



Area 54 Northeast Ohio General Service

Area Guidelines

A Declaration of Unity

**This we owe to AA's future:
To place our common welfare first;
To keep our Fellowship united.
For on A.A. unity depend our lives,
And the lives of those to come**

Responsibility Pledge

**I Am Responsible...
When anyone, anywhere, reaches out
for help, I want the hand of AA always
to be there. And for that, I am
responsible.**

THE A.A. PREAMBLE

Alcoholics Anonymous© is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Published by
Area 54 Northeast Ohio General Service of Alcoholics Anonymous

<http://www.area54.org>

Originally published as The G.S.R. Fact File in 1998

Adopted as Area Guidelines October 2004

Revised format October 2006

This guideline replaced the GSR Fact File as adopted by Area Assembly July 2010

These guidelines are an extension of suggestions found in the *AA Service Manual*. They reflect the practices and procedures used in Area 54 Northeast Ohio General Service based on its experience. These guidelines are intended to highlight differences used in Area 54 from those described in the *AA Service Manual* and give an overview of the service functions in NE Ohio Area 54. This document should be reviewed and updated annually by the Area Committee.

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AA's Legacy of Service by Bill W.

Our Twelfth Step - carrying the message - is the basic service that the AA Fellowship gives; this is our principle aim and the main reason for our existence. Therefore, AA is more than a set of principles; it is a society for alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

Hence, an AA service is anything whatever that helps us reach a fellow sufferer—ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to AA's General Service Office for national and international action. The sum total of all these services is our Third Legacy of Service.

Services include meeting places, hospital cooperation, and intergroup offices; they mean pamphlets, books, and good publicity of almost every description. They call for committees, delegates, trustees, and conferences. And, not to be forgotten, they need voluntary money contributions from within the Fellowship.

Purpose of Area 54 Northeast Ohio General Service

Area 54 Northeast Ohio General Service Assembly of Alcoholics Anonymous shall always be a service body of trusted servants elected by the AA groups of Area 54, and shall respect the autonomy of AA Groups within Area 54.

In the course of its deliberations and discussions, the Area Assembly shall be mindful of the ideals expressed in the Twelve Traditions, Twelve Concepts, and the *AA Service Manual*. The Area Assembly shall encourage all AA Groups within its geographic boundaries to participate in and support its efforts to be the true voice and group conscience of Northeast Ohio AA

The Area Assembly is primarily responsible for electing and preparing a delegate to attend the annual General Service Conference and to provide adequate financial support to assist the delegate in carrying out the responsibilities of this service position. The Area Assembly also elects an alternate delegate and other officers, and provides adequate financial support to conduct the service responsibilities associated with these service positions.

Operating Principles of Area 54 Northeast Ohio General Service

In keeping with the general warranties of the Conference described in the Twelfth Concept for World Service:

In all of its proceedings, the Area 54 Northeast Ohio General Service Assembly shall observe the spirit of the A.A. Traditions, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

Legacy of Service in Area 54 Northeast Ohio

Alcoholics Anonymous was founded in Akron, Ohio in 1935 when Bill Wilson reached out his hand to help another suffering alcoholic. After several failed attempts, Bill and Dr. Bob helped Bill Dotson achieve lasting sobriety June 28, 1935. The “man on the bed meeting” is described in the chapter, “A Vision for You” in the book *Alcoholics Anonymous*. Bill Dotson’s story “Alcoholics Anonymous Number Three” was published in the Second Edition¹ of *Alcoholics Anonymous* in 1955. Bill Dotson represented northern Ohio at the first General Service Conference in 1951. Ethel Macy, also from Akron, served as the second delegate in 1953. Her story, *From Farm to City*, was published in the Second Edition² of *Alcoholics Anonymous*.

Area 54 is one of 93 delegate Areas in the US and Canada. Between 1951 and 1957, Ohio was represented by two delegates from the northern and southern portions of the state. The delegates representing northern Ohio included:

Panel	Years	Name	Committee
1	1951-52	William I. Dotson (Akron)	Budget
3	1953-54	Ethel Macy (Akron)	Agenda
5	1955	Charles Newcomb (NW Ohio)	
6	1956-57	Edward Pratt (NW Ohio)	

Since 1958, Ohio has been divided into four delegate Areas – now known as 53, 54, 55 and 56.

Panel	Years	Name	Committee
7	1957-58	Howard B.	Finance
9	1959-60	Al L.	Int'l Convention
11	1961-62	Anne C.	Agenda
13	1963-64	George M.	Literature
15	1965-66	Charles G.	Trustees
17	1967-68	Joseph S.	Finance
19	1969-70	John L.	Public Information
21	1971-72	Shirley S.	Institutions
23	1973-74	John T. B.	Professional Relations
25	1975-76	Robert B.	Trustees
27	1977-78	Fred B.	Literature
29	1979-80	Terry L.	Agenda
31	1981-82	Joan H. A.	CPC
33	1983-84	Ted H.	Grapevine
35	1985-86	Lois F.	PI Policy & Admissions
37	1987-88	Joyce K.	Treatment Facilities
39	1989-90	Mary B.	CPC
41	1991-92	Bert S. H.	Treatment Facilities
43	1993-94	Emery (Al) J.	Trustees
45	1995-96	George O'N.	Agenda
47	1997-98	Robert McK.	Grapevine
49	1999-2000	Robert S.	Report and Charter
51	2001-02	Tina H.	Correctional Facilities
53	2003-04	Dan M.	Literature
55	2005-06	Alice H.	Treatment Facilities
57	2007-08	Jeff Y.	Trustees
59	2009-10	Dan F.	Finance
61	2011-12	Bob D.	Corrections

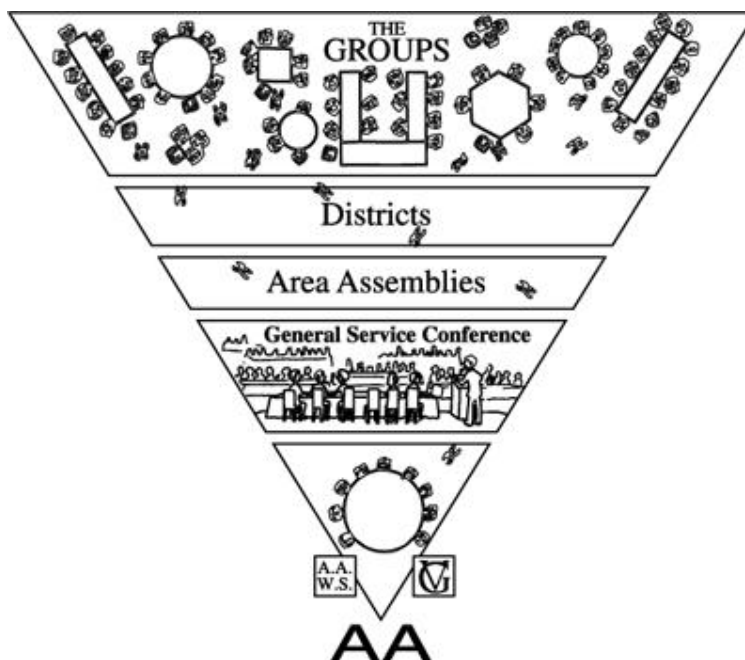
¹ Bill Dotson’s story remains in the Third and Fourth editions of *Alcoholics Anonymous*.

² Ethyl Macy’s story was retained in the Third edition but not the Fourth edition of *Alcoholics Anonymous*. Her story can now be found in the book *Experience, Strength and Hope*.

Structure of NE Ohio General Service

The basic unit of the AA structure is the group. A group and its neighboring groups form the next larger unit, the district. GSRs attend district meetings and elect a District Committee Member (DCM). The DCM conducts district meetings and represents the district as a voting member at the Area Assembly and the Area Committee.

The districts form the next larger unit, the Area. There are 65 districts in Area 54 Northeast Ohio General Service. Area 54 is one of the four delegate Areas in Ohio, and one of the 93 delegate Areas in the United States and Canada.



Area 54 is part of the East Central Region, one of eight regions that make up the United States and Canada. The East Central Region includes fourteen delegate Areas in Ohio, Michigan, Indiana, Illinois and Wisconsin.

Area 54 Finances

It is the primary responsibility of the Area to prepare and send a delegate to the General Service Conference. Many other secondary functions have grown from this objective. The service activities of the Area are supported by voluntary contributions from groups within the Area. Without the support of the groups, vital daily activities of the Area would stop.

With the assistance of other Area officers and past delegates, the delegate prepares the Area 54 annual budget that is presented for discussion, modification and approval at the January Area Assembly. The budget includes the expenses associated with preparing the delegate for the Conference, as well as the secondary functions of the Area.

Some guidance on the budget that has been adopted by the Area Assembly includes:

- At the beginning of each odd year, a Reserve Fund amount equal to 6 months operating expenses based on the actual operating expenses³ of the previous two years is calculated; this represents sufficient operating expense and a reserve fund that was adopted by the Area Assembly September 2006
- The inventory/petty cash balance ceiling of Literature Committee is \$ 1,500
- The inventory/petty cash balance ceiling of Grapevine Committee is \$ 1,500

³ Expenses exclusive of donation to GSO, raffled Mini-Conference or State Convention packages, and other easily discarded payments.

