

Area Assembly Structure & Guidelines

The Area Assembly Structure and Guidelines (AAS&G) provides a description of the purpose of the San Diego/Imperial Area Assembly, defines the structure of the officers and standing committees that service its organization, describes the work duties of its acting members, committees and officers, and lists the guidelines by which it conducts its business. The AAS&G also presents the manner in which financial decisions are made for the San Diego/Imperial Area as a whole. The election procedures are also defined within the AAS&G.

Area Committees

Please refer to the Area Assembly Structure and Guidelines (AAS&G) for a description of the work of each of the Area's standing committees and how it conducts its work. Start by reading about how to perform the work for the committee to which you have been assigned to serve. Then, read about how it is linked to the work of the other standing committees. A suggestion is to skim the whole document. Then, go back and read it one section at a time. Take your time, but move through the entire document. As you attend the service-related meetings, observe the procedures, and experience AA governance in person, you will begin to understand how it works. Remember, you are never alone; you will be surrounded with many highly experienced service workers. Take advantage of what they have to offer by asking questions. Ask lots of questions.

General Service GSR Manual Representative

How to use this booklet

This booklet is meant to be a supplement to the Service Manual. All GSRs should read the Service Manual and the Twelve Concepts for World Service.

Start with the AA Group pamphlet, the GSR pamphlet and the A.A. Service Manual chapter about your job as a GSR. Then read about the General Service Conference – also in the AA Service Manual, and the Twelve Concepts in the short form. Once you have read that material and this supplement, you will have a working knowledge of General Service.

Don't stop reading though! One chapter at a time read the entire service Manual and the essays on the Twelve Concepts in their long form. Just like the steps and our sobriety, one step at a time is all that is required; steady, continuing progress.

There will be words and terms that you don't understand. Look them up in the first chapter of the A.A. Service Manual.

Revised 7-15-11

TABLE OF CONTENTS

Welcome to General Service.....	3
General Service Representative Preamble.....	3
District Meetings	3
San Diego-Imperial Area (SDIAA).....	3
Area Committee Meetings.....	4
Area Assembly.....	4
Orientation Assembly.....	5
Delegate’s Pre Conference Assembly.....	5
Delegate’s Report Back Assembly.....	5
Big Day Assembly.....	5
Election Assembly.....	5
Area Committee Meetings.....	5
Other Committees of the Area Assembly.....	6
Other Entities Serving AA.....	6
General Service Conference (GSC) Agenda.....	6
GSC Timeline.....	6
June-January.....	6
February.....	6
March.....	7
April.....	7
May.....	7
Area Structure and Guidelines.....	7
Right of Decision.....	7
Pulling it all together.....	7
GSR Workbook Survival Pack.....	8
SDIAA Committee Contact List.....	9
The GSR Inventory.....	9
Monthly Things to Do.....	9
Informed Group Conscience Guidelines.....	9
Suggested format for a GSR Report.....	10
Area Resources.....	11
Area 8 Website.....	11
Area Assembly Structure & Guidelines.....	12
Area Committees.....	12

●Our Area delegate (or other area officers) would like to share the following with the groups:

●You may be interested in the following upcoming events associated with General Service:

●The following action has been taken at the District/Area level:

● Thanks to the contributions from the Seventh Tradition, the District is operating with a current balance of \$_____; and the Area Assembly with a current balance of \$_____.

● Please see me after the meeting if you need information or if you have any questions regarding my report. Thank you for allowing me to be of service to this Group.

Area Resources

Area 8 Website

The Area 8 website (www.area8aa.org) is a valuable informational resource for GSRs. Information available on the website includes:

- The Area Newsletter
- Event Fliers
- A calendar of Area 8 Activities such as Committee Meetings, District Meetings, etc.;
- Contact Information for Area Officers, Committee Chairs, and DCMs;
- Numerous forms that are available for download;
- Links to the websites for Imperial Valley, Hospital & Institutions, AA World Services, Grapevine/LaVina, San Diego Central Office, and North County Central Office.

