Area 56 Service Handbook

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A.A.’s Legacy of Service

by Bill W.

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

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

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.

From The A. A. Service Manual, by Bill W., page S1
Area 56 Mission Statement

Southwest Ohio Area 56 is a spiritual entity with a threefold mission in support of AA's primary purpose:

- To nurture communication among and foster participation within all elements of the General Service structure, thereby ensuring the formation of an informed group conscience,
- To facilitate Twelfth Step work within Southwest Ohio as guided by the Twelve Traditions and Twelve Concepts for World Service, and
- To assist Groups, Districts and Intergroups in their service to the suffering alcoholic by sharing information, experience and resources.
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Introduction to Area 56

Welcome to Southwest Ohio Area 56!

Welcome to Southwest Ohio General Service Area 56! We consist geographically of fifteen counties in a strip along the western and southern border of Ohio, serving rural, suburban and urban members and groups of Alcoholics Anonymous.

The Area is subdivided into thirty Districts, which in turn consist of a number of AA Groups. Each Group has the right and opportunity to elect a General Service Representative to serve as the link between the Group and the District and the Group and the Area. This is how AA makes sure that every Group has the opportunity to participate in decision-making for Alcoholics Anonymous.

In turn, Southwest Ohio Area 56 is one of 93 Areas in the US and Canada. Each Area sends one Delegate to the General Service Conference each year in order to address matters facing AA as a whole. The Conference guides and informs the work of the two AA service corporations – AA World Services, Inc. and Grapevine, Inc – as well as the General Service Board. In effect the General Service Conference is the group conscience of AA as a whole and it begins always at the local level.

This is the General Service structure. Every member of Alcoholics Anonymous has a voice and a vote in it, but you have to show up in order to make yourself heard!

Area Assemblies

- Three Assemblies per year
  - Late February - This is the pre-General Service Conference Assembly. The Conference Agenda and background material will be available to be introduced and distributed, which can serve as a way to encourage and promote attendance at the March Mini-Conference.
  - Late May - This will be the Unity Day Assembly. In addition to hosting activities that specifically include local Central Offices, Intergroups and Young People's groups, the Area will present the Delegate's Report on the General Conference.
  - Late September - In odd-numbered years, this will be the Election Assembly. In even-numbered years, this will be the Inventory Assembly. In addition, the September Assembly will be the one for discussion and vote on the budget for the following year, which will be distributed via e-mail for review before the Assembly.

- Full-day meeting, Saturday
  - These Assemblies will be full-day events with an agenda which begins in the morning, includes a pot-luck lunch and concludes by late afternoon.
  - Ideally, Assemblies ought to be around 75% food, fellowship and programming (e.g., workshops, panels, leads, breakouts), and around 25% business. The What, Where and When Committee would like to include some way for GSRs to give reports about their groups at the Assemblies, once per year per group.
• **Conducting business**

 ◦ The following members of the Assembly have a voice and a vote in all matters facing the Assembly: All Area Officers, Standing Committee Chairs, DCMs, GSRs, Past Delegates, Intergroup Liaisons and YPAA Liaisons. Alternate GSRs, DCMs, Chairpeople and Liaisons who are present vote only if the regular GSR, DCM, Chairperson or Liaison is not present.

 ◦ Rotation in service positions is an important spiritual principle in AA and ought to be a consideration in every election.

 ◦ In the event that any opening occurs on the panel of Officers, their alternates will step in to fill their role until the next Election Assembly. This is the structure for Alternate Officers:

   ▪ Alternate Area Chairperson – Archives Committee Chair
   ▪ Alternate Registrar/Corresponding Secretary – Group Services Committee Chair
   ▪ Alternate Treasurer – Finance Committee Chair
   ▪ Alternate Recording Secretary – Communication Committee Chair (New Committee)

 ◦ Openings for Committee Chairs will be filled by the Area Committee, either through appointment or through finding volunteers, and affirmed by the Assembly at the first possible opportunity.

**Area Committee**

The Area Committee was created in 2015 by Assembly vote, modeled upon the description in the AA Service Manual. Voting members members of the Area Committee are: Area Officers, Area Standing Committee Chairs and DCMs (in accordance with the AA Service Manual). Non-voting members: Past delegates, Intergroup liaisons, YPAA liaisons (to facilitate greater participation in developing an informed group conscience). Alternate Committee Chairs would have a voice in any case, and would have a vote in the absence of the Committee Chair.

As with the Assembly, any Area 56 AA member is welcome to attend these meetings and have a voice in the discussion.

The Area Committee has authority specifically delegated by the Assembly to function in the following ways:

- To oversee Area communications as well as overall planning for the Area and reporting to the Assembly – communication is one of the high priorities for the Area Committee.
- To oversee annual Area budget in accordance with guidelines in approved fiscal policy, while at the same time reflecting a budgeting process that encourages Committees to ask for funding while trusting that Group contributions will make that funding available.

  ◦ Current fiscal policy: The annual budget must be approved by the vote of the entire Assembly, as must all unbudgeted expenditures over $300. The five officers can approve unbudgeted expenditures up to $300, with four out of five voting to approve. The Committee recommends that this be changed to read “The Area Committee can approve unbudgeted expenditures up to $300, by substantial unanimity of those members of the Area Committee voting.”
  ◦ The Area Committee will review Treasurer’s Reports and vote whether or not to accept them until
the next Assembly, when they will be put forward for Assembly approval. Those Reports must be accepted by substantial unanimity of those members of the Area Committee voting. (Substantial unanimity is defined as a 2/3 majority vote.)

- To set the Agenda for the next Assembly, including the following items:
  ◦ All business reports including: GSR, District, Committee and Officer reports (ideally 25%)
  ◦ Workshop/education programming, food and fellowship (ideally 75%)

Furthermore, at the Area Committee meetings, the Committee will:

- Provide functional and planning support to the Committee Chairs to help them focus the work of their Committees when they meet outside the Assemblies. The Area Committee should serve as a training ground and support system for the Committee Chairs in their committee work.
- Provide support and encouragement to DCMs as they build and strengthen the service structures in their Districts.
- Troubleshoot Area, District and Group issues as necessary.

Meeting schedule: Ideally bimonthly in January, March, May, July, September, and November, unless other calendar needs intervene, e.g. planning for the Mini-Conference. The Delegate and Area Chairperson will serve as co-chairs of the Area Committee and will set the agenda for the Area Committee meeting, with input from the Area Committee. Because this is a business meeting, the Recording Secretary will take minutes, which will be distributed to GSRs and other interested AA members.

**Area 56 Trusted Servants**

**All Officers of Area 56 are expected to:**

- Attend all Area Assemblies and Area Committee meetings. Committee meetings are traditionally held at a location designated by the Delegate.
- Attend the following conferences, conventions and forums, as required by the Assembly¹:
  ◦ Conference of Delegates Past and Present (CDPP) (typically the second weekend in February)
  ◦ Area 56 Mini-Conference (typically the third weekend in March, depending on when Easter falls)
  ◦ Area 53 Mini-Conference in Central and Southeast Ohio (typically in March)
  ◦ Area 54 Mini-Conference in Northeast Ohio (typically in late March or early April)
  ◦ Area 55 Mini-Conference in Northwest Oho (typically in March)
  ◦ Ohio State Convention (typically July or August)
  ◦ East Central Regional Conference (typically July or August)
  ◦ East Central Regional Forum (every other year in odd-numbered years, rotates among the Areas in the East Central Region)
- Attend as many District and Intergroup meetings as possible, or when asked to do so.
- Attend Ohio State Convention planning meetings held as follows²:

¹ Per vote of the Assembly 5/18/97: “Officers’ attendance at events requiring overnight accommodations should be limited to an average of three Area officers per event.”

