



THE
GENERAL
SERVICE
REPRESENTATIVE
HANDBOOK

BC/YUKON AREA 79

ACKNOWLEDGEMENT

This booklet was the idea of another Area in the Fellowship of Alcoholics Anonymous and originated because of an Assembly Action taken by that Area.

With permission, it has been reproduced, edited and distributed by the BC/Yukon Area Service Committee. It is in no way meant to replace the Alcoholics Anonymous Service Manual; it should be used only as a guide by the General Service Representative (GSR) or any interested member of Alcoholics Anonymous. It is hoped this booklet will give a more in-depth idea of the duties of the GSR and the Service Structure of A.A. in Canada and the United States. As well, we hope it will give the GSR or interested A.A. member an incentive to study and better understand the A.A. Service Manual and its Twelve Concepts for World Service.

The content of this manuscript has been reprinted or reproduced from the A.A. Service Manual and conference-approved A.A. literature with permission of AAWS, Inc. (Alcoholics Anonymous World Services, Inc.) in New York.

Table of Contents

Acknowledgement	2
Welcome to Alcoholics Anonymous	4
The Three Legacies	4
Duties of the GSR	5
Group Business Meeting	5
Reports to Those You Serve	5
Some Vital Aids	6
Taking Part in Our Personal and Group Sobriety	7
Involvement in General Service	8
Putting it all Together	8
Your Home Group	9
The Districts	10
District Meetings	11
The District Committee Member	11
The Areas	11
The Area Structure	12
Area Meetings and Business Overview	12
The GSR's Voice and Vote at Area Meetings	12
Quarterly	13
Pre-Conference Assembly	13
Voting/Election Assembly	13
Election of Officers	14
Elected Officers	14
Appointed Officers	16
Structure of the Conference	19
The Area Delegate	20
The General Service Conference	20
The Path for an Idea to Become an Agenda Item	21
The Regions	22
Regional Map	22
Regional Trustee	23
Regional Forums	23
Western Regional A.A. Service Assembly (WRAASA)	23
Pacific Regional A.A. Service Assembly (PRAASA)	23
A.A. Worldwide	24
7th Tradition Contributions	25
Glossary	28
District Numbers and Geographical Locations	33
Contact Information (Area 79 and GSO)	36

Welcome to Alcoholics Anonymous General Service!

As an elected General Service Representative (GSR), you now represent the voice of your A.A. group's conscience to the A.A. General Service Conference (Conference) held in New York each April. Through your elected District Committee Member (DCM) and the BC/Yukon Area Delegate, you will become the two-way link between your group and the world of A.A. as a whole. As such, you and your fellow GSRs all over the world have become the key to unity in A.A.

To further strengthen the two-way link between your group, the General Service Office (GSO) and the Conference, being an active GSR will help build a strong service structure and you will learn much more about General Service, which is based on:

The Three Legacies

1. **Recovery** – As outlined in the Twelve Steps.
2. **Unity** – As outlined in the Twelve Traditions.
3. **Service** – As outlined in the all-important A.A. Service Manual and the Twelve Concepts for World Service. Service includes anything to help alcoholics, e.g. make coffee, clean up, serve your home group, 12th Step calls, etc. “General Service” applies to all kinds of activities within the Conference structure carried on by area committees, assemblies, delegates, trustees and GSO staff. Usually the service affects the Fellowship as a whole.

Also, as a GSR:

- a) You will take care to protect the rights of individual A.A. members to have their opinions acknowledged and heard no matter how much in the minority those opinions may be.
- b) You will have the opportunity to give back to A.A. a little of what you have been freely given by A.A.; not only your daily sobriety but also the new way of living and the new circle of friends you have.
- c) By your active presence in General Service, you will be helping to ensure that A.A. will still be here for future generations.

Duties of the GSR

Now, let us focus on the duties of the GSR in a bit more detail. GSRs have the responsibility of:

- Linking their group with A.A. as a whole
- Representing the voice of the group's conscience
- Reporting their group's conscience to the DCM and the delegate
- Bringing the Area and District suggestions, as well as the Conference Advisory Actions, back to their group
- Providing *Grassroots Forum* to their group in print or electronic format

The Conference can feel it is acting for A.A. as a whole only to the extent that the GSR keeps the group informed and can thereby gather and communicate the group conscience.

In general, there are three areas in which the GSRs have their major responsibilities, each of which involves a two-way relationship:

- The group
- The district
- The General Service area

Every A.A. group has a voice at the Conference if it has an active GSR

The Group Business Meeting/Members Meeting

This meeting is usually held monthly to discuss group issues and other aspects of A.A. that may or may not affect A.A. as a whole. Individual members are encouraged to attend and voice their opinions and vote on group matters. Your group may require you to chair its business meeting.

Reports to Those You Serve

When giving reports at your group, district or area, it is probably best to be as brief as possible and avoid trivial outside issues. Topics or issues you might present to the district are:

- Who the group secretary is, who the alternate GSR is
- What the average attendance is at your group meetings
- How your group divides its funds for distribution
- Any problems the group may be facing – e.g., having to move, court referrals, dual-addiction members, etc.

- Upcoming events; highlight the business portion of the meeting; try to report on things you think the group can relate to, be interested or involved in
- If there is an issue coming up that will require your vote, try to explain it as simply, fully and fairly as possible so your group can arrive at an informed group conscience
- When reporting to your group, again, please keep it brief
- With a bit of practice, you can probably work in a piece of information that will provoke a question and get the discussion started

You may not personally agree with your group's conscience, but if you have done your job correctly and discussed it enough, you will have no problem in abiding by it and can rightly feel good about it.

Probably the most important thing that you can do as a GSR is to become an informed GSR. This serves both yourself and A.A. as a whole. The more you know, the more you can share from personal experience and the more credible your opinion will become.

Some Vital Aids

Some of the A.A. reading material seems tough at first but study it, discuss it, and see how it relates to other parts of the program. It will be a surprise to you when it comes alive and becomes a part of you and your message. All the A.A. literature is important, but the material most directly related to service includes:

- [The A.A. Service Manual and the Twelve Concepts for World Service \(Book\)](#)
- [The A.A. group](#) (Pamphlet)
- [A.A. Comes of Age](#) (Book)
- [A.A. Tradition – How it Developed](#) (Pamphlet)
- [Self-Support – Where Money and Spirituality Mix](#) (Pamphlet)
- [Circles of Love and Service](#) (Pamphlet)
- [Inside A.A.](#) (Pamphlet)
- [GSR: General Service Representative](#) (Pamphlet)
- [12 Traditions Illustrated](#) (Pamphlet)
- [12 Concepts Illustrated](#) (Pamphlet)
- [A.A. Guidelines](#)

- Area 79 Website <https://bcyukonaa.org/> There is a public site and a “Trusted Servant” site. Contact your DCM for login info.
- The Area 79 newsletter, [*Grassroots Forum*](#), is available online on the public site. The password is aagrassroots. *Grassroots* is also available in print form.

