Southern Wisconsin Area 75 Handbook

Table of Contents

Section I - Southern Wisconsin Area 75 Service Structure **5**
1. Introduction 5
2. Overview of Area Structure 6
3. Composition of the Assembly 6
4. Area Officers 7
5. Election of Officers 7
6. Resignation of an Officer 7
7. Handling an Officer's Resignation 8
8. Committee Types 8
9. Area 75 Standing Committee Chairs 8
10. Resignation of a Standing Committee Chair 9
11. Handling a Standing Committee Chair Resignation 9
12. Secondary Committees 9
13. Ad hoc Committees 9
14. Other Area Positions 10

Section II - Southern Wisconsin Area 75 Service Positions **11**
1. Area 75 Officers 11
    a. Delegate 11
    b. Alternate Delegate 11
    c. Area Chair 12
    d. Alternate Area Chair 13
    e. Secretary 13
    f. Alternate Secretary 14
    g. Treasurer 15
    h. Alternate Treasurer 16
2. Area 75 Standing Committee Chairs 16
    a. Accessibilities Chair 17
    b. Archives Chair 18
    c. Cooperation with Professional Community Chair 19
    d. Corrections Chair 20
    e. Grapevine Chair 22
    f. Literature Chair 23
    g. Public Information Chair 24
    h. Technology Chair 26
    i. Treatment Chair 26
3. Other Area 75 Positions 27
    a. Archivist 27
    b. Technology Director 28

c. Webmaster and Technology Committee Members 28
d. Registrar 29
e. Conference Advisory Chair 29
4. District and Groups 30
a. District Committee Member 30
b. General Service Representative 31
Section III - Area Committees 32
1. Accessibilities Committee 32
2. Archives Committee 32
3. Cooperation with the Professional Community Committee 32
5. Grapevine Committee 33
6. Literature Committee 34
7. Public Information Committee 34
8. Technology Committee 34
9. Treatment Committee 35
10. Conference Advisory Committee 35
11. Agenda Committee 35
12. Finance Committee 36
13. Area Handbook Committee 37
Section IV - Area Assemblies 38
1. Assembly Guidelines 38
2. Winter Service Assembly 38
3. Spring Service Assembly 39
4. Summer Service Assembly 39
5. Fall Pre-Conference Assembly 39
6. Fall Conference Assembly 40
Section V - Delegate's Workshop 41
1. Purpose 41
2. Timing and Location 41
3. Preparation 41
4. Attendees 41
5. Agenda 41
Section VI - Area Proposals 43
1. Purpose and Function 43
2. Proposal Format 43
3. Proposal Submission and Committee Review 43
4. Proposal Presentation 43
5. Proposal Consideration 43
6. Proposal Life Cycle 44
Section VII - Financial Guidelines 45
1. Area Budget Process 45

2. Group Contributions and 7th Tradition 45
3. Prudent Reserve Policy 46
4. Financial Reports and Transparency 46
5. Reimbursement and Expense Policies 46
6. Conference Funds 47
Section VIII - Communication and Recordkeeping 48
1. Maintaining Archives and Records 48
2. Use of Digital Platforms 48
3. Guidelines for Anonymity in Communication 49
Section IX - Guidelines and Policies 50
1. How the Assembly Operates 50
2. In-Person Meeting Guidelines 50
3. Virtual Meeting Guidelines 50
4. Accessibility Factors 51
5. Inventory and Self-Assessment Process 51
Section X - Elections and Service Rotation 52
1. Nomination and Election Processes (Third Legacy) 52
2. Rotation Schedule 52
3. Continuity Practices 52
4. Transition Guidelines 53
Section XI - Resources 55
1. Glossary of Terms 55
2. Acronyms in A.A. Service 55
3. District Maps 57
4. Contact Information 61
5. Key A.A. Service Literature 61
6. Disclaimers 61

Area 75 Handbook

Section I - Southern Wisconsin Area 75 Service Structure

1. Introduction

a. Handbook Purpose
   i. Provide clarity on the Area structure and procedures
   ii. Support trusted servants
   iii. Summarize the Area policies and procedures
   iv. Promote unity and consistency
   v. Facilitate communication

b. Relationship to Other Service Material
   i. A.A. Service Manual
      1. *The A.A. Service Manual*, combined with the *Twelve Concepts for World Service*, is A.A.'s official guide to the general service structure of Alcoholics Anonymous in the U.S. and Canada.
      2. It is produced and updated by the General Service Office (GSO) and reflects the collective group conscience of the General Service Conference.
      3. It outlines principles, roles (GSR, DCM, Delegate, etc.), and spiritual guidelines for how A.A. operates at the national and area levels.
      4. *The A.A. Service Manual* in its entirety, including future revisions, has been adopted as the guideline for all Area Assembly business.
   ii. Area 75 Handbook
      1. The Area Handbook applies the principles and structure of the Service Manual to local practice.
      2. It includes area-specific policies, including how and when the Area Assembly meets, handling of motions and proposals, budgeting practices, job descriptions, and election procedures.
      3. It reflects the group conscience and practices of the Area.
   iii. Area 75 Assembly Actions
      1. An Assembly Action refers to a decision or resolution that impacts Area policy or procedure, which the Assembly formally makes as a whole.
      2. The outcomes of the Assembly's deliberations are recorded in the document Area 75 Assembly Actions and are binding on the Area service structure until amended or rescinded by another Assembly action.

3. The Handbook attempts to summarize and condense relevant Assembly Actions for reference purposes.
4. The Handbook may conflict with Area Assembly actions. When that happens, the Area Assembly action takes precedence.

c. How to Use the Handbook
    i. The handbook is meant to be used for practical guidance when conducting Area business.
    ii. The handbook may be used to understand:
        1. Service roles in the Area
        2. How to effectively participate in Area Assemblies
        3. Traditional trusted processes
        4. Informed decision-making procedures
    iii. It is a living document; as the Area evolves, the Alternate Chair will update the Area 75 Handbook as part of their responsibilities.

2. Overview of Area Structure

a. What is an Area
    i. An Area is part of A.A.'s general service structure.
    ii. It includes multiple Districts, which are themselves made up of A.A. groups.
    iii. The Area is linked to the A.A. groups and their members through DCMs and GSRs.
    iv. The Area participates in the decision-making of A.A. as a whole through its Area Delegate.
    v. Area Composition: Groups, Districts, Area Chairs, Area Officers and the Delegate.
b. What is the Purpose of an Area Assembly
    i. Coordinates general service work (e.g. Public Information, Cooperation with the Professional Community, Corrections, etc.)
    ii. Elects and sends a Delegate to the General Service Conference
    iii. Holds Assemblies to allow trusted servants and group representatives to discuss and decide on matters affecting A.A. as a whole
    iv. Facilitates communication between the Area and the General Service Office (GSO)
c. Relationship to the A.A. General Service Structure
    i. The Area is the bridge between groups and A.A. as a whole that fosters two-way communication flow.
    ii. The Area elects the Delegate who carries the Area conscience to the General Service Conference.

3. Composition of the Assembly

a. Assembly Members
    i. General Service Representatives (GSRs)
    ii. District Committee Members (DCMs)

iii. Area Standing Committee Chairs
iv. Area Officers

b. Voting rights
   i. Area Officers, the Alternate Delegate, Standing Committee Chairs, District Committee Members (DCMs), and General Service Representatives (GSRs) have the right to vote.
   ii. Alternates do not have the right to vote unless serving in the absence of the primary trusted servant.
   iii. Past Delegates have a voice but not a vote.

4. Area Officers

a. Officers
   i. Area Delegate
   ii. Area Chair
   iii. Area Secretary
   iv. Area Treasurer
b. Alternate Officers
   i. Alternate Delegate
   ii. Alternate Area Chair
   iii. Alternate Area Secretary
   iv. Alternate Treasurer
c. Officers serve a two-year term beginning January 1 of odd-numbered years.

5. Election of Officers

a. Elections are held at the Fall Conference Assembly in even-numbered years.
b. Election proceedings shall follow the third legacy procedure as defined in *The A.A. Service Manual.*
c. Area Officers, Area Standing Committee Chairs, and DCMs are automatically nominated and seconded. When asked, they can accept or decline the nomination. In the spirit of rotation, Area Officers do not serve full consecutive terms in the same office.
d. After polling the Area Officers, Standing Committee Chairs, and DCMs, the Chair shall call for nominations from the floor. Someone can nominate any A.A. member within Area 75 for a position.

6. Resignation of an Officer

a. An Area officer may resign their position at any time for personal, spiritual, or practical reasons.
b. The resigning officer should notify the Area Chair and/or the Area in writing or verbally, stating the effective date of resignation.
c. The Area Chair will inform the Area Assembly at the next business meeting (or sooner, if necessary)
d. Any officer of Area 75 who misses two meetings of Area 75, without prior knowledge and approval of the Area Chair, will be considered to have resigned.

7. Handling an Officer's Resignation

a. If the primary Officer resigns, the Alternate Officer becomes the primary for the duration of the rotation. The Area Chair will then appoint a replacement alternate and inform the Area of the change. The Area Chair will call for a sustaining vote at the earliest possible Assembly.
b. If an alternate officer resigns, the Area Chair will appoint another member to fill the position for the remainder of the rotation and inform the Area of the change. The Area Chair will call for a sustaining vote at the earliest possible Assembly.

8. Committee Types

a. STANDING COMMITTEE - Area 75 utilizes a standing committee structure to provide support and coordination for Twelfth Step work that may not be practical for groups, districts or intergroups to take on by themselves. Currently, there are nine Area 75 standing committees (e.g., Treatment, Public Information, Corrections). Every standing committee is composed of the Area Committee Chair, the Alternate Committee Chair and the Corresponding District Chairs or their alternates. The Standing Committee Chair of every respective committee has voting rights at the Area Assembly. Standing committee members work together to ensure that services remain aligned with our primary purpose. Their chief tasks include setting priorities, providing guidance and supporting service efforts within the Area.
b. SECONDARY COMMITTEE - is a type of subcommittee or specialized group within Area 75 that is created to handle specific administrative tasks delegated by the Area Assembly. Current examples include Finance, Conference Advisory and Agenda Committees. Chairs do not have voting privileges in their capacity as the secondary committee chair. Typically, secondary committees are composed of past or present officers, chairs or members with experience that may be a resource. The secondary committee has focused, limited responsibilities, and the Area Assembly can change or discontinue secondary committees.
c. AD HOC COMMITTEE - is a temporary group appointed by the Area Chair and formed to address a specific issue or task. Ad hoc committees dissolve once their work is complete. An ad hoc committee is purpose-driven, temporary and focused. The term "ad hoc" is Latin for "for this purpose," reflecting the committee's focused and singular mission. Members who participate in ad hoc committees generally possess relevant skills, knowledge, experience or interest in the specific issue or task. The Chair and members of an ad hoc committee do not have voting privileges in their capacity as ad hoc committee members.

9. Area 75 Standing Committee Chairs

a. Appointed Standing Committee Chairs
    i. Accessibilities
    ii. Archives

iii. Cooperation with Professional Community (CPC)
iv. Corrections
v. Literature
vi. Public Information (PI)
vii. Technology
viii. Treatment

b. Appointment of Standing Committee Chairs
   i. The newly elected Area Chair appoints all Area Standing Committee Chairs with exception of the Literature Chair (role assumed by Alt Delegate) after the Fall Service Assembly in even years.
   ii. Area 75 members interested in being appointed to an area position should submit a resume to the newly elected Area Chair no later than December 1st of the election year.
   iii. Past chairs may suggest individuals to replace them; however, everyone, including those suggested by past chairs, must submit a resume to the newly elected Area Chair to be considered for appointment to a Chair.
   iv. Typically, the outgoing Delegate serves as the Grapevine Chair if they so desire.

10. Resignation of a Standing Committee Chair

a. A Standing Committee Chair may resign their position at any time for personal, spiritual, or practical reasons.
b. The resigning Committee Chair should notify the Area Chair and/or the Area in writing or verbally, stating the effective date of resignation.
c. The Area Chair will inform the Area Assembly at the next business meeting (or sooner, if necessary).
d. Any Standing Committee Chair of Area 75 who misses two meetings of Area 75, without prior knowledge and approval of the Area Chair, will be considered to have resigned.