²
During the CDPP (February – Delegate and Alternate Delegate only, non-voting)
First Saturday in May (voting)
During the Ohio State Convention in the summer (non-voting),
First Saturday in November (voting).
- Attend Area and District workshops
- Act as guardians of AA’s Twelve Traditions and act in accordance in all matters.

Specific Duties of Area 56 Officers

The Area 56 Delegate is responsible to:

- Prepare for the General Service Conference by:
  - Reading all Conference materials received from the General Service Office.
  - Communicating with the East Central Regional Trustee and Delegates in and out of the Region
  - Maintaining communication with the Chairperson and Secretary of their assigned Conference Committee
- Report back to the Area on the General Service Conference
- Keep the Alternate Delegate and other Area officers fully informed of all happenings
- Attend and participate at District and Intergroup meetings; local, state and regional workshops; Group anniversaries; etc., sharing experience and giving reports and/or presentations as needed.
- Attend as many of the widely-scattered Group meetings as possible, acting as an ambassador for the General Service structure. Be available to Groups and AA members to discuss Area or Group problems.
- Provide help in solving local problems, especially those involving violations of the Traditions. This may involve answering correspondence.
- Be prepared to explain the General Service structure and the year-round Conference process, including advisory actions
- Stay in touch with all Standing Committee Chairs, sharing Area experience as needed.
- Encourage AA members and Groups to get involved with service at all levels.
- Be prepared to sacrifice large amounts of personal time. Many weeks require more than 40 hours of working and travel time.
- Pass along to the incoming Delegate any information or experience that will be helpful.
- Contact new Groups when forms are received from the General Service Office. After the Group is confirmed, contact GSO to remove the Group from the waiting list.

The Area 56 Alternate Delegate/Chairperson is responsible to:

- Stand ready to fill in for the Delegate whenever necessary, and attend local, State and Regional functions that the Delegate attends.
- Set the calendar for the next year's Area meetings with the aid of the Area Committee.
- Prepare agenda for Area Assemblies and have copies made for distribution at the Assembly. Provide an electronic copy (pdf format) to Recording Secretary a week before the Assembly for e-mail distribution.
- Chair the Area Assembly.
- Set up room for Assembly and provide for audio-visual support.
- Co-chair the Area 56 Mini-Conference with the Immediate Past Delegate.
- Prepare the annual budget for the Area.
- Serve as the post office box owner for Area 56, managing the transition from previous owner as early

2 For more information, please reference the Ohio State Convention Planning Guidelines, available for download at aaohio.org.
in the new rotation as possible.

- Attend and participate at District and Intergroup meetings; local, state and regional workshops; Group anniversaries; etc., sharing experience and giving reports and/or presentations as needed.
- Attend as many of the widely-scattered Group meetings as possible, acting as an ambassador for the General Service structure. Be available to Groups and AA members to discuss Area or Group problems.
- Be an active participant at the Ohio State Convention Planning meeting.
- Attend the Conferences required for Area 56 Officers, sharing with the trusted servants from other Areas, observing and learning from their conferences and letting them know what our Area experience is.

The Area 56 Registrar and Corresponding Secretary is responsible to:

- Prepare and deliver address labels for printing as needed.
- Maintain Fellowship New Vision (FNV) database records for Area 56: Groups, Standing Committee Chairs, Officers. Update group information for GSO Directory annually.
- Distribute to the Officers an Excel file of all Area 56 Groups downloaded from FNV.
- Assume registrar duties for the State Convention when the Convention is hosted by Area 56.
- Attend and give reports at Area Assemblies and Area Committee meetings.
- Maintain sign-in sheets at Area Assemblies and Area Committee meetings.
- Oversee registration for Mini-Conference. Coordinate activities with Area Treasurer.

The Area 56 Treasurer is responsible to:

- Maintain postal accounts for Area 56, including all fees for box rental, return postage, bulk mail permits and bulk mail mailing fees.
- Record all contributions and send a receipt and thank-you letter to contributing Group along with a contribution envelope.
- Pay all bills, including rent, in accordance with fiscal policy. Collect reimbursement and other receipts as required.
- Maintain all financial records and ledgers.
- Make deposits in either checking or savings account at any Fifth Third Bank.
- Have contribution envelopes at all Area Assemblies.
- Give an oral and written Treasurer's Report at all Area Assemblies and Area Committee meetings.
- Give a six-month and twelve-month treasury statement of itemized income and expenses.
- Make and pay hotel, registration and meal arrangements for participating Area officers at conferences and conventions attended by Area 56, when requested. Area officers may make their own arrangements and submit expenses for reimbursement.
- Coordinate Mini-Conference registration and meal plan purchases with Area Registrar.
- Attend the Ohio State Planning Meetings. In the year which Area 56 is hosting the Ohio State Convention, serve as Treasurer for the State Convention.

**Of utmost importance - The Area 56 Treasurer is responsible for ensuring compliance with the Fiscal Policy approved 10-19-2014.**

The Area 56 Recording Secretary is responsible to:

- Record and report the minutes of each Area Assembly and Area Committee meeting. These meetings can be recorded. Obtaining written reports from presenters is suggested as a means of assuring accuracy.
- Compile the minutes in an orderly fashion and forward them to the Communications Chairperson for inclusion in the Area newsletter.
- Distribute minutes of Area Committee meetings to members of the Area Committee for review prior
to the next meeting.

- Attend the Ohio State Planning Meetings. In the year which Area 56 is hosting the Ohio State Convention, record the minutes of the Planning Meeting and mail the minutes to each attendee prior to the next meeting. Mail a notice of where the next planning meeting will be located at least thirty (30) days prior to the meeting.
- Send notices of Area events (Mini-conference and Ohio State Convention) to The Grapevine and Box 459.
- Update the Concordance of Area Motions by date. Produce copies of the Concordance for 6the Area Committee once a year, or as required by the Area.

**Area 56 Standing Committees**

After each Election Assembly, the Area Committee will develop a slate of Standing Committee Chairs to be affirmed at the Assembly following the election. For all intents and purposes, these new Committee Chairs will take office in January following the election, along with the new panel of officers, and will constitute the new Area Committee, along with the Area 56 DCMs.

Standing Committees will have to hold meetings outside the Assembly meetings. In order to provide a meeting time and place, the Area will offer meeting space at St John's Church, at a time and day to be determined after the election, once the slate of new Committee Chairs is finalized.

Every effort should be made to identify Alternate Chairs for all Committees, who will be able to serve in the Chairperson's absence and to provide some continuity on the Committee through rotation. Each Standing Committee Chair ought to create and maintain some sort of continuity folder that will allow an incoming Chair to benefit from their experience and activity.

**All Area 56 Standing Committee Chairs are expected to:**

- Act as guardians of AA’s Traditions and act in accordance in all matters.
- Attend all Area Assemblies and Area Committee Meetings. All Area Committee chairs are encouraged to attend monthly Area Planning Meetings.
- Hold regular committee meetings.
- Contact districts and Intergroups to determine which services are already in place so as not to duplicate an outreach.
- Provide written and oral detail of efforts made by the committee in the previous month at each Area meeting.
- Conduct one workshop or similar event per year. Coordinate scheduling with other committees.
- Maintain an updated workbook if such workbook is available.
- Familiarize self and committee members with the A.A. Guidelines when such Guidelines are available.
- Committee Chair and members construct a display that provides a visual display of the particular Committee’s purpose.
- Increase awareness in the AA community of all committees and their respective purposes.
- Recruit committee members.

