Secretaries’ Guide

For the A.A. Group

This handbook is intended for the Group Secretary’s use during his/her term of service.

A copy should be permanently available to each incoming Secretary.

Originally Provided by:

District 16, Area 8

Edited for District 13

Alcoholics Anonymous

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A BRIEF HISTORY OF A.A.

Our first members of A.A. were Bill W. and Dr. Bob S., whose meeting in Akron, Ohio in 1935 led to the formation of the fellowship as we know it today.

Bill W. had been a successful New York stockbroker who had been given up as a “hopeless” drunkard. While hospitalized in the fall of 1934, he underwent a spiritual experience, which seemed to release him from the compulsion to drink. He talked to other alcoholics, trying to help them, but none stopped drinking.

In Akron, on a business trip the following spring, Bill again felt the need to talk with another alcoholic. He was introduced to Dr. Bob, a well-known surgeon whose practice had been seriously affected by his drinking and who had sought many ways to solve his problem.

The two men noted that their own desire to drink disappeared when they tried to share their recovery experience with other alcoholics. The chain reaction resulting from this discovery has been responsible for the consistent growth of the A.A. movement. Dr. Bob died in 1950 and Bill W. in 1971. You can find their stories in the Big Book – “Alcoholics Anonymous”. Their legacy is our lifesaving fellowship.

TO THE NEW SECRETARY

Congratulations on being elected secretary of your group. It can be a wonderful and rewarding experience for you.

This handbook is designed to answer any questions you may have about your specific responsibilities as secretary of your group and A.A. in general.

“Action” is the magic word to insure sobriety.

Never hesitate to ask for help and don’t forget Tradition 2, which says:

 “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.”

It is recommended that new secretaries have at least 6 months of continuous sobriety, when assuming the responsibility of Group Secretary.

Part of the responsibility of the rotating secretary is to PASS IT ON. Rotation is one of the important principles in the structure and operation of a local group (and, indeed, throughout the fellowship.

It means simply that A.A.’s shy away from the idea of an individual, no matter how competent, serving too long as a group officer or member of a service committee.

The suggested term of officers for Group Secretary is six months, for co-secretaries, one year. In A.A., it’s the program not the personalities that count.

Group Service Structure

The members of a group who accept responsibility which keep the group alive, serve it, they do not govern.

The following simple service structure is functioning well for many of the groups in our fellowship.

Chair/Leader

Secretary

Treasurer

Intergroup Representative

General Services Representative

Some groups have individuals who organize cake, make coffee, handles refreshments or literature issues. Many groups operate well with only a Secretary and Treasurer. It is the members of the group who decide the service structure it needs.

Traditionally, nearly all members limit their participation in business and policy meetings to a distinct group (This is referred to your Homegroup), even though they may visit and support others. Each group is autonomous, except in matters likely to affect the welfare of other groups.

Group Chair/Leader

Typical functions of the Chair/Leader are:

a. Making known to the group A.A. events in the area and relaying all information received from the Central Office, General Services Office, etc.

b. Maintaining contact with the Central Office, General Services Office, making sure that both offices are notified of any changes regarding the group as a whole.

c. Leads the Meeting Making known to the group A.A. events in the area and relaying all information received from the Central Office, General Services Office, etc.

d. Maintaining contact with the Central Office, General Services Office, making sure Check notebook for copy of Conduct necessary elections. the Intergroup Guidelines. If none, contact the Central Office/District so that both offices are notified of any changes regarding the group as a whole.

Group Secretary

Typical functions of a meeting secretary are:

a. Planning to have adequate supply of literature on hand.

b. Keeping up-to-date information concerning Twelve Step volunteers in the group and notifying the Central Office.

c. Placing monthly newsletter from Central Office and Box 459 bulletin from GSO with literature display.

d. Handling necessary correspondence and telephone calls.

e. Notifying the Central Office of all changes of address and telephone numbers.

f. Having sobriety tokens for appropriate uninterrupted sobriety.

g. Handling A.A. “birthday” celebrations.

Group Treasurer

The group Treasurer is the custodian and disburser of monies received by “passing the basket” at A.A. meetings. Collections are usually counted and recorded by the Treasurer and Secretary. Their service to the group is in keeping a detailed account of the group’s financial position and reporting once a month to the group in person. In groups that do not have a Treasurer the Secretary performs these duties.

