Belleville	www.aa-district14.org
• District 15	Jacksonville	www.jacksonvilleaa.org
• District 16	Harrisburg	www.aa-district16.org
• District 17	Carbondale	www.southernillinoisaa.org
• District 18	S. Roxanna	www.aa-sil18.org

- District 19 Springfield www.aaspringfield.org
- District 20 Macomb www.aad20.org

A current map (2018 edition) of the Area and District Boundaries is included as an Appendix to the Handbook. Redistricting may occur as detailed in *The A.A. Service Manual*.

The Districts of Area 21 are organized as an Area Committee. The Area Committee comprises the District DCMs, the Area Officers, the Area Committee Chairs Past Area 21 Delegates residing in Area 21 and Past Delegates of other areas residing in Area 21. The Area Committee meets quarterly with the Group GSRs in an Area Assembly.

3.0 General Service Representative (GSR)

The General Service Representative is the link for a Group to other Groups, the District, the Area, and A.A. as a whole. The GSR and A.A. interface is a two-way communication of the individual Group Conscious to A.A. through participation in the District and Area meetings, as well as transmitting the knowledge of A.A. activities, unity, and growth back to their Group. This dual representation role allows the Conference Actions to truly represent A.A. as a whole.

GSRs usually demonstrate an understanding of A.A. principles and show patience, cooperation and thoughtfulness in relationship to others. They have the confidence of their Group and the ability to listen to all points of view. They have the firm determination to "Place Principles before Personalities," are willing to serve others, and possess the ability to take action on behalf of their Home Group. Many Groups provide financial support for their GSRs to attend and participate in service functions.

The typical activities of the GSR include:

1. Attending and participating, with their Group's conscience, in District meetings and Area assemblies.
2. Serving as their Group's mail contact for GSO, and keeping their Group abreast of A.A. activities in the District, Area, and GSO.
3. Staying knowledgeable about material available from GSO—new literature, guidelines, bulletins, videos, kits, etc.—and being responsible for passing such information on to the Group.
4. Supplying their DCMs with updated Group information, which is relayed to Area Registrar for inclusion in the directories, and GSO mailings.

4.0 District Committee Member (DCM)

The District Committee Member, is an elected position for the leader of the District Committee. The DCM is a messenger of the collective group conscience of the groups within the District to the Area Committee, and the Delegate. This position is also responsible for transmitting information on current Area events back to the District and its member Groups, and assisting the Delegate in providing information from GSO to the Groups. As with the GSR, this dual

representation role further supports achieving Conference Actions that truly represent A.A. as a whole. DCM terms usually are two years and are generally concurrent with Area Delegate terms.

DCMs are usually chosen from current or past GSRs or District Committee Chairs or members. They have knowledge of the Groups within the District and are familiar with the relationship of the District with the Area Committee. This position also benefits from individuals serving who demonstrate an understanding of A.A. principles and show patience, cooperation, and thoughtfulness in relationship to others. They have the ability to listen to all points of view and provide leadership and direction to a collective group conscience. They accurately transmit the District's position on issues to the Area Committee and strive to "Place Principles before Personalities" in the communication process.

The typical activities of the DCM include:

1. Chairing District Meetings and facilitating communication between the Groups, the District Officers, and District Committees, during—and between—District Meetings.
2. Attending Area Assemblies, workshops and service meetings.
3. Assisting the Area Registrar in obtaining Group information changes and new Group registrations.
4. Receiving reports from the Groups through GSRs and through frequent personal contacts with Groups in the District.
5. Assisting the Conference Delegate to keep GSRs informed about Conference activities. This includes setting up opportunities for the Delegate's Conference report, occasionally making the Conference report if the Delegate cannot be present and inviting the Delegate to regular District meetings.
6. Promoting District workshops and/or sharing sessions on service activities.
7. Making a regular practice of talking with groups (new and old) about the responsibilities of general service work.

5.0 Area Officers

5.1 Elections

The Area elects the following Trusted Servants: Area Delegate, Alternate Area Delegate, Area Chair, Alternate Area Chair, Area Treasurer, Area Recording Secretary, and Area Registrar. The outgoing Delegate fills the position of Area Chair. All positions are for a term of two years, beginning on January 1 of odd numbered years. The suggested qualifications for the elected officers are as stated in ***The A.A.Service Manual***, pages S44 through S46.

The election for Offices is conducted according to the Third Legacy Procedure, as detailed in the *A.A. Service Manual,* page S21. Elections are held during the September Assembly of even-numbered years. When an elected officer is unable to complete his or her term, a special election is held at the next Assembly.

In addition to the elected officers, the following appointed positions are filled by the Area Chair: Archives Committee Chair, Cooperation with the Professional Community (CPC) Chair, Corrections Chair, Grapevine Chair, GSR Workshop Chair, Literature Chair, Public Information (PI) Chair, Structure and Policy Chair, Treatment Facilities Chair, and Web Services Chair. To avoid having to move the Archives frequently, the Area Archivist is a semi-permanent position. All appointed positions carry a two-year term running concurrently with the elected officer's terms.

The Area Committee is composed of the elected Officers, Committee Chairs, and the District Committee Members. Any meeting of the area GSRs and the Area Committee is an Assembly. Persons allowed a vote at Area Assemblies, including Elections by the Third Legacy Procedure are: all GSRs, the Area Committee, and Past Delegates. Alternate GSRs and Alternate DCMs are allowed to vote if their GSR or DCM is absent.

IIn the spirit of rotation, no elected Officer or appointed Trusted Servant should be elected to two full terms of the same position; however, an individual may complete another individual's term and run for election to that position at the next election.

Those eligible to stand for election for Area Delegate, Alternate Area Delegate, Area Chair, and Alternate Area Chair are current or former District Committee Members residing in Area 21. Those eligible to stand for election for Area Treasurer, Area Recording Secretary, and Area Registrar, are members of Alcoholics Anonymous residing in Area 21 who have 5+ years of sobriety. Past Delegates are eligible to stand for election of Area Chair or Alternate Chair only. It is strongly recommended that SIA21 elected Trusted Servants and SIA21 appointed Committee Chairs not simultaneously hold a Group or District position that has a vote, or potential vote, at SIA21 Assemblies.

5.2 Area Chair

This Officer's primary responsibility is to prepare the agenda and preside over the Area Assembly, conducting the meetings in an orderly fashion. The Area Chair's responsibilities also include appointing the Committee Chairs, representing the Area in meetings of the Illinois State Conference Committee, and representing the Area at the East Central Region Conference of Delegates Past and Present, and the East Central Regional Conference. This officer’s signature is included on the area bank account signature card for emergency use only.

