

Area 54 Northeast Ohio General Service

Area Guidelines

A Declaration of Unity

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

A.A.'s Responsibility Statement

I am responsible, when anyone,
anywhere reaches out for help,
I want the hand of A.A. always to be there.
And for that: I am responsible.

THE A.A. PREAMBLE

Alcoholics Anonymous® is a fellowship of people 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.

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These guidelines are an extension of the *The A.A. 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 *A.A. Service Manual* and give an overview of the service functions in NE Ohio Area 54. This document will be reviewed and updated bi-annually in even years by the Area Panel and past delegates.

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A.A.'s Legacy of Service by Bill W.

Our Twelfth Step - carrying the message - is the basic service that the A.A. Fellowship gives; this is our principle aim and the main reason for our existence. Therefore, A.A. 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 A.A. 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 A.A.'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.

Reprinted from *The A.A. Service Manual Combined with The Twelve Concepts for World Service* by Bill W, with permission of A.A. World Services, Inc.

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 A.A. groups of Area 54 and shall respect the autonomy of A.A. 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 A.A. Service Manual*. The Area Assembly shall encourage all A.A. Groups within its geographic boundaries to participate in and support its efforts to be the true voice and group conscience of Northeast Ohio A.A.

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 on 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*. 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 Edition 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:

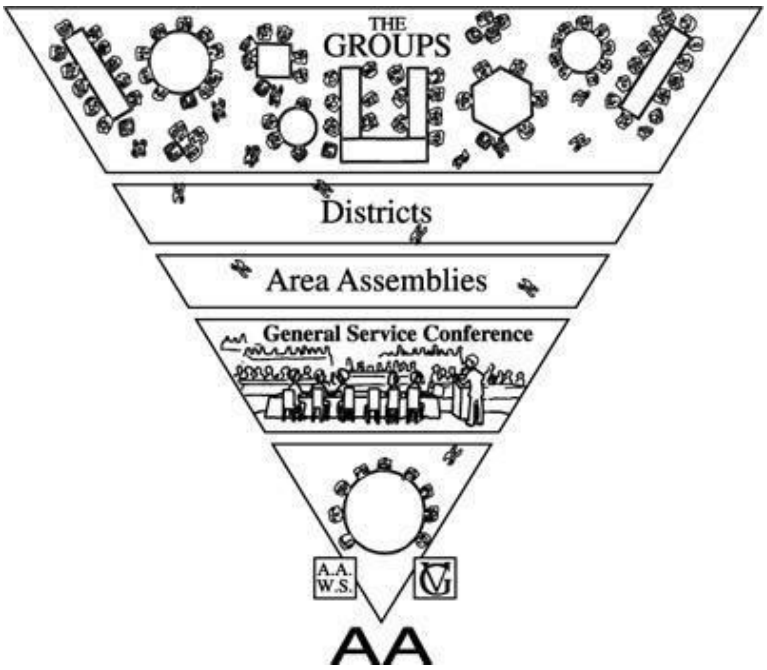
Panel	Years	Name	Committee
1	1951-52	William I. D. (Akron)	Budget
3	1953-54	Ethel M. (Akron)	Agenda
5	1955	Charles N. (NW Ohio)	Note: William D. elected, but not seated
6	1956-57	Edward P. (NW Ohio)	NW OH Del 1957

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	1st ECR Trustee 1963
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	
63	2013-14	Ola P.	Literature	
65	2015-16	Calvin L.	Policy/Admissions, Archives (secondary)	
67	2017-18	Jamie B.	Report and Charter	
69.	2019-20	Shyrl B.	Literature	
71	2021-22	Susan R.	Finance and Archives	
73	2023-24	Tim H.	Corrections	
75	2025-26	Bev F.	Cooperation with the Professional Community	
77	2027-28	Katie S.	To be determined	

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 (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 67 districts in Area 54 Northeast Ohio General Service (including 2 Linguistic districts). 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.

The Area Committee

The Area Committee is responsible for the 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 alternate delegate, and Area officers. 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 have been combined into the Area Assembly. At the Assembly, 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:

The Area Assembly

The Area Assembly is the business meeting of Area 54. At the Assembly, a variety of issues are addressed, 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, OYPA.A., and Hispanic Liaisons, and the Area Committees. 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. The quorum shall consist of but must contain at least 3 officers and at least 15 other voting members in person or virtual attendance.

Area 54 holds six assemblies per year in the following months:

- January (This is the Area Budget Assembly)
- March (Mini-Conference preparation, Open House Picnic bid, Gratitude Sunday bid)
- April (Open House Picnic Flyer, Ohio State Convention Flyer, finalize Gratitude Sunday)
- July (Ohio State Convention preparation)
- September (Distribute final reports of current year's General Service Conference)
- October
  - (In year 2 of the Panel, elections are held)

Area business includes approval 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 or digital sign-in options available for attendance, 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 prior to the meeting.
- The assembly is chaired by the Area Chair, who opens the meeting with a moment of silence, the Serenity Prayer, assigns readings of the Twelve Traditions and Twelve Concepts, and assigns a person to present a two-minute presentation on a Tradition and a Concept.
- The chair recognizes requests for get well or sympathy 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 presents the current budget vs. actual report and other financial issues.
  - Mailing secretary reviewing recent mailing contents, mailing deadlines reminders, and encourages submission of articles to the *NE Ohio Recorder.*
- The 7th Tradition passing of the basket.
  - Area Committee reports (2-minute time limit; written report given to Recording Secretary)
  - Recognition of sobriety anniversaries; pass out contribution envelopes.
  - Registrar reviews group update procedure and other announcements.
  - Standing Committee Chair reports

  - DCM reports
  - Ad hoc Committee reports
  - Intergroup liaisons' reports
  - Self-introduction of new GSRs and DCMs
  - Area Event and Conference reports.
  - Officers give post-conference reports.
  - Assigned chairs give pre- and post-workshop reports (e.g. Unity Day and Area 54 General Service workshops)
  - Updates from host districts giving pre- and post- Area event reports (e.g. Open House and Gratitude Sunday)
- Alternate Delegate Report.
- Delegate Report including A.A.WS and A.A.GV highlights.
- Old business: any open issues that have been postponed or unfinished.
- New business: items are placed on the agenda by the Area Committee prior to Assembly. Floor actions are accepted.
- Sharing Session: A 2-minute (per person) sharing session for comments, questions or concerns for our groups and the Area.
- Chair entertains a motion to adjourn, and the meeting is closed with the Unity or Responsibility Declarations.

