

**AREA 60 OF WESTERN
PENNSYLVANIA
GENERAL SERVICE INC.
GUIDELINES**



Guidelines for Area 60 of Western PA General Service Inc.

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Approved By Vote of the Area 60 Assembly October 13, 2019

FOREWORD

Area 60 of Western Pennsylvania General Service, Inc.

- Shall be a body of trusted servants to serve the needs of the AA groups within its geographical area; to function as a constituent part of the annual General Service Conference of Alcoholics Anonymous; and to further knowledge and access to the Twelve Step Program of recovery of Alcoholics Anonymous as well as to educational information about AA's recovery process.
- Shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and *The AA Service Manual*.
- Shall encourage Area 60 AA groups to participate in and support its efforts to be the true voice and group conscience of Western Pennsylvania AA.
- Shall give financial support to the General Service Conference, elected officers, appointed officers, appointed service coordinators and ad hoc/operational committees in accordance with the annual approved Area 60 budget recommended to the Area Committee by the Finance Committee. The reimbursement of expenses assists in the support of effective activities by the persons elected or appointed to Area positions.
- Shall plan Quarterly meetings and Area Assembly activities that conform to the guidelines as set forth in *The AA Service Manual* and that accomplish the Area's purpose as set forth in the Area 60 Bylaws.

The following Area 60 Guidelines are an extension of the suggestions in *The AA Service Manual*. They reflect the customs and traditions formulated through the years of Area 60's history. They are based on the experience of the past and hope for the future. These Guidelines embody a clarification of duties and procedures to improve communication and general services to the AA groups in Area 60.

These Area 60 Guidelines may be amended by future Area Assemblies. It is recommended that any amendments be adopted by substantial unanimity—two-thirds (2/3) vote.

Section I - The General Service Representative (GSR)

The General Service Representative has the job of linking his or her group with A.A. as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the District Committee Member (DCM) by attending District meetings and to the Delegate by attending Area Meetings, particularly Assemblies. This communication is a two-way street, making the GSR responsible for bringing back to the group information discussed at Area Meetings and Conference actions that affect A.A. unity, health and growth. Only when a GSR 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 GSRs 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 GSRs 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:

- GSRs attend and participate in District meetings as well as Area Quarterly Meetings and Assemblies (the GSR has a vote at Area Assemblies).
- The Group GSR serves as the mail contact with the District, the Area and the General Service Office, supplying up-to-date contact information as necessary. They are listed in the AA Directories as contact for their groups. They receive the G.S.O. newsletter, Box 459, and keep their groups abreast of AA activities all over the world.
- 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 the *AA Service Manual*, *The Twelve Concepts For World Service*, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age*, and the pamphlets “*The A.A. Group*,” “*A.A. Tradition – How It Developed*,” “*The Twelve Traditions Illustrated*,” and “*The Twelve Concepts Illustrated*.”
- 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 intergroup, and they are familiar with the leaflet “Self-Support: Where Money and Spirituality Mix.”

Term and Method of Election:

GSRs 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 elected by group members. Some groups hold a special election for the GSR to emphasize the need for selecting strong GSRs, such a meeting can provide information on the role of GSRs and their work in the district and area. (A basic resource is the pamphlet “GSR: May be the Most Important Job in A.A.”) Elections are held during a group business meeting.

Notification:

As soon as a GSR is elected, the group should provide the District, the Area Committee and G.S.O. with the following information: 1) group name and service number, 2) the new GSRs name, address, and telephone

number, and 3) the previous GSRs name (so it can be removed from the mailing list). A form for this purpose is available on the Area 60 Web Site, wpaarea60.org.

GSR Kit:

When G.S.O. has been notified, the new GSR receives a kit containing a covering memo, *The A.A. Service Manual/Twelve Concepts for World Service*, useful pamphlets and leaflets and a literature order form.

Alternate GSR:

An alternate should be elected at the same time to serve in case the GSR is unable to do so. Alternates should be encouraged to assist, participate, and share in the responsibilities of the GSR, attending District and Area meetings when feasible, depending on local needs.

Section II - The District and the DCM

The District

A District is a geographical unit containing the “right” number of groups — right in terms of the committee member’s ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and wellbeing. A District may include from five to 25 groups.

The District Committee Member (DCM)

The district committee member (DCM) is an essential link between the group GSR and the Area. As leader of the District committee, made up of all GSRs in the district, the DCM is exposed to the group conscience of that district. As a member of the Area Committee, he or she is able to pass on the District’s thinking to the Delegate and the Area. (The pamphlet “*Your DCM*,” available from the General Service Office, provides basic information on this service job.)

Financial Support:

Current experience indicates that many Districts provide financial support for their DCMs to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.

Qualifications:

- The DCM has usually served as a GSR and is elected by other GSRs to take responsibility for District activities. If the person chosen is a current GSR, a new GSR should be elected to fill his or her position.
- It is suggested that a DCM have four or five years of sobriety.
- He or she also needs to have the time and energy to serve the District well.

Duties:

The DCM’s job is primarily that of two-way communication. The DCM:

- Regularly attends all District meetings and Area 60 Quarterly Meetings and Assemblies.
- Reports on District activities at Area Quarterly Committee Meetings.
- Receives reports from the groups through GSRs and through frequent personal contacts with groups in the district.
- Chairs regular meetings of all GSRs in the district.
- Assists the Delegate by informing him/her of the District Group Conscience and in obtaining group information (GIPs) in time to meet the deadline for A.A. directories.
- Keeps GSRs informed about Conference activities including encouraging attendance at the Post Conference Assembly Delegate’s Conference report, and distributing Conference Report books to each GSR.
- Makes sure that GSRs are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. newsletter *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material.
- Helps GSRs 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 on service activities; invites Area officers to visit the District.
- Regularly keeps in touch with the alternate DCM and the Delegate; sends district minutes to the Delegate and Alternate, and exchanges them with 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.

Term, Eligibility, and Election Procedures:

The DCM's term of office is two years, coinciding in most areas with the terms of the Delegate, Area Officers, and GSRs. DCMs are generally elected in the fall of the year. The election should take place *after* the GSR election and *before* that of the area Delegate, because the DCM is chosen either from among currently serving GSRs or from a combination of past and present GSRs. In most areas, a candidate for an area committee officer or Conference Delegate must be a committee member before being eligible for election.

Some options are: Most district committees allow all current voting members of the district committee to vote in district elections. Some committees also allow newly elected GSRs a vote, even though they might not take office until sometime after the election. Many district committees include alternate DCMs, a secretary and/or treasurer, and other officers or service committee chairpersons in addition to the DCM and GSRs. Sometimes, these jobs are held by the GSRs already on the committee; sometimes, they call for additional voting members, who are eligible to stand for DCM. Election is either by written ballot or show of hands, with a majority needed to elect. A District may also choose to follow Third Legacy Procedure (see A.A Service Manual p. S20), which requires a two-thirds majority.

The Alternate DCM:

The Alternate DCM is a backup for the DCM. If the DCM resigns or is unable to serve for any reason, the Alternate steps in. Usually, the alternate is elected at the same time as the DCM, by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the DCM's responsibilities at District and Area meetings.

Section III - Area Meetings

Quarterly Meetings:

Meetings of the Area Committee are held four (4) times (Quarterly) each year to conduct Area business, to update members on Area activities, to share ideas, to assist with any District difficulties and to educate and inform through workshops.

Voting Members of the Area 60 Committee are:

- The DCMs of all Area Districts
- The elected Area Officers (Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary and Treasurer)
- The appointed Area Officers and Service Coordinators
- Area 60 Past Delegates

Members of the Area Committee shall be given ample advance notice of the Quarterly Meetings with a copy of a tentative Agenda. Generally the Agenda includes:

- Opening of the meeting by the Area Chairperson
- Roll Call of voting members
- Officer's reports
- Financial report
- Service Coordinator reports
- Old business
- New business
- DCM reports
- Open microphone

Brief DCM, Officer and Service Coordinator reports are given verbally and also should be submitted in writing to the Area Secretary.

Area Committee meetings are conducted using Robert's Rules of Order.

It is suggested that a quorum (minimum number required to transact business/vote on motions) shall be two-thirds of the number of voting members present as determined by the roll call.

All important decisions are reached by discussion, vote, and whenever possible, by substantial unanimity. Business needing the GSR approval (such as anything that changes the structure of Area 60) is carried by the DCM to his/her District meeting where a sense of group conscience is taken and its consensus presented at the following Area Committee meeting.

While limiting "voice and vote" to members of the Area Committee, the quarterly meetings are open to all AA members and GSRs are especially welcome. To encourage this, part of the Area Committee agenda is devoted to open microphone to encourage questions and comments. Written suggestions are also encouraged.

Remember, all Area Meetings are business meetings, and as such may last from 3-4 hours.

