

**AREA 60 OF WESTERN  
PENNSYLVANIA  
GENERAL SERVICE INC.  
GUIDELINES**



## **Guidelines for Area 60 of Western PA General Service Inc.**

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# FOREWORD

## **Area 60 of Western Pennsylvania General Service, Inc.:**

- Shall be a service body of trusted servants elected by the AA groups in Area 60
- Shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and *The AA Service Manual*.
- Shall encourage Area 60 AA groups to participate in and support its efforts to be the true voice and group conscience of Western Pennsylvania AA.
- Shall give its elected Area 60 Delegate financial support and assist him or her in the course of the duties of the office.
- Shall plan Area Assembly activities that conform to the guidelines as set forth in *The AA Service Manual*.
- The following Area 60 Guidelines are an extension of the suggestions in *The AA Service Manual*. They reflect the customs and traditions formulated through the years of Area 60's history. They are based on the experience of the past and hope for the future. These Guidelines embody a clarification of duties and procedures to improve communication and general services to the AA groups in Area 60.

## **Section I - The General Service Representative (G.S.R.)**

The general service representative has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

**Financial Support:** Current experience indicates that many groups provide financial support for their general service representatives to attend service functions.

### **Qualifications:**

- Experience shows that the most effective G.S.R.s have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- Usually, prospective G.S.R.s have at least two 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:**

- G.S.R.s attend district meetings.
- They also attend area assemblies.
- G.S.R.s serve as the mail contact with the General Service Office, and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin
- *Box 4-5-9*, and keep their groups abreast of A.A. activities all over the world.
- They serve as mail contact with their district committee member and with the area committee.
- G.S.R.s supply their D.C.M.s with up-to-date group information, which is relayed to
- G.S.O. for inclusion in the directories and for G.S.O. mailings.
- They are knowledgeable about material available from G.S.O. — new literature, guidelines, bulletins, videos, tapes, kits, etc., — and they are responsible for passing such information on to the groups.
- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age, Twelve Concepts for World Service*, and the pamphlets “The A.A. Group,” “A.A. Tradition – How It Developed,” “The Twelve Traditions Illustrated,” and “The Twelve Concepts Illustrated.”
- They usually serve on group steering committees.
- They work with group treasurers to develop practical plans for group support of
- G.S.O., such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the area and district committees and local central offices or intergroup, and they are familiar with the leaflet “Self-Support: Where Money and Spirituality Mix.”
- They participate in district and area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

### **Term and Method of Election**

G.S.R.s serve for two years and the term frequently runs concurrently with those of committee members and the delegate. They represent their home group and are nominated and elected by group members. Some groups hold a special election for the G.S.R. To emphasize the need for selecting strong G.S.R.s, such a meeting can provide information on the role of G.S.R.s and their work in the district and area. (A basic resource is the pamphlet

“G.S.R.: May be the Most Important Job in A.A.”) Nominations can be made by a steering committee or during a group business meeting. A plurality is generally sufficient for election.

**NOTIFICATION:**

As soon as a G.S.R. is elected, the group should provide the district and area committees, the local intergroup/central office, and G.S.O. with the following information: 1) group name and service number, 2) the new G.S.R.’s name, address, and telephone number, and 3) the previous G.S.R.’s name (so it can be removed from the mailing list).

**G.S.R. KIT:**

When G.S.O. has been notified, the new G.S.R. receives a kit containing a covering memo, *The A.A. Service Manual/Twelve Concepts for World Service*, useful pamphlets and leaflets and a literature order form.

**ALTERNATE G.S.R.:**

An alternate should be elected at the same time, in case the G.S.R. is unable to attend all district and area meetings. Alternates should be encouraged to assist, participate, and share in the responsibilities of the G.S.R., attending district and Area meetings when feasible, depending on local needs.

## **Section II - The District and the D.C.M.**

### **THE DISTRICT**

A district is a geographical unit containing the right number of groups — right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and well-being. In the majority of areas, a district includes six to 20 groups. In metropolitan districts, the number is generally 15 to 20, while in rural or suburban districts the number can be small as five.