- The Mini-Conference operating fund is maintained in an account separate from the Area treasury and is limited to \$ 1,500. Excess over this should be transferred to the Area treasury after all Mini-Conference expenses have been paid.
- Past delegates receive a \$150 to defray costs to attend East Central Region Conference of Delegates Past and Present, so long as they are active participants in 75% (¾) of Area Assemblies in the prior year (adopted September 2001)
- When possible, Area 54 financially supports past delegates who served in Area 54 and are currently serving as non-trustee East Central Region officers. (adopted Jan. 2008)
- Area Standing Committees receive a total combined budget that has varied from \$1,400 to \$2,400 to defray expenses. Any additional expenses must be brought before the Area Assembly for approval. [Note: the Area Assembly approves a total combined amount for all standing committees. The Area treasurer should ensure that no committee greatly exceeds an equal division of the budget between all standing committees.]
- Standing Committee Chairs receive \$100 annually to defray costs when they attend the Area 54 Mini-Conference (adopted 1999, amended 2010)
- The Grapevine Committee Chair registration to Founders' Day Weekend is reimbursed
- The host district for the Area Open House picnic and Gratitude Sunday are seeded \$200 annually; there is no strict requirement to repay the Area
- Traditionally, the Area budget has reimbursed the delegate mileage expense. In 2007, the Area budget was expanded to include reimbursement for all Area officer mileage expenses based on estimated needs. For example, the treasurer must travel to the Post Office box to check the contents regularly. The Area Assembly approved the budget, but advised when funds are scarce this could be reduced or eliminated.
- As of 2009, GSO requests that each delegate area contribute at least \$1,200 to help defray the total cost of the General Service Conference. Some areas cannot afford that much; others contribute the full cost, which was about \$6,000 in 2008.
- The Ohio State Convention guidelines specify each Ohio delegate Area support the hospitality committee with a contribution of \$200. For Area 54, this amount has typically been increased to \$250 in years Area 54 is hosting the event.
- The Area financially supports the delegate expense to the AA International Convention every five years, including registration, housing, meals, and travel. From time to time, the Area had contributed to the East Central Region hospitality committee for the International AA Convention.
- The Area uses a two-signature checking account, with at least three Area officers as signatories. It is recommended that ATM cards be used for deposits only.

The Area Committee

The Area Committee is responsible for health of the Conference structure and for growth and harmony within the A.A. Fellowship. The Area Committee is composed of DCMs, the standing committee chairs, the delegate and Area officers, and past delegates. Each Area committee member is entitled to one vote, no matter how many general service positions they hold. Alternates may vote only if the regular DCM or committee chair is not present. There is no absentee or proxy voting.

Area Committee Meetings are held three times a year, in March, June, and September. At the meeting, the Area Committee reports on service work in districts and standing committees. The Area Committee addresses local issues affecting the Area and discusses efforts to carry the message throughout NE Ohio. A typical Area Committee meeting agenda follows:

- At the entrance, sign-in sheets and prayer requests are made available, along with copies of the agenda, the last Area Committee meeting minutes, and other materials
- The meeting is chaired by the Area Chair, who opens the meeting with a moment of silence, the Serenity Prayer, readings of the Twelve Traditions and Twelve Concepts, and two-minute presentations on a selected Tradition and Concept
- The chair recognizes request for cards
- The chair recognizes sobriety anniversaries of those in attendance
- Recording secretary - reviews sign-in procedure and reminds everyone of 2-minute time limits on comments in the spirit of the Conference
- Self-introduction of new GSRs and DCMs (an orientation meeting is held immediately following the meeting to acquaint new GSRs and DCMs with officers and materials; Group Services meets with new GSRs and the alternate delegate meets with DCMs)
- Area Committee reports (2-minute time limit; written report given to secretary)
 - Standing Committee Chair reports
 - DCM reports
 - Ad hoc Committee reports (may require extended time period)
 - Intergroup liaisons' reports
- Delegate report
- What's on your mind sharing session
- Chair entertains a motion to adjourn and the meeting is closed in prayer and/or Responsibility or Unity Declarations.

In December 2009, the Area Committee Meeting used a workshop-style format. Under the theme "Commitment to Service," members of the Area Committee split into five workgroups that addressed topics including: GSR Fact File, GSR School Workbook, 2010 Area budget, dark districts, and General Service Conference Theme suggestions. All attendees agreed the workshop was fruitful and hoped that it would be repeated in the future.

The Area Assembly

The Area Assembly is the business meeting of Area 54. At the Assembly, a variety of issues is addressed at the Assembly, including General Service Conference business, Area problems, financial matters, and election of the delegate and officers. The Area Assembly is composed of GSRs, Intergroup/Central Office Liaisons, and the Area Committee. Each Assembly member is entitled to one vote, no matter how many general service positions they hold. Alternates may vote only if the regular GSR or DCM is not present.

Area 54 holds four assemblies per year, in January, April, July and October. Area business includes adoption of the annual budget in January, selection of the host district for the Open House Picnic, and Gratitude Sunday Dinner, redistricting, and the election of the delegate and Area officers, which is described in the next section. From time to time, requests from local A.A. members are addressed at the Area Assembly prior to their transmittal to GSO.

Non-election assemblies use the following agenda:

- At the entrance, sign-in sheets and prayer requests are made available, along with copies of the agenda, previous Area Assembly minutes, current treasurer report, contribution reports, Parliamentary Procedure guidelines, and other materials
- All attendees should take time to review the minutes and submit corrections to the recording secretary prior to the start of the meeting

- The assembly is chaired by the Area Chair, who opens the meeting with a moment of silence, the Serenity Prayer, readings of the Twelve Traditions and Twelve Concepts, and two-minute presentations on a Tradition and a Concept
- The chair recognizes request for cards
- Officer reports:
 - Recording secretary reviews minutes of the previous assembly and takes correction of the previous assembly and reminds everyone of 2-minute time limits on comments in the spirit of the Conference
 - Area chair entertains a motion to accept the minutes
 - Treasurer reviews the current budget report, group contribution reports, and other financial issues
 - Area chair entertains a motion to accept the current budget report
 - Recognition of sobriety anniversaries; pass out Birthday Plan envelopes
 - Mailing secretary reviewing recent mailing contents, mailing deadlines reminders, and encourages submission of articles to the NE Ohio Recorder
 - Registrar reviews group update procedure and other announcements
- The 7th Tradition passing of the basket
- Self-introduction of new GSRs and DCMs (an introductory meeting is held immediately following the assembly to acquaint new GSRs and DCMs with officers and materials)
- Area Event and Conference reports
 - Officers report give post-conferences reports
 - Assigned chairs give pre- and post-workshop reports (e.g. Unity Day and workshops)
 - Host districts giving pre- and post-Area event reports (e.g. Open House and Gratitude Sunday)
- Alternate Delegate Report
- Delegate Report including AAWS and AAGv highlights
- Old business – any open issues that have been tabled or unfinished
- New business – items are placed on the agenda by Area Committee prior to Assembly. Floor actions are accepted.
- What's on your mind sharing session
- Chair entertains a motion to adjourn and the meeting is closed in prayer and/or Unity or Responsibility Declarations

Intergroup/Central Office Liaison

The Intergroup/Central Office liaison is a special designation in Area 54. Under the Conference service structure, representation provided for Intergroups or Central Offices at the Area Assembly is left to area autonomy. To build cooperation and share ideas between these service entities, Area 54 recognizes one person from each Intergroup or Central Office as a voting member of the Area Assembly with the full privileges of a GSR. Intergroups and Central Offices are encouraged to send a representative to the Area Assembly. They are also given an opportunity to give oral reports at the Area Committee meeting.

Ad hoc Committees

Different from standing committees, ad hoc committees are advisory committee created by the Area Committee or Area Assembly to examine specific issues or perform specific tasks. In the past, ad hoc committees have been formed to address the GSR Fact File, Area Guidelines, dark districts, district boundaries, redistricting, and other issues.

Ad hoc committees exist only for the period of time in which they are examining the issue for which they were created, but for not more than one year in total duration. Ad hoc committees are information-gathering groups that present its findings to the Area in the form recommendations, but they themselves do not take actions. These recommendations must be considered by the Area Committee or Area Assembly prior to any action being taken.

Ad hoc committees are generally composed of appointed or volunteer members of the Area Committee. Ad hoc committees do not have permanent standing and generally do not have budgeted funds. The Chair of an ad hoc committee can be chosen by the members of the committee, or alternately appointed by the Area Chair.

Area 54 Equipment

Over time, the Area has acquired some equipment used to carry out its service functions. These include coffee pots, folding machine, TVs, DVD players, audio sound system, microphones, and digital recorder. Equipment that has outlived its useful life is discarded or donated to other service entities.

Recently, the delegate has created an appointed position of Floor Manager. The floor manager assists the Area Committee with by insuring that equipment is available and setup at Area functions and events, including the Mini-Conference. The position has proven to be an invaluable service to the Area Committee.

The Election Assembly

The Election Assembly is held in October of even years, in order to elect the delegate and officers who begin their two-year term the following January. The Area 54 delegate serves on GSO odd-year panels⁴. All registered GSRs and Area Committee members are voting members. Alternates may vote only if the regular GSR or DCM is not present. There is no absentee or proxy voting. The election is conducted as follows:

- After approving the minutes and current budget report, the Area Chair entertains a motion to dismiss normal business and move to the election
- The Area Chair turns the meeting over to the seated delegate, who will chair the election assembly (the election can be chaired by a past delegate in the absence of the delegate)
- The delegate chair reviews the election procedures, clarifying voting eligibility, election qualifications, identifies all eligible candidates in attendance, and determines the quorum
- The delegate chair appoints non-voting tellers and counters
- The Third Legacy Procedure described in the AA Service Manual on S21 is used to elect the delegate and officers
- A description of the responsibilities of the delegate (or other officer) are read and the outgoing officer comments on important duties and observations, stressing the time requirements and commitment to perform the duties
- All eligible candidates (that have not already been elected this day) are asked to stand, and anyone not interested in standing for the office are asked to take a seat. If no eligible candidate wishes to stand for a particular office nominations from the floor are accepted.

