

## Phone Numbers

Area 54 Delegate \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

District # \_\_\_\_\_

D.C.M. \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Service Sponsor \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Notes \_\_\_\_\_

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# GSR Fact File

A Guideline for Area 54  
Northeast Ohio General Service

(Reflecting changes through 1/2008)



Area 54 Website <http://www.aaneoh.org>

Revised January 2008

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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 in Geauga, Lake and Ashtabula Counties; State Route 45 at the Lake, south to Ashtabula/Trumbull County line; west to Geauga County line; north to Ashtabula County line; west along Thompson Twp line; north along Thompson Twp line thru the 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 & 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 US 224 / I-76; west of East Ave, 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.
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	Groups at the Paradise Club in Cuyahoga Falls and Today Club II in Akron.

- 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, Urichsville and Strassburg.
- 15 Canton and East Canton. Fulton Rd. - 50<sup>th</sup> 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/Gauga County line, 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/Gauga County. Portage County north of I-80. (Includes Geauga County, Gates Mills, Chagrin Falls, the City of Solon, Aurora, Mantua, Hiram, Garrettsville, Nelson)
- 22 In Lake County; Painesville, Fairport, Kirtland, Kirtland Hills, Waite Hill, Concord & Leroy Twps.
- 23 Eastern Ashtabula County from State Route 45 East, south boundary is 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].

## What does a GSR do?

If you have been elected GSR, congratulations! You are being afforded the opportunity to perform a very special type of Twelfth Step work. As the General Service Representative of your group you are the key to A.A. as a whole. The co-founder of A.A., Bill W., stated, *“The strength at our whole A.A. service structure starts with the General Service Representative the group elects. I cannot emphasize too strongly their importance”*.

When you, or your District Committee Member, register your name with the Mailing Secretary of Area 54, your name will be listed as contact for your group in the next printing of the Eastern US A.A. Directory. The General Service Office of Alcoholics Anonymous in New York will send you a GSR kit of valuable information, plus the bimonthly bulletin *Box 4-5-9*. You will receive other mailings from GSO and Area 54 mailings, including *The Northeast Ohio Recorder*, Area 54’s quarterly newsletter. Share this material with your group. Remember, you are your group’s link to A.A. as a whole.

When you first arrive at the Area Assembly, you may want to:

- Introduce yourself to other GSRs and DCMs. They will be glad to meet you, and to help you. Locate your DCM.
- Complete the Group Information Change Form from your DCM or the Area Mailing Secretary.
- Obtain an *A.A. Service Manual* and other service material.

During the Area Assembly, you may want to:

- Listen carefully to the issues and reports. Taking notes is helpful when reporting to your group.
- Attend any GSR introduction meetings

After the Assembly, you may want to

- Ask questions of your DCM, Committee Chairs and Area Officers.
- Consider joining an Area Standing Committee.

At the next meeting of your group you may want to

- Share information that you learned at the Area, written and oral.
- Suggest that your group begin to allow time for a GSR report, or make a report during the “announcements” portion of your group.
- Some items to address in a report include:
  - Issues the Area or A.A. as a whole are currently facing.
  - Service opportunities available.
  - Upcoming workshops or events.
  - Contents of Box 4-5-9 or the NE Ohio Recorder.

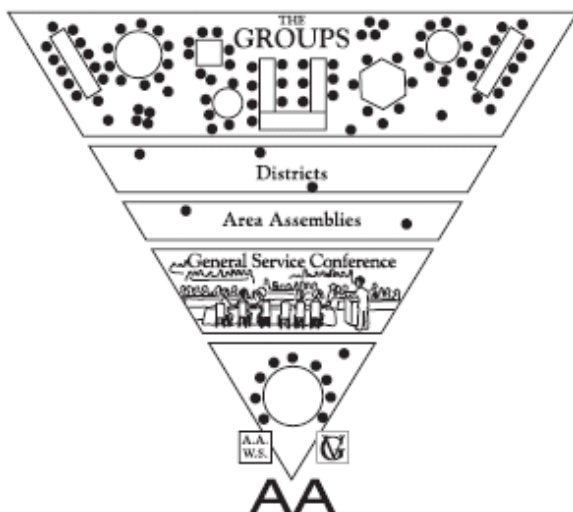
# Structure of the Conference

Tradition Five states that each group has one primary purpose, "to carry the message to the alcoholic who still suffers". The A.A. service structure enables A.A. groups to reach still suffering alcoholics in ways which are too costly, in money or manpower, for one individual group to undertake.

