

CALGARY GENERAL SERVICE COMMITTEE GUIDELINES

Last amended December 19, 2017

Article I — General

- 1.01 Our Twelfth Step, “Carrying the Message” is the basic service that the AA Fellowship provides. This is our principle aim, and the main reason for our existence. Therefore, AA is more than a set of principles; it is a society for recovering alcoholics in action.
- 1.02 The Calgary General Service Committee (CGSC) is made up of all District Committee Members (DCMs) and General Service Representatives (GSRs) from each group in Calgary and vicinity; a Chair, Alternate Chair, Secretary, Treasurer, and the Sub-Committee Chairs of: Treatment Facilities, Bridging the Gap, Correctional Facilities, Intergroup Liaison, Cooperation with Professional Community, “*Grapevine*”, Introductory Service Seminar, Gratitude Round Up and Records and Registration.
- 1.03 The Chair, Alternate Chair, Secretary, Treasurer, Intergroup Liaison, DCMs and all Sub-Committees Chairs form the CGSC Steering Committee. The Steering Committee meets monthly prior to the regular CGSC meetings to determine the agenda for the next CGSC meeting.
- 1.04 The general responsibilities of the CGSC are to:
 - Coordinate local general service opportunities and special activities
 - See that professionals get proper information concerning our fellowship
 - Keep groups informed about what is happening in AA as a whole
 - Assist with groups and district problems when requested

Article II — Table Officers

CGSC CHAIR (2 YEAR TERM)

- 2.01 The Chair conducts the meetings of CGSC and its Steering Committee. Both are held monthly; CGSC meets on the third Monday of each month and the Steering Committee will meet on the Tuesday prior. The Chair is automatically a member of all Sub-Committees and encouraged to attend as many Sub-Committee meetings as possible. The Chair ensures that some action is taken on all matters coming before the committee.
- 2.02 The Chair should have five years of continuous sobriety and a good working knowledge of the AA service structure. This includes a sound understanding of the Steps, Traditions and Concepts and how to apply them to local issues.
- 2.03 A Chair should possess the ability to motivate others in General Service. By attending all Area Committee Meetings and Assemblies, the Chair keeps CGSC informed about AA’s General Service activities.
- 2.04 The Chair should:
 - be familiar with Robert’s Rules of Order and AA’s Rule 62 (don’t take yourself too darned seriously)
 - be firm but fair in conducting meetings, always ensuring the minority voice is heard
 - be sensitive to the needs of the districts within CGSC
 - have a desire to see AA thrive and grow
 - have good interpersonal communication skills
 - demonstrate that service to others is a complement to recovery
- 2.05 The Chair is responsible for arranging a facilitator for the CGSC general elections.
- 2.06 The Chair shall arrange for the Area 78 Delegate to give an Annual Conference Report.

Article II – Table Officers (...continued)

CGSC ALTERNATE CHAIR (2 YEAR TERM)

- 2.11 The Alternate Chair conducts CGSC and Steering Committee meetings when the Chair is unable to attend, attends district meetings, reviews group contributions and answers questions and supports Calgary-area District Committee Members. In general, the Alternate Chair is preparing to become Chair
- 2.12 The Alternate Chair is expected to stand for the position of Chair; therefore it is important that a candidate can commit to a 4-year period of service.
- 2.13 It is suggested that candidates for this position have served as General Service Representative and have two years of continuous sobriety.

CGSC SECRETARY (2 YEAR TERM)

- 2.21 The Secretary's job requires diligence. The Secretary will attend all CGSC and Steering Committee meetings, carefully recording motions and proceedings while preparing and distributing all meeting minutes. In addition, the secretary will circulate the monthly attendance list for distribution of the Minutes
- 2.22 The Secretary should have two years of sobriety as well as experience at the home group level, or service experience with CGSC
- 2.23 Taking minutes of meetings requires that the secretary sift through thousands of words to get to the essence of what has been discussed. The position demands considerable time, and duties need to be carried out on schedule.