October Assembly

Elections are 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 panels. All registered GSRs and Area Committee members are voting members. Alternates may vote only if the registered GSR or DCM is not present. There is no absentee or proxy voting. The election is conducted as follows:

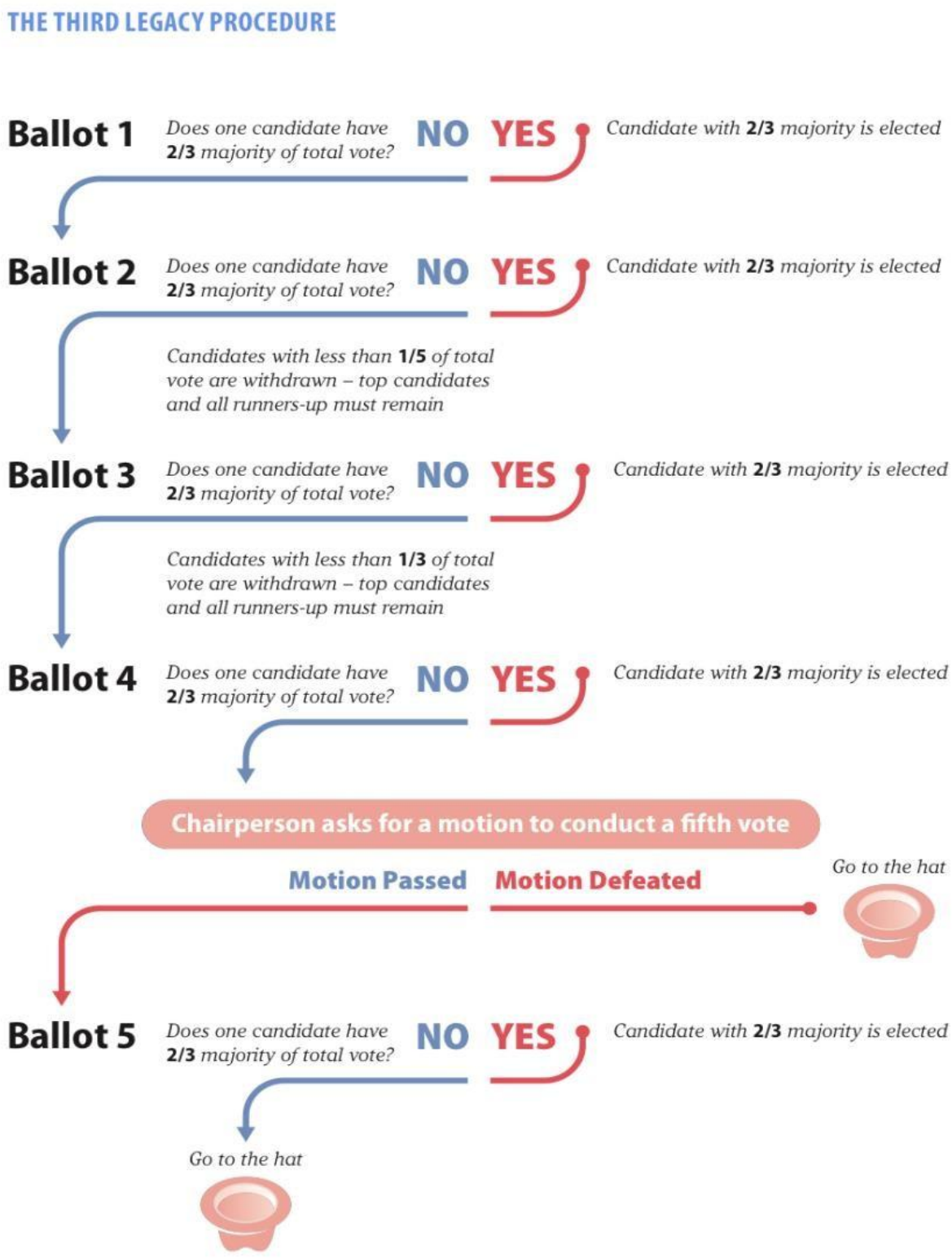
- The registrar confirms that those who have signed in for attendance at the assembly are registered Area 54 GSRs, DCMs, committee chairs, area officers or past delegates.
- After approving the minutes and current budget report, the Area Chair entertains a motion to dismiss normal business and move to the election.
- The Area Chair turns the meeting over to the seated delegate, who will chair the election (the election can be chaired by a past delegate in the absence of the current delegate).
- The delegate chairing the election, 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 A.A. Service Manual is used to elect the delegate, alternate delegate and officers.
- A description of the responsibilities of the delegate/alternate delegate (or other officer).
- The Recording Secretary reads a list of all eligible candidates (that have not already been elected this day) and they 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 for those eligible to stand.

- Candidates should have prepared and submitted their service resumes via email to the Recording Secretary 1 week prior to elections being held. Candidates are given two minutes at the microphone to share their qualifications for all of their service experience. (Note: candidates who have already shared their qualifications for a prior position, do not have to repeat prior experience, and should only provide new applicable experience or skills.)
- Balloting is done by secret ballot, with the ballots read aloud to the election assembly and posted for the assembly to review.
  - Verification
    - Ballots are unfolded and verified by two people and one of the persons will read the vote aloud for recording.
  - Recording
    - A third person physically records the vote tally after the vote is read.
- Votes are recorded for the name on the ballot (it must be an eligible person standing for the position).
- For those abstaining they should submit their ballot with the word “abstain” to have their abstention recognized and to equal the total count of voters.
- The election procedure is repeated for each office, beginning with the Delegate, followed by the Alternate Delegate, the Area Chairperson, Treasurer, Recording Secretary, Registrar and Mailing Secretary. The Delegate chairing the elections will read the duties of positions from the Area 54 Guidelines.
- 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 officers. It is described in detail in *The A.A. Service Manual*, and is shown below.



Eligibility To Stand For Area Delegate Or Area Officer

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

- Must be a past or present Area Committee member (Area officers, DCMs, Alternate Delegate, Standing Committee Chairs and GSRs).
- Must have attended 75% (3/4) of Area Assemblies for the two-year period prior to the election, currently Area 54 holds 6 assemblies per year. Attendance records are maintained by the recording secretary and are reviewed prior to the elections for discrepancies.
- Must have at least five years continuous sobriety, unless waived by the body.
- Must be present (in person or electronically) at the assembly in which elections are held. .
- Be familiar with the use of computers and software needed for spreadsheets, word processing reports and other duties or be willing to learn.
- 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 only one General Service Conference; a delegate that has filled a vacancy and attended two Conferences cannot stand for reelection (see the *A.A. Service Manual*).
- Past delegates do not stand for any Area office.