What group, however large, could publish a 575 page, hard bound book for \$6.00? Compile and publish a directory of groups and contacts for travelers? Visit all the treatment centers in NE Ohio? Take meetings to all the jails in Northeastern Ohio?

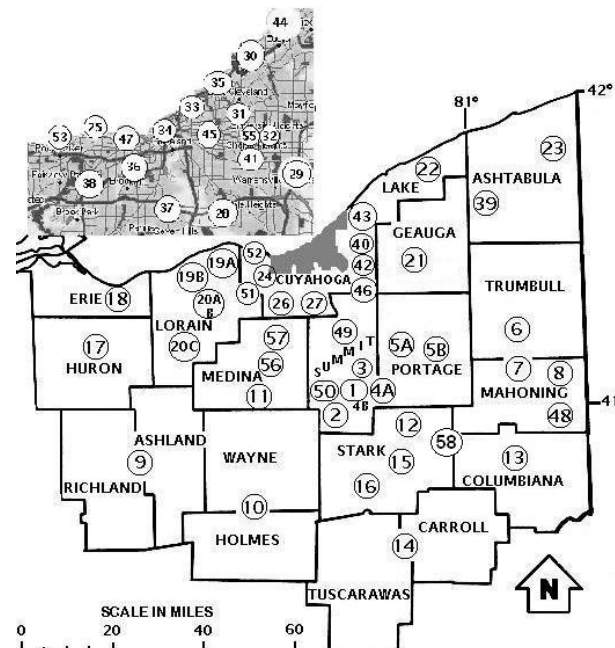
The A.A. service structure also enables individual groups to participate in the decision making process on issues which effect A.A. as a whole. By having an active GSR, a group can have a voice and a vote on important issues facing A.A. as a whole.

The A.A. service structure is an inverted triangle with the groups at the top. Although sizes may vary widely, there are about fifteen groups in district. The GSRs in the district elect a District Committee Member (DCM). The DCM holds district meetings with their GSRs regularly.



Each group sends its GSR to the Area Assembly along with the DCM. Together groups and districts share ideas, problems and solutions. A GSR can take the experience of other groups from the Area Assembly back to their group.

Every Area sends a Delegate to the General Service Conference in New York City each April. At the Conference the experience of the A.A. group is shared with other groups through its Delegate. We need constant, honest communications from one part of A.A. to every other, furnishing a wide cross-section of A.A. experience on timely issues facing the fellowship. The General Service Conference makes that possible.



## Area 54 District Boundaries

- 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 East Blvd.; Summit County Line on South to I-77; I-77 on East; north to I-76.
- 03** North Akron: Tallmadge Ave and Memorial Pkwy; East of Portage Trail and Merriman Rd. Includes the cities of Cuyahoga Falls, Tallmadge and Stow.
- 04A** 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.
- 04B** Groups at the Dry People's Club 172 Brittain Rd. and Akron Arid Club, 787 Brown St.
- 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. Wayne & Holmes Counties, Except Congress Twp. Wooster, Doylestown, Fredericksburg, Millersburg, Orrville, New Pittsburgh, Smithville & Holmesville.
- 10**

## Glossary of terms

**AAWS:** Alcoholics Anonymous World Services; one of two corporations of the General Service Board, it oversees the operation of GSO and publishes approved literature.

**Alternate:** A service worker who supports and assists a trusted servant and in often considered "in training", but always stands ready to step in for the trusted servant.

**Area:** All or part of a state or province that is responsible for sending a delegate to the General Service Conference. There are four Delegate Areas in Ohio.

**Area Assembly:** A quarterly meeting of GSRs and Area committee members that assembles to discuss Area affairs and to elect a delegate and area officers every two years. Please refer to the Area schedule for dates and location.

**Area Committee:** Body composed of the District Committee Members, the Area Committee Chairs, the Area Officers and the Delegate.