**The Area 56 Literature Committee**

The mission of the Area 56 Literature Committee is to be informed about the content of literature items published by AAWS and in turn to inform groups, districts and area assembly members through displays and
other suitable methods of all available conference-approved literature, audiovisual material and other special items.

**Duties of the Area 56 Literature Committee include:**

- Providing educational opportunities for area assembly members to learn more about the use of AA literature in carrying the message and enriching their own recovery.
- Being familiar with proposed additions to and changes in Conference-approved literature and audiovisual material.
- Becoming familiar with the content of GSO’s AA website (aa.org)
- Cooperating with other committees, districts and Intergroups in utilizing literature to help carry the message.
- Developing content for and publishing the Area 56 Newsletter by requesting input from assembly members.
- Keeping a display copy of each item in the literature catalog and multiple copies of service pamphlets for free distribution. The committee may circulate copies of multimedia material with the purpose of raising awareness about content.
- Providing the literature display to Area, State, District and group functions as requested.
- Ordering literature for the Area.

**Duties of the Literature Committee Chair include:**

- Maintaining the Area 56 Literature display and ensure its availability at Area, State and District functions as requested.
- Staying current with conference committee/trustees committee action and inform Area of any activity or news, particularly around the time of the general service conference.
- Encouraging Groups to contribute suggestions to the Area and Delegate regarding AA literature
- Maintaining inventory of Conference-approved literature, and submit orders when necessary.
- Overseeing and organizing the activities of the committee in the interest of providing support to assembly members and others in Area 56 in their use of AA conference-approved literature.

**The Area 56 Grapevine Committee**

The mission of the Area 56 Grapevine Committee is to: 1) create enthusiasm for the *Grapevine* and *La Viña* in the Area by educating the fellowship about A.A.’s “meeting in print; 2) increase awareness that each issue includes the Preamble, Steps, Traditions and articles on many topics and inspirational items; 3) ensure that the *Grapevine* and *La Viña* are included in the planning of workshops and presentations for area events.

**Duties of the Area 56 Grapevine Committee include:**

- Having *Grapevine* order forms and past issues available.
- Maintaining a display of materials available from AA Grapevine, Inc.
- Encouraging members to contribute articles to the *Grapevine*. Maintaining a supply of guidelines for contribution of articles for interested potential writers.
- Promoting *Grapevine* subscriptions and submissions through distribution of past issues of the *Grapevine* magazine.

**Duties of the Grapevine Committee Chair include:**

- Keeping the Area informed with information and concerns from AA Grapevine, Inc.
- Ensuring that both the Cincinnati and Dayton Intergroup Grapevine chairs have current subscription information, forms and internet subscription information (aagrapevine.org).
Displaying the Grapevine material at the Area meeting and at any District or group meeting as requested.

Updating the Area Grapevine Representative (GVR) print-out sheet and submitting new GVR, GLV representative forms to AA Grapevine Inc. This is achieved by obtaining list of GVR’s and LVR’s from AA Grapevine, Inc.

Contacting representatives and informing each of the privileges and responsibilities of the GVR or LVR. If there is no GVR or LVR, then the GSR for the group is contacted. Obtaining and using email addresses is encouraged for communicating.

Making sure that each group representative or GSR has old Grapevine copies for display along with blank subscription forms and the internet subscription information (aagrapevine.org).

Alerting all GVRs, GSRs and Intergroup Grapevine Chairs of special Grapevine promotions.

Maintaining the Grapevine Representative guidelines.

The Area 56 Public Information/Cooperation with the Professional Community Committee (PI/CPC)

The Mission of the Area 56 Public Information/Cooperation With the Professional Community Committee is to inform the general public about the AA program by using the media and by participating in programs upon request of schools, businesses, or other organizations. This is accomplished by focusing on “cooperation but not affiliation” with professionals in the community: educators, physicians, the clergy, court officials and others who often are in contact with active alcoholics.

Duties of the PI/CPC Committee include:

- Visiting with professionals in the community: educators, physicians, the clergy, court officials and others who often are in contact with active alcoholics.
- Staffing an A.A. Booth at health fairs in the community including literature specifically for the public and P.I. mailing labels from GSO for those wishing more information. Following the event these labels are sent to GSO who sends information packets to teach.
- Speaking at public information presentations as directed by the PI/CPC Chair.
- Sending letters and information as directed by the PI/CPC Chair.
- Becoming familiar with the AA Guidelines on PI/CPC.

Duties of the PI/CPC Chair include:

- Developing a list of professionals in our area and informing the local community of our availability through a simple letter or email describing our availability and how interested persons can make contact for more information.
- Acting as a contact person for professionals, in our Area, who inquire about AA or respond to the introduction letter or email.
- Scheduling requested public information presentations and ensuring that speaking obligations are met.
- Submitting orders for appropriate AA literature for PI/CPC presentations.
- Compiling a list of local television and radio stations and offering conference approved PSAs to local TV and radio stations though a simple letter or email and then providing Conference-approved PSAs to TV and radio stations responding to the request.
- Becoming familiar with the AA Guidelines on PI/CPC.

The Area 56 Corrections Committee

The mission of the Area 56 Corrections Committee is to coordinate the work of individual A.A. members, Groups, Districts and Intergroups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through pre-release contacts.
Duties of the Corrections Committee include:

- Organizing and delegating all efforts in Area Correctional facilities not taken care of by the local Intergroups and Districts.
- Providing literature and books if all other avenues of procurement have been exhausted.
- Maintaining contact with both Intergroups and District for pre-release contacts.

Duties of the Corrections Committee Chair include:

- Maintaining Corrections Workbook for reference purposes.
- Coordinating services when necessary and assign to committee members.
- Surveying all districts for corrections outreach not under the Intergroup umbrella.
- Corresponding with correction facilities when necessary.
- Attempting to maintain service (A.A. meetings) to all facilities requesting it.

The Area 56 Treatment/Special Needs Committee

The mission of the Area 56 Treatment/Special Needs Committee is to explore, develop and offer resources to make the A.A. message and participation in our program available to everyone who reaches for it. This includes those in treatment and with special needs. These special needs group includes but is not limited to those who are blind, visually impaired, deaf or hearing impaired, utilize wheelchairs or other mobility aids, chronically ill or homebound and those who are developmentally disabled.

Duties of the Area 56 Treatment/Special Needs Committee include:

- Visiting District and Groups meetings with information pertinent literature and presentations.
- Attending as many meetings as possible and encouraging any AA to attend the Treatment/Special Needs Committee meeting.
- Compiling a list of all meetings that are wheelchair accessible and sharing that information with the preparers of all area meeting lists.
- Compiling a list of any AA members who speak ASL and are willing to translate for any new hearing impaired AAs.
- Compiling a list of large-print AA literature to help carry the message to those requiring the large print.
- Assist with covering events and distributing literature when needed as per the committee chair.
- Taking AA meetings into treatment facilities within the area with the approval of administration.
- Helping with temporary contact programs such as Bridge the Gap.
- Distributing literature to Treatment Facilities where needed

Duties of the Area 56 Treatment/Special Needs Committee Chair include:

- Maintaining and updating a file of information from GSO and other areas to become as familiar as possible with this information including any new materials, guidelines. This familiarity helps to answer questions and assist AA’s seeking answers.
- Interfacing with other Committee Chairs and Committee Members at Area, District and Intergroup levels that share some common ground (i.e. PI/CPC, Corrections). Assist with covering events and distributing literature when needed.
- Coordinating Treatment and/or Special Needs with corresponding Intergroup or district committees.
- Working with and acting as contact person with PI/CPC.
- Coordinating meeting commitments and literature distribution when needed
The Area 56 Archives Committee

The mission of the Area 56 Archives is to preserve the history of A.A. in Area 56.