11. Handling a Standing Committee Chair Resignation

a. The Area Chair polls the Area for resumes of those interested in filling the vacancy.
b. The Area Chair appoints a new Standing Committee Chair for the remainder of the rotation.

12. Secondary Committees

a. Conference Advisory Committee
b. Agenda Committee
c. Finance Committee
d. Area Handbook Committee

13. Ad hoc Committees

a. Appointed by the Area Chair as required

b. Consists of five members

14. Other Area Positions

a. Archivist
    i. Non-rotating position
    ii. Elected by the Assembly
b. Registrar
    i. Rotating position
    ii. Appointed by the Area Chair in even-numbered years
c. Technology Director
    i. Non-rotating position
    ii. Appointed by the Area Chair
d. Conference Advisory Chair
    i. Rotating position
    ii. Elected by the Conference Advisory Committee in even-numbered years

Section II - Southern Wisconsin Area 75 Service Positions

1. Area 75 Officers

a. Delegate

i. Duties

1. Performs any duties relevant to the Delegate as documented in the “The Delegate” chapter in *The A.A. Service Manual*.
2. Hosts a Delegate’s Workshop and gets feedback from the fellowship regarding items on the Agenda for the annual meeting of the General Service Conference.
3. Presents the Conference Report at the Summer Service Assembly and encourages committee members to pass on this information to groups and to intergroups/central offices.
4. Presents the Conference Report to groups and districts when asked and able to do so.
5. Attends and participates in the Area 75 Service Assemblies and Fall Conference Assembly.
6. Attends and participates in the East Central Regional Conference.
7. Attends and participates in the East Central Regional Forum.
8. Attends and participates in applicable Local Forums.
9. Attends and participates in the Conference of Delegates Past and Present.
10. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
11. Is a member of the Agenda Committee.

ii. Qualifications

1. A minimum of five years of continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. Has access to a computer, the internet, and a willingness to learn new technology utilized by the Area and GSO.
3. Other qualifications as outlined in *The A.A. Service Manual*.

b. Alternate Delegate

i. Duties

1. Assists the Area Delegate in the performance of the Delegate’s duties.
2. Serves as Chair of the Literature Standing Committee.
3. Attends and participates in the Area 75 Service Assemblies, Area 75 Conference Assembly, and Delegate’s Workshop.
4. Attends and participates in the East Central Regional Conference.
5. Attends and participates in the East Central Regional Forum.

6. Attends and participates in applicable Local Forums.
7. Attends and participates in the Conference of Delegates Past and Present.
8. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
9. Performs any duties relevant to the office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions.*

ii. Qualifications

1. A minimum of five years of continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. Has access to a computer, the internet, and a willingness to learn new technology utilized by the Area and GSO.
3. Other qualifications as outlined in *The A.A. Service Manual*.

c. Area Chair

i. Duties

1. Has overall responsibility for leadership, organization, and communications within the Area Service Structure.
2. Schedules and chairs Area 75 Assemblies.
3. At the Fall Service Assembly, in even-numbered years, conducts elections for the Area Officers in accordance with Third Legacy Procedures as defined in *The A.A.Service Manual.* Votes are cast and tallied.
4. Conducts elections for nominees for East Central Regional (ECR) Trustee and Trustee-at-Large that may take place within his or her term.
5. Notifies the Area of scheduled Assemblies.
6. Provides copies of the agenda at assembly meetings.
7. Coordination, with assistance from the Accessibilities Standing Committee chair, of signer/interpreter needs for the hearing impaired at Area 75 Assemblies when requested to do so, with a 30-day advance notice.
8. Arranges for a Spanish language interpreter, with assistance from the Accessibilities Standing Committee chair, to be available at Area 75 assemblies when requested to do so by Area 75 District 10 DCM, with a 30-day advance notice.
9. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
10. Attends and participates in the East Central Regional Conference.
11. Attends and participates in the East Central Regional Forum.
12. Attends and participates in applicable Local Forums.
13. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
14. Cooperates with the Area Delegate in helping groups or districts solve problems.
15. Is one of the authorized signers for Area 75 checking accounts.

16. Keeps the Alternate Chair fully informed and active so that the Alternate can replace the Chair in an emergency.
17. Is the Chair of the Agenda Committee.
18. Serves as the registered agent of the nonprofit corporation "Southern Wisconsin Area Assembly, Inc."
19. Performs any duties relevant to the office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions*.

ii. Qualifications

1. A minimum of three to five years of continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. Other qualifications as outlined in *The A.A. Service Manual*..

d. Alternate Area Chair

i. Duties

1. Assists the Area Chair in the performance of his or her duties. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
2. Keeps Area 75 Assembly Actions and Area Handbook updated.
    a. Updates are to be posted on the Area website no later than 45 days after adoption.
    b. Hard copies will be made available to all area committee members who request them.
    c. The Alternate Chair will ensure that editable copies are available to the Area Chair and Area Secretary for back up purposes.
    d. Chairs the Area Handbook Committee..
3. Responsible for outreach and communication with all districts, with particular attention paid to those districts not represented at Area Assemblies.
4. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
5. Is a member of the Agenda Committee.
6. Performs any duties relevant to the office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions.*

ii. Qualifications

1. A minimum of three to five years of continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. Other qualifications as outlined in *The A.A. Service Manual*.

e. Secretary

i. Duties

1. Attends and participates in the Area 75 Assemblies, Area 75 Conference, and Delegate's Workshop.
2. Records the minutes of Area Assemblies.
3. Provides copies of the minutes from the previous assembly at each Area Assembly.

4. Email copies of Area minutes no later than thirty days after each Area Assembly to all contacts on the Area Directory and any other A.A. member who requests the minutes.
5. Maintains distribution list for Assembly Minutes.
6. Notifies the Registrar of any changes pertaining to the Area Directory.
7. Is one of the authorized signers for Area 75 checking accounts.
8. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
9. Keeps the Alternate Secretary fully informed and active so that the Alternate can replace the Secretary in an emergency.
10. Is a member of the Agenda Committee.
11. Performs any duties relevant to the office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions*.

ii. Qualifications

1. A minimum of three to five years of continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. A background in general office work, especially with word processing software, electronic communications, and overall computer literacy, is strongly recommended.

f. Alternate Secretary

i. Duties

1. Assists the Area Secretary in the performance of their duties. Registers all voting members at the Area Assemblies and reports the number of eligible voters to the Chair.
2. Attends and participates in the Area 75 Assemblies, Area 75 Conference, and Delegate's Workshop.
3. Ensures voting cards, name badges, signage are updated and available at Area Assemblies.
4. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
5. Is a member of the Agenda Committee.
6. Performs any duties relevant to the office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

ii. Qualifications

1. A minimum of three to five years of continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. A background in general office work, especially with word processing software, electronic communications, and overall computer literacy, is strongly recommended.

g. Treasurer

i. Duties

1. Maintains a checking account for the Area's General Fund and Conference Reserve Fund and is responsible for all contributions.
2. Is responsible for the payment of all bills and other authorized disbursements in a timely manner.
3. Is one of the authorized signers for Area 75 checking accounts.
4. Receives proposed annual budgets from Area Officers and Standing Committee Chairs.
5. Presents written financial reports at the Assemblies.
6. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
7. Implements and maintains accounting tools for the management of the Area's financial affairs.
8. Is responsible for raising financial support for the Area and G.S.B.
9. Maintains permanent P.O. Box mail addresses for the Area 75 Treasurer and the Area 75 Corrections Chair.
10. Is a member of the Finance Committee.
11. Initiates Area 75's annual audit.
12. Provides necessary assistance for the annual auditing of the books at the end of each fiscal year, with the audit being performed by three past Treasurers.
13. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
14. Files appropriate paperwork with the Federal and State governments to maintain the Area's tax-exempt status.
    a. File the appropriate 990 series form before the IRS due date (Currently May 15th).
    b. State requirements:
        i. Wisconsin Form CORP 5 - Annual Corporate Report
        ii. Filing the newly elected officers and directors form with the Wisconsin Department of Financial Institutions within 60 days of an election or other change in officers.
15. Retain all financial or fiscally related records related to the Area for a minimum of seven years.
16. Stays abreast of any tax or legal considerations related to Area finances.
17. Keeps the Alternate Treasurer fully informed and active so that the Alternate can replace the Treasurer in an emergency.
18. Performs any duties relevant to the office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

ii. Qualifications
    1. A minimum of three to five years of continuous sobriety in A.A. is suggested.
    2. Local and area general service experience is suggested.
    3. Accounting experience and computer literacy are strongly recommended.
    4. Familiarity with spreadsheet programs, such as Google Sheets or Microsoft Excel, is recommended.

h. Alternate Treasurer

i. Duties
    1. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
    2. Assists the Area Treasurer in the performance of his or her duties.
    3. Is a member of the Finance Committee.
    4. Attends and participates in service-related workshops within Area 75 when asked and able to do so.
    5. Performs any duties relevant to the office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

ii. Qualifications
    1. A minimum of three to five years of continuous sobriety in A.A. is suggested.
    2. Local and area general service experience is suggested.
    3. Accounting experience and computer literacy are strongly recommended.
    4. Familiarity with spreadsheet programs, such as Google Sheets or Microsoft Excel, is recommended.

2. Area 75 Standing Committee Chairs

General Qualifications

- In general, it is suggested that standing committee chairs have two or more years of sobriety.
- Experience with general service, such as a General Service Representative (GSR) or a district level service position is encouraged.
- An understanding of the Steps, Traditions and Concepts.
- Familiarity with *The A.A. Service Manual* and the *Southern Wisconsin Area 75 Assembly Actions*.
- Communication skills and a level of computer knowledge appropriate for the service needs of this position is encouraged.
- Have access to a computer to utilize Area 75's Google Workspace.

a. Accessibilities Chair

i. Duties

1. Chairs Area 75 Accessibilities Committee meetings.
2. Explores, develops and offers resources to make the A.A. message and participation in the A.A. program available to everyone with accessibility needs. In the context of this position, A.A. 's with accessibility needs are those persons who are blind or visually impaired; deaf or hard of hearing; chronically ill or homebound; physically handicapped or challenged; hospitalized or temporarily disabled; and those who are developmentally challenged.
3. Encourages and supports the District Accessibilities Chairs in their efforts to:
    a. Compile and maintain a list of members who are willing to provide transportation to and from meetings and other A.A. functions.
    b. Direct those who are deaf to meetings in the area that use a skilled interpreter in American Sign Language.
    c. Highlight the numerous books, pamphlets, *Grapevine and LaVina* articles that are available in audio format for those who have difficulty reading.
    d. Raise awareness of literature available in large print.
    e. Arrange for meetings to be taken into homes, hospice care or whenever A.A. members are confined due to illness or disability.
    f. Review the location of meeting facilities in the districts to note which have handicapped access, including washrooms, entryways, etc.
4. Encourages District Accessibilities Chairs to register with GSO.
5. Ensures District Accessibility Chairs are aware of the relevant service materials available from GSO, including but not limited to:
    a. *A.A. Guidelines on Accessibilities for All Alcoholics*
    b. *A.A. Guideline - Sharing the A.A. Message with the Alcoholic who is Deaf*
    c. *A.A. Accessibilities Workbook*
    d. *Access to AA: Members Share on Overcoming Barriers*
    e. *Accessibility Checklist for Meetings and Groups*
    f. *Making the A.A. Message Accessible*
6. Responds to inquiries from those with special needs and refers them to the local committees whenever possible.
7. Assists the Area Chair in coordination of signer/interpreter needs for the hearing impaired at Area 75 Assemblies when requested to do so, with a 30-day advance notice.