Removal of a Delegate or Area Officer

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, in *The A.A. 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 A.A. 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 A.A. 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.

Vacancy of a Delegate or Area Officer

In the event that any Area office becomes vacant either temporarily or long-term, the alternate will assume the duties and responsibilities of that Area office. The alternate will work closely with the “officer elect” so they are fully prepared to carry out those duties. If the alternate is unavailable, or if there is no alternate, and the vacancy would create a disruption of the function of the Area, the delegate may appoint an interim officer to serve until the next scheduled Area Assembly when the office will be filled by vote by the assembly body.

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 ensures 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 a person rotates out of any Area office, they should make arrangements to train the replacement and transfer any necessary documents and/or equipment. The Area Chair will schedule a time

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 A.A. as a whole. In Area 54, the Delegate's duties include those listed in *The A.A. Service Manual* and those listed here:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.
- Keep the Alternate Delegate fully informed and involved in all activities, so they can replace the Delegate in an emergency.
- Work closely with the Area Officers and other members of the Area Committee.
- 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. This duty is fulfilled by the Delegate Elect, elected in the October election.
- Ensure that the newly elected Delegate, Alternate Delegate, Area Officers, and Standing Committee Chairpersons names and information is updated and accurate with the GSO. This duty is fulfilled by the Delegate Elect, elected in the October election.
- With the assistance of seated and/or newly elected officers, prepare an annual Area tri-fold schedule of events and contact information for all officers and standing committee chairs to be presented at Gratitude Sunday each year. Forward the information to the webmaster for the website and to the printing company.
- Provides the 2nd required signature for the Area's operational checking account (Treasurer is the primary required signature for the Area checking account).
- 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 Regional 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, prepare the Area 54 annual operating budget and presents it to the Area Assembly for approval each January.
- Maintain lines of communication with GSO.
- Provide the upcoming General Service Conference agenda items and its background material via email and/or password-protected web access. The Area committee, Area DCMs/GSRs and groups should be provided this information as soon as feasibly possible.

- Coordinate the proper standing of our non-profit status with the State of Ohio and/or Federal Government as required with the Area Treasurer.
- Cooperate with GSO in obtaining Area-specific information, such as updating group information as needed and participating in membership surveys.
- Preparing for the General Service Conference by:
  - Participate 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 Regional Conference of Delegates Past and Present.
  - Reviewing the *A.A. Service Manual*, *The Twelve Concepts for World Service*, *A.A. 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.
- Visit groups and districts when possible.
- Provide leadership in solving local problem involving A.A. 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 Regional Forum, any special forum held within the region, and the International A.A. 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 Regional 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.
- At the end of rotation, the Delegate and Delegate Elect will schedule a meeting to transfer knowledge and equipment from previous positions to the newly elected/selected positions. Any records no longer needed for current service obligations, should be given to the Area Archives Chair.
- A delegate [*n*] must learn to delegate [*vb*] as well.

Alternate Delegate

The Alternate Delegate works closely with the Delegate and shall be prepared to assume the duties of the Delegate if necessary. In Area 54, the Alternate Delegate duties include those of the Delegate (when the Delegate is not available) and:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.

- Communicates and works closely with the Area Officers and the rest of the Area Committee.
- Assist the Delegate in preparing the annual schedule and Area budget.
- Provides the 2nd required signature for the Area's operational checking account, only when the Delegate is not available.
- Submit an article for every issue of the *NE Ohio Recorder* to the newsletter editor in a timely fashion.
- Prepare for the General Service Conference (see Delegate Duties)
- Review the annual Conference report, to fill the need of the Delegate's duties if necessary.
- Attend Area 54 groups and districts to present Area concerns and ideas, when requested.
- 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 Regional Conference, and the East Central Regional 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 Regional Forum, participates in the planning committee.
- Act as a liaison to a standing committee(s) as assigned by the Delegate.
- Respond to communications with officers and the Area Committee in a timely fashion.
- Attends the Ohio State Convention, the East Central Regional Conference, the East Central Regional Forum, and all other Ohio Area Mini-Conferences with the Delegate.
- At the end of rotation, works with newly elected alternate delegate to pass on knowledge and documents and prepare them for their rotation.

Area Officers

Area Chair

Sometimes referred to as the "stay at home delegate," the Area Chair is responsible for the smooth operation of the Area Assemblies, which are held six times annually, except for the October Assembly, which is chaired by the seated Delegate or a past Delegate. In Area 54, the Area Chair's duties include those listed in *The A.A. Service Manual* and those listed here:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.
- Schedules and conducts an agenda meeting in advance of each Area assembly.
- Acquire 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*.
- Become 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 or other needed supplies at these meetings.

- Secure reservations for Area Assemblies and Events at the 12 Step Recovery Club no later than November each year for the next year's schedule, and acts as liaison with management of the club.
- Appoints various chairpersons for Area Workshops and Unity Day and ensures the chair of these events understands the duties of the position.
- Assist in securing bids for the Area Open House and Gratitude Sunday by encouraging districts to bid.
- Oversee security of Area office located at the Akron Intergroup Office, which may require occasional inventorying and locating missing equipment. The key to the office should be given to the new Chair by the previous Chair.
- Coordinate any audio and video equipment needs for all Area 54 events with the Floor Manager and Technology Chair.
- 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.
- Responsible for the master copy of the Area Guidelines and each year reviews the Area Guidelines to ensure all motions or other changes have been incorporated. With the assistance of Area Officers and past delegates, reviews any changes before presentation to the Area Assembly.
- Communicates with DCMs to review dark and inactive districts in order to return them to active status.
- 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 Conference, participates in the planning committee.
- When Area 54 hosts the East Central Regional Forum, participates in the planning committee.
- Act as a liaison to standing committee(s) as assigned by the Delegate.
- Responds to communications with officers and the Area Committee in a timely manner.
- Submits written reports to the *NE Ohio Recorder* and oral reports at the Area Assembly as needed.
- Attends the Ohio State Convention, the East Central Regional Forum and at least one other Ohio Area Mini-Conference, as assigned by the Area panel.
- At the end of the rotation, works with the newly elected Area Chair to pass on knowledge and documents and prepare them for their rotation.

Area Treasurer

The treasurer is the fiscal officer for Area 54 and is responsible for maintaining income and expense records, accepting contributions, paying expenses, and reporting to the Area Assembly. In Area 54, the Treasurer's duties include those listed in the *A.A. Service Manual* and those listed here:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.
- Work closely with the Finance & Budget committee to reconcile bank statements, prepare an annual budget, and address issues related to finances.
- Maintain a checking account that requires two signatures. Three positions should hold signatory authority: Treasurer, Delegate, and Alternate Delegate.

