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AREA 30
DISTRICT 1 & 2

NEW MEMBER ORIENTATION MANUAL

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WELCOME NEW GSRs!

Welcome to General Service! You have just become the link between your group and the General Service Office (GSO) in New York. As a GSR, you now represent the voice of your AA group's conscience to the District, the Area, the Assembly and ultimately, to the General Service Conference held annually each April in New York.

Through your District Committee Member Chair (DCMC), your District Committee Member (DCM) and your Area Delegate, you will become the two way link between your Group and AA as a whole. You are also the reporter to your group about the discussions and changes within the fellowship.

The General Service Representative (GSR) is perhaps the most important job in the entire service structure. You and your fellow GSRs all over the world have become the key to the unity of AA. Your job will not only protect the right of the individual member to be heard and acknowledged, no matter how much of a minority opinion that represents, but it will ensure that any changes within AA as a whole come as a response to the needs of all members of AA, and not just the few. Therefore, your voice and your participation are vital so that your informed group's voice is heard.

You have also become involved in a new dimension of 12th Step Work. You can help to ensure that your group understands the meaning of "Conference Approved" AA literature and see that it is available to your group. You help to ensure that your group is listed with the General Service Office in New York by registering in your local District. Also, you help your group to understand the importance of contributions to AA as a whole, i.e. Area 30, GSO or any other local AA service entities deemed important to your group.

Most of all, you are now vitally involved in making sure that the doors of your meetings remain open, that the Twelve Traditions are being practiced and understood, that your group will be well-informed, and that your meeting is a safe haven for the suffering alcoholic.

What is General Service?

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.

These services, whether performed by individuals, groups, areas, or A.A. as a whole, are utterly vital to our existence and growth. The most vital, yet least understood, group of services that AA has are those that enable us to function as a whole, namely; the General Service Office, AA World Service, Inc., The AA Grapevine, Inc., and our board of trustees, known legally as the General Service Board of Alcoholics Anonymous. Our worldwide unity and much of our growth since early times are directly traceable to this cluster of life-giving activities."

Bill W., 1951

Reprinted from "the AA Service Manual" pp S1 & S2, with permission of AA World Services, Inc

GSR RESPONSIBILITIES

The General Service Representative (G.S.R.)

The GSR has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

FINANCIAL SUPPORT: Current experience indicates that many groups provide financial support for their general service representatives to attend service functions.

Qualifications

- Experience shows that the most effective G.S.R.s have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- Usually, prospective G.S.R.s have at least two years of continuous sobriety.
- They have time available for district meetings and area assemblies.
- They have the confidence of the group, and an ability to listen to all points of view.

Duties

- G.S.R.s attend district meetings.
- They also attend area assemblies.
- G.S.R.s serve as the mail contact with the General Service Office, and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin *Box 4-5-9*, and keep their groups abreast of A.A. activities all over the world.
- They serve as mail contact with their district committee member and with the area committee.
- G.S.R.s supply their D.C.M.s with up-to-date group information, which is relayed to G.S.O., either directly to the Records department or through the area registrar updating G.S.O.'s database, for inclusion in the directories and for G.S.O. mailings.
- They are knowledgeable about material available from G.S.O. — new literature, guidelines, bulletins, videos, tapes, kits, etc. — and they are responsible for passing such information on to the groups.
- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age, Twelve Concepts for World Service*, and the pamphlets "The A.A. Group," "A.A. Tradition – How It Developed," "The Twelve Traditions Illustrated," and "The Twelve Concepts Illustrated."
- They usually serve on group steering committees.

- They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the area and district committees and local central offices or intergroups, and they are familiar with the leaflet "Self-Support: Where Money and Spirituality Mix."
- They participate in district and area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

Term and Method of Election

G.S.R.s serve for two years and the term frequently runs concurrently with those of committee members and the delegate. They represent their home group and are nominated and elected by group members.

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INFORMED 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. This is achieved by the group members through the sharing of full information, individual points of view and the practice of the AA Principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.

On sensitive issues, the group works slowly—discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a 'yes' or 'no' count – precisely because it is the spiritual expression of the group conscience. The term 'informed group conscience' implies that the pertinent information has been studied and all views have been heard before the group votes.