Videos and audio books are also available through the BC/Yukon Area Service Committee or direct from the General Service Office, [GSO](#).

Using these aids, you will get a good overview of the service picture as well as enough detail to deal with specifics.

Leadership starts with informed group members and GSRs who become the DCMs, the area officers, the delegates and trustees of Alcoholics Anonymous.

In order to fulfill the responsibility that our group has given us, we must become as knowledgeable as possible. If we are willing to learn and keep an open mind, we soon find that we are the ones who benefit.

We find that no one need have difficulty. Willingness, honesty and open-mindedness are the essentials of our legacies of recovery, unity and service.

Taking Part in Our Personal and Group Sobriety

You will find it advantageous to attend all sharing sessions, workshops, seminars, etc., to get new ideas, knowledge or clarification of a principle. These include (whenever possible):

- a) Other district and area workshops, and/or sharing sessions
- b) Local unity or fellowship events
- c) Area assemblies and quarterlies; area and regional service assemblies, i.e. WRAASA (Western Regional A.A. Service Assembly), Regional Forums, Area 79 Micro Forum, etc.

Also, since rotation is an essential part of service, it is important to have an alternate GSR to learn something about the GSR’s job before assuming the responsibilities that go with it. Having someone in the wings who is prepared will give you the freedom to go into and experience other levels

of service without feeling your job is unfinished because there is no one to take your place.

Again, **participation** is the key that enables us to:

- Become a part of, instead of apart from
- Learn more and feel better about ourselves
- Take on a job and do it to the best of our ability
- Become responsible and reliable, which is a large part of what recovery is about

Involvement in General Service

Regarding the relationship of the GSR to General Service, the Service Manual states on page 2:

“Bill proposed a plan to create a ‘service structure’ to facilitate Twelfth Step work across the country and around the world. This structure brings to bear the collective conscience of the groups on matters affecting ‘A.A. as a whole.’ At the heart of this structure are the A.A. groups themselves. The groups provide both the collective conscience of A.A. and financial support for A.A. services throughout the Fellowship. It is a structure that takes the place of government in A.A., ensuring that the full voice of A.A. will be heard and guaranteeing that the desired services will continue to function under all conditions”

Today, it means the work of anyone in the General Service Structure, the GSR, the DCM, the Delegate, etc.

Putting It All Together

Now, if you start doing all the things previously indicated, you will be active and find yourself attending many meetings. Some of them may seem boring to you. This is not unusual. The main reason for this is that, in a sense, you are a newcomer. (Remember how strange and confusing some of those first A.A. meetings you attended seemed.) Keep this in mind and it may make it easier.

You may not know any of the people there, nor understand what is being discussed – possibly just as it was at your first A.A. meeting. But, similarly, everyone there was once a newcomer and knows what it feels like. Talk to people, ask questions, and find out how to get information. You’ll find that

people involved in service are a friendly bunch and love to take time to share and explain this very important part of recovery with new people. Service work takes every bit as much energy as learning and working the Steps, and is probably more difficult to explain and share with the general membership until we have told enough people, not currently in service, what it is really all about.

It will seem frustrating at times because you may think that nobody in the group is listening or cares about what you have to say. Then, sometimes you will find yourself amazed by being asked a question relating to something you thought had been dealt with and finished long ago. Or your group asks you to deal with a question in terms of how it relates to the Traditions. These times are a part of what makes it all rewarding in the end. So, keep coming back, ask questions until you feel you have an answer, or know how and where to get one. Remember, no matter how you feel, there are absolutely NO stupid questions asked in A.A. – every question deserves a legitimate answer.

Participating in an informed group conscience (the only recognized authority in A.A.) is a vital part of recovery for all of us.

Your Home Group

The relationships of the GSRs with their home groups are probably the most important ones. The best way to start to become effective is to attend the meetings, specifically the business meetings, of your home group on a regular basis. This gets you acquainted with the members of the group and their ideas, and gives you some credibility when you make suggestions or reports.

People in General Service – particularly GSRs – are generally known as the “guardians” of our Traditions.

If your group has a steering committee, the GSR should be an active part of it, giving regular reports to the group on service activities and brief reports on important issues discussed at the district or area meetings.

Just as a personal inventory helps us to maintain a healthy sobriety by revealing our strengths and weaknesses, an annual group inventory can

flag areas that may need some focused group attention. A good starting format for this may be found in the pamphlet *The A.A. group*.

The General Service Office has an electronic newsletter, *Box 4-5-9*, which is produced quarterly and contains many articles of general interest to the entire Fellowship. Since the GSR is the listed email contact for the group at GSO, you will automatically receive a copy. It should be read and then shared with your group. It is also available free to all members on the GSO website at <http://www.aa.org/>

Only by attending group meetings can we stay informed of our group affairs.

Another area in which the GSR can be of service to the group is in encouraging self-support. It is suggested that once basic group expenses have been taken care of (rent, refreshments, A.A. literature, local meeting lists, GSR travel expenses to attend service functions) and a prudent reserve has been set aside to cover any emergency contingencies that might arise, the group may decide to further carry the message by sending contributions to the local district, the area, the General Service Office, and possibly a local intergroup or central office.

Through your GSR, your group is strengthened by the shared experience of other groups in Canada and the U.S., just as your own sobriety is strengthened by the shared experience of other A.A. members.

“The strength of our whole A.A. Service Structure starts with the group and with the General Service Representative (GSR) the group elects. I cannot emphasize too strongly the GSR’s importance...” – Bill W.

The Districts (see list – page 33)

Usually, the area gatherings (quarterlies and assemblies) are too large and have preset agendas, so specific group problems cannot be addressed efficiently. So, the area is further divided into districts. The number of groups per district varies widely, from as few as five in a rural district to 90 or more in a metropolitan district. Our area, BC/Yukon, is currently divided into 47 districts. This organizational structure may seem complicated and overly structured at first. However, it is really in accord with our principle

of least possible organization. It has been tested over time as providing the most balanced way to arrive at the only recognized authority in A.A., an informed group conscience.