CGSC TREASURER (2 YEAR TERM)

- 2.31 The CGSC Treasurer:
 - should be a responsible person who can keep good records
 - ensures that financial reports are given each month
 - drafts a yearly budget
 - arranges banking facilities
 - issues cheques with double signatures for all budgeted expenditures
 - is responsible for the regular payment of all accounts
 - should have 5 years of sobriety and be a careful guardian of CGSC funds
- 2.32 It is preferable the Treasurer's background include bookkeeping and an understanding of computer accounting programs and principles.
- 2.33 The Treasurer is primarily responsible for reporting on the financial health of the CGSC, and is able to explain how group contributions support the service structure.
- 2.34 The financial records kept by the Treasurer should be audited, by an outside auditor, at least once every 24 months. This auditor shall not be a current CGSC committee member nor have served on the committee in the previous 3 years.

Article III — CGSC Sub-Committee Officers

GENERAL

- 3.01 Unless a CGSC meeting is designated "special" and devoted to a single purpose (i.e. elections or reports from our delegate), the Chair calls for reports from each Sub-Committee. When called upon, the Subcommittee Chair or alternate reads the report and hands it to the Secretary. When the report contains a recommendation for action, the Chair should move its adoption (which requires a seconder).
- 3.02 It is recommended that a Sub-Committee Chair have prior committee experience, be a current or past General Service Representative, and have time available for all Sub-Committee and Area meetings.

Article III — CGSC Sub-Committee Officers (...continued)

CHAIR, TREATMENT FACILITIES (2 YEAR TERM)

- 3.11 The Chair coordinates AA activities inside treatment facilities and hospitals, and:
- arranges with facility administration to set up introductory AA meetings for clients and staff
 - arranges and coordinates committee members to chair meetings on a scheduled, routine basis
 - holds regular meetings with committee members
 - participates in service seminars and education sessions with CPC, BTG, Area 78, etc. as necessary
 - prepares and distributes information packages for committee members as necessary
 - mentors the Treatment Facilities Coordinators during their terms

CHAIR, CORRECTIONAL FACILITIES (2 YEAR TERM)

- 3.21 The Chair is responsible to:
- establish and maintain AA meetings at Calgary correctional facilities, always working within facility guidelines
 - holds regular meetings with committee members
 - appoint a coordinator for each facility
 - maintain literature supplies for all facilities
 - act as a liaison for clearance procedures

CHAIR, BRIDGING THE GAP (2 YEAR TERM)

- 3.31 The Chair coordinates the activities of AA Bridging the Gap inside treatment facilities, and:
- arranges with facility administration to set up Bridging The Gap presentations for clients and staff these may include Renfrew Recovery Centre, AHS-AAS, Sunrise and others
 - arranges and coordinates committee members to chair the presentations on a scheduled, routine basis
 - holds regular meetings with committee members
 - participates in service seminars and education sessions with CPC, Treatment Facilities; Area 78, etc. as necessary
 - establishes and maintains the confidential male and female temporary contact lists by district for Calgary and the southern half of Area 78 (area codes 403, 587 and 250)
 - mentors the male and female coordinators during their terms

CHAIR, COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) (2 YEAR TERM)

- 3.41 The Chair facilitates the committee in carrying the CPC message (what we are, how to find us, what AA does & what AA does not do) to professionals involved with the still suffering alcoholic.
- 3.42 Some professionals to be contacted by the Sub-Committee may include those working or studying to be working in the fields of:
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|-------------------|--|
| • human resources | ♦ alcoholism agencies (such as AADAC) |
| • law enforcement | ♦ the Armed Forces |
| • the clergy | ♦ medical and social work institutions |
- 3.43 holds regular meetings with committee members

Article III — CGSC Sub-Committee Officers (...continued)

CHAIR, INTRODUCTORY SERVICE SEMINAR (2 YEAR TERM)

- 3.51 The Chair is responsible to form a committee and hold meetings in planning and organizing the seminars. As these are an introduction to service work, the program should include the service structure and the activities of the fellowship.
- 3.52 Seminars are held twice yearly, Spring and Fall.
- 3.53 The Chair submits a report and financial statement after each seminar and returns any surplus funds to the CGSC Treasurer.