"The AA Group" pamphlet, pp 28-29 reprinted with permission of AA World Services, Inc.

STEPS TO ACHIEVING AN INFORMED GROUP CONSCIENCE

- 1) Research and gather information about any group, district, area, or Conference Agenda topic(s) to be discussed.
- 2) Present the information on the topic(s) to the Home Group. You should be as unbiased as possible on the topic(s).
- 3) Ask each member to share in turn, being sure to allow all to share once before anyone shares a second time. Remember, this is not a general discussion meeting, but a method of arriving at unanimity on a specific subject.
- 4) Ensure that minority opinions are heard.
- 5) Continue the process until substantial group unanimity is achieved. (This is usually considered 2/3 of the participants.) More than one session may be needed. Be patient and practice AA principles as the process continues.
- 6) Once an informed group conscience is achieved, summarize the results for the group including the minority opinion.
- 7) Report the informed group conscience and any minority opinion to the appropriate entity, be it the Area Assembly or District.

SERVICE SPONSORSHIP

Getting a Service Sponsor is highly recommended.

"A service sponsor is usually someone who is knowledgeable in A.A. history and has a strong background in the service structure. The A.A. member is introduced to a new language: G.S.R, D.C.M, Area Assembly, minority opinion. They will become familiar with the Traditions, Concepts and Warranties as well as the A.A. Service Manual/Twelve Concepts for World Service, Alcoholics Anonymous Comes of Age and other AA literature."

"Questions and Answers on Sponsorship" pamphlet pp 25 & 26, reprinted with permission of AA World Services, Inc."

Individuals who might be considered to be a service sponsor include, but are not limited to, DCMs, past and present District and/or Area officers, and home group members with General Service experience.

WHAT IS AN AREA ASSEMBLY?

The US and Canada is broken up into 93 Areas. Most Areas are a State. MA has two Areas, Eastern and Western Ma. The line is basically just East of Springfield. Every Area has Assemblies. The Area Assemblies are where the GSR's congregate to perform a function. Area 30 has 5 Assemblies per year. Every Area Assembly has a purpose. The first is a Budget Assembly (usually held in January) where the GSR's vote on the budget for the year. The second is a pre-conference Assembly (usually held in March) where the GSRs get to participate in workshops and inform the Delegate on what their groups feel about the NY Conference Agenda. The third is the post conference Assembly (usually held in May or June) where the Delegate comes back from the Conference and informs the GSRs of what went on at the Conference. The fourth is a Workshop Assembly (usually held in September) where the Area holds workshops on different topics that are of interest to the GSRs and DCM and general members of the Area. Workshop topics include the Traditions, the Concepts, how to speak at non AA meetings, Public Information work, Cooperation with the Professional Community, CPC work. Our workshops are held on Sundays from 9am – 4pm. The fifth in an election Assembly held every other year in November, where members pick the Delegate as well as the other 7 Area officers. Every Area has a different number of officers. On the years that we do not have an election Assembly it is a Workshop Assembly. The delegate is our representative to AAs Group Conscience. Once a year there is a week-long Business Meeting in NY where all of the Areas in US and Canada send their delegates to discuss the business of AA. The Business of AA is what we *all* want it to be. If you have suggestions on literature, changes to literature, new pieces of literature or general topics of discussion, you send them to NY via your delegate and they get filtered by various trustee committees and may or may not get put onto the agenda. It is a week-long meeting that is broken up into groups dedicated to different topics. (Literature, Treatment, Public Information etc) discussing just those topics. After the committee sessions, they present their results to the rest of the Conference. Mostly of the discussion involves changes to literature e.i. the tools we use to do our step work or carry the message. The conference delegates tell the trustees (who oversee what the fellowship does) what the suggestions are. So the GSR's are pivotal to bring the information forward to their Delegates and if they do not the delegate does not have as much information as possible, if they do not have the voices of all members through their GSRs then we won't know what else to add to the discussion. Therefore, without G.S.R's informing the Delegate there is a break in the chain regarding an informed group conscience in NY. You are a vital part of the communication link. When the delegate comes back from NY you get to go back to your groups and explain what happened, what decisions were made and what new pieces of literature were introduced. That is the value of our Assemblies. You also get to be with other GSRs, learn how to do your job and how your group can help carry the message. The International Convention is done every 5 years.