Area Assemblies

In the beginning, General Service Assemblies were held only to elect Committee Officers and the Delegate to the Conference meeting, and without such meetings, there might be no Area service structure today. Now, Assembly meetings consider a variety of issues, from General Service Conference problems to Area problems and solutions and financial affairs. Area 60 holds up to four assemblies a year.

Voting Members:

Members (with a voice and a vote) of an Area 60 Assembly are:

- Current GSRs of all registered AA groups in Area 60.
- Current DCMs of all general service Districts in Area 60.
- Current Area 60 Elected Officers, Appointed Officers and Appointed Service Coordinators.
- All Area 60 Past Delegates.

Area 60 uses the suggested “one person, one vote” concept. Each Assembly member is entitled to one vote regardless of whether they serve in more than one General Service position. Alternate GSRs and Alternate DCMs may vote only when the GSR or DCM is not present. While limiting votes to assembly members, it should be emphasized that Area 60 Assemblies are open to all AA members of the Fellowship. Non-voting participants are particularly needed at the Election Assembly.

Trusted Servants of Area 60 General Service should always encourage its AA groups to support and participate in each Area 60 Assembly.

Election Assembly:

The Area Election Assembly is specifically charged with the duty of electing a Delegate to the General Service Conference, an Alternate Delegate and the following Area Officers: Area Chairperson, Alternate Area Chairperson, Area Secretary, and Area Treasurer. The election assembly occurs in the fall of each even-numbered year.

Pre-Conference Assembly:

The pre-conference assembly is held every spring following the Pre-Conference Assembly Weekend. The purpose of this assembly is to provide the delegate with the area’s group conscience concerning the agenda items for the General Service Conference.

Post-Conference Assembly:

This assembly is to provide the Area with a report of the General Service Conference by the Area 60 Delegate, and is usually held between the 2nd and 3rd Quarterly meeting.

Fall Assembly:

This assembly is for the purpose of voting on changes that may affect the structure of Area 60. This assembly also approves the districting and redistricting of AA Groups in Area 60.

Absentee/Proxy Votes

Absentee voting or proxies shall NOT be valid at Area Committee meetings and Assemblies.

Officers and Coordinators Meetings:

All elected Officers, appointed Officers and Appointed Service Coordinators meet in a timely manner prior to each of the Area Assemblies and Quarterly Committee Meetings to review the meeting Agenda set by the Chairperson and to review any other old and new business that may be pertinent to the wellness and functioning of the Area.

SECTION IV - AREA ACTIVITIES

Workshops:

Workshops on various topics are scheduled in the hour before Quarterly Meetings and Assemblies to educate District servants and interested members. Topics are decided at the Officers and Coordinators meeting prior to the meeting. These workshops intend to provide clarity to members' service positions as well as to increase effectiveness. They are usually conducted by an Area Officer or Past Delegate with experience and knowledge of the topic.

Days of Sharing:

Days of Sharing have been an Area 60 activity since 1980. They can be held anytime during the year, conducted by a District or Districts at a location chosen by them. The District(s) can ask the Area to "sponsor" the event provided access to: a. addition of the event flyer to the Area website and meeting minutes distribution; b. attendance and participation by the Area Officers and Coordinators; and c. loan of \$200 seed money to provide financial assistance.

An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity and Service) and gives members a chance to share our experience, strength and hope through workshops, sharing sessions and fellowship. Days of Sharing also offer an opportunity for members to see and learn about Area Coordinator Service Committees.

Guidelines for scheduling and hosting an Area sponsored Day of Sharing appear in these Guidelines as indicated in the Table of Contents.

Pre-Conference Assembly Weekend: (PCAW)

The Pre-Conference Assembly Weekend is an Area wide event held immediately prior to the Pre-Conference Assembly. In 1992 Area 60 held its first Get Away Weekend. In 2017 the name was changed to Pre-Conference Assembly Weekend. The Area 60 Alternate Delegate serves as the chairperson of the event and of the PCAW planning committee. Its programs include presentations and discussions of the upcoming General Service Conference agenda items which assist the Area 60 Delegate to receive an "informed" Area group conscience on issues facing AA as a whole. Informative workshops and sharing sessions are usually part of the agenda as well as a guest speaker for the Saturday evening banquet.

In the spirit of the Seventh Tradition, the Pre-Conference Assembly Weekend strives to be self-supporting through registration monies. The Planning Committee is responsible for its prudent use of the funds received. Any loss affects the Area 60 treasury.

DCM Liaison Contact Program:

The purpose of the DCM Liaison Contact Program is to serve the Districts of Area 60 and improve communication by being an accessible resource. Each Officer and Coordinator of the current WPA Area 60 Panel is assigned a number of Districts to keep in contact with between quarterly meetings, or as often as is necessary. The DCM Liaison Contact list can be found in Appendix VII of the Area 60 guidelines.

SECTION V - AREA OFFICERS – ELECTED BY ASSEMBLY

As described in Section III of these Area 60 Guidelines, the following trusted servants are elected by voting members of the Area 60 Assembly to serve for a term of two years: Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, and Treasurer.

Any past or present Area Committee member may stand for these offices; the duties and suggested qualifications are included in this section. Certain positions require or are better performed by candidates who possess computer skills and equipment.

The Delegate shall have only one term of office (two years) and shall never again be a candidate for this office, with the exception of an Alternate Delegate who, after attending one Conference in place of the Delegate, may be elected to serve a full term.

It is suggested that no other Area 60 officer be elected or appointed to succeed him/herself in the same office – unless they are fulfilling an unexpired term. In this case, they are eligible for election for a full two-year term.

The Delegate, Alternate Delegate, or any Area Officer may be removed from office for just cause including, but not limited to, the breaking of the sobriety date. A meeting of the Area 60 Officers shall be called to consider such removal and their recommendation, including any minority report, shall be presented for action at the next Area 60 Assembly meeting. The removal shall be by secret ballot and shall require two-thirds (2/3) majority.

If the Delegate or Chairperson is unable to complete the term to which they were elected, the unfulfilled term of office shall be completed by their respective Alternate.

If the Alternate Delegate, Alternate Chairperson, Secretary, or Treasurer is unable to complete the term to which they were elected, the unfulfilled term of office shall be completed by a newly elected individual. An election shall be scheduled by the Chairperson at the next regularly scheduled Area Quarterly Meeting or Area Assembly. If no individual stands for the vacated position, the Chairperson is empowered to appoint a qualified individual to complete the unexpired term.

The Delegate:

The duties and responsibilities of the Delegate are described in *The AA Service Manual*. It is suggested that the Area 60 Delegate have at least five or six years of continuous sobriety. The individual should have experience as a member of the Area Committee. Time and availability are important, as is the understanding of their family. The Area 60 Delegate:

- Attends the General Service Conference in NY;
- Presents Conference experiences and results to the Area members;
- Receives and distributes Final Conference Reports;
- Encourages and presents Area 60 bids for Northeast Regional events;
- Advises area of openings/vacancies on General Service Board (Trustees). AAWS and Grapevine Boards (Directors) and Trustees' Committees;
- Works with the Area Registrar on the annual Group Information Printout (GIP) update and acknowledges new groups in the area;
- Communicates with central offices and intergroups within Area 60.

The Area 60 Delegate also maintains communication with our Northeast Regional Trustee and represents our Area – and often participates in – the following Northeast Regional events: NERF (Northeast Regional Forum, NERAASA (Northeast Regional AA Service Assembly), and NERD (Northeast Regional Delegates meeting). The Delegate also represents Area 60 at General Service events in Western PA such as Days of Sharing and Pre-Conference Assembly Weekend.

At election time, the Delegate informs the General Service Office of the names and addresses of the new Area 60 Officers. As new coordinator positions are filled, the Delegate will notify the Conference coordinator at G.S.O.

Alternate Delegate:

The Area 60 Alternate Delegate assists the delegate, keeps informed of Conference and area activities and assumes the delegate's duties in their absence. If the Delegate is unable to serve, the Alternate Delegate should be prepared to fill the remainder of the term.

It is suggested that the Alternate Delegate have five or six years of continuous sobriety and experience as an area committee member. Alternate Delegate should have a working knowledge of our Area Service structure and the structure of AA as a whole, and be well founded in Steps, Traditions, Concepts and familiar with *The AA Service Manual*.

The Alternate Delegate attends Area Committee meetings and assemblies, visits district meetings and participates in General Service sharing sessions when possible. Alternate Delegate works closely with the Delegate, Area Officers, and Service Coordinators and stays well informed of the happenings in Area 60.

The Area 60 Alternate Delegate is often asked to chair or serve on an ad hoc or special committee. As Chairperson of the Area 60 Pre-Conference Assembly Weekend, the Alternate Delegate assembles the planning committee, sets the time, date and site of the event; schedules and conducts all planning meetings; and keeps the Area Committee informed.

The Alternate Delegate also attends – and reports on – The Northeast Regional AA Service Assembly (NERAASA) and represents Area 60 at the Northeast Regional Forum and Northeast Regional Delegates Meeting.