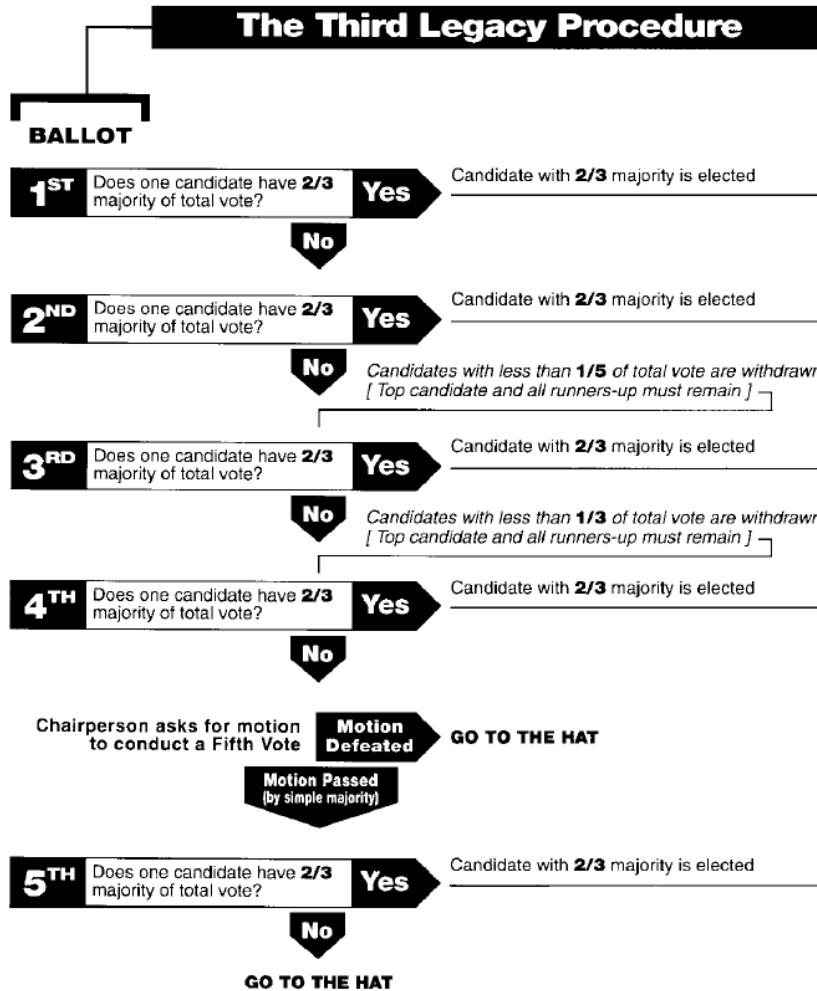
⁴ Panel 1 delegates met first in 1951. Thus add 1950 to the panel number of a delegate to get their starting year. Our panel 51 delegate went to the 2001 and 2002 General Service Conferences.

- Candidates are given two-minutes at the microphone to share their qualifications
- Balloting is done by secret ballot, with the ballots read aloud to the election assembly and posted for the assembly to review
- The election procedure is repeated for each office, beginning with the alternate delegate, followed by the Area chair, treasurer, recording, and mailing secretary, by describing the duties, having the outgoing officer comment on the duties of the service position, and asking eligible candidates to stand
- Every four years, the election assembly is also used to select a candidate for the East Central Region trustee and trustee-at-large US; this election is usually conducted before the election of the delegate

Third Legacy Procedure

Third Legacy Procedure is a special electoral procedure used to elect trustees, delegates, and other Area officer. It is described in detail in Chapter 1 of the *AA Service Manual*

- Secret ballots are cast by the voting members for eligible candidates until the first person gets at least two-thirds (66.6%) of the vote
- If no candidate is elected after two ballots, all candidates with less than 1/5 of the vote are withdrawn, leaving top candidates and runner-up
- If after a third ballot no candidate has achieved two-thirds of the vote, candidates with less than 1/3 of the total vote are withdrawn, leaving top candidates and all runner-ups
- If after the fourth ballot no candidate has achieved two-thirds of the vote, the candidate with the lowest total is automatically withdrawn, except the top two candidates remain. In the case of ties for second place, the top candidate and all tied second-place candidates remain. The chair entertains a motion to conduct a fifth and final ballot
 - If the motion to conduct a fifth ballot is defeated, all remaining candidates are put in the hat, the first name drawn is the delegate (or other officer)
 - If the motion to conduct a fifth ballot passes by a simple majority, a fifth ballot is conducted
 - If no candidate has achieved two-thirds of the vote after the fifth ballot, all remaining candidates are put in the hat, the first name drawn is the delegate (or other officer)



Eligibility to Stand for Area Delegate or Area Officer

Area 54 holds elections at the Election Assembly in October of even years with terms beginning the following January. Eligibility requirements include:

- Must be an Area Committee member, which includes Area officers, DCMs, past DCMs, and standing committee chairs
- Must have attended 75% (3/4) of Area Assemblies and Area Committee Meetings for the two-year period prior to the election. Attendance records are maintained by the recording secretary and are reviewed prior to the Election Assembly for discrepancies
- Must have at least five years continuous sobriety
- Must be present at the Election Assembly to stand
- Area officers do not stand for an office they currently hold, unless they were appointed or elected to fill a vacated position, then they can stand for a full term by election
- If a delegate filled a vacant seat, the General Service Conference permits election to their own full term only if they have attended one General Service Conference; a delegate that has filled a vacancy and attended two Conferences cannot stand for reelection (see page S49 of the *AA Service Manual*)
- Past delegates do not stand for any Area office

Removal of the Delegate and Area Officers

Under Concept XII, no Conference action shall be personally punitive. In light of our Traditions and Concepts, we urge that all differences be resolved amicably. However, on page S113 of the *AA Service Manual*, we find that a trustee to the General Service Board can be removed by a 75% (3/4) vote of the Board, if they agree it is best for AA as a whole.

If the Area officers have exhausted their efforts to resolve differences and agree that the delegate or another Area officer should be removed for the good of the Area as a whole, removal must be approved by a 75% (3/4) vote of the Area Assembly by a secret ballot in a vote conducted by a past delegate. If the delegate is removed, the alternate delegate will assume the office vacated and the Area Assembly shall conduct an election to replace the alternate delegate. For any other officer, the Area Assembly shall conduct an election for the unexpired term of the vacated office, in accordance with these guidelines.

Vacancy of an Area Officer

In the event the office of delegate is vacated, the alternate delegate will assume the role of delegate. In the event the office of the alternate delegate, chairperson, recording secretary, treasurer, or mailing secretary becomes vacant, the Area Committee may select an interim officer to carry out the duties of the office until an election can be held at the next scheduled Area Assembly. In the event the Area Committee is not scheduled to meet within reasonable amount of time as determined by the Area officers, and the vacancy would result in serious disruption of the function of the Area, the Area officers may appoint an interim officer to serve until the next scheduled Area Committee meeting or Area Assembly.

The Spirit of Rotation

Traditionally, rotation of service positions keeps AA members from becoming frozen in office. It also ensures that group tasks, like nearly everything else in AA, are passed around for all to share. Rotation insures that fresh ideas are brought to the task, and helps to bring us spiritual rewards more enduring than fame. In the spirit of Tradition Twelve, it ever reminds us "to place principles before personalities." Terms are usually two years, but can be any length the Area Committee designates. Before you rotate out of any Area office, be sure to help train your replacement.

Area 54 Officers

All Area officers are called upon to commit a great deal of time and work in the performance of their duties. Often times, the work is greater than the appreciation expressed.

Area 54 officers are voting representatives of the Area Committee and Assembly. They are elected by the Area Assembly for two-year terms corresponding to odd-panel years. In general, all Area officers are considered "delegates in training" in Area 54. Some responsibilities of all Area officers include:

- Attend all Area Committee meetings, assemblies, and events
- Respond to communications with officers and the Area Committee in a timely manner
- Become acquainted with the AA Service Manual and other service material
- Prepare written reports for the NE Ohio Recorder

- Prepare written and oral after action reports to summarize experience while attending conferences and conventions on behalf of the Area Committee
- Voting member of the Ohio State Convention Planning Committee and is expected to attend the Ohio State Planning meeting in Columbus, Ohio in May and November
- Assist other Area officers, Area standing committees, or ad hoc committees

Delegate

Being the delegate requires a big commitment of time and energy. Although elected by the Area, the delegate serves the Conference by deliberating based on their experience, but voting on behalf of AA as a whole. In Area 54, the delegate responsibilities include:

- Keep the alternate delegate fully informed and involved in all activities, so they can replace the delegate in an emergency
- Works closely with the Area Committee and other officers
- Appoint Standing Committee Chairs before Gratitude Sunday in the year of election and replace vacant positions in a timely manner; assign Area officers as liaisons to the standing committees
- With the assistance of other officers, prepare an annual schedule of events before Gratitude Sunday each year and transmit the information for posting on the Web site and printing the Area schedule
- Prepare written reports for every issue of the NE Ohio Recorder and deliver to the newsletter editor in a timely fashion
- Prepare two-minute Area highlights report that will be delivered at the East Central Region Conference of Delegates Past and Present in February, and each Ohio delegate Area Mini-Conferences in March as practice sessions for final delivery at the General Service Conference in April
- With the assistance of the Finance Committee, other officers, and past delegates, prepares the Area 54 annual operating budget and presents it to the Area Assembly for approval each January
- Maintain lines of communication with GSO
- Cooperate with GSO in obtaining Area-specific information, such as updating group information for the AA directories and participating in membership surveys
- Preparing for the General Service Conference by:
 - Participating in local, state and regional conferences designed to prepare delegates, including Area 54 Mini Conference, other Ohio delegate Area Mini Conferences, and the East Central Region Conference of Delegates Past and Presents
 - Reviewing the *AA Service Manual*, *The Twelve Concepts for World Service*, *AA Comes of Age*, and recent *Conference Final Reports*
 - Reviewing the background material for all committees distributed by GSO prior to the Conference
- Attend the General Service Conference in April serving on the appointed committee and attending all scheduled functions of the Conference
- Reporting the Conference experience and findings to the Area Assembly at Unity Day in May, and to districts or other service entities as requested
- Visits groups and districts when possible
- Provide leadership in solving local problem involving AA Traditions
- At the Mini-Conference, co-chairs with the immediate past delegate in the first year, co-chairs with the alternate delegate in their second year

