

**Northeast Texas Area 65 (NETA)  
Trusted Servants Information Handbook  
December 2016**

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## Northeast Texas Area 65 Information Handbook

### *Preface*

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This handbook contains information about the General Service Structure and service positions in the Northeast Texas Area (Area 65) of Alcoholics Anonymous. Information has been drawn from the *Service Manual* and other AA literature to provide descriptions of typical duties and responsibilities of trusted servants.

Special duties and responsibilities assigned by area action items or the area committee are also listed so that this information may be passed on from Panel to Panel.

### *Key Principles Influencing the Handbook's Contents*

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#### **Tradition 2:**

For our group purpose, there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.

#### **Tradition 9:**

Each AA group needs the least possible organization. Rotating leadership is best. The small group may elect its secretary, the large group its rotating committee, and the groups of a large metropolitan area their central or Intergroup committee which often employs a full-time secretary. The Trustees of the General Service Board are, in effect, our AA General Service Committee. They are the custodians of our AA Traditions and the receivers of voluntary AA contributions by which we maintain our AA General Service Office at New York. They are authorized by the groups to handle our overall public relations and they guarantee the integrity of our principle newspaper the AA Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in AA are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.

#### **Concept X:**

Every service responsibility should be matched by an equal service authority - the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charter and bylaws.

### *Abbreviations and Definition of Terms*

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<b>AA</b>	Alcoholics Anonymous	<b>GSR</b>	General Service Representative
<b>AAWS</b>	AA World Services	<b>Gv</b>	Grapevine
<b>AFG</b>	Al-Anon Family Groups	<b>LV</b>	La Viña
<b>COR</b>	Central Office Representative	<b>NETA</b>	Northeast Texas Area (Area 65)
<b>CPC</b>	Cooperation w/Prof Community	<b>PI</b>	Public Information
<b>DCM</b>	District Committee Member	<b>SM</b>	Service Manual
<b>GSB</b>	General Service Board	<b>SWRAASA</b>	SW Region AA Service Assembly
<b>GSO</b>	General Service Office	<b>SWRDA</b>	SW Region Delegates Assembly
		<b>TF</b>	Treatment Facilities

**AA.org** - the General Service Conference (US/Canada) Alcoholics Anonymous web site. It is maintained by the General Service Office (GSO). A wide variety of Conference-approved literature and service pieces can be downloaded from the web site (including the AA Service Manual in English and Spanish).

**AAGrapevine.org** - the web site of the AA Grapevine.

**Ad Hoc Committee** - a committee formed as needed by the Area Chairperson to review and report on a particular subject.

**Area (or Assembly) Action Item** - an informed decision made by an assembly, typically determined by 2/3 majority vote to encourage substantial unanimity. The key ingredients for effective action items are the practice of "informed group conscience" and "substantial unanimity" (see definitions below).

**Area Directory** - a confidential listing of mailing addresses and phone numbers used for area mailings and contacts.

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**Central or Intergroup Office** - A central office (or intergroup) is an AA service office that involves partnership among groups in a community - just as AA groups themselves are partnerships of individuals. A central office is established to carry out certain functions common to all the groups - functions which are best handled by a centralized office - and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the AA message to the alcoholic who still suffers. Central offices and general service area committees are complementary, rather than competitive, AA operations. Both exist to help insure AA unity and to fulfill AA's primary purpose of carrying the message.

**Committee** - several members working together toward common goals. At the Conference, the committee system is an essential means of conducting business. Delegates are assigned by lot to "standing committees" to focus their experience on matters related to a specific service function (e.g. Literature, Corrections, etc.). Each standing committee may assemble a list of recommendations to the Conference which then meets as a whole to vote on the recommendations. An area committee is formed to unite the activities of the Delegate, DCMs, service committees and groups. The area also meets as a "committee-of-the-whole" at an assembly to vote on recommendations placed on the agenda and report on area service activities.

**Convention** - an open Fellowship gathering that usually features invited speakers. NETA Conventions are part of the Fall Assembly and are conducted in cooperation with the Fellowship of Al-Anon Family Groups and Alateen.

**Fellowship New Vision (FNV)** - a new General Service Office database that allows for updating to be done by individual areas over the internet.

**Informed Group Conscience** - a process for arriving at a decision. It involves a willingness to listen, avoidance of accusations or insults, respect for opposite views and minority opinion, and a reluctance to arrive at a decision until all voices are heard. The decision arrived at should seek to bring participating members into unity.

**Motion** - an item of business brought to an area assembly for approval. Unless considered a minor housekeeping item, a motion typically requires a 2/3 majority vote (substantial unanimity) to carry.

**NETA 65** - the "doing business as" name for the Northeast Texas Area registered with the Texas Secretary of State to allow for the preservation of anonymity in area mailings to members.

**NETA65.org** - the Northeast Texas Area web site.

**Other Area Committees** - are established by the area for oversight or to assist in area matters. Current other committees consist of the Finance Committee, Structure Committee and Ad Hoc Committees. The Area Convention Chair also forms a Convention Committee to organize the annual Fall Assembly and Convention.

**Policies and Procedures** - a document recording area policies, procedures and practices affirmed by assembly action item.

**Process and Presentation of a Motion** - a method for conducting area business in an orderly and impartial manner.

**Sense of the Assembly** - for minor housekeeping or procedural items, the Area Chairperson may ask for a sense of the assembly, rather than a formal vote count, to determine how to proceed. This is used to help expedite area business.

**Service Committee** - several members participating in cooperation with one another in a specific service area (e.g. Treatment Facilities, Corrections, Public Information, etc.). Also called a "standing committee."

**Service Piece** - literature published by AAWS that does not require Conference approval (e.g. Box 459, AA Guidelines, literature catalogs, public information announcements, etc.)

**Substantial Unanimity** - in many cases a simple majority vote may do little than divide members into two opposing factions. As a measure to preserve unity, important decisions should be affirmed by 2/3 majority. This is not to make things more difficult, but to ensure that whatever is done represents the widest level of group conscience of those participating in the decision. In some instances, a 75% majority is recommended.

**Voting** - participants eligible to vote at area committee meetings and assemblies are: (a) Area Committee Meetings - DCMs, area Officers and service committee Chairs, (b) Assemblies - GSRs, DCMs, area Officers and service committee Chairs. An Alternate may vote if the primary member is not in attendance. If a group GSR and Alternate GSR are not in attendance, a member of the group may serve as the voting member representing the group.

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### ***Organization of the Handbook and its Intended Purpose***

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Sections that follow describe duties and responsibilities for trusted servants and are organized into three groupings:

1. GSR, DCM and Delegate,
2. Area officers (Chairperson, Secretary and Treasurer)
3. Service committee chairs (standing committees).

Information has been drawn from AA literature (the Service Manual, pamphlets and guidelines) and the documented experience of several other areas.

The job descriptions in this document are not a directive and should not be interpreted as such. The Handbook was accepted by the Area Assembly in 2003. The descriptions are intended to inform prospective and current office holders of the duties associated with each service position.

Copies of the job descriptions will be made available at the NETA Election Assembly and attached to sign-up sheets for candidates volunteering for service. This handbook will be posted on the NETA65.org web site.