Specifically, the Area Chair should:

1. Provide leadership, organization, and communication within the Area Service Structure, toward the end of fulfilling A.A.'s primary purpose.
2. Chair Area 21 Assemblies:
    a. At the September Assembly, in even-numbered years, conduct elections for the Area Officers in accordance with Third Legacy Procedures as defined in *The A.A. Service Manual*. Votes are cast by use of prepared ballot forms.
    b. Conducts elections for nominees for East Central Regional (ECR) Trustee and Trustee-at-Large that may take place within his or her term.
3. Notify the Area Committee of scheduled Area Committee meetings and Assemblies.

4. Attend and participate in the Area 21 Assemblies, Illinois State Conference, and East Central Region Conference of Delegates Past and Present.
5. Attend and participate in the East Central Regional Conference.
6. Attend and participate in the East Central Regional Forum.
7. Attend and participate in applicable Local Forums.
8. Attend and participate in service-related workshops within Area 21 when asked and able to do so.
9. Cooperate with the Area Delegate in helping groups or districts solve problems.
10. Be one of the authorized signers for the Area 21 checking account.
11. Create Area 21 Events Calendar for Upcoming Year. Send to Webmaster for posting on the Area 21 website. Provide copies of the Events Calendar to the March Area Assembly.
12. Keeps the Alternate Chair fully informed and active, so that the Alternate can replace the Chair in an emergency.
13. Perform duties relevant to office, as documented in *The A.A. Service Manual* or *Area 21 Assembly Actions*.

5.3 Alternate Area Chair

This Officer's primary responsibility is to assume the responsibilities of the Area Chair in the event the elected Area Chair is unable to perform their duties; with other specific duties as delegated by the Area Chair.

5.4 Area Delegate

The Delegate's main responsibility is to represent the Area at the General Service Conference each spring and report the actions of the Conference back to the Area. The Delegate presents a report to the Area at each Assembly, is responsible for maintaining contact with the individual Districts and communicating the wishes of the Area to the General Service Office.

The Delegate is required to attend the East Central Regional Conference and the East Central Region Conference of Delegates Past and Present and is a member of the Illinois State Conference Policy Committee.

Duties include those indicated in the *A.A. Service Manual,* Chapter 6, and specifically, the Delegate should:

1. Maintain regular and frequent contact and report on the workings of the General Service Office, A.A. Grapevine Office, A.A. World Services Board, General Service Board, and A.A. Grapevine Board.
2. Attend the annual meeting of the General Service Conference, bringing forward the viewpoints and experience of Area 21 to the Conference.
3. Present the Conference Report at the Spring Conference Assembly and encourage Committee Members to pass on this information to Groups and Intergroups/Central Service offices. (A one-hour report is recommended.)
4. Present the Conference Report to groups and districts.
5. Attend and participate in the East Central Regional Forum.
6. Attend and participate in the East Central Region Conference of Delegates Past

and Present.
7. Attend and participate in service-related workshops within Area 21 when asked and able to do so.
8. Help area committees obtain financial support for the Area and GSO.
9. Provide leadership in solving local problems involving the A.A. Traditions.
10. Remind GSRs to inform groups and individuals about the *A.A. Grapevine* and Conference-approved literature.
11. Cooperate with GSO in obtaining information—for example, by making sure that updated information reaches GSO in time to meet the deadline for each issue of the *A.A. Directory* and helping carry out the triennial Membership Surveys.
12. Work closely with Committee Members and Officers, sharing experience throughout the year. After GSRs and Committee Members have reported on the Conference, learn from these A.A.s how the groups and members have reacted.
13. Assume added responsibility if the Area Chair and Alternate Area Chair are unable to serve.
14. Keep the Alternate Area Delegate fully informed and active so that the Alternate can replace the Delegate in an emergency.
15. Late in the second year, works with newly elected Delegate to pass along a basic knowledge of Conference proceedings and problems.

5.5 Alternate Area Delegate

The Alternate Delegate is required to assume the responsibilities of Delegate in the event that the elected Delegate is unable to perform his or her duties.

The Alternate Delegate is required to represent the Area at the Illinois State Conference, East Central Regional Conference and the East Central Region Conference of Delegates Past and Present each year, and the East Central Regional Forum in alternating years. This officer's signature is included on the Area bank account's signature card for emergency use only.

Specifically, the Alternate Delegate should:

1. Assist the Area Delegate in the performance of his or her duties.
2. Attend and participate in Area Assemblies, Area Conference, and the Area's Delegate's Workshop.
3. Attend and participate in the East Central Regional Conference and report on it at the next Area Assembly.
4. Attend and participate in the East Central Regional Forum and report on it at the next Area Assembly.
5. Attend and participate in the East Central Region Conference of Delegates Past and Present and report on this conference at the next Assembly.
6. Attend and participate in the Illinois State Conference and report on it at the next Assembly.
7. Attend and participate in service-related workshops within Area 21 when asked and able to do so.
8. Set up and take down the Area A/V equipment, the framed photos of Bill, Bob, Lois, and Ann, and the Conference Banner at Area events where use and display are necessary. These items will be obtained from the Area Archivist.

9. Perform any duties relevant to office as documented in *The A.A. Service Manual* or *Area 21 Assembly Actions*.

5.6 Area Treasurer

The Area Treasurer acts as the trustee for Area funds and controls the Area bank account, accepts the contributions from the groups in the Area, and pays the Area's bills. The Treasurer is required to present a report of income and expenses at the Area Assembly each quarter, developing a yearly budget, and present it at the December Assembly.

Specifically, the Area Treasurer should:

1. Maintain a checking account for the Area General Fund and be one of the authorized signers for the Area 21 checking account.
2. Maintain a convenient, dedicated Southern IL Area 21 Post Office Box, and notify the Assembly and Groups of the postal address.
3. Deposit all contributions and send acknowledgement thank you notes to the contributors.
4. Attend Area Assemblies and present written financial reports documenting contributions by source, and expenses by check issued, which occurred since the previous Assembly.
5. Pay all bills and other authorized disbursements in a timely manner. Bills paid and expense reimbursements should be summarized in a Chart of Accounts on a quarterly basis, with an annual summary.
6. Receive proposed annual budgets from Area Officers and Standing Committee Chairs for development of an Annual Budget.
7. Develop an Annual Budget which provides adequate detail for anticipated Area 21 Expenses by Office, Committee Chairs, Scheduled Events, rents, fees, and miscellaneous. The Budget shall consider annual contributions and prudent reserves.
8. Attend and participate in the Area Assemblies, Area Conference, and Area Delegate's Workshop.
9. Implement and maintain spreadsheet-style accounting tools for the management of the Area's financial affairs. Financial Records and Reports should be electronically transferable to future holders of the Office of Treasurer.
10. Responsible for encouraging financial support for the Area and GSO.
11. Performs any duties relevant to office, as documented in *The A.A. Service Manual* and *Area 21 Assembly Actions*.