The Alternate Delegate attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Area Chairperson:

Qualifications for the Area Chairperson can be found in *The AA Service Manual*. It is suggested that the Area 60 Chairperson have five or more years of continuous sobriety with experience as an area committee member, along with the time and availability to attend the area meetings and events. (If unable to attend an area event, the individual arranges for the Area's Alternate Chairperson to fill in.) Because the Area Chairperson conducts all Area Committee Meetings and Assemblies, it is recommended that the Area Chairperson be familiar with Roberts Rule of Order.

Some of the Chairperson's duties are described in *The AA Service Manual*. The Area Chairperson is responsible for setting up the annual calendar of area meetings and assemblies. This calendar takes into account Northeast Regional Events and the General Service Conference, which should have priority over dates of Area 60 Meetings and Assemblies. Consideration should also be given to other annual local, district and intergroup events.

In addition to the annual calendar, the Area 60 Chairperson sets the time and arranges for the facility where the quarterly Area Committee meetings and scheduled Area 60 Assemblies are to be held. The Chairperson prepares the agenda (often with the help of the other area officers), arranges for coffee service at Area meetings, schedules pre-meeting workshops or sharing sessions and prepares DCM packets for districts at the first quarterly meeting.

The Area 60 Chairperson appoints all non-elected service officers, service coordinators and interim replacements for elected officers after review and recommendation by the elected Area Officers, Area 60 Chairperson also appoints any ad hoc committees deemed necessary by the Area Committee.

The Area 60 Chairperson should have a working knowledge of Area 60 Service structure and the structure of AA as a whole. Area 60 Chairperson works in partnership with the area officers and coordinators regarding Area 60 activities.

The Area Chairperson attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Alternate Area Chairperson:

Some of the responsibilities of the Alternate Area 60 Chairperson can be found in *The AA Service Manual*. It is suggested that the Alternate Area 60 Chairperson have five years of continuous sobriety with experience as a GSR. The individual should also have time and availability to attend area meetings and events and be well informed on the Steps, Traditions, and *The Service Manual*.

It may become necessary that the Area Alternate Chairperson be required to assume the duties of other Area Officers besides that of the Area Chairperson. The Alternate Area Chair should be familiar with the duties of the Area Secretary and Area Treasurer.

The Alternate Area Chairperson is custodian of a portion of the Area's properties such as the PA system, the Area's Banners, various maps, and any other property as directed by the Area Chairperson. It is expected that these properties be safely maintained in a secure environment and brought to Area meetings.

Participating in the Area Committee meetings and Area Assemblies as a parliamentarian may also be a duty of the Alternate Chair. Alternate Chair should also be familiar with meeting guidelines and procedures.

The Alternate Area Chairperson attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Area Secretary:

Some of the qualifications of an Area Secretary can be found in *The AA Service Manual*. It is suggested that the Area 60 Secretary have four or more years of continuous sobriety with experience as a GSR and some service at the district level along with the time and availability to attend area meetings and events.

The Area 60 Secretary is responsible to the Area Committee for:

- 1) Before all distributions, obtain a current mailing list from the Registrar of all voting members and their Alternates (email addresses/addresses)
- 2) Mailing agendas well in advance of quarterly meetings (two weeks)
- 3) Recording the minutes for all Quarterly, Assembly, Officer/Coordinator Meetings
- 4) Mailing or Emailing the printed minutes to all area committee members (present or not) in a timely fashion (three weeks). See Chart below;

	Area 60 O/C	Past Delegates	DCM	Alt DCM & GSR	Interested Parties
1Q MEETING					
AGENDA	email	email or mail	email or mail	email only	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only
PRECONFERENCE ASSEMBLY WEEKEND					
PCAW FLYER	email	email or mail	email or mail	email or mail	email only
PRECONFERENCE ASSEMBLY					
AGENDA	email	email or mail	email or mail	email or mail	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only
2Q MEETING					
AGENDA	email	email or mail	email or mail	email only	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only
FALL ASSEMBLY					
AGENDA	email	email or mail	email or mail	email or mail	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only
3Q MEETING					
AGENDA	email	email or mail	email or mail	email only	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only
ELECTION ASSEMBLY					
AGENDA	email	email or mail	email or mail	email or mail	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only
4Q MEETING					
AGENDA	email	email or mail	email or mail	email only	email only
MEETING MINUTES	email	email or mail	email or mail	email only	email only

In addition to keeping the records (minutes) of all Area Committee meetings and Assemblies, the Area Secretary updates and maintains records of past Area 60 motions and senses of the meetings. The Area Secretary attends all Days of Sharing and participates in the DCM Liaison Contact Program. The Area Secretary attends all informal meetings of Area Officers and works closely with them. To assist in these responsibilities the Secretary selects a Recording Secretary for appointment as an Alternate, with approval of the Area 60 Committee.

Secretary Expense Reports (there are two types submitted)

- 1) Printing and mailing- Area 60 Secretary Administrative
- 2) All other including mileage- Area 60 Secretary

Area Treasurer:

The qualifications and duties of an Area Treasurer are described in *The AA Service Manual*. It is suggested that the Area 60 Treasurer have at least four years of continuous sobriety and experience as a GSR; service at the district level can also be helpful. The Area 60 Treasurer shall also select a Finance Committee Chairperson for appointment, with approval of the Area 60 Committee. The Area 60 Treasurer shall have custody of all Area 60 monies and shall:

- a. Open and maintain the Area 60 checking account:
- b. Receive, record and deposit contributions:

- c. Acknowledge receipt of contributions:
- d. Disburse funds for authorized expense.
- e. Take care to track the Non-Profit 501c3 status of the Area according to directions attached in the Finance Guidelines Section.
- f. Document to other elected officers the timely filing of the appropriate paperwork (i.e. 990 form) related to Federal taxes.
- g. Update contact information related to the Area's non-profit 501c3 using appropriate form.
- h. Monitor the status of the State Exemption from tax and renew as necessary.

It is recommended that the signature card for the Area 60 account includes the names of elected officers and that all checks require two signatures. The Area 60 Treasurer shall report on the Area's financial status (income, expenses and balance on hand) at the Area Committee and Assembly meetings.

The Area Treasurer attends all Days of Sharing and participates in the DCM Liaison Contact Program. It is suggested that the Area 60 Treasurer provide yearly reports to the DCMs on the number of contributions to Area 60.

SECTION VI – APPOINTED OFFICERS

According to *The AA Service Manual*, “Other Officers,” an area committee may also have other officers who are responsible to the committee to help serve the needs of its groups and members. These are appointed by the Area Chairperson with approval of the Area Committee and have a voice and vote at Area committee meetings and Assemblies. Certain positions require or are better performed by candidates who possess computer skills and equipment.

Archivist:

The Archives aim is to give the Fellowship a sense of its own past, lest we forget from whence we came. The Archivist should have some familiarity with archival procedures or the willingness to learn the basics of such procedures. The Archivist works directly with the Archives Coordinator in preserving and organizing material of historical interest to Area 60. The Archivist is responsible for both the physical and the intellectual integrity of the collection.

The Archivist will be responsible to report to the Archives Coordinator, the Area Committee and the Area Archives Committee about new material received and updates on ongoing projects at the archives. The Archivist is also responsible for ensuring the protection of the anonymity of members, and the confidentiality of the AA Records. The archivist will have a budget for the purpose of purchasing supplies, including any items required in the preservation and maintenance of these valuable records. The amount of this budget will be decided by the recommendation of the Area Finance Committee.

Since the Archivist position involves a considerable amount of time to become familiar with a collection of historical information, we recommend this position be a four-year rotation, with an option for renewal at the discretion of the Area Committee at the end of this four-year period.

The Archivist attends all Days of Sharing.

Newsletter Editor:

The Area 60 Newsletter Editor is responsible for the production, printing, and distribution of the WPA Newsletter and sets the deadline for submission of articles. The Newsletter is published quarterly beginning with the first quarterly Area 60 Committee Meeting. The theme or subject matter for each edition is based on the theme, presentation or discussion topics of the year’s General Service Conference and can include articles relating to AA’s Three Legacies of Recovery, Unity, and Service. A report on circulation, distribution and expenses is given at Area Committee Meetings.

The Area 60 Newsletters is intended to be a resource to help our members better meet the needs of their groups and districts in carrying the message of AA. It is also a resource for GSRs to use for their reports and for home groups to use for group consciences or discussion topics. Issues may also include excerpts of GSO material relevant to the theme (including pamphlets, books, Box 459’s, Grapevine articles, regional forum reports, other Area newsletters, etc.) The Area Officers, Coordinators, DCMs and any other AAs may submit articles for the newsletter. A detailed list of submission requirements appears in the sidebar on the front page of the newsletter. Notice of Area 60 sponsored events (such as Days of Sharing, Pre-Conference Assembly Weekend, etc.) are also published in the newsletter, generally in the calendar.