**Autonomous:** Our Fourth Tradition states: "Each group should be autonomous except in matters affecting other groups or A.A. as a whole." This means that we have been given the courage to declare each A.A. group an individual entity, strictly reliant on its own conscience as a guide to action. However, a group ought not do anything which would injure A.A. as a whole, nor affiliate itself with anything or anybody else.

**Conference:** The General Service Conference; this can mean either the structure involving committee members, GSRs and Delegates in an Area, or the annual meeting of Conference Delegates each April in New York City.

**Conference Approved:** Pamphlets, books, videos and films produced by A.A. World Services that have undergone an approval process within the General Service Conference. To be modified they must be brought to the Conference.

**C.P.C.:** Cooperation with the professional community.

**DCM:** District Committee Member. An experienced GSR elected by other GSRs to represent the groups of their district in Area committee meetings and to coordinate services in the district.

**Delegate:** The man or woman elected every other year to represent the Area at the annual General Service Conference meeting in New York City and to bring back to the Area the results of that meeting.

**District:** A geographical division within an area, represented by a DCM.

**District Meeting:** Meeting of the DCM and GSRs in a district.

**Group Conscience:** The collective conscience of the group membership representing substantial unanimity on an issue before definitive action is taken.

**GSO:** The General Service Office, which provides services to groups in the United States and Canada and publishes A.A. literature.

**GSR:** General Service Representative. The group contact with GSO and a voting member of the Area Assembly.

**Mini-Conference:** Area 54 conference held prior to the General Service Conference with the purpose of acting as the collective conscience of the groups on current issues of the General Service Conference.

**P.I.:** Public Information committees at the district, Area, Trustee and Conference level help carry the message by working with the media.

**Region:** A group of several Delegate Areas from which a Regional Trustee is elected to the General Service Board. There are six regions in the U.S and two in Canada. Area 54 is part of the East Central Region, which includes the fourteen Delegate Areas in Ohio, Michigan, Indiana, Illinois and Wisconsin.

**Third Legacy:** Our three legacies include Recovery, as described in the Twelve Steps, Unity, as described in the Twelve Traditions, and Service, as described in the Twelve Concepts for World Service. Our Third Legacy of Service is the sum total of all A.A. services, from a Twelfth Step call to worldwide service activities.

**Third Legacy Procedure:** A special type of electoral procedure used in the election of Delegates and Trustees. It is explained in chapter one of *The A.A. Service Manual*.

**Trustee:** The title for a member of the General Service Board. Fourteen trustees are A.A. members (Class B); seven are non-alcoholic (Class A).

## The A.A. Group

The purpose of all A.A. groups, as stated in our Preamble, is for members to "*share their experience, strength and hope with each other, that they may solve their common problem and help others to recover from alcoholism.*" Most A.A. meetings are considered voting groups when they follow the long form of our Third Tradition.

### Why is a meeting not a Group?

Perhaps the most important distinction between groups and meetings is *singleness of purpose*: to stay sober and help others recover from alcoholism. Unlike most meetings, A.A. groups generally continue to exist outside prescribed meeting hours, always ready to provide Twelfth Step help when needed. A Group has a vote in the decision making process of A.A. as a whole.



### The Home Group - One Group, One Vote

Although A.A. members attend the meetings of many groups, and feel comfortable in these meetings, the Home Group remains the strongest bond between the individual A.A. member and the Fellowship.

With membership comes the right to vote upon issues that might affect the Group and might also affect A.A. as a whole - a process that forms the very cornerstone of A.A.'s service structure. *As with all Group conscience matters, each A.A. member has one vote; and this, ideally, is voiced through the Home Group.*

### The Spirit of Rotation

Traditionally, rotation of service positions keeps A.A. members from becoming frozen in office. It also ensures that group tasks, like nearly everything else in A.A., 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. And, 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 Group designates. Before you rotate out of any A.A. office, be sure to help train your replacement.

## What is an informed group conscience?

The group conscience is the collective conscience of the Group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority points of view with an open mind.

On sensitive issues, the group works slowly - discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well informed group arrives at a decision. The results rests on more than a *yes* or *no* count—precisely because it is the spiritual expression of the group conscience. The term *informed group conscience* implies that pertinent information has been studied and views are heard before the group votes.