5.7 Area Recording Secretary

The Area Recording Secretary is responsible for taking the minutes of the Area Assemblies, compiling them in an orderly fashion, and forwarding them to the Area Registrar for timely distribution. This officer is also responsible for those clerical jobs as are necessary for the operation of the Area's business. Additionally, the Secretary maintains a chronological list of passed Area motions and actions.

Specifically, the Secretary should:

1. Attend and participate in the Area Assemblies, Area Conference and the Area Delegate's Workshop.
2. Record the meetings of Area Assemblies to assist in the preparation of the minutes.
3. Prepare electronic word-processed minutes on accepted and publicly available software, publishing a hard copy for file purposes. Electronically transferred minutes should be sent to the Registrar for distribution to Area Trusted Servants, DCMs, and GSRs.
4. Provide copies of the minutes from the previous Assembly at each Area Assembly.
5. Maintain electronic and hard copy files of the Assembly Minutes for Archive Purposes.
6. Perform any duties relevant to office as documented in *The A.A. Service Manual* or *Area 21 Assembly Actions*.

5.8 Area Registrar

The Registrar facilitates General Service Office contact and communications with Districts, Committee Chairs, GSRs, and Groups by maintaining the FNV database through a VPN connection to the General Service Office. This Office requires a working knowledge of database, spreadsheet, and mail merge software, as well as a personal computer with Internet connection and pertinent software for effective completion of the duties necessary. The Area Registrar is responsible for maintaining Area communication lists necessary for email and mail of Area information to Trusted Servants, Districts, and Groups within Area 21.

Specifically, the Area Registrar should:

1. Attend and participate in Area Assemblies.
2. Provide copies of the Area Directory of Trusted Servants List to the participants.
3. Present written reports of Groups, GSRs (primary contacts), and meeting locations and times to the DCMs; and requests corrections for contacts through submission of Group Information Change Forms.
4. Facilitate registration of new Groups by electronic interface with the General Service Office FNV database. Required information should be provided on New Group Information Forms.
5. Email copies of Area minutes to all contacts on the Area Directory, and any other A.A. member that requests the minutes.
6. Email Area Assembly Agendas, Event Flyers, and other information concerning Area meetings to Area Trusted Servants, DCMs, and GSRs in a timely manner.
7. Provide information on group locations to assist maintenance of the Area 21 map.
8. Maintain electronic and hard copies of files, as necessary, for the effective completion of relevant duties of the office, as documented in *The A.A. Service Manual* or *Area 21 Assembly Actions*.

6.0 Area Service Committees

6.1 Area Service Committees Composition and Duties

Area 21 Service Committees have been established by the Area to align with the Conference Committees, as detailed in *The A.A. Service Manual,* Chapter 8, page S60. The Area has also approved Committees needed to provide unity of purpose and coordination to the Districts and

Groups of Area 21.

Area Committees are established on recommendation of the Area Chair and confirmed by motion of the Area Committee. The Committee types are: Standing Committees, Ad Hoc Committees, and Special Committees. Standing Committees are provided Annual Budgets. Ad Hoc and Special Committees are reserved for short-term duties, and may be budgeted through Miscellaneous, or with a specific budget.

Standing Committee Chairs are appointed by the Area Chair and serve a two-year term coincident with the Area Officers. Committee members may also be appointed for Ad Hoc or Special Committees by the Area Chair, and serve for the life of the Committee, or resignation.

Though a Standing Committee Chair, the Archives Chair serves an indefinite term, due to the unique qualifications and duties of this position.

Area Standing Committee Members automatically include Chairpersons of District Committees of the same nature and charge. Standing Committee Chairs may appoint Alternate Committee Chairs to assist or carry out the Chair duties in the absence of the Chair at events or functions. It is recommended that Service Committee Chairpersons have a minimum of 1 year of experience as a GSR or similar Committee experience at the District or Group level.

Committees are budgeted for the purpose of reimbursing the Committee Chair's expenses for printing, stamps, miscellaneous supplies, and travel for participation in Area events or District visits, if requested by the District.

Committee responsibilities will encompass the Committee Purpose, as outlined in A.A. Service Guidelines and Workbooks, as well as specific charges to the Committee, in the authorization language of motions approved by the Area 21 Committee. The responsibilities for the Committees noted below are goals and guides as to the focus of the Committee activities.

The duties of the Committee Chair include, but may not be limited to:

1. Attending all Area Assemblies and holding Committee meetings at each Assembly.
2. Attending and participating in the Pre-Conference Workshop.
3. Attending and participating in the State Conference, as requested by the Conference Committees. (Area Committee Members are not required to chair any State Conference Committee.)
4. Being available to attend District meetings upon request
5. Managing the Committee budget, in consultation with the Area Treasurer.
6. Having a working familiarity with the A.A. Service Manual, SIA Service Structure Guidelines, Job Descriptions, and the Service Committee Workbook.
7. Having a limited supply of Service Committee-related General Service Conference-approved literature, and/or service pieces from GSO at Assemblies and Committee Meetings.
8. Maintaining a list of postal addresses for members of the Area Service Committee, and a list of email addresses for those members who make them available and coordinating regular communications with members of the Area Service Committee.

9. Encouraging participation in the Area Service Committee (composed of District chairpersons and other A.A.'s interested in the Committees' service work) while fostering and sharing programs, strategy, and concerns relating to achieving the Committee Goals at local and area levels.
10. Formulating an informed group conscience regarding Area-wide service opportunities and issues, with an emphasis on General Service Conference agenda items.
11. Being a resource and consultant to District Committee Chairs and other volunteers regarding service activities in their communities, including the assessment of service opportunities, and the development of projects.

6.2 Archives Committee

The Archives Committee, through its Chair, should in accordance with guidelines MG-17 and Workbook M-44i:

1. Maintain a repository for archived material.
2. Display select Archive Materials at Area events and the State Conference.
3. Maintain and store the Area A/V equipment, the Conference Banner, and the framed photos of Bill, Bob, Lois, and Ann with the Area Archived Materials. They should transport these items to Area events for setup and takedown by the Alternate Area Delegate.
4. Collect materials (i.e.: written materials, photographs, and audio recordings) to preserve area history.
5. Consult the handbook, "Setting Up a Repository", for some conservation and preservation procedures.
6. Outline criteria for material that is to be archived in order to keep the collection organized and manageable.
7. Keep updated inventory lists, including documentation of date and type of donations.
8. Keep inventory organized by category.
9. Set up policies for the preservation of the anonymity of authors of archived materials and correspondence.
10. Set up guidelines for the loaning of Archives materials**.**

6.3 Cooperation with the Professional Community (CPC) Committee

The CPC Committee through its Chair should in accordance with guidelines MG-11 and Workbook M-44I:

1. Develop and maintain lists of local and regional professional organizations that meet in communities served by groups in SIA 21.
2. Develop and maintain lists of professional schools and training programs in the fields of medicine, social work, law, nursing, dentistry, pharmacy, education, law enforcement, and theology at post-secondary schools in communities served by groups in SIA 21.
3. Arrange for A.A. participation (presentation, panel discussion, exhibit, etc.) at one or two meetings of professional organizations in the Southern Illinois area each year.
4. Arrange for A.A. participation (presentation, panel discussion, exhibit, etc.) at one or two professional schools in the Southern Illinois area each year.