Once the newsletter is published and printed, it is distributed to the groups in Area 60, Central Offices, and GSO. It is also distributed to the current email list of subscribers and made available on the Area 60 Website. Area 60 also exchanges newsletters with some other areas and any copies left over are made available at Days of Sharing, Pre-Conference Assembly Weekend, etc.

Because of the specialized nature of the position, the Newsletter Editor is a four-year Appointed Officer position. The Newsletter Editor may select an Alternate Newsletter Editor to assist and learn the position. The Alternate Newsletter Editor has a voice and a vote only in the absence of the Editor.

The Newsletter Editor attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Recording Secretary:

The Area Secretary recommends the Recording Secretary. At all Committee meetings and Assemblies Recording Secretary will be responsible for roll call and name tags and arranges for the registration of all attendees. The Recording Secretary should also help with recording the minutes at Area meetings and Assemblies. It is also important to attend all officer and coordinator meetings when possible. If necessary, the Recording Secretary should be able to fill in for the Secretary.

The Recording Secretary attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Registrar:

The Area Registrar is responsible for additions, changes and deletions in the listing of registered AA groups in Area 60. Each year, the Registrar works with the Area Delegate and the GSO Records Department, to distribute, collect, and record changes in group information via the Group Information Printouts (GIP'S). The Area registrar maintains the DCM and GSR mailing list. On an ongoing basis, the Registrar also provides the proper forms for additions or changes and amends the group listing to reflect reported changes.

The Area Registrar also coordinates any redistricting. The Registrar also reports on group registration and redistricting at each Area Committee meeting and may periodically provide updated information by district to DCMs when requested.

The Registrar attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Finance Committee Chairperson:

The Area Treasurer recommends the Finance Committee Chairperson with the approval of the Area Chair. The duties of the Finance Committee Chairperson are as follows: assist Treasurer, serve in the absence of the Treasurer excluding dispensing of funds and chair the Finance Committee. As the Chair of the Finance Committee the individual is responsible for setting times and date for Committee meetings, for keeping the Officers/Coordinators informed of monies left in their budgets, and for submitting the Committee prepared upcoming year's Area Budget at the Third Quarterly Area Meeting for discussion and approval by the Area Committee.

This office is considered a non-voting position to avoid any conflict of interest. Expenses are provided for in the Ad Hoc Committee line item on the financial report.

The Finance Committee Chairperson attends all Days of Sharing.

SECTION VII – APPOINTED SERVICE COORDINATORS

Area 60 Service Coordinators receive and communicate information with their counterparts at GSO. They are familiar with workbooks, AA Guidelines and literature pertinent to their work and keep an inventory of related literature and materials. Each service coordinator's responsibility is to encourage, support and coordinate the work of AA members, groups or districts in Area 60. These services are provided to make 12 Step work possible. The service coordinators have a voice and a vote at area meetings and assemblies.

It is suggested that they:

- Work within their budget and report expenses to the Area Treasurer
- Attend and participate in all Area meetings, planning meetings, events, (PCAW, etc.) when possible
- Upon rotation, they share their experience and work with their successors
- Recruit an alternate to assist them in their duties and vote in their absence
- Certain positions require or are better performed by candidates who possess computer skills and equipment.

Archives Coordinator:

The Archives coordinator seeks out and maintains items and memorabilia, i.e., programs, correspondence, news clippings, etc. The Archives Coordinator also collects tapes and arranges taped interviews of long timers (30 years or more of sobriety) and is responsible for the collection of histories of Area 60 groups.

The Archives Coordinator, with the assistance of the Archivist, keeps an inventory of Area 60 archives and designs a variety of portable displays for area-sponsored events. To strengthen the Area 60 link to AA as a whole, the Archives Coordinator maintains communication with the GSO Archivist in addition to receiving and preserving the Area 60 Archives subscription to *the AA Grapevine*. In addition the Archives Coordinator will display the Archives at Area 60 events (Quarterly Meetings, Assemblies, and Days of Sharing) and group anniversaries when asked, schedule permitting.

The Archives Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Cooperation with the Professional Community/Public Information (CPC/PI):

The CPC/PI Coordinator staffs AA exhibits at professional conferences, when asked. The CPC/PI Coordinator assists AA district committees and groups. Assists in informing the professional community such as Clergy, Employee Assistance Programs, Educators, and legal and medical societies about AA and what it does, and does not do. The CPC/PI Coordinator responds to requests from GSO. The CPC/PI Coordinator also sets up displays at Area-60 sponsored events, Days of Sharing, and group activities when asked, schedule permitting. The CPC/PI Coordinator also assists AA members, groups, and Districts to inform the general public about the program of recovery and what AA does and does not do—whether it be through a community awareness event, a media interview or other non-AA gathering. The CPC/PI Coordinator provides information on Alcoholics Anonymous when asked.

The CPC/PI Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Corrections Committee (CC):

The CC Coordinator recruits AA contacts to bridge the gap between inside and outside meetings by introducing newly-released alcoholics to local meetings; encourages AA members to participate in AA's Correctional Correspondence Program; and offers assistance in the work of those members who carry the message through AA meetings in correctional facilities. The CC Coordinator can sometimes work closely with the Treatment and

Accessibility Coordinator to provide a temporary contact upon release so that the individual will feel more at home in AA. (Bridging the Gap).

The Corrections Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Grapevine Coordinator:

The Grapevine Coordinator is responsible for maintaining communications with the *AA Grapevine* office in New York.

Other duties include:

- Forming a committee of district Grapevine Reps.
- Making sure the group and district reps get their quarterly mailings.
- Ordering, selling, and displaying Grapevine literature at the Area level.
- Keeping a supply of subscription forms, flyers and order forms.
- Submitting an inventory list along with purchase records (expenses) and sales records (income) to the Area Treasurer.
- Maintaining the Area Grapevine display; attend and set up at all area-sponsored events.
- Making the Grapevine display available for group and district events when requested and whenever possible.
- Keep an ongoing list of group and district Grapevine Reps and updates the Grapevine office in New York.

The Grapevine Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Literature Coordinator:

The Literature Coordinator is responsible for ordering, displaying and sales of AA literature at area-sponsored events. The Literature Coordinator is also responsible for keeping an inventory of conference-approved literature and other service pieces. The Literature Coordinator should submit the inventory list along with purchase records (expenses) and sales records (income) to the Area Treasurer. The Literature Coordinator is also responsible for the maintenance and distribution of area-owned films and video cassettes for group and/or district use.

The Literature Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Treatment and Accessibilities:

The Treatment and Accessibilities Coordinator assists Area 60 District Committees and groups in the formation of new AA meetings in treatment facilities, coordinates a "Bridging the Gap" program in Area 60, and makes information about AA's function and purpose available. The Coordinator will assist and educate groups and districts regarding accessibility issues such as: physical challenges, parents with child care needs, home or nursing home bound, and language barriers. The coordinator will also maintain a display of conference-approved literature that addresses accessibility issues.

This Coordinator can sometimes work closely with the Corrections Committee to provide a temporary contact upon release so that the individual will feel more at home in AA.

The Treatment and Accessibilities Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Web Site:

The Area 60 Web Site Coordinator is responsible for communicating and working closely with the Web Site Host (webmaster) to insure accurate transfer of the Area 60 information to the site so that the web site will be as up-to-date as possible. The Coordinator is responsible for insuring the site is being published following Area 60 guidelines and the Traditions of AA.

Other duties include:

- Answer e-mail, and direct inquiries to appropriate Officers/Coordinators
- Direct Area 60 event flyers, district meeting lists, Area 60 Newsletter, and any other flyer approved by the Area Committee to the site host for publishing
- Update Calendar of Events
- Insure that all fees for operation are paid promptly
- Upload new editions of the Area Newsletter to the Area Website
- Initiate sending of emails to Newsletter Mailing list when Area Newsletter issues are released
- Answer questions on using the website from AA members
- Setup Website Display materials at Quarterly Meetings Assemblies and Days of Sharing

The Web Site Coordinator attends all Days of Sharing and participates in the DCM Liaison Contact Program.

