



Northeast Texas Area 65 (NETA)
Trusted Servants Information
HANDBOOK

(Last Revised: Panel 71 – January 2022)

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INTRODUCTION

I. Preface

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 and trusted servant to trusted servant.

II. Key Principles Influencing the Handbook's Contents

- a. **Tradition 2 (short form):** "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."
- b. **Tradition 9 (long form):** "Each A.A. group needs the least possible organization. Rotating leadership is the 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 A.A. General Service Committee. They are the custodians of our A.A. Tradition and the receivers of voluntary A.A. contributions by which we maintain our A.A. 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 principal newspaper, the AA Grapevine. All such representatives are to be guided in the spirit of service, for true leaders in A.A. 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."
- c. **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 charters and bylaws."

III. Abbreviations and Definition of Terms

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

AA.org - The Alcoholics Anonymous maintained by the General Service Office (GSO). The site is designed to focus on providing information and help to people concerned about a drinking problem; people looking for an A.A. meeting; and people looking for information about A.A., including the public, professionals dealing with alcoholic clients or patients, and members of the media. Visitors can view A.A. literature online; books, pamphlets and service material from G.S.O. are available to read for no charge online.

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).

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 that 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 in even years.

Fellowship Connection - 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 (NETA) 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 biennial 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.

HANDBOOK GENERAL INFORMATION

I. Organization of the Handbook and its Intended Purpose

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.

II. Terms of Office and Minimum Service Position Qualifications

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 recommended 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.).

III. Other NETA Committees

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

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.

The Structure Committee gives an opportunity for Past Delegates to bring their knowledge and experience with our Traditions, Concepts, and Collective AA Experience that they have acquired having been from the top to the bottom of the Inverted Triangle. They look to see if we are out of line with any AA Principles, if we have considered Past History on the subject, do the proposed changes conflict with other items in our P&P and possible unforeseen conflicts based on past experiences.

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.

AREA TRUSTED SERVANTS

I. Common Duties of Area Officers and Service Committee Chairs

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:

- a. As an area committee member, act in a steering committee capacity to set the agenda for area assemblies.
- b. Attend all area committee meetings and assemblies.
- c. Share experience and information with others and provide encouragement and help to area trusted servants.
- d. Develop and maintain a constructive working knowledge of the Twelve Traditions and Twelve Concepts.
- e. Provide leadership by example in the area.
- f. Read and become familiar with area guidelines, past action items and any other documents the area has developed.
- g. Submit for reimbursement of expenses in a timely manner.
- h. Be available to committees, districts and groups to provide experience with respect to our third legacy of service.
- i. Be willing to serve as moderator at district and group inventories.
- j. Be willing to be a service sponsor.
- k. Report activities and information in each issue of the Area Newsletter and on the area web site.
- l. When rotating out of office, help the incoming trusted servant with information and suggestions for serving.
- m. 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.)

II. Alternate Service Position Duties and Financial Management Responsibilities

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 3rd 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 on 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

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. 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.

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.

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

III. **General Service Representative (GSR)**

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.

IV. District Committee Member (DCM)

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.

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 OFFICERS

I. Area Delegate

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.
2. Time available for the weeklong Conference meeting in April and all the efforts needed before and after the Conference.
3. The ability to make and take suggestions (and criticism 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 and help carry out the triennial membership surveys.
9. Visit groups and districts in the area whenever possible and represent the area in Regional 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.
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.
5. Working in concert with the Delegate, the Alternate Delegate will have oversight of a Spring Assembly mock committee training program. This pre-Assembly training for trusted servants selected by the Delegate to serve as mock committee Chairs, Co-Chairs, and Scribes, is designed to review expectations for their service prior to and during the mock committees at the Assembly. Attendance is strongly suggested for trusted servants asked to lead and execute these mock committees so the Area may deliver a consistent mock committee experience for all attendees.

II. Past Area Delegate

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.

III. Area Chairperson

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.
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.
12. **Area Inventories:** The current Area Chair is responsible for conducting the Area Inventory. It is recommended that an Inventory be conducted at a minimum of every other panel. If there are procedural problems, difficulties with the body, or conflicts in the Area Committee panel, then it is recommended to hold an Area Inventory. Any member of the Area Committee can motion to hold an Area Inventory at any Area Committee Meeting (ACM). The Area Chair is to notify the body once the ACM has approved holding an Area Inventory and set a date. It may take a second ACM to be able to confirm the location.