District Meetings

These are meetings of the DCM and all GSRs of any given district or districts in the area, usually held monthly, where the GSRs discuss those matters that may affect their groups, district or area. There are really few completely new and original problems that a group may encounter, so our continuity of experience is extremely valuable. The GSRs can share with their fellow GSRs at the district meetings how they dealt with such matters and with what success. Their experience may be helpful to another group. Also, at the district meetings, agenda items that require action at the next assembly can be discussed. This is kind of a middle ground where such discussion makes us better informed and able to take back to our group any business needing a group-conscience decision. We can then take this information to the assembly to make our voice heard.

The District Committee Member

Each district elects a District Committee Member (DCM) who conducts the district meetings and represents the conscience of the groups via the GSRs. The DCM is a voting member of the Area Committee at the quarterlies and assemblies. The primary purpose of the DCM is to stimulate as many groups as possible to be an active part of A.A. as a whole through representation and participation.

The Areas

Most General Service areas follow the broad geographical division of a province or state. Each area is identified by a number, e.g. BC/Yukon – Area 79; Alberta/NWT/Nunavut – Area 78; Saskatchewan – Area 91; Manitoba – Area 80. Our Area (79) is primarily made up of British Columbia and the Yukon. Due to geographical barriers, there are groups in Washington State that are a part of our area. Also, for the same reason, parts of northeastern and southeastern B.C. are in Area 78.

The Area Structure

Each area acts as a unit at area assemblies, which are held periodically throughout the year to conduct any business that may affect the entire area, such as:

1. Informing the delegate as to the sense of the area on certain issues
2. Receiving from the delegate the Advisory Actions of the General Service Conference
3. Conducting workshops that deal with various aspects of the service message

Area Meetings and Business Overview

BC/Yukon Area 79 holds four meetings per year. First is the January Quarterly; second, in April, is the Pre-Conference Assembly; third is the July Assembly; and the fourth, held in September in 2025 and in October starting in 2026, is the Voting Assembly. Motions may be considered at the July or September/October Assemblies. The last assembly of the two-year term is the Voting and Election Assembly. The meetings are held in a hybrid format. GSRs attending online may ask questions, make comments and vote at events where they have a vote. In-person attendance offers many other opportunities for GSRs to learn and meet others involved in service.

The area officers meet monthly for their Area Service Committee (ASC) meetings. Four times a year, the area officers and the DCMs meet at the quarterlies and assemblies as the Area Committee. At quarterlies, only area officers and DCMs have a vote, but all members are encouraged to attend, and all have a voice. At the assemblies, GSRs or alternates, DCMs or alternates and area officers are eligible to vote and present motions. The main activities at the assemblies usually centre around the delegate and the area concerns, the Conference, sharing sessions and/or workshops.

Remember, if a group has an active GSR, it is connected to the rest of the Fellowship and is able to participate in the group conscience of A.A. as a whole.

The GSR's Voice and Vote at Area Meetings

At the assemblies, the GSRs are voting members and collectively form a majority. They should make every effort to attend the assemblies on behalf of their groups and it is the responsibility of the group to pay the

GSR's expenses to attend each assembly. All area matters that have either an effect on the area itself or a direct impact on all the groups, whether raised on the floor of an assembly or coming out of the Area Committee process, are presented and ratified, rejected or revised by the assembly.

We become informed about what is going on by attending these meetings and discussing issues with others who are in a good position to have experience and information to share on most issues. In this way, the assemblies meet their purpose in strengthening A.A. as a whole by carrying our message in the best way possible for our area.

Again, participation by the GSR is the key link in the vital chain in the necessary two-way communication between the members of their group and the larger structure of A.A.

Remember, at the quarterlies, only the DCMs and area officers have a vote. The GSRs are welcome to attend and are strongly encouraged to do so, and all have a voice. At the area assembly, the GSRs do have a vote and are encouraged to participate as much as possible.

Quarterly

This meeting is held once per year, in January, in various locations throughout the area, and is open to all GSRs, DCMs, area officers and any interested A.A. members who wish to attend.

Pre-Conference Assembly

This is a meeting of all GSRs, DCMs, area officers and any interested A.A. members. At this meeting, the delegate can receive an informed conscience based on discussion with those present regarding the agenda items for the General Service Conference.

Voting Assembly / Voting and Election Assembly

These meetings are attended by all GSRs, DCMs, area officers and any interested A.A. members, and are held annually in June and September (in 2026 these meeting move to July and October) to discuss and vote on all area issues on the agenda. Every second year, in the fall, the assembly elects a new area delegate and new area officers.

Election of Officers (7)

Each even-numbered year, in October, we hold the Voting and Election Assembly to choose our BC/Yukon Area “trusted servants”, who serve a two-year term. This is possibly one of the most important things that you will participate in as a GSR and one of the reasons to take your own two-year commitment very seriously.

If you have been actively participating as previously outlined during your term, you will develop some perspective to enable you to make decisions about who of those standing for a given office would best serve the area with sound A.A. spiritual principles in mind. It is strongly suggested that the outgoing (not the incoming) GSRs and DCMs be available to vote at the Election Assembly in order to ensure a more informed election. Area uses the basic format of *The Third Legacy Procedure*, as suggested in the Service Manual, for the election process.

By attending area quarterly and area assembly meetings, we become more familiar with things happening in the larger world of A.A. – in our area, through reports given by our area officers and through the various DCM district reports. It is quite likely that you will hear some ideas that can be used to better your own district or group.

It is a good idea to always take a notepad or notebook to these meetings (group, district, area) and use it. It seems our memories become more selective and less vivid than our imaginations, so we need to take notes from a more reliable source. Also, the discipline involved in taking notes makes us pay more attention to what is going on. This is a skill that takes some practice to develop.

Serving on committees at all levels of A.A. will teach you a great deal more about the workings of A.A. All levels of service in A.A. are based on experience, which we have found to be our best teacher.

The following officers are chosen at the Voting and Election Assembly, with their duties briefly described:

Delegate (delegate@bcyukonaa.org): The duties, responsibilities and qualifications of the delegate are fully described in The A.A. Service Manual (BM-31). The following are excerpts from that publication.

Area delegates have been elected to participate as trusted servants and to provide important information and leadership in the Fellowship. Delegates are charged with understanding the experiences, viewpoints and group conscience of their areas, while assuming responsibility for the U.S./Canada Conference as a whole. They attend the annual Conference meeting fully prepared. Delegates:

- Communicate the actions of the Conference to Area Committee members and encourage them to pass on this information to groups and to intergroup/central offices. This is the vital two-way communication between the annual General Service Conference and the members.
- Help the area generate interest among A.A. members in serving as GSRs and DCMs and in area positions.
- Provide leadership in solving local problems involving the A.A. Traditions.
- Pass along calls for résumés for trustee and nontrustee director positions.
- Visit groups and districts in the area, reporting outcomes from General Service Conferences as well as keeping the alternate delegate fully informed.

