

**BC/Yukon Area 79**

Welcome to General Service in BC/Yukon Area 79. This fact sheet contains important information for incoming District Committee Members. It is intended to aid you and answer some of your questions. It also outlines some basic facts about what is offered in the way of services from your Area.

**WHAT IS THE AREA COMMITTEE?**

The Area Committee is made up of all Area 79 District Committee Members (DCMs) or their alternates, plus the elected and appointed members of the General Service Committee (GSC). All members of the committee are eligible to vote at quarterlies and assemblies.

The elected members of the GSC are:

- Delegate – Reports to and from the General Service Conference.
- Alternate Delegate – Assists delegate in responsibilities. The alternate delegate also sits as the Literature chair.
- Chair of Area 79 – Responsible for the agenda and chairing area and General Service Committee (GSC) meetings, assigns travel of committee members.
- Alternate Chair – Assists chair in responsibilities. The alternate chair also sits as Grapevine chair.
- Registrar – Maintains records of districts and groups in Area 79 and is connected via Fellowship Connection(database) to the General Service Office (GSO) in New York.
- Treasurer – Maintains payables and receivables for Area 79; chairs Finance committee.
- Secretary – Records meetings and prepares the minutes.

These members serve a two-year term. Please see the **Service Manual** for details on their responsibilities.

Standing committees of the Area Committee are:

- Archives
- Cooperation with the Professional Community (CPC)
- Corrections
- Finance
- Grapevine
- Literature
- Public Information (P.I.)
- Remote Communities
- Treatment and Accessibilities/Grassroots (Our Area 79 Newsletter)
- Website

Chairs of these committees are appointed by the area chair and ratified by the Area Committee at the January Quarterly. They then become members of the GSC and Area Committee. These members serve a two-year term. Please see the Alcoholics Anonymous Committee Guidelines ([www.aa.org](http://www.aa.org)) and the BC/Yukon Area 79 website ([www.bcyukonaa.org](http://www.bcyukonaa.org)) for details on their responsibilities.

The following are non-voting service positions that may be appointed:

- Web Team appointed by the Website chair
- Archivist appointed by the Archives chair
- Assistant Treasurer appointed by the treasurer

Each of these appointments is ratified by the GSC.

**WHY ARE DCMs ASSIGNED TO A COMMITTEE?**

At the beginning of each two-year term, DCMs are assigned to sit on specific committees. This is done to ensure that all committees are well represented with a cross-section of the Area. This also provides your district with a good view of area service from term to term. DCMs may participate in committee activities between quarterlies and assemblies.

General Service Representatives (GSRs) are assigned to committees at each quarterly and assembly by rotation method.

Alternate DCMs, alternate GSRs and visitors may sit on the committee of their choice. All members are assigned to committees at the Pre-Conference Assembly; for this event, GSRs, Alternate GSRs and Alternate DCMs may request a pre-assigned committee through the Alternate Chair.

**WHAT ARE QUARTERLIES AND ASSEMBLIES?**

**Quarterlies:** These meetings are held twice per year:

January (a 2-day event)

June (a 3-day event)

in various locations (bid on by the districts at each Pre-Conference Assembly). They are attended by DCMs or their alternates and the members of the General Service Committee. Although GSRs and guests do not have a vote at area quarterlies, they most certainly have a voice and are encouraged to attend.

Things you can usually expect to participate in at quarterlies are:

Friday night may open with a General Service Orientation, some form of workshop, discussion, or panel meeting. This is followed by a meeting of the area DCMs and GSC. This informal meeting serves as a discussion forum regarding common problems and solutions throughout the area. At the same time, there is a similar meeting for alternate DCMs, GSRs, alternate GSRs and visitors.

The business meeting of Area 79 begins Saturday morning with some housekeeping items and introduction of new DCMs, GSRs and their alternates. Reports are given by the GSC and DCMs. If time permits, these will be given orally with a copy given to the area secretary by hand and/or email. Committee meetings will be held and DCMs will attend their assigned committees. Reports of these meetings will be given later in the day. New and old area business will be discussed. Minutes of these meetings will be published in *Grassroots*.

During discussion periods, a light system will be in effect, limiting the time of each speaker to two minutes. No one will speak for a second time until everyone wishing to speak has been heard. The minority voice will always be heard when voting takes place, except when the Chair is asking for a show of hands for a sense of the meeting.

**Pre-conference Assembly:** This assembly is a three-day event held in April, usually from Friday night to Sunday at noon. Instead of the usual committee assignments, the body will be assigned to committees that mirror the General Service Conference and will discuss Conference agenda items. The committees will report back to the assembly to help give the delegate an informed conscience to guide him/her at the Conference. A summary of the background material for the agenda items will be sent to all districts as early as possible before the assembly. DCMs are encouraged to ensure the GSR's were able to access the information and get it to the groups within their districts. Minutes of the assembly will be published in *Grassroots*.

At this assembly, districts may bid to host quarterlies and assemblies for the coming year, as well future BC/Yukon conventions, forums and WRAASA. Guidelines are available for hosting these events.

**Voting Assembly:** This meeting is attended by GSRs, DCMs, the GSC, guests and interested A.A. members. This is a 3-day event usually held in September from Friday night to Sunday at noon. At this meeting, motions affecting Area 79 or A.A. as a whole will be discussed and voted upon. For assemblies: DCMs or alternates acting for the DCMs, GSRs or alternates acting for the GSRs, and the General Service Committee members are eligible to vote or

present a motion. Anyone making a motion is encouraged to send it to the area chair with any background information by July 7 in order to be included in the agenda package. Motions received after the July 7 deadline will be treated as floor actions after all pre-submitted motions have been voted on. These floor actions will be accepted by the area chair, in writing, until 11:00 a.m. on the Saturday of the assembly. They will be posted on the wall and presented in the order in which they were received. The exception is motions regarding financial matters (other than budgets) in excess of \$2000, which must be submitted no later than July 7 so they are included in the Voting Assembly agenda package. Motions Guidelines are available to assist in developing clear motions. Minutes of the assembly will be published in *Grassroots*.