8. Assists the Area Chair in arranging for a Spanish language interpreter to be available at Area 75 assemblies when requested to do so by Area 75 District 10 DCM, with a 30-day advance notice.
9. Maintains the Accessibilities informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
10. Maintains a file of Area 75 Accessibilities Committee documents to assist in the Accessibilities Committee's work.
11. Provides copies of all Accessibility Committee documents to the Archivist.
12. Keeps the Area informed of the Accessibilities Committee activities and reports on such activities at Area assemblies.
13. Keeps GSO informed of Area 75 Accessibilities activities so that GSO can share Area 75's experience with others
14. Engages in activities consistent with the *A.A. Guidelines on Accessibilities for All Alcoholics*, *A.A. Guideline - Sharing the A.A. Message with the Alcoholic who is Deaf*, *A.A. Accessibilities Workbook*, or related A.A. service literature.

ii. Qualifications

1. Experience in group, intergroup /central office, institutional (especially accessibilities focused) and/or area affairs.
2. Willingness to be available for accessibility related support and service facilitation throughout the districts in Area 75.

b. Archives Chair

i. Duties

1. Chairs Area 75 Archives Committee meetings at assemblies and reports to the assembly on important points of interest.
2. Keeps the Area informed of Archives Committee activities at assemblies.
3. Chairs Area 75 Archives Committee meetings outside of assemblies in person and online, and maintains a record of the meeting minutes.
4. Encourages District Archive Chairs to register with GSO.
5. Supports and encourages District Archives Chairs and DCMs in their district archive activities.
6. Ensures District Archives Chairs are aware of the relevant service materials available from G.S.O., including but not limited to:
    a. *A.A Guidelines for Archives*
    b. *Archives Workbook*.
7. Engages in activities consistent with the *A.A Guidelines for Archives*, *Archives Workbook* or related A.A. service literature.
8. Maintains the Area 75 Archives Guidelines.

9. In concert with the Archives Committee, establishes policies and procedures for the Archivist.
10. Displays Area 75 Archives at events sponsored by Area 75, Area 75 Districts, or within Area 75 at A.A. functions when requested.
11. Maintains information about Archives in the Area 75 Archives folder on the Area website.

ii. Qualifications

1. It is suggested that the Archives Chair have some familiarity of and/or willingness to learn archival procedures.
2. Willingness to travel and respond to archives requests throughout Area 75.

c. Cooperation with Professional Community Chair

i. Duties

1. Chairs Area 75 CPC Committee meetings.
2. 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 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.
3. Supports and encourages District CPC Chairs and DCMs in their efforts to work with the Professional Community.
4. Encourages District CPC Chairs to register with GSO.
5. Responds to inquiries from professionals and refers those professionals to the local committees whenever possible.
6. Participates in activities consistent with the primary purpose of the committee. Those activities may include, but are not limited to:
    a. Providing informational presentations to professionals.
    b. Staffing booths at AODA conferences and health fairs.
    c. Establishing contact with members of the professional community and stressing our willingness to act as a resource to the recovering alcoholic.
    d. Providing A.A. literature to the professional community.
7. Coordinates activities with the Public Information Chair to avoid duplication of efforts.
8. Maintains the CPC informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
9. Keeps the Area informed of CPC Committee activities by reporting on such activities at Area Assemblies.
10. Keeps GSO. informed of Area 75 CPC activities so that GSO. can share Area 75's experience with others.

11. Ensures District CPC Chairs are aware of the relevant service materials available from GSO. including but not limited to:
    a. *Cooperation With the Professional Community Workbook*
    b. *A.A. Guidelines on Cooperation with the Professional Community*
    c. *A.A. Guidelines on Court DUI and Similar Programs*
    d. *C.P.C. Special Literature Package*
    e. *Information on Alcoholics Anonymous*
    f. *About A.A. – Newsletter for Professionals*
    g. *Let's Be Friendly With Our Friends*
    h. *A.A. as a Resource for the Health Care Professional*
    i. *A Message to Correctional Professionals*
    j. *Faith Leaders Ask About Alcoholics Anonymous*
    k. *Is There a Problem Drinker in the Workplace?*
    l. *Problems Other Than Alcohol*
    m. *This Is A.A.*
    n. *A.A. at a Glance*
    o. *A.A. Fact Sheet*
    p. *A Brief Guide to A.A.*
    q. *A Member's-Eye View of Alcoholics Anonymous*
    r. *Hope: Alcoholics Anonymous (DVD)*
12. Maintains a file of Area 75 CPC Committee documents to assist in CPC work.
13. Provides copies of all CPC documents to the Archivist.
14. Engages in activities consistent with the *Cooperation with Professional Community Kit*, *Cooperation with the Professional Community Workbook*, *A.A Guidelines for Cooperating with Professional Community*, *A.A. Guidelines on Court DUI and Similar Programs* or related A.A. service literature.

ii. Qualifications
1. Willingness to be available for CPC related support and service facilitation throughout the Districts in Area 75.
2. The ability to communicate with professionals.

d. Corrections Chair

i. Duties
1. Chairs Area 75 Corrections Committee meetings and facilitates the fulfillment of the responsibilities of the Area 75 Corrections Committee.
2. Supports the District Corrections Chairs and outside sponsors of Correctional Facilities in their efforts to coordinate the work of individual A.A. members and groups interested in carrying the A.A. message of recovery to alcoholics behind the walls.

3. Works closely with districts, groups and outside sponsors to provide a means of transitioning A.A. members from the correctional facility to the larger A.A. community through temporary contacts.
4. With A.A. Traditions as reference, clarifies what A.A. can do and what A.A.cannot do to help alcoholics inside correctional institutions and upon release.
5. Responds to inquiries from corrections professionals and refers them to local persons or committees where appropriate. Such inquiries may encourage working closely with CPC chairs or other related committees.
6. Supports GSO's Corrections Correspondence Service by establishing A.A. contacts on the "outside" to share experience, strength, and hope through letters with fellow members on the "Inside".
7. Forwards prerelease contacts to the appropriate persons or to local / district corrections committees.
8. Using budgeted funds to provide A.A. Conference-approved literature as needed/requested to correctional institutions or to the district corrections chair.
9. Communicates with the area assembly a full accounting of literature purchases and where literature has been distributed.
10. Encourages District Corrections Chairs to register with GSO.
11. Throughout the rotation, maintains an updated list of facilities and active volunteers to ensure smooth service functions, especially at time of rotation of chairs.
12. Informs the Area and GSO of Area 75 Corrections Committee activities, additionally providing copies of corrections documents to the Area archivist.
13. Ensures District Corrections Chairs are aware of the relevant service materials available from GSO, including but not limited to:
    a. *Corrections Workbook*
    b. *A.A. Guidelines on Corrections*
    c. *A.A. in Correctional Facilities*
    d. *Carrying the Message into Correctional Facilities*
    e. *Corrections Correspondence - A Special Kind of A.A. Service*
    f. *A Message to Corrections Professional*
    g. *A.A. Corrections Prerelease Contact Information - For AAs on the OUTSIDE*
    h. *A.A. Corrections Prerelease Contact Information - For AAs on the INSIDE*
    i. *Sharing From Behind the Walls*
    j. *It Sure Beats Sitting in a Cell*

k. *The A.A. Group Handbook for Groups that Meet in Correctional Facilities*
l. *Behind the Walls: A Message of Hope*

14. Maintains a list of correctional facilities, inside sponsors and outside sponsors in addition to maintaining a list of inside meetings (with GSO number if appropriate).
15. Maintains a file of Area 75 Corrections Committee Documents to assist with corrections work.
16. Keeps Area informed of the Corrections Committee Activities by reporting on such activities at Area Assemblies.
17. Engages in activities consistent with the *Corrections Committee Workbook*, *Corrections Committee Kit*, *AA Guidelines on Corrections Committees*, *AA Guidelines for Cooperating with the Court, DWI and Similar Programs*, or related AA service literature

ii. Qualifications
1. Willingness to travel and respond to corrections facilitation throughout Area 75

e. Grapevine Chair

i. Duties
1. Chairs Area 75 Grapevine Committee meetings.
2. Supports the District Grapevine and La Viña Chairs in their efforts to encourage individuals and groups to subscribe to the Grapevine or La Viña.
3. Raises awareness of the content available on the Grapevine website www.aagrapevine.org.
4. Encourages Grapevine Representatives to advocate for the Grapevine and La Viña at the group level, alerting their groups to the use of the magazines, related Grapevine publications, and Digital Products as recovery tools.
5. Encourages Grapevine and La Viña Representatives to register with GSO.
6. Creates enthusiasm for the Grapevine and La Viña in the area.
7. Sponsors Grapevine and La Viña workshops or holds other special events.
8. Provides a full accounting of subscriptions purchased and for whom the subscription was purchased.
9. Maintains the Grapevine and La Viña informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
10. Ensures Grapevine and La Viña Representatives are aware of the relevant service materials available from GSO, including but not limited to:

a. *Grapevine and La Viña, Our Meeting in Print and Other Media*.
b. *A.A. Grapevine Publication Catalog*

11. Maintains a file of Area 75 Grapevine and La Viña documents to assist in Grapevine and La Viña work.
12. Provides copies of all Grapevine and La Viña documents to the Archivist.
13. Keeps the Area informed of the Grapevine Committee activities by reporting on such activities at Area Assemblies.
14. Keeps GSO, the Grapevine staff, and the La Viña staff informed of Area 75 Grapevine Committee activities so that they can share Area 75's experience.

ii. Qualifications

1. Typically, the Grapevine Chair is the immediate Past Delegate.
2. Willingness to be available for Grapevine related support and service facilitation throughout the Districts in Area 75.

f. Literature Chair

i. Duties

1. Chairs Area 75 Literature Committee meetings.
2. Keeps the Area Assembly informed of all proposed additions to and changes in Conference-approved literature and audiovisual material.
3. Encourages and supports the District Literature Chairs in their efforts to:
   a. Keep groups informed of all available A.A. Conference-approved literature, audiovisual material and other special items.
   b. Raise awareness of the information available on GSO's A.A. Website www.aa.org.
   c. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
4. Encourages District Literature Chairs to register with GSO.
5. Ensures District Literature Committee Chairs are aware of the relevant service materials available from GSO, including but not limited to:
   a. *A.A. Literature Workbook*
   b. *A.A. Guidelines for Literature Committees*
   c. *A.A. Literature Catalog*
6. Maintains the Literature informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
7. Maintains a file of Area 75 Literature Committee documents to assist in the Literature Committee's work.

8. Provides copies of all Literature Committee documents to the Archivist.
9. Keeps the Area informed of the Literature Committee activities by reporting on such activities at Area Assemblies.
10. Keeps GSO informed of Area 75 Literature Committee activities so that GSO can share Area 75's experience with others.
11. Engages in activities consistent with A.A. Guidelines for Literature Committees or related A.A. service literature.

ii. Qualifications

1. Typically, the Literature Chair is the Alternate Delegate.
2. Willingness to be available for literature related support and service facilitation throughout the Districts in Area 75.

g. Public Information Chair

i. Duties

1. Chairs Area 75 Public Information Committee meetings.
2. Responsible for creating greater understanding of — and preventing misunderstandings of — the A.A. program through the public media, electronic media, P.I. meetings, and speaking to community groups.
3. Provides accurate and consistent information about A.A. in response to inquiries from media/researchers/students and refers those requests to the local committees whenever possible.
4. Responds to invitations for A.A. informational presentations at schools/educational institutions and refers those requests to the local committees whenever possible.
5. Responds to invitations from local health/community fairs and refers those requests to the local committees whenever possible.
6. Responds to media requests and refers those requests to the local committees whenever possible.
7. Works in cooperation with the Delegate to respond to anonymity breaks at the level of public media in a manner consistent with the A.A. Traditions, *The A.A. Service Manual* and past practices.
8. Clarifies misinformation about A.A. in print whenever appropriate.
9. Participates in activities consistent with the primary purpose of the committee. Those activities may include, but are not limited to:
    a. Visiting local schools, local businesses, churches and civic groups.
    b. Hosting informational public meetings and luncheons.
    c. Staffing "A.A. booths" at health fairs in the communities they serve.
    d. Distributing information about upcoming A.A. conventions or Regional Forums to local newspapers.

e. Requesting that A.A. information be included in the public service page or community page of local newspapers.
f. Requesting that A.A. information be included on hotel and community bulletin boards.
g. Displaying A.A. literature in public areas in cooperation with the responsible officials. Such displays might be placed in libraries, schools, bookmobiles, church literature racks and hospital reading rooms or carts.