Alternate Delegate (altdelegate@bcyukonaa.org): The alternate serves as an assistant to the delegate and will often give the delegate's report when the delegate is unable to attend a certain function. In Area 79, the Literature Committee is usually chaired by the alternate delegate.

Area Chair (chair@bcyukonaa.org): The chair is responsible for scheduling the agenda for the area quarterlies and assemblies, and presides over these meetings as well as the monthly Area Service Committee meetings and area finance meetings. The chair receives requests from districts for service workshops and district inventories. The chair arranges for Area Committee members to facilitate these events.

Alternate Chair (altchair@bcyukonaa.org): The alternate works with the chair; assumes the duties of the chair as needed or when the chair is unable to serve. The alternate chair is responsible for scheduling the Area Committee meetings and presides over these meetings. In Area 79 the Grapevine Committee is usually chaired by the alternate chair.

Treasurer (treasurer@bcyukonaa.org): The Treasurer records and reports all group contributions and other sources of revenue as well as disbursements of funds. The treasurer participates heavily in the preparation of the annual budget for the area. In Area 79, the Finance Committee is usually chaired by the treasurer.

Secretary (secretary@bcyukonaa.org): The secretary's responsibilities are to record the minutes of the quarterlies, assemblies and Area Committee meetings, and to see that the minutes are distributed to the DCMs and area officers, and are printed in the area newsletter (*Grassroots Forum*) for interested members of Area 79.

Registrar (registrar@bcyukonaa.org): Collects and updates records of all registered groups and trusted servants in Area 79, including GSRs, DCMs, district committee chairs, group mail contacts and their alternates. The area registrar is responsible for the keeping of accurate area information in the platform known as Fellowship Connection, which links the area with the General Service Office in New York.

Appointed Officers

There are seven other committee officers on the Area Committee, who are appointed by a selection committee made up of the incoming area chair and three additional elected officers. Interested members are asked to submit service résumés following the Election Assembly, and the chair determines the appointments with the assistance of a subcommittee that is formed for this purpose. The appointed committee officers are responsible to the Area Service Committee and the area for special activities and are ratified by the voting members at the first quarterly meeting of the new committee's rotation. Here is a brief description of their responsibilities:

Archives Chair (archives@bcyukonaa.org): Is responsible for A.A. history collected from individual A.A. members, groups and districts throughout the area. Duties may include the sorting, indexing, preserving and exhibiting of original and reproduced local, national and international A.A. material. This may include magazine and newspaper articles, tape recordings, oral histories of older A.A. members, group and district histories, etc. A volunteer archivist is also appointed to help with the day-

to-day running of the Archives office. An additional duty of the Archives chair is to maintain a good rotation of active volunteers to help complete the ongoing archives projects.

Cooperation with the Professional Community (CPC) Chair

(cpc@bcyukonaa.org): The purpose of the CPC Committee chair is to guide and actively participate with the committee in its primary purpose: to inform professionals and future professionals about A.A. – what we are, where we are, what we can do, and what we cannot do. The committee attempts to establish better communication between Alcoholics Anonymous and professionals, and to find simple, effective ways of cooperating without affiliating. Keep in mind that the area CPC Committee's purpose is to assist and suggest to the district CPC Committees, not replace them.

Corrections Chair: (corrections@bcyukonaa.org): Chairs the Corrections Committee, whose responsibilities are to work with districts, groups and members to carry the A.A. message to alcoholics inside correctional facilities. Includes assisting with the arrangement of local A.A. contacts for members on the “inside” who are being released.

Grapevine Chair (grapevine@bcyukonaa.org): Is responsible for increasing awareness and availability of the *Grapevine* magazine and materials to individuals, groups and districts throughout the area, and upon request may be able to provide a *Grapevine* display at any A.A. function.

Literature Chair (literature@bcyukonaa.org): Has the responsibility of having an A.A. literature display at A.A. functions when required, and of informing individuals, groups, and districts as to what literature is available to them from GSO.

Public Information (P.I.) Chair (pi@bcyukonaa.org): Is responsible for area P.I. functions, keeping in mind that the area P.I. Committee's purpose is to assist and suggest to the district P.I. Committees, not replace them.

Remote Communities Chair (remotecommunities@bcyukonaa.org): Chairs the Remote Communities Committee, whose purpose is to address the needs of Area 79's remote communities, including communicating on

a regular basis with remote communities and members. Concerns, challenges and ideas are brought to the standing committee, which recommends actions pertaining to better serving remote communities and frames policy regarding the Remote Communities Committee.

Treatment Committee Chair (treatment@bcyukonaa.org): This committee's purpose is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to the A.A. community.

Accessibilities Committee Chair

(accessibilities@bcyukonaa.org) This committee is responsible for increasing awareness of the needs of members with diverse accessibility needs.

Website Chair (website@bcyukonaa.org): Chairs the Website Committee, which oversees our Area 79 website content, maintenance and development with the support of a volunteer Web Team.

Additionally...

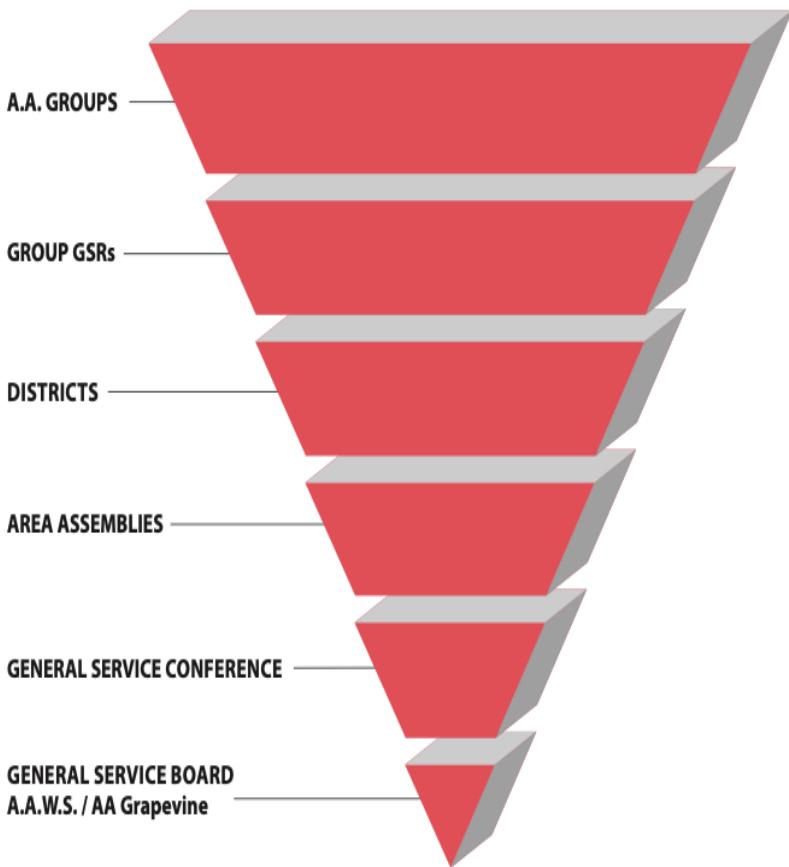
Grassroots Committee Chair: Responsible for the area newsletter (*Grassroots Forum*) and leads the committee responsible for the format, content and distribution of this quarterly publication. A four-page "Highlights" version of *Grassroots* is available on the same web page. This can be useful to share with your home group.

