

Purpose of a Service Committee



Alcoholics Anonymous has been called an upside-down organization because “the ultimate responsibility and final authority for world services resides with the groups – rather than with the trustees, the General Service Board or the General Service Office in New York.”

- “Twelve Concepts for World Services”

Tradition 9

A.A. as such, ought never be organized; but we may create service boards or committee directly responsible to those they serve.

Better coordination of purpose and understanding of service opportunities at hand

Increased exposure and information regarding our Traditions and Concepts to members and non-members

Improved communication and unity within the Group and down through our service structure or local CCO's or Intergroups

Improved awareness of ongoing opportunities of developing relationships with local community professionals and the public, informing them as to what and where we are.

Better effectiveness in our primary purpose of carrying the message of recovery to those that are interested or want the help of Alcoholics Anonymous.

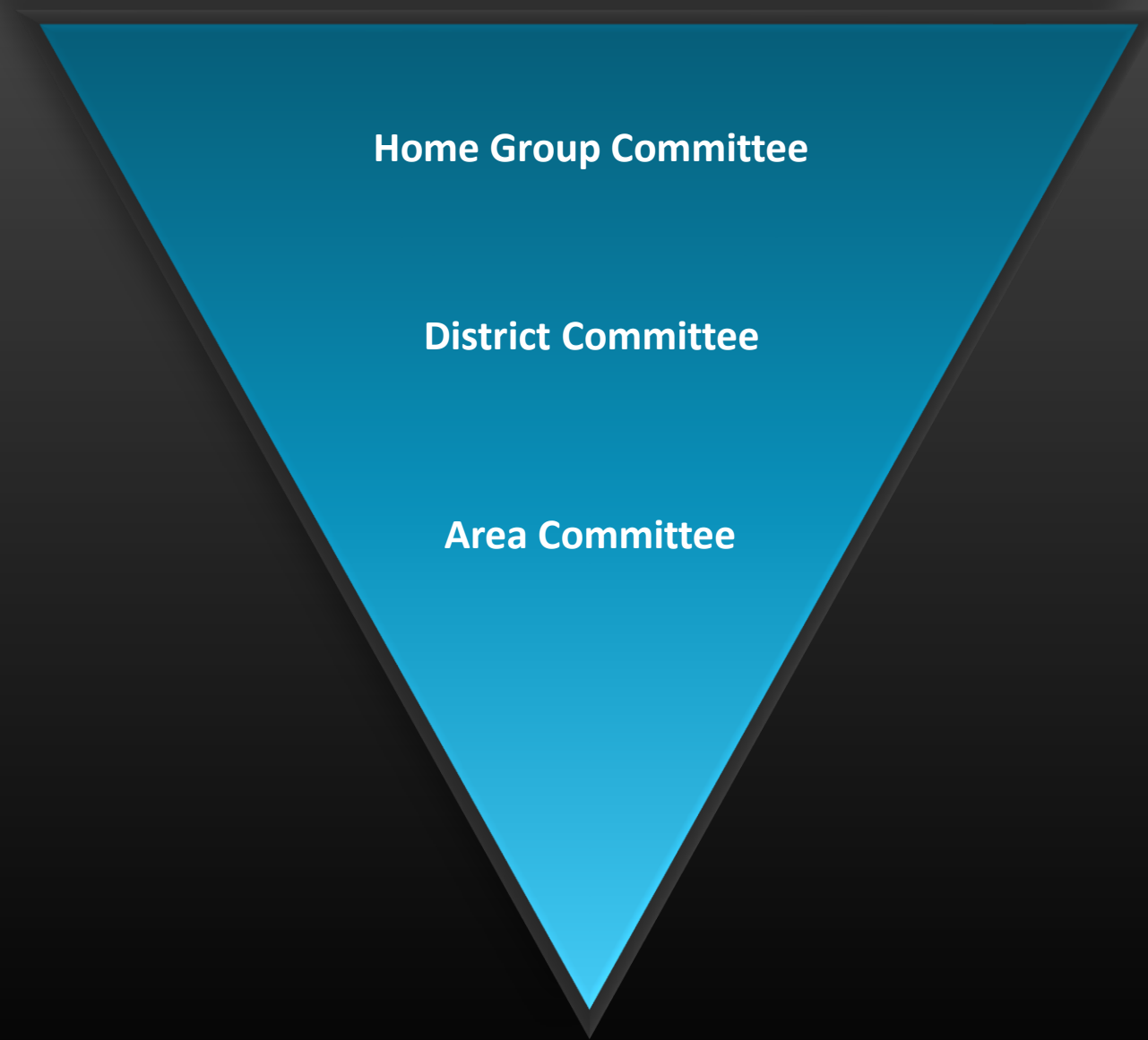
“I am responsible, when anyone, anywhere reaches out for help, I want the hand of A.A. always to be there, and for that I am responsible.”