The Area Assembly’s Structure & Guidelines as well as those for many of the individual Districts can also be accessed through this site.

Call for a vote. The vote should result in substantial unanimity (all or almost all in agreement, usually two-thirds).

After the vote, ask if anyone that voted in the minority would like to speak to the opposition – stating why they voted as they did.

Note: Someone that voted in the majority can call for a re-vote if they have been swayed by the minority position.

Vote on whether to re-vote. If a majority votes to re-vote, a second vote on the issue is taken – giving time for any further discussion.

If time does not allow, or unanimity is not reached: Announce that the issue will be discussed and voted on at the next meeting and consider bringing someone with more information on the issue to speak at the next meeting.

Suggested format for a GSR Report

My name is _____, I am an alcoholic and I am your GSR for this Group. This is my monthly report on the actions and activities within the General Service structure, which includes the General Service Office in New York, the Pacific Region, San Diego-Imperial Area Assembly and our local District.

●Everyone is invited to attend any District and Area Assembly meeting. The next monthly District meeting will be held on _____, at _____, time _____.

Our District meetings are usually held on _____.

●We need a Group Conscience on the following issue:

●The Groups have been asked to:

Welcome to General Service

Welcome to one of the most rewarding forms of Service Work. As an elected General Service Representative (GSR), you now represent the collective voice of your AA Group. You will carry the Group Conscience to your District and to the Area Assembly. The Delegate, in turn, carries the collective voice of San Diego-Imperial Area (SDIAA) to the AA General Service Conference (GSC) held in New York each April.

General Service Representative Preamble

We are the General Service Representatives. We are the link in the chain, communicating for our Groups, with the General Service Conference, and the world of AA. We realize that the ultimate authority in AA is a loving God as he may express himself in our Group conscience. As trusted servants, our job is to bring information to our Groups so that they can reach an informed Group conscience. By communicating this Group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our Groups as a whole.

District Meetings

The District meeting is where GSRs will get much of the information to take back to their Groups, especially during the preparations for the GSC. Most Districts meet once a month and all GSRs should attend their District meeting.

The District Committee Member (DCM) chairs the meeting and will report back from the Area Committee meeting. (See Area Committee section) San Diego-Imperial Area (SDIAA) (See SDIAA section) is currently divided into 23 Districts by language and geography. There are three Spanish-speaking Districts and 20 English-speaking Districts. The SDIAA Structure and Guidelines contains maps and physical descriptions of the Districts.

San Diego-Imperial Area (SDIAA)

SDIAA is General Service Area 08 and covers San Diego and Imperial Counties. There are six Areas in California and we are part of the Pacific Region of nine western states. There is a map of the Regions in the Service Manual in the chapter on the General Service Board.

Area Committee Meetings

The Area Officers, Standing Committee Chairs, and the DCMs attend Area Committee meetings – usually held on the third Thursday of each month. This meeting, which functions as a steering committee for the Area, communicates information and planning for the Area Assemblies. At the Area Committee meetings, only the Delegate, Alternate Delegate, Area Officers, Alternate Area Officers, Standing Committee Chairs (or their alternates) and the DCMs (or their alternates) have a vote. GSRs are welcome to attend. Area Assemblies as well as Area Committee meetings are open to any AA member.

Area Assembly

Currently, SDIAA holds five Assemblies a year. While all AA members are encouraged to attend and become familiar with the issues discussed at the Area Assemblies, only General Service Representatives (GSR), District Committee Members (DCM), Standing Committee Chairs, Area Officers, Alternate Officers, and Chairpersons of Intergroups are voting members. The main activities at Assemblies are centered on supporting the Delegate to the General Service Conference and workshops. The GSRs and DCMs are vital voting members and collectively form a majority of the voting members and therefore need to make every effort to attend. All SDIAA matters that either have an effect on the Area's finances or a direct impact on the Groups, whether raised on the floor of the Assembly or coming out of the Area Committee process, are presented and ratified, discussed, revised or rejected by the Assembly. The GSRs and DCMs become informed about local and world-wide AA issues at these Assemblies and discuss issues with others who are in a good position to have experience and information to share. In this way the Assemblies meet the purpose of strengthening and unifying AA as a whole in carrying the message in the best way possible for the Area. Participation by the GSR and DCM are the key links in the vital chain of a two-way communication between Group members and the larger structure of AA.