### **THE DISTRICT COMMITTEE MEMBER (D.C.M.)**

The district committee member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the district committee, made up of all G.S.R.s in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (The pamphlet "Your D.C.M.," available from the General Service Office, provides basic information on this service job.)

### **FINANCIAL SUPPORT:**

Current experience indicates that many districts provide financial support for their D.C.M.s to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.

### **Qualifications:**

- The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.
- A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

### **Duties:**

The D.C.M.'s job is primarily that of two-way communication. The D.C.M.:

- Regularly attends all district meetings and Are 60 Assemblies.
- Receives reports from the groups through
- G.S.R.s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s 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.
- Makes sure that G.S.R.s are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material.
- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.

- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of *talking to groups* (new and old) on the responsibilities of general service work.

### **Term, Eligibility, and Election Procedures**

The D.C.M.'s term of office is two years, coinciding in most areas with the terms of the delegate, committee officers, and G.S.R.s. Some areas, however, rotate half their committee members each year. D.C.M.s are generally elected in the fall of the year. The election should take place *after* the G.S.R. election and *before* that of the area delegate, because the D.C.M. is chosen either from among currently serving G.S.R.s or from a combination of past and present G.S.R.s. In most areas, a candidate for an area committee officer or Conference delegate must be a committee member before being eligible for election. While district meetings to elect committee members are most often held in advance of area assemblies, and separate from them, occasionally travel distances make this impractical and/or a hardship. (This usually means more districts should be set up.) If necessary, therefore, meetings to elect committee members can be held immediately before area Assemblies at the place where the assembly meets. The committee member who is finishing a term sets up the election meeting and, in most districts, notifies the G.S.R.s who have just been elected and those who are going out of office. The method of election should be decided by the area assembly or by the district committee.

Some options are:

- Most district committees allow all current voting members of the district committee to vote in district elections.
- Some committees also allow newly elected G.S.R.s a vote, even though they might not take office until some time after the election. Many district committees include alternate D.C.M.s, a secretary and/or treasurer, and other officers or service committee chairpersons in addition to the D.C.M and G.S.R.s. Sometimes, these jobs are held by the G.S.R.s already on the committee; sometimes, they call for additional voting members, who are eligible to stand for D.C.M. Election is either by written ballot or show of hands, with a majority needed to elect. A district may also choose to follow Third Legacy Procedure (see A.A Service Manual p. S20), which requires a two-thirds majority.

### **The Alternate D.C.M.**

The alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the D.C.M., by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities at district and area meetings.

### **Section III - Area Assembly**

In the beginning, general service assemblies were held only to elect committee officers and the delegate to the Conference meeting, and without such meetings, there might be no area service structure today. Now, assembly meetings consider a variety of issues, from General Service Conference problems to area problems and solutions and financial affairs. Area 60 holds up to four assemblies a year

#### **ELECTION ASSEMBLY:**

The Area Election Assembly is specifically charged with the duty of electing a Delegate to the General Service Conference, an Alternate Delegate and the following Area Officers: Area Chairperson, Alternate Area Chairperson, Area Secretary, and Area Treasurer. The election assembly occurs in the fall of each even-numbered year.

#### **PRE-CONFERENCE ASSEMBLY:**

The pre-conference assembly is held every spring following the Get Away Weekend. The purpose of this assembly is to provide the delegate with the area's group conscience concerning the agenda items for the General Service Conference.

#### **POST-CONFERENCE ASSEMBLY:**

This assembly is to provide the Area with a report of the General Service by the Area 60 Delegate, and is usually held between the 2<sup>nd</sup> and 3<sup>rd</sup> Quarterly meeting.

#### **FALL ASSEMBLY:**

This assembly is for the purpose of voting on changes that may affect the structure of Area 60. This assembly also approves the districting and redistricting of AA Groups in Area 60.