SECTION VIII - AREA 60 WESTERN PENNSYLVANIA GENERAL SERVICE, INC.
FINANCIAL GUIDELINES

- A. **Budgeted Areas:** The Area 60 trusted servants listed in The Area 60 Guidelines are expected to work within their approved budget, including:
1. Area Officers, Appointed Officers and Appointed Service Coordinators.
 2. Other Items: Ad Hoc Committees, Area 60 Administrative Expenses.
- B. **Unexpected Expenses:** Any potential expenditure anticipated to be in excess of 10% of a trusted servant's budget must be submitted in writing to the Finance Committee, with a description of the expenditure and the amount requested.
1. The request should explain in detail how additional funding will be used, and how much is being requested.
 2. The Finance Committee should review requests for increased funding as soon as the committee convenes following the request.
 3. The Finance Committee may deny requests for increased funds for any of the following reasons:
 - a. Funds are not available, and are not projected to be available
 - b. The request is unreasonable to the services provided by the requestor.
 - c. The request did not give details as to what the increased funds will be used for, or the request was not submitted in writing.
- C. **Finance Committee Composition, Scope and Purpose:** the Finance Committee is chaired by the Finance Committee Chairperson and is composed of four additional appointed members that are not affected by the budget including a DCM, a GSR, a member of Area 60 and a Past Delegate, if possible.
1. Meetings to review the area's budget are held prior to the four Quarterly Area Committee Meetings.
 2. Meetings are open to observers.
- D. **Budget Review:** Under the guidance of the Area 60 Finance Committee Chairperson, the members of the Finance Committee present a budget for final approval by The Area Committee.
1. Anticipated income is based on past history.
 2. Expense expectations are based on the current year's actual expense figures projected through the end of the year, and modified to allow for anticipated additional or reduced expenses line by line for the coming year.
- E. **Travel:** All budgeted Area 60 trusted servants are expected to travel via the least expensive mode of transportation, and officers / coordinators should travel together, when prudent. Automobile travel expenses are reimbursed at a rate not to exceed \$0.25 per mile or the amount of gasoline used verified by receipts and a record of mileage. Tolls are reimbursed with receipt.
- F. **Funding for Service / Educational Events:** There are certain service and educational events that some budgeted Area 60 trusted servants are funded to attend. Funding shall occur according to the guidelines below:
1. **NERAASA (Service Event)**
 - a. Only Area 60 Officers shall be funded to attend NERAASA.
 - b. The delegate and alternate delegate shall be fully reimbursed for lodging, registration and meals (including banquet) costs.
 - c. All other officers shall be reimbursed for one night of lodging costs, registration and banquet.
 - d. Other travel expenses, including meals and transportation will be reimbursed with receipt, up to a maximum of \$100 per officer.

2. NERF (Educational Event)

- a. Only the Delegate and Alternate Delegate shall be funded to attend NERF, and they shall be fully funded for travel, meals and lodging.

3. Pre-Conference Assembly Weekend (Service Event)

- a. The Delegate, Alternate Delegate, and the Pre-Conference Assembly Weekend Program Coordinator shall be fully reimbursed for lodging costs, full meal package, and registration.
- b. Other Area 60 Officers, Standing Committee Chairs, Appointed Service Officers shall be reimbursed for full meal package, registration, and one night of lodging.

4. INTERNATIONAL CONVENTION

- a. No reimbursement is authorized for attendance at the International Convention.

5. AD HOC COMMITTEES

- a. Travel to events shall be authorized on a case-by-case basis, according to exception guidelines, outlined below.

6. FUNDING OUTSIDE OF THE GUIDELINES LISTED ABOVE

- a. Reimbursement may be provided if permitted in another section of the Area 60 Guidelines.

7. EXCEPTION GUIDELINES

- a. Other Area Officers, Appointed Officers and Appointed Service Coordinators may receive funding to attend northeast regional events not listed above if they first receive the recommendation of the Area 60 Chair, the approval of the Finance Committee, and the approval of the Area Committee. Such requests should be submitted to the Finance Committee in writing, signed by the Area 60 Chair, with a full explanation from the trusted servant of what the benefit of attendance will be to Area 60. Such requests should be considered by the committee with scrutiny, and approved only when a compelling case is made.
- b. If the Chair does not sign the request, the Finance Committee must not entertain it.

8. PRINTING EXPENCES ; Administrative expenses incurred by the use of a personal printer;

- a. Printing standard copy is \$.06 per side for black and white, including paper.
- b. Printing standard copy is \$.45 per side for color, including paper.

G. Area Officers, Appointed Officers and Appointed Service Coordinators and Ad Hoc Committee chairs may use their budget as needed for service in good faith. The Area Chair and Treasurer may consult with individual trusted servants if it seems that their budget is being consumed too quickly, as adjustments in spending habits, or to the budget, may be necessary. Funds advanced, when needed, are to be for specific listed purpose, i.e. mailing the minutes, and receipts showing the amount spent must be submitted within a reasonable period of time, not to exceed two months. No further advances will be made until the previous advanced funds are accounted for.

H. Funds from the exchange of AAWS and Grapevine/LaVina literature by those standing committees as a routine part of their service activity should be given to the treasurer and a receipt received and not used to reimburse the expenses of those committees. Orders placed for AA Grapevine and AAWS Literature must be accompanied by a current inventory list and dollar amount of sales to date. The Area 60 Treasurer and the Finance Committee Chairperson must review orders before being placed.

I. No Standing Committee or Standing Committee Chair may sell any item with the intent of using profits to benefit any Area 60 service activities.

J. The Literature and Grapevine Coordinators shall provide the treasurer with an inventory of merchandise on hand at the beginning of each year, for accounting purposes.

- K. All reimbursable expenses pertaining to each position for Area Officers, Appointed Officers and Appointed Service Coordinators, and Ad Hoc Committees, shall be reimbursed through submission of an Area 60 Expense Report form with receipts attached. Expenses must be submitted within 90 days of receipt OR by December 31 of the year that the expense occurred, WHICHEVER COMES FIRST. (For example, an expense occurring on November 1, 2009 must be turned in by December 31, 2009, because December 31 occurs before the 90-day period is up.)
- L. The Area Treasurer shall give a treasurer's report at the Quarterly Area Committee Meetings and a final yearly summary report.
- M. An annual audit of Area 60 financial documents shall be performed every January on financial documents from the preceding fiscal year. The chair of the Finance Committee shall facilitate the audit.
- N. Area 60 maintains a storage unit, convenient to the primary meeting place for Area 60, for the purpose of storing Area documents, inventory, records, etc. The name of record is Area 60 of Western Pennsylvania General Service, Inc., the mailing address is the current Post Office Box maintained for the use of the Area 60 Treasurer, and the primary contact is the Area 60 Chairperson.
- O. Prudent Reserve
 1. Area 60 shall maintain a prudent reserve that is a minimum of \$5000 or an average of 2 months expenses from the previous year, whichever figure is higher.
 2. The prudent reserve shall be maintained in an account separate from the general Area 60 checking account.

SECTION IX - CONDUCTING THE AREA 60 AUDIT

PURPOSE OF AUDIT: Area 60's 501c-3 non-profit status requires a yearly audit. Our income level does not require a paid external accountant audit, so Area 60 conducts an internal audit. The purpose of the audit is to determine accuracy of figures presented of income, Area 60 administrative expenses, and accuracy and appropriate reporting of expense/income by elected officers, appointed service officers, standing committee coordinators, and ad hoc committee chairs.

The AREA 60 TREASURER is present at the audit to distribute papers and to answer questions but does not participate in the actual audit. Three calculators will expedite the audit teams' work. The Treasurer prepares the paperwork necessary:

- Bank statements for the year
- Checkbook or canceled checks
- Expense sheets *With Receipts Attached* from all Area Officers, Appointed Officers and Appointed Service Coordinators and ad hoc committee chairs.
- Three copies each of financial statements from the first quarterly to most current.
- Expense bills arranged in order paid with check # recorded on bill.
- Contribution receipts and deposit slips associated with them.

These items should be organized by dates from the beginning of the fiscal year to the most current labeled in separate folders as appropriate.

PARTICIPANTS: The Finance Committee Chairperson shall act as Chair of the audit. The audit requires 6 participants divided into 3 teams. The Chair is responsible for appointing participants. *Suggested* participants: GSR representative; DCM representative; Area Alt. Chair; Appointed Service Coordinator Representative; Area Registrar; and Past Delegate.

Each team chooses which of the following audit tasks for which they will be responsible:

1. Review appropriate reporting of expenses on Area Expense sheets, totaling receipts attached, and checking the accuracy of total to be paid.
2. Total expense sheets for each elected officers, appointed service officers, standing committee coordinators, and ad hoc committee chairs. Totals for each for the year should be checked with final financial statement for accuracy.
3. Review bills and total. Check accuracy with expenses recorded on the appropriate financial statement.
4. Review receipts and accuracy of reporting of income from exchange of Grapevine materials and literature on financial statements.
5. Review contribution receipts and accuracy of totals presented on financial reports.
6. Review checkbook and bank statements for accuracy of deposits as recorded on the final financial statement.

NOTE: Any discrepancies should be noted and resolved. As previously stated, the Treasurer should be present to answer questions and to assist in resolution. If no resolution can be found, it should be noted on the audit results letter as should the finding of no discrepancies. *The treasurer should have ready a dated note stating audit completion and the results to be signed by each participant.* This brief letter will become part of the financial record for that fiscal year.