5. Coordinate SIA 21 participation in A.A. presentations at statewide meetings or conferences of professional organizations.

6.4 Corrections Committee

The Corrections Committee through its Chair should in accordance with guidelines MG-06 and Workbook M45i:

1. Develop and maintain lists of local and regional correctional facilities and organizations that exist in communities served by groups in SIA 21.
2. Arrange for A.A. participation (presentation, panel discussion, exhibit, etc.) at one or two meetings of correctional organizations in SIA 21 each year.
3. Assist the Area Registrar in continually updating list of all correctional meetings within the Area and the sponsor(s) of these meetings

6.5 Grapevine Committee

The Grapevine Committee through its Chair should:

1. Support the District Grapevine Committees and Chairs in their efforts to encourage individuals and groups to subscribe to the *A.A. Grapevine* and *La Viña* magazines.
2. Raise awareness of the content available on the A.A. Grapevine website, www.aagrapevine.org.
3. Encourage Grapevine Representatives to advocate for the *A.A. Grapevine* and *La Viña* at the group level, alerting their groups to the use of the magazines and related Grapevine publications as recovery tools.
4. Encourage the use of Count on Us Funds at the group level throughout Area 21 as a means to fund the purchase of Grapevines or Literature for use by groups inside correctional facilities.
5. Provide full accounting of gift subscriptions purchased, and for whom the subscription was purchased.
6. Forward any monetary contributions received to the Area Treasurer.
7. Maintain the *A.A. Grapevine* and *La Viña* informational displays, and exhibit at events sponsored by the Area or Districts when requested.
8. Ensure that all are aware of the relevant service materials available from GSO, including, but not limited to:
    a. The *A.A. Grapevine*—Our Meeting in Print
    b. A Guide to *A.A. Grapevine*
    c. The *A.A. Grapevine* Publication Catalog
9. Keep the Area Committee informed of the Grapevine Committee activities by reporting at Area Assemblies.

6.6 General Service Representative (GSR) Workshop Committee

The GSR Workshop Committee, through its Chair, should:

1. Develop and maintain a program for introducing GSRs in their role as links for their Group with the A.A. structure as a whole.
2. Conduct GSR Schools, generally 30 minutes, at Area Assemblies, providing an

overview of the GSR role, duties, and responsibility for communication and sharing on Group issues that enhances or limits the GSR in the conduct of their duties.

3. Conduct GSR Workshops at Districts within the Area. The Workshop should provide information on the Group, its structure and the linkage of the Groups to their District and the Area. The Workshop should present the Area Committee Structure and the local District Structure. The venue and local arrangements and costs for facilities and lunches are the Host District responsibility. Multiple Districts may join and host a joint Workshop.

6.7 Literature Committee

The Literature Committee, through its Chair, should in accordance with guidelines MG-09:

1. Keep the Area Assembly informed of Literature Committee activities and proposed additions to, and changes in Conference-approved literature and audiovisual material.
2. Encourage and support the District Literature Chairs in their efforts to:
    a. Keep groups informed of all available A.A. Conference-approved literature, audiovisual material, and other special items.
    b. Raise awareness of the information available on GSO's website, www.aa.org.
    c. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
3. Encourage District Literature Chairs to register with GSO.
4. Ensure District Literature Committee Chairs are aware of the relevant service materials available from GSO, including, but not limited to:
    a. A.A. Guidelines on Literature Committees, MG 09
    b. A.A. Literature Catalog
5. Maintain the literature informational display and present it at events sponsored by the Area, or by the Districts, when requested.
6. Display literature-related materials at Area events and the State Conference, when our Area is the host.

6.9 Public Information (PI) Committee

The PI Committee, through its Chair, should in accordance with guidelines MG-07 and Workbook M- 27 i:

7. Develop and maintain, with the input and assistance of the District Public Information Committees, lists of schools, libraries, hospitals, etc. in communities served by groups in SIA 21 for the purpose of displaying literature and providing speakers at non-A.A. functions.
8. Be available to participate in local community or professional events, such as wellness fairs.
9. Maintain an inventory of audio/visual Public Service Announcements (PSAs) and videotapes or DVDs.
10. Make PSAs available to local media outlets.
11. Make videos or DVDs available for lending to the Fellowship.

6.9 Structure and Policy Committee

The Structure and Policy Committee, through its Chair, should:

12. Document the addition of, or any changes made in structure, policy, or procedure within

Area 21.

13. Review existing policies and procedures and update them to reflect the addition or change of structure, policy, or procedures of Area 21.
14. Recommend new structure, policy, or procedures within Area 21, or changes to same, to facilitate improved operations and efforts to “Carry the Message”.
15. Maintain an accurate Master of the Area 21 Handbook with its Appendices, and provide an accurate copy to the Officers of Area 21 and the Area 21 Webmaster for posting, and to the Archivist for archival purposes.
16. Regularly back up all computer files relating to the Area 21 Handbook Master, and its supporting documents.

6.10 Treatment Facilities Committee

The Treatment Facilities Committee through its Chairman should in accordance with guidelines MG-14 and Workbook M-40 I:

17. Develop and maintain, with the input and assistance of the District Treatment Facilities Committees, lists of local and regional treatment facilities, detox centers, and hospitals that provide treatment services in communities served by groups in SIA 21.
18. Facilitate “Bridging the Gap” efforts throughout the area.

6.11 Web Services Committee

The Web Services Committee through its Chairman (Webmaster) should in accordance with guidelines MG-18:

1. Establish, provide oversight, and/or maintain the domain name registration and the Area 21 Website—currently https://area21aa.org or its replacement
2. Provide website layout and design to optimize and provide timely and accurate information about A.A. and Area 21 to alcoholics, professionals, and the public.
3. Link all District websites to SIA 21’s website, for sharing District information across the Area.
4. Provide copies of current Area minutes, event schedules, and other documents deemed beneficial to the Area Operations.
5. Route all email requests for information about A.A. in the SIA 21 Area to appropriate Trusted Servant or Districts for response.
6. Significant changes to the Website require approval of the Area Assembly.
7. The site will protect the anonymity of A.A. members at all times.

