

REGINA & AREA AA INTERGROUP SERVICE GUIDELINES

Document Version Control

Version	Author	Date	Description of Change to the Document
1.0		February 2011	Initial presentation to Intergroup Committee
1.1		November 2011	Updated information and structure; presented to I.G.
1.2		January 2012	Updated information first draft ready for approval from I.G. Committee.
1.3		February 2012	Final Version Approval

REGINA INTERGROUP SERVICE STRUCTURE

REGINA & AREA INTERGROUP SERVICE STRUCTURE

Intergroup is an A.A. service structure that involves partnerships among Groups in a community--just as A.A. Groups themselves are partnerships of individuals. It is established to carry out certain functions common to all the Groups - functions which are best handled by a centralized structure - and is usually maintained, supervised, and supported by these Groups in their general interest. It exists to aid the Groups in their primary purpose of carrying the message of A.A. to the alcoholic who still suffers.¹

INTERGROUP AND GENERAL SERVICE

The common experience has shown that A.A.'s worldwide unity is best served if A.A. Groups maintain their own separate contacts with General Service and G.S.O. rather than having their Intergroup or Central Offices maintain these contacts on their behalf. Direct group contact with G.S.O. or the area General Service Committee doesn't take the place of services provided by a local service office or Intergroup, but helps the General Service Committee and G.S.O. to keep in closer touch with all groups.

Intergroup (I.G. Central Offices) and General Service Area Committees are complementary rather than competitive A.A. structures. Both services exist to help ensure A.A. unity and to fulfill A.A.'s primary purpose of carrying the message through separate service structures.

REGINA INTERGROUP COMMITTEE

This Committee is responsible to the fellowship in the Regina area to maintain, supervise and support the present services and functions of Intergroup. The Regina Central Office, the annual Regina A.A. Round Up, Alcathon, Speaker Meeting, Social Committee, Public Information. The above sub-committees are working committees and are responsible to the Fellowship of A.A. in the Regina area through the Regina Intergroup Committee.

INTERGROUP REPRESENTATIVES (GROUP REPS.)

To ensure as much group participation as possible now and in the future, and to implement and ensure that ROTATION principle of A.A. service, all members of the Regina Intergroup committee are elected or alternate Intergroup Representatives (I.R.) from the various groups within Regina. Suggest that each Group have one Intergroup Representative (and an optional alternate rep) elected for a two year term.

1. Suggest that Intergroup Reps, have no less than one year continuous and active sobriety in their Group
2. Request that when possible, Group Reps. be chosen by their Groups in October, so as to be able to come to the first I.G. meeting in January.
3. After the first year under the new structure, suggest that any member who has rotated off I.G. after a two year term not be re-elected for at least another two years.

¹ General Service Office, A.A. Guidelines Central or Intergroup Offices, February, 2011.

REGINA INTERGROUP SERVICE STRUCTURE

The responsibilities of an Intergroup Rep. will consist of the regular Intergroup meeting, plus an optional sub-committee meeting (Round Up, Central Office, Information, Social, Institution) if desired. If all the committees are active and concerned about A.A. in the local area, the term of service as an Intergroup Rep. can be most rewarding.