Duties of the Archives Committee include:

- Collecting, preserving and indexing all items, past or present, which were produced by, or pertain to Area 56 or any of the District or Groups comprising Area 56.
- Electronically recording of interviews with early members
- Recording and preserving Group histories.
- Encouraging Groups and Districts to begin archives and write or electronically record histories.
- Actively contacting Groups and Districts to gather information obtained.
- Passing all information to the Archivist.
- Displaying the archives at the Mini-Conference and at other special events and as requested by Groups or Districts.

Duties of Archivist

- The primary function of the Archivist is to collect all items, past or present, which were produced by, or pertain to Area 56 or any of the Districts or Groups comprising Area 56. The materials are preserved in protective plastic sheets and stored in binders.
- The Archivist tries to instill a sense of history by displaying the Archives at Area, District, and Group functions; by writing about significant events in the history of the Area; and by producing special displays.
- The Archivist promotes the establishment of District archives by visiting District meetings and distributing copies of the pamphlet "handbook for the District Archivist.
- The Archivist joins the committee in encouraging Groups to record their history and to interview old-timers.

The Area 56 Group Services Committee

The mission of the Group Services Committee is to assist trusted servants, groups, and service entities by preparing and or providing information and materials relating to understanding the A.A. Service Structure and enthusiastic fulfillment of service commitments.

Duties of the Groups Services Committee include:

- Informing new meetings of the privileges and responsibilities of being a registered AA Group.
- Meeting with older, established Groups who wish to know more about the AA service structure.
- Conducting orientation classes for GSRs and DCMs prior to the Area Assembly meeting.
- Maintaining the Area 56 Handbook and Area Map

Duties of the Group Services Committee Chair include:

- Introducing the Group Service Committee when GSO forwards "New Group" forms to the Delegate. The Committee Chair sends a letter to the named contact explaining the purpose of the committee. The letter invites him/her to attend the next scheduled Area 56 Assembly, GSR School orientation.
- Ensuring that a member of the committee contacts the new group contact asking if a visit by the committee would be welcome.
- Ensuring that information or announcements concerning the Area 56 Assembly are submitted to Footsteps and Unity i.e. information articles regarding fellowship surveys, workshops, forums, etc.
- Conducting the GSR class at Area Assemblies.
- Ensuring that the Group Packets are prepared and ready for distribution at Area Assemblies.
The Area 56 Finance Committee

The mission of the Area 56 Finance Committee is to maintain the area Financial Policy and propose changes and additions when deemed necessary by the Finance Committee or the Area Officers.

Duties of the Finance Committee include:

- Assisting the Area Treasurer with activities and functions as requested by the Area Treasurer
- Assisting the Area 56 officers with the development and tracking of the annual Area Budget.
- Acting as Steward of the Area Finances, meeting regularly with the Treasurer to review the Treasury Records

Duties of the Finance Committee Chair include:

- Acting as the liaison with the Finance Committee and Area 56 Officers.
- Facilitating communication on financial matters of the Area and AA as a whole to the Groups of Area 56

The Area 56 Communications Committee

Co-chaired by Recording Secretary and Communication Committee Chair. This Committee will provide crucial services in communicating with the fellowship in Area 56 now that the Area will not be meeting monthly. The first projects of the Committee will be to develop a bimonthly newsletter about Area happenings and GSO news, as well as to revamp and update the Area website.

Duties include maintaining the Area 56 Website within the GSO Guidelines and to regularly review the web site and links to assure compliance.

The Area 56 Web Site Administrator will follow the Internet Guidelines as provided by GSO. The Guidelines are attached. Some of these guidelines are:

- Respects and protects the anonymity of individual A.A. members
- Suggests that each Area officer and committee chair who wants an email address posted uses an email address which does not break their respective anonymity.
- Respects the 12 traditions of A.A.
- Adheres to copyright restrictions
- Posts:
  - contact information for Area 56 officers and committees
  - map of Area 56 with its Districts delineated.
  - links to GSA Area map and region map
  - information concerning Area 56 assemblies and meetings
  - information concerning events sponsored by AA entities within and adjacent to Area 56
- Links only to AA web sites* such as GSO, Cincinnati and Dayton Intergroups, other Areas in the East Central Region and Online A.A., Intergroup. Ask these listed sites to link with our Area 56 site.
- *There may be minor exceptions such as map sites.
- Provides Disclaimer and/or Mandatory exit for Links.

The Area 56 Mini-Conference Committee

Co-chaired by Area Chairperson and Immediate Past Delegate, includes current panel members serving as subcommittee chairs, along with standing committee chairs and all interested AA members. Typically meets from September – May.
The Area 56 Hospitality Committee

Chaired by Hospitality Chair with an alternate Chair. Responsible for coordinating potluck lunches and other refreshments at the Assemblies as well as the Hospitality Room at the Mini-Conference.

The Area 56 Outreach Committee

Co-chaired by Area Registrar and Committee Chair. Responsible for visiting groups who send new GSRs or who send contributions to the Area, in order to thank them for participating. Also attends or arranges for attendance at Intergroup and District meetings on behalf of the Area.

Districts in Area 56

Area 56 needs to nurture and encourage the Districts by supporting their activities and participants. The Area needs to be familiar with District activities and needs to make sure that there is District participation at all Assemblies, in the form of DCM reports or other activity.

As recommended by the AA Service Manual, DCMs are full members of the Area Committee; at the same time, the Area Committee needs to link fully with the Districts to support what they decide they need from the Area.

Districts 1-10 Cincinnati metro
Area 56 Mini-Conference Purpose

The purpose of the Area 56 Mini-Conference is threefold:

- **To prepare the Area Delegate for the annual General Service Conference** by providing a snapshot of the way that Area AA members are thinking about certain Conference Agenda items. The Delegate will have the benefit of listening to and participating in discussion at the Mini-Conference that will provide him or her with different ways of looking at and thinking about the matters under discussion. This will be particularly important in regard to the Conference Committee to which he or she assigned.

- **To inform the GSRs about the Conference Agenda items**, so that they can communicate with their groups. An informed group conscience for AA as a whole begins at the Group level. All efforts must be made by the Area to help the GSRs understand what their Groups think about important Agenda items, so that those ideas can be brought by the GSR to the Mini-Conference on behalf of their Groups.

- **To educate all Mini-Conference attendees about Conference procedures as well as the annual Agenda items**. Mini-Conference attendees may have no other contact with the General Service structure, so it is important to use the Mini-Conference as a tool to inform them about it, as well as to attract them to further involvement. The Mini-Conference supports the learning process of everyone involved, first-timers as well as veterans.

Many people consider the Mini-Conference to be the single most important Area activity each year. As such, it is important to document the process of preparing for one, what happens each year at the Mini-Conference and what the reportable results are.