7.0 Reimbursement of Area Officers, Committee Chairs and Others

7.1 Persons Eligible for Reimbursement

The following Trusted Servants are eligible for reimbursements or allowances:

1. Area Chair, Alternate Area Chair, Area Delegate, Alternate Area Delegate, Area Secretary, Area Treasurer, Area Registrar, Area Archivist, Area Webmaster, and the Chairs of the Corrections, Treatment, CPC, PI, Grapevine, Literature, GSR Workshop, Structure and Policy, and Ad Hoc Committees.

The following persons are eligible for reimbursements, as may be authorized by vote of the Assembly:

1. Invited A.A. Trusted Servants, Invited Visiting Speakers, and others who may from time to time incur approved expenses on behalf of SIA 21.

7.2 Documentation Requirements and Filing

Persons requesting reimbursement shall complete a reimbursement form provided by the Area Treasurer, or other written request, which shall document the category and amount of the expenses. Receipts should be provided for expense items requested, excluding mileage and Assembly registration and lunch costs. The forms shall normally be completed and filed with the Area Treasurer at each Assembly.

Expenses beyond the previous 90 days will not normally be considered for reimbursement. Area Officers may request reimbursements for authorized expenses directly from the Treasurer by filing the written request by email or mail.

7.3 Authorized Reimbursements

Authorized Reimbursements shall consist of the following:

2. Area Assemblies - Trusted Servants, as noted above, are entitled to file for reimbursements of round-trip mileage at $.45 per mile. Reimbursements may include one-half of one night's lodging cost, when the expense is incurred and the one-way mileage to the Assembly exceeds100 miles.
3. Committee Workshops or Requested District Visits - Committee Chairs presenting Committee Workshops, or visiting SIA 21 Districts at the District's request, shall be reimbursed mileage at the rate of $.45 per mile, round trip, and the cost of a meal, if the travel distance and time warrants. Committee Chairs are asked to use discretion with meals. The cost of Committee and Workshop materials, paper, printing, postage, etc. are reimbursable expenses to the party who incurred the expense on behalf of the Committee. Expense Reimbursements for Committee Chairs should not exceed their committee's approved budgets.
4. The East Central Region Conference of Delegates Past and Present, Illinois State Conference, and East Central Regional Conference - The Area Chair and the Alternate Area Delegate shall be reimbursed the cost of round-trip mileage at $0.30 per mile, plus meals and lodging.
5. Additional Functions - The Area Chair, or the Alternate Area Chair when standing in for the Chair, shall receive the cost of travel, meals, and motel expenses incurred as the result of performing the duties of the Chair.

7.4 Authorized Allowances

Authorized Allowances shall consist of the following:

The Area Delegate is provided with a quarterly allowance of $1,200.00, or $4,800.00 per year. This allowance is provided to assist the Delegate with expenses for meals, lodging, travel, paper, copies, postage, and other miscellaneous expenses of the Office.

The Delegate is expected to attend the Area Assemblies, the East Central Region Conference of Delegates Past and Present, the Illinois State Conference, and the East Central Regional Conference; and to visit the SIA 21 Districts for presentation of the Delegates Report at least once in their 2-year term.

The Delegate is required to attend the General Service Conference, and the Area will pay a Delegate Fee directly to GSO each year for support of the cost of our Delegate's attendance. This fee is a Budget Item and established by Budget Approval in December. The Current Fee is $2,800.00 for FY 2017.

8.0 Area Assemblies

8.1 Purpose

The purpose of the Southern Illinois Area General Service Assembly is to serve the fellowship of Alcoholics Anonymous within SIA 21. The Assembly should conduct Area affairs in the spirit of the Twelve Traditions of Alcoholics Anonymous, and the Twelve Concepts for World Service.

The Southern Illinois Area General Service Assembly has the sole authority to make all decisions for and affecting Alcoholics Anonymous, as such, in SIA 21. It may delegate the performance of such authority to other committees or individuals.

The Southern Illinois Area General Service Assembly elects one of its members to serve as the SIA 21 Delegate to the General Service Conference.

8.2 Regular Assemblies

Area Assemblies and Activities are referenced in chapter four of the *A.A. Service Manual* pages S36 through S40. These pages provide an overview of the Assembly Composition, Vote Eligibility, Typical Activities, and Sharing Sessions. Appendix 2, "Planning Tips and Hosting Area Assemblies," and Appendix 3, "Assembly Budget," are included with this Handbook to facilitate in the planning and hosting an Area Assembly.

8.3 Timing

The Area convenes in an Area Assembly four times each year in the months of March, June, September, and December. The site of the Assembly is determined through a bid process, whereby all SIA 21 Districts interested in hosting an Assembly submit a verbal bid at the Assembly one year prior to the date they are bidding on.

Depending on the availability of meeting facilities in the host district, the Assemblies are held on either of the first two Sundays of those months. The June and September Assemblies are normally scheduled to avoid the Memorial Day and Labor Day weekends, respectively. The host district is encouraged (not required) to schedule the December Assembly on the 2nd Sunday of the month, to allow trusted servants to attend a Concepts Retreat on the 1st weekend of that month.

The cost of the Assembly is borne on Area 21 in order to meet the purpose defined of an Area Assembly in section 8.1. If available operating funds (after prudent reserve) at the December Area Assembly are more than $5,000, the area will budget $500 to each hosting district and registration fees will not be charged. If Area is not financially solvent and has less than $5,000, the cost of the Assembly is borne by the individuals paying to include Trusted Servants.

8.4 Procedures

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Southern Illinois Area Service Assembly in all cases to which they are applicable, and to the extent that they are consistent with this service structure, the Twelve Traditions of Alcoholics Anonymous, the Twelve Concepts for World Service, and any special rules that SIA 21 may adopt.

The voting membership of the Southern Illinois Area General Service Assembly is composed of the following persons: Area Chair, Alternate Area Chair, Area Delegate, Alternate Area Delegate, Area Treasurer, Area Recording Secretary, Area Registrar, and past Area 21 Delegates as well as past delegates of other areas currently residing in Area 21. Committee Chairs of Archives, CPC, Corrections, Grapevine, GSR Workshop, Literature, PI, Structures and Policy, Treatment, and Webmaster Committees, are also eligible to vote. District Committee Members (DCMs) and the General Service Representatives (GSRs)—or in their absence, their Alternates, are also eligible to vote.