REGINA INTERGROUP COMMITTEE

Composition

1. Committee to be made up of elected representatives from each A.A. group in the Regina area, and the areas close to Regina who wish to participate. (50 mile radius has been suggested)
2. Officers of the Committee are: Chair, Co-Chair, Secretary, Treasurer, Trustees of the Sub-Committees.
3. Committee should have a voting member from the General Service Committee (District Committee Member).
4. I.G. will have working Sub-Committees where each of these committees has a chairperson / trustee and volunteers who freely give of their time to ensure that these services continue to be available to the Regina and area AA community. Services provided by the Intergroup body are:
 - **Alcathon Committee** -Organizes the annual Alcathon held each Christmas and New Years in Regina.
 - **Central Office Committee**
 - The 12 step Coordinator (Trustee)- Compiles and maintains a current list of all AA members who wish to receive 12 step calls from those in need.
 - Newsletter Editor (Trustee) - Produces, copies, and distributes the monthly AA newsletter, which informs AA members of current events within the local AA community.
 - Website Coordinator (Trustee)- Ensures that the Regina AA website is kept current and conforms to AA principles.
 - Corrections Coordinator (Trustee) - Carries the AA message to inmates in the prisons and correction facilities.
 - Treatment Facilities Coordinator (Trustee) - Provides information about AA and carries the AA message to clients and staff of treatment facilities in the Regina area.
 - **Information Committee** - Its duties are to inform AA members about Intergroup and encourage participation.
 - Co-operation with the Professional Community - This committee is responsible for keeping in touch with professionals such as doctors, nurses, clergy, and lawyers in order to inform them of the services provided by the Regina AA community.
 - Public Information - Informs the general public about AA and the services that are available locally.
 - **Round Up Committee** - Organizes the annual Regina family roundup.
 - **Social Events Committee**
 - Speakers Meeting Coordinator - Organizes the monthly evening speakers meetings.
 - Social Events Coordinator- Organizes social functions for AA members in order to encourage fellowship among members.

REGINA INTERGROUP SERVICE STRUCTURE

Responsibilities

1. Committee is responsible for maintaining, supervising and supporting all the existing services and functions of Intergroup.
2. Responsible for the funding of Central Office.
3. Planning and carrying out of the annual Anniversary and/or Round up.
4. Maintaining and improving communications between I.G. and the individual A.A. Groups in the area.
5. Maintaining and improving communications between I.G. and the Saskatchewan General Service Committee, and G.S.O. in New York.
6. Responsible for the day to day operation of the Central Office, through its sub-committee, the Central Office Committee. Having ultimate authority over all major policy, financial, staff or office location decisions.
7. Responsible for creating and following through on a sound public information program. Carrying the A.A. message to the community is a vital responsibility of the fellowship, and NOT an agency.
8. Responsible for providing services to hospitals and institutions where necessary, by close communications and co-operation with the Institutional committees in the province.
9. Providing meetings and social functions for the Fellowship in the area when thought advisable.
10. Responsible for improving and maintaining good communications with the Groups, keeping them constantly informed of the status of the services, financial condition, and plans being reviewed. This should be done on a regular basis, not less than once a month by Bulletin or Newsletter which is mailed/posted once a month.
11. Provide and maintain good speakers list for requests to speak at non-A.A. meeting. It is imperative that A.A.'s story be told in an honest, factual and friendly way at all times. Lengthy sobriety and services experience should be a prerequisite.

Procedures

1. Chair and officers of I.G. to be elected at first meeting in November.
2. All members of the working sub-committees be selected at the first I.G. meeting in January, at which time (1) above take office.
3. Election of officers of I.G. to be done by the 3rd legacy procedure with a secret ballot when requested. Simple majority needed to elect.
4. Suggest that officers I.G. be selected and elected from the second year people whenever possible.
5. Suggest that all major policy, financial or locations change decisions require a 2/3 majority to pass.
6. Intergroup Committee will meet on the first Monday of each month. At least 60% attendance required for a quorum.
7. The agenda will be drawn up by the Chair and to include reports from the Treasurer, sub-committee chairs, secretary and the Intergroup Chair.
8. It is up to the individual Group Reps. to keep the I.G. Secretary up to date on the names, addresses and phone numbers of the Group Reps. Also any changes that are made.

NOTE: To have an effective I.G. meeting that is controlled and free discussion, the meeting will run for an hour or an hour and a half at the most.

ALCATHON COMMITTEE

Composition

1. Alcathon committee will be made up of a Chair, Co-Chair Secretary, and no less than five members.
2. Chair will be elected by the outgoing Alcathon committee members and will proceed to have name presented at the next scheduled I.G. Meeting. The Chair need not be an Intergroup Rep. but someone with considerable service knowledge and continued sobriety.
3. Committee will include one voting member from Intergroup Committee

Responsibilities

1. Responsible for recommending the outline of events during the holiday season.
2. Responsible for presenting a budget for the event at the earliest date.
3. Responsible for communicating with Groups with activities, donations, and meeting schedules.
4. Arrange for 24-hour meeting schedules.
5. Arrange for any volunteer help required.
6. Arrange for any printing necessary (programs, ads, etc.).