SECTION X - CARING FOR AREA 60'S 501c (3) NON-PROFIT STATUS

- ❑ The executive committee, the six elected officers, should take care to know that no contributions or Area funds benefit individuals or organizations other than an incidental amount (with the exception of the approved annual donation to the General Service Office to assist with costs related to the Delegate's attendance at the General Service Conference); that no insider (a person who has a personal or private interest in the activities of Area 60 *i.e.* an officer or director) accrue unreasonable funds for personal gain. The Financial Committee is in place to regularly review income and expenditures of Officers and Coordinators relative to their respective budgets.
- ❑ Area 60 is a public charity and is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office nor is it permitted to engage in substantial legislative activity (commonly referred to as lobbying). This requirement is in keeping with our Tenth Tradition: "Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy".
- ❑ Records, particularly financial records, should be kept in an orderly, labeled fashion to accurately allow for completions of returns; to provide documentation to explain the returns; to evaluate any changes that may need to be made to improve Area 60's activities; and to monitor income and expenses ensuring that the Area is operating within its approved budget thereby providing an example of good stewardship and service.
- ❑ The Treasurer should document by hard copy distribution to each of the other five elected officers the annual filing of the appropriate IRS tax form—the 990, 990-EZ, or 990-N. The type of Form 990 series to file is generally determined by gross receipts and total assets. The form's copies with explanation should be presented to the officers for review at the officers/coordinators meeting prior to the filing date which is before the 15th day of the fifth month after the end of each fiscal year. Following review, receipt of mailing shall be filed and copied for the Officers. Forms and instructions are found on the IRS website: www.irs.gov.
- ❑ Our legal name is:

Area 60 of Western Pennsylvania General Service Inc.

- ❑ Questions regarding the non-profit status can be directed to the authorized contact person for the Area who in turn will contact the Charities & Non-Profits IRS representative at: 1-877-829-5500.
- ❑ To receive updates of new exempt organization information, the contact person should sign up for the EO Update, a free newsletter for tax-exempt organizations on the IRS website at www.irs.gov/eo.
- ❑ In addition—the following will be added to the Treasurer's duties both in the Area 60 Bylaws and Guidelines: "Document to other elected officers the timely filing of the appropriate paperwork (*i.e.* 990 form) and updating of names, addresses, and contact information related to the Area's non-profit 501c3 status.

APPENDIX I - AREA 60 OF WESTERN PENNSYLVANIA
SUGGESTED GUIDELINES FOR DAYS OF SHARING

Days of Sharing can be held anytime during the year. An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity and Service) and gives us a chance to share our experience, strength and hope through workshops, sharing sessions and fellowship. Days of Sharing offer our members an opportunity to see and learn about Archives, Literature, Grapevine and other Area services available.

A. Host Districts are responsible for:

1. Site/facility
 - a. One large room to accommodate 100 people
 - b. Three breakout rooms for workshops/sharing sessions
 - c. Space for Archives, Literature, Grapevine and other coordinator displays (Treatment, Corrections, Website, etc.)
2. Date and Time
 - a. Date should be cleared with the Area to avoid conflicting with other Area activities
3. Flyers
 - a. Flyers should indicate sponsorship by Area 60
 - b. Flyers should include map and directions to site
4. Host should provide coffee, nametags and registration
5. Workshops/sharing sessions
 - a. It is suggested that workshops/sharing sessions be service-oriented and that at least one be devoted to an Area Standing Committee such as Treatment.
 - b. It is suggested that DCMs and GSRs from other districts be considered in selecting panelists. This may increase attendance and participation from other districts.
 - c. It is suggested that an “ask-it-basket” or “What’s On Your Mind” session—with Area Trusted Servants as panelists be scheduled before closing the Day of Sharing.

B. Area 60 Officers and Coordinators are responsible for:

1. Distributing flyers via the Area Web Site or other Area mailing; listing the event in the newsletter
2. Service Coordinators displays
3. Serving on a panel if requested by host district
4. No other committee meeting should be scheduled during the Day Of Sharing
5. The Area Chairperson (or designate) shall open the Day Of Sharing program with a brief introduction of attending officers and coordinators

C. Financing

1. Like any AA event, a Day of Sharing should be self-supporting. To show Area support and sponsorship, the Area Treasurer will advance \$200.00 in seed money to host district(s) to be returned to the Area Treasury after the Day of Sharing.

D. Opening and Closing Formats

1. Area Chairperson
 - a. Opens the Day of Sharing and briefly lists upcoming Area events
 - b. Introduces other Area Officers and Coordinators who briefly describe their responsibilities
 - c. Describes the duties and responsibilities of any officer or coordinator whom is unable to attend
 - d. Explain the purpose and rotation of Days of Sharing
 - e. Turn the program over to the Host District Chairperson
2. Host District Chairperson
 - a. Announce the program schedule for the day
 - b. Conducts suggested “ask-it-basket” or “what’s on your mind” session
 - c. Closes the Day of Sharing at the end of the day

APPENDIX II - AREA 60 OF WESTERN PENNSYLVANIA
SUGGESTED GUIDELINES FOR HOST COMMITTEE FOR QUARTERLIES &
ASSEMBLIES

Dear DCM, Alt. DCM & District

1. Any AA member other than a DCM or Alternate DCM who volunteers their District for Host Committee for Area 60 meetings should have the approval of their DCM or Alternate DCM. Area should verify with District as soon as possible.
2. For Districts that volunteer, you should have a minimum of five to six volunteers to assist with initial setup, greeters for the meeting and coffee preparation. The Area Chair brings ([3] 100-cup pots for regular coffee, [2] 30 cup pots - [1] regular & [1] decaf, [1] 30-cup pot for hot water); and a spare coffee pot. The paper supplies and coffee supplies are provided by the Area. Occasionally you will be asked to help one or more of the officers/coordinators carry or help set up a table. The Chair will be available to answer questions or show you breakers, table storage, or coffee pot placement.
3. Meet with Chairperson at 7:50 am to set up coffee urns, hot water, and supplies. Set up all six pots but only start two 100-cup pots to perc, the hot water pot, and the decaf pot. It takes 50 minutes to an hour to percolate a pot of coffee. About 8:45 turn on the second pot of regular coffee. This is the backup pot. Make sure 100-cup pots are on separate circuits or they will blow circuit breaker when percolating.
4. Host Committee is responsible for purchasing at least 7 Doz. Donuts, Danish or combination of cakes, and 1 gallon of milk. Any other snack i.e. fruit, crackers, nuts are always welcome. Some Districts have brought bake goods donated by their members; that are also welcome. Please save receipts and turn into Treasurer for reimbursement. The Host must have receipts in order to be reimbursed. If you need money ahead of time, let the Treasurer know at least two weeks before the meeting. The Treasurer will send you a check. (Host committees spend \$50 - \$70 on average - maximum reimbursement is currently \$65.00)
5. DCM or Alternate DCM should be the coordinator for the Host Committee or appoint one of the committee to coordinate.
6. The hardest part of this job is to make sure that at least one 100-cup pot of coffee is put on as close to 8:00am as possible - when members come in at 9:00am for registration hot coffee is greatly appreciated.