- Responsibility Statement

Starting A Committee

Committee Chair Person





Home Group Committee Chair Person

- ❑ Discuss position with sponsor
- ❑ Stand for, or request home group to have a Committee position
- ❑ Co work with other committee's to cross pollenate efforts
- ❑ Recruit other members to help
- ❑ Bring up information about Committee, at group conscience
- ❑ Attend District meeting to get to know District Committee chair person
- ❑ Ask to help District/ Area Committee Chair person

District/ Area Committee Chair Person

- ❑ Discuss position with sponsor
- ❑ [NETA Handbook \(rev102220 ENG\) \(neta65.org\)](https://neta65.org)
- ❑ Get a Service Sponsor:
- ❑ Attend other Group meetings in District or Area, Ask for 5 minutes to discuss Committee updates/ News
- ❑ Recruit team members (The more the Better)
- ❑ Work through District and Area to develop contacts
- ❑ Monthly meetings
- ❑ Zoom meetings, Host meetings, Get other groups to host meetings

District/ Area Committee Chair Person

- ❑ Attend area assemblies, North Texas Round-up, Gathering of the Eagles, City Wide... Meet and learn from other members and Elders!!
- ❑ Co work with other committee's to cross pollenate efforts.
- ❑ (District Committee Chair) Ask to help Area Committee Chair person
- ❑ Push committee to work with Hispanic groups,
- ❑ Try new things!!
- ❑ Have Fun
- ❑ Continue to Carry The Message that was freely given to you

District/ Area Committee Chair Person

- I was Blessed with the opportunities to be the District and Area Grapevine/ La Vina Committee Chair person
- It gave me the opportunities to Carry the message and meet many people in Area 65
- Although Covid 19 disrupted AA in 2020 we have came out of the other side stronger than ever and have learned and developed new ways to carry the message

How to Organize, Determine Goals, and Monitor Progress for the Committee



How to Organize, Determine Goals, and Monitor Progress for the Committee



Introduction

Setting goals for your committee will be an important part of the work you do. Often times, “flying by the seat of our pants” is standard operating procedure for many committees in A.A.

Shared experience has found that when a committee and its members are a little more focused on the tasks at hand - good and effective work can be done.

How to Organize, Determine Goals, and Monitor Progress for the Committee



Introduction

Tradition Four tells us that each entity is autonomous and can show up to it's work in whatever way the committee conscience feels best, but I can share my experience of working with standing committee chairs in Area 49 (South East New York) in Panel 65 when I had the privilege of serving as their Area Chairperson.