Trusted Servants of Area 60 General Service should always encourage its AA groups to support and participate in each Area 60 Assembly. Members (with a voice and a vote) of the Area 60 Assembly are:

- Current GSRs of all registered AA groups in Area 60.
- Current DCMS of all general service districts in Area 60.
- Current elected officers: Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Area Secretary and Area Treasurer.
- Area committee-appointed officers and service coordinators.
- All Area 60 Past Delegates.

Area 60 uses the suggested "one person, one vote" concept. Each Assembly member is entitled to one vote regardless of whether they serve in more than one general service position. Alternate GSRs and Alternate DCMs may vote only when the GSR or DCM is not present.

While limiting votes to assembly members, it should be emphasized that Area 60 Assemblies are open to all AA members of the fellowship. (Non-voting participants are particularly needed at the Election Assembly.)



## **Section IV – Area Committee**

Voting members of the Area 60 Committee are:

- The DCMs of all Area 60 Districts,
- The elected Area officers (Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, and Treasurer)
- The appointed officers and Service Coordinators,
- Past Area 60 Delegates.

Members of the Area Committee shall be given ample advance notice of the quarterly meetings with a copy of a tentative agenda. Generally the Agenda includes:

Opening of the meeting by the Area Chairperson  
Roll Call of voting members  
Officer's reports  
Financial report  
Service Coordinator reports  
Old business  
New business  
DCM reports  
Open microphone

The DCM, officer, and service coordinator reports limited in time and should be submitted in writing to the Area Secretary. Area Committee meetings are conducted using *Robert's Rules of Order*.

It is suggested that a quorum (minimum number required to transact business/vote on motions) shall be two-thirds of the number of voting members present as determined by the roll call.

All important decisions are reached by discussion, vote, and whenever possible, by substantial unanimity. Business needing the GSR approval is carried by the DCM to his/her district meeting where a sense of group conscience is taken and its consensus presented at the following area committee meeting.

While limiting "voice and vote" to members of the Area Committee, the quarterly meetings are open to all AA members and GSRs especially are welcome. To encourage this, part of the Area Committee agenda is devoted to open microphone to encourage questions and comments. Written suggestions are also encouraged.

## **AREA ACTIVITIES**

### **A. Days of Sharing:**

have been an Area 60 activity since 1980.

Days of Sharing can be held anytime during the year. An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity and Service) and gives us a chance to share our experience, strength and hope through workshops, sharing sessions and fellowship. Days of Sharing offer an opportunity for our members to see and learn about Archives, AA Grapevine and Conference approved literature and all other area coordinator committees (CPC/PI, Treatment Facilities etc.) Districts are encouraged to submit a bid to the Area committee to host an Area 60 Day of Sharing.

**B. Get Away Weekend:**

The Get Away Weekend is an Area wide event. In 1992, Area 60 held its first Get Away Weekend. The Get away weekend is held prior to the annual General Service Conference and its programs include presentations/discussions on the Conference agenda items. This enables our Area 60 Delegate to get an “informed” area group conscience on issues facing A.A. as a whole.

The Area 60 Alternate Delegate serves as the Chairperson the getaway planning committee.

In the spirit of the Seventh Tradition, the Getaway Weekend is self-supporting through registration monies and the Planning Committee is responsible for its finances. However, any loss that is incurred shall be made up by Area 60.

## **Section V. Area Officers – Elected By Assembly**

As described in Section III of these Area 60 Guidelines, the following trusted servants are elected by voting members of the Area 60 Assembly to serve for a term of two years: Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, and Treasurer.

Any past or present Area Committee member may stand for these offices; the duties and suggested qualifications are included in this section.

The Delegate shall have only one term of office (two years) and shall never again be a candidate for this office, with the exception of an Alternate Delegate who, after attending one Conference in place of the Delegate, may be elected to serve a full term.

It is suggested that no other Area 60 officer be elected or appointed to succeed him/herself in the same office – unless they are fulfilling an unexpired term. In this case, they are eligible for election for a full two-year term.