CHAIR, GRAPEVINE (2 YEAR TERM)

- 3.61 The Chair is responsible for:
- Encouraging subscriptions and sales of the AA Grapevine and related materials within the fellowship
 - Keeps groups informed about special reference articles and the Grapevine sales catalogue items
 - May establish a committee and hold monthly committee meetings

CHAIR, GRATITUDE ROUND UP (1 YEAR TERM)

- 3.71 The Gratitude Round Up Chair should have a minimum of five years of sobriety, along with a good working knowledge of the Steps, Traditions and Concepts for World Service. Ideally, the Chair has performed one or more Round Up or Conference positions, has other service experience and has been active in the CGSC.
- 3.72 The Chair has the responsibility to form a committee to ensure that all activities are organized and to hold regularly scheduled monthly meetings.
- 3.73 The committee keeps complete financial records, and submits written and verbal reports on a monthly basis to CGSC.
- 3.74 Upon completion of the Round Up, the committee prepares a complete financial statement and remits any surplus to the CGSC Treasurer.
- 3.75 A start-up fund (in a set amount) is allocated by the CGSC in its annual budget and kept in a separate Round Up bank account.
- 3.76 The election of the Chair is held in June each year to ensure continuity with hotel/facility bookings and negotiations for the next round up; the call for nominations is to be announced at the May CGSC meeting.

INTERGROUP LIAISON (2 YEAR TERM)

- 3.81 The Liaison attends the monthly CGSC and Intergroup meetings and keeps CGSC and Intergroup members informed of each committee regular and special activities.

CHAIR, GROUP RECORDS AND REGISTRATION (2 YEAR TERM)

- 3.91 The Chair attends CGSC meetings and has available the necessary forms and other information required to meet the Recording and Registration needs of the DCMs, GSRs and Groups.
- 3.92 The Chair develops and maintains records of all groups within the CGSC including meeting location, time and GSR and/or group contact.
- 3.93 The Chair forwards the group information to the Area 78 Registration Chair.
- 3.94 The Chair or an appointed delegate is responsible for preparing and distributing to the Newcomer GSR, or DCM, Information packages. (A New GSR Welcome to CGSC Letter, a CGSC District Boundaries Map, an AA Language handout, which describes all the Service Positions, The Twelve Concepts for World Service & The Twelve Traditions Illustrated brochures).
- 3.95 The Chair may form a committee if assistance is required.

Article IV — Election Procedures

- 4.01 Elections are held in October of odd years for the two-year terms and every year for the one-year terms with all terms commencing the following January.
- 4.02 Third Legacy election procedures are followed as outlined in the AA Service Manual.
- 4.03 All current GSRs, DCMs, table officers and Sub-Committee Chairs are eligible to vote. In their absence, their alternates vote.
- 4.04 Bearing in mind the spirit of rotation, past or current GSRs, DCMs, table officers and Sub-Committee Chairs are eligible to stand for committee positions. In addition, a Sub-Committee Chair may nominate a member of their committee to stand for Chair.
- 4.05 It is recommended that a DCM hold no other AA office.
- 4.06 Nominees must be present to be elected.

Article V — General Procedures

- 5.01 Not all of the various responsibilities of the Sub-Committees are listed here. Refer to AA service literature for additional duties and responsibilities.
- 5.02 All Sub-Committees are responsible to CGSC.
- 5.03 ***Relation to Area Structure:*** Chairs of the CGSC Sub-Committees for Treatment Facilities, Bridging the Gap, Correctional Facilities, Co-operation with the Professional Community, Grapevine and Group Records and Registration and the CGSC Chair attend Area 78 Assemblies and Area 78 Committee meetings, at the expense of the CGSC, although they are not currently seated at Area 78.
- 5.04 It is recommended that all table officers and subcommittee chairs attend the Area Assemblies and Area Committee Meetings.
- 5.05 ***Seventh Tradition:*** CGSC is supported through group contributions and other activities approved by the CGSC.
- 5.06 ***Amendment:*** These Guidelines may be amended by regular motion at CGSC. Concept XII, Warranty Four should apply. All important decisions should be reached by discussion, vote and whenever possible, substantial unanimity.
- 5.07 A service worker may be asked to resign if time does not permit him/her to carry out the responsibilities of the position (S-35, AA Service Manual).