- Records all contributions from groups, districts and other entities, sends thank you letters to contributors (including an Area remittance envelope) in a timely fashion, and prepares quarterly district contribution reports.
- Deposit all cash from literature and Grapevine sales to the Area account.
- Travel to the Post Office box on a weekly basis to pick up the mail, or if requested by the Area Panel.
- Maintain good standing of our non-profit status with the State of Ohio and/or Federal Government as required.
- The Area Treasurer will be bonded. Any fees for bonding will be paid by the Area.
- Prepares payments in a timely manner and provides the primary required signature for the Area operational checking account (obtains a 2nd signature from the Delegate or Alternate Delegate).
- Gives a Treasurer's report summarizing current receipts and disbursements and year-to date expenditures compared to budgeted amounts at all Area Assemblies. Ensures that a PDF copy of the report is provided to the Webmaster prior to the assembly.
- Makes all hotel reservations for the Delegate, Alternate Delegate and Area officers for various events.
- 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 Convention the Treasurer participates in the planning committee.
- When Area 54 hosts the East Central Regional Forum, participates in the planning committee.
- Act as a liaison to a standing committee(s) as assigned by the Delegate.
- Respond to communications with officers and the Area Committee in a timely manner.
- Communicates committee expenses with the panel that are reasonably above and beyond the committees' budgets.
- Submits written reports to the *NE Ohio Recorder* and oral reports at the Area Assembly meetings as needed.
- Attends the Ohio State Convention, the East Central Regional Forum and at least one of the other Ohio State-Area Mini-Conferences.
- At the end of rotation, works with newly elected Area Treasurer to pass on knowledge, documents, equipment, and coordinate bank account accesses and prepares them for their rotation.

Area Recording Secretary

The Recording Secretary records and distributes minutes of area meetings, including the Area Assemblies. In Area 54, the Recording Secretary duties include those listed in the A.A. Service Manual for "Secretary" and those listed here:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.
- Records the minutes of the Area Assembly meetings into an electronic format within one week before the next agenda meeting; forwards electronic copies to other officers for proofreading.
- Maintain the Area's digital recorder and adequate supply of batteries.

- Provide an adequate supply of printed minutes for approval at the next Area Assembly, sign-in sheets, nametags, pens or other needed supplies.
- Mail or e-mail approved copies of the minutes to Area 53, 55 and 56 delegates, Ohio State Archivist and the Area Archivist at the end of the year.
- Provides any other flyers, minutes, schedules of events, etc. to the Area Archivist and the Area Archives Chairperson.
- Provide a PDF copy of all minutes to Area Webmaster and Mailing Secretary after ensuring any last names are removed.
- 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 Convention, participates in the planning committee.
- When Area 54 hosts the East Central Regional Forum, participates in the planning committee.
- Act as a liaison to a standing committee(s) as assigned by the Delegate.
- Respond to communications with officers and the Area Committee in a timely manner.
- Submits written reports to the *NE Ohio Recorder* and oral reports at the Area Assembly meetings as needed.
- Attends the Ohio State Convention, the East Central Regional Forum and at least one of the other Ohio State-Area Mini-Conferences.
- At the end of rotation, works with newly elected Area Recording Secretary to pass on knowledge, equipment and documents and prepare them for their rotation.

Area Registrar

The Area Registrar is the liaison between the Area and the General Service Office (GSO) for communicating information about new groups and changes of existing groups. The Area Registrar duties include those listed in the *A.A. Service Manual* for “Registrar” and those listed here: The Registrar’s duties include:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.
- Being familiar with the use of computers and software used for spreadsheets, to be able to run reports and maintain current group data.
- The registrar will provide group information and lists as requested.
- Maintains constant communication with the General Service Office Member Services, to update data that the Area 54 Registrar does not have access to update in Fellowship Connection (the system GSO uses to maintain the registry of A.A. Groups).
- The Registrar provides new group, group change, and DCM change forms at Area events.
- The Registrar will maintain access to Fellowship Connection.
- Keep a master list of group service IDs for Area 54, district boundaries, and district maps on hand for quick referencing.
- Provide updated mailing lists as requested.

- Maintains an accurate registry of GSRs' and/or groups' email addresses and provides them to the Mailing Secretary.
- Gives a brief report at the Area Assemblies.
- At the Mini-Conference, takes an active role in planning 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 Regional Forum, participates in the planning committee.
- Act as a liaison to the Mailing Secretary and another standing committee as assigned by the delegate.
- Respond to communications with officers and the Area Committee in a timely manner.
- Submits written reports to the *NE Ohio Recorder* and oral reports at the Area Assembly meetings as needed.
- Attends the Ohio State Convention, the East Central Regional Forum and at least one other Ohio delegate-Area Mini-Conference.
- At the end of rotation, works with newly elected Area Registrar to pass on knowledge, equipment, and documents and prepare them for their rotation.

Area Mailing Secretary

The Mailing Secretary is primarily responsible for printing, mailing and distributing the *NE Ohio Recorder*, Area schedules, Area event flyers, and financial information to groups in Area 54. The Mailing Secretary's duties include:

- Be familiar with the use of computers and software needed for spreadsheets, word processing. reports and other duties or be willing to learn.
- 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.
- Assists in the transition to paperless (green) delivery of all Area correspondence.
- Works with the Area Registrar to get delivery of all mailing and email addresses in such manner (labels, spreadsheets, etc.) as is required for each mailing.
- Works with the Area Registrar to maintain a list of active email addresses of Area 54 members who wish to receive mailings via email unless they opt-out. Maintains the email list and sends the contents of the mailings in PDF or other applicable formats.
- Email Area Assembly minutes to all Area 54 members as soon as possible. In cooperation with the Recording Secretary, email approved copies of the minutes to Area 53, 55 and 56 delegates as well as the Ohio State Archivist.
- Maintain adequate supplies such as labels and envelopes, coordinates the 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.
- Maintain a relationship and the coordination of printing, including the *NE Ohio Recorder* newsletter, with the Area's determined printer and ensure invoices are delivered to the Treasurer.

