



**AREA COMMITTEE**  
**Prime Duties and Qualifications**  
*(from the General Service Conference Service Manual)*

## **Chairperson**

DUTIES:

The chairperson is responsible for the smooth running of area assemblies, consulting with the committee before setting the date and time, making sure that all groups are notified, consulting with officers and committee members on the program, and chairing the assembly meetings. The chairperson, more than any other officer, keeps the delegate informed about what is going on in the area, and makes sure that the committee members are aware of what goes on in world services.

QUALIFICATIONS:

The chairperson should have a solid period of sobriety (minimum three to five years), and experience in group, central office, institutional, and/or area affairs. Area chairpersons need 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 local area are also important.

## **Secretary & Registrar**

DUTIES:

The secretary records and distributes minutes of area meetings; keeps mailing lists up to date and sends out area mailings; sometimes the secretary is responsible for preparing lively bulletins that will encourage attendance at committee meetings and assemblies. The secretary is in a good position to act as liaison between officers and committee members.

QUALIFICATIONS:

The secretary should have a "reasonable period of sobriety" which might mean two years in an area where A.A. is still young, four or five years in an older area. Some service in group or central office or general service is useful. So is some background in general office-work-more and more, computer knowledge is helpful. An effective secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at a meeting. The job is



### ***Secretary & Registrar continued . . .***

time-consuming and needs to be carried out on schedule, and the secretary needs to be sure that ample time is available.

In some areas, registrars now develop and maintain records of all groups in the area, including group name, meeting location, time, and G.S.R. or group contact. Registrars ay also be responsible for names, addresses, and phone numbers of the G.S.R.s, D.C.M.s, district and area officers and area committee members. He or she may provide mailing labels for area publications such as a monthly newsletter or a mailing of minutes. For this job, an organized approach as well as computer literacy can be helpful.

## **Treasurer**

### **DUTIES:**

The treasurer keeps financial records for the area and reports regularly to the assembly. In most cases, the treasurer is responsible for encouraging contribution support for area and G.S.O services.

### **QUALIFICATIONS:**

The treasurer should be a responsible person with a solid period of sobriety. He or she should be organized enough to keep good records and some accounting or bookkeeping experience is useful. Otherwise, the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness, and diplomacy will help the treasurer do the job. If the committee includes a finance chairperson, the treasurer is free for record keeping and financial controls.

## **The Delegate**

The delegate has a demanding job, not only because a large amount of time and work are involved, but because it is the delegate's responsibility to serve the US/Canada Conference as a whole. As voting members of the Conference, delegates bring to its deliberations the experiences and viewpoints of their own areas. Yet they are not representatives of their areas in the usual political sense; after hearing all points of view and becoming fully informed during Conference discussion, they vote in the best interests of A.A. as a whole.



### *The Delegate continued . . .*

#### DUTIES:

Though the high point is the Conference meeting, the delegate's job goes on year-round and involves all aspects of the Conference structure. The delegate should:

- Attend the annual Conference meeting fully prepared. Immediately upon election, every delegate is put on the G.S.O. mailing list to receive Conference materials.
- Communicate the actions of the Conference to area committee members and encourage them to pass on this information, and the delegate's enthusiasm, to groups and to intergroups/central offices. If an area is too large for the delegate to cover in person, he or she will ask area officers and committee members to share the load.
- Be prepared to attend all area and regional service meetings and assemblies applicable to his/her respective area. From these meetings, delegates come to better understand their own areas and can make suggestions for the Conference agenda. Here, too, they come in contact with A.A. members who might not be reached otherwise.
- Help area committees obtain financial support for the area and G.S.O.
- Provide leadership in solving local problems involving the A.A. Traditions.
- Remind G.S.R.s to inform groups and individuals about the A.A. Grapevine and Conference-approved literature.
- Cooperate with G.S.O. in obtaining information-for example, making sure that up-to-date information reaches G.S.O. in time to meet the deadline for each issue of the A.A. directory and helping carry out the triennial membership surveys.
- Visit groups and districts in the area whenever possible.
- Work closely with committee members and officers, sharing experience throughout the year. After G.S.R.s and committee members have reported on the Conference, learn from these A.A.s how groups and members have reacted.
- Assume added responsibility of the area chair and alternate chair are unable to serve. Or, if an area committee is not functioning effectively, the delegate may take an active role in remedying the situation.
- Keep the alternate delegate fully informed and active, so that the alternate can replace the delegate in an emergency.
- Late in the second term, work with newly elected delegates to pass along a basic knowledge of Conference proceedings and problems.

#### QUALIFICATIONS:

Like other A.A. members, delegates come in all shapes and sizes. But some characteristics seem to make for well-qualified delegates. For example:



### *The Delegate continued . . .*

- Several years of active participation in local and area affairs, as a G.S.R. and as a committee member.
- Time available, not only for the week-long Conference meeting in April but for all the efforts needed before and after the Conference.
- Five or six years of continuous sobriety. The sobriety requirement varies from area to area; in any case, a delegate should have been sober long enough to be responsible and informed.
- The ability to make and take suggestions-and criticisms, too.
- Experience in chairing meetings.
- Knowledge of A.A. affairs, and of where to find the correct information when they do not know the answers.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they apply to local problems.
- The ability to be open-minded, to sit down with A.A.s in the area and with other delegates to discuss and act on matters vital to A.A.

## **The Alternate Delegate**

The Conference recommends that all areas elect alternate delegates. The alternate serves as a valuable assistant, often traveling with the delegate or giving reports for him or her. In some areas, the alternate serves some special function of the committee. Many area committee treasuries recognize the need to support the alternate's expenses separately from the delegate's.

An alternate who replaces the delegate at the annual Conference meeting will remain on the G.S.O mailing list as the delegate until G.S.O. is informed otherwise by the area committee.