10. Encourages and supports the District Public Information Chairs in their efforts to carry the message of recovery to the still-suffering alcoholic.
11. Encourages District Public Information Chairs to register with GSO.
12. Ensures District Public Information Chairs are aware of the relevant service materials available from GSO, including but not limited to:
    a. *A.A. Guidelines on Public Information*
    b. *A.A. Guidelines on the Internet*
    c. *Public Information Workbook*
    d. *Speaking at Meetings Outside of A.A.*
    e. *A.A. in Your Community*
    f. *A.A. Membership Survey*
    g. *Estimates of A.A. Groups and Members*
    h. *Anonymity Letter to Media*
    i. *Understanding Anonymity*
    j. *Information on Alcoholics Anonymous*
    k. *Problems Other Than Alcohol*
    l. *FAQ About A.A. Web Sites*
    m. *P.I. Special Literature Package*
    n. Public Service Announcements - Video & Audio
    o. G.S.O. Press Releases
13. Coordinates activities with the CPC Chair to avoid duplication of efforts.
14. Works with central offices and intergroups to avoid duplication of efforts.
15. Maintains the PI informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
16. Maintains a file of Area 75 PI Committee documents to assist in the PI Committee's work.
17. Provides copies of all Public Information Committee documents to the Archivist.
18. Keeps the Area informed of the Public Information Committee activities by reporting on such activities at Area Assemblies.

19. Keeps GSO informed of Area 75 Public Information Committee activities so that GSO can share Area 75's experience with others.
20. Engages in activities consistent with the *Public Information Kit*, *Public Information Workbook*, *A.A. Guidelines Public Information* or related A.A. service literature.

ii. Qualifications

1. Willingness to be available for Public Information related support and service facilitation throughout the Districts in Area 75.

h. Technology Chair

i. Duties

1. Liaison between the area and the technology committee.
2. Leads the Committee meeting and takes notes.
3. Gives a report to Area Assemblies.
4. Reports Area Technology project updates and resource needs.
5. Works with the Technology Director to create a budget.
6. Cooperates with the technology director in managing and supporting technology committee members in their committee duties.

ii. Qualifications

1. Does not need to have technical experience, but is capable of assisting with the duties of the Technology Committee.
2. Should be comfortable using email and Google Workspace to communicate and store documents.

i. Treatment Chair

i. Duties

1. Chairs Area 75 Treatment Committee meetings.
2. Supports and encourages the work of individual A.A. members and groups who carry the message to alcoholics in treatment facilities. Coordinates contacts for bridging the gap from treatment to A.A. Works to clarify what A.A. can and cannot do within the Traditions, to help alcoholics in treatment.
3. Maintains a contact list of individuals willing to "bridge the gap" between the A.A. community and local treatment facilities, detoxification facilities, and halfway houses.
4. Establishes contacts with professionals in treatment facilities and offers the hand of A.A. to the alcoholic who still suffers.
5. Responds to inquiries from treatment facilities and refers those inquiries to the local committees whenever possible.
6. Ensures District Treatment Chairs are aware of the relevant service materials available from G.S.O., including but not limited to:

a. *A.A. Guidelines on Treatment Committees*
b. *Treatment Committee Workbook*
c. *A.A. in Treatment Settings*
d. *Bridging the Gap*
e. *Where Do I Go From Here?*

7. Encourages District Treatment Chairs to register with GSO.
8. Maintains the Treatment informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
9. Maintains a file of Area 75 Treatment Committee documents for the Archivist.
10. Keeps the Area informed of the Treatment Committee activities by reporting on such activities at Area Assemblies.
11. Keeps GSO informed of Area 75 Treatment Committee activities so that GSO can share Area 75's experience with others.
12. Engages in activities consistent with the *A.A. Guidelines on Treatment Committees*, *Treatment Committee Workbook*, *AA in Treatment Settings*, and related A.A. service materials.

ii. Qualifications

1. Willingness to travel and respond to district/treatment committee requests throughout Area 75.

3. Other Area 75 Positions

a. Archivist

- Non-rotating position

i. Duties

1. Member of the Archives Committee.
2. Maintains the Area 75 Archives Guidelines.
3. Engages in activities consistent with the *A.A Guidelines for Archives*, *Archives Workbook* or related A.A. service literature.
4. Requests materials on a continuing basis from individuals, groups, districts, etc. that pertain to Alcoholics Anonymous for inclusion in the Area Archives. Such materials include but are not limited to group histories, records, minutes, programs, flyers, written, audio or audiovisual materials.
5. Collects, catalogs, and preserves the Area 75 Archives.
6. Maintains Area 75 Archives at a secure location.
7. Gives A.A. members access to the Archives collection.
8. Assists the Archives Chair with displaying the Archives at Area 75 events sponsored by Area 75, Area 75 Districts, or within Area 75 A.A. functions when requested.

ii. Qualifications
    1. It is suggested that the Archivist has a passion for history and a strong familiarity of archival procedures and the willingness to continue to learn these procedures.
    2. Willingness to travel and respond to archives requests throughout Area 75.

b. Technology Director

- Non-rotating position

i. Duties
    1. Member of the Technology Committee.
    2. Holds admin privileges on the Area 75 server, acting as backup support for the webmaster.
    3. Maintains inventory of Area 75 hardware and digital assets, Area 75 license agreements and Software as a Service (SaaS) agreements, and Area 75 login information.
    4. Maintenance of Area 75 Website Domain.

ii. Qualifications
    1. Must have knowledge of Google Workspace and ability to maintain all areas of the Area 75 Website.

c. Webmaster and Technology Committee Members

- Appointed by Technology Chair and Technology Director
- Non-rotating positions

i. Duties
    1. Maintain all technical aspects of the website.
    2. Administers Area 75 email accounts.
    3. Provides support/training to incoming area chairs on the use of area email accounts.
    4. Works with Technology Chair to support hybrid meetings, including online meeting security.
    5. Stores, maintains and performs setup / teardown duties, and provides technical assistance at Area Assemblies and Area events involving Area hardware including translation equipment, if any.
    6. Be a resource for districts and groups with information pertaining to website guidelines, online meeting safety, electronic contributions.

ii. Qualifications
    1. Knowledge of Google Workspace functionality is encouraged as it is helpful in assisting with training and maintaining Area 75 website.
    2. Knowledge of equipment setup and running a ZOOM meeting room for hybrid meetings for Area Assemblies, Delegates Workshop and Area Conferences is encouraged.

3. Technology committee members should have computer skills necessary for the setup of hybrid meetings and knowledge of online platforms such as Zoom and Google Meet.

d. Registrar

i. Duties
   1. Maintains Area 75 Directory.
   2. Notifies the Secretary of any changes pertaining to the Area 75 mailing list.
   3. Enters changes into the GSO Fellowship Connection database.
   4. Verifies new groups are assigned to the appropriate districts.
   5. Provides new group information to the appropriate DCM.
   6. Attends and participates in the Area 75 Assemblies, Area 75 Conference, and Delegate's Workshop.

ii. Qualifications
   1. A background in general office work, especially with word processing software, electronic communications, and overall computer literacy, is strongly recommended.
   2. Strong communication skills.

e. Conference Advisory Chair

i. Duties
   1. Chairs the Area 75 Conference Advisory Committee meetings.
   2. Provides an advisor and co-advisor to meet with the potential hosting District(s) to review the Area 75 Conference Bid Kit, as soon as the possibility of a bid arises.
   3. Reviews conference committee meeting minutes to ensure the conference process is proceeding appropriately.
   4. Retains copies of past conference reports for committee usage and provides the original report to the Area Archives.
   5. Reviews and edits the Area 75 Conference Guidelines and Area 75 Advisory Committee Guidelines at the beginning of each rotation.
   6. Submits proposals as needed to the Area 75 Assembly to change or add to Conference policy.
   7. Ensures that the current guideline documents are available on the Area 75 website (www.area75.org)

ii. Qualifications
   1. Persons eligible to serve on the Committee, including Past Delegates, must have significant conference experience.
   2. The full Conference Advisory Committee elects its own Chairperson and Secretary at the start of each two-year rotation.

4. District and Groups

- Every district and group is different, but the following are relatively common service activities undertaken by DCMs and GSRs.
- Below are suggested guidelines for DCMs and GSRs with regard to Area 75 service.

a. District Committee Member

i. Duties

1. Familiarity with the role and qualifications of the District Committee Member as outlined in *The A.A. Service Manual.*
2. Attends Area Assemblies and Delegate's Workshop.
3. Delivers a District Report to the Area at the Spring Assembly.
4. Attends and participates in the DCM sharing sessions at Area assemblies or attends and participates in the Standing Committee meeting of their choice.
5. Ensures that the District's information is current on the Area 75 website in cooperation with the Area Webmaster.
6. Updates the Area calendar to reflect scheduled district events.
7. Participates in discussions of floor items and asks questions at the microphone at assemblies.
8. Assists the Registrar in obtaining and updating group contact information for the GSO database, "Fellowship Connection."
9. Notifies District GSRs of Area activities.
10. Assists Area Delegate with communication to the groups as requested.
11. DCMs are encouraged to send District minutes to the Area 75 Archivist, Area Officers, Standing Committee Chairs, and exchange them with other districts.
12. DCMs are encouraged to bring Traditions problems to the attention of the Area Delegate.

ii. Qualifications

Experience of the Fellowship suggests that a DCM ought to:

1. Have served as a GSR.
2. Four or five years of sobriety recommended.
3. Be familiar with both the Twelve Traditions and Twelve Concepts.
4. Have the time and energy to serve the district well.
5. Be able to lead a district while respecting the conscience of the district.
6. Have an email address or another way to maintain contact with GSRs and other members.

b. General Service Representative

i. Duties

1. Is familiar with the role of the Group and the General Service Representative in *The A.A. Service Manual.*
2. Attend and regularly participate in area assemblies and the Delegate's workshop.
3. Supply the DCM and/or Area Registrar with current group information.
4. Serve as the group's email contact with their DCM to receive Area communication.

ii. Qualification

Experience of the Fellowship suggests that a GSR ought to:

1. Have two years of continuous sobriety.
2. Have familiarity with their group's history, priorities, traditions and procedures.
3. Have a reliable means of communication (email preferred) to stay in contact with group members, the district, and the area.
4. Have the time to regularly attend district meetings, area assemblies, and the group's business meetings.
5. Be familiar with the Area 75 and GSO websites.

Section III - Area Committees

General Composition of Standing Committees

- Each standing committee is composed of the Area Committee Chair, the Alternate Committee Chair and the Corresponding District Chairs or their alternates.
- The members of the standing committee select the Alternate Chair.

1. Accessibilities Committee

a. Purpose
   i. The purpose of the Area 75 Accessibilities Committee is to assist A.A. members to find solutions to ensure that every alcoholic can participate in A.A. meetings, twelfth step work, & A.A. service.
   ii. The committee's goal is to problem-solve ways to carry the message of A.A. to all alcoholics who reach out for it. This includes removing barriers to those who wish to receive the A.A. message; namely, mental, physical, geographical, cultural, emotional & technical barriers, whether seen or unseen.

b. Composition
   i. The Area 75 Accessibilities Committee consists of the Area 75 Accessibilities Chair and various District Accessibilities Chairs from the area.
   ii. Membership is open to DCMs, GSRs, District Accessibilities Chairs, and to any A.A.member who has an interest in accessibility services in A.A.

2. Archives Committee

a. Purpose
   i. The purpose is to collect, organize, preserve, and provide access to historically important A.A. materials, especially those related to Area 75 and its districts—while protecting member anonymity. It also aims to support and train other area archives chairs through resources and events, and to carry the A.A. message by sharing Southern Wisconsin's A.A. history.

b. Composition
   i. Membership is open to DCMs, GSRs, District Archives Chairs and to any member who has an interest in Area 75 A.A. History.

3. Cooperation with the Professional Community Committee

a. Purpose
   i. The purpose of the Cooperation with the Professional Community Committee is to provide accurate information about A.A. to those who

have contact with alcoholics through their profession as well as those working in the field of alcoholism.

ii. Members of CPC committees inform professionals and future professionals about A.A.

iii. Committees focus on:

1. Establishing better communication with professionals working with alcoholics.
2. Finding simple, effective ways of cooperating without affiliating.
3. Explaining clearly what A.A. does and doesn't do.

b. Composition

i. Members of the committee are appointed by their districts. Each district may appoint one representative to the CPC committee.

4. Corrections Committee

a. Purpose

i. The Corrections Committee's purpose is to coordinate the work of individual A.A. members and groups in carrying our message of recovery to alcoholics in correctional facilities, and by facilitating prerelease contacts, easing the transition of those incarcerated alcoholics to the larger A.A. community outside the walls.

ii. The committee will work to support and coordinate corrections efforts of Districts/ groups and their corrections chairs and committees. They will encourage district corrections registration with GSO Corrections and work to create an awareness of GSO corrections service materials available through GSO. They will also maintain a display of these materials at Area 75 or district events upon request.

b. Composition

i. Membership is open to DCMs, GSRs, District Corrections Chairs and to any member who has an interest in Corrections Service.