- Is encouraged to arrange “mailing parties” in Districts within Area 54 to both assist in assembling the mailing. This provides an opportunity for outreach to Districts in the Area. • Brings surplus of mailing contents from the mailing parties, for distribution at the Area Assemblies.
- Gives a brief report at the Area Assembly reviewing recent mailing contents and mailing deadlines reminders.
- At the Mini-Conference, takes an active role in planning 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 Regional Forum, participates in the planning committee.
- Act as a liaison 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 manner.
- Submits written reports to the *NE Ohio Recorder* and oral reports at the Area Assembly meetings as needed.
- Attends the Ohio State Convention, the East Central Regional Forum and at least one other Ohio delegate-Area Mini-Conference.
- Fees incurred to support the position and processes of Mailing Secretary will be paid by the Area.
- At the end of rotation, works with newly elected Area Mailing Secretary to pass on knowledge, equipment and documents and prepare them for their rotation.

Area 54 Standing Committees

Area 54 has 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 do to help, within the Twelve Traditions.

Chairpersons of the standing committees are appointed by the Delegate Elect for two-year terms concurrent with the Delegate Elect. 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 Assembly meetings, workshops, and other events.
- Provide oral and written reports for each assembly, to be submitted to the Area Recording Secretary and the *NE Ohio Recorder* Newsletter Editor.
- Attend the Area 54 Mini-Conference.
- Presents a posterboard display informing what their committee does.
- Chairs a Mini-Conference committee meeting to discuss agenda items.
- Reports committee recommendations at the Mini-Conference.
- Discuss committee expenses with the Treasurer.
- When Area 54 hosts the Ohio State Convention or East Central Regional Conference, participates in the planning committee.

- When Area 54 hosts the East Central Regional Forum, participates in the planning committee.
- At the end of the rotation, works with the new committee chair to pass on knowledge, equipment and documents and prepare them for their rotation.

Accessibilities

The Accessibilities Chair ensures that local groups recognize the needs of those who have difficulties participating in A.A., whether those are mental, physical, geographic, cultural, or other factors that vary among people.

- The Chair raises awareness of materials available, such as Braille literature, sign language video, etc.
- Effort should be made to ensure that meetings are provided to shut-ins.

Archives

The Archives Chair preserves the history of A.A. in Area 54 by collecting, preserving, and indexing all records and group histories.

- The Archives Chair prepares displays for the NE Ohio Mini-Conference and other functions as requested.
- Maintains contact with the Area Archivist.
- A member may attend the National Archives Workshop when the Area budget approves such an expenditure.

The Area Archivist is a separately appointed position. Because of the specialized nature of archives, the Archivist typically rotates after 4 years.

Corrections

The Corrections Chair encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls through face-to-face or less direct contact and clarifies to correctional professionals what A.A. can and cannot do, within the Twelve Traditions, to help inmate alcoholics.

- The Chair encourages the work of individual members, groups, and districts and creates Areawide contact lists to forward requests forwarded to the Area committee by GSO and other delegate Areas.
- The Chair documents their connections with correctional facilities/institutions to ensure these connections are continued.
- 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 Chair may participate in community activities to provide information to the public about A.A. Workbooks and pamphlets are available to assist the committee.
- The Chair documents their connections with professionals/institutions in the community to ensure these connections are continued.

Area 54 Finance and Budget Committee

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 Area 54 Finance and Budget Committee operates to facilitate the timely, accurate, and complete preparation of the Area's annual budget and to provide custodial oversight of Area finances. The Area budget should be started no later than the October Area assembly so that it can be prepared and completed by January 1st of the next year. The budget includes the expenses associated with preparing the delegate for the Conference, as well as the secondary functions of the Area. The income portion of the annual budget should be calculated by taking an average of the past three years.

Composition of the Area 54 Finance and Budget Committee will include the appointed Chair, the current Area Treasurer, and all past delegates and past treasurers who wish to participate. The scope of the Area 54 Finance and Budget committee will include:

- In January of each year the Committee will appoint, from among its numbers, an Internal Auditor who is required to: ''Prove the cash" at least quarterly, verifying that the change in account amounts is equal to the reported receipts and disbursements, verify that the annual form 990 was promptly filed, that we have the correct name and address of our statutory agent, and the 5-year Statement of Continued Existence is promptly returned. Such other items as deemed advisable by the Committee.
- Consults with and includes the Area panel in developing the proposed Area budget.
- At the beginning of each odd year, a Reserve Fund amount equal to 6 months operating expenses based on the actual operating expenses. Operating expenses include but are not limited to:
    - Rent incurred for Area 54 Assemblies and other events.
    - Other various expenses such as stipends, supplies or materials necessary to support these events.
    - Travel expenses incurred by Area 54 Delegate, Alternate Delegate, Area Officers, Standing Committee Chairs and Liaisons.
    - Printing and mailing expenses for Area 54.
    - Computer hardware and software.
    - Website hosting and domain and any utilized cloud-based resources.
    - Standing Committee expenses.
    - Declared physical address, additional storage and archives.
- Reviews and reports on our non-profit status in adherence with applicable laws such as Sarbanes-Oxley, etc.
- The inventory/petty cash balance ceiling of Literature Committee is $ 2,000
- The inventory/petty cash balance ceiling of Grapevine Committee is $ 2,000
- 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 $150 to defray costs to attend the 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.

- When possible, Area 54 financially supports past delegates who served in Area 54 and are currently serving as non-trustee East Central Region Officers.
- Area Standing Committees receive a small allocation every year to provide for committee expenses. Any additional expenses must be brought before the Treasurer for review and approval. The Area treasurer should ensure that no committee greatly exceeds an equal division of the budget between all standing committees.
- Standing Committee Chairs receive a $150 stipend to defray costs when they attend the annual Area 54 Mini-Conference.
- The Grapevine Committee Chair registration for Founders' Day Weekend is reimbursed.
- The host district for the Area Open House picnic and Gratitude Sunday are seeded $300 annually; there is no strict requirement to repay the Area
- Delegate, Alternate Delegate and Area officer receive mileage reimbursement to reflect a fair and current going rate to be no more than 75% of General Services Administration's mileage reimbursement rates for privately owned vehicles.
- GSO currently requests that each delegate area contributes at least $2,200 to help defray the total cost of the General Service Conference.
- The Ohio State Convention guidelines specify each Ohio Area support the Ohio State Convention hospitality committee with a contribution of $250.
- The Area financially supports the Delegate's expenses for the A.A. International Convention every five years, including registration, housing, meals, and travel.
- Responsible for educating the Area on A.A.'s 7th Tradition of self-support by reaching out to individual members, groups, and districts.
- Makes presentations at the Area 54 NE Ohio Mini-Conference and prepares finance letters urging self-support that are included in Area communications.
- Completes additional duties as request by panel Officers, to include Area audits.