The current Area Chair and/or the current Area Delegate may co-chair the Area Inventory. If the Area Inventory is to be held at the end of a panel, then the current and incoming Area Chair should officiate the Inventory. The Area Secretary will take the official minutes of the Area Inventory. These minutes shall be available within 20 days after the Area Inventory is held and be available in both English and Spanish. The AA.org Inventory Questions should be used for the NETA Area Inventory. The questions need to go out to the body at least two months before the date of the Area Inventory in both English and Spanish. The questions should be Via eBlast, printed copies at Area Assemblies and ACMs, NETA sponsored events, and located on the www.neta65.org site. All NETA AAs wishing to attend the Area Inventory may do so, but only members of the ACM have a voice. All GSRs and other AA members need to present their comments and recommendations to their DCMs. At the ACM immediately preceding the Area Inventory, the Area Chair is to appoint an Area Inventory Ad Hoc Committee; 8 persons who are Area Committee Members. A total of 4 Past Delegates and 4 DCMs. Try to include at least one Spanish-speaking participant in each category.

The Area Alt. Chair will be the Chair of the Area Inventory Ad Hoc Committee. This Ad Hoc Committee is to review all recommendations presented at the Area Inventory. The Alt. Chair may appoint a scribe for the Ad Hoc

Committee. Recommendations from the Ad Hoc Committee are to be brought to the next available ACM. Any motions coming from the Area Inventory are to be presented by the Alt. Chair or any of the DCMs who are members of the Ad Hoc Committee. If any motion is considered to impact our Traditions, P&P or AA as a whole, then it is to be forwarded to the Structure Committee. Other motions from the ACM may go directly to the next Area Assembly for vote by the body.

13. **Policies and Procedures (P&Ps) Updates:** If motion affecting the P&Ps has been made during a panel, then the P&Ps need to be updated. The Area Chair and the Area Secretary are responsible for collecting all of the motions after their processing and vote. Any motion that affects the P&Ps which has already been approved, is to be added to the P&Ps. Motions may be shortened providing the intent of the motion is not disturbed. The motion background information is not included. The P&Ps formatting should remain unchanged. The details need to be added into the appropriate category, or new category and then the footnote numbers require the date and items that were approved. As the motions have already been voted on by the body, they do not need another approval or vote. However, careful review is required. After the motions have been entered into the P&Ps, the new P&P document should be reviewed by the current Area Delegate and two or three members of the Structure Committee (Past Delegates). Their comments are related only to the substance of the motions and the new entries. Previous modifications, from previous panels are not to be addressed. Once the final updated P&P has been reviewed and okayed, then it should be translated into Spanish and available for print, eBlast and posting on the NETA website.
14. **Area Orientations:** Start planning the Area Orientations at least in the Summer ACM. The locations need to be confirmed for East, Central and West locations. The Orientation Topics list and agenda are standardized and available in the Area Chair's archives. All documentation is to be in both English and Spanish. The Area Chair is to coordinate all of the speakers and make sure that they are aware of what it is for them to present, and the time constraints. All of the flyers, handouts and literature will be brought to the Orientations in both English and Spanish by the Literature chair. The Literature needs to be ordered from AAWS or the local Central Offices or Intergroups. Translation services are to be provided by the NETA Translation Committee. Anyone in NETA and the AA body are invited to attend any Orientation. However, only the people on the official Orientation speaker list may charge for their expenses (mileage, materials and/or printing). The standard NETA expense report form is to be used. These expenses need to be identified as ORIENTATION EXPENSES and are separate from any of other NETA approved expenses. According to NETA's Policies and Procedures, all expense reports are due to NETA within 3 months of their occurrence. Send to the Alt. Treasurer and Treasurer for processing.

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. 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.

IV. Area Secretary

Summary: The Area Secretary has the primary duty to record and distribute minutes of area meetings, assemblies and area inventories; maintain and update the Area's Policies and Procedures; maintain and update the Area Handbook; and distribute all Area email communications.