### ***Terms of Office and Minimum Service Position Qualifications***

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Service positions of leadership, whether elected or appointed, are *trusted servants*. Each service position has responsibilities to area groups, districts and assemblies, and in some cases to the region and the Fellowship worldwide.

**Terms of office:** all terms of office are for two (2) years. Election occurs in even-numbered years at the Fall Assembly and Convention for assumption of office on January 1 of the following year (i.e. terms coincide with that of the Delegate).

**Minimum qualifications:** It is recommend that minimum qualifications for any area committee position be at least 3 years sobriety and prior service experience at group, Central Office, institutional, district and/or area affairs.

Qualifications for area officer's positions are defined in the Service Manual. In addition, certain service positions may suggest different types of skills for various positions (e.g. fluency in English and Spanish for the Bi-Lingual Interpreter, computer skills for the Newsletter Editor, etc.).

### ***Other NETA Committees***

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#### **Finance Committee**

The Finance Committee (previously called the Budget Committee) consists of the Treasurer (who chairs the committee) and Alternate Treasurer, Delegate and all past Treasurers and Delegates who wish to serve. The committee usually meets quarterly (or as needed) to review and make recommendations on area financial matters. A primary duty of the Finance Committee is to propose a draft annual area budget which is presented by the Treasurer for review at the Fall Area Committee Meeting and approval at the Winter Assembly. The committee also oversees two area bank checking accounts: one for operating funds and one for prudent reserve funds. Separate signatories for each account are determined by the committee from among the committee members willing to serve as a signatory.

#### **Structure Committee**

In order to encourage continued participation, all past Delegates may serve as non-voting ex officio Area Officers and serve as members of the Structure Committee. The sole purpose of the Structure Committee is to review, and make recommendations on, proposed changes to the Area Policies and Procedures document.

#### **Ad Hoc Committees**

The NETA Chairperson, with Area Committee approval, may appoint Area Committee members to form a temporary committee to review and make recommendations on specific matters. The term "ad hoc" is Latin and literally means "to this" or figuratively means "for this purpose." In this context it defines that an ad hoc committee has a specific purpose, objective and membership as established by the Area Chairperson. An ad hoc committee is dissolved after it makes a final report to the Area Chairperson.

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### ***Common Duties of Area Officers and Service Committee Chairs***

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The first activity of any trusted servant is to become informed as much as possible with their particular service responsibility and all aspects of AA service.

The following are common duties and responsibilities entrusted to area officers:

1. As an area committee member, act in a steering committee capacity to set the agenda for area assemblies.
2. Attend all area committee meetings and assemblies.
3. Share experience and information with others and provide encouragement and help to area trusted servants.
4. Develop and maintain a constructive working knowledge of the Twelve Traditions and Twelve Concepts.
5. Provide leadership by example in the area.
6. Read and become familiar with the area guidelines, past action items and any other documents the area has developed.
7. Submit for reimbursement of expenses in a timely manner.
8. Be available to committees, districts and groups to provide experience with respect to our third legacy of service.
9. Be willing to serve as moderator at district and group inventories.
10. Be willing to be a service sponsor.
11. Report activities and information in each issue of the Area Newsletter and on the area web site.
12. When rotating out of office, help the incoming trusted servant with information and suggestions for serving.
13. Be available, whenever possible, to accept invitations to events held within the Northeast Texas Area to present/display information about their service responsibility outside the service structure (State Convention, roundups, conventions, etc.)

### ***Alternate Service Position Duties and Responsibilities***

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All area service positions have an alternate position to assist, support and actively participate in service responsibilities.

1. The Alternate Delegate, Area Chairperson, Secretary and Treasurer are elected by 3<sup>rd</sup> Legacy procedure at an election assembly and should have the same qualifications as the primary.
2. Alternate DCMs are elected based on the method chosen by their respective district committees.
3. Alternate service committee Chairs are presented to their area or district committee for disapproval.

The duties of an Alternate service position are identical to that of the primary office holder. Typically, an alternate will act in behalf of the primary office holder when he/she is unable to do so.

The job descriptions that follow show duties for an Alternate only when they are specific to that position. These types of duties may be special responsibilities assigned by area committee or assembly action item.

All alternate service positions should be well informed on the duties of the primary position and ready to assume those responsibilities as needed.

### ***Financial Management Responsibilities***

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1. If any standing committee receives financial contributions those contributions should be kept separate from personal funds in order to avoid intermingling of personal and NETA Committee funds.
2. The funds are to be placed in a bank and all checks must require at least two signatures, one of which must be the Committee Chair.
3. Standing Committees will provide a written report of all financial contributions and expenditures to the NETA Area Committee. Monthly bank statements are mailed to the NETA Treasurer.

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4. If a standing committee has a balance at the end of the panel that amount will be reported at the Fall Assembly and forwarded to the Area Treasurer for deposit into the General Fund by December 1<sup>st</sup>.

### **General Service Representative (GSR)**

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**Summary:** the GSR links his/her group with AA as a *whole* and represents the voice of the group conscience, reporting the group's thoughts to the District Committee Member (DCM) and delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the group information on Conference actions that affect AA unity, health and growth. Only when a GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for AA as a whole.

**Financial support:** current experience indicates that many groups provide financial support for their GSRs to attend service functions. Important service functions include, but are not limited to, district committee meetings, area assemblies, the Southwest Regional Forum and the Southwest Regional AA Service Assembly (SWRAASA).

**Qualifications:** experience shows that the most effective GSRs have been active in group, Intergroup, or other service, where they developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems. Usually, prospective GSRs have at least 2 years of continuous sobriety. They have time available for district meetings and area assemblies. They have the confidence of the group and an ability to listen to all points of view.

#### **Duties:**

1. Serve as the group's mail contact with the General Service Office (GSO) and be listed in the AA directory as contact for the group. Receive Box 459, and keep the group abreast of AA activities all over the world. Also serve as mail contact with the DCM and area committee.
2. Supply the DCM with up-to-date group information, which is relayed to GSO for inclusion in directories and for GSO mailings.
3. Become knowledgeable about material available from GSO - new literature, guidelines, bulletins, videos, tapes, kits, etc. - and is responsible for passing such information on to the group. Learn about the Twelve Traditions and Twelve Concepts and become familiar with the *AA Service Manual*, the books *Twelve Steps and Twelve Traditions*, *AA Comes of Age*, *Twelve Concepts for World Service* and the pamphlets *The AA Group*, *AA Tradition - How it Developed*, *The Twelve Traditions Illustrated* and *Twelve Concepts Illustrated*.
4. GSRs usually serve on the group steering committee and work with the group Treasurer to develop practical plans for group support of GSO, such as the Regular Contribution Plan and Birthday Plan. GSRs encourage the group to support the area and district committees and local Central Office and are familiar with the leaflet *Self-Support: Where Money and Spirituality Mix*.
5. Participate in district and area meetings and help with planning area get-togethers and conventions. Following these events, make a report to the group for the benefit of those who could not attend. Vote at area assemblies and district meetings on action items pertaining to area and district business (including election of officers).
6. Represent the informed group conscience at district meetings and area assemblies. As a voting member of the assembly attend four quarterly assemblies each year (or request an Alternate to do so).
7. Inform the group of all matters to be brought before district meetings and assemblies and obtain a vote on how the group stands on the matter. GSRs have a right of decision on certain matters (e.g. elections). However, on major matters brought before the district or assembly, a GSR should reflect the voice of his/her group which has been informed and voted on the matters.
8. It is recommended that GSRs and Alternate GSRs hold no other office in any other group.