Grapevine and La Viña

The Grapevine and La Viña Chair familiarizes A.A. members with the A.A. Grapevine and La Viña, Our Meeting in Print, and encourages members to subscribe and to contribute articles.

- The Chair Maintains contact with group Grapevine Representatives (GvRs).
- The Chair Maintains an inventory of Grapevine and La Viña materials and provides these items for sale at the Area Assembly per the Area 54 schedule.
- The Chair keeps the area informed of Grapevine and La Viña news, and encourages utilization of Grapevine and La Viña apps, podcast, books, etc.
- The Grapevine and La Viña Chair has traditionally prepared a Grapevine and La Viña display 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 prior to the weekend, to determine where the display will be located.

Group Services

The Group Services Chair acts as liaison between Area 54 General Service and Intergroup & Central Offices to promote cooperation.

- The Group services Chair assists new GSRs at the Area Assembly meetings by providing a post-meeting orientation and providing GSRs with digital links to GSR Kits, Area Guidelines, group change forms, and the *A.A. Service Manual*.

- The Chair creates and presents workshops/sharing sessions in February and August to enhance the understanding of General Service at the area level and to promote our principles of experience, strength and hope.
- The Chair responds to questions from Area 54 groups and helps to find answers/solutions and/or guides them to a resource to do so.
- The Group services Chair will also assist the Area Chair with dark and inactive districts.

Literature

The Area Literature Chair maintains the Area's stock of Conference approved books and pamphlets.

- Materials should be ordered from the General Service Office and should be made available for sale at the Area Assembly and other functions as requested.
- Maintains an accurate inventory and ledger of sales.
- Other Committee Chairs, especially Group Services, rely on the Literature Chair to order material for various workshops and other purposes.
- Literature purchases and sales should be reported to the Area Treasurer. The Area Treasurer will provide the funds necessary for literature purchases.
- Ohio sales tax policies limit non-profit organizations that do not collect sales tax to six sales days per year. Any questions or concerns about sales should be coordinated with the Area Treasurer.
- The Chair should maintain an adequate supply of all conference approved literature, especially A.A. Service Manuals and literature needed for new GSR kits.
- A.A. literature is a good way to assure that our primary purpose remains the focus for successful A.A. groups and members.

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.

- Proofreads report submissions. It is strongly recommended to have a 2nd proofreader review the document before printing. Concerns over content should be addressed with the submitter of the article.
- Designs/compiles the articles to be read in an attractive format and to ensure that it meets the printer's formatting standards/requirements.
- The Editor delivers the newsletter to the Area Mailing Secretary for printing.

Public Information

The Public Information (PI) Chair is responsible for creating greater understanding of, and preventing misunderstandings of, the A.A. program through the public media, electronic media, PI Meetings, and speaking to community groups.

The PI Chair may participate in community activities to provide information to the public about A.A.. The PI Chair also handles media requests, such as television and radio appearances, keeping in mind A.A.'s Twelve Traditions, most especially the tradition of anonymity at the level of press, radio, television, film and internet.

- The Chair should have a solid understanding of A.A. and the Traditions, that are necessary to convey to the public what A.A. is and what it is not.

- On request, the PI Chair provides speakers and information about A.A. to organizations such as schools or civic groups. Workbooks and pamphlets are available to assist the PI Chair.
- The PI Chair will work with the area Webmaster to ensure A.A. traditions are followed.
- Responds as requested to anonymity breaks with a polite, but firm, note emphasizing that we "need always maintain personal anonymity" at the general public level.

Technology

The Technology Chair is responsible for maintaining the technology needs of the Area so that the Area is able to smoothly conduct its necessary business.

- The Chair should possess extensive knowledge of software required for computer maintenance and troubleshooting. Examples of software include but are not limited to: Zoom, Microsoft programs, etc.
- The Chair is responsible for storing and transporting all equipment necessary for Area assemblies and events. This includes computers, cameras, etc. Audio equipment is handled by the Floor Manager.
- The Chair sets up and run the Zoom meetings for Area assemblies.
- The Chair makes recommendations to the Area panel for new equipment that needs to be purchased to meet the needs of the Area.
- The Chair keeps inventory of computer and technology equipment and relays this information to the Area Chair.

Treatment Facilities

The Treatment Facilities Chair Coordinates work of individual members, groups, and districts that carry the message to alcoholics in treatment facilities.

- They facilitate bridging the gap from treatment to the A.A. program.
- Works to clarify what A.A. can and cannot do, within the Twelve Traditions, to help alcoholics in treatment facilities.
- The Chair works to build Area-wide contact lists to handle requests that were forwarded to the Treatment Facilities Chair by GSO and other Areas.
- The Treatment Facilities Workbook, that is 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. There is also the *Bridging the GAP* pamphlet that presents guidelines and points to remember.
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Webmaster

The Webmaster is responsible for updating and maintaining the Area 54 Website (area54.org), when requested by the Area panel, to keep our Area informed.

- The Webmaster posts and updates Area and pertinent East Central Region (ECR) events, including the location and the associated documents.
- The Webmaster responds to Website inquiries or forwards the inquiries to those Area officers or committee chairs that can address the inquiry.
- The Webmaster should have extensive knowledge of website software and/or web design/programming.
- The Webmaster updates the email addresses for the Delegate, Alternate Delegate, Area Officers, Standing Committee Chairs, and Liaisons every new panel or when necessary. A test of the emails will be conducted by the Webmaster and the individuals to ensure the email addresses have been correctly updated.

- The Webmaster troubleshoots issues on the Area website and informs the panel when issues have been resolved.
- The Webmaster will coordinate with the Area to determine an agreeable and reasonable amount of time for updates/changes to be completed.
- The Webmaster ensures that the area54.org domain and the webhosting for the Area 54 website are current and paid for. The Area will pay for all website expenses in coordination with the Treasurer.

Other Area Positions/Committees

These positions are typically appointed by the Delegate Elect to help serve Area 54.

Intergroup/Central Office Liaison

The Intergroup/Central Office liaison is a special designation in Area 54. As stated in the *A.A. Service Manual*, representation provided for Intergroups or Central Offices at the Area Assembly is left up to the Area. 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 to provide reports to the Area.

Hispanic Liaison

The Hispanic Liaison serves the Spanish speaking A.A. groups, furthering communication with the Hispanic A.A. community within Area 54. This appointed special committee member also coordinates and reviews with our area standing committees for opportunities to be of service to the Area 54 Spanish Linguistic District.