Motion passed in October 2016 reads:

- The Area 79 chair will be free to assign Grassroots, or any other standing committee, as an additional responsibility to any member of the ASC, based on committee workloads and ASC members' skills.

To view service materials and links to documents for download (examples: Business Procedures, Voting Procedures and Floor Action package, Book of Motions, motions guide, motion form [editable], etc.), please go to [the service committee on the Area website](#)

Structure of the Conference U.S. and Canada



Reprinted from the A.A. Service Manual (2024-2026), page 3, with permission of Alcoholics Anonymous World Services, Inc.

The Area Delegate

Each General Service Area elects a delegate to represent it at the annual General Service Conference in New York, where the broad issues of A.A. as a whole are addressed. There is a total of 93 delegate areas throughout Canada and the U.S. Delegates are elected for a two-year term, with about half of them elected each year to provide both continuity and a smooth flow of rotation (*see A.A. Service Manual for the Election Schedule for delegates*). Remember that the General Service Conference only deals in issues affecting A.A. in Canada and the U.S. and, like **GSRs, DCMs and trustees, area delegates are never paid for A.A. service.**

The General Service Conference

The culmination of much of this activity occurs in April of each year when the delegate we elect to represent our area attends the week-long General Service Conference in New York. The Conference represents a vast pool of A.A. experience gathered for decades from A.A.s all over the world. Every A.A. group can share its experience with other groups through its area delegate to the Conference.

All parts of our Fellowship – group meetings, committees, offices, conferences and group jobs – have one joint purpose: to help that one newcomer who has a drinking problem. But, in order for A.A. to run itself, we have to have a system for finding out how A.A. as a whole feels about its world affairs, and how it wants to operate. We need constant, honest communications from one part of A.A. to every other, furnishing a wide cross-section of A.A. experience. The General Service Conference makes that possible.

THE PATH FOR AN IDEA TO BECOME AN AGENDA ITEM

1

An idea, suggestion, question, concern or subject comes from an A.A. member, GSR, DCM, area committee member, delegate, trustee, or G.S.O./GV staff, and may be shared or discussed at the group, district and area assembly and sent to the...

**Conference
Coordinator
G.S.O.**

2

The idea is reviewed by the G.S.O./GV Staff and forwarded to the...

**Appropriate
Trustees'
Committee**

3

which then may refer the matter to the...

**Appropriate
Conference
Committee**

4

which meets during the General Service Conference week and makes **recommendations** that are presented in the Committee Report to the...

**General
Service
Conference**

5

If a Conference Committee recommendation is approved, after full floor discussion, it becomes a...

Conference Advisory Action, which becomes binding when approved by the...

**General
Service
Board**

Note: This chart provides a broad overview of the process.

Reprinted from the A.A. Service Manual, page 171, with permission of Alcoholics Anonymous World Services, Inc.

The Regions

The map in the Service Manual (page 93) shows Canada and the U.S. divided into eight Regions.

Two Regions in Canada

1. Western Canada – BC/Yukon, Alberta/NWT/Nunavut, Saskatchewan, Manitoba
2. Eastern Canada – Ontario, Quebec, Nunavut, Maritimes, Newfoundland and Labrador

Six Regions in the U.S.

1. Pacific (includes Alaska and Hawaii)
2. Southwest
3. West Central
4. East Central
5. Northeast
6. Southeast (includes Bahamas, Bermuda, etc.)



Regional Trustee

Each region nominates a group of qualified candidates from which a Regional Trustee is elected (*see A.A. Service Manual*) who serves a four-year term on the General Service Board of Alcoholics Anonymous. The Western Canada Region (covering four provinces and three territories) has one trustee. The terms of the trustees are staggered and balanced geographically so that two trustees are elected each year, which provides both continuity and a smooth flow of rotation (*see A.A. Service Manual for rotation schedule*).

Regional Forums

These service assemblies are held on every even-numbered year (i.e. every two years) in the Western Canada Region and are rotated among the four areas in the region. This means that the BC/Yukon area hosts a regional forum every eight years. Forums are usually attended by service-minded or interested members of A.A. in order that they may meet and ask questions of GSO staff members, trustees, Grapevine directors and staff, etc.

Western Regional A.A. Service Assembly (WRAASA)

WRAASA is sponsored by the areas of the Western Canada Region. The regional boundaries are as designated in the A.A. Service Manual. WRAASA is held every two years in one of the areas in Western Canada per rotation. The purpose of WRAASA is to develop greater unity among the members, groups and areas of the Western Canada Region; to encourage the exchange of ideas and experiences; and to provide an opportunity for members to discuss pertinent aspects of A.A. The assembly and the WRAASA Committee should always foster the Recovery, Unity and Service legacies of A.A.

Pacific Regional A.A. Service Assembly (PRAASA)

Area 79 has been made an honorary member of the Pacific Region of the service structure so that we can participate in this assembly. It is held each year just prior to the General Service Conference, and many of the topics and agenda items that will be discussed at the Conference are reviewed at this assembly. It is well attended by trustees, delegates, alternate delegates, etc., and results in a very informed discussion of the issues.

A.A. Worldwide

Alcoholics Anonymous is a worldwide organization. There are General Service Offices in many countries, each of which is autonomous. No attempt is made to have the General Service Office (Canada and U.S.) in New York be the world capital of A.A. The New York office is available to share experience, strength and hope with offices in other countries, mainly because it has been in existence for a much longer period of time. Every two years, a World Service Conference is held, with one delegate from Canada and one delegate from the U.S. attending. This Conference serves as the way that Alcoholics Anonymous establishes and maintains its worldwide communications links.