Officer and Committee Chair Job Descriptions

Chairperson

Duties: The chairperson is responsible for the smooth running of the District meetings.

Qualifications The chairperson should have a solid period of sobriety (minimum three to five years), and experience in group, Intergroup and District affairs. The chairperson needs a sound understanding and appreciation of the Steps, the Traditions, and the Concepts, along with a good fund of experience gained through applying these guiding principles successfully to local problems. Communication skills, leadership qualities, and sensitivity to the wishes of the District are also important.

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Secretary

Duties: The secretary records and distributes minutes of the District by e-mail or handouts at District meetings and keeps mailing lists up to date.

Qualifications: The secretary should have a reasonable period of sobriety (two to five years), a working knowledge of computers, and a background in general office work. An effective secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at the meeting. The job is time consuming and needs to be carried on schedule, and the secretary needs to be sure that ample time is available. The secretary is in a good position to act as a liaison between officers and committee members.

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Treasurer

Duties: The treasurer keeps financial records for the District and reports regularly to the District.

Qualifications: The treasurer should be a responsible person with a solid period of sobriety. The treasurer should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Pervasiveness, firmness, and diplomacy will help the treasurer do the job. The District Finance committee should be chaired by treasurer for record keeping and financial controls.

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Registrar

Duties: The registrar is responsible to develop and maintain records of the groups in the District including group name, meeting location, time, and GSR or group contact. The registrar is also responsible to maintain a Confidential List to include names, email addresses and phone numbers of D.C.M's, G.S.R's, District Officers, and committee members. The registrar is responsible to register new G.S.R's with General Service in New York and providing Area 30 registrar with updates.

Qualifications: The registrar should have a reasonable period of sobriety (two to five years), organizational skills and a working knowledge of computers.

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District Committee Member – D.C.M.

The D.C.M is an essential link between the GSR and the area delegate to the General Service Conference for two-way communication.

Duties: Regularly attends District meetings, Area 30 assemblies, and other service functions. Receives reports from the groups through G.S.R's and through frequent personal contacts with groups in the District. Holds regular meetings of all G.S.R's in the District. Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis. Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories. Keeps G.S.R's 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. Makes sure that G.S.R's are acquainted with the AA Service Manual, The Twelve Concepts for World Service, the G.S.O bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material. Helps G.S.R's make interesting reports to groups, and encourages them to bring new A.A. members to service events. Keeps groups informed about Conference-approved books and pamphlets. Organizes workshops and/or sharing sessions in services activities. Regularly keeps in touch with the alternate D.C.M and the delegate; sends District minutes to the delegate and alternate, and exchanges them with the other districts. Brings Traditions problems to the attention of the delegate. Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

Qualifications: The D.C.M has usually served as a GSR and has been elected by other G.S.R's to take responsibility for District activities. A D.C.M should have enough sobriety (generally four or five years)

to be eligible for the election as delegate. He or she also needs to have the time and energy to serve the District and should have a knowledge of the A.A. service structure.

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Correctional Facilities Committee Chairperson

Duties: The purpose of the Correctional Facilities Committee is to coordinate the work of the individual A.A. members and groups 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 prerelease contacts. As this is a joint committee he or she has time available to attend Intergroup, District and Area 30 committee meetings.

At present, the Chairperson acts as liaison between AA and Human Services at Barnstable House of Correction. Corrections obtains and distributes CORI forms with instructions to interested AA volunteers and keeps instructions to volunteers updated.

Qualifications: Person should have a period of reasonable sobriety (two years) and a desire to serve the District.

Printed from Area 30 Contacts 2/17/2009 with permission of Area 30 and input from Charleen P. – Corrections Chair. Dist 1 & 2 5/15/2009

Treatment Facilities Committee Chairperson

Duties: the Treatment Facilities Committee is formed to coordinate the work of the individual A.A. members and the groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up the means of "Bridging the Gap" from the facility. As this is a joint committee he or she has time available to attend Intergroup, District and Area committee meetings.