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3 Mini-Conference Purpose approved by Area Assembly vote, 8/8/13
Area 56 Fiscal Policy

Section 1

The Purpose of the Fiscal Policy

The A.A. principle of self-support, wherein “money and spirituality mix,” furthers our primary purpose of carrying the message of recovery. The purpose of the Area 56 Fiscal Policy is to provide guidance for the handling of Area 56 funds in support of both the principle of self-support and the stated mission of the Area. The Area panel members act as stewards of the funds in order to ensure that anyone who wants to serve in Area 56 is not prevented from doing so by a lack of personal means. The Treasurer guides Area communication about its financial position, including information about what funds have been received, how they have been spent and what funds are available to our members and committees to support their service work. The annual budget process, guided by the Alternate Delegate/Area Chairperson, allows the Area as a whole to reach an informed group conscience as to Area plans and spending priorities and to establish the stated A.A. purpose of the Area treasury. The income and spending cycle for the Area must be characterized by the highest possible degree of transparency, simplicity and fairness to all involved.

Overview

- **We operate on a cash basis.** This means that Income is recognized when it is received and Expenses are recognized when they are paid out. Anticipated expenses or liabilities can be noted on the Area reports, but they are not counted as expenses until we pay them (by check or debit/credit card). Area 56 does not borrow money or take on debt of any sort.

- **We operate through the use of a budget.** Projects, activities and normal, necessary, and ordinary spending is planned through the annual Area budget. The Approved Area Budget is the stated A.A. purpose of the Area funds.

- The Area Treasurer and the Alternate Delegate/Area Chairperson are the primary overseers of Area 56 finances. They are responsible for the receipt of income, the payment of expenses, adherence to the budget, and the maintenance of Area funds. They are also responsible for the primary communication with the Area on the status of our finances. Area 56 does not borrow money or take on debt of any sort.

- Area 56 will not sell any literature or other items that require the collection of sales tax.

- **Policy and Procedure Definitions:**

  **Policy:** Required items and actions that the Area Assembly has adopted. Policy lists the logic behind the requirements, and cites the AA Principles on which they are based. Policy is voted on by the Area Assembly. Policy answers the questions: **what are we doing?** and **why are we doing this?**

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*Approved by Assembly vote October 19, 2014*
**Procedure:** Suggested service guidelines that outline ways of performing the job at hand. They need not be approved by the Area Assembly. They do not override right of decision, and can be changed by the person responsible for performing the task. More than one procedure may be offered. Procedure answers the question: **how do we do this?**

**Governmental Filings**

**Federal Filing:** The Treasurer is responsible for filing with the IRS. Currently we file the Form 990N – epostcard at www.irs.gov. It is Area 56 policy to file every year. A copy of the receipt should be forwarded to the Delegate, Alternate Delegate/Area Chairperson, and the Area Archivist. Normally, this is **due on May 15.** Late filings are generally not permitted.

**State Filing:** The Treasurer is responsible for filing with the Attorney General of the State of Ohio. We are required to file every year. On time filing is critical. The form, “Annual Financial Report of Charitable Organization” can be found at www.OhioAttorneyGeneral.gov. Normally, this is due on the same date as the Federal filing, **on May 15.**

**Tax Exemption Certificates:** The Alternate Delegate/Area Chairperson holds the original certificate. Trusted servants making purchases can obtain copies from the Alternate Delegate/Area Chairperson or the Treasurer. Unused certificate copies shall be returned to the Treasurer or be destroyed. The certificate exempts us only from Ohio sales tax.

**Section 2**

**Area Funds**

**The Operating Fund:** This is the fund that receives all contributions and is used to pay all of the Area’s expenses. It is the checking account.

**The Prudent Reserve:**

**The Intent:**

The Prudent Reserve allows the Area to continue operating if contributions suddenly or unexpectedly decline. It gives the Area time to find and fix problems and readjust its spending. It primarily provides savings that will allow us to send our Delegate to the General Service Conference despite any fiscal calamity. It should contain a minimum amount that would not be spent unless the Area is in a financial crisis. It provides a cushion and backup for the Mini-Conference and its associated expenses.

**In Practice:**

- The Prudent Reserve is kept in a separate interest bearing bank account. Prudent Reserve Minimum: We will keep a minimum amount equal to the suggested Delegate’s Seating Contribution in the Prudent Reserve at all times.
Prudent Reserve Maximum: It equals the budget line item amount for the upcoming Mini-Conference plus the estimated lodging budget for the Area Officers and Area Committee Chairpersons plus the suggested Delegate’s Seating Contribution.

Excess Funds:

The Area Delegate and Area Officers will monitor the size of the Operating Fund and the Prudent Reserve. Should the Area have excess funds, the Area Delegate and Area Officers may recommend to the Area Assembly that a donation be made to the General Service Office.

Other Funds:

*The Past Due Postal Account* is money we deposit in an account at the Post Office. When mail is returned as undeliverable to our post office box, the Post Office takes the postage due for it out of our account. We accept postage due mail so we know which addresses on our mailing list are not getting through. The Treasurer will monitor the fund to make sure that there is enough money to pay for our postage due mail. The Treasurer will refill the account as necessary.

*The Bulk Mail Trust Deposit Postal Account* is money we deposit in an account at the Post Office from which we send our bulk mailing. When our monthly minutes and other bulk mailings are brought to the Post Office, the postage for it is deducted out of this account. The Treasurer will monitor the fund to make sure that there is enough money to pay for our bulk mail postage. The Treasurer will refill the account as necessary.

Budget Policy

*The purpose of the Area Budget* is to provide an approved spending plan for payment of the ordinary, necessary and planned expenses of the Area. The budget supports the work of the Area, while also setting limits on spending. Once approved, the budget reflects the stated AA purpose of the Area funds.

Definitions:

**Proposed Budget:** It is an estimate of future income and expenses. It sets limits on spending and estimates contribution and other types of income for the next year. It is presented to the Assembly for a vote by the Alternate Delegate/Area Chairperson.

**Approved Budget:** Once the Proposed Budget is brought to the Assembly, it can be revised before a final vote. The Proposed Budget with any revisions which have been approved by the Area Assembly vote is the Approved Budget.

**Actual Income and Expenses Report:** This is the record of the real income received and real expenses paid out. The Treasurer categorizes the contributions and other incomes received as well as the expenses paid into the line items of the Approved Budget. Tracking the Actual Expenses is the responsibility of the Treasurer.

**Additional Requests for Funding:** These are motions brought before the Area Assembly to ask for funding for activities and projects which were not included in the Approved Budget. They may also be requests for funding when a line item’s yearly budgeted amount has been or will soon be exceeded.
Approved Additional Funding: This is the amount of money approved by the Area Assembly for activities and projects that were not included in the Approved Budget, or to extend funding for a line item that has or will soon exceed its yearly budgeted amount.

In-Kind Contributions: In-Kind contributions are any donations of goods or expenses that are eligible for reimbursement, for which reimbursement is not requested. They must be accompanied by a receipt and expense report and the Treasurer will give the donor a receipt. An example of an In-Kind donation could be the amount paid to a hotel for the room charge of an officer at the State Convention.

In-Kind Mileage Contributions: In-Kind mileage contributions are donations of mileage driven and eligible for reimbursement, for which reimbursement is not requested. They must be accompanied by the same proof of mileage and expense report that reimbursed mileage requires.