APPENDIX III - DEFINITION OF TERMS USED IN GENERAL SERVICE ACTIVITIES

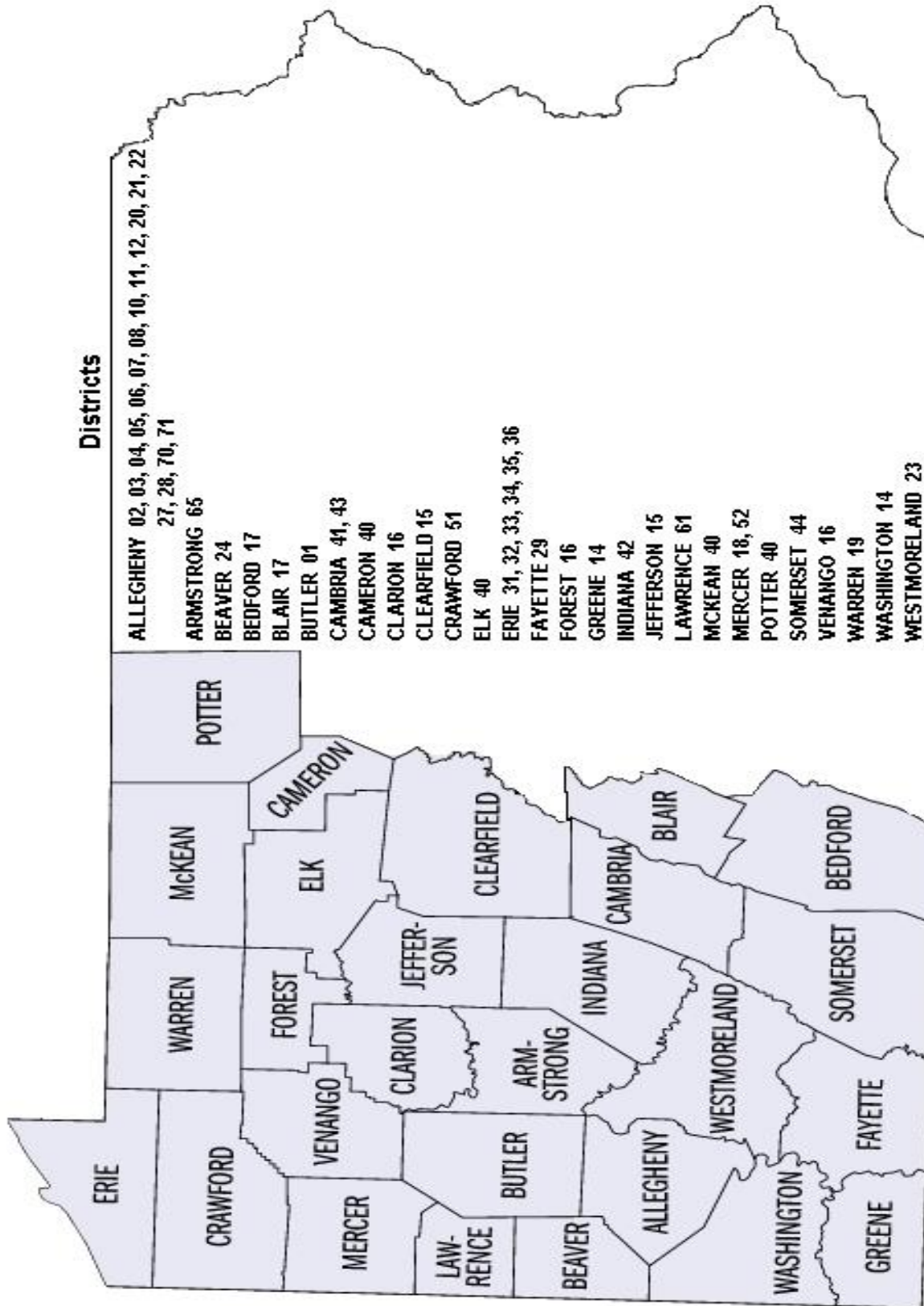
- A.A.W.S.** -Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for the Conference-approved and service literature.
- Alternate** -A service volunteer who at Group, District, or Area Level, assists, supports and participates in Service responsibilities where feasible, depending on local autonomy and local needs.
- Anonymity** -The act of being anonymous.
- Anonymous** -With no name known or acknowledged. I.e. Given, written, etc., by a person whose name is withheld.
- 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, than there may be two, three or more Areas in the state or province. PA has two Areas. Area 60 is Western PA. and Area 59 is Eastern PA.
- Assembly** -A meeting of GSRs and Area Committee Members to discuss Area affairs and to elect a Delegate and Area Officers every other year.
- Autonomy** -The quality or conditions of being autonomous...Self-Government.
- Autonomous** -Having self-government...can function independently of other parts.
- Conference** -The General Service Conference. This is the Annual Meeting of Conference Delegates each April in New York.
- Conference approved literature/videos** -Pamphlets, books, videos, and films, produced under the auspices of various Conference 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.
- D.O.S** -Day of Sharing *see Area Activities pg. 8*
- Delegate** -The man or woman elected at the election assembly every other year to represent the Area at the annual meeting of the Conference in NY and to bring back to the Area the results of the Conference Meeting.
- DCM** -Sometimes called the committeeman or committeewoman. The DCM is an experienced GSR elected by the other GSRs to represent the groups of their District in Area Committee Meetings (Quarterly Meetings)-and to coordinate service activities in the District.

<u>District meeting</u>	-The meetings of the DCM and the GSRs of the groups in the District.
<u>G.S.O.</u>	-The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.
<u>General Services</u>	-Services performed by anyone in the general service structure (GSR, DCM, delegate, etc.).
<u>GSR</u>	-The General Service Representative is the group contact with the General Service Office; and voting member of the area assemblies
<u>N.E.R.A.A.S.A.</u>	-Northeast Regional Alcoholics Anonymous Service Assembly is held in the last weekend of February. This is a pre-conference event sponsored by the Northeast Regional Delegates (N.E.R.D.s) and hosted by the individual Area by formal bid.
<u>N.E.R.D.</u>	-Northeast Regional Delegates.
<u>N.E.R.F.</u>	-The Northeast Regional Forum is held in odd-numbered years. This event is sponsored by the Northeast Regional Trustee (N.E.R.T.) and the General Service Office, but hosted by the individual Area in the Northeast Region who bid for this opportunity. NERF is usually held in June.
<u>PCAW</u>	- The Pre-Conference Assembly Weekend <i>see area activities pg. 8</i>
<u>Quarterly Meeting</u>	-Quarterly business meeting the Area Committee.
<u>Region</u>	-A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S. and two in Canada.
<u>Sharing session</u>	-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.
<u>Third Legacy</u>	-A.A.'s Third Legacy is Service, the sum total of all A.A. services, from a twelve step call to coast-to-coast worldwide service activities. The first two legacies are recovery and unity.
<u>Trustee</u>	-A member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