Qualifications: Person should have a period of reasonable sobriety (two years) and a desire to serve the District.

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Archives Committee Chairperson

Duties: Like any other A.A. service, the primary purpose of those involved is to carry the message of Alcoholics Anonymous. Archives service work is more than mere custodial activity; it is the means by

which we collect, preserve and shares the rich and meaningful heritage of our Fellowship. It is by the collection and sharing of these important historical elements that our collective gratitude for Alcoholics Anonymous is deepened. He or she has time available to attend District and Area committee meetings.

Qualifications: Person should have a period of reasonable sobriety (two years) and a desire to serve the District.

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Liaison to Intergroup Chairperson

Duties: Intergroup Liaison serves to inform the District 1 & 2 G.S.R's of the ongoing activities of Cape Cod Intergroup Representatives (IGR's) meeting. The position requires regular attendance at Intergroup meetings and a report of those activities at the District meeting. The District has no opinion on Intergroup operations and the liaison has no voting rights when attending Intergroup meetings.

In the spirit of cooperation, the liaison may choose to expand this position to inform IGR's of the District activities but shall not assume to be a substitute for the group participation at the District level.

Any District reports, flyers, or other matter to be delivered to Intergroup shall be the responsibility of the District officers and/or committees. This shall not preclude the liaison from volunteering to deliver such matter when so requested. The liaison has NO vote in District matters, but he/she may, however, provide added information concerning District activities.

Qualifications: A reasonable period of sobriety (two to five years) and good communication skills.

Input Allen G, - District 1 & 2 Liaison 5/4/2009

Co-operation with the Professional Community & Public Information Committee Chairperson

Duties: C.P.C – The committee provides information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, law enforcement officials, and industrial

managers, as well as, those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

Duties: P.I – the purpose of P.I service work is to provide accurate A.A information to the public when requested. P.I committees visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation.

Qualifications: C.P.C.P.I Chairperson should have a reasonable period of sobriety (two to five years), good communications skills, and a good working knowledge of the Traditions as they relate to anonymity, singleness of purpose and non-affiliation. Person should have desire to serve the District and time available for District and Area meetings.

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Grapevine Committee Chairperson

Duties: The purpose of the Grapevine Committee is to heighten the awareness of the District, Group and individual member level of the spiritual value of the Grapevine and its specialty items sobriety tools. The person should be available to attend District and Area 30 Grapevine meetings.

Qualifications: Person should have a reasonable period of sobriety (two years) and a desire to serve the District.

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Activity Committee Chairperson

Duties: The purpose is to organize, coordinate, and run District sponsored activities for the members of our District and their guests to help enhance their new way of life as a sober person.

Qualifications: Person must have the ability to organize and carry through plans for such activities. They must also have a reasonable period of sobriety (two years), a desire to serve the District, and time to accomplish their mission.

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Web Site Committee Chairperson

Duties: This committee maintains District web site per District needs and develops recommendations on future maintenance of the site. Person should be available to attend District and Area Meetings.

Qualifications: Person should have a working knowledge of computer, a reasonable period of sobriety (two years) and a desire to serve the District.

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Alternate Chairperson, Secretary, Treasurer, Registrar, Liaison to Intergroup, DCM's, GSR's and Committee Chairs.

Should know job duties and qualifications of the job, have a desire to serve the District and be willing to fill that job on a moment's notice.