Typical duties of the Treasurer:

a. Paying Rent of the meeting place

b. Budgeting Group Finances

c. Distribution of Group contributions

Steering Committee or Business Committee

The Steering Committee or Business Committee is a device for handling business and policy matters in larger groups. Service on the Committee, like all A.A. responsibilities, is on a rotating basis.

Intergroup Representative

(One-year sobriety recommended)

The Intergroup meets the second Wednesday of each month. The San Diego intergroup is sponsored by the Central Office and supports these activities. This meeting is or should be attended by the Intergroup Representative. Matters having to do with the good of the Fellowship and the welfare of A.A. as a whole are discussed at these meetings.

Representatives are elected in June and December (to begin in July and January). It is recommended that an Alternate Representative be elected, to attend the Intergroup if the Representative must miss a meeting.

General Service Representative

(Two years sobriety recommended)

“A General Services Representative is any member of a group elected by that group to act primarily as a connecting link between his group and General Services Headquarters, it is the General Services Representative who constitutes a vital connecting link. Thus, the General Services Representative can be most important to A.A.’s over-all welfare.”

The complete description of the General Service Structure appears in the A.A. Service Manual.

General Service (in our area) is concerned with A.A. on a worldwide basis. Again, it is recommended that an Alternate Representative be elected to attend the Area Assembly if the Representative must miss a meeting.

The Intergroup and Central Office are concerned with A.A. affairs on a local basis.

Meeting Information

The success of the A.A. meetings is not accidental. It is the result of the work performed by our members in getting A.A. started here: it is the result of adherence to our Twelve Traditions; it is the result of service.

Each of our groups faces the problems presenting, week after week, programs which may attract newcomers and hold their interest.

A typical meeting may follow a pattern resembling the following or your meeting may have a set “Leader’s Format”:

The Chair/leader identifies himself/herself as an alcoholic. Gives a short explanation of what A.A. is, usually be reading the “Grapevine Definition.” He or she usually welcomes newcomers and visitors.

A member may be asked to read the opening paragraphs of the Fifth Chapter entitled “How It works”. Another member may read the Twelve Traditions to ensure our survival.

The Chair/Leader conducts the program of the group, or the leader follows a prescribed format for the meeting.

The secretary’s report and announcements are made.

The collection is taken for expenses of the meeting and for the support of the overall services of A.A.

Usually, the meeting closes with the recitation of the Serinity Prayer or Lord’s Prayer.

It should be clearly understood that the foregoing is a very generalized outline. There is no dogma or creed in A.A. Each group may conduct its meeting as it sees fit, as long as nothing is done which could be detrimental to neighboring groups or A.A. as a whole.

Types of Meetings:

1. Beginners Meeting:

Beginner’s meetings are designed to give the newcomer the basic fundamentals of the program and emphasis is usually on the First Step almost exclusively. Newcomers are urged to attend six to eight of these beginners’ meetings, in addition to the regular attendance at the neighborhood group. In this way the tendency to convert the neighborhood group meeting into a continuous discussion group confined to the First Step is lessened, and the beginner may receive a through explanation of why he/she cannot and should not drink, along with a complete history of Alcoholics Anonymous.

2. Closed Meeting: (Men only, Women only, Mixed)

The Closed Meeting (alcoholics only) a solution to a problem similar to one which is currently plaguing him/her. Many members find it easier to discuss personal problems in a group where there are no non-alcoholics present. This might give the member a chance to speak up, to ask questions, and to hear the experience of others who have found

3. Open Meeting:

There is a slight difference in the conduct of these meetings. They differ from closed meetings only to the extent that the non-alcoholics present are relatives or close friends or interested parties. Sometimes they are speaker type meetings, sometimes discussion, and sometimes participation.

4. Discussion Meeting:

One of the Steps may be selected in advance for discussion; or maybe some of the “Character defects” will be discussed. Such meetings may take the form of a roundtable.

Question and answer session. Some groups give the questions to a panel for discussion.

The panel usually consists of both men and women who are old-time members. The meetings may be closed to alcoholics only - or open.

5. Study Meetings:

These meetings differ from discussion meetings in that the Big Book, Alcoholics Anonymous, and the Twelve Steps & Twelve Traditions are generally read as a guide for the discussion. There are a number of other A.A. related literature that is used for this type of meeting.

Prayers are found in the

Big Book of Alcoholics Anonymous

Third Step Prayer

God, we offer ourselves to Thee to build with us and to do with us as Thou wilt.