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 home group, 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 "sense of the meeting") except on voting where verbatim details are needed for archival purposes. 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. Ensure 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.
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, it is suggested that 100 English and 30 Spanish copies be made at minimum. For the Area Committee Meeting minutes, it is suggested that 50 English and 15 Spanish copies be made at minimum. Submit pending minutes and approved minutes to the Area Webservant, with pending minutes clearly watermarked as such.
4. Ensure that minutes of area assemblies and committee meetings are delivered to the Newsletter Editor in a timely fashion (within 2 weeks after Assembly or Area Committee Meeting) so as to allow time for the Newsletter Editor to have the minutes translated and formatted to make their deadline (5-6 weeks prior to the next assembly to all recipients identified in Section 2.5 of the Area Policies and Procedures document).
5. Email access to documents of Assembly reports, Area Committee reports, Orientation Information, and General Service Office notices to all of the NETA body. The email should be sent out in a timely manner after being received from original source. Any AA members who are interested in receiving Area 65 email communications (all) may be added to the email distribution list.
6. Remind Area Officers and Standing Committee Chairs in a timely manner of their report deadlines so they may be received digitally. The reports can be sent to the Translation Chair for Spanish translation.
7. Provide digital media copies of minutes, Area directories and other documents to the Area Archives for preservation.
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. Maintain, update and distribute copies of the Policies and Procedures document and Area Handbook and ensure that updated copies are submitted to the Area Webservant to be posted to NETA65.org.
10. Attend NETA Orientations in January. Assist Literature Chair (if needed) to ensure that all documents and literature needed for Orientations are available for distribution.
11. Conduct assembly roll calls for voting business.
12. Maintain the list of current and historical NETA65 Action Items.

Area Specific Duties of the Alternate Secretary/Registrar:

1. As registrar, the Alt Secretary develops and maintains mailing and phone list data of groups, GSRs, DCMs, area officers and contacts and provides mailing labels to area committee members. In addition, the Alt Secretary oversees the area mail-outs in coordination with the Newsletter Editor.

2. Maintain the Area directory and the GSO AA Fellowship Connection database. 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 the name, address and phone number for groups, GSRs, DCMs, Area Officers and other Area Committee members. The Registrar is responsible for registering new groups, DCM's and GSR's on the appropriate forms. The Area Committee and Officers should be informed as needed.
3. Provide the Newsletter Editor with Group name and address labels for quarterly and other area mailings as needed.
4. Ensure that an area Directory, master list of groups, and master list of all trusted servants are distributed periodically to members of the Area Committee. Recommend at least quarterly downloads of the information.
5. Update the GSO database with any changes to positions of the Area Committee (except for changes of the Area officers, as these changes can only be made by GSO and must be reported by the Area Delegate directly to the GSO Records department).
6. Print registration forms for the Area Assemblies, pre-filled where possible to improve accuracy and efficiency of the roll call and of updating Directory and GSO database information.
7. Print name badges for all Area Assemblies and have ready in a timely manner for Convention Chair so registration process runs smoothly.
8. Attend any training opportunities provided by GSO for Area Registrars to learn how to work in the master group database provided for Areas.
9. Assist the Area Secretary with recording minutes and performing roll calls, as necessary.

V. Area Treasurer

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. Quicken is the preferred software for NETA accounting records at this time. All trusted servant disbursements, bank fees and payments are to be regularly logged into the Quicken file. The accounts are to be reconciled on a monthly basis. The accounting files should be available at any time to the Alt. Treasurer and CPA. 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: Reconciled online bank statements, Financial reports and Treasurer's reports available online in a secured Dropbox or other such online account.

Currently there are five accounts:

- **NETA Operating Acct** (signatures -Treasurer/Alt Treasurer/ Chair) Treasurer has debit card.
- **Corrections/Orange Can** (signatures - Treasurer/Corrections Chair/Alt Treasurer) Corrections Chair has debit card.
- **Convention** (signatures - Treasurer/Convention Chair and Alt Chair) Convention Chair is responsible for account, bank statements, reconciling and booking expenses. Before each assembly the Convention Chair will supply you with a report. Treasurer responsibility is oversight of this account.

- **Archives** – currently not active.

- **Prudent Reserve** – overseen by Finance Committee. Record interest and reconcile bank statement quarterly.