5. Grapevine Committee

a. Purpose

i. Encourages individuals and groups to subscribe to the Grapevine and LaVina magazine, the Grapevine app and other Grapevine/LaVina books and products.

ii. Raise awareness of the content available on the Grapevine website, www.aagrapevine.org, as well as the YouTube Channel, Grapevine app, Podcast, Instagram, and other print and digital content as it becomes available.

iii. Advocates for the use of the Grapevine magazine and other publications as recovery tools.

iv. Encourages groups to elect a Grapevine Rep (GVR).

v. Participates in and encourages others to participate in Grapevine writing or audio workshops in the Area, and helps send content for publication.

vi. Cooperates with other Area Committees, Corrections, CPC, PI, Accessibilities, etc., to utilize Grapevine and LaVina as recovery tools.
vii. Engages in activities consistent with the Grapevine handbook, workbook or related service material.

b. Composition
    i. The Grapevine Standing Committee is composed of the Area Grapevine Committee Chair, the Alternate Grapevine Committee Chair, the corresponding District Grapevine Committee Chairs or their Alternates, and the current Area 75 Grapevine Newsletter Editor/Publisher.
    ii. The members of the Grapevine Standing Committee select the Alternate Chair.

6. Literature Committee

a. Purpose
    i. Informs groups and districts, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.
    ii. Helps groups and districts understand the vital role Conference-approved literature has in carrying the A.A. message.
    iii. Considers suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material.
    iv. Encourages A.A. members to read and purchase A.A. literature.
b. Composition
    i. Membership is open to DCMs, GSRs, District Literature Chairs, and to any member who has an interest in A.A.'s literature.

7. Public Information Committee

a. Purpose:
    i. To create a greater understanding of—and prevent misunderstandings about—the A.A. program through public media, electronic media, Public Information meetings, and cooperation with other Area 75 committee members.
b. Composition:
    i. Membership is open to DCMs, GSRs, Public Information Chairs, and to any A.A. member with an interest in Public Information.

8. Technology Committee

a. Purpose
    i. To maintain the Area 75 website, working with the PI Committee on content.
    ii. To administer Area 75 email accounts as well as rotational support training (switching accounts to new Chairs, etc.).

iii. To set up and host the hybrid online meeting for all assemblies and at the Delegate's Workshop.
iv. To consult with other committee chairs on their technology needs.

b. Composition
I. The Technology Committee is composed of the Technology Chair, Technology Director, the Area Webmaster, three reimbursed technology committee members (technical assistants), and other AA members interested in being of support at the Area level.

9. Treatment Committee

a. Purpose
i. To coordinate the work of individual A.A. members and groups who are interested in carrying the message of recovery to alcoholics in treatment settings, and to establish means of "bridging the gap" from the facility to an A.A. group in the individual's community. (Treatment Committee Workbook, p 32)

b. Composition
i. Membership is open to DCMs, GSRs, District Treatment Chairs, Bridging The Gap Committee members, and any AA member who wishes to participate in 12th step work within Treatment Facilities and/or Bridging The Gap between those facilities and local AA fellowships.

10. Conference Advisory Committee

a. Purpose
i. To guide and cooperate with the host committees to provide an Area 75 conference sharing experience which incorporates the Three Legacies of Recovery, Unity and Service.
ii. Additional information can be found in the Conference Advisory Committee Guidelines on the Area website.

b. Composition
i. Persons eligible to serve on the committee are encouraged to have significant past conference experience.
ii. Additional information can be found on the Conference Advisory Committee guidelines on the Area website.

11. Agenda Committee

a. Purpose
i. The Area Chair serves as the Chairperson of the Agenda Committee. The purpose of the committee is to provide consultation and support to the Area Chair to ensure a smooth-running Assembly.
ii. The committee reviews and approves the overall format and content of the assembly agenda and/or program, including voting items for the Area

75 Assembly in consultation with other officers and committee chairpersons.

iii. The committee receives and discusses area proposals prior to proposals being brought to the floor to determine appropriate initial action (*See area proposal process*).

iv. As requested by the Chair, the committee offers consultation and support for Chair functions such as the biannual inventory process, ad hoc committee formation and other Area events /needs as they arise.

b. Composition

i. Composed of seven members: the Area Chair, Alternate Chair, Secretary, Alternate Secretary, Delegate, plus two additional members appointed by the Area Chair.

ii. All committee members serve a two-year term.

iii. For continuity, the committee rotates its membership.

1. In odd-numbered years, the newly elected Area Chair, Alternate Chair, Secretary, Alternate Secretary, and Delegate join the committee.
2. In even-numbered years, two members appointed by the Area Chair join the committee. The suggested pool for the additional members is Past DCMs, Past Delegates, or Past Officers.

12. Finance Committee

a. Purpose

i. The purpose of the Area Finance Committee is to support the Area Assembly in fulfilling its responsibility to be fully self-supporting by overseeing and guiding the Area's financial affairs. It acts as a trusted servant body, helping ensure transparency, accountability, and alignment with A.A.'s spiritual principles, particularly Tradition Seven.

ii. Key responsibilities include:

1. Reviews the annual area budget and makes recommendations to the Area Assembly.
2. Monitors actual income and expenses against the approved budget.
3. Reviews and recommends changes to financial policies or procedures.
4. Helps ensure prudent use of A.A. funds in accordance with the group's conscience.
5. Assists the Area Treasurer in preparing clear, understandable financial reports.
6. Helps coordinate the annual internal audit.
7. Provides assistance and advice to the Area Treasurer as necessary.

8. Suggests or reviews guidelines for handling funds, reserves, reimbursements, and prudent reserves.
9. Assists the Treasurer in maintaining the tax-exempt status of the Assembly.
10. Reports Finance Committee activities to the Assembly.
11. Prompts actionable items (budgets, tax returns, proposals, etc.)

iii. In short, the Finance Committee helps the Area practice financial responsibility and integrity, ensuring that financial decisions are made with care, clarity, and in accordance with the group conscience.

b. Composition
   i. Six members: Treasurer, Alternate Treasurer, Past Delegate, Past Treasurer, and two Past or Present DCMs.
   ii. All committee members serve a two-year term.
   iii. For continuity, the committee rotates its membership.
      1. In odd-numbered years, the Treasurer, Alternate Treasurer and one current or past DCM join the committee.
      2. In even-numbered years, a Past Delegate, a Past Treasurer, and one current or past DCM join the committee.
   iv. The Treasurer is responsible for appointing non-elected committee members at the appropriate time.

13. Area Handbook Committee

a. Purpose
   i. Ensure the Area 75 Handbook remains current and accessible.
   ii. Support the Area 75 Alternate Chair and Area 75 by addressing any handbook questions or concerns that arise during rotation.
   iii. Conduct a periodic handbook review during each rotation, including but not limited to: ensuring that handbook areas affected by assembly actions are updated; maintaining links to additional reference materials; and incorporating additions and updates to the handbook as Area 75 experiences new service-related changes.
   iv. The committee will report to Area 75 during the Pre-Conference Assembly, highlighting any changes and sharing any plans for review or revision.

b. Composition
   i. The Area Handbook Committee will be chaired by the Area 75 Alternate Chair, who will invite Assembly members to serve on the committee.
   ii. Ideally, the committee should include volunteer members with service experience, such as standing committee chairs, area officers, past delegates, and district leadership.

Section IV - Area Assemblies

1. Assembly Guidelines

a. To carry out the objectives of service, there will be a Winter Service Assembly, a Spring Conference Assembly, a Summer Service Assembly, a Pre-Conference Assembly, and a Fall Conference Assembly.
b. Area assemblies are to be held in a facility with sufficient space to conduct Area business. The facility should be centrally located within Area 75.
    i. The Chair is responsible for ensuring that facilities are secured and works collaboratively with the Treasurer to pay for facilities costs.
c. Area 75 Assemblies typically begin at 9:00 a.m. and continue until all business is completed.
    i. The Alternate Secretary, Technology Committee, and Secretary will ensure that accurate attendance records are taken for voting eligibility purposes.
d. The Chair provides a proposed agenda to the Agenda Committee who review and approve the overall format and content of the agenda and/or program, including voting items, in consultation with other officers and committee chairpersons as needed.
e. Generally, the agenda should be published two weeks in advance. Business will be conducted in the order specified by the agenda, unless the Chair proposes changes at the Assembly, which are approved by the majority of those present and eligible to vote.
f. Breaks will be determined at the meetings by the majority opinion of those in attendance.
g. Electronic copies of all reports presented to the Assembly are typically to be submitted to the Area Secretary no later than seven days after the Assembly's conclusion.

2. Winter Service Assembly

a. Typically held the third week in January
b. Typical agenda
    i. Committee Meetings, GSR School and DCM Sharing before the assembly
    ii. Roll Call
    iii. Reading of 12 Concepts/Presentation
    iv. Officer/Standing Committee Reports
    v. Conference Reports
    vi. Central Office/Intergroup Reports
    vii. Approval of the Area 75 Budget
    viii. Presentation of Proposals
    ix. Emergency Business

3. Spring Service Assembly

a. Typically held in mid-April
b. Typical agenda
    i. Committee Meetings, GSR School and DCM Sharing, before the assembly
    ii. Roll Call
    iii. Reading of 12 Concepts/Presentation
    iv. Officer/Standing Committee Reports
    v. DCM Reports
    vi. Conference Reports
    vii. Central Office/Intergroup Reports
    viii. Voting on Proposals Presented during the Winter Service Assembly
    ix. Emergency Business

4. Summer Service Assembly

a. Typically held in late June
b. Typical agenda
    i. Committee Meetings, GSR School and DCM Sharing before the assembly
    ii. Roll Call
    iii. Reading of 12 Concepts/Presentation
    iv. Officer/Standing Committee Reports
    v. Delegate's General Service Conference Report
    vi. Conference Reports
    vii. Central Office/Intergroup Reports
    viii. Presentation of Proposals
    ix. Emergency Business

5. Fall Pre-Conference Assembly

a. Typically held in September
b. Typical agenda
    i. Committee Meetings, GSR School and DCM Sharing, before the assembly
    ii. Roll Call
    iii. Reading of 12 Concepts/Presentation
    iv. Officer/Standing Committee Reports
    v. Conference Reports
    vi. Central Office/Intergroup Reports
    vii. Voting on Proposals Presented during the Summer Service Assembly
    viii. Emergency Business

6. Fall Conference Assembly

a. Held in conjunction with the Fall Conference
b. Typical agenda in odd years (inventory)

i. Roll Call
ii. Inventory
iii. Reports (typically officers report in person, other reports are submitted to the Secretary)
iv. Emergency Business

c. Typical agenda in even years (elections)
i. Roll Call
ii. Reports (typically officers report in person, other reports are submitted to the Secretary)
iii. Elections
iv. Emergency Business

Section V - Delegate's Workshop

1. Purpose

a. Gathering Group Conscience: The workshop enables Area 75 A.A. members to review and discuss agenda items for the upcoming General Service Conference. This ensures that the Area Delegate attends the Conference with the informed group conscience of the Area, not just a personal opinion.
b. Education and Sharing: It provides an opportunity for members to learn about the issues facing A.A. as a whole (literature changes, public information, finances, accessibility, digital presence, etc.). Members discuss agenda items, ask questions, and share perspectives, which deepens understanding of how A.A. functions beyond the group level.
c. Preparation for the Delegate: The Delegate listens carefully to feedback and discussion, asks clarifying questions, and gathers written input. This process equips them to participate knowledgeably and responsibly at the General Service Conference.
d. Unity in Service: By involving all members of Area 75, the workshop fosters a sense of ownership and unity around A.A.'s future, reminding members that decisions made at the Conference affect the Fellowship worldwide.

2. Timing and Location

a. The Delegate's Workshop typically occurs in mid-March before the General Service Conference.
b. The meeting may be held in person and/or virtually. The Delegate may visit Districts on request to discuss the agenda items.

3. Preparation

a. The Delegate will ensure the dissemination of the agenda items and background material to DCMs and GSRs through the Area mailing list as soon as possible after distribution by the GSO.
b. Members of the Area should review the agenda items and background material for items they wish to discuss before the meeting.
c. The Delegate recruits members to run breakout sessions during the workshop.