THE 7th TRADITION

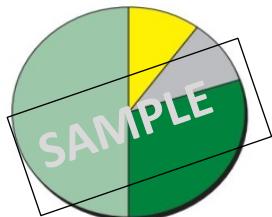
"Self-Support: Where Money and Spirituality Mix"

To be fully self-supporting requires a commitment on the part of each member to support, through his or her home group, the services provided by the local intergroup or central office, by the district, by the area and by GSO, so that these entities might continue to carry out their invaluable Twelfth Step work beyond the group level. To support A.A.'s essential services, the General Service Conference suggests individual groups adopt a specific contribution plan suitable to their particular situation. Such a plan may work like this:

- **First**, take care of the basic group expenses (rent, coffee, A.A. Literature, GSR travel to service events, a prudent reserve)
- **Then**, divide the remaining funds according to whatever percentage plan suits your local needs.

As with all decisions in A.A., the best answer will come from the informed group conscience of the members. The following are examples that you may want to use during your discussion to determine what is most appropriate for your group. A blank list is also provided for your records. Regular contributions are most helpful if possible.

Example of group Contributions split to four A.A. service entities:

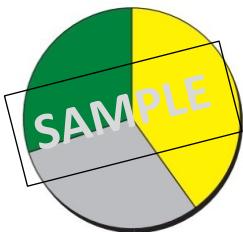


10% to district
10% to area committee
30% to G.S.O.
50% to intergroup or central office

Some communities in Area 79 have an intergroup or central office and others do not. The above example could be an option for groups that do.

If your group is not served by an intergroup or central office, the example below could be an option for your group.

Example of group contributions split to three A.A. service entities:



40% to district
30% to area
30% to G.S.O.

Whatever percentages are in accordance with your group conscience.

Remember, the foregoing percentage plans are suggested as guidelines only; it is up to the group conscience of each individual group what percentage plan they will use to distribute group funds to each of the service entities.

What is your group's conscience?



- % to district
- % to area committee
- % to G.S.O.
- % to intergroup or central office
- % other A.A. service entities
- % other A.A. service entities

It is also extremely important to remember that group contributions must be sent directly to each service entity. Do not send all of your group's contributions to the local central office or intergroup and expect them to distribute your group's monies to GSO, the area or the district. It is up to the individual group to distribute its own funds. The amount of your contribution is secondary to the spiritual connection that unites A.A. groups around the world. The amount of the contributions is not as important as it is for your group to contribute on a regular basis (monthly, bimonthly, quarterly etc.).

Please see below for information regarding how and where to send your contributions, and share this information with your group treasurer and group secretary.

INTERGROUP/CENTRAL OFFICE: To send contributions to your local central office or intergroup, see your DCMs(District Committee Member) or your group's IGR (Intergroup Representative) for the correct mailing address.

DISTRICT: Contact your DCM for information regarding how and where to contribute to your district.

GSO (General Service Office – Contributions):

Make cheque (may be in Canadian funds, though it will be reported in US funds) payable to General Service Board and mail to:

**General Service Office
Post Office Box 459
Grand Central Station
New York, NY 10163**

OR a *Contributions Online* (US funds only) option is available at
www.aa.org

BC/Yukon Area 79:

Make cheque payable to BC/Yukon Area 79 and mail to:

**BC/Yukon Area 79
PO Box 42114
Vancouver, BC V5S 4R5**

Please include your group number on the cheque so your group's contribution can be correctly allocated.

Groups and Individuals may also contribute by:

1. Interac e-transfers can also be made by sending the transfer to treasurer@bcyukonaa.org please indicate in the Memo field what group and district the contributions are coming from
2. Online by credit card at <https://bcyukonaa.org/home/7th-tradition/>

Group Registration # _____

A GLOSSARY OF COMMON A.A. TERMS

ALTERNATE: A General Service worker who, according to local autonomy and needs, is elected at the group, district or area level to participate with, assist in, and in appropriate circumstances, assume the duties of a principal office holder (i.e. alternate GSR, alternate DCM, alternate delegate).

ARCHIVES: A collection of A.A. history, usually maintained under the direction of the Archives chair.

AREA: A geographical division within a province or state. Normally there is one area for each province or state, except where there may be a highly populated province or state, which may then have more than one area. The province of Ontario has four areas, the state of California has six areas. In Canada and the U.S., there is a total of 93 areas. Canada has 14 areas and the U.S. has 79 areas.

AREA ASSEMBLY: A periodic meeting of the groups' General Service Representatives (GSRs), the District Committee Members (DCMs) and the Area Officers. The assembly is a basic unit of the General Service structure and conducts or helps coordinate most of the A.A. business for the area.

AREA COMMITTEE: A committee within an area that is made up of the District Committee Members (DCMs) from each district within the area and the Area Officers. The Area Committee is a vital A.A. service link in that, through its members, it is close to district and local affairs. It may also function as a research, study and advisory group to the area assembly.

AREA SERVICE COMMITTEE (ASC): The ASC reports to and takes direction from the full Area 79 Committee. It has 14 members consisting of 7 elected Area Officers and 7 appointed Officers, who sit as chairs of designated Area Standing Committees. ASC members serve two-year terms in keeping with the Conference Panel rotation.

BOX 4-5-9: A quarterly publication from GSO which contains “*News and Notes from the General Service Office of A.A.*”. It includes such items of interest as a calendar of important local, national and international events, questions and problems of GSO about A.A., vignettes and anecdotes from A.A. people, and other information of interest to the dedicated A.A. member.

DELEGATE: An A.A. member of an area assembly who is elected by the GSRs, DCMs and officers of an area to represent them at the General Service Conference. It is through the delegate that the A.A. group passes along its informed group conscience to the Conference and receives back the results (Advisory Actions) of the Conference. Each area is designated as either an “even” panel or an “odd” panel. The BC/Yukon Area is an “odd” panel, which means that our delegate serves a two-year term beginning on January 1 of an odd-numbered year (e.g. the Area 79 delegate serving in 2017-18 was referred to as a Panel 67 delegate).

DISTRICT: A geographic subdivision within a General Service area created in order to come closer to the individual A.A. groups. The number of groups per district varies widely, from as few as five in a rural district to 90 or more in a metropolitan district. It is usually determined by the ability of the DCM to communicate meaningfully with all of the groups.

DISTRICT COMMITTEE MEMBER (DCM): An A.A. member who is elected by the GSRs within a district to represent them on the Area Committee. The DCM is also responsible for coordinating and assisting the efforts of the GSRs in their district.