- Maintain lines of communication with past delegates, other Ohio delegate Areas, and the East Central Region trustee
- Attend other Ohio delegate Area Mini-Conferences, the Ohio State Convention, the East Central Region Convention, the East Central Region Forum, any special forum held within the region, and the International AA Convention
- Participates in Ohio State Planning Committee, including attending planning meetings in May and November in Columbus, Ohio and at the Ohio State Convention
- When Area 54 hosts the Ohio State or East Central Regional Convention, will chair the event and select a co-chair from the Area Committee
- When Area 54 hosts the East Central Region Forum, chairs a planning committee to assist GSO in execution of its plans, and securing a location
- At the end of rotation, works with newly elected delegate to pass on knowledge and prepare them for the Conference experience
- A delegate [n] must learn to delegate [vb] as well

Alternate Delegate

The alternate delegate works closely with the delegate and be fully prepared to assume the duties. In Area 54, the delegate responsibilities include:

- Works closely with the Area Committee and other officers
- Assistance the delegate in preparing the annual schedule and Area budget
- Prepare written reports for every issues of the NE Ohio Recorder and deliver to the newsletter editor in a timely fashion
- Maintain lines of communication with other officers and DCMs
- Preparing for the General Service Conference by:
 - Participating in local, state and regional conferences designed to prepare delegates, including Area 54 Mini Conference, other Ohio delegate Area Mini Conferences, and the East Central Region Conference of Delegates Past and Presents
 - Reviewing the *AA Service Manual*, *The Twelve Concepts for World Service*, *AA Comes of Age*, and recent *Conference Final Reports*
 - Reviewing the background material for all committees distributed by GSO prior to the Conference
- Attend delegate Conference reports, so as to be able to substitute if necessary
- Visits groups and districts when request
- Provide leadership in solving local problem involving AA Traditions
- At the Mini-Conference, takes an active role in planning and execution and stands ready to assist wherever needed; co-chairs with the delegate in the second year in office
- Attend other Ohio delegate Area Mini-Conferences, the East Central Region Convention, and the East Central Region Forum
- Participates in Ohio State Planning Committee, including attending planning meetings in May and November in Columbus, Ohio and at the Ohio State Convention
- When Area 54 hosts the Ohio State or East Central Regional Convention, participates in the planning committee
- When Area 54 hosts the East Central Region Forum, participates in the planning committee
- Act as a liaisons to a standing committee(s) as assigned by the delegate
- Respond to communications with officers and the Area Committee in a timely

- Attends the Ohio State Convention, the East Central Region Convention, the East Central Region Forum, and all other Ohio delegate Area Mini-Conference with the delegate
- At the end of rotation, works with newly elected alternate delegate to pass on knowledge and prepare them for their rotation

Area Chair

Sometimes referred to as the “stay at home delegate,” the Area Chair is responsible for the smooth operation of the Area Assembly and Area Committee meetings, which are held four times each annually, except for the Election Assembly, which is chaired by the seated delegate or a past delegate. In Area 54, the Area Chair’s responsibilities include:

- Works with the other Area officers to develop the Assembly Agenda and submits it to other officers for review at least one week in advance of the meeting
- Acquires a working knowledge of Parliamentary Procedure by reviewing *Roberts Rules of Order* Acquires a working knowledge of Third Legacy Procedure and other Conference practices by reviewing the *A.A. Service Manual*
- Becomes familiar with the role of the delegate and alternate delegate, and is prepared to act in their absence or if called upon
- Responsible for the set-up, refreshments, and cleanup of the Area Assembly and Area Committee meetings; provides an adequate supply of agendas, sign-in sheets, and nametags at these meetings
- Appoints various chairpersons for Area Workshops and Unity Day and insures the chair of these events understands the duties of the position
- Assists in securing bids for the Area Open House and Gratitude Sunday by encouraging district to bid
- Oversees security of Area office located at the Akron Intergroup Office, which may require occasional inventorying and locating missing equipment
- Insures that Area videos and video equipment are in working order (with assistance of floor manager)
- At the Mini-Conference, takes an active role in planning and execution and stands ready to assist wherever needed; will co-chair the voting session.
- Participates in Ohio State Planning Committee, including attending planning meetings in May and November in Columbus, Ohio and at the Ohio State Convention
- When Area 54 hosts the Ohio State or East Central Regional Convention, participates in the planning committee
- When Area 54 hosts the East Central Region Forum, participates in the planning committee
- Act as a liaisons to a standing committee(s) as assigned by the delegate
- Respond to communications with officers and the Area Committee in a timely
- Submits written reports to the NE Ohio Recorder and oral reports at the Area Assembly and Area Committee meeting as needed
- Attends the Ohio State Convention, the East Central Region Forum and one other Ohio delegate Area Mini-Conference as assigned by the delegate
- At the end of rotation, works with newly elected Area Chair to pass on knowledge and prepare them for their rotation

Area Treasurer

The treasurer is the fiscal officer for Area 54 and is responsible for maintaining incomes and expense records, accepting contributions, paying expenses, and reporting to the Area Assembly. In Area 54, the treasurer's responsibilities include:

- Maintain a checking account that requires two signatures, including
- Records all contributions from groups, districts and other entities, sends thank you letter to contributors in a timely fashion, and prepares quarterly district contribution reports
- Deposit all cash receipts for literature and Grapevine sales
- Prepares payments and has second signatory for budgeted expenses in a timely manner
- Provide an adequate supply of Area and GSO contribution, and birthday plan envelopes at all area functions
- Gives a treasurer's report summarizing current income and expenses and year-to-date expenditures compared to budgeted amounts at all Area Assemblies
- Makes all hotel reservations for delegate and Area officers at various events
- Works closely with the Finance Chair to promote the 7th Tradition
- At the Mini-Conference, takes an active role in planning and execution and stands ready to assist wherever needed
- Participates in Ohio State Planning Committee, including attending planning meetings in May and November in Columbus, Ohio and at the Ohio State Convention
- When Area 54 hosts the Ohio State or East Central Regional Convention, participates in the planning committee and acts as the treasurer for these conventions
- When Area 54 hosts the East Central Region Forum, participates in the planning committee
- Act as a liaisons to a standing committee(s) as assigned by the delegate
- Respond to communications with officers and the Area Committee in a timely
- Submits written reports to the NE Ohio Recorder and oral reports at the Area Assembly and Area Committee meeting as needed
- Attends the Ohio State Convention, the East Central Region Forum and one other Ohio delegate Area Mini-Conference as assigned by the delegate
- At the end of rotation, works with newly elected Area Chair to pass on knowledge and prepare them for their rotation

Area Recording Secretary

The recording secretary records and distributes minutes of area meetings, including the Area Assembly and Area Committee meetings. In Area 54, the recording secretary's responsibilities include:

- Maintain Area's digital recorder and adequate supply of batteries
- Records the minutes of the Area Assembly and Area Committee meeting; transcribes into an electronic format within one week of the meeting; forwards electronic copies to other officers for proof reading
- Provide an adequate supply of printed minutes at the next Area Assembly for approval
- Mail or e-mail approved copies of the minutes to Area 53, 55 and 56 delegates
- Gives a brief review of minutes and accepts corrections, distributes sign-in sheets, and maintains an accurate attendance record, which is used to determine eligibility to stand for Area office
- At the Mini-Conference, takes an active role in planning and execution and stands ready to assist wherever needed

- Participates in Ohio State Planning Committee, including attending planning meetings in May and November in Columbus, Ohio and at the Ohio State Convention
- When Area 54 hosts the Ohio State or East Central Regional Convention, participates in the planning committee and acts as the recording secretary for these conventions
- When Area 54 hosts the East Central Region Forum, participates in the planning committee
- Act as a liaisons to a standing committee(s) as assigned by the delegate
- Respond to communications with officers and the Area Committee in a timely
- Submits written reports to the NE Ohio Recorder and oral reports at the Area Assembly and Area Committee meeting as needed
- Attends the Ohio State Convention, the East Central Region Forum and one other Ohio delegate Area Mini-Conference as assigned by the delegate
- At the end of rotation, works with newly elected Area Chair to pass on knowledge and prepare them for their rotation

Area Mailing Secretary

The mailing secretary is primarily responsible for mailings the NE Ohio Recorder, Area schedules, Area event flyers, and financial information to groups in Area 54 at least six times annually. The mailing secretary's responsibilities include:

- Assists the delegate in creating a mailing schedule that specifies mailing content due date and mailing dates. Gets mailing dates to the Area Registrar in a timely manner
- Works with the Area Registrar to get delivery of all mailing addresses in such manner (labels, spreadsheet, etc.) as is required for each mailing.
- Arranges all aspects of the mailing from acquiring adequate supplies, such as labels and envelopes, folding contents and stuffing envelopes, sorting mailing trays, and delivering mailing trays to the post office for mailing.
- Maintain the Area's bulk mailing permit and insuring an adequate balance to mail
- Maintain an account with a printer and insure invoices are delivered to the treasurer
- Provide an adequate supply of mailing contents for distribution at the Area Assembly and Area Committee meeting
- Gives a brief report at the Area Assembly reviewing recent mailing contents, mailing deadlines reminders, and encouraging submission of articles to the NE Ohio Recorder
- At the Mini-Conference, takes an active role in planning and execution and stands ready to assist wherever needed
- Participates in Ohio State Planning Committee, including attending planning meetings in May and November in Columbus, Ohio and at the Ohio State Convention
- When Area 54 hosts the Ohio State or East Central Regional Convention, participates in the planning committee
- When Area 54 hosts the East Central Region Forum, participates in the planning committee
- Act as a liaisons to the Area Registrar and another standing committee as assigned by the delegate
- Respond to communications with officers and the Area Committee in a timely
- Submits written reports to the NE Ohio Recorder and oral reports at the Area Assembly and Area Committee meeting as needed
- Attends the Ohio State Convention, the East Central Region Forum and one other Ohio delegate Area Mini-Conference as assigned by the delegate

- At the end of rotation, works with newly elected Area Chair to pass on knowledge and prepare them for their rotation

Area 54 Standing Committees

Area 54 has eleven standing committees, each designed to fulfill specialized needs of A.A. members, or to reach the still suffering alcoholic. Some of the committees assist the professional community by educating and providing useful information on what A.A. can and cannot to help, within the Twelve Traditions.