The Spending and Income Cycles. In Area 56, our income is steady. We receive roughly the same amount of money each month, usually with slight increases in January and July. Our spending cycle is cyclical. We spend about 60% of our budget in February, March and April. These are the months we hold our Mini-Conference, pay our Delegate’s Seating Contribution for the General Service Conference, and send our Officers to other Ohio Mini-Conferences. As a result, we build up cash from May to the end of the year to pay for the expenses that come in from February to April.

Budget Guidelines:

2015 Area budget – A proposed change in Area 56 budget approach – Mark E. presented the following motion:

Motion: I move that Area 56 change our budget philosophy from restricting our spending to align with our anticipated income to an approach of approving our anticipated spending and then trusting that Area 56 will fund the approved budgeted plan through their contributions over the year. Ron seconded the motion. Following discussion the vote was taken and the results were 35 for and 1 against. No minority opinion was offered and the motion carried.  

- Preparation of the Area Budget for approval by the Area Assembly is the responsibility of the Alternate Delegate/Area Chairperson. The written, proposed budget for the next calendar year is best presented in October, but no later than November, and brought to a vote in December.

- The Delegate, Area Officers and Area Committee Chairpersons will plan proposed budgets for their offices and committees and submit them to the Alternate Delegate/Area Chairperson. The Alternate Delegate/Area Chairperson will use these preliminary budgets to compile a master budget for the Area.

- Once approved, expenditures listed as line items in the budget will not need subsequent approval by the Assembly.

- The Delegate and Area Officers will keep track of their own spending in order to remain within their respective budgets. Each Area Committee Chairperson keeps track of his or her committee’s spending in order to stay within the committee’s budget. If the budget has been used, and additional funds are required, a request for added funds must be brought to the Area Assembly for approval.

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5 Change to Area budget approach – Approved by Assembly vote April 19, 2015
• Requests for funding items not included in the Approved Budget should be brought to the Area Assembly for approval. Any unexpected expenses that occur and cannot be brought before the Assembly, usually because there is not enough time, can be approved by a vote of the five Area 56 panel members. The expense must not exceed $300 per request and requires the approval of four out of the five Area 56 panel members.

• The Area Delegate and Officers will monitor the budget and reduce spending should income decline or if funds are not available in the Operating Fund. They will ensure that there will always be a floor amount of funds in the Prudent Reserve. [from Funds, Prudent Reserve: Prudent Reserve Minimum: We will keep a minimum amount equal to the suggested Delegate’s Seating Contribution in the Prudent Reserve at all times.]

• See the Spending Approval Process for a list of Conferences and Conventions paid for by the Area.

• Tracking the Actual Income and Expenses Report is the responsibility of the Treasurer.

Section 3

Spending Approval

Spending Approval: Methods

There are three methods of Spending Approval. They are:

Assembly Vote: The Assembly has delegated authority from the groups to decide on all appropriations of funds. When it approves the budget, it approves the expenses listed in the budget. The Assembly also approves additional requests for funding for items that were not included in the budget. It is best that expenses be brought before the Assembly whenever possible.

The Budget Process: When the Area Assembly approves the budget, it approves the expenses listed in the line items in the budget. Once approved, expenditures listed as line items in the budget will not need subsequent approval by the Assembly. This process enables trusted servants to plan their work more effectively and frees the Area Assembly from repetitive, time-consuming votes for funding.

Officers’ Right of Decision: This is used for unbudgeted or over-budget expenses that arise quickly and leave no time to bring a request for additional funding to the Assembly. However, these unexpected expenses can be approved by a vote of four out of the five Area 56 panel members, limited to a maximum of $300. It is important that the panel members use their delegated authority to act on the Area’s behalf, but it is equally vital that the Area Assembly be informed and consulted as much as possible. The Delegate and Area Officers can help people find other solutions that don’t require more money, such as delegation and alternative actions.

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6 By Assembly vote October 2015(?), this was changed to: “The Area Committee can approve unbudgeted expenditures up to $300, by substantial unanimity of those members of the Area Committee voting.”
The Delegate and the Alternate Delegate/Area Chairperson have the authority to sign contracts with outside vendors. This is necessary to organize conferences and conventions. At least two persons who are serving in Area 56 must agree that the contract and its terms are acceptable. The rest of the panel should be notified of the contract and its terms as soon as possible.

**Spending Approval: Reimbursement**

**The Intent:**

**The Standard for reimbursement.** We reimburse Area trusted servants for the expenses they incur while **conducting Area business.** Area business includes representing the Area at conferences, workshops, as well as Group, Intergroup and District meetings. Before we ask for reimbursement, we ask ourselves and each other, “Would I do this if I wasn’t on Area business?”

Trusted servants are reimbursed for their expenses because no one should be prevented from doing Area service work because they cannot cover the expenses of their service commitment. The Area reimburses its trusted servants in order to be self-supporting; trusted servants do the work of the whole Area and we ought to pay the costs of doing that work.

**In Practice:**

**Expenses and Purchases:** Receipts are required for any reimbursement. We need the receipts so we can show the Area that we are accountable, careful and responsible with their money. Area Committee Chairs and Area Officers are responsible tracking their own spending/budgets. Committee members should clear their expenses with their Area Committee Chairperson before any expenses are incurred.

Receipts are needed for reimbursement and for tracking purposes, therefore any expense that does not generate a receipt, other than mileage, must be cleared by the Treasurer or Alternate Delegate/Area Chairperson before it is incurred. This includes expenses that are within the Area Committee Chairperson or Area Officers’ approved budgets and that have been authorized by the Committee Chairperson.

**Equipment:** Plans for all purchases and repairs of equipment that are within budget are best brought to the Area Planning meeting for discussion and vote. Equipment would include but not be limited to purchases or repairs to: coffeepots, computers and peripherals, printers, software and sound equipment, or any item that is expected to last more than one year. Equipment purchases need the approval of four out of five panel members.

**Mileage Reimbursement:** Mileage builds unity by allowing the Delegate, Area Officers, and Area Committee Chairpersons to visit the groups and represent our Area. Mileage is a special case because it is a regularly occurring expense that does not generate a receipt.

**In Practice:**

Mileage: We reimburse Area Officers and Area Committee Chairpersons at $.25 per mile. We reimburse only the driver and we encourage carpooling. We ask that the driver provide documentation. They should include the purpose of the trip, starting point and destination of the trip, and the mileage on the expense sheet. A MapQuest mileage sheet is preferred. Any other trusted
servant who is not an Area Officer or Area Committee Chairperson should clear such an expense with their committee chairperson, or the Treasurer or Alternate Delegate/Area Chairperson.

**Example:**

Intergroup: We reimburse the Delegate and Alternate Delegate/Area Chairperson every month they attend. An Area Committee Chairperson or other Area Officer would be reimbursed only when conducting Area business or representing the Area for a specific reason.

**Spending Approval: Conferences and Conventions**

In order to build unity between the groups in Area 56 and AA as a whole, we send our panel members to AA Conferences and Conventions. Our trusted servants meet with those from other Areas in the East Central Region to share their experience, strength and hope. They have the opportunity to exchange information with staff members from the General Service Office and Trustees of the General Service Board. Participation in these events strengthens the leadership, communication and effectiveness of Area 56.

**As the Area’s budget and funding allows, we will cover the costs as follows:**

**Lodging Costs:**

1. Area 56 will pay for 2 nights lodging for the Delegate and Alternate Delegate/Area Chairperson to attend: the Area 56 Mini-Conference, the Ohio State Convention, the East Central Regional Forum, the Conference of Delegates Past and Present, the Mini-Conferences for Areas 53, 54 and 55, the East Central Regional Conference and Additional Forums.