Relieve us of the bondage of self, that we may better do Thy will. Take away our difficulties, that victory over them may bear witness to those we would help of Thy Power, Thy Love, and Thy Way of life. May we do Thy will always?

Seventh Step Prayer

Our Creator, we are now wishing that you should have all of us, good and bad. We pray that you now remove from us every single defect of character which stands in the way of our usefulness to you and our fellows. Grant us strength, as we go out from here to do our bidding. Amen.

Eleventh Step Prayer

Lord, make me a channel of thy peace--that where there is hatred, I may bring love--that where there is wrong, I may bring the spirit of forgiveness--that where there is discord, I may bring harmony--that where there is error, I may bring truth--that where there is doubt, I may bring faith--that where there is despair, I may bring hope--that where there are shadows, I may bring light--that where there is sadness, I may bring joy.  Lord, grant that I may seek rather to comfort than to be comforted--to understand, than to be understood--to love, than to be loved.  For it is by self-forgetting that one finds.  It is by forgiving that one is forgiven.  It is by dying that one awakens to eternal life.  Amen

Readings Commonly Used in Meetings

The AA Preamble

ALCOHOLICS ANONYMOUS is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Chapter 3\*

More About Alcoholism

Most of us have been unwilling to admit we were real alcoholics. No person likes to think he is bodily and mentally different from his fellows. Therefore, it is not surprising that our drinking careers have been characterized by countless vain attempts to prove we could drink like other people. The idea that somehow, someday he will control and enjoy his drinking is the great obsession of every abnormal drinker. The persistence of this illusion is astonishing. Many pursue it into the gates of insanity or death.

We learned that we had to fully concede to our innermost selves that we were alcoholics. This is the first step in recovery. The delusion that we are like other people, or presently maybe, has to be smashed.

We alcoholics are men and women who have lost the ability to control our drinking. We know that no real alcoholic ever recovers control. All of us felt at times that we were regaining control, but such intervals, usually brief, were inevitably followed by still less control, which led in time to pitiful and incomprehensible demoralization. We are convinced to a man that alcoholics of our type are in the grip of a progressive illness. Over any considerable period, we get worse, never better.

We are like men who have lost their legs; they never grow new ones. Neither does there appear to be any kind of treatment which will make alcoholics of our kind like other men. We have tried every imaginable remedy. In some instances, there has been a brief recovery, followed always by a still worse relapse. Physicians who are familiar with alcoholism agree there is no such thing as making a normal drinker out of an alcoholic. Science may one day accomplish this, but it hasn't done so yet.

Despite all we can say, many who are real alcoholics are not going to believe they are in that class. By every form of self- deception and experimentation, they will try to prove themselves exceptions to the rule, therefore nonalcoholic. If anyone who is showing inability to control his drinking can do the right-about- face and drink like a gentleman, our hats are off to him. Heaven knows, we have tried hard enough and long enough to drink like other people!

Here are some of the methods we have tried: Drinking beer only, limiting the number of drinks, never drinking alone, never drinking in the morning, drinking only at home, never having it in the house, never drinking during business hours, drinking only at parties, switching from scotch to brandy, drinking only natural wines, agreeing to resign if ever drunk on the job, taking a trip, not taking a trip, swearing off forever (with and without a solemn oath), taking more physical exercise, reading inspirational books, going to health farms and sanitariums, accepting voluntary commitment to asylums we could increase the list ad infinitum.

Chapter 5

How It Works

Rarely have we seen a person fail who has thoroughly followed our path. Those who do not recover are people who cannot or will not completely give themselves to this simple program, usually men and women who are constitutionally incapable of being honest with themselves. There are such unfortunates. They are not at fault; they seem to have been born that way. They are naturally incapable of grasping and developing a manner of living which demands rigorous honesty. Their chances are less than average. There are those, too, who suffer from grave emotional and mental disorders, but many of them do recover if they have the capacity to be honest.

Our stories disclose in a general way what we used to be like, what happened, and what we are like now. If you have decided that you want what we have and are willing to go to any length to get it - then you are ready to take certain steps.

At some of these we balked. We thought that we could find an easier, softer way. But we could not. With all earnestness at our command, we beg of you to be fearless and thorough from the very start. Some of us have tried to hold on to our old ideas and the result was nil until we let go absolutely.

Remember that we deal with alcohol - cunning, baffling, powerful! Without help it is too much for us. But there is One who has all power - that One is God. May you find him now?