4. Attendees

a. Area Officers and Standing Committee Chairs.
b. DCMs and GSRs are strongly encouraged to attend.
c. Past Delegates and all A.A. members in Area 75 are welcome and encouraged to attend.

5. Agenda

a. The current Delegate sets the agenda.
b. Typical agendas include:

i. Opening remarks by the Delegate
ii. Breakout sessions to discuss specific agenda items.
iii. Each breakout group reports highlights and recommendations to the whole assembly.
    1. The Delegate asks clarifying questions to make sure the Delegate understands the group conscience.
    2. Members may raise additional points that have not yet been covered.
iv. Wrap up by the Delegate.
v. Adjournment.

Section VI - Area Proposals

1. Purpose and Function

a. Area proposals are the vehicle in which Area 75 develops an informed group conscience of A.A. members throughout Southern Wisconsin.
b. Area proposals should be submitted when:
    i. The implementation of the idea affects A.A. as a whole, for example, a Proposed Agenda Item for the General Conference.
    ii. The implementation impacts the Area as a whole, for example, a change to established procedures.
    iii. There is a proposed amendment or addition to the Assembly Actions.
    iv. There are significant financial implications for the Area (other than the annual budget).
c. In general, if a decision or change affects the entire Area, involves money or A.A. principles, or could impact how A.A. is represented, a proposal should be made.

2. Proposal Format

a. Proposal forms can be found on the area website:
    i. Area Proposal Form PDF
    ii. Area Proposal Form PDF (fillable)
b. Use the Area Proposal form or a reproduction thereof.
c. Proposals should be comprehensive, yet concise in their write-up.
d. Background material may be attached to a proposal if necessary.

3. Proposal Submission and Committee Review

a. Proposals are submitted to the Area Chair, who will determine which committee to refer the proposal to prior to being placed on the Assembly Agenda.
b. The assigned committee(s) review(s) the proposal for clarity and completeness.
c. The Chair or assigned committee(s) may return the proposal to the sponsor if additional detail or clarification is required.

4. Proposal Presentation

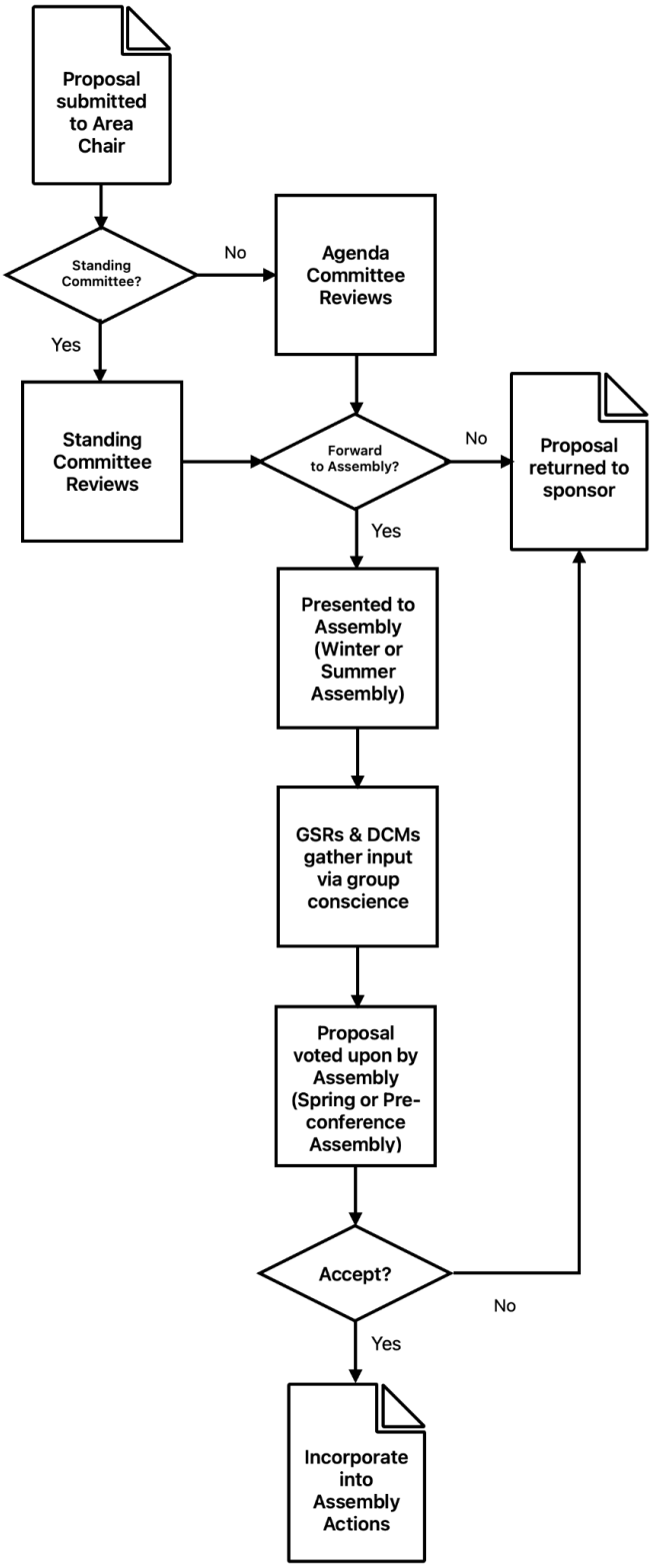
a. The proposal sponsor presents the proposal to the Assembly when the Chair places it on the Agenda. Clarifying questions may be asked by members of the Area at the time the proposal is presented.

5. Proposal Consideration

a. Prior to the appropriate assembly, DCMs and GSRs review the proposal with their groups and gather their input.
b. The group input is brought back to the appropriate Assembly, and the merits of the proposal are discussed at the appropriate Assembly meeting. The Assembly votes to accept, amend, or reject the proposal.
c. Emergency proposals can be handled as outlined in the Assembly Actions.

6. Proposal Life Cycle

1. Proposals can be submitted at any time to the Area Chair. The Area Chair will take one of two actions:
    a. Refer the proposal to the appropriate Standing Committee.
    b. Refer the proposal to the Agenda Committee.
2. The Agenda Committee will review the proposal and take one of four actions:
    a. Refer the proposal to the appropriate standing committee.
    b. Recommend that the proposal be placed on the agenda for consideration by the Assembly.
    c. Return the proposal to the sponsor for further clarification.
    d. Reject the proposal and return it to the sponsor with the reason for rejection.
3. The Standing Committee will review the proposal and take one of three actions:
    a. Recommend that the proposal be placed on the agenda for consideration by the Assembly.
    b. Return the proposal to the sponsor for further clarification.
    c. Reject the proposal and return it to the sponsor with the reason for rejection.
4. Proposals recommended for inclusion on the agenda will be presented at either the Winter or Summer Service Assembly.
5. DCMs and GSRs gather group input on the proposals via a group conscience.
6. The proposals are discussed and voted upon at the Spring Assembly or the Pre-Conference Assembly.
7. Adopted proposals will be incorporated into the Assembly Actions.



Section VII - Financial Guidelines

1. Area Budget Process

a. Area 75 Officers and Standing Committee Chairs submit a yearly budget to the Area 75 Treasurer, typically by the end of the calendar year.
b. Annual budget line items may also be created for appointed committee members and Past Delegates residing within Area 75 geographical boundaries if requested by those individuals for mileage reimbursement to Assemblies, committee meetings, and Delegate's Workshop.
c. Budgets should be thoughtfully prepared, keeping in mind that they represent just enough funds to facilitate our primary purpose through Twelfth Step work at the Area level.
d. Budgets should account for attendance and participation at the upcoming year's Area 75 events, based on the Assembly Actions, and a review of the previous year's expenditures.
e. If an officer or committee budget exceeds 10% of the previous year's budget, the budget should be brought to the Winter Service Assembly for approval.
    i. The officer or committee chair should be prepared to speak to the increase in their yearly budget on the assembly floor.
f. Area 75 will use the GSO mileage reimbursement rate given to Area Delegates. If the GSO changes the rate, the Delegate will inform the Area Treasurer to adjust budgets accordingly.
g. Area 75 budgets for an amount that covers the entirety of the Delegate's estimated annual expenses for the General Service Conference.
    i. When the Finance Committee reviews the Area 75 annual budget, it will recommend this expense as a separate budget line item.
    ii. The recommendation will take effect for that calendar year only upon budget approval by the Area 75 Assembly.
h. The Area 75 Finance Committee will review all submitted budgets prior to the Winter Service Assembly and recommend any changes, additions, or exclusions to the submitted budgets.
i. If a budget is not submitted for an Area 75 Officer or Committee Chair position, the budget will remain the same as the previous year's budget.
j. The Area 75 Treasurer will present the yearly budget at the Winter Service Assembly for approval.

2. Group Contributions and 7th Tradition

a. A.A.'s Seventh Tradition states: "Every A.A. group ought to be fully self-supporting, declining outside contributions." This principle ensures that Alcoholics Anonymous remains free, independent, and spiritually grounded.
b. Every A.A. group, district, and area supports its own activities through voluntary member and group contributions, never through outside funding or endorsements.

c. The Area Treasurer receives contributions from members, groups, districts, intergroups, and A.A. conferences to:
    i. Support the Area's operations (assemblies, workshops, publications, committee work)
    ii. Support the Delegate's participation at the General Service Conference.
d. The means by which a contribution can be made are documented on the Area 75 Finance Committee webpage.

3. Prudent Reserve Policy

a. Area 75's Assembly Actions suggest that the Area maintain a prudent reserve equivalent to approximately three months of the prior year's expenses.
b. A prudent reserve is the Area's way of practicing financial responsibility — maintaining enough funds to continue essential services even during periods of reduced income, but not accumulating excess money that could divert focus from our primary purpose.
c. A prudent reserve ensures that the Area can:
    i. Pay essential expenses (such as rent, insurance, website hosting, printing, and Delegate travel) if contributions temporarily decline.
    ii. Maintain financial stability between Assemblies or contribution cycles.
    iii. Avoid financial crises that might distract from AA's primary purpose — carrying the message.

4. Financial Reports and Transparency

a. A treasurer's report prepared by the Area Treasurer and presented at each Area Assembly should include:
    i. Beginning and ending account balances
    ii. Income (contributions and other receipts)
    iii. Expenses (itemized by position)
    iv. Variance to budgets
    v. Transfers to or from prudent reserve
    vi. Year-to-date totals
    vii. Notes on unusual items
b. During the year, the Finance Committee reviews receipts and disbursements to ensure financial integrity.
c. A yearly financial audit by three past treasurers shall be conducted to confirm accuracy and accountability.

5. Reimbursement and Expense Policies

a. Area Officers and Committee Chairs will be reimbursed for any qualified expense incurred as a result of performing duties relevant to their service positions as described in *The A.A. Service Manual*, the *Twelve Concepts of World Service*, *Area 75 Assembly Actions*, the *Area 75 Handbook*, *Committee Workbooks*, *A.A. Guidelines* and other related A.A. service literature.

b. Qualified expenses are documented in the Assembly Actions and summarized on the Area website in the Area Expense Reimbursement Matrix.
c. Reimbursement for expenses to attend events and activities not specifically listed in the Covered Expenses section of the Assembly Actions applies only when the trusted servant is invited to attend and participate in such events consistent with the duties of the service position, and only when the hosting entity is not covering those costs.
d. Area 75 pays mileage for Area Officers and Committee Chairs at the same rate GSO pays the delegate for driving mileage when attending the General Service Conference. The rate for this amount is sent to the delegate each year before their attendance at the General Service Conference and should be automatically updated upon receipt by the Delegate.
e. Timely submissions of reimbursement requests are greatly appreciated.
f. Reimbursements must be submitted by December 1 of the fiscal year.