### **District Committee Member (DCM)**

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**Summary:** the DCM is an essential link between the GSRs and Area Delegate to the Conference. As leader of the District Committee (made up of all GSRs in the District) the DCM is exposed to the Group conscience of the District. As a member of the Area Committee, he/she is able to pass on the District's thinking to the Delegate and Committee.

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**Financial support:** current experience indicates that many Districts provide financial support for the DCM to attend service functions. Invariably this pays off in increased activity, interest and Group participation. Important service functions include, but are not limited to, District Committee meetings, Area Assemblies, the Southwest Regional Forum and the Southwest Regional AA Service Assembly (SWRAASA).

**Qualifications:** the office holder has usually served as a GSR and is elected by other GSRs to take responsibility for District activities. If the person chosen is a current GSR, a new GSR should be chosen to fill his/her position. A DCM should have enough sobriety (generally 4-5 years) to be eligible for election as a Delegate. He/she also needs to have the time and energy to serve the District as well.

**Duties:** The DCM's job is primarily that of two-way communication:

1. Regularly attend all District meetings and Assemblies (or request an alternate to do so) and hold regular District meetings of all GSRs. Receive reports from Groups through GSRs and frequent personal contacts with Groups in the District. Give a District report at each Assembly and help interpret the conscience of Groups in the District to the Delegate or Assembly.
2. Ensure that GSRs are acquainted with *The AA Service Manual*, *The Twelve Concepts for World Service*, the GSO bulletin *Box 459*, workbooks and guidelines from GSO, and any other service material. Help GSRs make interesting reports to Groups and encourage them to bring new AA members to service events. Keep GSRs and Groups informed about Conference-approved books and pamphlets and organize workshops and/or sharing sessions on service activities. Make a regular practice of talking to Groups (new and old) on the responsibilities of general service work.
3. Provide the Area Secretary with a complete and current name, address and phone list of all District officers and GSRs and notify the Area Secretary of any changes that occur during the term. Also update District information including landmarks to aid in locating groups.
4. Notify the area committee if a group requests to move to a different district. If a group requests to move to a different district, consult with both the group GSR and DCM of the other affected district to ensure the request is based on a group conscience decision and that consensus exists between both districts. Present the move request to the Area Committee to have it placed on the Assembly agenda for disapproval.
5. Help the Conference Delegate cover the Area (which would be impossible for the Delegate to do on a Group-by-Group basis). Assist the Delegate in obtaining Group information in time to meet the deadline for AA directories and bring Traditions problems to the attention of the Delegate. Help coordinate visits of the Delegate to the District so that the greatest number of people may be at a Delegate report meeting. May also arrange for various Area Officers and Standing Committee Chairs to attend at least one District meeting a year in the District for sharing Area and District activities.
6. Keep GSRs informed about Conference activities; this includes setting up opportunities for the Delegate's Conference report, occasionally making the Conference report if the Delegate cannot be present, and inviting the Delegate to regular District meetings.
7. Arrange for District meeting minutes and information to be mailed to Area Officers, Standing Committee Chairs and the Area Archives.

### **Area Delegate**

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**Summary:** the Area Delegate service position is a demanding job, not only because of the large amount of time and work involved, but because of the responsibility to serve worldwide AA. As a voting member of the Conference, he/she brings to its deliberations the experience and viewpoints of their area. Yet the Delegate is not a representative of the area in the usual political sense. After hearing all points of view and becoming fully informed during Conference discussions, the Delegate votes in the best interests of AA as a whole.

**Qualifications:** Some characteristics seem to make for a well-qualified Delegate:

1. Several years of active participation in local and area matters, as a GSR and as a district and area committee member.

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2. Time available for the week-long Conference meeting in April and all the efforts needed before and after the Conference.
3. The ability to make and take suggestions (and criticisms too) and experience in chairing meetings.
4. Knowledge of AA matters and of where to find the correct information when they do not know the answers.

### Duties:

1. Represent the area as an informed, but not instructed, representative to the General Service Conference to help formulate the group conscience of the AA Fellowship as a whole.
2. Communicate the actions of the Conference to area committee members and encourage them to pass on this information to groups and to Intergroup/Central offices.
3. Invite the AA Speakers, Chairpersons, and Voice of the Convention for the Fall Area Assembly and Convention.
4. Attend area, state and Region service meeting and assemblies (i.e. SWRAASA, SWRDA and Forum).
5. Help standing committees, district committees and GSRs understand the substance and effect of Conference Advisory Actions. Assist GSRs, DCMs and standing committee Chairs in forwarding requests or suggestions to the General Service Conference. Encourage district and standing committees and groups to discuss General Service Conference final report and respond to advisory actions.
6. Provide a leadership role to advance an understanding of the principles of the Twelve Traditions and Twelve Concepts of Service and how they apply at groups, districts and the area.
7. Remind GSRs to inform groups and individuals about the AA Grapevine and Conference-approved literature.
8. Cooperate with GSO in obtaining group, district and area information in time to meet the deadline for each issue of the AA directory and help carry out the triennial membership surveys.
9. Visit groups and districts in the area whenever possible and represent the area in Region matters.
10. Assume added responsibility if the Area Chairperson and Alternate Chairperson are unable to serve. Or, if an area committee is not functioning effectively, take an active role in remedying the situation.
11. Keep the Alternate Delegate fully informed and active, so that the Alternate can replace the Delegate in an emergency.
12. Work with the newly elected Delegate to pass along knowledge of Conference proceedings and problems.
13. Suggest policy and procedure changes to the area committee and assembly that can make them more effective.
14. Assist any district and/or standing committee that is having difficulty to restoring it to good working order. Meet with area standing committees as needed, referring appropriate matters of area concern to the pertinent area standing committee for action and/or recommendations to the area committee and assembly.
15. Present the preliminary and final Conference Agenda to the assembly.
16. The Delegate is also a voting member of the Finance Committee and participates in that Committee's preparation of the Area Budgets and Area Policies regarding financial issues.

By Conference advisory actions in 1955 and 1973, the Service Manual (Chapter Five) states that the AA practice of rotation prevents delegates from succeeding themselves and as past delegates they not hold office as GSRs or DCMs.

### Area Specific Duties of the Alternate Area Delegate:

1. Attend the Southwest Region Delegates Assembly (SWRDA).
2. Report to the assembly and area committee on the scheduling of AA events and activities in the Area, Region and Fellowship wide. Provide a written report of upcoming events, such as Regional Forums, State Conventions, SWRAASA, and local conventions (provided the event has tables setup for the Service Committees) at assemblies and committee meetings.

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3. Serve on the SWRAASA Committee and attend SWRAASA Committee meetings (held at the SWAARDA, Regional Forum and/or SWRAASA).
4. Stay fully informed with the G.S.C. process during the year, in case the Delegate cannot attend the Conference. Be available for any meetings (telephone or other) with our Regional Trustee when he/she gives updated reports from General Service Board meetings.