1. Voting Procedures: Simple majority vs. substantial unanimity. All important decisions are to be reached by discussion, vote, and, whenever possible, by substantial unanimity, refer to Warranty Four of Concept XII of the *Twelve Concepts for World Service*. The Assembly will sometimes have to decide what the requirements of substantial unanimity are going to be—whether a simple majority, a two-thirds, three-fourths, or even greater majority, will be required to settle a particular question. In such situations, the advanced agreement as to the requirements will be had on simple majority vote.
2. Who can speak, and when: It is within the discretion of the Chairperson to recognize anyone to speak at any time during the Assembly. At certain times, however, such as during the Area Committee Meeting, the written Agenda limits discussion to certain members of the Assembly.
3. How to get something on the Agenda: Any item of business may be placed in advance on the written Agenda at the discretion of the Chair. Items of business to be voted on by the Area Assembly are brought to the floor in the form of a motion. The Chair will then ask for a second to the motion. If a second to the motion is made, discussion will follow. After the discussion, a vote will be taken.

   Prior to the vote, the Chair will inform the Assembly, on whether the vote requires a simple majority or more than a simple majority to pass. Secondary motions ("amendments") change motions that have already been put to the floor for debate. However, the amendment must be proposed before a vote has been taken, and the maker of the motion must agree to the change. Amendments can be used to change the wording of a motion, to clarify it, or to even change its original import.

Minority Opinion refers to Concept V of the *Twelve Concepts for World Service.* Once a vote has been conducted, the Chairperson will call for the "Minority Opinion." At this juncture, all who wish to speak *against* the vote just taken are invited and encouraged to do so. During Minority Opinion sharing, no member may speak to the issue from the standpoint of the majority. Minority opinion is only for expression of the minority opinion.

After sharing the Minority Opinion, the Chairperson will ask if anyone would like to change their vote. If anyone has changed their mind on the issue, the Chair will preside over another vote on the motion. If the motion is again passed, the vote stands. If the motion is defeated during the second vote, it is defeated entirely.

9.0 Special Events

9.1 General

It's clear that A.A. get-togethers beyond the group have become an established part of A.A. life. What makes an A.A. special event "click" for its participants? It's probably not style or form that matters so much as the spirit and feeling behind it. "Balance" and "flow" are two key words in the planning of a special events program, particularly in setting up panels. It's important that the program flow smoothly, with one feature following another in a pleasant, logical series. It's also important that the topics and participants are balanced, thereby limiting too much of any one subject, or too many participants of similar experience and viewpoint.

Planning for special events may be completed with a small committee of two or three persons, up to multi-level committees with Chairs and Subcommittee Chairs working over several months to complete the planning. One planning key is *delegation,* thereby reducing reliance on any single person or component for success. A second key is *communication* to the attendees with adequate notice of the event date, location, and time.

9.2 Special Meeting Types

An A.A. special event is almost any A.A. get−together beyond the group meeting level. These range from special meetings of one evening's duration to longer events, like Area, statewide, or regional weekend conventions. They will, most likely, be one of the following:

1. A special open meeting: This kind of gathering can serve useful purposes. It will, of course, bring together the A.A. members in a city or area, but will also provide a good opportunity to invite interested friends of A.A. to the meeting. Certainly, it's proper on such occasions to send special invitations to members of the clergy, doctors, lawyers, social workers, public health officials, and others who may have a special interest in A.A.
2. A one-day session: This might include several general meetings throughout the day. For a start, there's a "welcome" meeting in the morning, followed by other activities. There may be another open meeting in the afternoon, while the main open meeting with the featured speaker is saved for the final meeting in the evening. If the convention is held in a school, civic hall, or other building with additional rooms, it's likely that the program will also include A.A. workshops and panels, service meetings, assemblies, and closed meetings.

3. A banquet: Many Intergroups or Central Service Offices now sponsor annual banquets, often to help support their office operations. Some groups and Areas also have banquets (or informal buffet and potluck dinners) as anniversary or gratitude observances. The banquet often features an after-dinner speaker, or some other program of interest to A.A. members.
4. A weekend convention: This is an ideal form for a state, provincial, or regional convention. Members often arrive for an opening meeting session or for coffee and conversation on Friday evening. Additional meetings and workshops—as well as other activities—continue through Saturday, and even into Sunday afternoon. The convention may include a banquet, luncheons, special breakfasts, dancing and entertainment, and perhaps a spiritual meeting on Sunday morning. One effective way to ensure maximum interest and participation in the convention is to farm out each meeting, workshop, or panel to a different Group or area within the convention territory. Thus, the groups themselves plan and organize the meetings, always working closely with the general program chair to assure balance.

9.3 Workshops and Panels

Workshops and panels may take a variety of forms. One popular arrangement is to set up a panel with three speakers and a chair. Each speaker may be assigned a topic and a time limit. The session may be followed by a short question−and−answer period, if time allows.
Here are some suggested topics appropriate for workshops and panels:

Correctional Facilities/Treatment Settings
Public Information/Cooperation With the Professional Community/Special Needs
Sponsorship/Service/GSRs
The Twelve Traditions/Twelve Concepts
Intergroups/Central Service Offices
A.A. Grapevine/La Viña Magazines

On the subject of panels, experience has shown that topics such as “How the General Service Office Works” or “Why GSO?” attract only a small audience, and therefore do not carry the message in a satisfactory fashion. GSO staff members can best be used as speakers on regular panels—where their familiarity with A.A. worldwide can add an extra dimension to the presentation.

Any one of the trustees (especially your own regional trustee) would be invaluable on such topics as “A.A. and Responsibility.” They are in a crossroads position, where they are aware of our Fellowship—particularly on the public level but also have an overall perspective on our purposes, strengths, and weaknesses. They can be of great value in helping us learn more about worldwide A.A. Don’t forget your own GSRs, Committee members, Delegates, and past Trusted Servants. From their work in carrying the message outside their own groups, they’ll have many ideas on such subjects as “Is A.A. Changing?” and “A.A. at Work, Then and Now.” Many other A.A. old-timers and not−so−old-timers, also have worthwhile information and thoughts on such subjects.

9.4 Pre-GSC

Purpose:

The Southern Illinois Area 21 Pre-General Service Conference (GSC) Workshop is held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues before the General Service Conference. The Workshop allows Area Committee members and GSRs to experience the workings of the General Service Conference. The delegate is sent to the General Service Conference more informed and better prepared by the experience. Appendix 6 provides the General Planning guide as related to the Pre-GSC.

Pre-GSC Workshop Governance:
The Pre-GSC Workshop is an annual function hosted by the Area Committee of Area 21 Southern Illinois General Service.

Based on a two-year cycle:

1st year - co-chaired by the immediate past delegate and seated delegate (in the event of death, another past delegate has replaced the immediate past delegate).