GENERAL SERVICE CONFERENCE: The meeting, held each April in New York, of the elected area delegates, the board of trustees, the directors and staff of AAWS, Inc. and the directors and staff of the Grapevine, Inc. This meeting keeps the

individual A.A. member and GSO in close supportive contact with each other through the General Service chain. This chain is made up of several links: the A.A. group, the GSR, the DCM, the delegate to the Conference; and then back to the membership.

GENERAL SERVICE REPRESENTATIVE (GSR): An A.A. member who is elected by the group to present that group's opinion in discussions at the district and area levels. The GSR keeps the group as fully informed as possible of important decisions, discussions and events occurring within A.A. at the district, area, regional, national and international levels. GSRs are further responsible for choosing the best possible A.A. representatives to serve the whole Fellowship by voting for the DCMs, the area officers and the delegate to the General Service Conference.

REGION: A grouping of several provinces or states from which a regional trustee comes to the board of trustees. There are eight regions represented in the Conference: two in Canada, six in the U.S. The Western Canada Region is composed of Manitoba, Saskatchewan, Alberta/NWT/Nunavut and BC/Yukon.

THIRD LEGACY: Recovery and Unity are our first two legacies, handed down to us by the founders of Alcoholics Anonymous. Our Third Legacy is Service – the sum total of all A.A. services from the Twelfth Step call to A.A.'s coast-to-coast and worldwide activities.

THIRD LEGACY PROCEDURE: A voting procedure unique to A.A. and designed to help avoid some of the negative aspects of elections such as personality clashes, ego battles and dissatisfied minorities. (*see A.A. Service Manual for What Is the Conference?*)

TRUSTEE: The usual term for a member of A.A.'s General Service Board. Currently the board is made up of 22 trustees, including the regional trustees. Seven are "Class A" trustees (non-alcoholic) and fifteen are "Class B" trustees (alcoholic).

Non-Alcoholic (Class A) Trustees: Class A trustees serve two consecutive three-year terms. The chair of the General Service Board may recommend to the trustees that a Class A member trustee be permitted to serve for a third successive three-year term. In order to provide the board with a sufficient degree of flexibility, the trustees can permit this. (See Appendix E, Bylaws of the General Service Board, Inc.) Board members make an effort to choose Class A trustees from a variety of professional backgrounds, and the board has included doctors, lawyers, clergy, sociologists, business people and financial experts among its members.

Regional Trustees: There are eight regional trustees, six from the United States and two from Canada (see regional map), who serve four successive annual terms. While no trustee can be said to "represent" a geographical section – all trustees represent only the Fellowship as a whole – regional trustees bring to the board's discussions a regional A.A. point of view and experience that is invaluable.

Trustees-at-Large: There are two trustees-at-large, one from the U.S. and one from Canada. Each serves four successive annual terms. The trustees-at-large are members of the trustees' International Committee and other trustees' committees, and can be appointed as directors of one of the corporate boards. They may fill in for regional trustees, as needed or requested.

General Service Trustees: There are four general service trustees, two from the A.A. World Services board and two from the Grapevine, who serve on these boards and are

available at any time for the solution of problems on which GSO or Grapevine staff members need help.

TWELVE CONCEPTS: As the Twelve Steps are to personal Recovery and the Twelve Traditions are to the preservation of Unity of Alcoholics Anonymous, so the Twelve Concepts are to General Service. They are a set of principles and practices intended to preserve service to A.A. and the still-suffering alcoholic. They also protect the structure by which such service is made possible (see *The Twelve Concepts for World Service* in the back portion of the A.A. Service Manual) and are introduced as follows:

“The Concepts carefully delineate those important traditions, customs, relationships and legal arrangements that weld the General Service Board into a working harmony with the primary committees and with its corporate arms of active Service – A.A. World Services, Inc. (AAWS Inc.) and the Grapevine Inc. This is the substance of the structural framework that governs the internal working situation of A.A.’s World Headquarters...”