HELPFUL HINTS

Don't take yourself too seriously, but do take your job seriously

Get a service sponsor and become informed

Attend all General Service meetings

Listen

Say what you mean, mean what you say, don't say it mean

Remember, we are Trusted Servants, we *serve* our Groups

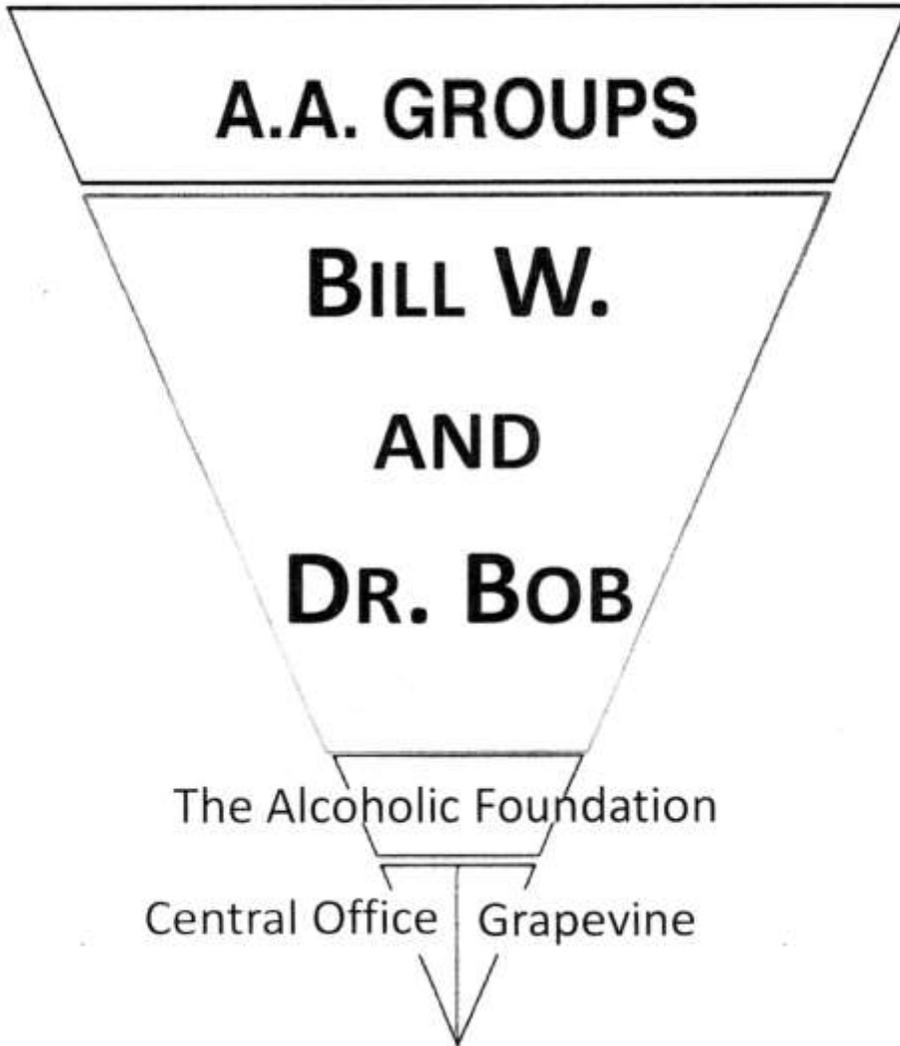
Don't be afraid to ask questions.

Current experience indicates that many groups provide financial support for their GSR to attend service functions. Invariably this pays off in increased activity, interest and group participation. Be sure to ask your group what costs the group will support.

A.A.'s GENERAL SERVICE STRUCTURE

(U.S. and Canada)