The Delegate, Alternate Delegate, or any Area Officer may be removed from office for just cause including, but not limited to, the breaking of the sobriety date. A meeting of the Area 60 Officers shall be called to consider such removal and their recommendation, including any minority report, shall be presented for action at the next Area 60 Assembly meeting. The removal shall be by secret ballot and shall require two-thirds (2/3) majority.

### **THE DELEGATE**

The duties and responsibilities of the Delegate are described in *The AA Service Manual*. It is suggested that the Area 60 Delegate have at least five or six years of continuous sobriety. He/she should have experience as a member of the Area Committee.

Time and availability are important, as is the understanding of his/her family. The Area 60 Delegate:

- Attends the General Service Conference in NY;
- Receives and distributes Final Conference Reports;
- Encourages and presents Area 60 bids for Northeast Regional events;
- Advises area of openings/vacancies on General Service Board (Trustees). AAWS and Grapevine Boards (Directors) and Trustees' Committees;
- Devises, plan and works with the Area Registrar on the annual Group Information Printout (GIP) update and acknowledges new groups in the area;
- Communicates with central offices and intergroups within Area 60.

The Area 60 Delegate also maintains communication with our Northeast Regional Trustee and represents our area – and often participates in – the following Northeast Regional events: NERF (Northeast Regional Forum, NERC (Northeast Regional Convention), NERAASA (Northeast Regional AA Service Assembly), and NERD (Northeast Regional Delegates meeting).. The Delegate also, represents Area 60 at the PA State Convention and service events in Western PA i.e., Days of Sharing, Get Away Weekend.

At election time, the Delegate informs the General Service Office of the names and addresses of the new Area 60 Officers. As new coordinator positions are filled, he/she will notify the Conference coordinator at G.S.O.

### **ALTERNATE DELEGATE**

The Area 60 Alternate Delegate assists the delegate, keeps informed of Conference and area activities and assumes the delegate's duties in his/her absence. If the Delegate is unable to serve, the Alternate Delegate should be prepared to fill the remainder of the term.

It is suggested that the Alternate Delegate have five or six years of continuous sobriety and experience as an area committee member. He/she should have a working knowledge of our Area Service structure and the structure of AA as a whole, and be well founded in Steps, Traditions, Concepts and familiar with *The AA Service Manual*.

The Alternate Delegate attends Area Committee meetings and assemblies, visits district meetings and participates in General Service sharing sessions when possible. He/she works closely with the Delegate, Area Officers, and Service Coordinators and stays well informed of the happenings in Area 60.

The Area 60 Alternate Delegate is often asked to chair or serve on an ad hoc or special committee. As Chairperson of the Area 60 Getaway Weekend, he/she a) assembles the planning committee, sets the time, date and site of the event; b) schedules and conducts all planning meetings and c) keeps Area Committee informed.

The Alternate Delegate also attends – and reports on – The Northeast Regional AA Service Assembly (NERAASA) and represents Area 60 at the Northeast Regional Convention, Northeast Regional Forum and Northeast Regional Delegates Meeting.

## **AREA CHAIRPERSON**

Qualifications for the Area Chairperson can be found in *The AA Service Manual*. It is suggested that the Area 60 Chairperson have five or more years of continuous sobriety with experience as an area committee member, along with the time and availability to attend the area meetings and events. (If unable to attend an area event, he/she arranges for the Area's Alternate Chairperson to fill in.) Because the Area Chairperson conducts all Area Committee Meetings and Assemblies, it is recommended that he/she be familiar with Roberts Rule of Order.

Some of the Chairperson's duties are described in *The AA Service Manual*. The Area Chairperson is responsible for setting up the annual calendar of area meetings and assemblies. This calendar takes into account Northeast Regional Events and the General Service Conference, which should have priority over dates of Area 60 Meetings and Assemblies. Consideration should also be given to other annual local, district and intergroup events.