Chairpersons of the standing committees are appointed by the delegate for two-year terms concurrent with the delegate. Each chair has an Area officer liaison that can help them in their work. Chairs are encouraged to add additional members to their committees. All Area Chairs have similar duties, including:

- Attend all Area Committee Meeting and make an oral report
- Submit regular written reports to the NE Ohio Recorder
- Attend all Area Assembly meetings, workshops, and other events
- Attend the Area 54 Mini-Conference,
 - Provides a display of the committee work
 - Chairs a conference committee meeting to discuss agenda items
 - Reports committee recommendations at the Mock Conference on Saturday
- Spend Area Committee funds prudently
- When Area 54 hosts the Ohio State or East Central Regional Convention, participates in the planning committee
- When Area 54 hosts the East Central Region Forum, participates in the planning committee
- At the end of rotation, works with newly appointed committee chair to pass on knowledge and prepare them for their rotation

Archives

The Archives Committee preserves the history of AA in Area 54 by collecting, preserving, and indexing all records and group histories. The Archives committee prepares displays for the NE Ohio Mini-Conference and other functions as requested by the Delegate. Maintains contact with the Area Archivist. A member will attend the National Archives Workshop when the Area budget approves such expenditure.

The Area Archivist is a separately appointed position. Because of the specialized nature of archives, the Archivist has not followed the traditional two-year rotation observed by all other Area service positions.

Corrections

The Corrections committee encourages AA members to assume responsibility for carrying the message to alcoholics behind the walls through face-to-face or written contact, and clarifies to correctional professionals what A.A. can and cannot do, within the Twelve Traditions, to help inmate alcoholics. The committee encourages the work of individual members, groups, and districts and creates Area-wide contact lists to forward requests forwarded to the Area committee by GSO and other delegate Areas.

The Correctional Facilities Workbook available from GSO provides information about how to run successful meetings in correctional facilities and how to establish positive relations with correctional facilities administrators and staff.

Cooperation with the Professional Community

Cooperates with professionals who may be first to contact active alcoholics. This includes educators, clergy, physicians, therapists, employers, the courts, law enforcement, and others. Provides information about what A.A can and cannot do, within the Twelve Traditions, in providing cooperation without affiliation. The committee may participate in community activities to provide information to the public about AA. Workbooks and pamphlets are available to assist the committee.

Finance

The Finance Committee is responsible for promoting AA's 7th Tradition of self-support to individual members, groups, and districts within the Area by educating GSRs & DCMs. The committee also provides fiscal oversight of the Area's financial budget and assists the Assembly in making sound financial decisions, such as maintaining a reasonable prudent reserve. The committee makes presentations at the Area 54 NE Ohio Mini-Conference and prepares annual finance letters urging self-support that are mailed each January to all registered groups.

Grapevine

Maintains an inventory of Grapevine materials and provides these items for sale at the Area Assembly and other functions as requested by the Delegate. The Grapevine Committee has traditionally prepared a Grapevine display, sold Grapevine material, and provided subscription forms on Saturday of the Founders' Day weekend celebration each June in Akron, Ohio. The Chair should contact the Founders' Day Committee to determine where the display will be located prior to the weekend.

The Grapevine Committee familiarizes AA members with the AA Grapevine, Our Meeting in Print, and encourages members to subscribe and to contribute articles. Maintains contact with group GvR's.

Group Services

Group services committee acts as liaison between Area 54 General Service and Intergroup & Central Offices to foster cooperation. Group services assists new GSRs at the Area Assembly and Area Committee meeting by providing a post-meeting orientation and providing new GSRs kits, including the Area Guidelines, group change forms, and the *AA Service Manual*. In 2009, Group Services implemented a 'GSR School' program to enhance the understanding of General Service at the area level.

Literature

Maintains the Area's literature stock of Conference approved items and makes these items available for sale at the Area Assembly and other functions as requested by the Delegate. Ohio

sales tax policies limit non-profit organizations that do not collect sales tax to six sales days per year. The committee should maintain an adequate supply of AAWS literature catalogs, A.A. *Service Manual* and other literature needed for new GSR kits.

Newsletter

The newsletter editor gathers reports from the Area Committee, including DCMs, Area officers, standing committee chairs, and others to prepare the publishing of the NE Ohio Recorder, Area 54's quarterly newsletter. The editor delivers the newsletter to the mailing secretary in a timely fashion for printing and mailing to AA groups.

Public Information

The Public Information committee is responsible for creating greater understanding of, and preventing misunderstandings of, the AA program through the public media, electronic media, PI Meetings, and speaking to community groups. The committee may participate in community activities to provide information to the public about AA. The committee also handles media requests, such as television and radio appearances, keeping in mind AA's Twelve Traditions, most especially the tradition of anonymity at the level of press, radio, television, and film. On request, the committee provides speakers and information about AA to organizations such as schools or civic groups. Workbooks and pamphlets are available to assist the committee. Membership is open to any AA member, though a solid understanding of AA and the Traditions is necessary to convey to the public what AA is and what it is not.

Area 54 maintains an Internet Web site and this is a subcommittee of the PI Committee. The Web site is fully described in the Area Publications section of these guidelines.

Registrar

The Area Registrar is the liaison between the Area and the General Service Office (GSO) for communicating information about new groups and changes to existing groups. Each January, the registrar will provide group information sheets or district listings to DCMs for updating AA directories. The registrar provides new group, group change, and DCM change forms at Area events. It is recommended that the registrar keep a master list of group service ids, district boundaries, and district maps on hand for quick referencing

Special Needs

The Special Needs committee ensures that local groups recognize the needs of those with special needs, such as hearing impaired, sight impaired, physical handicap and other needs. The committee raises awareness of materials available to those with special needs, such as Braille literature, sign language video, etc. In the past, efforts have been made to ensure that meetings are provided to shut-ins.

Treatment Facilities

Coordinates work of individual members, groups, and districts that carry the message to alcoholics in treatment facilities, sets up means of bridging the gap from treatment to AA, and works to clarify what AA can and cannot do, within the Twelve Traditions, to help alcoholics in

treatment. The committee works to build Area-wide contact lists to forward requests forwarded to the Area committee by GSO and other delegate Areas. The Treatment Facilities Workbook available from GSO provides information about how to run meetings in treatment facilities, establish positive relations with treatment facilities administrators and staff, and develop a Bridging the Gap Program.

Area 54 Events

Area 54 holds workshops in February and August, Unity Day in May, the Area Open House picnic in June, and Gratitude Sunday dinner in November.

Area 54 Mini-Conference

The Area 54 NE Ohio Mini-Conference is a conference held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues before the General Service Conference. The Mini-conference allows Area Committee members and GSRs to experience the workings of the General Service Conference. The delegate is sent to the General Service Conference more informed and better prepared by the experience.

The Mini-Conference is described in detail in the Area 54 NE Ohio Mini-Conference Guidelines.

Area Workshops

The Area holds workshops in February and August. Typically, these workshops have been used as training opportunities for GSRs, DCMs, and Area standing committees. Special topics have included the AA Grapevine, Parliamentary procedures, and Corrections/Bridging the Gap. Workshops are typically presented as panels, discussion groups, or a combination of the two. The Area Chair appoints a member of the Area Committee to chair the workshop. The chair is responsible for:

- Preparing a detailed flyer on workshop for Web and mailing
- Submitting the flyer to the Area officers for approval prior to distributing
- Sending an electronic copy of the flyer to the Area Web master
- Send an electronic copy of the flyer to Web master and mailing secretary; for the February workshop, the flyer should be ready before the January mailing; for the August workshop, the flyer should be ready before the July mailing
- If a potluck is included, purchase and provide paper products and utensils as needed
- Determining the workshop format [and the topic if the delegate has not]
- Securing any required volunteers, participants, and necessary equipment
- Presenting an after action report to the Area Committee

Unity Day

Area 54 held its first Unity Day in May 2007. Unity Day is intended to highlight the cooperative nature of AA services, including General Service and Intergroup/Central Office. The main attraction of Unity Day is the delegate's General Service Conference report. The Area Chair will appoint a chair for Unity Day, who will prepare a flyer in advance. The flyer should be forwarded to the Area Committee for approval and the Web master for posting on the Web site. Past Unity Day events have included the following:

- Potluck dinner
- Standing committee displays
- Delegates Conference report [the main attraction]
- Other presentations, such as “What AA Unity Means,” AA history, our relationship with Intergroups/Central Office
- “What’s on your Mind?” sharing session

Area Open House

The Area Open House is a picnic held each June with the intent of celebrating our sobriety. It is scheduled by the Area officers so as not to conflict with Father’s Day. The Open House is hosted by a district or group of districts selected by the Area Assembly in January after they have presented a bid to the assembly. Some traditional guidelines and practices include:

- The Area budget provides \$200 seed money, which may or may not be repaid
- The host district should secure this location at least 6-months in advance
- The host district selects a service-oriented speaker for the event
- The host district selects a site with an outdoor, sheltered pavilion that can house about 200 - 250 people and has adequate parking facilities
- The host district prepares a flyer before the April Area Assembly, so it can be approved and distributed in the April Area mailing
- The host district transmits the flyer in electronic form to the Web master for posting online
- The host district secures additional funding from its own treasury or by donations from AA groups within Area 54
- The host district cannot charge admission and no raffles are conducted at Area 54 functions
- The events have had varying start times, but typically around noon with the speaker at 3:00 PM
- The host district should provide a sound system or arrange to use the Area equipment
- Recording of the speaker is permitted; if so, please provide a copy to the Area archives
- The host district should arrange to use Area coffee pots, signage, and other required equipment
- The host district may pass the hat or put out donation cans to defer costs of the event
- In the past, host districts have occasionally included games for children

Gratitude Sunday

Gratitude Sunday is a potluck dinner held each November with the intent of expressing gratitude for this way of life. Gratitude Sunday is hosted by a district, or group of districts, selected by the Area Assembly in April after they have presented a bid to the assembly. Some traditional guidelines and practices include:

- The Area budget provides \$200 seed money, which may or may not be repaid
- The host district should secure this location at least 6-months in advance
- The host district selects a service-oriented speaker for the event
- The host district selects an indoor facility that can house about 200 - 250 people, has adequate parking facilities, sufficient tables and chairs, and a lectern for the speaker
- The host district prepares a flyer before the July Area Assembly, so it can be approved and distributed in the October Area mailing

- The host district transmits the flyer in electronic form to the Web master for posting online
- The host district secures additional funding from its own treasury or by donations from AA groups within Area 54
- The host district cannot charge admission and no raffles are conducted at Area 54 functions
- The events have had varying start times, but typically around 1 PM with the speaker at 3 PM
- The host district should provide a sound system or arrange to use Area equipment
- Recording of the speaker is permitted; if so, please provide a copy to the Area archives
- The host district should arrange to use Area coffee pots and other required equipment
- The host district may pass the hat or put out donation cans to defer costs of the event

Area 54 Publications

Area 54 has several publications that highlight its General Service experience, including the Area 54 GSR Fact File, GSR School Workbook, NE Ohio Recorder and the Area 54 Web site,

Area 54 GSR Fact File

The Area 54 GSR Fact File was created by the Area officers in 1998 as an aid to GSRs in navigating Area 54 General Services organizing many documents into a single document. The GSR Fact File included sections explaining what a GSR does, service sponsorship, where to get help, structure of the Conference, how the AA group fit into the service structure, a glossary of terms, district map and boundaries, and the structure of Area 54 General Services.

In 2004, the GSR Fact File format was modified and the document was enhanced to include more Area-specific guidelines. It was adopted as “A Guideline for Area 54 Northeast Ohio General Service.” In 2010, the Area Assembly officially retired the GSR Fact File, replacing it with Area 54 Guidelines, Mini Conference Guidelines, and a GSR School Workbook.

NE Ohio Area 54 General Service Guidelines

This document was adopted as the Area 54 Guidelines on _____, 2010.

GSR School Workbook

In 2009, an ad hoc committee began work on preparing a GSR School Workbook. The purpose of the workbook is help new GSRs become comfortable with and effective in service work, share ideas and experience with others, and learn how to:

- Keep group information up to date
- Give reports at the home group and area assemblies
- Participate at district meetings and area assemblies
- Who to contact for answers to any service question
- Use AA literature as an effective tool
- Share suggestions and concerns at the home group & service meetings

The workbook introduces the new GSR to several AA publications, including the pamphlets *G.S.R.* (P-19) and *The A.A. Group – Where it all Begins* (P-16), as well as *The A.A. Service Manual* (BM-31),

NE Ohio Recorder

The NE Ohio Recorder is the quarterly newsletter of Area 54 General Service and is published by the Newsletter Committee, a standing committee of Area 54 General Service. The NE Ohio Recorder was first published in January 1987. The volume number is associated with the delegate panel, meaning the volume number changes every odd numbered year and each volume will have eight issues published. The NE Ohio Recorder It is mailed to registered groups and Area Committee members and has been made available as an electronic version since mid-2006.

In 2008, the Area Committee officially decided to make the NE Ohio Recorder anonymous after complaints from service members that it was being distributed at open meetings of AA and had full names of Area officers and standing committee chairs.

Area 54 Web site

The Area 54 Web site was approved by the Area Assembly May 18, 1997 and is maintained through the volunteer efforts of Area Committee members. The majority of the work to prepare the Area for its first website was done by a committee chaired by Gerard P. of Bay Village, Ohio. On May 28, 1997, the domain name <http://www.aaneoh.org> was registered to Area 54. In June 2003, the domain name <http://www.area54.org> was also registered, because many delegate Areas had begun using similar domain names for their Area websites. Although it was originally intended to be static with infrequent changes, the website is updated regularly to insure the information is timely and relevant.

The Area Web site is a subcommittee of the Public Information Committee, in line with the April 1997 General Service PI conference action where AA now includes electronic media as another means of carrying the AA message. To adhere to our Tradition of personal anonymity, last names of AA members are not used. Generic e-mail addresses that use e-mail forwarding were established in 2004 to eliminate the need to update them regularly and reduce potential anonymity issues.

The Area Web site has three focus areas, including a public information tool for non-members, a Twelfth Step tool for potential members, and a service tool for General Service workers. As a public information tool, the visitor can get a general idea of Alcoholics Anonymous and learn how to contact local and national AA entities. As a Twelfth Step tool, potential members can get links to AA meetings through NE Ohio and find telephone and email contact number for Intergroup and central offices in NE Ohio. As a service tool, service workers can find all Area publications, schedules, flyers, and forms.

In 2009, Twitter® and Really Simple Syndication (RSS) web feeds were added as a means of notifying members of updates to the Web site.

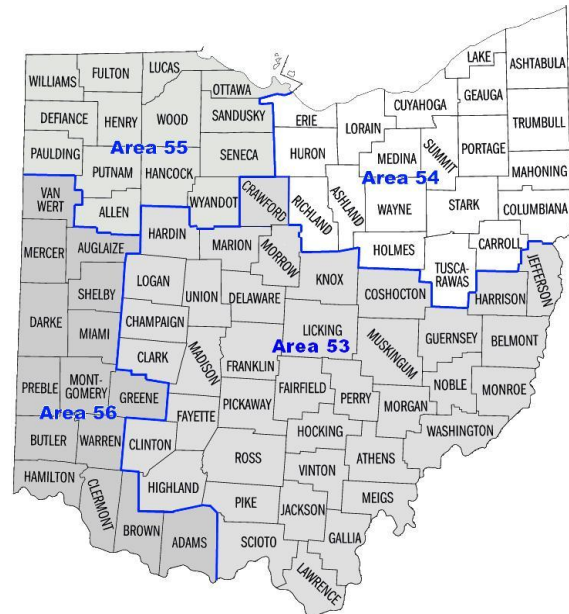
Area 54 Participation in Ohio and East Central Region Events

Area 54 is a planning partner in several East Central Region events and the Ohio State Convention. Area 54 hosts these events on a rotating basis.

Ohio & SE Michigan Convention of Alcoholics Anonymous

The Ohio & SE Michigan Convention of Alcoholics Anonymous is an open, annual service convention hosted on a rotating schedule by one of four Ohio General Service Areas:

- Area 53 - Central and Southeast Ohio
- Area 54 - Northeast Ohio
- Area 55 - Northwest Ohio and SE Michigan
- Area 56 - Southwest Ohio



The purpose of the Ohio State Convention is to carry the spirit of the General Service Conference to the districts and groups in Ohio and Southeast Michigan. This is accomplished by fostering cooperation among the four Ohio Areas, highlighting and celebrating the General Service activities of Alcoholics Anonymous in these areas, and through sharing experience on AA's legacies of Unity, Service, and Recovery. The goal of the convention is to support and strengthen the General Service Conference structure in Ohio and Southern Michigan, helping us to stay sober to help other alcoholics achieve sobriety.

Each delegate Area officers and past delegate are voting members of the Ohio State Planning committee, which meets in May and November every year. The Ohio State Planning meetings are hosted by Area 53 in Columbus, Ohio. The host Area is responsible for sending reminder postcards to all planning committee members in advance of the meeting. The planning committee meets informally on Sunday morning at the convention to review the event and make suggestions.

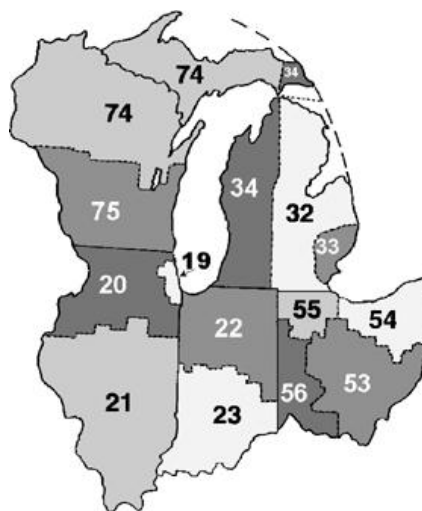
Area 54 hosts the convention every four years. Area 54 has hosted the Ohio & SE Michigan Convention thirteen times since 1960. When Area 54 hosts the convention, the seated delegate is the Chair of the convention, the Area treasurer is the treasurer of the convention, and the Area recording secretary is the corresponding secretary of the convention. The duties and responsibilities for the convention are described in the Ohio State Convention Planning Guidelines.

The East Central Region Convention

The East Central Region Convention is intended to provide a conference sharing experience on the three legacies of Recovery, Unity, and Service for members of Alcoholics Anonymous throughout the East Central Region. The convention rotates among the five states in the East

Central Region and it attached to the statewide convention. The convention includes three panel meetings on the three legacies, Recovery, Unity and Service. Panel members are invited from each of the fourteen delegate Areas. The convention is opened Friday evening with a flag ceremony where each state enters with its state flag carried by one of the seated delegates. Guidelines for the East Central Region Convention can be found in Section III of the East Central Region Handbook.