2. Area 56 will provide a minimum of $600 to the Delegate one month prior to the International Convention, to defray costs if the Delegate chooses to go to the International Convention. This expense occurs every 5 years.

3. Area 56 will pay for 2 nights lodging for the Area Officers to attend: the Area 56 Mini-Conference, the Ohio State Convention, the East Central Regional Forum, and one additional Ohio Area Mini-Conference of the officers’ choosing.

4. Area 56 will pay for 2 nights lodging for the Immediate Past Delegate to attend the Area 56 Mini-Conference and the Conference of Delegates Past and Present.

5. Area 56 will pay for 2 nights lodging for persons serving at the Area 56 Mini-Conference. These persons include: those who are chairing or co-chairing the discussion sessions, whether they are Area Committee Chairpersons or other trusted servants; the Hospitality Chairperson; the person handling the sound system and recordings. It will also include two guests: a representative from GSO, a Trustee, or a Speaker.

6. Anyone who wishes to attend any other conferences or conventions must include the request in their annual budget proposal and submit it to the Alternate Delegate/Area Chairperson to be included in the proposed budget. To attend a conference or convention that is not included in the approved
budget, a motion for additional funding may be brought to the Area Assembly for a vote and approval. It is important that Area 56 Members participate in regional events when possible, in order to increase unity within our East Central Region.

**Convention Travel Costs:**

- For persons attending the above mentioned conferences, we will cover the costs of the registration fees for these Conferences and Conventions. We will cover the costs of mileage and other appropriate transportation expenses, such as tolls and parking fees. For the Delegate and Officers only, we will cover the costs for the banquet at these events. For the Delegate and Officers only, we will reimburse a maximum of $15 per day for meals (in addition to the banquet), and receipts must be provided.

- Meals, registrations and extra person fees for spouses are the responsibility of the individual. Room sharing and carpooling are encouraged.

**Section 4**

**Reporting to the Fellowship:**

1. **Monthly Treasurer’s Report:** The report shall list: All income received for the month, each expense paid out, both the beginning and ending monthly balances of the Operating Fund and the Prudent Reserve. The treasurer will also list any large (over $100) anticipated bills or expenses.

2. **Budget Comparison:** Quarterly, the Treasurer will prepare and present to the Area a comparison of the Actual Income and Expense Report with the Approved Budget. It should include a comparison of actual year-to-date total income and total expenses with the yearly income and expenses of the Approved Budget. It should tell the Area if we are actually over or under our Approved Budget income and expenses.

3. **End-of-Year Summary:** The Treasurer will prepare an end-of-year summary of: All income received for the year, all expenses paid out for the year, both the beginning and ending yearly balances of the Operating Fund and the Prudent Reserve. The Treasurer will also list any unusual or large (over $300) anticipated bills or expenses.

4. **Groups’ Contributions List:** Every six months, the Treasurer will publish a list of each group’s contributions to the Area for that period of time. This report will be mailed to the groups with the minutes. The Treasurer may opt to send out the list quarterly instead of bi-annually.

5. **Self-Support Letter:** The Treasurer is responsible for choosing a person to write an annual letter to the groups on Self-Support. It should thank the groups for their support and let the groups know what Area 56 has done with their contributions. It ought to be mailed with the minutes and submitted to local AA newsletters for publication.
Banking and Record-keeping Policies:

1) Area 56 will accept contributions using the same guidelines as the General Service Office of AA. We will accept donations only from members and groups of Alcoholics Anonymous. Individuals may not give more per year than is allowed and accepted by the General Service Conference.

2) All Treasury records will be available to any member of Alcoholics Anonymous upon request.

3) The Operating Fund will be kept in a bank account. Expenses ought to be paid by check whenever possible. Debit/credit cards ought to be used sparingly and only when issuing a check is impossible or impractical. Use of cash should be avoided, if possible.

4) The Prudent Reserve will be kept in an interest-bearing bank account.

5) Debit/credit cards are to be issued to the Delegate, the Alternate Delegate/Area Chairperson, and the Treasurer. The Delegate, the Alternate Delegate/Area Chairperson, and the Treasurer are to have access to all bank accounts and are authorized to sign checks. It is best if the Treasurer or any person authorized to sign Area checks does not write checks out to him/herself or a family member.

6) The Treasurer may want to prepare a written monthly Bank Reconciliation, listing each outstanding check and any deposits in transit.

7) The Treasurer may want to bring the current year’s Monthly Treasurer’s Reports, the current year-to-date Actual Income and Expense Budget, the current year-to-date bank statements, and the most recent bank reconciliation to each Area Assembly and Area Committee Meeting.

8) The five Area panel members should meet to review the Treasury Records quarterly.

Where to send Group Contributions

**Area 56**
Make Checks Payable to: SWO Area 56
Mail to: Southwest Ohio Area 56
         PO Box 684
         Dayton, Ohio 45401-0684

**Dayton Intergroup**
Make Checks Payable to: Dayton Central Office
Mail to: Dayton Central Office
         211 Liberty Tower
         120 West Second Street
         Dayton, Ohio 45402

**Cincinnati Intergroup**
Make Checks Payable to: Cincinnati CSO
Mail to: Greater Cincinnati Area Intergroup
         3040 Madison Road, Room 202
         Cincinnati, Ohio 45209

**General Service Office**
Make Checks Payable to: General Service Board
Mail to: General Service Office
         P. O. Box 459
         Grand Central Station
         New York, New York 10163

And your local District, where possible – Contact your DCM for Donation information.
In all cases include your Group name, Group Service number (if known), Meeting location, time and day, as well as the name and address of the person to receive the receipt for the donation.
Brief Parliamentary Guide  
Adapted from “Chicago Area 19 GSR Handbook”

Go to a microphone and when recognized by the chairperson: Give your full name and service title if you have one. Speak clearly and briefly as possible. Your remarks must be pertinent to the business at hand or items you wish to bring to the floor. If you are making a motion, have the motion written out before you approach the microphone, read the motion as written and give the written motion to the secretary to assure accuracy in recording the motion.

<table>
<thead>
<tr>
<th>To Do This:</th>
<th>You Say:</th>
<th>When another has the floor?</th>
<th>Is a Second Required?</th>
<th>Is Discussion Permitted?</th>
<th>Can it be Amended?</th>
<th>Required Vote?</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Make a Motion</td>
<td>I move that…</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To Amend a Motion</td>
<td>I move that the motion be Amended to read…</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>To Withdraw a Motion</td>
<td>I wish to withdraw my motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To End Discussion</td>
<td>I Call the Question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>To Object to an Error in Procedure</td>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>The Chairperson Decides</td>
</tr>
<tr>
<td>To Table an Item</td>
<td>I move we table this…</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To Bring Back a Tabled item</td>
<td>I move that we take this from the table…</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To Nominate a Person</td>
<td>I would like to Nominate…</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>To close Nominations</td>
<td>I move that Nominations be closed</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>To Send an item to Committee</td>
<td>I move that we refer this to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Note: In Alcoholics Anonymous, once a vote has been taken on a motion, the minority parties ALWAYS have the opportunity to speak from the floor. If someone in the majority (the winning side) would like to change their vote after the minority has spoken, it becomes a motion to reconsider which needs to have a second, it is then open to further discussion (if the original motion was open to discussion) before a new vote on the original motion is taken. It is not amendable and requires the same type of vote (majority or 2/3s) as the original motion. See our “Summary of Assembly Procedures” and the section on Reconsideration on page 20 for further clarification of the Rights of Minority Opinion.