### ***Past Area Delegate***

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1. Past Area Delegates are strongly encouraged, and financially supported, to continue actively participating in area affairs. They are called in for consultation or for special assignments, such as chairing area sharing sessions, speaking at special meetings designed to inform members about A.A. worldwide, or conducting workshops or orientation meetings for *Groups, Districts and new G.S.R.'s and D.C.M.'s*.
2. The area assembly has designated past Delegates as non-rotating, non-voting, ex-officio officers of the area committee. Past Delegates are encouraged not to stand for Area Officers or Standing Committee Chairs.
3. The immediate past delegate serves as a member of the Texas State Convention committee for two years after rotation and is encouraged to actively participate in that committee's decisions and deliberations.

### ***Area Chairperson***

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**Summary:** the Area Chairperson is responsible for the smooth running of area assemblies and committee meetings. He/she consults with the committee before setting the date and times, making sure that all groups are notified, consulting with area Officers and committee members on the program and chairs the assembly and committee meetings. The Area Chairperson, more than any other officer, keeps the Delegate informed about what is going on in the area and makes sure that committee members are aware of what goes on in world services.

**Qualifications:** should have a solid period of sobriety (5 years) and prior service experience in group, Central Office, institutional, district and/or area affairs and have a sound understanding of the Traditions and Concepts, along with a good fund of experience gained through applying them. Communication and leadership skills and sensitivity to the wishes of the area are important along with the ability accept criticism in good faith. The Area Chairperson should have the ability to plan and organize area activities that are large and complex and have a working knowledge of policies, procedures and advisory actions of NETA.

**Duties:** Much depends on the Area Chairperson's ability to conduct a smoothly functioning area committee meeting and assembly:

1. Schedule Spring, Summer, Fall and Winter area committee meetings and assemblies. Prepare two area assemblies' agendas in advance for area committee approval and work closely with the Area Delegate in developing the agenda for the Delegate's reporting time.
2. Submit digital bi-lingual copies of the assembly and committee meeting agendas to the area Secretary and Newsletter Editor for distribution in the area mail-out and upload the digital files to the NETA website. Prepare copies of agendas to hand out at the assemblies and committee meetings.
3. Call additional meetings of the area if necessary.
4. Chair the committee meetings and assemblies. Conduct meetings and assemblies with decorum. Ask an attendee to read "Why Do We Need a Conference?" Appoint a time-keeper to conduct activities and discussions within the time limit set. Co-chair the area inventory of the NETA panel and committee. Ensure that all attendees are aware of current area policies and procedures. Meetings may be fairly informal, but the attention of the entire meeting should be on one subject at a time, without the disruptive influence of private conversations. Keep the issues clear. If a motion is offered, be sure it is stated clearly and distinctly so that all know what they are voting for or against.
5. Adhere to Third Legacy Procedure for elections. On very simple housekeeping matters, a majority vote is enough - even a "sense of the meeting" can take the place of a vote at times. In such a case, the Area Chairperson asks: "Is it the sense of the meeting that ...?" If there are no "nays" it is apparent that there is accord. Ensure that voting at the assemblies and area committee meetings is limited to attendees authorized by the approved Area Policies and Procedures document.

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6. Assist in scheduling and conducting workshops at area assemblies, designing them based on the Conference theme utilizing DCMs, past Delegates and other assembly attendees.
7. Attend as many district meetings and combined district meetings in the area as possible to observe unless invited to share.
8. Attend the Southwest Regional Forum and Southwest Region AA Service Assembly (SWRAASA).
9. Work with the incoming Area Chairperson to appoint standing committee Chairs who will be presented to the Area Assembly for disapproval only.
10. The Chair, along with the Secretary and Treasurer, will ensure the timely filing of all federal and state corporate forms (i.e., Registered Agent, etc.) The Area Chair serves as the "President" of the NETA non-profit corporation.
11. Appoint ad hoc committees when necessary to explore issues pertinent to the Area.

### Area Specific Duties of the Alternate Area Chairperson:

1. Schedule, organize and conduct workshops and present written report at assemblies and committee meetings. The Alternate Chair is responsible for inviting Area trusted servants who are familiar with the three Legacies of AA to perform these workshops. He/she is not responsible for actively participating in the actual event. Coordinate dates with the requesting group or district and ensure that the request is being made per group conscience decision. Gather feedback on how the workshops were received and what could be done to improve the process.
2. 2. Announce at all assemblies the current Conference theme and the Conference workshop topics, as well as the more popular workshop topics such as Sponsorship, How to Chair Meetings, or Traditions. Present a report/calendar of upcoming workshops (about 200 should be enough) to each Area Assembly meeting. .
3. Assist in presiding at area assemblies for GSR and DCM matters.
4. Maintain a calendar of area Workshops on the area web site NETA65.org.
5. Give presentations on how to present a workshop and assist in orienting officers who are new to presenting workshops.

### Area Secretary (and Registrar)

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**Summary:** the Area Secretary has the primary duty to record and distribute minutes of area meetings, assemblies and area inventories and maintains the Area Policies and Procedures document and the Area Handbook. As registrar, the Area Secretary develops and maintains mailing and phone list data for groups, GSRs, DCMs, area officers and contacts and provides mailing labels to area committee members In addition, the Secretary oversees and coordinates the area mail-outs in coordination with the Alternate Secretary and Newsletter Editor.

**Qualifications:** an organized approach as well as a fair amount of computer proficiency is necessary (or the various duties that require a computer will have to be delegated) The Secretary should have a "reasonable period of sobriety", which might mean 2 years in an area where AA is still young, 4-5 years in an older area. Some service in group or Central Office or General Service is useful and so is some background in general office work. An effective Secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at a meeting. The job is time-consuming and needs to be carried out on schedule, and any Secretary needs to be sure that ample time is available.

#### Duties:

1. Electronically record all committee meetings and assemblies and have one copy for Archives. Insure that all motions are recorded in the exact wording submitted to the Area Committee and Area Assembly; any editing will be done on the floor or the Area Committee Meeting or the Area Assembly meeting - this is done as follows:
  - a) Use Microsoft Word (or similar word processing application)
  - b) Create a template by taking a previous similar set of minutes and removing all information that can change (for some, the whole report, but for others, like financial, remove only the amounts)
2. Electronically record the Area inventory, keeping one copy only, for archival purposes (with amendments).
3. Distribute printed minutes of the Area Committee meetings, Area Assembly, and Area inventory. For the Area Assembly minutes, 125 English and 25 Spanish copies should be made for the Area Assembly. For the Area Committee meeting minutes, 40 English and 10 Spanish copies should be made for the Area Committee meeting.