## A.A. Group Inventory

Many groups periodically hold a *group inventory meeting* to evaluate how well they are fulfilling their primary purpose: to carry the message to the alcoholic who still suffers. Some groups take an inventory by examining our Twelve Traditions, one at a time, to determine how well they are living up to these principles. Some helpful questions may be found in the A.A.W.S. publication *The A.A. Group* pamphlet. Groups will probably wish to pose questions of their own as well.

## Intergroups & Central Offices in NE Ohio

Akron Intergroup	(330) 253-8181
Ashtabula Area Intergroup	(440) 992-8383
	(800) 630-6974
Canton Area Intergroup	(330) 491-1989
Cleveland District Office	(216) 241-7387
Lorain Intergroup Office	(440) 246-1800
Mansfield Area Intergroup	(419) 522-4800
North Central Ohio Area Intergroup	(419) 625-5995
	(888) 693-9768
Youngstown Area A.A. Intergroup	(330) 270-3000

## Service Leadership

**Concept IX:** *Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of A.A. must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.*

Leadership starts with informed group members and GSRs, many of whom go on to become DCMs, Area Service Committee Chairs, Area Officers, Delegates and Trustees. In order to fulfill the responsibility that our group has given us we must become as knowledgeable as possible. If we keep an open mind and a willingness to learn we soon find that we are the ones that benefit.

## Service Sponsorship

*Sponsorship in A.A. is basically the same, whether in helping another individual's recovery or in service to a group. It can be defined as one alcoholic who has made some progress in recovery and/or performance or service, sharing this experience with another alcoholic who is just starting the journey. Both types of service spring from the spiritual aspects of the program.*

*Individuals may feel that they have more to offer in one area than in another. It is the service sponsor's responsibility to present the various aspects of service: setting up a meeting, working on committees; participating in conferences, etc. In this matter, it is important for the service sponsor to help individuals understand the distinction between serving the needs of the Fellowship and meeting the personal needs of another group member.*

*The service sponsor begins by encouraging the member to become active in their home group ---- coffee, literature, cleanup, attending business meetings or intergroup meetings, etc. The service sponsor should keep in mind that all members will not have the desire or qualifications to move beyond certain levels and, thus, the service sponsor might help find tasks appropriate to individuals' skills and interests. Whatever level of service one performs, all are toward the same end ---- sharing the overall responsibilities of Alcoholics Anonymous.*

*Eventually, the service sponsor encourages the individual member interested in this form of service to attend district meetings and to read about the history and structure of Alcoholics Anonymous. At this point, the individual beginning this work should begin to understand the responsibilities of service work, as well as feel the satisfaction of yet another form of Twelfth Step work. Such individuals should be encouraged to take an active part in district activities and consider being elected to alternate positions in the district so as to learn about the responsibilities of various jobs in the service structure.*

*During this process it is important for the individual to continue to learn about the three Legacies---Unity, Recovery and Service, and to understand that the principle of rotation not only allows them to move on in service, but also gives newer members the privilege of serving. Rotation also allows them to understand that no one should hold on to a position of trust long enough to feel a proprietary interest and thereby discourage newcomers from service.*

*Now, through knowledge and experience, the newer member is aware that service is our most important product after sobriety. With this knowledge, the individual is able to share their vision with others and ensure the future of Alcoholics Anonymous.*

- Questions and Answers on Sponsorship, © A.A. World Services

## Commitment to Service

Commitment, in terms of recovery, means restoring some of the basic principles many of us were taught as children, but we lost somewhere in our self-centeredness. As Trusted Servants of the General Service structure the principles that we must now practice include willingness, self sacrifice, honesty, consideration of others, thoughtfulness, love, tolerance and, most of all, basic etiquette.

- Do we show up when we say we will? Are we on time?
- Do we mark our A.A. commitments on the calendar and then work around them, or do we attend only if it doesn't interfere with our plans?
- Do we arrange for our alternate to attend events when we are unable?
- Do we keep our alternates well informed and involved?
- Do we attend as many service activities as possible in order to become better informed, or do we do the least possible required?
- Do we tend to our responsibilities cheerfully or portray them as a drag?
- Are we able to offer criticism lovingly and based on the application of our three legacies, or do we let personalities get in the way?