Half measures availed us nothing. We stood at the turning point. We asked His protection and care with complete abandon.

Here are the steps we took, which are suggested as a program of recovery:

1. We admitted we were powerless over alcohol - that our lives had become unmanageable.

2. Came to believe that a Power greater than us could restore us to sanity.

3. Made a decision to turn our will and our lives over to the care of God as we understood Him.

4. Made a searching and fearless moral inventory of ourselves.

5. Admitted to God, to us, and to another human being the exact nature of our wrongs.

6. Were entirely ready to have God remove all these defects of character.

7. Humbly asked Him to remove our shortcomings.

8. Made a list of all the people we had harmed and became willing to make amends to them all.

9. Made direct amends to such people wherever possible, except when doing so would injure them or others.

10. Continued to take personal inventory and when we were wrong promptly admitted it.

11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.

12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

Many of us exclaimed, "What an order! I can't go through with it." Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is that we were willing to grow along spiritual lines. The principles we have set down are guides to progress. We claim spiritual progress rather than spiritual perfection.

Our description of the alcoholic, the chapter to the agnostic, and our personal adventures before and after making clear three pertinent ideas:

That we were alcoholic and could not manage our own lives.

No human power could have relieved our alcoholism.

That God could and would if He were sought.

A.A. printed copies of How it Works, and the 12 Traditions can be obtained at the Dixie Central Office.

THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS

(SHORT FORM)

1. Our common welfare should come first; personal recovery depends upon

A.A. unity.

2. For our group purpose there is but one ultimate authority—a loving God as

He may express Himself in our group conscience. Our leaders are but

trusted servants: they do not govern.

3. The only requirement for A.A. membership is a desire to stop drinking.

4. Each group should be autonomous except in matters affecting other groups

or A.A. as a whole.

5. Each group has but one primary purpose—to carry its message to the

alcoholic who still suffers.

6. An A.A. group ought never endorse, finance, or lend the A.A. name to any

related facility or outside enterprise, lest problems of money, property, and

prestige diverts us from our primary purpose.

7. Every A.A. group ought to be fully self-supporting, declining outside

contributions.

8. Alcoholics Anonymous should remain forever nonprofessional, but us

service centers may employ special workers.

9. A.A., as such, ought never be organized; but we may create service boards

or committees directly responsible to those they serve.

10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A.

name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we

need always maintain personal anonymity at the level of press, radio, and

films.

12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us

to place principles before personalities.

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The AA Promises

If we are painstaking about this phase of our development, we will be amazed before we are halfway through.

We are going to know a new freedom and a new happiness.

We will not regret the past nor wish to shut the door to it.

We will comprehend the word serenity, and we will know peace.

No matter how far down the scale we have gone, we will see how our experience can benefit others.

That feeling of uselessness and self-pity will disappear.

We will lose interest in selfish things and gain interest in our fellows.

Self-seeking will slip away.

Our whole attitude and outlook upon life will change.

Fear of people and of economic insecurity will leave us.

We will intuitively know how to handle situations, which used to baffle us.

We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not.

They are being fulfilled among us - sometimes quickly, sometimes slowly.

They will always materialize if we work for them.

SUGGESTED TOPICS FOR DISCUSSION MEETINGS

GENERAL IDEAS

1. The Twelve Steps

Some groups discuss one Step a week. If there is a newcomer attending for the first time, the group may change the topic to focus on the first three Steps.

2. The Twelve Traditions

Following the conclusion of the Step meetings, some groups will discuss the Traditions so that, every thirteenth meeting the group focuses on a Tradition.

3. The Big Book, Alcoholics Anonymous

Some groups discuss one chapter from the Big Book each week. Other groups read from the Big Book weekly and discuss each chapter as they go along.

4. Readings from As Bill Sees It can inspire sharing on discussion topics.

5. Living Sober also has many topics used by groups.

6, Some A.A. slogans can be used as topics—such as “Live and Let Live,” “Easy Does It,” “First Things First,” and “H.A.LT.” (Don’t get too Hungry, Angry, Lonely, or Tired).

SOME SPECIFIC TOPICS

. Acceptance Fear

. Attitude of gratitude Forgiveness

. Belief in a Higher Power Freedom through sobriety

. Complacency Group inventory.

. Contempt prior to investigation Hope

. Dependence Humility

. Identification Resentments

. Making Amends Letting Go of anger.