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4. Maintain the Area directory Excel spreadsheet and the Fellowship New Vision (FNV) database (confidential) for area mailings and ensure it is kept current and the anonymity of its contents is properly preserved. The database consists of records of registered groups (either active or inactive) within NETA and contains information such as name, address and phone number for groups, GSRs, DCMs, Area Officers and other Area Committee members. Also, within the Area directory spreadsheet, a record must be kept of what delivery method the members of the Area wish to receive the Newsletter: Email, Postal Mail, Both, or Download (from the Area Website.) This includes registering new DCM's and GSR's, which can be done in place of the Group Change Information forms (however, the Delegate should still be informed manually, as needed.)
3. Ensure that minutes of area assemblies and committee meetings are delivered to the Newsletter Editor in a timely fashion, so as to allow the time the Newsletter Editor to have the minutes translated and formatted in time for the Newsletter deadline (5-6 weeks prior to the next assembly to all recipients identified in Section 2.5 of the Area Policies and Procedures document.) Also, ensure that adequate printed copies of the minutes are available for hand-out at Assemblies and Area Committee Meetings and that the minutes are posted to the NETA65.org web site.
6. Provide digital media copies of minutes, Area directories and other documents to the Area Archives for preservation.
7. Provide the Alternate Secretary with name and address labels for quarterly and other area mailings as needed- this is done by using Microsoft Word or Access and mail merge with a label template.
8. Assure that copies of historical documents of record (in digital and hard copy form) and digital audio recordings are submitted to the Area archives for permanent retention.
9. Ensure that an area Directory is distributed periodically to members of the Area Committee.
10. Be a signatory for checks issued by the Area Treasurer, if needed (the Area Secretary is one of the three named officers in the By-Laws of the legally incorporated non-profit organization, as reported to the State of Texas.)
11. Maintain and distribute copies of the Policies and Procedures document and Area Handbook and ensure that updated copies are posted to the NETA65.org web site.
12. Consult with the Alternate Secretary and Newsletter Editor to define a coordinated procedure for submitting and pick-up of the minutes and newsletter sent to the printer to be printed as a combined set for mail-outs.
13. Update the FNV with any changes to positions of the Area Committee, except for changes the Area Secretary or Area Delegate, as these changes can only be made by GSO and must be reported by the Area Delegate.
14. Conduct assembly roll-calls.
15. Print registration forms for the Area Assemblies, if possible, print pre-filled forms to improve accuracy and efficiency of the roll-call and of updating Directory and FNV information.

### **Area Specific Duties of the Alternate Secretary:**

1. Arrange for bulk mailing and imprint postage permits and related budget approval of the cost of mailing.
2. Organize and coordinate the scheduling and hosting of area mail-outs at group and district locations around the area and report the mail-out schedule at area assemblies and committee meetings.
3. Manage the mail-out of the area newsletter and meeting minutes and obtain mailing labels from the Area Secretary.
  - a. Fold, stuff, label, sort, bundle, count and prepare mailing to comply with Post Office requirements.
  - b. Deliver trays to post office for mailing.
  - c. Pay for mailing postage and provide USPS receipts to the Alternate Treasurer.
4. Assist the Area Secretary with recording minutes and performing roll-calls, as necessary.

## Northeast Texas Area 65 Information Handbook

### Area Treasurer

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**Summary:** the Treasurer keeps financial records for the area and reports regularly to the assembly and area committee. The Treasurer is responsible for submitting a proposed budget and encouraging contributions support for area and GSO services and serves as Chair of the NETA Finance Committee.

**Qualifications:** the office holder should be a responsible person with a solid period of sobriety (4-5 years). He/she should be organized enough to keep good records and some accounting, bookkeeping experience and basic computer skills are useful. Otherwise the person elected may need help in setting up a system, and possibly some clerical assistance. Persuasiveness, firmness and diplomacy will help the treasurer do the job.

**Duties:**

1. As directed by the area assembly, conduct all financial activities of the area in coordination with the Finance Committee.
2. Chair the Finance Committee and call-Finance Committee meetings.
3. Receive original copies of bank statements for the operating account and prudent reserve account. Provide copies of the operating account and prudent reserve account statements to the Alternate Treasurer and Area Chairperson each month and/or have the following readily available online at any time for the Alt. Treasurer, chairperson and CPA: Online bank statements, Financial reports and Treasurer's reports
4. Draft an annual budget for presentation to the Finance Committee and area committee for assembly approval. Serve as financial advisor to the area to encourage prudent management of funds and adherence to the approved budget.
5. Collect 7<sup>th</sup> Tradition donations from groups, members, committees and assemblies and regularly deposit the funds in the area checking account. Have the 7th Tradition spreadsheet readily available online at any time for the Alt. Treasurer, chairperson and CPA. When receiving the 7th Tradition checks, the following is a recommended process for keeping track of the funds:
  - a. If cash is received at an assembly or area committee meeting, provide a receipt for the case from the receipt book to the issuer
  - b. Write down the date, check #, amount, and group name on each envelope as the checks are received
  - c. Copy each check as a group, record the total # of checks deposited, and attach the bank deposit slip to the copies. Add this to the binder of bank records.
  - d. Log each separate check or cash by its contributor (group, person, district, event, etc.) into the 7th Tradition spreadsheet under a new date of deposit column.
  - e. Maintain a running total of all deposits.
6. Maintain bank accounts for the deposit and disbursement of area funds and ensure that multiple signatories are required for the withdrawal and disbursement of funds. Two signatures are required at all times for the NETA operating checking account: Treasurer and Alt. Treasurer. A third person, the Chairperson is also required to be on the bank signature card. This third person will step in to sign checks should there be a problem with either the Treasurer or Alt. Treasurer
7. Ensure that check disbursement and signing is in accordance with the Northeast Texas Area Policies and Procedures.
8. Disburse funds by check to pay area bills and distribute budget allocations.
9. Make annual contributions to the General Service Office to support the General Service Conference according to the current budget.
10. Make disbursements for the Delegate, Alternate Delegate and Area Chairperson to attend the Southwest Regional Forum, the Southwest Region Delegates Assembly and the Southwest Regional AA Service Assembly.
11. Report to the area committee and assemblies on the state of area contributions and expenses.
12. Maintain and report on the area prudent reserve account with the amount range in the prudent reserve authorized by the assembly.
13. Disburse general expense funds approved in the budget for area officers and service committee chairs.

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14. Provide an end of year final expenditure report at the Spring Assembly that includes an accounting of all receipts or budgeted line items including funds advanced or paid to area officers and committee chairs and excess amounts owed to the NETA 65 Treasury.
15. Advise districts and groups on proven principles of the Traditions and guidelines for financial management of funds.
16. Ensure the timely filing of tax forms as required by law (i.e., federal and state).
17. Secure an address or PO Box where mail is received securely such as at a business address or into a locked mail receptacle.
18. The Treasurer is to receive bank statements and financial reports on a quarterly basis from any other NETA checking account as maintained by any of the Standing Committee Chairs: Archives Committee, Convention Committee, and Corrections Committee along with its Orange Can contributions.

### Area Specific Duties of the Alternate Treasurer:

1. Maintain oversight of area officers and committee chairs expense reports (including comparative accounting of funds dispersed vs. actual expenses and collection of receipts for expenses).
2. Collect receipts from all officers and chairs that have a budget. Provide assistance on how to fill out the expense reports.
  - a. Prepare a comparative accounting report of funds dispersed vs. actual expenses reported, for as stated above for use by the treasurer in: drafting proposed annual budgets
  - b. providing quarterly assembly reports
  - c. final accounting report for prior calendar year at each Spring Assembly
  - d. filing tax forms
3. Inform the Treasurer as soon as feasible if an area officer or committee chair has not submitted an expense report within the time set forth in the NETA 65 Policies and Procedures.
4. Serve as a signatory for the area operating checking account.
5. Prepare and distribute NETA 65 contribution envelopes and GSO contribution and Birthday Plan envelopes at assemblies and area committee meetings.
6. Serve on the NETA 65 Finance Committee.