All of these things are important to being committed to service in A.A., but the bottom line is: are we giving back in proportion to what has been given to us? Gratitude is an action word. It is something we show, not just something we talk about. If we give only a tenth of what has been given to us, we should all be shining examples of service and commitment in A.A.

## Continuance

It is our sincerest wish that this guideline has informed and motivated you to continue to stay active in General Service and to attend additional meetings in your Area and District. Some of these meetings may seem confusing, frustrating, long and boring, but it should not be too hard for us to remember just how strange and confusing some of those first A.A. meetings were that we attended in those early days of sobriety. Keeping this in mind may make it easier.

You may not know any of the people there, or fully understand what is being discussed, possibly just as it was at your first A.A. meeting. But similarly, everyone there was once also 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 group and will take the time to share and explain this most valuable legacy of service with newer members. Service takes every bit as much time and energy as learning and living the Twelve Steps of our program of recovery. To be willing to share with members not currently in service what the Third Legacy provides our Fellowship and communities that we live in is one true measure of our society's wonderful movement.

The organizational method of Region, Area, District and Group may seem complicated and overly structured at first, but it is in accordance with our Tradition Nine, of "least possible organization." The test of time has shown that our service structure allows for the best operation of our Fellowship's General Services.

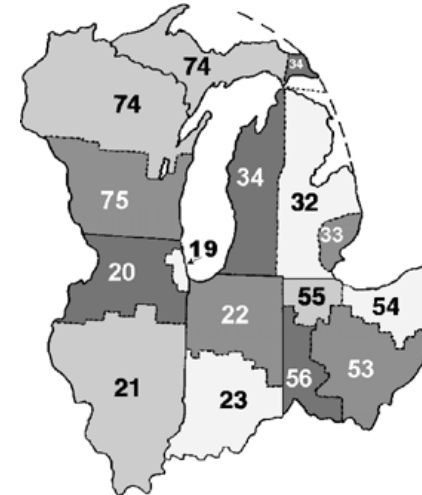
Finally, and most importantly; it is through a loving God and the collective conscience of our Fellowship that our society arrives at the ultimate authority to guide Alcoholics Anonymous.

## Structure of NE Ohio General Service

The basic unit of the A.A. 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. The DCM conducts district meetings and represents the district as a voting member at the Area Assembly.

The districts form the next larger unit, the Area. There are 64 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 14 Delegate Areas in Ohio, Michigan, Indiana, Illinois and Wisconsin.



### Area 54 Assemblies & Area Committee Meetings

The Area Assembly is the business meeting of Area 54. It is held four times a year, in January, April, July and October. Normal business includes adoption of the annual budget in January, selection of the host district for the Open House Picnic and Gratitude Sunday Dinner, and the election of the Delegate and Area officers in October of GSO even panel years. From time to time, requests from local A.A. members are addressed at the Area Assembly prior to their transmittal to GSO. By attending the Area Assembly, GSRs become more familiar with A.A. as a whole, which facilitates informed decision making at the home group level.

The Area Committee Meeting consists of the District Committee Members, the Area Committee Chairs, the Area Officers and the Delegate. The Area Committee is responsible for health of the Conference structure and for growth and harmony within the A.A. Fellowship. Area Committee Meetings are held three times a year, in March, June, and September. At the meeting, reports are given by all members and discussion involves cooperative efforts to carry the message throughout NE Ohio.

## Area 54 Events

Other regular Area events include a combined DCM/GSR workshop in February, Unity Day in May, Open House picnic in June, a workshop in August, and Gratitude Sunday dinner in November. The picnic and dinner are hosted by districts who successfully bid on hosting the events at the Area Assembly, allowing the district to highlight General Service activity locally.

The Area also hosts a Mini-Conference annually, usually the first weekend in April. It is the purpose of the Mini-Conference to allow the GSRs and Area Committee to experience the feel of the General Service Conference, while at the same time addressing actual issues from the Conference. It includes committee assignments similar to the Conference and a mock Conference voting session. The Delegate is sent to the Conference more informed by the experience.