In addition to the annual calendar, the Area 60 Chairperson sets the time and arranges for the facility where the quarterly Area Committee meetings and scheduled Area 60 assemblies are to be held. The Chairperson prepares the agenda (often with the help of the other area officers), arranges for coffee service at Area meetings, schedules pre-meeting workshops or sharing sessions and prepares DCM packets for districts at the first quarterly meeting.

The Area 60 Chairperson appoints all non-elected service officers, service coordinators and interim replacements for elected officers after review and recommendation by the elected Area Officers, he/she also appoints any ad hoc committees deemed necessary by the Area Committee.

The Area 60 Chairperson should have a working knowledge of Area 60 Service structure and the structure of AA as a whole. He/she works in partnership with the area officers and coordinators regarding Area 60 activities

## **ALTERNATE AREA CHAIRPERSON**

Some of the responsibilities of the Alternate Area 60 Chairperson can be found in *The AA Service Manual*. It is suggested that the Alternate Area 60 Chairperson have five years of continuous sobriety with experience as a GSR. He/she should also have time and availability to attend area meetings and events and be well informed on the Steps, Traditions, and *The Service Manual*.

It may become necessary that the Area Alternate Chairperson be required to assume the duties of other Area Officers besides that of the Area Chairperson. The Alternate Area Chair should be familiar with the duties of the Area Secretary and Area Treasurer.

The Alternate Area Chairperson is custodian of a portion of the Area's properties such as the PA system, the Area's Banners, various maps, and any other property as directed by the Area Chairperson. It is expected that these properties be safely maintained in a secure environment and brought to Area meetings. Participating in the Area Committee meetings and Area Assemblies as a parliamentarian may also be a duty of the Alternate Chair. He/she should also be familiar with meeting guidelines and procedures. He/she also serves as the liaison to the PA. State Convention, attending planning meetings, and reporting to the Area Committee, and attending the Convention.

## **AREA SECRETARY**

Some of the qualifications of an Area Secretary can be found in *The AA Service Manual*. It is suggested that the Area 60 Secretary have four or more years of continuous sobriety with experience as a GSR and some service at the district level along with the time and availability to attend area meetings and events.

The Area 60 Secretary is responsible to the Area Committee for: 1) maintaining a current mailing list with phone numbers of all voting members (and their alternates); 2) mailing agendas well in advance of quarterly meetings (two weeks); 3) recording the minutes; 4) mailing the printed minutes to all area committee members (present or not) in a timely fashion (three weeks).

As a trusted servant of the Area 60 Assembly, the Area Secretary obtains the mailing list of GSRs from the Area Registrar and mails agendas (about three weeks in advance) to all voting Assembly members (GSRs and those on the Area Committee mailing list.) The Area Secretary records the minutes of each Assembly meeting and mails them to the Area Committee mailing list.

At all Area Committee meetings and Assemblies, the Area Secretary arranges for the registration of all attendees and the Roll Call. And in addition to keeping the records (minutes) of all Area Committee meetings and Assemblies, the Area Secretary updates and maintains records of past Area 60 motions and senses of the meetings. To assist in these responsibilities, he/she recruits a Recording Secretary for appointment as an Alternate.

The Area Secretary attends all informal meetings of Area Officers and works closely with them.

## **AREA TREASURER**

The qualifications and duties of an Area Treasurer are described in *The AA Service Manual*. It is suggested that the Area 60 Treasurer have at least four years of continuous sobriety and experience as a GSR; service at the district level can also be helpful. The Area 60 Treasurer shall also recruit an Alternate Treasurer for appointment. The Area 60 Treasurer shall have custody of all Area 60 monies and shall:

- a. Open and maintain the Area 60 checking account:
- b. Receive, record and deposit contributions:
- c. Acknowledge receipt of contributions:
- d. Disburse funds for authorized expense.

It is recommended that the signature card for the Area 60 account include the names of elected officers and all checks require two signatures.

The Area 60 Treasurer shall report on the Area's financial status (income, expenses and balance on hand) at the Area Committee and Assembly meetings.