Other topics may be found in the A.A. Grapevine monthly section on “Discussion Topics.”

7th Tradition

Below are generally the entities that Groups contribute to. As an autonomous group we encourage your group to decide based on an informed group conscience on the distribution and amount of your contributions.

“Being fully self-supporting through our own contributions.”

General Service Office, Area 69, District 7 of Alcoholics Anonymous are dependent upon group contributions.

General Service Office -- Contributions to New York are usually made monthly. Inasmuch as there are no “rules” in A.A., this is not a rule either. Some groups contribute a small amount per member monthly, others follow the 60-30-10 concept, as explained in the pamphlet entitled, “60-30-10” which is available at Central Office.

Dixie Central Office – Contributions to Intergroup/Central Office are used to support phone service for twelfth step calls, coordination of group activities and A.A. literature. Contributions to GSO support group services throughout the U.S. and Canada provide for the General Services Conference, which is the group conscience of A.A., and carries the A.A. message worldwide. Contributions to the Area Assembly ease the job of the GSO and put your contributions to work locally publishing the area newsletter to foster communication and unity: sending our delegate to the General Services Conference to carry our group conscience of this area; providing the literature to help carry the message.

The General Service Office in New York does not expect as much support from areas which also support a Central Office. These Central Offices relieve the New York Office of a tremendous volume of work. In the matter of literature purchases alone, much time and labor are saved by New York when a Central Office places one large order per month, instead of having to process many small orders. Discounts are available also for large orders, so by ordering our A.A. books in volume and selling them to our Fellowship, we can buy at the discount rate and pass the savings on to our members. When purchasing a minimum of 200 books at one time, we can receive the largest available discount.

Utah Area 69

Utah Area 69 is our General Service Area. General Service Areas follow the broad geographical division of a state or province. Due to the size and population of Utah the State is comprised of our area.

Our area conducts AA business through monthly Area Committee Meetings and Area Assemblies. Area 69 has a direct link to the General Service Office through our Delegate who attends an annual meeting of AA worldwide services. Area 69 is solely dependent on the donations from it’s’ members. Hence, they should be very tuned to the needs of the AAs in the geographic area. You will hear that their mission is stated to carry out our primary mission. The group members, through their support and contributions, determine how well the Area meets their stated goals.

District 7

District 7 represents the groups in mainly the southern Utah geographic area. Each group elects a GSR to represent the group and attends the district meetings and the Area assemblies. They have the opportunity to bring up issues or concerns of their group through motions and discussions. They represent the group conscience of a particular group. They are also solely dependent on the contributions of the group.

District 7 (Treatment and Institutions)

The District 7 Treatment and Institutions committee provides meetings to hospitals and institutions where the patients or inmates normally cannot attend a regular AA meeting. They also provide literature at no cost to the meetings they attend. They rely solely on the contribution of the groups and individuals to provide the literature to the meetings they support.

Summary: The groups are autonomous. They don’t have to do anything they do not wish to do. There are no set “rules” in A.A. All agencies, from New York Office on down, are Service agencies. A.A. has no “Executive Officers” nor does it have any “Executives.”

Our 7th Tradition guides us to be fully self-supporting through our own contributions at all levels. Often groups do not contribute to the rest of the A.A. support system out of ignorance as to how and where to send their funds. We hope to correct this by providing some ideas and answers to any questions you may have.

Contributions to Intergroup/Central Office are used to support phone service for twelfth step calls, coordination of group activities and A.A. literature. Contributions to GSO support group services throughout the U.S. and Canada provide for the General Services Conference, which is the group conscience of A.A., and carries the A.A. message worldwide. Contributions to the Area Assembly ease the job of the GSO and put your contributions to work locally publishing the area newsletter to foster communication and unity: sending our delegate to the General Services Conference to carry our group conscience of this area; providing the literature to help carry the message.

Below are a few examples and addresses for contributions of your group funds after basic expenses (rent, literature, coffee/refreshments, and prudent “emergency” reserves) are?

accounted for. While the charts below are samples, the group may choose to distribute funds as they see fit according to an informed decision.

General Service Office

PO Box 2407,James A. Farley Station

New York, NY 10116-2407

Area 69 of Alcoholics Anonymous

PO Box 18134

Kearns, UT 84118

District 7 Treasurer

1021 S 350 W #2

Cedar City, UT 84721

Dixie Central Office

PO Box 1715

St George, UT 84771

Terms used in General Service –

ALTERNATE - A service worker who, at group, district or area level, assists, supports and participates in service responsibilities where feasible, depending on local autonomy and local needs.