### *Archives Chair*

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**Summary:** the Archives Chair and committee are responsible for the preservation and safekeeping of the Area archival collection. The Archives Chair and committee maintain oversight of the archives for displays and retention of important area records and contributed artifacts and memorabilia. In conjunction with the Archives Committee, the area collection preserves and displays items related to AA history. Local historical material is sought out from old-timers, past Delegates, committee members and others with experience to share.

**Qualifications:** It is helpful and desirable to have some familiarity with archival procedures or the willingness to learn the basics of such procedures. The office holder should have a good understanding of current copyright laws and a solid understanding of the anonymity principles of the Twelve Traditions.

#### **Duties:**

1. Recruit qualified members to serve on the Archives Committee. Encourage districts and groups to establish Archivist or Historian service functions.
2. Be responsible for both the physical and intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in collected documents and digital data files.
3. Gather current and historical information about AA, especially in the area, and preserve it in a meaningful order and ensure that area Archives service activities are conducted in a manner that conforms to the Area 65 and GSO Archives

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Guidelines. Also ensure that copies of the guidelines are available for distribution as needed and posted to the NETA65.org web site.

4. Maintain accountability records of the inventory of the collection to properly record archives contributions. Provide copies of the inventory of the archives collection to the Archives Committee and Area Secretary.
5. Display the archives collection at area assemblies and, if requested, at other AA events.
6. Conduct AA history presentations and exhibit multi-media displays.
7. Report regularly to the Archives Committee, Area Committee and Assembly about ongoing Archives Committee matters.
8. Schedule, call and preside over meetings of the Archives Committee.

### Area Specific Duties of the Alternate Archives Chair

1. Assists the Archives Committee Chair in all aspects of the duties of that position.
2. Assumes the role of Archives Committee Chair in his/her absence.
3. As a general guideline it is highly desirable that the Alternate Chair be a candidate to assume to the position of Archives Committee Chair in the next Panel's elections.
4. In the absence of the Archivist and Historian the Alternate Chair functions in that capacity.

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### *Archivist and Historian Duties*

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**Summary:** the Archivist and Historian serves as the focal point of the collection, determining what to include and work towards making the collection available to the greatest extent possible to members and those in the public realm with a valid interest in AA.

**Qualifications:** It is desirable to have reasonable familiarity with archival procedures and conservation. The office holder should have a good understanding of current copyright laws and a solid understanding of the anonymity principles of the Twelve Traditions.

#### **Duties:**

1. As NETA Archivist:
  - b. Administer the formal receipt and acknowledgment of contributions to the area Archives.
  - c. Organize and catalog contributions to the archives and provide an updated catalog to the Archives Committee Chair. Ensure that the archives do not become a central collection point for miscellaneous odds and ends or papers and is focused on limiting the archives collection to materials of substantive and historical value.
  - d. Report regularly to the Archives Committee, Area Committee and Assembly about new material received, history projects and recording the contributions/distribution of Archives materials. Contributions and distributions are recorded in a manner that provides a clear accountability trail.
  - e. Preserve and repair the collection and select representative samples for arrangement into traveling displays.
  - f. Assist the Archives Committee Chair in ensuring both the physical and intellectual integrity of the collection and protecting the privacy and anonymity of members whose names are included in the collection.
2. As NETA Historian research, develop and maintain:
  - a. AA history presentations for showing at groups, districts, assemblies and AA sponsored events.
  - b. An Area 65 history and digital records management system to preserve area and district records.

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***Bi-Lingual Translation***

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Bi-lingual Translation is an essential area service by virtue of geographic and demographic considerations. NETA has a strong commitment to ensure, where possible, that published documents and committee and assembly proceedings are available in both the English and Spanish languages.

**Qualifications:** Fluency in both English and Spanish language translation (verbal and written) is essential.

**Duties:**

1. Be responsible for the oversight and safe-keeping of the area audio translation equipment.
2. Provide translation services at assemblies and Area Committee meetings.
3. Recruit volunteers to perform translation at area committee meetings, assemblies and events and maintain a list of AA members able and willing to assist the Area Secretary, Newsletter Editor and others with written translations.
4. Provide a written inventory of area translation equipment to the Area Secretary.

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***Conventions Chair***

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**Summary:** The Convention Chair performs planning, budgeting and administrative actions necessary to obtain appropriate facilities for area assemblies, conferences and major events hosted by the area.

**Duties:**

1. Ensure that all assemblies and conventions are organized and managed as specified in the NETA Policies and Procedures document.
2. Appoint all necessary planning and activity committees necessary to ensure successful area assemblies and conventions.
3. Coordinate with the area committee on the location and dates of the regularly scheduled area assemblies.
4. Ensure that the Fall Assembly and Convention is both centrally located and scheduled as close as possible to the third weekend in September.
5. Solicit proposals from area hotels and contracts with the specific hotel of choice and work closely with the hotel staff to facilitate the assemblies and resolve problems.
6. Maintain a separate bank account for deposit and disbursement of funds for the assembly and convention.
7. Manage advance funds received from the Area Treasurer and ensure that registration receipts and donations are returned to the Treasurer. Complete a typed financial statement which is to be presented to the area committee.
8. Work with district volunteers throughout the area to instruct on hosting the out-lying assemblies and remain available to the "host district" chairpersons and local committee members in facilitating their hosting a Winter or Summer Assembly. Also arrange for district hosting of the assembly hospitality suite.
9. Ensure that the AI-Anon Family Groups Fellowship is invited to participate in the Fall Assembly and Convention. For the Fall Assembly and Convention, also ensure that transportation, lodging, meals and registration expense reimbursements are provided to: (a) All speakers (AA, AL-Anon and Alateen), (b) the Delegate, (c) the AI-Anon chairperson, (d) the Convention chairperson, and (e) the Area Chairperson.
10. Ensure that literature, tapes and other items displayed and sold at any area assembly or convention are Conference approved or from Grapevine or are GSO service pieces.

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11. To the extent possible and practicable, ensure that assemblies, conventions and special events provide services to attendees with special needs and bi-lingual interpretation needs.

### ***Cooperation with the Professional Community (CPC) Chair***

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**Summary:** the CPC Chair works with CPC service committees to focus on “cooperation but not affiliation” with professionals in the community - health care professionals, educators, members of the clergy, lawyers, courts, social workers, union leaders and industrial managers and others in contact with active alcoholics. Information is provided about where AA is, what AA is, what AA can and cannot do. He/she ensures the area is informed of CPC activities and recruits members to join together in carrying the AA message at professional meetings, seminars and more. The CPC Chair and committee help to provide a clearinghouse of information in the area with respect to CPC services, coordinating the exchange of ideas and resources among districts. Additionally the CPC Chair and committee collaborate with other area committees in carrying the AA message.

**Duties:**

1. Assist district CPC committees by providing literature, guidelines and guidance related to recruiting volunteers and conducting CPC service work.
2. Find productive and creative ways of cooperating without affiliating, attempting to establish better communication between AA and professionals.
3. Organize and conduct CPC workshops to help prepare volunteers for CPC service and to inform attendees how CPC overlaps with other service committees.
4. Participate at the invitation of the General Service Office in hosting an A.A. booth at Professional Conventions held within the Area.
5. Participate at the invitation of other entities in Cooperation with Professional Communities service.