On even-numbered years, this assembly is also an Election Assembly. At an Election Assembly, the Area Committee and GSRs will elect the Delegate, Alternate Delegate, Chair, Alternate Chair, Treasurer, Secretary and Registrar. Members wishing to stand for election will write their names on a board and be prepared to give a brief (**two min.**) outline of their service history. Résumé guidelines are available under the elections tab at [bcyukonaa.org](http://bcyukonaa.org). It is recommended that candidates have served on the Area Committee. Voting will follow the Third Legacy Procedure as outlined in the Service Manual.

Members wishing to let their names stand for appointed positions are to send their service résumés to [resumes@bcyukonaa.org](mailto:resumes@bcyukonaa.org) following the Election Assembly.

#### **WHAT ARE SOME OF THE RESPONSIBILITIES OF DCMs PARTICULAR TO AREA 79?**

Along with the duties of DCMs outlined in the Service Manual, and the requirements of your district, the following are some of the things asked of you by the Area Committee:

District Reports – Try to keep them brief and informative. Reports are sometimes given orally (**two minutes is a suggested maximum**) and they are always submitted in a written format. Email to the secretary or provide a hard copy. (DCM report guidelines are available at [bcyukonaa.org](http://bcyukonaa.org) under service tab).

Attend and participate in your assigned committee. Participate in discussion of floor items and ask questions at the microphone. Your voice is important.

When your DCM position is entered into the data base by the registrar you will be given login access from the GSO to the Fellowship Connection System. You will be able to view and print reports of the groups and service positions in your district. It is important to keep group information up to date as well as GSRs, DCMs, Alt DCMs, and District Committee Chairs contact information by informing the registrar. This keeps groups and service positions connected with Area 79 and GSO. An electronic DCM Package will be sent out each quarter prior to assemblies and quarterlies with special information from the GSC - including contribution statements from Area 79 for groups in your district. Hard copies are available upon request.

DCMs are encouraged to subscribe to the *Grapevine*.

Mini-assemblies and Multi-district Meetings are held in various regions of Area 79. Although these bodies are extensions of the districts they serve and are not area events, nonetheless they are important service activities.

Some A.A. members involved in service choose to have service sponsors. It is recommended that you choose someone who is familiar with service in Area 79.

Always be prepared to have fun and grow in service!

#### **WHAT IS AVAILABLE IN AREA 79 TO ME AS A DCM AND TO THE DISTRICT I REPRESENT?**

A limited number of devices to aid the hearing impaired are available for use at quarterlies and assemblies.

There is a budgeted amount for travel assistance for DCMs to attend quarterlies and assemblies. Contact the chair or treasurer for details.

General Service Committee members are available to facilitate your district's workshops, informational luncheons or seminars on any topic relevant to Alcoholics Anonymous. The travel costs are paid by Area 79, not by the district.

#### **Workshops**

Workshops can take on many forms. Some presentations are sharing sessions, breakout sessions or even a skit related to a topic. Some suggested workshop themes are: Sponsorship, Traditions, Spirit of Rotation, Finance, P.I. or CPC, Website Orientation, Anonymity and Social Media, etc.

#### **Other requests have included:**

- Facilitating a group or district Inventory
- Participating in a district meeting or election

Archives or Grapevine displays are available when requested for rallies and roundups. A GSC member accompanies the display and, if asked, is prepared to do a presentation or facilitate a workshop at no expense to the district. To request the archives or Grapevine display, please contact the chair of Area 79. The Archives chair can help to inform your district on how to set up your own District Archives.

The delegate is available to travel to your district to present his/her Conference report, an anonymity-protected version of the report is available on the BC/Yukon Area 79 Website. Neighbouring districts working together to gather for the delegate's report is encouraged.

#### **THE AREA 79 WEBSITE – [www.bcyukonaa.org](http://www.bcyukonaa.org)**

Our website is designed to serve members of Alcoholics Anonymous in Area 79. It is maintained by the web team under the direction of the Website committee chair. The public side of the website includes information about the GSC positions plus email contacts; upcoming events, including quarterlies and assemblies; meeting lists; archives information; etc. The private or "trusted servants" side of the website has three password-protected levels: GSR, DCM and GSC. It hosts Area 79 business documents such as forms, editable documents, motions, budgets, financials, etc.

It is important to remember three things regarding the website:

1. It is the responsibility of each district to keep its meeting information up to date. Contact the website chair if you have any questions.
2. The website is a public domain and anonymity must be safeguarded. Please ensure last names are removed from any information to be posted.
3. DCMs need to communicate to the GSRs their login information for the trusted servant side of the website.

#### **WHAT IS GRASSROOTS?**

It is the Area 79 newsletter published four times per year. Quarterly and assembly minutes are published in these four issues and distributed to all registered DCMs and GSRs **to share with their groups**. Subscribers receive all four issues as well. *Grassroots* is available for download on the website. For anonymity purposes, the password "aagrassroots" is required to download *Grassroots*. A four page 'Highlights' version of *Grassroots* is available on the same web page. This can be useful to share with your home group. DCMs are encouraged to subscribe to or download *Grassroots*.