A staff member from the General Service Office, or Grapevine, and the East Central Region Trustee are invited to attend the Mini-Conference. There are occasions where other Trustees have been invited when the Regional Trustee was previously engaged. During the Mini-Conference the Trustee and GSO staff member give reports highlighting the function of their service position and the state of A.A. today. The staff member is traditionally invited to share their story at the Saturday Banquet.

In planning the Mini-Conference, it has become traditional to move the location every two years around various parts of the Area. Consideration must be given to find a location to house many participants and hold the conference at a reasonable cost, which at times has limited the ability to reach some of our most rural districts. The tradition of rotation has resulted in stirring interest locally in General Service activity.

## 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.

The Delegate prepares an 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 we calculate the Reserve Fund amount equal to 6 months operating expenses based on the actual expenses of the previous two years (Sufficient operating expense and Reserve Fund - 9/06)
- The inventory/petty cash balance of Literature Committee is \$ 1,500.
- The inventory/petty cash balance of Grapevine Committee is \$ 1,500.
- The Mini-Conference balance is limited to cash on hand or \$ 1,500.
- Past Delegates receive \$150 to attend the East Central Region Conference of Delegates Past and Present (must participate in ¾ Area Assemblies prior year)
- Whenever possible, Area 54 financially supports Past Delegates who served in Area 54 currently serving as non-trustee East Central Region officers. (1/2008)
- Area Standing Committees receive an annual \$200 budget to defray expenses. Additional expenses must be brought before the Assembly.
- Standing Committee Chairs receive \$75 annually to defray costs when they attend the Area 54 Mini-Conference.
- Open House picnic and Gratitude Sunday are seeded \$200 annually.

## Where to Get Help Suggested A.A. Literature

***The A.A. Service Manual Combined with Twelve Concepts for World Service*** Includes the Conference structure, the Conference Charter and General Service Board Bylaws. The Twelve Concepts, as set forth by Bill W., are principles of service that have emerged from A.A.'s service accomplishments.

***GSR May Be the Most Important Job in A.A.*** A pamphlet outlining the responsibilities of the General Service Representative. It provides suggestions for a Group when electing a GSR.

***The DCM*** A pamphlet outlining the responsibilities of the District Committee Member.

***Your General Service Office*** A pamphlet describing the services and operation of GSO.

***Circles of Love and Service*** This pamphlet outlines A.A.'s service structure in color diagrams.

***Problems Other Than Alcohol*** Excerpts from a A.A. Grapevine article by co-founder Bill W., representing principles reaffirmed by the General Service Conference of 1969, 1970 and 1972.

***Self-Support: Where Money and Spirituality Mix*** A pamphlet that suggests ways of supporting service entities.

***The A.A. Group, Where it all begins*** This pamphlet explains how an A.A. Group works most effectively, how new Groups can be started, and how each Group is linked to A.A. as a whole.

***The Twelve Concepts Illustrated*** A fully illustrated guide of the Twelve Concepts for World Service in action.

***The Twelve Traditions Illustrated*** A fully illustrated guide of the Twelve Traditions explaining the origins, the spirit and the practical applications of the Traditions.