6. Conference Funds

a. Area 75 Conference Fund:
    i. The Area 75 Conference Fund is set up as a separate checking account under the Area 75's line of business.
    ii. The combined total of the Conference Fund checking account and the conference seed money allotted to the Odd and Even Conference Year committees should be maintained with a minimum balance set forth in the most recent Assembly Actions.
    iii. Please refer to the Area 75 Assembly Actions for the most recent guidance on transferring excess Area 75 Conference Funds to the Area 75 General Fund.
b. Odd Conference Year Account:
    i. The Area 75 Odd Conference Year Account is set up as a separate checking account under the Area 75's line of business.
    ii. The account serves the odd-year conference committees, and seed money can be transferred from the Area 75 Conference Fund account at the request of the incoming odd-year conference committee advisor or conference advisory committee chair.
c. Even Conference Year Account
    i. The Area 75 Even Conference Year Account is set up as a separate checking account under the Area 75's line of business.
    ii. The account serves the even-year conference committees, and seed money can be transferred from the Area 75 Conference Fund account at the request of the incoming even-year conference committee advisor or conference advisory committee chair.

Section VIII - Communication and Recordkeeping

1. Maintaining Archives and Records

a. A.A. archives and records preserve the experience, strength, and hope of our service structure. They help ensure that decisions are informed by past group conscience rather than individual memory, supporting rotation without loss of continuity.
b. Official meeting minutes of Area 75, including financial reports, are sent to the Area Archivist to be stored within the Area archives.
c. Records should be stored in a secure, dry, and accessible location.
d. Examples of records collected in the Area 75 Archives include:
    i. The history of Alcoholics Anonymous in Wisconsin, along with photos
    ii. Area 75 minutes including financial reports, officer reports and standing committee reports.
    iii. Area 75 Final Conference Reports
    iv. Area 75 Assembly Actions
    v. Area 75 Handbook
    vi. District minutes with flyers
    vii. Central Office minutes and flyers
    viii. Collection of books including various copies of the Big Book, and Big Books in other languages.
    ix. GSO information

2. Use of Digital Platforms

a. Area 75 utilizes a variety of digital platforms to conduct business.
    i. Google Workspace
        1. Email for area officers, standing committee chairs, and other positions as needed.
        2. Google Drive for storage of meeting materials, documents, and spreadsheets.
            a. Email distribution list
                i. Maintained by the Secretary
        3. Google Meet for virtual meetings
            a. Committees may choose to use Google Meet for virtual meetings.
    ii. Website
        1. Managed by the Technology Committee
    iii. Zoom
        1. For Area Assemblies and other area meetings as needed
        2. Managed by the Technology Committee
b. Digital media should
    i. Avoid use of full names or identifiable images of A.A. members
    ii. Avoid tagging or identifying individuals

iii. Follow A.A. guidelines regarding photos and recordings
iv. Respect the confidentiality of service discussions

3. Guidelines for Anonymity in Communication

a. From A.A.'s Anonymity Online and Digital Media,
   i. A.A. Websites: "We observe all of A.A.'s principles and Traditions on our websites. As anonymity is the "spiritual foundation of all our Traditions," we practice anonymity on A.A. websites. Some A.A. websites contain password-protected sections for members only, but publicly accessible pages of an A.A.website have the potential for reaching the broadest possible audience and, therefore, require the same safeguards that we use at the level of press, radio and film."
   ii. Email: "When using email it is necessary to consider the anonymity of the recipients of messages. Sending messages to multiple recipients that disclose the email addresses of everyone on the addressee list is a potential break of someone else's anonymity. Therefore, it is a good idea to obtain a recipient's explicit permission before using his or her e-mail address for A.A. correspondence, especially if it is a workplace email address. When sending A.A. mail to multiple recipients who wish to remain anonymous, use can be made of the BCC (Blind Courtesy Copy) option available on most computers."
b. See also, A.A. Guidelines: Internet

Section IX - Guidelines and Policies

1. How the Assembly Operates

a. How the Assembly Operates is defined within the *Assembly Actions*. The Actions cover such subjects as:
   i. Summary of Assembly Procedures
   ii. Assembly Quorum
   iii. General Rules of Debate
   iv. Substantial Unanimity Majority Vote
   v. Calling the Question
   vi. Reconsideration
   vii. Tabling a Motion
   viii. Tips, Hints, and Word of Caution

b. "How the Southern Wisconsin Area 75 Assembly Operates" can be found in the *Assembly Actions* and on the Area 75 website.

2. In-Person Meeting Guidelines

a. Check in at the registration table and sign up with your name, service position, and group/district. Those eligible to vote will receive a voting card from the Alternate Secretary or designee.
b. To speak (except during roll call), please go to the designated microphone and/or queue line. Speak directly into the microphone when your time to speak comes. Please line up before you are ready to speak.
c. To vote, please raise your voting card and wait until you are asked to lower them.
d. During reports, a timer will sound when the presenter has 20 seconds of their allotted time left. A second timer will alert them that the time has expired.
e. The Area 75 Assembly will follow the Assembly Procedures as listed in the *Area 75 Assembly Actions*, utilizing the *Robert's Rules of Order* and the normal operating procedures.

3. Virtual Meeting Guidelines

a. General Etiquette
   i. Please, stay muted unless called upon to share.
   ii. Please keep your video on, unless you are going to be moving around the room, then you should turn your video off until you return.
   iii. For most participants, using speaker view is the least distracting way to use Zoom.
b. Assembly Specific Guidelines
   i. If you have a technical question, you can use the chat function to ask a Co-Host for assistance.
   ii. If anyone has a question or comment during a report or during discussion, please use the raise your hand function on Zoom (not physically raising your hand).

iii. For clarity, please rename yourself with your service position, home group ordistrict if applicable.
    1. For GSRs – GSR Daily Serenity Group, Bob S.
    2. For DCMs – DCM 32, Bill W.
    3. For Area officers or standing committee chairs – A75 Alt Treasurer, Carl A.; A75 CPC Chair, Marty M.
iv. During the Assembly Roll Call, you can unmute yourself to respond.
v. We will be using the poll feature to conduct votes. A prompt will launch when a vote is ready to be cast.
vi. During reports a timer will sound when the presenter has 20 seconds of their allotted time left. A second timer will alert them that time is expired.
vii. The Area 75 Assembly on Zoom will follow the Assembly Procedures as listed in the *Area 75 Assembly Actions*, utilizing the *Robert's Rules of Order* and the normal operating procedures.

4. Accessibility Factors

a. All efforts will be made to conduct business meetings in ADA compliant facilities.
b. If the Area Chair receives a request thirty days in advance, all attempts will be made to provide Spanish language translation at Area Assemblies and the Delegates workshop.
c. If the Area Chair receives a request thirty days in advance, all attempts will be made to provide American Sign Language translation at Area Assemblies and the Delegates workshop.

5. Inventory and Self-Assessment Process

a. The Area conducts a formal inventory on odd-numbered years typically at the Fall Conference Assembly.
b. The format and agenda for the inventory are developed by the Area Chair in consultation with the Agenda Committee.

Section X - Elections and Service Rotation

1. Nomination and Election Processes (Third Legacy)

a. Elections are held at the Fall Conference Assembly in even-numbered years.
b. Election proceedings shall follow the third legacy procedure as defined in *The A.A. Service Manual.*
c. Area Officers, Area Standing Committee Chairs, and DCMs are automatically nominated and seconded. When asked, they can accept or decline the nomination.
d. After polling the Area Officers, Standing Committee Chairs, and DCMs, the Chair shall call for nominations from the floor. Someone can nominate any A.A. member within Area 75 for a position. That nomination requires a second.
e. The Area Chair, or their designee, presides over the election process.
f. Past Delegates have typically assisted with implementing the Third Legacy Procedure.

2. Rotation Schedule

a. Officers serve a two-year term starting in January of odd-years.
b. In the spirit of rotation, Area Officers do not serve full consecutive terms in the same office.
c. Former officers are encouraged to rotate to other service roles, rather than out of service entirely.
d. Rotation in A.A. service is a spiritual principle, not simply an administrative practice. It helps prevent the accumulation of authority, encourages shared responsibility, and invites fresh perspectives into service. At the same time, A.A. recognizes the importance of continuity—preserving experience, knowledge, and stability so the Area can function effectively.

3. Continuity Practices

a. Outgoing trusted servants are encouraged to:
    i. Provide orientation and guidance to their successors
    ii. Transfer displays, files, records, and historical context
    iii. Remain available for questions
b. Continuity is preserved through:
    i. Accurate minutes and financial records
    ii. Updated committee reports and written procedures
    iii. Maintenance of the *Area Handbook* as a living document
c. Service Sponsorship
    i. A.A. service is learned best through mentorship.
    ii. Experienced trusted servants act as service sponsors to new officers, chairs, GSRs, and DCMs.
    iii. Past Delegates often serve as resources and advisors, without authority or vote.

d. The Area Archives Committee helps preserve
    i. Historical decisions and Assembly documents and actions
    ii. Past budgets, motions, and inventories
    iii. Delegate reports and conference outcomes

4. Transition Guidelines

a. It is suggested the incoming Area Chair set up a transition meeting so outgoing officers and chairs can formally meet with incoming officers and chairs.
b. Outgoing officers, committee chairs, and other trusted servants are encouraged to:
    i. Prepare a Transition Packet
        1. Job description and key responsibilities
        2. Current procedures and timelines
        3. Recent reports, minutes, and budgets
        4. Contact lists and vendor information
        5. Passwords and access instructions (coordinated through Technology Committee)
        6. Notes on ongoing projects and unresolved issues
    ii. Provide Orientation and Support
        1. Meet with the incoming trusted servant (in person or virtually).
        2. Review expectations, deadlines, and reporting requirements.
        3. Review the relevant section of the Area Handbook related to the position and initiate relevant changes with the Alternate Chair.
        4. Offer historical context where helpful.
        5. Be available for questions.
    iii. Transfer Physical and Digital Assets
        1. Turn over displays, files, binders, keys, checks, debit cards, or equipment.
        2. Transfer email accounts, website access, and cloud storage with the assistance of the technology committee.
        3. Ensure all Area property is accounted for and documented.
    iv. Close Out the Term
        1. Submit a final written report.
        2. Reconcile financial accounts (if applicable).
        3. Ensure records are up to date.
        4. Notify relevant committees or service entities of the transition.
c. Incoming trusted servants are encouraged to:
    i. Seek Guidance and Ask Questions
        1. Review the *Area Handbook, The AA Service Manual, and Area 75 Website.*
        2. Learn from past experience while remaining open to new ideas.
        3. Ask for help from officers, committee members, or service sponsors.
    ii. Respect Established Practices

1. Honor existing policies and budgets.
2. Avoid unnecessary changes early in the term.
3. Bring proposed changes to the Area, Agenda Committee, or Assembly for group conscience.

iii. Build Team Support

1. Identify service sponsors or mentors.
2. Engage committee members or district contacts.
3. Foster cooperation and shared responsibility