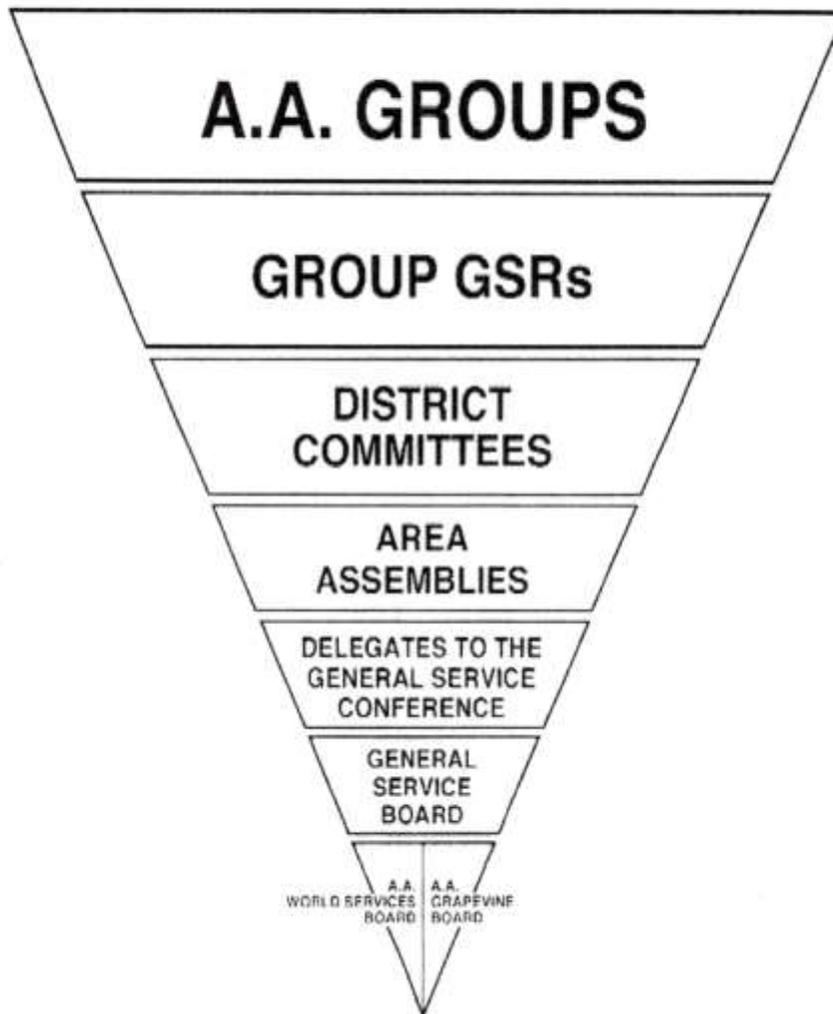
Before 1950



A.A.'s GENERAL SERVICE STRUCTURE

(U.S. and Canada)

After 1950



SUGGESTED RESOURCES (CLICK ON THEM TO OPEN):

LINKS

[INFORMATION FOR NEW GSRs AND DCMs](#)

[CONTENTS OF GSR KIT FROM GSO NY](#)

BOOKS

AA COMES OF AGE

[ALCOHOLICS ANONYMOUS](#)

DR. BOB & THE GOOD OLDTIMERS

LANGUAGE OF THE HEART

PASS IT ON

[AA SERVICE MANUAL WITH TWELVE CONCEPTS FOR WORLD SERVICE](#)

[TWELVE STEPS AND TWELVE TRADITIONS](#)

PAMPHLETS

[THE AA TRADITION - HOW IT DEVELOPED](#)

[THE AA GROUP....WHERE IT ALL BEGINS](#)

[GSR - THE GENERAL SERVICE REPRESENTATIVE](#)

[YOUR AA GENERAL SERVICE OFFICE](#)

[SELF-SUPPORT: WHERE MONEY AND SPIRITUALITY MIX](#)

[THE TWELVE CONCEPTS FOR WORLD SERVICE ILLUSTRATED](#)

[THE TWELVE TRADITIONS ILLUSTRATED](#)

[SELF SUPPORT: WHERE MONEY AND SPIRITUALITY MIX](#)

SERVICE MATERIALS

[THE TRADITIONS CHECKLIST](#)

[THE CONCEPTS CHECKLIST](#)

[AA GUIDELINES](#)

[AA SERVICE MANUAL](#)

[AREA 30 HANDBOOK](#)

VIDEOS

YOUR AA GENERAL SERVICE OFFICE, THE GRAPEVINE, AND THE GENERAL SERVICE STRUCTURE

MARKINGS ON THE JOURNEY 13

SUBSCRIPTIONS

[THE AA GRAPEVINE](#)

[MARKINGS ON THE JOURNEY](#)

[BOX 4-5-9](#)

ONLINE RESOURCES

WWW.AA.ORG

[DISTRICT 1 & 2](#)

[AREA 30 EASTERN MA](#)

[CAPE COD INTERGROUP](#)

[AA GRAPEVINE](#)

G.S.O WORKBOOKS

[COOPERATION WITH THE PROFESSIONAL COMMUNITY WORKBOOK](#)

[CORRECTIONS WORKBOOK](#)

[PUBLIC INFORMATION WORKBOOK](#)

[TREATMENT COMMITTEE WORKBOOK](#)

[SPECIAL NEEDS/ACCESSIBILITIES WORKBOOK](#)

[ARCHIVES WORKBOOK](#)

[GRAPEVINE WORKBOOK](#)

GLOSSARY OF GENERAL SERVICE TERMS

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.