The Area 60 Treasurer attends and participates in informal meetings of area officers and participates in area-sponsored events. It is also suggested that the Area 60 Treasurer provide yearly reports to the DCMs on the number of contributions to Area 60.

## **Section VI – Appointed Officers**

Past experience has shown that Area 60 General Service can benefit by having alternate area officers (see *The AA Service Manual*). The Area Chairperson is responsible for these appointments.

According to *The AA Service Manual*, “Other Officers,” an area committee may also have other officers who are responsible to the committee. To help serve the needs of its groups and members. Area 60 traditionally appointed the following: Alternate Treasurer, Archivist, Registrar, and Recording Secretary. These are appointed by the Area Chairperson with approval of the Area Committee and have a voice and vote at Area committee meetings and Assemblies.

### **ARCHIVIST**

The Archives aim to give the Fellowship a sense of its own past, lest we forget from whence we came. The Archivist should have some familiarity with archival procedures or the willingness to learn the basics of such procedures. The Archivist works directly with the Archives Coordinator in preserving and organizing material of historical interest. He/She is responsible for both the physical and the intellectual integrity of the collection.

The Archivist will be responsible to report to the Archives Coordinator, the Area Committee and the Area Archives Committee about new material received and updates on ongoing projects at the archives. The Archivist is also responsible for ensuring the protection of the anonymity of members, and the confidentiality of the AA Records. The archivist will have a budget for the purpose of purchasing supplies, including any items required in the preservation and maintenance of these valuable records. The amount of this budget will be decided by the recommendation of the Area Ad Hoc Finance/Budget Committee.

Since the Archivist position involves a considerable amount of time to become familiar with a collection of historical information, we recommend this position be a four-year rotation, with an option for renewal at the discretion of the Area Committee at the end of this four-year period.

### **ALTERNATE TREASURER**

The Area Treasurer recommends the Alternate Treasurer. The duties of the Alternate Treasurer are as follows: assist Treasurer, serve in the absence of the Treasurer, and chair the Ad hoc Finance and Budget Committee.

At the direction of the Area Treasurer, he/she will also send acknowledgements for contributions, send acknowledgements for GAW registrations, maintain a list of group contributions (if possible have a report available at the 3<sup>rd</sup> Quarterly Meeting and also the 1<sup>st</sup> Quarterly Meeting of the following year), attend and participate in Area Sponsored activities when requested; Days of Sharing, Area meetings and Assemblies, help with compiling 7<sup>th</sup> Tradition packets and be available to discuss our 7<sup>th</sup> Tradition with Districts and Groups.

### **RECORDING SECRETARY**

The Area Secretary recommends the Recording Secretary. The Recording Secretary will be responsible for Roll Call, name tags, registration and mailing the minutes to attending GSR's and interested AA's at all Area meetings and Assemblies. The Secretary will provide the postage. He/she will work closely with the Area Secretary to keep the DCM list updated. The Recording Secretary should also help with recording the minutes at Area meetings and Assemblies. It is also important to attend all officer and coordinator meetings when possible. If necessary, the Recording Secretary should be able to fill in for the Secretary.

### **REGISTRAR**

The Area Registrar is responsible for additions, changes and deletions in the listing of registered AA groups in Area 60. Each year, he/she works with the Area Delegate and the GSO Records Department, to distribute, collect, and record changes in group information via the Group Information Printouts (GIP'S). The Area registrar maintains the GSR

mailing list. He/She updates the listing as the Delegate reports new groups formed in Area 60. On an ongoing basis, the Registrar also provides the proper forms for additions or changes and amends the group listing to reflect reported changes.

The Area Registrar also coordinates any redistricting. He/She also reports on group registration and redistricting at each Area Committee meeting and may periodically provide updated information by district to DCMs when requested.