### ***Corrections Chair***

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**Summary:** the Corrections Chair works with Corrections committees to take AA meetings and Bridging the Gap services to penal institutions and half-way houses. He/she keeps the area informed about correction facilities 12<sup>th</sup> Step activities and encourages members to participate in them. The Corrections Chair and committee help to provide a clearinghouse of information in the area with respect to local, county, state and federal Corrections services, coordinating the exchange of ideas and resources among districts. Additionally the Corrections Chair and committee provide experience and assistance, in developing projects that will further the carrying of our AA message through Corrections services.

**Qualifications:** Should have a good understanding of institution rules and regulations and be aware of Corrections guidelines.

**Duties:**

1. Coordinate and facilitate efforts of carrying the message behind the walls to inmates who have reached out to GSO for help through correspondence and other pleas for help.
2. Assist all members of Corrections committee's coordinate taking meetings to jails and prisons. Act as source of information for anyone who may encounter difficulty in being accepted by the institution as an AA member who is willing and trying to carry the AA message behind the walls.
3. Provide information and the proper forms to AA members who would like to be approved by TDCJ, State Jails, County Jails, Federal Prisons or other places. Assist with forms from GSO to join the CCS (corrections correspondence service).
4. Make appearances at groups, districts and area functions to talks and participate in any Corrections Committee related work.
5. Chair the NETA Corrections Conference each year (includes planning, organizing, selecting conference site, lining up speakers, setting up the program, selecting all the participants and generally following up from beginning to end).

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6. Work with CPC to develop necessary joint subcommittees (i.e.: DWI programs, youth orientation programs, etc.).
7. Work with state and federal facilities to let them be aware of contact lists and assist in placing AA literature in correctional facilities.
8. Coordinate the means for inmates to "bridge the gap" from prison into the larger AA community.
9. Maintain directory of area correctional facilities and ensure contact with all State corrections facilities in the area.
10. Maintain contact list of groups and individuals currently bringing AA to correctional facilities.
11. Maintain pre-release sponsor list and handle requests for pre-release sponsors.
12. Maintain a separate bank account for deposits and disbursements of financial contributions to the committee and provide a finance report to the assembly and area committee.

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### ***Grapevine/La Viña (Gv/LV) Chair***

**Summary:** The Grapevine/La Viña Chair works with Grapevine and La Viña service committees to inform group members about our AA "Meeting in Print" also known as the Fellowship's international journal and other books, literature and tapes offered by the Grapevine. The committee coordinates the work of groups, and districts to assist the individual AA to submit articles, cartoons, jokes, art work and photos, read, and subscribe to the Grapevine and/or La Viña. The committee also provides a clearinghouse of information in the area with respect to using the AA Grapevine and La Viña. Encourage the exchange of ideas and resources between districts and groups to further carry the AA message.

#### **Duties:**

1. Coordinate with district service committees and groups to encourage bi-lingual support of both Grapevine and La Viña publications. Encourage districts to develop Grapevine and La Viña committees to participate in the NETA65 standing committee.
2. Set up displays at AA events in the NETA. Have a supply of flyers, brochures, and subscription forms on hand for distribution.
3. Inform the area membership of new or special items issued by the Grapevine/ La Viña.

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### ***Intergroup Liaison***

**Summary:** the Intergroup Liaison serves as area representative to maintain open communications with Intergroup Central Offices. His/her regular contact with the Intergroup Central Offices helps provide the area with an informed membership regarding Intergroup Central Office matters.

#### **Duties:**

1. Coordinate with Intergroup Central Offices in the area to help ensure a two-way flow of information between the area and the Intergroup Central Offices through reports to the NETA.
2. Attend all Intergroup/Central Office service meetings when possible.
  - Central Office Of Ft. Worth
  - Central Service Office Tyler
  - Central Texas Intergroup Waco
  - Dallas Intergroup Association
  - Oficina Intergrupala Hispana De A.A. Fort Worth
  - Oficina Intergrupala Hispana Of A.A. Dallas

**Any other Intergroup/Central Office formed within the Northeast Texas Area3:** Participate when requested in NETA activities (i.e. workshops, panels, etc.).

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### *Literature / Audio-Visual Chair*

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**Literature - Summary:** To provide information and assistance to districts and groups concerning AA literature, and assist in resolving questions and concerns of area members with regard to our AA literature.

**Duties:**

1. Regularly schedule and conduct committee meetings.
2. Keep current on new and upcoming as well as revised literature and material from GSO
3. Inform groups, districts, and assembly members of AA literature, audio-visual and special items available through displays and other suitable methods.
4. Cooperate and share information with other Area service committees.
5. Gather a committee composed of group and District literature chairs.
6. Encourage AA members to read and purchase AA Conference approved literature.

**Audio-Visual Summary:** works with districts and groups to show Conference-approved videos to the membership. The Video chair has responsibility for a portable television and library of Conference-approved bi-lingual videos owned by the area.

**Duties:**

1. Ensure that the area inventory of videos is oriented to bi-lingual presentation in English and Spanish.
2. Travel to group, district and area events to show videos.
3. Maintain oversight and safekeeping of area videos and video equipment.
4. Provide a written inventory of area video equipment and videos to the Area Secretary.

### *Newsletter Editor*

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**Summary:** The North East Texas Area Newsletter works with the Area Committee Officers, Area Committee Standing Committee Chairpersons, District Committee Members, and other members of the Area (GSRs, etc.) to collect and print information from these sources. The Newsletter is published in bi-lingual format of both English and Spanish and the Area Secretary's Minutes are Included within the format of the Newsletter. The Newsletter Editor is responsible for the publication of an informative and attractive newsletter to the Area four times a year, providing it to the Area fellowship in a timely fashion prior to the Assembly during Assembly quarters and prior to the Area Orientation/Workshop for the winter quarter.

**Qualifications:** Computer and word-processing skills are very important, as well as good grammar and attention to detail. Knowledge of the Twelve Traditions and the Twelve Concepts is advised.

**Duties:**

1. Obtain Newsletter articles from DCMs, Area Committee Officers, their Alternates, Area Standing Committee Chairs, and others (GSRs, etc.) for the Area newsletter. Also keep informed of activities and issues going on within Alcoholics Anonymous as a whole.
2. Proof read all articles for correct grammar, spelling, newsworthiness, timeliness, and principles over personalities. Carefully reviewing all editorial type commentary to eliminate any name calling and including whenever possible the member's position rather than their actual name where critical content exists. Removing last names of any A. A. members while identifying the non-A. A. status of anyone whose last name is included.
3. Prepare the newsletter in bi-lingual format (English and Spanish), staying within budget for printing costs, and coordinate with the printer for publication.

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4. Post the Newsletter on the Area Website and email the completed Newsletter to the Area Secretary who then emails the Newsletter to the subscribers accepting their Newsletter by email.
5. Coordinate with the Alternate Secretary to ensure that the newsletter is available for the Area Mail-Out. The Alternate Secretary coordinates and conducts the actual Mail-outs of the Newsletters.
6. Prepare the newsletter four (4) times per year and have it ready for the Alternate Secretary to mail within six (6) weeks prior to the next Assembly or Orientation/Workshop for the winter quarter.