The Chairperson is not required to recognize a frivolous motion.
Glossary

A.A.W.S.: Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference-approved and service literature.

Alternate: (as in Alt. Delegate or Alt. GSR): An AA member and service worker who supports and assists a trusted servant, substituting for that trusted servant when necessary.

Alternate Area Delegate: Supports Area Delegate in his/her duties (see Area Delegate to General Service Conference).

Appointed Committee Member: An AA member serving on an Area Committee who is not a DCM or GSR, but is generally someone with knowledge and experience in the field.

Area: A geographical division within a state. Each Area elects one General Service Conference Delegate. Ohio is divided into four Delegate Areas.

Area Assembly: A meeting of GSRs and DCMs to discuss Area affairs and, once every two years, to elect a Delegate and Area officers. Area 56 meets eleven times per year. Some meetings are Assemblies (voting takes place) and others are Committee Meetings.

Area Committee: A committee made up of DCMs and Area Officers which serves as a "steering committee" for the area.

Area Delegate: The man or woman elected every other year to represent the area at the annual General Service Conference meeting in New York and to bring back the results of that meeting to the area.

Archives Committee: The Archives committee gathers and preserves historical data and other memorabilia pertinent to Area A.A. and brings displays to conferences and workshops.

Conference: See General Service Conference

Conference-approved literature, videos, and films: Pamphlets, books, videos, and films, produced under the auspices of various Conference committees, then which the appropriate Conference committees have reviewed and reported favorably and recommended to the General Service Conference for its approval, and which have been approved by the General Service Conference.

Corrections Committee: The Corrections committee cooperates with all the correctional institutions in the Area, explaining A.A. s role in assisting the inmates who seek help. The committee helps coordinate A.A. meetings and other activities in the facilities.

C. P. C. Committee: Cooperation with the Professional Community - the committee charged with informing professionals in the community - doctors, educators, court officials, the clergy, and others who are often in contact with active alcoholics. Area 56's CPC Committee is currently merged with its PI Committee.

Delegate: see Area Delegate.

Director (non-trustee): Non-trustee member of the board of AAWS or The AA Grapevine Inc., selected for relevant business or professional service.

District: A division within the Area, represented by GSRs, and District Chairs (DCMs). Area 56 currently has 30 Districts.

DCM: District Committee Member. Also known as a District Chair. An experienced GSR elected by other GSRs to represent the groups of their district in Area meetings and to coordinate service activities in the district. The DCM is the vital link between each group's GSR, and the Area service structure.

District meetings: Meetings of the DCM and GSRs of groups in a district. This is the primary method for information transfer from the group conscience to the District and Delegate to Area 56, and the way information regarding events, agenda items, and upcoming decisions are obtained so that the G.S.R. can take these items back to his or her group.

Finance Committee: The Finance committee is responsible for all matters relating Area finances and assists the area Treasurer in their activities.

General Services: Movement-wide services performed by anyone in the general service structure.

General Service Conference: The annual meetings of Conference Delegates, Trustees and General Service Office staff each April in New York. The General Service Conference is a method by which A.A.s collective group conscience can be heard.

Grapevine: The A.A. Grapevine, the international monthly journal of Alcoholics Anonymous. The A.A. Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances. The Grapevine Committee in the Area is responsible for acquainting the fellowship with the Grapevine, and presents it as a useful tool for recovery.

Group Conscience: The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. It should be fully informed and is generally ascertained at a group’s business meeting.

GSO: General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.

GSR: General Service Representative. This is the group contact with the General Service Office, and the link from the group to the District and the Area. In Area 56, at both the District and the Area Assemblies, the GSR is a Voting Delegate representing his AA group. The GSR is also responsible for keeping their group informed on District and Area activities and issues.

GVR: Grapevine representative; the group or district contact with the Grapevine office.

La Viña: Bimonthly Spanish-language magazine published by the A.A. Grapevine.
**Literature Committee:** The Literature Committee encourages A.A Groups to provide A.A. literature, and it ensures that there is A.A. literature at Area events and conferences.

**Mini-Conference:** Yearly conference held in late winter by Area 56. The purpose of the Mini-Conference is to shape the Group Conscience for the Delegate to take to the General Service Conference in New York City each April. GSRs receive questions and issues from the Delegate to discuss with their Groups. The GSR brings back the results from the group to the Mini-Conference for his group’s vote.

**Panel:** The service structure involving DCMs, GSRs, area officers and other area committee members for a specific two-year period. Area 56 elects its trusted servants in even-numbered years.

**Public Information:** (P.I). The P.I. Committee helps carry the message to the alcoholic who still suffers by working with the media and public speakers (e.g. in high schools, churches, radio stations). This committee serves as the central source of information made available to the public concerning Area AA. Area 56’s PI Committee is currently merged with its CPC Committee.

**Treatment Facilities:** The Treatment Facilities committee cooperates with hospitals and treatment/rehabilitation facilities regarding A.A’s relationship with such facilities, and helps coordinate meetings in such facilities.

**Region:** A grouping of several Areas from which a Regional Trustee comes to the Board of Trustees. There are six regions in the US and two in Canada. Ohio is part of the East Central Region, which consists of Illinois, Indiana, Michigan, Ohio & Wisconsin.

**Sharing Session:** A meeting which can take place on any level in which everyone is invited to contribute ideas and comments on AA matters and during which no actions are taken.

**Third Legacy:** AA's Third Legacy is Service, the sum total of all AA services from a 12th-Step call to worldwide activities. Recovery and Unity are AA’s other two legacies. The 12 Steps correspond to Recovery, the 12 Traditions to Unity and the 12 Concepts to Service.

**Third Legacy Procedure:** The Third Legacy Procedure is an electoral or voting system unique to AA. It is presented in detail in other portions of this handbook (pages 10 and 11).

**Trustee:** A member of AA’s General Service Board, the chief arm of the General Service Conference. Fourteen Trustees are AA members (Class B); seven are non-alcoholic (Class A). The Board administers overall policy and finance.
All Delegates who have served Area 56 over the years\(^7\)

<table>
<thead>
<tr>
<th>Panel Name</th>
<th>Home Town</th>
<th>Years served</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bert P.</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>3</td>
<td>George B.</td>
<td>Columbus</td>
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<tr>
<td>5</td>
<td>Ray S.</td>
<td>Coshocton</td>
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<td>7</td>
<td>Pete W.</td>
<td>Gahanna</td>
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<td>8</td>
<td>Ladd S.</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>10</td>
<td>Betty T.</td>
<td>Cincinnati</td>
</tr>
<tr>
<td>12</td>
<td>Harold R.</td>
<td>West Carrollton</td>
</tr>
<tr>
<td>14</td>
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<tr>
<td>16</td>
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<td>22</td>
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<td>Vera M.</td>
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<td>Mary Swart C.</td>
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<td>Suzanne W.</td>
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<td>62</td>
<td>Mark E.</td>
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<td>Garwood F.</td>
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<tr>
<td>66</td>
<td>Laura G.</td>
<td>Miamisburg</td>
</tr>
</tbody>
</table>

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\(^7\) Prior to 1958 (Panels 1-7), Ohio was divided into three Areas, with the Southern Area including most of what is not Area 56. Area 56 was separated beginning with Panel 8, in 1958.