## **Section VII – Appointed Service Coordinators**

Area 60 Service Coordinators receive and communicate information with their counterparts at GSO. They are familiar with workbooks, AA Guidelines and literature pertinent to their work and keep an inventory of related literature and materials. Each service coordinator's responsibility is to encourage, support and coordinate the work of AA members, groups or districts in Area 60. These services are provided to make 12 Step work possible. The service coordinators have a voice and a vote at area meetings and assemblies.

It is suggested that they:

- Work within their budget and report expenses to the Area Treasurer
- Attend and participate in all Area meetings, planning meetings, events, (GAW, etc.) when possible
- Upon rotation, they share their experience and work with their successors
- Recruit an alternate to assist them in their duties

### **ARCHIVES COORDINATOR**

The Archives coordinator seeks out and maintains items and memorabilia, i.e., programs, correspondence, news clippings, etc. He/She also collects tapes and arranges taped interviews of long times (30 years or more of sobriety) and is responsible for collection histories of Area 60 groups.

The Archives Coordinator, with the assistance of the Archivist, keeps an inventory of Area 60 archives and designs a variety of portable displays for area-sponsored events. To strengthen the Area 60 link to AA as a whole, the Archives Coordinator maintains communication with the GSO Archivist in addition to receiving and preserving the Area 60 Archives subscription to *the AA Grapevine*. In addition the Archives Coordinator will display the Archives at Area 60 events (Quarterly Meetings, Assemblies, and Days of Sharing) and group anniversaries when asked, schedule permitting.

### **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC/PI) / PUBLIC INFORMATION**

The CPC/PI Coordinator staffs AA exhibits at professional conferences, when asked: He/She assists AA district committees, groups and intergroups. Assists in informing the professional community such as Clergy, Employee Assistance Programs, Educators, and legal and medical societies about AA and what it does, and does not do. The CPC/PI Coordinator responds to requests from GSO. He/she also sets up displays at Area-60 sponsored events, Days of Sharing, and group activities when asked, schedule permitting. He/She also assists AA members, groups, and Districts to inform the general public about the program of recovery and what AA does and does not do-whether it be through a community awareness event, a media interview or other non-AA gathering. He/She provides information on Alcoholics Anonymous when asked.

### **CORRECTIONS COMMITTEE (CC)**

The CC Coordinator recruits AA contacts to bridge the gap between inside and outside meetings by introducing newly-released alcoholics to local meetings; encourages AA members to participate in AA's Correctional Correspondence Program; and offers assistance in the work of those members who carry the message through AA meetings in correctional facilities.

The CC Coordinator can sometimes work closely with the TF Coordinator to provide a temporary contact upon release so that he/she will feel more at home in AA. (Bridging the Gap).

### **GRAPEVINE**

The Grapevine Coordinator is responsible for maintaining communications with the AA *Grapevine* office in New York.

Other duties include:

- Forming a committee of district Grapevine Reps.
- Making sure the group and district reps get their quarterly mailings.
- Ordering, selling, and displaying Grapevine literature at the Area level.
- Keeping a supply of subscription forms, flyers and order forms.



- Submitting an inventory list along with purchase records (expenses) and sales records (income) to the Area Treasurer.
- Maintaining the Area Grapevine display; attend and set up at all area-sponsored events.
- Making the Grapevine display available for group and district events when requested and whenever possible.
- Keep an ongoing list of group and district Grapevine Reps and updates the Grapevine office in New York.

## **LITERATURE**

The Literature Coordinator is responsible for ordering, displaying and sales of AA literature at area-sponsored events. He/she is also responsible for keeping an inventory of conference-approved literature and other service pieces. He/She should submit the inventory list along with purchase records (expenses) and sales records (income) to the Area Treasurer. The Literature Coordinator is also responsible for the maintenance and distribution of area-owned films and videocassettes for group and/or district use.

## **NEWSLETTER EDITOR**

The Area 60 Newsletter Editor is responsible for the production, printing, and distribution of the WPA Newsletter (Seeds of Service). The theme or subject matter for each edition is based on the theme, presentation or discussion topics of the year's General Service Conference. A report on circulation, distribution and expenses is given at area committee meetings.