AREA - a geographical division within a state or province. A Conference delegate comes from an AREA. Normally, there is one area to a state or province, except in heavily A.A. populated places, where there may be two, three or more areas in the state or province.

AREA COMMITTEE - A committee made up of district committee members, elected by the general service representatives (GSRs) in each district and the area committee officers. The area committee is a vital element of the general service structure.

ASSEMBLY COORDINATOR - Responsible for arranging Area Assemblies four times a year. Also Agenda Committee will have this person on it.

ASSEMBLY - A meeting of GSRs, DCMs, and committee members to discuss the

affairs and biennially to elect a delegate and committee officers.

CENTRAL OFFICE - Depending on the locale, the same as Intergroup.

CONFERENCE - The General Service Conference. This can mean either the structure involving committees, GSRs and delegates in an area or the annual

meeting of Conference delegates each April in New York.

CONFERENCE APPROVED LITERATURE - Pamphlets, books and films which the appropriate Conference committees have reviewed and reported favorably to the Conference meeting for its approval, and which have been approved by the Conference.

CONTACT SERVICE - Assists the A.A. members newly released from prisons, institutions, detoxes, and hospitals to get to a meeting in their hometown or area. Contact Service is a sub-committee of CNCA.

DELEGATE - The man or woman elected at the electoral assembly every other year to represent the area at the annual meeting of the Conference in New York

And to bring back to the area the results of the Conference meeting (See Chapter V of the Service Manual.)

DISTRICT - A division with an area to be represented by a committee member chair, often a county or two counties, but in more populous areas can be part of a county.

DISTRICT COMMITTEE MEMBER - DCM - sometimes called a committeeman or committeewoman. He or she is an experienced GSR elected by the other GSRs to represent the groups of their district in area committee meetings - and to coordinate service activities in the district (See Chapter iii).

DISTRICT COMMITTEE MEMBER CHAIR - DCMC - Chairperson of the District Committee, chairs the District meetings, attends the Area Committee meetings and all area assemblies.

DISTRICT MEETINGS - The meetings of the district committee members and the GSRs of the groups within the district.

GENERAL SERVICE OFFICE - GSO - In New York, seat of public relations and custodians of the Twelve Traditions.

GENERAL SERVICES REPRESENTATIVE - GSR - the GSR is an A.A. member so elected by the group to voice the group's opinion in discussions at the area level. GSRs, in turn, vote for the district committee member and for the delegate and other area officers.

GRAPEVINE CHAIR - Provides Grapevine information for the district. The Grapevine is the official magazine (publication) of A.A.

INTERGROUP - Service committee created to handle the local needs of groups.

LIAISON - Reports information to and from the District.

LITERATURE CHAIR - Provides A. A. approved literature for the district (primarily service-related literature).

PRAASA - PACIFIC REGION ALCOHOLICS ANONYMOUS SERVICE

ASSEMBLY - The area includes Alaska, Washington, Oregon, California, Hawaii, Arizona, and Nevada. It provides an opportunity for A.A.'s service structure to meet and share with each other. The assembly is held annually.

PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY - PI/CPC - Generally a co-chair position. Helps direct our contact with the community at large. Helps inform the public and the professional community about A.A. as a whole and how we can be of service to them.

REGION - A grouping of several states or provinces from which a Regional

Trustee comes to the Board of Trustees. There are six Regions in the United States and two in Canada.

REGISTRAR - Maintains records of names and addresses of GSRs and forwards the information to the Area Registrar and General Services Office.

SECRETARY - Takes minutes of area meetings and assemblies.

SHARING SESSION - A kind of group, district, area or conference meeting where everyone is invited to contribute ideas and comments on A.A. matters.

THIRD LEGACY - Recovery and Unity are A.A.'s first two Legacies. Our Third Legacy is Service, the sum total of all A.A. services; from a Twelfth Step call to A.A.'s coast-to-coast and worldwide service activities.

TREASURER - Maintains financial records. Pay all bills.

TRUSTEE - The usual term for a member of A.A.'s General Service Board. Some trustees are A.A.'s, some are non-alcoholic.

WORLD SERVICE OFFICE - Center for A.A. General Services

Service Material from the General Service Office