How to Organize, Determine Goals, and Monitor Progress for the Committee



Chair

chair@aaseny.org

1. Presides at committee and assembly meetings.
2. Approves the agenda for committee and assembly meetings and workshops, and arranges for physical facilities for Committee meetings.
3. Proposes and reviews objectives and goals for standing committees, requesting changes and suggesting new programs within the mandate of each Committee.
4. Consults with the treasurer, other officers and standing committee chairs on preparation of the budget, and monitors adherence to the budget in consultation with the treasurer.
5. Receives complaints and discusses problems that arise with standing committees and attempts to help in the resolution of difficulties, mediating where necessary between committees and/or officers.
6. Acts to keep the delegate informed of area concerns by regular discussion with the delegate and alternate delegate.
7. Participates in and attends area functions, [Regional Forums](#), SENY and NY State conventions.
8. Speaks at group meetings, shows film strips, and leads group conscience meetings when requested.
9. Calls meetings of officers and standing committee chairs for informational and planning purposes.
10. Explores possibilities of cooperation with area intergroups.
11. Consults with other area chairs in NY State to insure cooperation in matters of statewide concern.
12. Reviews tax returns and filings with governmental authorities in consultation with the delegate and treasurer.
13. Responsible for the revision and editing of the *SENY Service Handbook* in consultation with the [Ad Hoc Service Participation Committee](#), and subject to approval of the area committee.
14. Undertakes activities authorized on a non-recurring basis by the committee, for example, obtaining a bus for the [Northeast Regional Forum](#).

“Proposes and reviews objectives and goals for standing committees, requesting changes and suggesting new programs within the mandate of each committee.”

2015 SENY COMMITTEE GOALS

Item	Description	Owner (Who is responsible?)	Budget		Completion Date (No Later than)	% of Completion (For Reporting Purposes)
			Expense	Revenue		
STANDING COMMITTEE: ACCESSIBILITY/SPECIAL NEEDS						
Goal 1	Reach out to all new DCMC's to find out if their County elected/appointed A/SN Chairs	Chair, A/SN	\$0	\$0	01/31/15	
Goal 2	Develop and launch a A/SN communications campaign to increase awareness of A/SN in Area	Chair, A/SN	\$0	\$0	03/31/15	
Goal 3	Visit a minimum of four (4) County General Service Meetings to distribute information (or speak) about A/SN	Chair, A/SN	\$0	\$0	12/31/15	
STANDING COMMITTEE: AGENDA						
Goal 1	Develop event submission process for all SENY-related events and distribute to body no later than 1/31/15	Chair, Agenda	\$0	\$0	1/31/15	
Goal 2	Attend monthly website committee meetings	Chair, Agenda	\$0	\$0	12/31/15	
Goal 3	Publish all event submissions to website calendar within 48 hours of submission	Chair, Agenda	\$0	\$0	12/31/15	
Goal 4	Work with website committee to develop an online event submission form for all SENY-related events	Chair, Agenda	\$0	\$0	3/31/15	
STANDING COMMITTEE: ARCHIVES						
Goal 1	Ensure Archives Committee meets monthly to focus on digitally cataloguing Area archives and report to body on progress at each committee meeting.	Chair, Archives	\$0	\$0	12/31/15	
Goal 2	Reach out to each County to identify a liaison to assist Archives Committee in achieving Goal #1 (and if there is not a liaison, assist the County in identifying one)	Chair, Archives	\$0	\$0	12/31/15	
Goal 3	Display at a minimum of six (6) County/District events or workshops annually	Chair, Archives	\$0	\$0	12/31/15	
STANDING COMMITTEE: COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)						
Goal 1	Develop and launch a minimum of one other industry category for CPC distribution outside the medical profession.	Chair, CPC	\$0	\$0	06/30/15	
Goal 2	Develop and execute a minimum of one (1) service workshop in cooperation with the PI Committee	Chair, CPC	\$500	\$0	11/30/15	
Goal 3	Develop and launch a CPC communications campaign to increase awareness of CPC in Area 49 (CPC Tip of the Month)	Chair, CPC	\$0	\$0	3/31/15	
Goal 4	Execute a minimum of two (2) CPC Speaker training workshops annually	Chair, CPC	\$0	\$0	12/31/15	