## A Guide to the Application of Parliamentary Procedure at the Area Assembly

- 1) **MOTION** A motion can be made from the floor by any voting member of the Assembly so long as there is no other issue already being considered.
- 2) **SECOND** (If there is no second, the motion dies.) A second is required except when made by the Area Committee or a committee appointed by the Delegate.
- 3) **CHAIR RESTATES MOTION** "It has been moved and seconded that ..."
- 4) **DISCUSSION BEGINS**
  - a) If all comments favor the motion, the Chair may ask "Is it the sense of the Assembly that the motion be adopted?" If there is no opposition, a vote should be taken. If there is opposition they need to speak to the motion.
  - b) A reasonable opportunity should be given for all to speak on the motion.
  - c) As discussion dies, the Chair states: "There being no further discussion, we will vote on the motion ..."
  - d) **CALLING THE QUESTION.** After discussion has begun, a voting member may call the question. A second is required and there is no discussion. If adopted, the Assembly will move to vote on the question, otherwise discussion resumes. A reasonable opportunity should be given to all to speak before making a Motion to Call the Question.
  - e) Not all motions result in a vote. Subsidiary motions include:
    - 1) It can be **AMMENDED**. An amendment that does not drastically change the motion can be considered friendly and accepted by the motion maker. Other amendments are discussed and voted on. Discussion of the original motion then resumes.
    - 2) It can be **TABLED**, or postponed, either *definitely* to a set time or place, or *indefinitely* with no set time or place.
    - 3) It can be **REFERRED TO COMMITTEE** with or without instruction.
- 5) **VOTE** Chair should restate the motion, then choose a verbal or hand roll call vote. If a verbal roll call is difficult to determine, a show of hands should be taken and counted. In general a 2/3 (66.6%) vote is required to adopt a motion. The Chair announces the outcome of the vote.
- 6) **MINORITY OPINION** The Chair asks, "Does anyone in the minority wish to speak?" Only those who voted in the minority may speak, defined by the following criteria:
  - a) If a motion has passed, only those who voted against may speak.
  - b) If a motion has failed, only those that voted in favor may speak.
  - c) If a person abstained from voting, they do not speak at this time.
- 7) **MOTION TO RECONSIDER** The Chair asks, "After hearing the minority opinion, is there anyone who wishes to change their vote?"
  - a) This motion must be seconded. After reasonable discussion, the Chair will call for a vote. Requires a simple majority (over 50%) to reconsider.
  - b) If a Motion to Reconsider passes, discussion resumes on the motion.
  - c) There is no minority opinion after the second vote.

Study and practice of the Twelve Steps, Twelve Traditions and Twelve Concepts provide useful tools to protocol. Practice of our basic principles helps us to function at our best. Parliamentary procedure ensures courteous and orderly exchange amongst voting members. They are here to serve, not stifle, the Assembly.

## Area 54 Election of Officers & Rotation

Area 54 Officers serve a two-year term and are elected by the Third Legacy Procedure, a special type of electoral procedure that is described in detail in the first chapter of *The A.A. Service Manual*.

Area 54 holds elections at the October Area Assembly meeting in GSO even panel years with terms beginning the following January. All GSRs, DCM's, Committee Chairs, Area Officers, Past Delegates, and Intergroup/Central Office liaisons have one vote each. The alternates may vote only in the absence of the seated trusted servant. Eligibility for election to Delegate or Area officer requires 75% (3/4) attendance at Area Assemblies and Area Committee Meetings for the two year period leading up to the election and five years continuous sobriety. Eligibility is limited to DCM's, Area Committee Chairs and the current Area officers, who are present at the election assembly. Attendance records are maintained by the Area Recording Secretary. Officers do not stand for an office they currently hold and Past Delegates do not stand for the Area offices.



### Area 54 Officers

**Delegate:** Carries the collective conscience of Area 54 to the General Service Conference and reports back to the Area Assembly. Maintains communication with the GSO and other Delegate Areas. Visits groups and districts when possible and facilitates communication in general. Appoints the eleven Standing Committee Chairs. Prepares the annual operating budget and presents it to the Assembly for approval in January. 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. Chairs the Ohio State or East Central Regional Convention when Area 54 is the host Area.

**Alternate Delegate:** Is fully prepared to assume the Delegate's responsibilities should the Delegate be unable to continue any duty or request assistance.

**Chairperson:** Chairs the Area Assembly six times annually as a business meeting applying Parliamentary Procedure and is responsible for its set-up, refreshments, etc. (The Delegate chairs the Election Assembly). Works with the Delegate to prepare the assembly agenda and sends the agenda to all officers prior to planning meetings. Acquires a working knowledge of *Roberts Rules of Order* and *The A.A. Service Manual*. Becomes familiar with the role of the Delegate and Alternate and is prepared to act in their absence or as called upon.

**Recording Secretary:** Records the minutes of the Area Assembly and provides these minutes at the next Area Assembly for approval, and mails copies to Areas 53, 55 and 56 Delegates. Is the Recording Secretary for the Ohio State Convention when Area 54 is the host committee, which includes taking minutes and mailing to all four Ohio Area officers and Past Delegates. Is the Recording Secretary of the East Central Region Convention when Area 54 is the host Area.