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 7th 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, Chair and CPA. When receiving the 7th Tradition checks, the following is a recommended process for keeping track of the funds:
 - 1) If cash is received at an assembly or area committee meeting, provide a receipt for the cash from the receipt book to the issuer.
 - 2) Write down the date, check #, amount, and group name on each envelope as the checks are received. Log each check or cash contribution into the spreadsheet (NETA Group Contributions) by group and by deposit date.
 - 3) 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. Save this spreadsheet on the Dropbox. Amount of each deposit should match the deposit amounts in Quicken. Maintain this running total of all deposits.
 - 4) 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. Record the deposit into Quicken as one deposit entry.
 - 5) Maintain a running total of all deposits. Scan all checks and deposit slips into Dropbox and label by date of deposit. Save all in Deposits Folder under each account.
 - 6) Follow the same procedures for checks that are notated to be for Orange Can and/or Corrections and Convention accounts.
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. Collect funds from trusted servants at the end of the panel, share the information with the Alt Treasurer and credit payments into the financial reports and Quicken.
9. Make annual contributions to the General Service Office to support the General Service Conference according to the current budget. This can be done on line or mailed directly to GSO.
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.
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). Make sure that the end of year reports showing all income and expenses as well as the Quicken file are provided to the NETA CPA as directed, but no later than the Spring Assembly. The Treasurer will approve and sign the Federal Tax Form 990 when completed by the CPA. The Tax return is due May 5th. The Tax Return should be made available to those who would like to review it.

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. As per Panel 65 additions to the NETA Policies & Procedures, 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: At this time, this includes Archives Committee, Convention Committee, and Corrections Committee along with its Orange Can contributions.
19. Download and save all bank statements on a monthly basis for all accounts. This includes the Archives, Convention, Correction Committees as well as the Operating Account and the Prudent Reserve.
20. During Panel 67, the Treasurer took control over the funds for the Orange Can and the Corrections. ALL NETA 65 Contributions are now mailed directly to the Treasurer including any funds for the Corrections /Orange Can. If the check is noted to be for Corrections or Orange Can it is deposited into the Corrections Acct. All checks and deposits are handled as for the NETA65 Operating account.
 - a. Contributions designated Orange Can/Corrections are logged into a spreadsheet by Group and by deposit date.
 - b. The deposit is then recorded by same date into Quicken in the Corrections Checking Acct.
 - c. A digital copy of all the checks is saved by deposit date.
 - d. An Orange Can report tracks both deposits and expenses. Expenses are found online in the account statement. This statement is then provided to the Chair. The Chair is responsible for saving receipts for the books purchased and being able to provide that to you upon request. e. After each deposit (monthly or bi-monthly) a PDF of the report is provided to the Corrections Chair.
21. Provide a copy of the Finance report for the NETA65.org website. Be sure to redact or eliminate any full names of individuals.

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 to trusted servants 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 details quarterly assembly reports for each line item of the budget
 - c. Final accounting report for prior calendar year at each Spring Assembly
 - d. Filing tax forms
3. The P&Ps require that all expense reports be filed within three months of their occurrence. 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 as its secretary.

AREA STANDING COMMITTEE CHAIRS AND POSITIONS

I. Accessibilities Standing Committee Chair

Summary: The Accessibilities Chair works with Accessibilities 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 Accessibilities 12th-Step activities and encourages member participation in those activities. The Accessibilities 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 Accessibilities and information from public Accessibilities agencies and professionals.

Qualifications:

Duties:

1. Keep a record of members in districts and groups willing to work in Accessibilities services and assist members with accessibility issues. Visit groups and districts within the area as often as possible and encourage participation in Accessibilities services from the individual members and districts.
2. Maintain a list of Accessibilities 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 Accessibilities as it relates to AA within the area.
4. Distribute information from the General Service Office (GSO) and other Areas regarding Accessibilities. Help promote awareness of the GSO catalog of AA Literature and Audiovisual Materials for Accessibilities and encourage the use of catalog items for Accessibilities 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 Accessibilities considerations are accommodated for assemblies, area committee meeting and area events.
6. Coordinate Accessibilities workshops and workshops/presentations to those districts and/or groups that request them.
7. Develop, maintain and distribute an Area Accessibilities Workbook.

II. Archives Standing Committee Chair

Summary: The Archives Chair and committee serves as the stewards of the NETA 65 Archives collection. They determine what to include in the Archives, working towards making the collection available to the greatest number of AA members as well as those in the public realm who have a valid interest in AA. They are also responsible for the preservation and safekeeping of the Area's Archival collection. The Archives Chair and committee oversees maintenance of the Archives for displays and retains important Area records, contributed artifacts and memorabilia. 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. Administer the formal receipt and acknowledgment of contributions to the Area Archives.