### ***Public Information (PI) Chair***

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**Summary:** the Public Information Chair works with PI service committees to carry the AA message in PI programs requested by schools, businesses, law enforcement agencies and other organizations interested in the AA approach to recovery from alcoholism. He/she keeps the area informed about PI 12<sup>th</sup> Step activities and encourages members to participate. The PI Chair and committee help to provide a clearinghouse of information in the area with respect to PI services, coordinating the exchange of ideas and resources among districts. Additionally the PI Chair and committee collaborate with other area committees in carrying the AA message.

**Qualifications:** Some computer knowledge is also desirable for matters related to managing the area web site.

**Duties:**

1. Maintain a current area list of PI contacts and work with district committees on how to encourage information sharing meetings in the community and coordinate the activities of all public information as it relates to AA within the area. Be available to meet with media professionals during normal business hours.
2. Keep a record of reports and lists of members in districts willing to work in PI services and act as a contact for the individual district committees and the area. Visit groups and districts within the area as often as possible and encourage participation in PI services from the individual members and districts.
3. Set up and maintain a planned list of PI events and recruit members to participate in the events and coordinate any AA exposure to media within the area.
4. Develop and maintain area PI displays as necessary. Also maintain a news clipping service for the area and provide news articles to the area Archives for retention.
5. Obtain and distribute conference-approved radio, press and television material throughout the area. Monitor AA anonymity at the level of press, radio, and films and inform the Area Delegate of anonymity breaks.
6. Maintain list of small newspaper, radio and TV stations in the area, and mail anonymity statements to publications with a circulation of 49,999 or less.

Recruit and oversee a NETA Webmaster. The responsibilities are:

### ***Webmaster***

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**Summary:** the Webmaster is a member of the NETA Public Information (PI) Committee. The primary function of the position is to develop, maintain and secure the Area's Internet website, NETA65.org, to help inform interested parties of a wide variety of Area information and events.

**Qualifications:** the position is technically demanding. The office holder should have a computer background and working knowledge of internet technologies including, but not limited to: PHP, JavaScript, HTML, MYSQL, Web servers and DNS. If the office holder does not have the background sufficient for managing the website directly, the responsibilities may be delegated, but the Webmaster must maintain control over content and access.

**Duties:**

1. Maintain the functionality of the website.
2. Monitor website content and links to ensure they respect the Traditions and conform to NETA guidelines.
3. Inform the PI Chair of any issues with the site and/or inform the Area Committee of concerns or changes to the site.

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4. Monitor access security of the website.
5. Upload files as requested by area committee members and add links to those files.
6. Change area committee member email addresses, and links to the addresses, each Panel and as necessary to enhance site security.
7. Update contact links to other General Service Structure entities and Central/Intergroup Offices. Add links to Northeast Texas Area District site on our NETA web page, making certain that there is a window that “pops up” advising the user that they are leaving the NETA web site.
8. Monitor content added to the area calendar to ensure it is within area guidelines.
9. Archive Panel-specific documents to the Panel Archives web page after rotation.

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### ***Special Needs Chair***

**Summary:** The Special Needs Chair works with Special Needs committees and professionals to assist in carrying the AA message to those who are blind or visually impaired, deaf or hard of hearing, chronically ill or homebound and those who are developmentally disabled. He/she keeps the Area informed about Special Needs 12<sup>th</sup>-Step activities and encourages member participation in those activities. The Special Needs Chair and committee help to provide a clearinghouse of information in the area with respect to the GSO catalog of AA Literature and Audiovisual Materials for Special Needs and information from public Special Needs agencies and professionals.

**Duties:**

1. Keep a record of members in districts and groups willing to work in Special Needs services and assist members with special needs. Visit groups and districts within the area as often as possible and encourage participation in Special Needs services from the individual members and districts.
2. Maintain a list of Special Needs contacts to include volunteer American Sign Language (ASL) interpreters.
3. Work with district committees to encourage information sharing meetings in the community and coordinate the activities of Special Needs as it relates to AA within the area.
4. Distribute information from the General Service Office (GSO) and other Areas regarding Special Need. Help promote awareness of the GSO catalog of AA Literature and Audiovisual Materials for Special Needs and encourage the use of catalog items for special needs such as Braille, large print and easy to read literature and media such as audiotapes and closed captioned and ASL videos.
5. Coordinate with the Area Chair and Convention Chair to ensure that Special Needs considerations are accommodated for assemblies, area committee meeting and area events.
6. Coordinate Special Needs workshops and workshops/presentations to those districts and/or groups that request them.
7. Develop, maintain and distribute an Area Special Needs Workbook.

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### ***Treatment Facilities (TF) Chair***

**Treatment Summary:** the Treatment Facilities Chair works with TF committees to take AA meetings and Bridging the Gap services to patients in treatment facilities and half-way houses. He/she keeps the area informed about treatment facilities 12<sup>th</sup> Step activities and encourages members to participate in them. The TF Chair and committee help to provide a clearinghouse of information in the area with respect to TF services, coordinating the exchange of ideas and resources among districts. Additionally the TF Chair and committee provide experience and assistance, in developing projects that will further the carrying of our AA message through TF services.

**Duties:**

1. Maintain a current list of facilities in the NETA including long term, short term, and outpatient treatment facilities, detox centers and halfway houses. Assist district committees to encourage meetings within these facilities.

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2. Keep a record of reports and lists of members in districts willing to work in TF services. Act as a contact for the individual district committees and the area. Visit groups and districts within the area as often as possible and encourage participation in TF services from the individual members and districts.
3. Set up and maintain a "bridging the gap" process from the treatment facilities into the larger AA community' (Temporary Contact Program.) and assist Central or Intergroup Offices in this service.

**Special Needs / Accessibilities Summary:** The Special Needs Chair works with Special Needs committees and professionals to assist in carrying the AA message to those who are blind or visually impaired, deaf or hard of hearing, chronically ill or homebound and those who are developmentally disabled. He/she keeps the Area informed about Special Needs 12<sup>th</sup>-Step activities and encourages member participation in those activities. The Special Needs Chair and committee help to provide a clearinghouse of information in the area with respect to the GSO catalog of AA Literature and Audiovisual Materials for Special Needs and information from public Special Needs agencies and professionals.

### **Duties:**

8. Keep a record of members in districts and groups willing to work in Special Needs services and assist members with special needs. Visit groups and districts within the area as often as possible and encourage participation in Special Needs services from the individual members and districts.
9. Maintain a list of Special Needs contacts to include volunteer American Sign Language (ASL) interpreters.
10. Work with district committees to encourage information sharing meetings in the community and coordinate the activities of Special Needs as it relates to AA within the area.
11. Distribute information from the General Service Office (GSO) and other Areas regarding Special Need. Help promote awareness of the GSO catalog of AA Literature and Audiovisual Materials for Special Needs and encourage the use of catalog items for special needs such as Braille, large print and easy to read literature and media such as audiotapes and closed captioned and ASL videos.
12. Coordinate with the Area Chair and Convention Chair to ensure that Special Needs considerations are accommodated for assemblies, area committee meeting and area events.
13. Coordinate Special Needs workshops and workshops/presentations to those districts and/or groups that request them.
14. Become familiar with the Special Needs Workbook from GSO and any other Conference-approved materials or service pieces which are developed within the Fellowship for Special Needs service work.