All fourteen delegate Areas in the East Central Region rotate hosting the East Central Regional Convention. The East Central Region Convention is not held in A.A. International Convention years. The first East Central Region Convention was held in Detroit, Michigan in 1974. Area 54 has hosted the East Central Region Convention twice, once at the University of Akron in 1987 and again in Westlake, Ohio in 2008. Because the convention is attached to the State Convention, there is no strict rotation of the event to each delegate Area in Ohio. The next time Area 54 will host the convention is 2052.



The East Central Region Convention is governed by the seated delegate and past delegates from the fourteen delegate Areas. In Ohio, this is known as the State Advisory Committee. The seated delegate and past delegates are voting members of the State Advisory Committee, which meets at the East Central Region Conference of Delegates Past and Present and again at the East Central Region Convention. The State Advisory Committee guidelines are found in Section 2 of the Ohio State Convention Planning Guidelines.

The East Central Region Forum

Since 1975, the General Service Office has hosted regional and special forums throughout the US and Canada. Regional forums are weekend sharing and informational sessions designed to help the General Service Board, A.A. World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office Staff stay in touch with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure.

East Central Regional forums are held every two years and are rotated between the fourteen delegate Areas in the East Central Region. The first East Central Regional Forum was held in Detroit, Michigan in 1979. The only regional forum hosted by Area 54 took place in 1981 in Akron, Ohio. Area 54 will host its next regional forum in 2021.

The forum is a series of sharing sessions that provide an opportunity to share valuable experience, ask questions and spark new ideas. Since many GSO and Grapevine staff members are present, local members have an opportunity to meet the staff face to face. Additionally, several trustees of the General Service Board and AA World Service directors present reports on current issues.

The East Central Region Conference of Delegates Past and Present

The East Central Region Conference of Delegates Past and Present is an educational weekend used to prepare newly seated delegates in the East Central Region for their first General

Service Conference. While some Area officers may attend the event, participation is strictly limited to delegates, past delegates, trustees, and past trustees residing in the East Central Region.

The first East Central Region Conference of Delegates Past and Present was held in Evanston, Illinois in 1974. Area 54 has hosted the East Central Region Conference of Delegates Past and Present twice, including Middleburg Heights in 1987 and Independence, Ohio in 2007. The next time Area 54 will host the conference is 2027.

Area 54 Districts

A district is a geographical unit that contains all the registered groups within its boundaries. The number of groups within the district varies widely in Area 54. The ability for the DCM to communicate with all groups within the district will often dictate the number of groups.

Linguistic districts are districts bounded by non-English languages. Their boundaries are independent of conventional district boundaries. In Area 54, there is one linguistic district for all Spanish-speaking meetings within Area 5 NE Ohio General Service.

Currently there are 63 geographical and one linguistic district in Area 54.

District Committee Member (DCM)

Groups within a district have the opportunity to hold district meetings, where they can share ideas and resources. Districts often elect a District Committee Member (DCM) as their link between GSRs and the Area delegate. The DCM is a vital member of the Area Committee, with awareness of the group conscience of groups within the district. The pamphlet “Your D.C.M.” available from GSO provides basic information on the duties, which are also explained in the *AA Service Manual*. Some recommendations for DCMs include:

The DCM and the District

- Visit all the meetings in your district and ensure they are registered and have a GSR
- Hold regularly scheduled meetings of all GSRs in the district, or in conjunction with a neighboring district
- Keep GSRs informed about General Service Conference activities
- Keep groups informed about Conference-Approved books and pamphlets
- Hold workshops on any service activity
 - Traditions
 - Concepts
 - Home group
 - Robert’s Rules
- Assist GSRs in getting acquainted with the Traditions, Concepts and service material
- Talk to new and existing groups about the responsibilities of General Service work
- Visit new meetings in your district
- Give the alternate DCM meaningful service work to perform as training to become DCM when you rotate
 - Fill in holes where GSRs are ineffective or inactive
 - Chairing the district meeting
- Explain the importance of rotation at the group and district level
- Invite Area officers to district meetings
- Acquaint GSRs with Area and GSO guidelines
- Encourage GSRs to get alternates and to attend the area assembly
- Discuss the importance of self-support at all levels of service
- Share information from the Final Conference Report with GSRs, discuss the advisory actions, and distribute copies to all to take back to groups

The DCM and the Area Assembly

- Get GSRs acquainted with the *AA Service Manual* and *Box 4-5-9*
- Make the Alternate DCM an active part of the district
- Report to assembly about district happenings, problems, solutions
- Attend all possible conferences and conventions to get ideas and important information
- Discuss the importance of being active
- Acquaint GSRs with area and GSO guidelines
- Encourage GSRs to get alternates
- Take notes at assembly for reiteration at your next district meeting

The DCM and the Area Officers

- Get acquainted with the *AA Service Manual*. Remember, YOU are a Delegate in training
- If an officer cannot serve h/h complete term, a special election may be held
- Invite Area officers and/or past delegates to district meetings
- Report to officers about district happenings, problems, solutions
- Update and submit all group change and new group information sheets to Area Registrar
- Invite the Delegate to give a report following the General Service Conference

Vacancy of DCM

In the event a DCM vacates their position or “fades away,” the alternate DCM will assume the duties of DCM and GSRs in the district should begin the process of replacing the alternate DCM. If there is no alternate DCM, the GSRs in the district should begin the process of replacing the DCM by selecting candidates from active GSRs.

In an effort to avoid inactive districts, after clarifying that a DCM has indeed vacated the position, the Area delegate and/or Area Chair can appoint an interim DCM to serve until the GSRs within the district are successful in selecting candidates and electing a replacement DCM. The interim DCM is a full voting member of the Area Committee.

Redistricting

As group membership grows and the number of groups increases, it may become difficult for the DCM to communicate with all groups. A district could appoint or elect local committee members (LCM) as a means of splitting the district into sub-districts. However, under the current structure of Area 54 an LCM would not be a recognized member of the Area Committee and would not have a vote at the Area Assembly. Additionally, the LCM would not receive communication from GSO.

Metropolitan areas in Area 54 have created combined districts, or multi-districts, to allow neighboring districts to share resources and assist each other in their service efforts. Some of the multi-districts have elected District Committee Member Chairs (DCMC). Again, nothing in the structure of Area 54 allows a DCMC to be a member of the Area Committee or to have a vote at the Area Assembly. The majority of DCMC have retained their DCM position in order to continue as an Area Committee member.

The standard practice to address growing districts in Area 54 is redistricting. In Area 54, redistricting has typically required the following steps:

- DCM contacts GSRs within the district to discuss the need to split the district
- GSRs agree that splitting the district is necessary and select potential DCM(s) for the proposed district(s)
- DCM identifies easily distinguishable district boundaries on a map, and lists of groups in proposed redrawn district(s).
- DCM presents the redistricting plans to the Area Committee
- Upon approval of the Area Committee, the redistricting is placed on the agenda for an upcoming Area Assembly
- The Area Assembly must ratify the redistricting in order to recognize the DCM(s) as a member of the Area Committee and to authorize modification of Area publications and the Web site to reflect new boundaries and maps

Area 54 District Boundaries

** Please Note: District #54 is not used to avoid confusion with Area 54 **

- SP A linguistic (floating) district of Spanish speaking groups in Area 54.
- 01 Central Akron: State Route 8 on the east. I-76 on the south, west on I-76 to East Blvd, north to Diagonal Rd. and Portage Path, north to Memorial Pkwy, east to Tallmadge Ave, east to State Route 8.
- 02 South Akron: South of I-76 from Summit County line on West to Eastern Rd; East to Rt. 61, North on Hudson Run Rd to 2nd St. W; Wooster Rd on the East; north to I-76.
- 03 North Akron: Tallmadge Ave and Memorial Pkwy; East of Portage Trail and Merriman Rd. Includes the cities of Tallmadge and Stow. Does not include the City of Cuyahoga Falls.
- 04 East Akron: East of 177 & Rt. 8; North to Tallmadge Ave.; East on Southern boundary of Tallmadge, West Ave & East Ave. to Summit County Line on West
- 05A Portage County south of I-80 (except the City of Ravenna). Includes Brady Lake, Brimfield, Deerfield, Kent, Randolph, Rootstown, Streetsboro, and Windham.
- 05B City of Ravenna in Portage County
- 06 Trumbull County, except for a southeast portion and Kinsman. Includes Warren, Newton Falls, Leavittsburg, Niles, Champion and Vienna.
- 07 SE Trumbull County & central Mahoning County including Girard, Canfield, Hubbard, Lordstown, North Jackson, Brookfield, Austintown and Boardman. Western border of State Route 45 north to Burnett-East Rd.; east to Warner Rd.; north to King Graves Rd.; east to Ohio State line; south to Mahoning County line; east to Meridian Ave, south to State Route 625; east to I-680; south to Western Reserve Rd.; east to State Route 14; northwest to US 224 and east to State Route 45.
- 08 Youngstown, North of SR 625.
- 09 Ashland and Richland Counties. Ashland, Mansfield, Loudonville, Lexington, Shelby