2. Organize and catalog contributions to the Archives and ensure that the Archives do not become a central collection point for miscellaneous odds and ends, ephemera or papers and is focused on limiting the Archives collection to materials of substantive and historical value.
3. Report regularly to the 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.
4. Preserve and repair the collection and select representative samples for arrangement into traveling displays.
5. Develop and maintain AA history presentations for showing at groups, districts, assemblies and AA sponsored events.
6. Recruit qualified members to serve on the Archives Committee. Encourage districts and groups to establish Archivist or Historian service functions.
7. 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.
8. 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 Guidelines. Also ensure that copies of the guidelines are available for distribution as needed and posted to the NETA65.org website.
9. 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.
10. Display the Archives collection at Area assemblies and, if requested, at other AA events.
11. Conduct AA history presentations and exhibit multimedia displays.
12. Report regularly to the Archives Committee, Area Committee and Assembly about ongoing Archives Committee matters.
13. Schedule, call and preside over meetings of the Archives Committee.

III. Convention Standing Committee Chair

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.

Qualifications:

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 Summer Assembly and two of the Winter Orientations. Also arrange for district hosting of the assembly hospitality suite.
9. 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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10. To the extent possible and practicable, ensure that assemblies, conventions and special events provide services to attendees with accessibility and bi-lingual interpretation needs.

IV. Cooperation with the Professional Community (CPC) Standing Committee Chair

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.

Qualifications:

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.

V. Corrections Standing Committee Chair

Summary: The Corrections Chair works with Corrections committees to take AA meetings and Bridging the Gap services to penal institutions and halfway houses. He/she keeps the area informed about correction facilities 12th Step activities and encourages members to participate. 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). Conduct corrections workshops to inform AA members how to begin carrying the message to alcoholics behind the walls. Encouraged to attend National Corrections Conference.
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. Provide AA literature and guidance to correctional professionals.
8. Coordinate the means for inmates to "bridge the gap" from prison into the larger AA community.
9. Maintain directory of NETA 65/Region Two correctional facilities and ensure contact with all State corrections facilities in the area.
10. Maintain contact list of groups and individuals, including District Corrections Chairs and Group Corrections Chairs, currently bringing AA to correctional facilities. Maintain contact with other Texas Areas Corrections Chairs.
11. Maintain pre-release sponsor list and handle requests for pre-release sponsors.
12. Corrections Committee Funds are maintained by the Area Treasurer. Corrections Committee Chair shall have a debit card or other access as agreed by Area Treasurer and Corrections Committee Chair.
 - a. All contributions that are designated as Orange Can/ Inmate Literature and can be used only to purchase AA literature for distribution to inmates. All contributions that are designated as Corrections/ Corrections Committee may be used to purchase AA literature or other expenses, for example for Corrections Chair or designated representative attending the National Corrections Conference or for seed money for NETA 65 Corrections Conference.
 - b. Coordinate with the Area Treasurer regarding funds available and accurate accounting of all funds expended.
 - c. Ensure the purpose of the Orange Can Fund is known and available to all NETA 65 members, groups, and districts. Provide Orange Can to all who request one.
 - d. Assist the Area Treasurer in keeping NETA 65 members, groups, and districts informed on correct address for Corrections and Orange Can contributions.

VI. Grapevine/La Viña (Gv/LV) Standing Committee 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, artwork 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.

Qualifications:

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.

VII. 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 and concerns.

Qualifications:

Duties:

1. Coordinate with Intergroup/Central Offices within NETA65 to help ensure a two-way flow of information between the Area and the Intergroup/Central Offices utilizing reports to NETA65, emails, and individual Intergroup/Central Office meeting reports.
2. Attend all Intergroup/Central Office business meetings when possible. Participate when requested in NETA activities (i.e. workshops, panels, etc.).
3. Keep NETA65 membership informed as to all Intergroup/Central Office meetings, activities, and issues.
4. Maintain an updated list of all Intergroup/Central Office meeting schedules and contact information.
5. Brief the Intergroup/Central Office Report at all Area Committee meetings and Area Assembly's.
6. The following seven (7) Intergroup/Central Offices in NETA65:
 - a. Dallas Intergroup Association
 - b. Ft. Worth Central Office
 - c. Tyler Central Office
 - d. Waco Central Office/Central Texas Intergroup
 - e. Texarkana Intergroup
 - f. Oficina Intergrupala Hispana De Alcoholicos Anonimos (A.A.) Ft. Worth
 - g. Oficina Intergrupala Hispana De Alcoholicos Anonimos (A.A.) Dallas

VIII. Literature / Audio-Visual Standing Committee Chair

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.