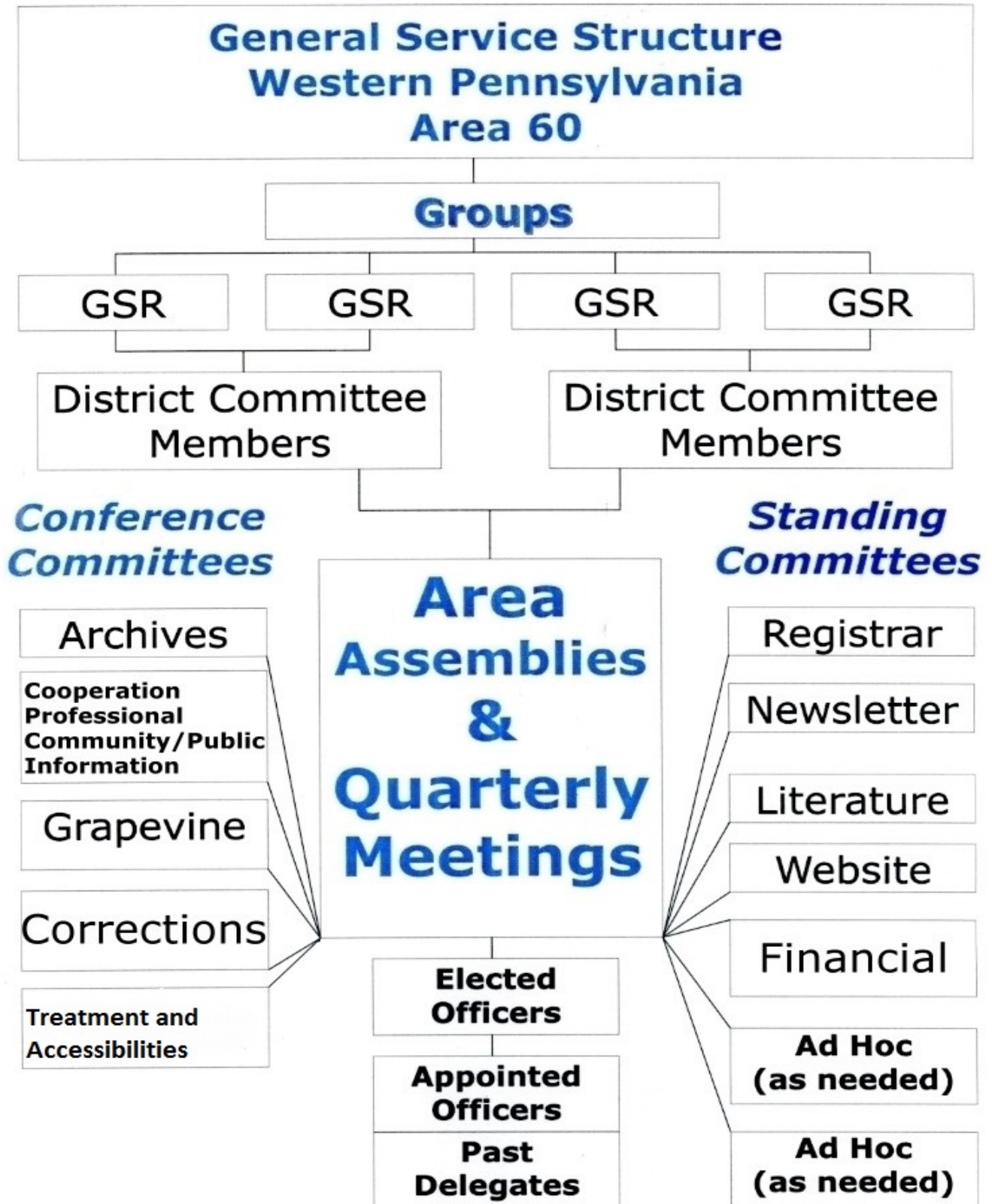
**APPENDIX IV - GEOGRAPHICAL LOCATIONS AND GENERAL MAP
OF AREA 60 DISTRICTS**

<u>District</u>	<u>Location</u>
1	Butler - East Side / West Side - Prospect - Chicora - Lyndora
2	Pittsburgh - East Liberty
3	Pittsburgh - North Side - Bellevue
4	Pittsburgh - Bloomfield - Garfield - Lawrenceville - Millvale
5	Pittsburgh / North Hills - Ross Twp. - Allison Park - Glenshaw - Wexford - Etna - West View
6	Penn Hills - Wilkesburg - Braddock - Frick Park - Edgewood
7	Pittsburgh / South Hills - Mount Lebanon
8	McKeesport - East McKeesport - Homestead - Clairton - West Mifflin - Hazelwood, Munhall, Greenfield, Glassport, Jefferson
10	Coraopolis - Sewickley - Moon Township
11	South West Pittsburgh - Beechview - Dormont - Carnegie - Bridgeville - Crafton
14	Washington / Greene Counties - Washington - Waynesburg - Canonsburg - Bobtown
15	Jefferson / Clearfield Counties - DuBois - Punxsutawney - Brookville - Clearfield
16	Venango / Clarion / Forest Counties - Oil City - Clarion - Marienville - Sugar Creek
17	Blair / Bedford Counties - Altoona - Bedford - Tyrone - Claysburg
18	East Mercer County - Grove City - Slippery Rock - Stoneboro - Milledgeville
19	Warren County - Warren - Sheffield - Tidioute - Youngsville - Clarendon - Russell
21	Pittsburgh - Oakland - Squirrel Hill - Shadyside
22	Pittsburgh - South Side- Pittsburgh Central - Downtown - Hill District - Carson Street
23	Westmoreland County - Greensburg - Jeanette - Scottsdale - Ligonier - Latrobe - Blairsville
24	Lower Beaver Valley - Beaver Falls - Ambridge - Rochester - Frisco - Big Beaver
25	Beaver / Ohio Valley - Aliquippa - Beaver - Monaca - Midland - Vanport
27	Upper Allegheny Valley - Apollo - Tarentum - Natrona Hghts. - Vandergrift - New Kensington- Aspinwall - Fox Chapel - Sharpsville
28	Monroeville - Murrysville - Pitcairn - Wall - Delmont - Harrison City
29	Fayette County - Uniontown - Connellsville - Perryopolis
31	Erie County / East - Corry - Harborcreek - North East - Union City, East Erie
32	Erie County / West - Albion - Edinboro - Girard - Fairview West Erie,
35 *	Central Erie ??????????
36 *	South Erie - Mill Creek ??????????????????
40	Elk / McKean / Cameron / Potter Counties - Saint Mary's - Emporium - Smethport - Bradford
41	Johnstown - Lower Cambria County - Westmont - Beavertown
42	Indiana County - Indiana - Blacklick - Homer City - Pikes Peak
43	North Cambria County - Ebensburg - Carroltown - Cresson - Portage
44	Somerset County - Somerset - Jerome - Rockwood - Meyersdale
45	Mid-Mon Valley - Vestaburg - California - Monessen - Monongahela - Charleroi
51	Crawford County - Meadville - Conneaut - Cambridge Springs - Titusville
52	West Mercer County - Greenville - Hermitage - Sharon - Mercer
61	Lawrence County - Ellwood City - New Castle - Bessemer - West Pittsburgh
62	Butler County South - Mars - Evans City - Sarver
65	Armstrong County - Ford City - Kittanning - East Brady - Sagamore
70	Pittsburgh / South Hills - Pleasant Hills - Whitehall
71	Bethel Park-South Park- Upper St. Clair

Districts



APPENDIX V – GENERAL SERVICE STRUCTURE OF WPA AREA 60



APPENDIX VI - AREA 60 OF WESTERN PENNSYLVANIA SUGGESTED GUIDELINES FOR THE PRE-CONFERENCE ASSEMBLY WEEKEND

The Pre-Conference Assembly Weekend is an Area wide service event held immediately prior to the Pre-Conference Assembly. The Pre-Conference Assembly Weekend is held the last weekend in March to avoid interference with the General Service Conference. The Area Chairperson shall book dates for the PCAW with the hotel when negotiating the upcoming Area Calendar.

Area 60 held its first Get Away Weekend in 1992. In 2017 the name was changed to Pre-Conference Assembly Weekend. Its programs include presentations and discussions of the upcoming General Service Conference agenda items, which assist the Area 60 Delegate to receive an “informed” Area group conscience on issues facing AA as a whole. Informative workshops and sharing sessions are usually part of the agenda as well as a guest speaker for the Saturday evening banquet.

The Pre-Conference Assembly Weekend Chairperson is the Alternate Delegate: The individual

- Chairs the PCAW Planning Committee. Assigns committee chairs, including Greeters, Alcolthons and Hospitality. Arranges for Registration and Name Badges (usually coordinated by the Area Registrar).
- Works with the hotel to finalize arrangements for meals, breakout rooms and other details.
- Designs, prints and distributes the PCAW flyer after approval of the PCAW planning committee.
- Arranges for the Taper as soon as the date is set for the next event sending an advance copy of the program so that the Taper can design labels.
- Arranges for notices in the Box 459 and the AA Grapevine Magazine no later than the end of October of the preceding year. Puts notices in The Seeds of Service and on the Area 60 Web Site; lists an event notice in the Pittsburgh Central Office Newsletter one month in advance of the registration deadline.
- Assigns a PCAW secretary to keep accurate records of the planning sessions, registrations, the hospitality records, and financial information to be forwarded to the next chair.
- Monitors and passes information onto the Hospitality Committee such as:
 - The Hospitality Chair keeps accurate records of items purchased, provides an inventory of items left over, and suggestions to be passed on to the next year’s committee.
 - Hospitality Committee buys ice so to not deplete the hotel supply.
 - Hospitality Room hours including closing by 9:00 am Sunday

The Pre-Conference Assembly Weekend Program Chairperson is the immediate Past Delegate. The individual

- Plans the Program format with input from the PCAW Chair, Committee, and the Delegate.
- Selects and invites the presenters, moderators and timers; selects and assigns the readings and announcements as needed.
- Provides copies of any written material needed to participants.
- Designs the Program pamphlet and provides appropriate copies for those registered.

The current (seated) Delegate usually recommends and arranges for the Saturday evening guest speaker (customarily from the General Service Office) and chooses a gift for the speaker.

In the spirit of the Seventh Tradition, the Pre-Conference Assembly Weekend strives to be self-supporting through registration monies. The Planning Committee is responsible for its prudent use of the funds received. Any loss affects the Area 60 treasury. Financial consideration for Area 60 Officers and Coordinators is addressed in the Area 60 Financial Guidelines.

Additional suggestions: Provide a list of local meetings. Provide location signs for Literature, Archives, Grapevine, and other Area displays. Identify greeters (vests of approved color or nametags).

APPENDIX VII - DCM LIAISON CONTACT PROGRAM

PURPOSE: To serve the Districts of Area 60 and improve communication by being an accessible resource.

METHOD: Each Officer and Coordinator of the current WPA Area 60 Panel is assigned a number of Districts to keep in contact with between quarterly meetings, or as often as is necessary.

The DCM's contact information is available on the Confidential List or from the Recording Secretary. Please make a note of any changes you discover and pass them along to the Recording Secretary.

Let the DCM know that you are here to help, suggest resources, share experiences, or just to talk about any successes or challenges in their District. If you don't have an answer to a question or concern you can let them know that you will find out and get back to them—then follow-up.

Ask the DCM's about their committees and perhaps provide contact information for the current Area Coordinators. Ask if there is anything the panel can do for them or how we can improve. If there is an alternate, it would be nice to contact them also.

Encourage their participation in carrying the message and invite them to the next quarterly meeting, assembly or Day of Sharing.

These contacts are very important. Communication and education will do wonders to increase an informed group conscience and advance service at all levels in Area 60.

Keep a record of your contact to share during your report at the Officer/Coordinator Meetings. We can learn from each other about how we can be of further assistance to our DCMs.

Thank you for your help and service to the fellowship of Area 60.

DCM Contact Assignments

Chairperson	7, 70
Alt. Chairperson	31, 32
Secretary	15, 61, 62
Treasurer	2, 3, 4
Alt. Delegate	Pittsburgh Central Office, Erie Central Office, Keystone Host for EACYPAA
Registrar	16, 40, 41
Recording Secretary	17, 19, 51
Newsletter	1, 10, 25
Website	14, 18, 19
Archives	5, 6, 21
Literature	23, 43, 44
CPC/PI	8, 28, 52
Treatment/Special Needs -Accessibilities	11, 22, 24
Grapevine	27, 42, 65
Corrections	45, 71

DCM CONTACT INFORMATION

Name of Caller:

Date:

DCM Contacted:

District #

Phone #

Mailing Address:

Zip:

E-mail Address:

Topics of Conversation:

Notes: Subject to be discussed at Officer/Coordinator Meetings, With DCM's knowledge