OYPAA Liaison

The Ohio Young People of A.A. (OYPAA) Liaison creates a direct communication between OYPAA. and the Area 54 General Service Panel Officers, the Area Standing Committee Chairs and the Northeast OH A.A. fellowship to coordinate event dates and provide Area support of OYPAA programs. It serves as a means of introducing young people in A.A. to the many functions of General Service. By integrating OYPAA events into Area service, the Area can encourage and nurture future area trusted servants.

Ad Hoc Committees

Different from standing committees, ad hoc committees are advisory committees created by the Area Committee or Area Assembly to examine specific issues or perform specific tasks. Ad hoc committees may be formed to address Area issues such as: Area Guidelines, dark districts, district boundaries, redistricting, and other issues as needed.

Ad hoc committees exist only for the period of time in which they are examining the issue for which they were created, but not for more than one year in total duration. Ad hoc committees are information-gathering groups that present their findings to the Area in the form of 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 Floor Manager

The Floor Manager assists the Area Committee by ensuring that audio equipment is available and set up for assemblies and other Area events. The Floor Manager sets up and tears down and stores the audio equipment. The Floor Manager is responsible for seeing that the equipment is in working order and notifies the Area Chair and the Technology Committee Chair to resolve any problems. The equipment may be stored in the Area Storage room at the Akron Intergroup office.

Area 54 Events

Area 54 holds the following events:

- February - Area 54 General Service Workshop
- March - Area 54 Mini-Conference
- May - Unity Day (Delegate's conference report)
- June - Area Open House Picnic
- August - Area 54 General Service Workshop
- November - Gratitude Sunday

Area Workshops

The Area holds workshops in February and August to enhance the understanding of General Service at the area level and to promote our principles of experience, strength and hope. These workshops may be used as opportunities to inform GSRs, DCMs, etc. of the Area's needs and engage them in service. Workshops may be presented as panels, discussion groups, or a combination of the two. The Group Services Chair coordinates and presents these workshops (See Group Services). The Group Services Chair is responsible for:

- Preparing a detailed flyer on workshop for the Area website, mail and email, and ensure that it is sent to the Area officers for approval.
- 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.
- Coordinating with the Area Chair for paper products/utensils and the Area Treasurer for food/beverage reimbursement, if applicable.
- Securing any required volunteers, participants, and necessary equipment

- Notating any concerns or taskers at the workshop for follow-up and/or action.

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 provides Area Committee members GSRs and any interested A.A. members in Area 54 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.

Unity Day

Unity Day is intended to highlight the cooperative nature of A.A. services, including General Service and Intergroup/Central Office and Liaisons. Area 54's Delegate will present their General Service Conference report. The Delegate will also exchange information received and share their experiences from the Conference and allow time for questions and answers. Standing Committee Chairpersons should provide the displays for their committees. The Area Chair will appoint a chairperson for Unity Day, who will prepare a flyer for the Area website, mail, and email and ensure that it is sent to the Area officers and Webmaster for approval and distribution. Past Unity Day events have included the following:

- Potlucks.
- Skits/plays representing unity.
- Other presentations, such as "What A.A. Unity Means," A.A. history, our relationship with Intergroups/Central Office and Liaisons.

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 Founders' Day or 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 $300 seed money, which may or may not be repaid.
- The host district should secure a location as soon as their bid is accepted.
- 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 Webmaster for posting online.
- The host district secures additional funding from its own treasury or by donations from A.A. 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 in coordination with the Area Floor Manager.
- 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 a sober way of living. 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 $300 seed money to the hosting district/s, which may or may not be repaid.
- The host district should secure a location well in advance of Gratitude Sunday, securing 6 months in advance is suggested.
- The host district selects A.A. service-oriented speaker/s for the event.
- The host district selects an indoor facility that can house about 200 - 250 people, has adequate parking facilities and sufficient tables and chairs.
- The host district prepares a flyer (typically in PDF or Word format) before the July Area Assembly, so it can be approved by the Area panel and distributed in the October Area mailing.
- The host district secures additional funding from its own treasury or by donations from A.A. 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/s following at 3 PM.
- The host district should provide a sound system or arrange to use the Area equipment in coordination with the Area Floor Manager.
- 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.

Area 54 Publications

Area 54 has several publications that highlight its General Service experience, including the Area 54 Guidelines, Area 54 Mini-Conference Guidelines, *NE Ohio Recorder* and the Area 54 website.

NE Ohio Area 54 General Service Guidelines

The Area guidelines are an extension of *The A.A. Service Manual*. They reflect the practices and procedures used in Area 54 Northeast Ohio General Service based on its experience. These guidelines highlight how Area 54 conducts business and gives an overview of the service functions in NE Ohio Area 54. In keeping with A.A.'s Tradition Four (Each group should be autonomous except in matters affecting other groups or A.A. as a whole) some of these practices may differ from those described in *The A.A. Service Manual*

The Area Chair ensures that the Area Guidelines are updated every even year, to ensure all motions or other changes have been incorporated. This is accomplished through the assistance of Area Officers and past delegates who will review any changes for accuracy, before presenting to the Area Assembly for approval. Prior to official even year updates, the Area Chair will maintain a register of all Area approved changes in coordination with the Area Panel.

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. Each issue of the *NE Ohio Recorder* will include the date and the Panel associated with it, as an example: March 2024, P73. It is distributed by the Area through mail and email and the Area website. All last names will be omitted to preserve anonymity. Anonymity protected back issues of the *NE Ohio Recorder* are available on Area54.org.

The first page of each issue will have space for an article prepared by the current Area 54 Delegate. The issue of the *NE Ohio Recorder* immediately following the NE OH Mini-Conference (MC) will contain the results of the voting session of the MC. The last issue of each even year will contain the October election results of the delegate, alternate delegate and area officers.

Area 54 Website

Area54.org is the website for Area 54. The Area 54 website's main purpose is to provide communication amongst our Area and to keep us well informed of the activities and events of A.A. in Area 54. It is maintained, updated and supported by the Area Webmaster. Last names are not used on the Area website, to adhere to our 12 Traditions.

Categories/pages on the Area 54 website should include, but are not limited to the following:

- About
  - Provides pages/links to Area business reports, Area Committees, groups and member information, Intergroup offices, etc.
- Contribute
  - Link to the Area 54 payment system for online contributions to support our 7th tradition.
- District Information and Maps
  - A list of all districts and links to their information and district maps.

- Events
  - A list of all Area events and links to flyers and event information/registration.
- Publications
  - Links to A.A. publications, Area group change forms, and Area 54 Schedule, Guidelines, etc.
- New to A.A.
  - Links to A.A. resources for those new to A.A. or seeking information for newcomers.
- Contact Us
  - A list of contact information for the Area officers and Delegate/Alternate Delegate.
  - A contact form for general questions to go to the Webmaster.