Procedures

1. Committee is recommended to meet monthly on the ___ day of each month.
2. Meetings to be held at a location specified by the Chair.
3. Committee will provide a monthly progress report to the Intergroup committee.
4. Any major changes in plans, finances, location, prices or format for the conference should not be decided or finalized by the committee, but rather should be referred to the main I.G. Committee for approval or rejection.

POLICY FOR ALCATHON

The primary objective of the Alcathon is to provide 24-hour open A.A. meetings for alcoholics during the holiday season between December 24th to December 26th and December 31st to January 1st. With the growth of A.A. in our area, increased costs, and limited facilities, it will be necessary to regularly reassess the five day event in all its aspects. We should never be afraid to ask the opinions of other A.A. members after any event to get new ideas and constructive criticisms of our efforts.

CENTRAL OFFICE COMMITTEE

Composition

1. Committee to be made up of a Trustee, Chair, Office Secretary, Intergroup Chair and five elected trustees.
2. The Committee and its officers will be elected at the first I.G. Committee meeting of the New Year from the representatives of groups, and from the A.A. Membership at large.

Responsibilities

1. Committee is responsible for the day to day operation of the Central Office.
2. Define and put down the duties and responsibilities of the Central Office Secretary (staff).
3. Supervise all expenditures of the office, laying down a maximum figure that cannot be exceeded without a 2/3 majority vote of the I.G. Committee.
4. Co-ordinate and set up all volunteer Group participation.
5. Set up a speakers' list for non-A.A. speaking requests.
6. Monthly review of all literature sales, purchases and mailings.
7. Maintain constant communications with Groups re Central Office business.
8. Report monthly to the regular I.G. meeting.
9. Submit annual budget to I.G. as soon after the new year as possible.
10. Report impending financial problems at least a month before they arise to I.G. Committee.
11. All major policy, financial, location or staff changes and/or decisions should be directed to the I.G. Committee for approval or rejection.

Procedures

1. Committee is recommended meet no less than once a month.
2. Meetings will be held at Central Office unless otherwise specified by the Chair.
3. Meetings will be held at 7:30 p.m. on the last Wednesday of each month.
4. Complete financial statement shall be ready for each meeting, and a full activities report by the Central Office Secretary, to be presented in person when requested.
5. If a major problem arises between meetings and a quorum cannot be gathered in time, the Trustee of the Committee along with the I.G. Chair can make an interim decision, pending approval by the committee at its next meeting.

INFORMATION COMMITTEE

Composition

1. The Information Committee will be made up of a Trustee (Chair), Secretary and no less than five members. Specialty people may be appointed to the Committee by the Chair.

Responsibilities

1. Responsible for the distribution of any information about A.A. or news regarding A.A. activities at the local or world level to the media.
2. Responsible for arranging and organizing any Public Information (P.I.) meetings for groups or organizations in the community.
3. Create and maintain with great care a speakers' list for the Central Office for requests for A.A. speakers for outside organizations.
4. Work in close co-operation with the news media at all times, impressing on them the meaning and importance of our Anonymity Tradition.
5. Create and maintain an A.A. display board for use at A.A. conferences, as well as such things as medical conventions and alcoholism or hospital conventions.
6. Formulate and follow through on a continuous P.I. program, not just a mass of P.I. work in the week before the annual Conference.
7. See that A.A. literature is distributed in places where it will be effective –doctors' offices, clinics, treatment centres, detox units, etc.
8. Keep in close communication with the General Services P.I. Committee, and co-operate with them in any way we can.
9. Keep in touch with the G.S.O in New York re any new P.I. material. Radio, TV or Newspaper spots, and make sure we have them and that they are being used. The best P.I. material in the world is not worth a thing in a drawer.
10. Make any P.I. material we have available to Groups in the area for Anniversary's, etc.