Additional Committee Consideration — An item that was discussed by a Conference committee, but with no action taken or made by the Conference as a whole.

Advisory Action — Represents the informed group conscience of the Fellowship, as the result of the recommendation made by a Conference committee or a floor action, which has been approved by the Conference body as a whole.

Alternate — A service worker who, at group, district, or area level, assists, supports, and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

Appointed committee member — An A.A. member who serves on a specific trustees' committee (for example, public information or correctional facilities) because of his or her knowledge and experience in the field.

Area — A geographical division within a state or province. A Conference delegate comes from an area. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there may be two, three, or more areas in a state or province. Some areas include portions of more than one state or province.

Area assembly — A meeting of G.S.R.s and committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.

Area committee — A committee made up of district committee members (elected by the G.S.R.s in each district) and area committee officers. The area committee generally serves as a "steering committee" for the area.

Conference — The General Service Conference; this can mean either the structure involving committee members, G.S.R.s and delegates in an area, or the annual meeting of Conference delegates each April in New York.

Conference-approved literature, videos, and films — Pamphlets, books, videos, and films, produced under the auspices of various Conference and trustees' committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

C.P.C. — Cooperation with the professional community. C.P.C. committees at the district, area, trustee, and Conference level help carry the message to professionals who work with alcoholics.

Why Do We Need a Conference?

The late Bernard B. Smith, nonalcoholic, then chairperson of the board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting: "We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in A.A. that rebirth that brought us back to life. "We need it because we, more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade A.A. We need it to ensure A.A. against government, while insulating it against anarchy; we need it to protect A.A. against disintegration while preventing over integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services. "We need it to ensure that changes within A.A. come only as a response to the needs and the wants of all A.A., and not of any few. We need it to ensure that the doors of the halls of A.A. never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is."

The A.A. Service Manual/Twelve Concepts for World Service — Both titles in a single booklet. The manual opens with a history of A.A. services; explains the Conference structure and its year-round importance; includes the Conference Charter and General Service Board Bylaws. The Concepts — principles of service that have emerged from A.A.'s service accomplishments and mistakes since its beginning — are set forth by Bill W.

Delegate — The A.A. member elected every other year to represent the area at the annual Conference meeting in New York and to bring back to the area the results of that meeting.

Director — A person who serves on the corporate board of directors of either A.A.W.S. or Grapevine. Nontrustee directors are A.A. members selected for business or professional experience that relates to the activities of the corporation. The directorate of both corporate boards also includes trustees and A.A. staff.

District — A division within an area, represented by committee member(s).

D.C.M. — District committee member. An experienced G.S.R. elected by other G.S.R.s to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

District meetings — Meetings of the D.C.M.s and G.S.R.s of groups in a district.

General services — Movement-wide services, performed by anyone in the general service structure (G.S.R., D.C.M., delegate, etc.).

G.S.O. — The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.

G.S.R. — General service representative. The group contact with the General Service Office; voting member of the area assembly.

Grapevine (GV) — The international journal of Alcoholics Anonymous is available online and in print. AA Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finances.

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

La Viña — Bimonthly Spanish-language magazine published by AA Grapevine.

Panel — A panel is a numerical designation that refers to a group of delegates elected to begin serving at the General Service Conference in a particular year. Each panel is numbered for the Conference at which the Area's delegate will first serve. The two-year cycle frequently applies to area committee officers and committee members, as well.

P.I. — Public information. P.I. committees at the district, area, trustee, and Conference level help carry the message by working with the media.

Region — A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada.

RLV — La Vina representative; the group or district contact with the Grapevine office.

Rotation — The spiritual principle of sharing the responsibility for A.A. through changing leadership.

Sharing session — A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken.

Third Legacy — A.A.'s Third Legacy is Service, the sum total of all A.A. services, from a Twelfth Step call to coast-to-coast and worldwide service activities. The first two Legacies are Recovery and Unity.

Trustee — A member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primary