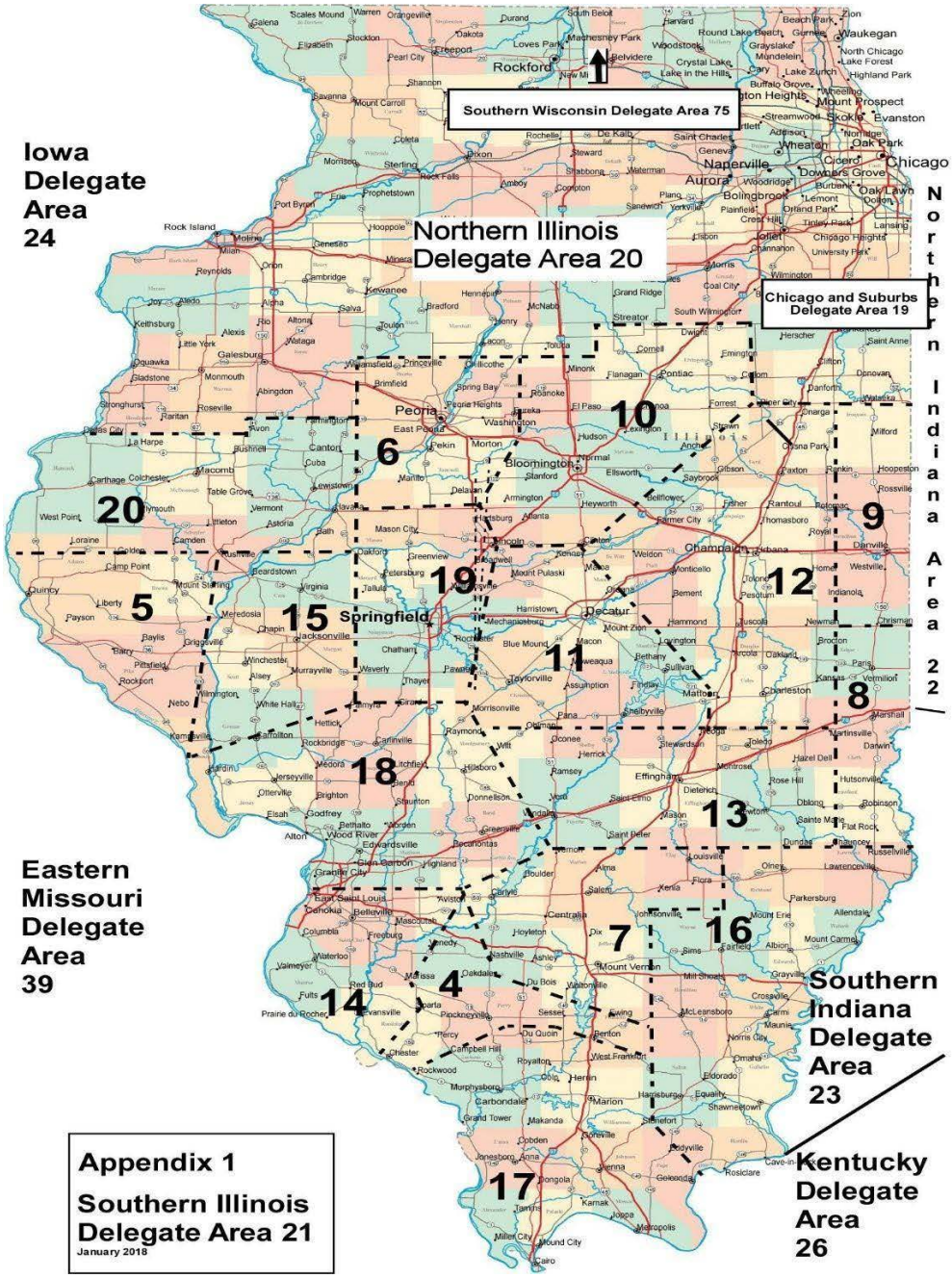
2nd year - co-chaired by seated delegate and alternate delegate (or Area chair).

The Chair/Co-Chair should invite all Past Delegates to attend and participate in the breakout sessions. In addition, Chair/Co-Chair should ask each Area Committee Chair and Elected Officers to participate in breakout sessions, matching them with their committees. The breakout Committee Chairs are responsible for having a scribe to take notes during the breakout sessions.

Workshop Timing:
The Workshop is typically the first weekend in April. However, the date may be later depending on the dates of the General Service Conference. The Workshop should not interfere with Easter because this will likely reduce participation.

Appendices

Appendix 1 - Southern Illinois Delegate Area 21 Map



Appendix 2 - Planning Tips and Hosting for Area Assemblies

1. General
   a. The District DCM submits the Bid to Area Assembly to serve as Host one year prior to the Date, i.e., the bid is due at the March 2018 Assembly for hosting the March 2019 Assembly.
   b. Prior to Bid submission, the District should be aware of potential facilities in their area for hosting the event, the potential hotels in proximity to the facilities and Groups or events which might be available for hosting a Saturday evening event, potluck speaker meeting or similar.
   c. Prior to Bid submission, the District should have a Committee Chair and members in mind to initiate the planning after acceptance of the Bid by the Area 21 Assembly.
   d. The District DCM should report on the planning progress at each of the 3 subsequent Assemblies.

2. Meeting Room Requirements
   a. Facilities should be handicapped accessible and provide sufficient off-street parking. Facilities should be suited for the Assembly meeting, breakout sessions, lunch service and breaks for up to 100 persons for an in-person assembly; for a hybrid assembly, up to 70 persons.
   b. Public WIFI access. If the facility does not have WIFI access, the Area must be informed no later than 60 days before the Assembly so the Area can arrange to have WIFI access for the Assembly.
   c. Chairs and tables should be provided for 90 - 100 people for an in-person assembly; 50-70 for a hybrid assembly. If held at an in-person assembly, Committee Breakouts, GSR Workshop and DCM School require additional space with chairs to facilitate 4 to 6 groups of 15 persons being able to conduct business without conflict. Classroom style seating (rectangular tables) is preferable to banquet style seating (round tables) to facilitate access to floor microphones.
   d. A head table and podium, preferably on risers. Head tables to seat at least 7 people. (Area Chair, Alternate Chair, Delegate, Alternate Delegate, Recording Secretary, Area Registrar, and Treasurer.) Near the head tables, a rectangular table for the sound system provided by Area. For a hybrid Assembly; near the head tables, 1 more rectangular table (for Zoom host and equipment.
   e. Sound system requirements, if readily available. The Area will provide the sound system, if necessary.
      i. Microphone at the podium.
      ii. Floor mics. (At least one.)
   f. Four tables in rear of room for A.A. and Grapevine Literature and Assembly handouts and flyers for upcoming events.
   g. Space along wall for screen and digital projector.
   h. A registration table and chairs at the entrance to the meeting room.