Qualifications:

Duties:

1. Regularly schedule and conduct committee meetings.
2. Keep current on new, upcoming, and 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.
7. Secure appropriate literature, pamphlets and forms needed for the Area's GSR/DCM Orientations held each year. Pertinent AA literature needed: AA Service Manuals, AA flyers and AA information pamphlets need to be ordered from the AA World Service in November for delivery in December. Assume 4-6 weeks for delivery of material. It is suggested to order 200 copies in English and 60 copies in Spanish for pamphlets; for Service Manuals, 80 in English and 40 in Spanish. For all items that cannot be ordered, this position will be responsible for printing the items. These need to be brought to each of the Orientations and the Assemblies in March, June and September. Expenses for the Orientation are separate from the Literature Chair's budget.

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.

IX. Newsletter Editor

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. The Area Secretary's Minutes are included in 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. Proofread all articles for correct grammar, spelling, newsworthiness, timeliness, and "principles before 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 AA members while identifying the non-AA 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.
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. Prepare the newsletter four (4) times per year and have it ready to mail within six (6) weeks prior to the next Assembly or Orientation/Workshop for the winter quarter.
6. 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.
7. Manage the mail-out of the Area Newsletter and obtain mailing labels from the Alt-Secretary.
8. Arrange for bulk mailing and imprint postage permits and related budget approval of the cost of mailing. The Area uses Metropolitan Press (1250 Majesty Dr. Dallas, TX 75247, 214-635-3131) for the Newsletter printing and mailing needs. The contact is Justin Reeves (justin@metpressinc.com).

X. Public Information (PI) Standing Committee Chair

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 12th 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:

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.

XI. Technology Standing Committee Chair

Summary: The Technology Chair works with the Technology Committee to provide assistance with the technology needs of the Area. The Technology Chair offers advice and solutions to questions related to technology questions which can include troubleshooting computer issues, websites, telephone/video conferencing, and email

Qualifications: The Technology Chair should be knowledgeable in current technologies and have a good working knowledge of computers, conferencing technologies, and email systems.

Duties:

1. Assist Area Officers and Committee Chairs with any computer issues they have when performing their AA responsibilities.
2. Provide advice or support to any District or Group that requests assistance with their technology.
3. Be the primary contact for all Area video conferencing design, setup, implementation, and training.
4. Participate in the Technology in AA Discussion Forum and applicable Workshops.
5. Provide oversight and assistance to the Area Webservant position.

Scope of the Technology Committee:

- a) Support the Area, Districts and Groups around Technology issues.
- b) Be a tech resource for all Area committees and officers.
- c) Be the Area tech repository of information on how technology is being used in AA and the AA service structure.
- d) Participate in the Technology in AA Discussion Forum and applicable Workshops.
- e) Support Area workshops as requested on technology and technology related issues.
- f) Committee will not be responsible content - only implementation and training.

XII. Translation Standing Committee Chair

Summary: 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 helpful but not required.

Duties:

1. Be responsible for the oversight and safekeeping 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.

XIII. Treatment Facilities Standing Committee Chair

Summary: The Treatment Facilities Chair works with TF committees to take AA meetings and Bridging the Gap services to patients in treatment facilities and halfway houses. They keep the area informed about treatment facilities' 12th Step activities, and encourage members to participate. 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 and new ideas that will further the carrying of our AA message through TF services.

Qualifications:

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.
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.
4. Conduct annual or semi-annual NETA65 Treatment workshops for Districts/Groups within the area (time and resources permitting).
5. Conduct individual Group or District Treatment Workshops upon request.
6. Provide a NETA65 Treatment Facilities display table when requested from any A.A. related service entity, conference or convention in Northeast Texas.

XIV. Webservant

Summary: The Webservant is a member of the NETA Technology Committee. The primary function of the position is to develop, maintain and secure the Area's Internet website (<https://neta65.org>) to keep interested parties informed of a wide variety of Area information and events.

Qualifications: The position can be technically demanding. The Webservant should have a working knowledge of internet technologies including, but not limited to: WordPress, HTML, MYSQL, Web servers and DNS. If the Webservant does not have the background sufficient for managing the website directly, the responsibilities may be delegated, but the Webservant 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 Technology Chair of any issues with the site and/or inform the Area Committee of concerns or substantial changes to the site.
4. Monitor access security of the website.

5. Upload files as requested by Area Committee Members and add links to those files.
6. Provide forwarding for Area Committee Member email addresses, and links to the addresses, each Panel and as necessary to ensure site security.
7. Update contact links to other General Service Structure entities and Central/Intergroup Offices.
8. Add content to the NETA65 events calendar and ensure it meets Area guidelines.
9. Archive Panel-specific documents in such a way to maintain member access.