SDIAA Committee Contact List

The contact list shows all the positions that serve the Area. The name and contact information of each individual serving is also listed. To obtain a copy of the most current list, please provide your email list to the Area's Secretary when you attend the Area Assembly. Or, request a copy from your District Committee member.

The GSR Inventory

1. Am I, as GSR, keeping my Group informed?
2. Am I making regular announcements and reports about District meetings, Committee work, Assemblies, other functions and issues?
3. Am I working well and frequently with the other officers in my Group? (Alt. GSR, Secretary, Treasurer)
4. Am I helping budget our Group's finances with the 50-30-10-10 or a similar plan?
5. Do I have a working knowledge of the Traditions?
or, of the Concepts?
6. Am I turning to the DCM, District Committees, or District Officers for answers to situations that may arise?
7. Am I best representing the Group's conscience – not my own?
8. Am I regularly attending District meetings and my own home Group business meeting?
9. Am I enthusiastic about my jobs?
10. Am I familiar with the AA Service Manual?
11. If I am deficient with any of the above, how can the District (or Area) help in improving the situation?

Monthly Things to Do

- ___ Attend District Meeting
- ___ Attend Assigned Committee Meeting
- ___ Report to Group about District Meeting

Informed Group Conscience Guidelines

Before you start the discussion, put the process of voting on poster board or thoroughly explain it to the group.

Ask for a motion.

Allow time for discussion. (You may want to limit it to three pros, three cons, but the goal is for an Informed Group Conscience.)

- Be prepared for the Area Assemblies and ask other GSRs and the DCM what to expect.
- Attend the new GSR orientations held an hour before the Assembly.
- Try to get plenty of lead-time to obtain a Group Conscience from your Group. Short and well planned presentations that are to the point will help you present AA information and gather a consensus from your Group – either in your business meetings or during the regular meeting.
- Find out your Group service number. Help your Group select and use a pie chart for contributions.
- A service sponsor can be helpful or get the phone numbers of experienced service workers for questions and problem solving.
- Each GSR needs an Alternate GSR.
- Attend the Area Assemblies with other GSRs and your DCM. Together we can handle the commitment easier than alone.

GSR Workbook Survival Pack

Every GSR needs the following resources and forms:

- ___The GSR pamphlet (included with the GSR info package from GSO)
- ___The AA Group pamphlet
- ___AA Service Manual with Twelve Concepts for World Service (especially Chapter 2)
- ___SDIAA Structure and Guidelines
- ___Area Newsletter
- ___Box 459
- ___AA Western Regional AAWS Directory

Orientation Assembly

January - This Assembly provides for acclimating the new GSRs and DCMs, and Area Officers to their new positions. Local Area Business is also conducted at this assembly.

Delegate’s Pre Conference Assembly

April – GSRs need to be ready to share an Informed Group Conscience on topics, which will be discussed at the next General Service Conference in New York. On some topics the delegate will ask for a “Sense of the Assembly.” This is an informal vote used to clarify the position of the assembly members on a particular aspect of an agenda item. Our Delegate then brings the Area group conscience on the agenda topics to the General Service Conference.

Delegate’s Report Back Assembly

May – This Assembly is devoted to the Delegate sharing his or her experience at the General Service Conference and the resulting actions of the Conference, which affect our Area and AA worldwide.

Big Day Assembly

September - This Assembly is devoted entirely to Local Area Business, which may include approval of the area assembly budget for the following year.