Procedures

1. P.I. Committee shall meet no less than once a month.
2. Committee shall meet at the Central Office on the ___ day of every month.
3. Chair shall be elected at first I.G. meeting of the New Year.
4. Committee will report its activities to the I.G. Committee every month at its regular monthly meeting.
5. All present and new P.I. policies should be approved by the I.G. Committee at the beginning of each New Year.
6. All new P.I. ideas should be sent to the I.G. Committee for explanation and approval or rejection.

As P.I. is not too well understood part of A.A. service, it is vital that close communication and cooperation be maintained with the I.G. Committee and the Fellowship as a whole. Recommend that each new member of the P.I. Committee be provided with the G.S.O P.I. kit.

ROUND-UP COMMITTEE

Composition

1. Conference committee is to be made up of a Chair, Secretary, and no less than 5 members.
2. Chair will be elected by the outgoing Round Up Committee Members and will proceed to have their name presented at the next scheduled I.G. meeting. The Chair need not be an Intergroup Rep. but someone with considerable service knowledge and continued sobriety.
3. Committee should include one voting member from Al-Anon Family Groups, to ensure the active participation of Al-Anon and Alateen.

Responsibilities

1. Responsible for recommending the date, time, location, and pricing of the annual Anniversary and/or Round up.
2. Responsible for presenting a budget for the conference at the earliest date.
3. Responsible for recommending a format for the Conference.
4. Responsible for recommending out of town speakers' names.
5. Responsible for all ticket sales.
6. Responsible for all INTERNAL publicity for the Conference.
7. Arrange for transportation and lodging of speakers.
8. Arrange for meeting schedules and seeing that the speakers are there.
9. Arrange for any volunteer help required, eg. Hospitality rooms, etc.
10. Arrange for any printing necessary (programs, advertising, etc.).

Procedures

1. Committee is recommended to meet monthly on the ___ day of each month.
2. Meetings to be held at a location specified by the Chair.
3. Committee will provide a monthly progress report to the Intergroup committee.
4. Any major changes in plans, finances, location, prices or format for the conference should not be decided or finalized by the committee, but rather should be referred to the main I.G. Committee for approval or rejection.

POLICY FOR CONFERENCE

The primary objective of an A.A. Conference is to provide the best A.A. to the most people, for as little cost as possible. With the growth of A.A. in our area, increased costs, and limited facilities, it will be necessary to regularly reassess our Conference in all its aspects. We should never be afraid to ask the opinions of other A.A. members after a Conference to get new ideas and constructive criticisms of our efforts.

The Conferences, Conventions, and Round Ups AA Guidelines as prepared by G.S.O as the result of group experience shall be adhered to.

SPEAKER MEETINGS AND SOCIAL COMMITTEE

Composition

1. Committee will be made up of two Trustees (one Speaker Meeting & one Social) and no less than three members on each committee.

Responsibilities

Speaker Meeting

1. Committee shall be responsible for arranging time, location, and speaker for the regular monthly meeting.
2. Committee responsible for the collection at the monthly open meetings.
3. Arrange for meeting setup, take down and seeing that the speakers are there.
4. Arrange for any volunteer help required.
5. Arrange for any printing necessary (posters, etc.).

Social Committee

1. Committee responsible for arranging Intergroup social functions, except the annual conference. Dances, New Years Eve, etc.
2. Committee responsible for advertising within the Fellowship for all its functions.
3. Committee responsible for the collection at social events.
4. Arrange for event setup and take down.
5. Arrange for any volunteer help required.
6. Keep in close touch with the Group Reps. as to any new ideas or requests for more or less social functions.
7. Keep in close touch with Al-Anon and Alateen regarding any co-operation we may provide in any joint venture.

Procedures

1. The Committees should meet once a month at a date and time set by the Chairs.
 2. If the events require any "seed" money approval is required from the I.G. Committee.
 3. Committee should report once a month to the I.G. Committee.
-

REGINA & AREA AA INTERGROUP SERVICE STRUCTURE

JANUARY 2012