BC Yukon Area 79 – District Numbers & Geographical Areas

Jan 2025 update

BC Yukon Area 79 – District Numbers & Geographical Areas Registrar@bcyukonaa.org

Communities in eastern BC not found on this list, may be found in Area 78

1	Alert Bay, Bella Bella, Fort Rupert, Kyuquot, Port Alice, Port Hardy, Port McNeill, Sointula, Zeballos	40	Coquitlam, Port Coquitlam, Port Moody
3	Black Creek, Campbell River, Cortes Island, Gold River, Mansons Landing, Read Island, Quadra Island, Sayward, Tahsis	41	Haney, Maple Ridge, Pitt Meadows, Webster's Corner, Whonnock
4	Comox, Courtenay, Cumberland, Denman Island, Fanny Bay, Hornby Island, Merville	42	North Delta, Surrey
		43	Aldergrove, Cloverdale, Fort Langley, Langley
6	Bamfield, Comox, Lasqueti Island, Nanoose Bay, Parksville, Port Alberni, Qualicum Bay, Qualicum Beach, Tofino, Ucluelet	44	Chehalis, Deroche, Mission, Lake Errock
7	Cedar, Ladysmith, Nanaimo South, Gabriola Island Lantzville, Nanaimo North	45	Agassiz, Boston Bar, Chilliwack, Cultus Lake, Hope, Harrison Mills, Rosedale, Sardis, Yarrow
8	Chemainus, Cobble Hill, Cowichan Bay, Crofton, Duncan, Honeymoon Bay, Lake Cowichan, Maple Bay, Mill Bay, Penelakut Island, Thetis Island, Youbou	46	Davis Bay, Garden Bay, Gibsons, Madeira Park, Pender Harbour, Roberts Creek, Sechelt
9	Galiano Island, Mayne Island, Pender Island, Salt Spring Island, Saturna Island	47	Lund, Powell River, Texada Island, Savory Island, Tla'amin
10	James Bay, Central Victoria, Esquimalt, Songhees, James Bay, Victoria West	50	Greenville, Hagwilget, Hartley Bay, Hazelton, Kitimat, Kitamaat Village Kitkatla, Kitwanga, Lax Kw'alaams, New Aiyansh, Prince Rupert, Terrace, Stewart, Masset
12	Happy Valley, Langford, Metchosin, Sooke, View Royal, Colwood, Port Renfrew, Beecher Bay, Goldstream	51	Klemtu, Port Clements, Queen Charlotte City, Sandspit, Skidegate, Tl'ie
14	Beacon Hill, Cadboro Bay, Oak Bay, Uplands, Victoria, University of Victoria	52	Atlin, Carcross YT, Dawson City YT, Dease Lake, Faro YT, Iskut, Telegraph Creek, Teslin YT, Watson Lake YT, Whitehorse YT, Yukon Territory
15	Bear Mountain, Brentwood Bay, Cordova Bay, Elk Lake, Keating, North Saanich, Pauquachin, Prospect Lake, Royal Oak, Saanich, , Saanichton, Sidney, Swartz Bay, Tsartlip, Tsawout, Tseycum	54	Burns Lake, Fort Fraser, Fraser Lake, Granisle, Houston, Moricetown, Nadleh, Smithers, Southside, Stella, Telkwa
18	Bowen Island, Deep Cove, Horseshoe Bay, Lions Bay, North Vancouver, West Vancouver	56	Fort St. James, Hixon, Mackenzie, McBride, McLeod Lake, Prince George, Quesnel, Valmont, Vanderhoof, Wells
19	Anderson Lake, Brackendale, Mount Currie, Pemberton, Squamish, Whistler	59	150 Mile House, Alkali Lake, Alexis Creek, Anahim Lake, Bella Coola, Horsefly, McLeese Lake, Redstone, Soda Creek, Williams Lake
24	Vancouver west of Arbutus from Fraser River South to Kitsilano Point, Downtown, West Cambie Bridge, and Cambie St. to the water	60	70 Mile House, 100 Mile House, 103 Mile House, 108 Mile House, Bridge Lake, Canim Lake, Dog Creek, Lac La Hache, Lone Butte
26	Vancouver – Arbutus to Cambie from the Fraser River to Cornwall/False Creek	61	Ashcroft, Cache Creek, Clinton, Lillooet, Lytton, Pavilion, Spences Bridge
28	Vancouver – East End, Downtown East Side	62	Anglemont, Adams Lake, Barriere, Chase, Clearwater, Kamloops, Logan Lake, Merritt, Niskinlith, Quilchena, Savona, Simpcw, Tk'emlups
30	Burnaby – North, North of Hwy 1; Vancouver East End, Commercial to Boundary	64	Enderby, Revelstoke, Salmon Arm, Shuswap, Sicamous, Skwila, Sorrento
32	Burnaby South, South of Hwy 1	66	Canal Flats, Columbia Valley, Fairmont, Field, Golden, Invermere, Radium Hot Springs, Windermere
34	New Westminster, Queensborough, Sapperton,	68	Grand Forks, Greenwood, Keremeos, Oliver, Osoyoos, Princeton, Rock Creek, Tulemen
36	Richmond	70	Armstrong, Cherryville, Falkland, Lumby, Vernon
37	South Surrey, White Rock. North to South from Hwy #10 to 0 Av. East to West from Pacific Hwy to Annacis Hwy	71	Kelowna, Peachland, Rutland, West Kelowna, Lake Country
38	Delta South, Ladner, Point Roberts Washington, Tsawwassen, Tsawwassen First Nations	73	Naramata, Okanagan Falls, Penticton, Summerland
39	Abbotsford, Clearbrook, Matsqui	75	Balfour, Castlegar, Crawford Bay, Crescent City, Fruitvale, Kaslo, Nelson, Rossland, Salmo, Silverton, Slocan City, Trail, Nakusp, New Denver, Winlaw

For communities in eastern B.C., not found on this list, try [Area 78](#)

List of Revisions

December 2004:

March 2005:

October 2005:

April 2006:

September 2008:

- Complete revision on format.

November 2008:

- Number of Districts changed from 46 to 47 to reflect addition of District 37, South Surrey and White Rock

July 2011:

- Some Vital Aids section updated to reflect current materials
- Your Home Group section info on GSR travel updated to include language from the Self Support pamphlet.
- Area Meetings section reorganized, and info updated to reflect current Quarterly and Assembly meetings.
- Self-Support section updated to reflect current materials
- Info on sending contributions updates with current Area address, GSO contributions online added.

December 2013:

- Website Chair info added
- Number of Districts increased to 48 (added Dist. 75- Kootenays)
- PRAASA information added in place of PNWC
- Misc. spelling & grammatical corrections

December 2014:

- Update Website Chair
- Update/redo graphics
- Misc. formatting & grammatical correction

October 2015:

- Misc. formatting & grammatical corrections
- Replace Group business meetings are "usually conducted by the Group GSR and or the Group Secretary" with "Your Group may require you to chair its business meeting."
- On "Some Vital Aids" add "A.A. Guidelines"

- Change District numbers from 6-20 to 5-90 to match the sentence in the Service Manual.

- In "GSR's Voice and Vote at Area Meetings" add in the fourth paragraph "and all have a voice".

- Add WRAASA.

July 2017:

- Misc. formatting & grammatical corrections.
- Amend to match changes from Oct 2016 Voting/Election Assembly.
- Add list of Districts in Area 79.

November 2020:

- Added e-transfer and credit card under contributions.
- Added Trustee sub-groups.
- Added reference to Area 79 website on page 18.
- Change Remote Communities to Remote Connections.

January 2022:

- Changed July to June; October to September pages 12 & 14
- Change Remote Connections Remote Communities
- Updated GSO Contribution mailing address [page 26](#)
- Updated District Numbers & Geographical Areas
- [Box 459 changed to quarterly](#)

May 2022

- P.4 deleted A.A. Directory as per 2021 GSC Advisory Action
- Pg 19 updated with new Structure of the Conference image

Aug 2025

- Revisions not recorded

Dec 2025

- Revisions to reflect returning to July and October for Assemblies and Quarterlies
- P10 noted Box 459 now electronic newsletter, no longer mailed
- P12 reported Quarterly and Assemblies now hybrid
- P13 noted only one Quarterly in January, July now an Assembly

PRINTING HISTORY

<u>Date</u>	<u>Copies</u>	<u>Date</u>	<u>Copies</u>
2004/12	50	2013/12	125
2005/10	50	2014/01	200
2006/04	50	2014/12	200
2006/10	50	2015/06	50
2007/01	50	2015/12	300
2007/07	70	2016/09	300
2008/01	75	2017/09	300
2008/10	50	2018/01	300
2008/12	75	2018/12	300
2011/10	75	2020/12	300
2012/12	125	2022/11	300
		?	not recorded
		2025/12	300

Contact Information

BC/Yukon Area 79

P.O. Box 42114
Vancouver, BC V5S 4R5
Phone: 604-435-2181
www.bcyukonaa.org

General Service Office

P.O. Box 459
Grand Central Station
New York, NY 10163
www.aa.org



December 2025