**Treasurer:** Maintains a bank account to deposit group contributions and pay all bills incurred by Area 54. Maintains financial records and reports to the Area at the Area Assembly. Is Treasurer of the Ohio State Convention or East Central Regional Convention when Area 54 is the host Area.

**Mailing Secretary:** Completes regular bulk mailings to groups, maintains the Area's bulk mailing permit, and maintains an account with a printer.

**All Officers:** Area officers attend all Area events, are voting members of and attend the Ohio State Convention Planning Committee meetings, respond to communications in a timely manner, become acquainted with *The A.A. Service Manual* and other service material, and at the direction of the Delegate assist other officers and Area committees, and give written reports in the NE Ohio Recorder or oral reports at the Assembly. In general, all Area officers are considered "Delegates in Training" in Area 54.

### 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.

Additional ad hoc committees might be formed to address a specific issue or help the Delegate and the Area perform a special task. These committees do not have permanent standing and generally do not have budgeted funds.

Chairpersons of these standing committees are appointed by the Delegate for a two years term 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. Each chair is expected to attend all Area Assemblies and make an oral report. At the Area Mini-Conference the committee chair provides a display of the committee work, chairs a mock committee meeting to discuss agenda items, and reports to the voting assembly the committee recommendations in the same manner as a Conference Committee Chair at the General Service Conference. All chairs participate in the Committees Workshop in April and perform other duties assigned by the Area chairperson or Delegate.

**Archives:** Preserves the history of A.A. in Area 54 by collecting, preserving and indexing all records and group histories; displays the archives at the NE Ohio Mini-Conference and other functions as requested by the Delegate; maintains contact with the Area Archivist.

**Corrections:** Encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls through personal or written contact and clarifies to professionals in correctional facilities what A.A. can and cannot do, within the Twelve Traditions, to help inmate alcoholics.

**Cooperation with the Professional Community:**

Cooperates with professionals who may be first to contact active alcoholics. This includes educators, clergy, physicians, 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.

**Finance:** Responsible for carrying the Seventh Tradition of self-support to groups in the Area by educating GSR's & DCM's.

**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. Familiarizes A.A. members with the A.A. *Grapevine*, *Our Meeting in Print*, and encourages A.A. members to subscribe and to contribute articles. Maintains contact with group GvR's.

**Group Services:** The newest committee its function is still in development. Acts as liaison of the Area to the Intergroup and Central Office to foster cooperation. Contacts groups that register directly with GSO.

**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. Provides current listing of available GSO material to GSRs and DCM's. Keeps the Area's stock of *The A.A. Service Manual* and literature for new GSR kits.

**Newsletter:** Gathers reports from DCM's, Area officers, Delegate and others to prepare the publishing of *The Northeast Ohio Recorder*, Area 54's quarterly newsletter. Delivers the newsletter to a printer for publication, in a timely fashion.

**Public Information:** Responsible for creating greater understanding of, and preventing misunderstandings of, the A.A. program through the public media, electronic media, P.I. Meetings, and speaking to community groups. Area 54 maintains an Internet Web site and this is a subcommittee of the P.I. Committee.

**Registrar:** Maintains database records of groups and Area Committee members and updates the General Service Office records periodically.

**Special Needs:** Attempts to ensure that local groups recognize the needs of those with special needs, such as hearing impaired, sight impaired, physical handicap and other needs. Helps raise awareness of materials available to those with special needs, such as Braille literature, sign language video, etc. Efforts are made to ensure that meetings are provided to shut-ins.

**Treatment Facilities:** Coordinates work of individual A.A. members and groups who carry the message to alcoholics in treatment facilities, sets up means of bridging the gap from treatment to A.A., and works to clarify what A.A. can and cannot do, within the Twelve Traditions, to help alcoholics in treatment.

### RECOVERY, UNITY AND SERVICE

These are the Three Legacies of our AA experience. Our leaders are but trusted servants, they do not govern. God, as He may speak in our group conscience, is our sole Authority. World Service is the heart of our Third Legacy. Our meetings are informative and educational. They are held so that the Committee Members, GSRs and all interested members may be better equipped to carry the message of World Service back to their home groups and individual members, thus giving a better understanding to our purpose, our hopes and our work.