Section XI - Resources

1. Glossary of Terms

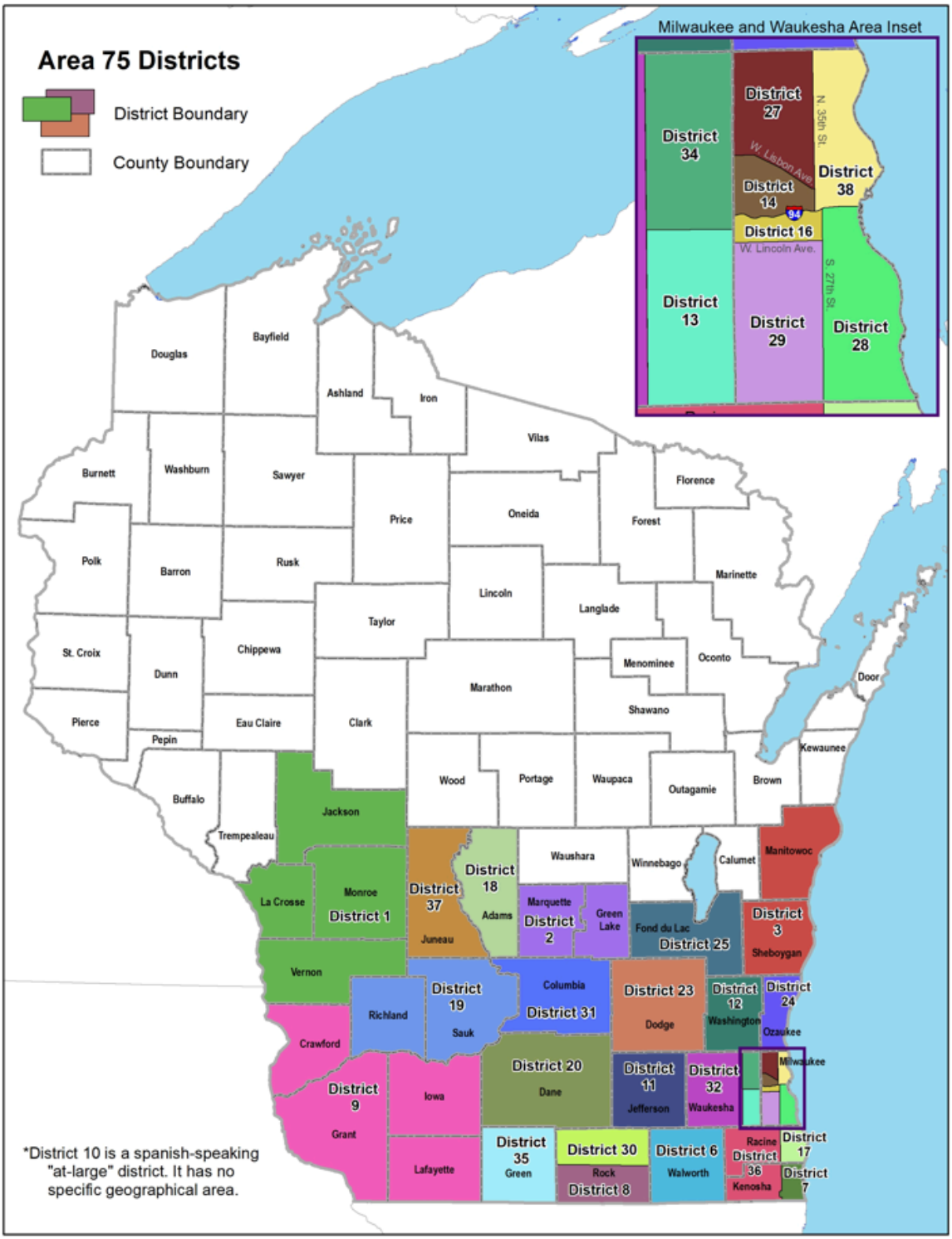
a. A comprehensive glossary of A.A. service terms can be found in *The A.A. Service Manual* in the section titled “Glossary of General Service Terms.”

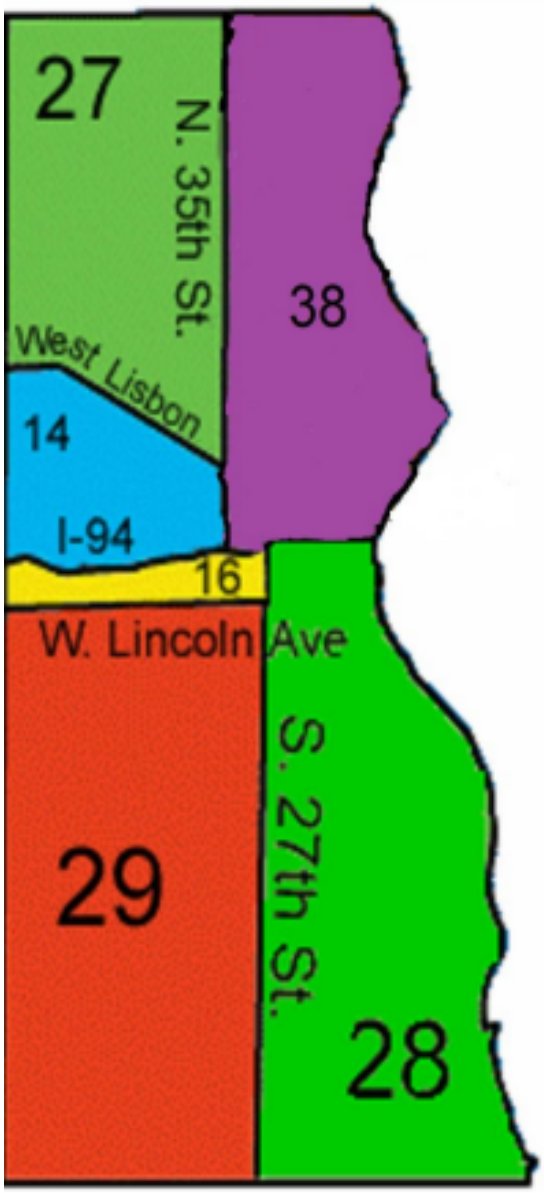
2. Acronyms in A.A. Service

a. AAWS - 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.
b. CDPP - Conference of Delegates Past and Present. An annual ECR conference held to prepare new Delegates for the General Service Conference.
c. CPC - Cooperation with the Professional Community. CPC committees at the district, area, trustee and Conference level help carry the message to professionals who work with problem drinkers.
d. DCM - District committee member. An experienced GSR elected by other GSRs to represent the groups of their district in area committee meetings and to coordinate service activities in the district. Voting member of the area assembly.
e. ECR - East Central Region, of which Area 75 is a member. The ECR has 14 areas located in IL, IN, MI, OH and WI. There are six regions in the U.S., two in Canada each represented on the Board by a Trustee elected at the General Service Conference.
f. GSB - General Service Board. A board composed of fourteen A.A. trustees and seven nonalcoholic trustees that serve to safeguard A.A.’s Traditions and funds. The board has the responsibility of overseeing the General Service Office (GSO), A.A. World Services, Inc., and the AA Grapevine, Inc.
g. GSC - General Service Conference. A conference linking the A.A. groups to the General Service Office and the General Service Board. It serves as the group conscience for A.A. as a whole.
h. GSO - The General Service Office which provides services to groups in the U.S. and Canada and publishes A.A. literature.
i. GSR - General service representative. The link to A.A. as a whole and group contact with the General Service Office; voting member of the area assembly.
j. GV - Grapevine. 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.
k. GVR - Grapevine representative: the group or district contact with the Grapevine office.
l. PAI - Proposed Agenda Item. Term used by the General Service Board when listing all the items considered for the annual General Service Conference.

m. PI - Public information. Committees at the district, area, trustee and Conference level help carry the message by working with the media.
n. RLV - La Viña representative; the group or district contact with the Grapevine office.

3. District Maps

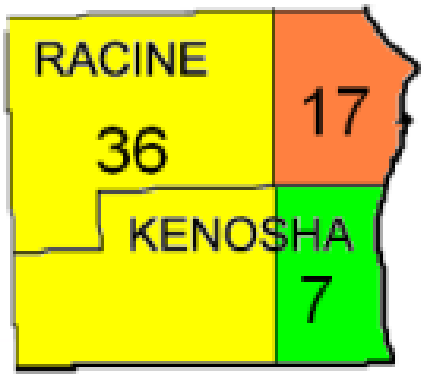




Milwaukee County District Boundaries
District 14
N - W. Lisbon Ave
S - I94 Express Way
E - N. 35th St
W - Milw Cty Line
District 16
N - I94 Express Way
S - W. Lincoln Ave
E - S. 27th St
W - Milw Cty
Line
District 27
N - Milw Cty Line
S - W. Lisbon Ave
E - N. 35th St.
W - Milw Cty Line

District 28
N - I94 Express Way
S - Milw Cty Line
E - Lake Michigan
W - S. 27th St
District 29
N- Lincoln Ave
S - Milw Cty Line
E - S. 27th St
W - Milw Cty Line
District 38
N - Milw Cty Line
S - I-94 Express Way
E – Lake Michigan
W – N. 35th S

As of June 25, 2017, per Assembly Action, Districts 4, 15, & 22 merged into the new District 38

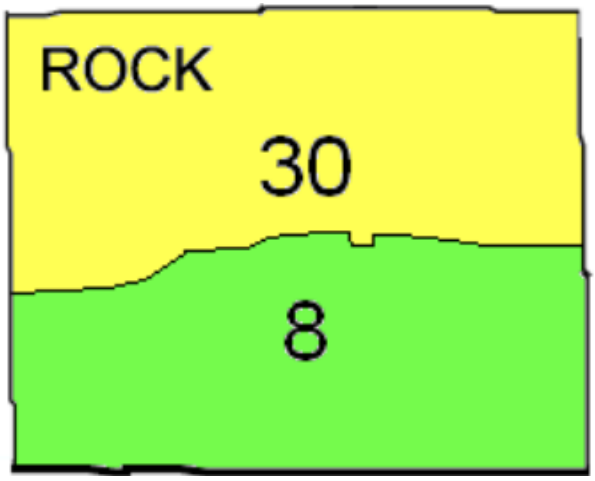


Kenosha / Racine County District Boundaries

District 7
N - Kenosha County Line
S - Kenosha County Line
E - Lake Michigan
W - I94 Express Way

District 17
N - Racine County Line
S - Racine County Line
E - Lake Michigan
W -I94 Express Way

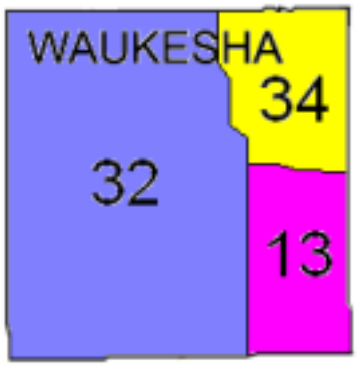
District 36
N - Racine County Line
S - Kenosha County Line
E - I94 Express Way
W - Walworth County Line



Rock County District Boundaries

District 30
N - Rock County Line
S - State Hwy 11
E - Rock County Line
W - Rock County Line

District 8
N - Hwy 11
S - Rock County Line
E - Rock County Line
W - Rock County Line



Waukesha County District Boundaries

District 13
N - I94 Express Way
S - Waukesha County Line
E - Waukesha County Line
W - Pewaukee Rd / Barstow St / Main St / Grand Ave / Sunset Dr / East Ave / South Hwy 164
(City of Big Bend is in District 13)
District 32
N - Waukesha County Line
S - Waukesha County Line
E - Hwy 164 / Pewaukee Rd / Barstow St / Main St / Grand Ave / Sunset Dr / East Ave / South Hwy 164
W - Waukesha County Line

District 34
N - Waukesha County Line
S - I94 Express Way
E - Waukesha County Line
W - Hwy 164

District Counties

District 1 Jackson, Monroe, La Crosse, Vernon
District 2 Green Lake, Marquette
District 3 Manitowoc, Sheboygan
District 4 Milwaukee – (1 of 6) Merged with 15 & 22 to form District 38. 6/25/2017
District 6 Walworth
District 7 Kenosha (1 of 2)
District 8 Rock (1 of 2)
District 9 Crawford, Grant, Lafayette, Iowa
District 10 At-large District for Spanish-speaking community
District 11 Jefferson
District 12 Washington
District 13 Waukesha (1 of 3)
District 14 Milwaukee (1of 6)
District 15 Milwaukee – (1 of 6) Merged with 4 & 22 to form District 38. 6/25/2017
District 16 Milwaukee (1 of 6)
District 17 Racine (1 of 2)
District 18 Adams
District 19 Richland, Sauk
District 20 Dane

District 22 Milwaukee – (1 of 6) Merged with 4 & 15 to form District 38. 6/25/2017
District 23 Dodge
District 24 Ozaukee
District 25 Fond du Lac
District 27 Milwaukee (1 of 6)
District 28 Milwaukee (1 of 6)
District 29 Milwaukee (1 of 6)
District 30 Rock (1 of 2)
District 31 Columbia
District 32 Waukesha (1 of 3)
District 34 Waukesha (1 of 3)
District 35 Green
District 36 Racine / Kenosha (1 of 3)
District 37 Juneau
District 38 Milwaukee (1 of 6)

4. Contact Information

a. An Area Directory is available from your local DCM or the Area Registrar upon request.
b. Website: www.area75.org
c. Contributions address: Area 75 Treasurer, 6580 Monona Drive #1040, Monona, WI 53716
d. Corrections correspondence address: Area 75 Corrections, 6580 Monona Drive #1062, Monona, WI 53716

5. Key A.A. Service Literature

a. A.A. Service Manual
b. The A.A. Group Pamphlet
c. Concepts Checklist
d. General Service Representative Pamphlet
e. A.A. Literature Catalog
f. *A.A. Grapevine Catalog*

6. Disclaimers

a. Assembly Actions prevail when there is a discrepancy between the text of the Actions and the Handbook.
b. The Handbook is a living document, revised from time to time to reflect the current practices of the Assembly. It is meant to be suggestive only.
c. Requests for edits should be submitted to the Alternate Area Chair.