3. Logistics

- Contact Area Hotels, to verify rooms are available for the Saturday evening. Block approximately 20 rooms with special rate, if possible, in the area.
- Make facility arrangements 9 months to 1 year in advance.
- The DCM should have Flyers available for handout at the Assemblies at 6 months and 3 months preceding the event. The flyers should detail the Assembly Event address, event costs and hotels. Contact phone numbers for questions. The Saturday evening event should be noted on the same or separate flyer with similar details. The Flyers should be posted on the District Website or the Area's Website with 50 flyers available for handout at each Assembly. Send copy of Flyer to Area Registrar for email distribution.
- Two or three helpers are needed for the registration desk. The registration materials should include signup sheets, name badges, pens and sharpies, cash bank for change. Registration is normally open from 8:00 am to 9:30 am.
- Two or three helpers are needed to provide room setup for head tables, display and handout tables, snack tables for breakfast items, coffee and drinks and table chair configuration for Assembly and Breakout use. Setup should be completed by 8:00 am.

4. Meals
    a. Continental style breakfast items are usually provided with coffee, water, soda for the registration period. Breaks usually provide coffee, water, and soda until early afternoon. The expense for breakfast and break items are normally included in the Registration Costs for the Assembly.
    b. Most meeting locations have been selected with meals being catered in or a cafeteria or food service being available on site. The food planning should normally consider approximately 70 meals will be sold. This can vary based on weather conditions. Food planning and meal cost is typically at or below $10. This charge normally covers all costs for tax and gratuity.
    c. Facilities have been selected that are not able to provide arrangements for lunch. In this event, attendees are to find lunch "on their own", provide a list of local lunch establishments in the vicinity.

5. Report
    a. Prior to the end of the assembly, the DCM of the host District should provide the Assembly with an oral report giving the number of attendees, those purchasing lunch if provided, total income and total expenses, and the amount of funds, either short or in excess, from the event. The area will reimburse the District for any shortfall and the District shall be turned over any excess to the Area.

Appendix 3 - Budget Work Sheet (Pre-Assembly Estimates)

Item	Quantity	Unit	Cost		Totals
Flyers					
Posters & Signs					
Name Badges, Holders					
Pens, Markers, Misc.					
Rolls, Donuts, etc					
Fruit & Snacks					
Coffee, Tea & Supplies					
Soda, Water, Cups & Ice					
Plates, Napkins, Forks, Spoons					
Meeting Room Rental					
			Registration Costs		
Meal Costs					
Taxes					
Gratuity and Delivery Charge					
			Meal Costs		
Total expense, divided by a conservative estimate of attendance provides a working amount to charge for the registration and lunch fees.			**Subtotal**		
			10 % Contingency		
			Grand Total		

Of course, not all items will apply to all circumstances, but this worksheet will give a good estimate of what is needed and how much it will cost, if used carefully.

Meals, if provided, are figured at a straight pass-through cost to those purchasing them. In many hotels if a certain number of meals are purchased, the meeting room cost is furnished free of charge. If the hotel furnishes coffee be sure to figure the cost into the registration fee. Watch out for tips and gratuities or service charges and be very cautious in figuring the number of meals to guarantee. Much of this is covered elsewhere in this Handbook, but it never hurts to repeat some of the important stuff.

Pastries and other goodies ***ARE NOT*** the Area's responsibility. These items should be donated or self-supported with a donation can or basket if they are furnished.

Appendix 4 - Planning Guide for a Pre-General Service Conference

1. General
   a. The District DCM submits a bid to serve as the Pre-General Service Conference Workshop host during the March Assembly of the preceding year. For instance, the bid for hosting the April 2021 Workshop is due at the March 2020 Assembly.
   b. Prior to submitting a bid, the bidding district should be aware of suitable facilities in its area for hosting the event.
   c. Prior to submitting a bid, the bidding district should have in mind a committee chair and members to initiate the planning after acceptance of the bid by the Area 21 Assembly.
   d. The host district DCM should report on the planning progress at each of the three subsequent Assemblies.
2. Meeting Room Requirements
   a. Facilities should be handicapped- accessible and provide sufficient off-street parking. Facilities should be suited for the meeting, breakout sessions, lunch service and breaks for up to 100 persons.
   b. Chairs and tables should be provided for 100 people. Committee breakouts require additional space with chairs to allow 6 groups of 15 - 25 persons to conduct business without conflict.
   c. The head table should be able to seat at least two people (Area Delegate and Area Chair).
   d. The Area will provide the sound system, if necessary. Sound system requirements:
      i. Microphone at the podium.
      ii. Floor mics (at least one).
      iii. Place a table in rear of the main room for handouts and flyers for upcoming events.
   e. Place a greeting table with chairs inside the entrance to the building or at the entrance to the meeting room.
   f. Wi-fi is a valuable benefit. This allows scribes to immediately email their notes to one central collection point.
   g. A projector and a large screen are required. The Area will provide the projector and screen, if necessary.
3. Logistics
   a. Make facility arrangements nine months to one year in advance.
   b. The host district DCM should have flyers available at the Assemblies six months and three months preceding the event. The flyers should detail the event address, event costs, available hotels and contact phone numbers for questions. The flyers should be posted on the host district website and the Area's website with 80 flyers available for handout at each Assembly. Send a copy of the flyer to the Area Registrar for email distribution.

c. Two or three helpers are needed for the greeting desk. The registration materials should include signup sheets, name badges, pens and Sharpies, and a cash bank for change. Registration is normally open from 8:00 am to 9:30 am.
d. Two or three helpers are needed to provide room setup for tables, display and handout tables, snack tables for breakfast items, coffee and drinks and table chair configuration for Workshop and breakout use. Setup should be completed by 8:00 am.

4. Meals
    a. The host district provides a continental- style breakfast. Items usually include coffee, water, and soda for the registration period. Breaks usually include coffee, water, and soda until early afternoon. The expense for breakfast and break items will be reimbursed by the Area
    b. Most meeting locations are typically selected with meals being catered in or with a cafeteria or food service available on site. The food planning should normally consider approximately 100 meals will be sold. This can vary based on weather conditions. Food planning and meal cost is typically at or below $10. This charge normally covers all costs for tax and gratuity.
    c. In the event a facility has been selected that is not able to provide arrangements for lunch, provide a list of local lunch establishments in the vicinity.
5. Report
    a. Prior to the end of the assembly, the Area Treasurer should provide the Workshop with an oral report giving the number of attendees, those purchasing lunch if provided, total income and total expenses, and the amount of funds, either short or in excess, from the event. The Area will reimburse the District for any shortfall and the District shall turn over any excess to the Area.