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 State Convention of Alcoholics Anonymous

The Ohio State 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
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. 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 A.A.'s legacies of Recovery, Unity and Service. The goal of the convention is to support and strengthen the General Service Conference structure in Ohio, helping us to stay sober to help other alcoholics achieve sobriety.

Each Area's Delegates, Alternate Delegates, officers and past delegates are voting members of the Ohio State Planning committee, which meets in May and November every year. The Ohio State

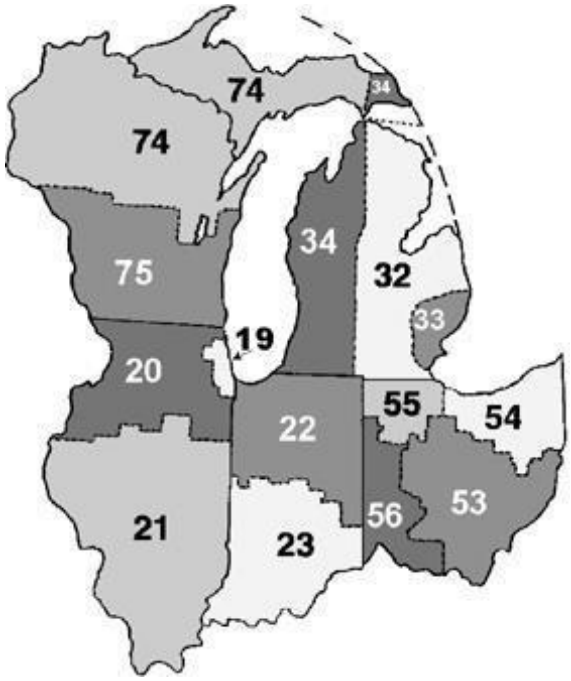
Planning meetings are hosted by Area 53 in Columbus, Ohio. The elected Secretary of the Ohio State Planning Committee is responsible for sending reminders to all planning committee members in advance of the meeting. The planning committee meets informally on Sunday morning at the convention to review the event and make suggestions.

Area 54 hosts the convention every four years. When Area 54 hosts the convention, the seated Delegate is the Chair of the convention, the Treasurer for the convention is a volunteer that is established in advance, and the elected Secretary of the Ohio State Planning Committee is the corresponding Secretary of the convention. The duties and responsibilities for the convention are described in the Ohio State Convention Planning Guidelines.

East Central Regional Convention

The East Central Regional 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 may be 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 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 Regional Convention can be found in the East Central Regional Handbook.

All fourteen Areas in the East Central Region rotate hosting the East Central Regional Convention. The East Central Regional Convention is not held in A.A. International Convention years. The first East Central Regional Convention was held in Detroit, Michigan in 1974. Because the convention may be attached to the State Convention, there is no strict rotation of the event to each Area in Ohio.



East Central Regional Forum

Since 1975, the General Service Office has hosted regional and special forums throughout the U.S. and Canada. Regional forums are a weekend of sharing and informational sessions designed to communicate with A.A. members, trusted servants and newcomers to service throughout the A.A. service structure. Attendance includes the General Service Board, A.A. World Services, Inc., the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office Staff.

East Central Regional Forums are held every two years and are rotated around the fourteen Areas in the East Central Region. The first East Central Regional Forum was held in Detroit, Michigan in 1979. The last regional forum hosted by Area 54 took place in 2023. The forum is a series of sharing sessions that provide an opportunity to share valuable experience, ask questions and spark new ideas. Many GSO and Grapevine staff members are present so that local members have an opportunity to meet the staff face to face. Additionally, several

Trustees of the General Service Board and A.A. World Service Directors present reports on current issues.

The East Central Region's Conference of Delegates Past and Present

The East Central Region's 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's Conference of Delegates Past and Present was held in Evanston, Illinois in 1974. Area 54 last hosted the East Central Region's Conference of Delegates Past and Present in 2007.

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 District Committee Member (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 are two linguistic districts (East and West) for all Spanish-speaking meetings within Area 54 NE Ohio General Service.

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 *A.A. Service Manual*. Some recommendations for DCMs include:

The DCM and The District

- Visit all the meetings in your district and recommend and promote the election of a GSR who will register their respective groups with the General Service Office.
- Hold regularly scheduled meetings with all GSRs in the district, or in conjunction with neighboring districts.
- Keep GSRs informed about General Service Conference activities.
- Keep groups informed about Conference-Approved books and pamphlets.
- Considers organizing workshops or sharing sessions on A.A. service activities.
- Assist GSRs in getting acquainted with the Traditions, Concepts and service material.
- Talk to groups about the responsibilities of General Service work.
- Visit new meetings in your district.

- The DCM works with the Alternate DCM to carry out service work for the District, and makes sure that they have the information and resources needed.
- Explains the importance of the spirit 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 the copies to the groups.

The DCM and The Area Assembly

- Get GSRs acquainted with *The A.A. Service Manual,* Area Guidelines 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.
- Encourage GSRs to get alternates.
- Take notes at assembly to present a summary at your next district meeting.

The DCM and The Area Officers

- Get acquainted with the *A.A. Service Manual*. Remember, YOU are a Delegate in training.
- If an officer cannot serve their complete term, a special election may be held.
- Invite Area Officers and/or past Delegates to district meetings.
- Report to officers about district events, problems, and possible solutions.
- Inform GSRs to update and submit all group changes and new group information sheets to the Area Registrar. The DCM also assists with ensuring group information is accurate with the Area Registrar.
- Know that you can invite the Delegate to give a report following the General Service Conference or at any time to help connect your district.

Vacancy of DCM

In the event a DCM vacates their position or is determined by District to be inactive, the Alternate DCM will assume the duties of DCM and GSRs in the district should begin the process of filling the Alternate DCM position. 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

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

- The 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).
- The DCM identifies easily distinguishable district boundaries on a map, and lists of groups in proposed redrawn district(s).
- The 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 to vote on.
- 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 website to reflect new boundaries and maps.

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), honoring the Area's position that no matter how many positions (eligible to vote) an individual holds they will only have one vote.

Area 54 District Boundaries

The Area 54 District boundaries and their definitions can be found on area54.org. The Area Registrar keeps a master list of group service IDs for Area 54, district boundaries, and district maps on hand for quick referencing. District #54 is not used to avoid confusion with Area 54. The Area 54 Spanish linguistic districts of Spanish speaking groups in Area 54 are floating districts.

Area 54 District Map