Committee Goals

Item	Description	Owner (Who is responsible?)	Budget		Completion Date (No Later than)	% of Completion (For Reporting Purposes)
			Expense	Revenue		
STANDING COMMITTEE: ACCESSIBILITY/SPECIAL NEEDS						
✓ Goal 1	Reach out to all new DCMC's to find out if their County elected/appointed A/SN Chairs	Chair, A/SN	\$0	\$0	01/31/15	
✓ Goal 2	Develop and launch a A/SN communications campaign to increase awareness of A/SN in Area	Chair, A/SN	\$0	\$0	03/31/15	
✓ Goal 3	Visit a minimum of four (4) County General Service Meetings to distribute information (or speak) about A/SN	Chair, A/SN	\$0	\$0	12/31/15	

1. Each committee created its own set of goals that it hoped to accomplish in the panel (or year)
2. This plan (roadmap) identified the person or persons responsible for ensuring the goal was met
3. It identified if there was a budget expense (or revenue) attached to the goal
4. It identified the due date of that goal
5. Lastly, this plan was used by the committee chair to monitor work done on that goal at each committee meeting

Cooperation with the
Professional Community
WORKBOOK

www.aa.org

m-41i

CPC Workbook Suggestions

Pages 13 & 14 of the CPC Workbook even suggest that committees create goals for themselves and it gives some really great suggestions on what some of those goals might look like.

You know your area better than anyone and you know the needs your local professionals have and how you can connect with them in ways to be able to help them understand the work you are doing on your committee.

How to Organize, Determine Goals, and Monitor Progress for the Committee



Wrap Up

Whether or not your committee decides to utilize a structured format such as what I've shared with you here is honestly irrelevant so long as the committee has clarity on what it hopes to accomplish in the year (or in the panel) and then institutes some sort of monitoring and evaluation piece for those goals.

In the same way that Step 10 asks us to continue to take inventory of the causes and conditions of our spiritual malady, having clarity on our committees path and how we are doing in achieving our goals is vital to our success.

Transitioning a Committee



Transitioning a Committee

- Ideas based on Workbooks, AA Guidelines, and experience of Committee members.
- They are general ideas intended to be helpful in building or growing a committee.
- Concepts that may be helpful are 3, 4, 9, and 10.
- The Concepts Illustrated pamphlet provides concise outlines of the principles involved in each of the concepts.
- Reading the “Leadership In A.A.” essay in Concept 9 may be helpful.
- A good starting point is to inventory where the committee is currently. Past chairs or members may be helpful with this effort. What are the existing strengths and weaknesses.
- In other words, start from where you are...

Transitioning a Committee

- 📄 **Draw up a framework of the committee leadership structure as you want it to look. Includes things like Alt, Chair, Workshop Coordinator, IT person, etc. These may be based on the strengths and weaknesses inventory**
- 📄 **Start putting a short list of names to the positions.**
- 📄 **Make plans to include your Alt and at least one other person as much as possible in committee activities and decisions throughout the panel.**
- 📄 **Set a list of objectives for the 2 yr panel and prioritize for the first year.**

Transitioning a Committee

- 📄 **Participate in work but delegate as much as possible to committee members. Give them the goals and step aside to allow them to decide how to accomplish them. Be ready to help if they have questions or struggle with something.**
- 📄 **Consider having 4 or more committee meetings a year in person or on zoom especially to get members throughout the area involved and acquainted with each other. This is not COVID limited.**
- 📄 **Recruit committee members, such as active volunteers or district and group representatives to be on the committee and be your eyes and ears around the area.**
- 📄 **Develop a working relationship with other Standing Committee Chairs especially CPC, Grapevine, and Technology, get their assistance or assist them where practical.**

Transitioning a Committee

- 📄 **Read the Area's handbook or P&P, especially regarding the Committee's job.**
- 📄 **Review the Committee Workbook Kit.**
- 📄 **Fill out the new trusted servant form with your area secretary or registrar to register with GSO and get a new Kit.**
- 📄 **Attend any orientations that are available, take committee members with you if possible.**
- 📄 **When possible, participate in Area or National conferences in person or by zoom.**