Election Assembly

November - In odd-numbered years, an election Assembly is held to choose trusted servants in SDIAA, who serve a two-year term starting the following January. The Delegate, Alternate Delegate, Area Officers, and Alternate Officers whose duties are briefly described within the SDIAA Structure and Guidelines, are elected at this time using the Third Legacy Procedure from the AA Service Manual. In even-numbered years, the November assembly typically focuses on area business, which may include approval of the area assembly budget for the following year if not covered in September.

Area Committee Meetings

The Area Officers, Standing Committee Chairs, and the DCMs attend San Diego/Imperial Area Committee meetings that are held on the third Thursday of each month. This meeting functions as the steering committee for the Area, communicates information, and conducts the planning for the

Area Assemblies. At the Area Committee meetings, only the Delegate, Alternate Delegate, Area Officers, Alternate Area Officers, Standing Committee Chairs (or their alternates) and the DCMs (or their alternates) have a vote. GSRs are welcome to attend. Area Assemblies as well as Area Committee meetings are open to any AA member.

Other Committees of the Area Assembly

Committees made up of GSRs and DCMs primarily conduct the work of the Area Assembly. The SDIAA Structure and Guidelines has descriptions of the duties of the Committees. In order for SDIAA to do its work, every GSR and DCM should serve on a committee.

Other Entities Serving AA

No Group can exist in total isolation in its community (try though it might) and usually has some sort of contact with the larger surrounding community of AA that contributes to the overall maintenance of a Group. In San Diego we cooperate closely with the San Diego Intergroup (Coordinating Council), the North County Intergroup, and three Spanish Intergroups. Intergroups are how AA in San Diego meets many of its local needs, such as meeting directories and 24-hour phone answering. Intergroups are often referred to as “Central Office.”

General Service Conference (GSC) Agenda

The Service Manual, in the chapter “The Annual Conference Meeting,” explains the process that the GSC Agenda Items go through. Some items put on the GSC agenda by Area 08 (SDIAA) in the past have been to have the Concepts printed on AA literature, 30-second Public Service Announcements, and the pamphlet for the African-American.

GSC Timeline

June-January

Individual members, groups, and districts may bring forward proposed General Service Conference agenda items for the next Conference.

February

The Delegate may have enough information for the DCM to start informing the GSRs as to upcoming issues and agenda items for the GSC. GSRs can start presenting issues to the Groups to begin finding an Informed Group Conscience. (See “The AA Group” pamphlet)

March

The Delegate will present a list of agenda items with background material. These are items that the Delegate needs an Informed Group Conscience about.

April

At the Delegate’s Pre-Conference Assembly, the GSRs share the experiences and viewpoints of their groups on agenda items that the delegate has asked for input on. The GSRs may have time to consult their groups prior to the assembly, or they may use their Right of Decision (Service Manual – Concept III), always keeping in mind what is best to serve A.A. as a whole.

May

The Delegate’s Report Assembly completes the circle. This is when you will be informed about what actions were taken by the General Service Conference.

Area Structure and Guidelines

There is more specific information on all of these topics in the SDIAAA Structure and Guidelines. Start by reading about the Committee to which you are assigned and about how we in Area 08 have agreed to make decisions. Skim the whole document. Then go back and read it one section at a time. Take it slowly, but again keep at it. You, too, will be a great General Service Representative.

Right of Decision

Start with the Group Conscience, listen to the discussion and then vote your own best understanding of what the Group Conscience would be with all of the information. This “Right of Decision” is covered in Concept III.

Pulling it all together

Service sponsorship and mentoring are a part of being a GSR. As you grow in service, try to set an example of good service work. Service work is fun and personally rewarding, but only by becoming active in your service work will you find the fun. Every GSR should attend all Area Assemblies, District meetings and be on one Committee. Because there are a number of co-commitments to being the GSR, it has been suggested that you do not have any other service commitment.