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- 10 Wayne & Holmes Counties, Except Congress Twp. Wooster, Doylestown, Fredericksburg, Millersburg, Orrville, New Pittsburgh, Smithville & Holmesville
- 11 Medina County south of State Route 162, plus West Salem in northwest Wayne County. Includes Wadsworth, Lodi and Burbank
- 12 Portage & Summit County lines on the north, east to Mahoning County line, south to State Route 153; east of Summit Line, south to Mt. Pleasant, east to Lutz Ave, south to Portage St., east to Brunnerdale, south to Fulton Dr; east along the Corp Line (50th St.) to State Route 43, south to State Route 62, east to Fairhope and Louisville, east on State Route 153 to Parks Ave.; north along Twp. Lines to State Route 619; west to State Route 44. Includes North Canton, Louisville, Fairhope, Uniontown & Hartville.
- 13 Columbiana County, southwest Mahoning Counties. Includes Salem, Lisbon, E. Palestine, E. Liverpool, Columbiana, Wellsville, Salineville, E. Rochester, New Garden, N. Lima & Greenford. SR 165 from SR 14 east to PA line, south to Ohio River and SR 39, SR 39 south to SR 7. Follow Columbiana County line west to western boundary, north to Georgetown Rd, north to Salem. SR 14 west to SR 165.
- 14 Tuscarawas County, Carroll County, Waynesburg and Minerva. Includes Carrollton, Malvern, Dover, New Philadelphia, Dennison, Uhrichsville and Strassburg
- 15 Canton and East Canton. Fulton Rd. - 50th St. and the Summit County line on the north; State Route 153 east to the county line, Lake O Springs / Brunnerdale on the east; south to the county line; the rest of southern Stark County (except Sandy Twp)
- 16 Western Stark County. The County line on the south and west, State Route 21 south to Portage St., east to Lake Springs and south to County Line. Includes: Massillon, Navarre, Brewster and Beach City
- 17 Huron County. Berlin Hts., Wakeman, New London, Monroeville, Norwalk, Willard, Greenwich, Olena, Clarksfield. (Bellevue is in Area 55)
- 18 Erie County. Sandusky, most of Vermilion and Castalia. (Put-in-Bay is in Area 55)
- 19A Lorain County East & NE of Elyria including Sheffield, Sheffield Twp., Sheffield Lake, Avon, Avon Lake, North Ridgeville, Eaton, Grafton and Columbia Station
- 19B NW Lorain County. Includes the City of Lorain and part of Vermilion in Lorain County
- 20A City of Elyria and Carlisle Twp. [except meetings at the Elyria Arid Fellowship Center]
- 20B Groups at Elyria Arid Fellowship Center, 635 Oberlin Rd, Elyria (In District 20A)
- 20C Lorain County Central & SW Amherst, S. Amherst, Kipton, Oberlin, Camden, Pittsfield, Wellington, Brighton, Penfield, Rochester and LaGrange
- 21 Geauga County. Northern boundary is Lake/Geauga County line in Chardon Township, west to SR 91 and south to Miles, west to Richmond, south to Cannon, west to Shephard, south to Summit County line and east into Portage/Geauga County. In Portage County, the southern border is I-80; the eastern border is the Shalersville and Mantua Township

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- lines north into Geauga County, along Auburn, Burton, Munson, and Chardon Township lines north to Lake County line. Includes Gates Mills, Hunting Valley, Moreland Hills, Chagrin Falls, Bentleyville, and the City of Solon in Cuyahoga County; Aurora, Mantua, and Shalersville in Portage County; Chardon, Munson, Chesterland, Burton, Newbury, Russell, South Russell, Auburn and Bainbridge in Geauga County.
- 22 In Lake County; Painesville, Fairport, Kirtland, Kirtland Hills, Waite Hill, Concord & Leroy Twps
 - 23 Eastern Ashtabula County from State Route 45, south to Ashtabula/Trumbull County line, plus Kinsman in Trumbull County
 - 24 Westlake, Fairview Park
 - 25 The City of Lakewood West of Warren Rd.
 - 26 Cities of Berea, Brook Park, Linndale, Middleburg Hts., North Royalton, Parma Hts., Strongsville, and remainder of SW Cuyahoga County
 - 27 Broadview Hts., Brooklyn, Brooklyn Hts., Brecksville, Independence, Parma, and Seven Hills
 - 28 Cities of Cuyahoga Hts., Garfield Hts., Maple Hts., Newburg Hts., and Valley View
 - 29 Southern Border of Miles Rd., east to SOM Center (SR 91), north to Chagrin Blvd., west to East 116th St., south to Miles Rd. Includes Shaker, Warrensville, Woodmere, Moreland Hills, Orange and North Randall
 - 30 Area bounded by Eddy Rd on the west, Euclid Ave. on the south, the Lake County line on the east, and Lake Erie on the north, including the City of Euclid; excluding Bratenahl [District 35] and East Cleveland [District 31]
 - 31 East Cleveland
 - 32 Area bounded by Warrensville Center and Noble Rd on the east, Cedar Road on the south, Martin Luther King Jr. Blvd. on the west, and Euclid Ave. on the northwest, along E. Cleveland-Cleveland Hts. border to Noble Rd; except for Club 24 [Dist 55]
 - 33 East 30th at the Lake, south to Broadway, southeast to E. 79th St., north to the Lake
 - 34 Ontario at the Lake, South to Broadway, Southeast to East 30th, North to the Lake
 - 35 Area bounded by East 79th on the west, Euclid avenue on the south, Eddy Rd on the east, and Lake Erie on the north, including the Village of Bratenahl; excluding the City of East Cleveland [District 31]
 - 36 Within the City of Cleveland bounded by Lake Erie on the north, the Cuyahoga River on the east, Lorain Ave. on the south, and West Blvd. on the west.
 - 37 Within the City of Cleveland bounded by Lorain Ave. on the north, the Cuyahoga River on the east, the city limits on the south, West Blvd and the city limits on west

- 38 The City of Cleveland west of West Blvd.
- 39 Portions of Geauga, Lake and Ashtabula Counties; State Route 45 at the Lake, south to Ashtabula/Trumbull County line; west to East Branch Reservoir; north thru Lake County Line to the Grand River; west to the Western Perry Twp Line; north to the Lake. Includes Austinburg, Geneva, Harpersfield, Trumbull, Morgan, Rock Creek, Hartgrove, Rome, Madison and Perry
- 40 State Route 91 on the East; south to Cedar Rd.; west to Warrensville Center Rd.; north into Noble Rd to Euclid Ave.; northeast to the Euclid Spur (I-90) and onto State Route 91 and south. Includes Richmond Hts., Highland Hts., South Euclid, Lyndhurst & Mayfield Hts. [excluding East Cleveland District 31]
- 41 Area bounded by Cedar Road on the north, Warrensville Center Road on the east, Chagrin Blvd. and Kinsman Road (SR 8) on the south, and East 116th Street and Martin Luther King Jr. Blvd. on the west, then north back to Cedar Road.
- 42 Chagrin Blvd. on the South, north on Warrensville Center Rd. to Cedar Rd., east to State Route 91, south to Chagrin Blvd
- 43 In Lake County, includes: Willoughby, Willoughby Hills, Mentor-on-the-Lake and Mentor
- 44 Western Lake County, includes: Eastlake, Wickliffe, and Willowick
- 45 Cleveland. South of Euclid Avenue; East of 79th St.; West of 116th St.; North of Broadway and Miles Avenue.
- 46 Bedford, Bedford Hts., Oakwood and Walton Hills. South of Miles Rd.; east to Richmond Rd, south to Cannon, west to Shepard, south to Summit County line, west to Walton Hills, north on Dunham Egbert Rd., Egbert north to Northfield Rd. (SR8), N. to Broadway, W. to Rockside Rd. E. to Warrensville Center Rd., N. to Miles Rd.
- 47 The City of Lakewood east of Warren Rd.
- 48 The City of Youngstown south of State Route 625; Boardman east of I-680 & Glenwood Ave.; New Middleton, Poland and Struthers
- 49 Summit County line on north, east and west, south to Rt. 48 (W. Bath Rd), east to State Rd. Includes Hudson, Macedonia, Sagamore Hills, and Twinsburg
- 50 West Akron: East of Summit County Line; south to Rt 162; west of Diagonal Rd., Portage Path and Merriman Rd.; north of Memorial Pkwy; Tallmadge Ave; east to Brittain Rd.; north to Cuyahoga Falls Line and Route 48 (Bath Rd.)
- 51 North Olmsted, Olmsted Falls, Olmsted Twp. Remainder of SW Cuyahoga County
- 52 The City of Bay Village
- 53 The City of Rocky River

Area 54 Northeast Ohio General Service Area Guidelines

- 54 * Not used to avoid confusion with Area 54 *
- 55 Meetings held at Club 24, 1635 Lee Rd, Cleveland Hts
- 56 Central Medina County, Medina. North of State Route 162; South of State Route 18, Mallet Creek, Fenn Rd. & State Route 3.
- 57 Northern Medina County, Brunswick. North of State Route 18, Mallet Creek, Fenn Rd. and State Route 3.
- 58 SE Stark County, SW Mahoning County, NW Columbiana County. Includes Alliance, Sebring, Atwater, Homeworth, Beloit & Damascus. From Atwater, SR 224 east to SR 225, south to N. Benton, east to SR 14, east to Salem/Georgetown Rd, to Columbiana County line/SR 183, north to Atwater.
- 59 Merged back into District 13.
- 60 In Summit County, City of Cuyahoga Falls.
- 61 In Geauga County, northern border is Montville-Thompson Township line west along Lake/Gauga County border to Hambden/Chardon Township line south along Hambden, Claridon, Middlefield and Troy Townships lines into Portage County, south along Hiram and Garrettsville Township lines to I-80, west to Portage/Trumbull County line, north to Geauga County along Geauga County/Ashtabula County line. Includes Montville, Hambden, Claridon, Huntsburg, Middlefield, Parkman, Troy and Welshfield in Geauga County; Hiram, Garrettsville, Nelson, and Windham (north of I-80) in Portage County.
- 62 In Summit County, cities of Norton, Barberton, Copley; Summit County line on the east; including Rt 162 on the North; Wooster Rd and East Blvd on the West; Groups at the Dry Peoples Club.

Area 54 District Map