The area officers, coordinators, DCMs and any other AAs, submit articles for the newsletter. Flyers pertaining to Area 60 sponsored events such as Days of Sharing, Getaway Weekend, etc. are also published in the newsletter and districts are encouraged to supply information for the district news section.

The Newsletter Editor arranges the articles so they fit on the pages properly and read to reflect the view of the writer. Once the newsletter is formatted properly and proof read to assure accuracy of information, it is printed and distributed to the groups in Area 60, central offices, intergroups and GSO. Area 60 also exchanges newsletters with some other areas and any copies left over are made available at Days of Sharing, Getaway Weekend, etc.

## **SPECIAL NEEDS/REMOTE COMMUNITIES (SN/RC)**

The SN/RC Coordinator will assist and educate groups and districts with special needs members such as: physically challenged (blind, deaf and handicapped), parents with children (unable to attend meetings), home or nursing home bound, and language barriers.

He/she will also maintain a display of conference-approved literature such as Braille Big Books, tapes, large print information and literature available in different languages.

## **TREATMENT FACILITIES (TF)**

The TF Coordinator assists AA District Committees, groups and intergroups in the formation of new AA meetings in Treatment Facilities; coordinates a "Bridging the Gap" program in Area 60, and makes information about AA's function and purpose available.

The TF Coordinator can sometimes work closely with CF to provide a temporary contact upon release so that he/she will feel more at home in AA.

## **WEB SITE**

The Area 60 Web Site Coordinator is responsible for communicating and working closely with the Web Site Host (webmaster) to insure accurate transfer of the Area 60 information to the site so that the web site will be as up-to-date as possible. The Coordinator is responsible for insuring the site is being published following Area 60 guidelines and the Traditions of AA, as well as implementing changes to content, policy, and procedures from the Area Committee group conscience.

Other duties include:

- Answer e-mail, and direct inquiries to appropriate Officers/Coordinators

- Direct Area 60 event flyers, district meeting lists, Area 60 Newsletter, and any other flyer approved by the Area Committee to the site host for publishing
- Update Calendar of Events
- Insure that all fees for operation are paid promptly

## Area 60 Western Pennsylvania General Service, Inc. Financial Guidelines

Revised 9/16/09

Version 1.7

1. **Budgeted Areas:** Area 60 Officers, Standing Committee Chairs, Appointed Service Officers, and other items listed below, have an Area 60 budget line. Once the budget is approved each Officer, Standing Committee Chair, Appointed Service Officer, or person responsible for the other items listed below, is expected to work within their approved budget.
  - Area Officers: Delegate, Alternate Delegate, Chair, Alternate Chair, Treasurer, Secretary
  - Standing Committees / Appointed Service Officers: CPC/PI, Grapevine/LaVina, Treatment, Corrections, Literature, SN/RC, Archives, Archivist, Website, Newsletter, Registrar, Recording Secretary
  - Other Items: Ad Hoc Committees, Area 60 Administrative Expenses
2. **Unexpected Expenses:** For all unexpected expenses that would cause a trusted servant's budget to be exceeded, a request should be submitted in writing to the Ad Hoc Finance committee for an increase in budget, according to the following guidelines:
  - a. The request should be submitted prior to spending that would cause a budget to be exceeded. Not all requests will be granted, so a budget should never be exceeded by more than 10%, prior to an authorized increase.
  - b. The written request should explain in detail how additional funding will be used, and how much is being requested.
3. **Review of Requests for Increased Funding:**
  - a. Verbal requests will not be entertained. All requests must be in writing.
  - b. The Ad Hoc finance committee should review requests for increased funding as soon as the committee convenes following the request. If the request is made during an Ad Hoc finance committee meeting, the committee should review the request prior to adjournment.
  - c. The review process must take into consideration whether the additional requested funds are available, and from whence they will come.
  - d. If the request is reasonable to the requestor's services, and funds are available or are projected to be available, the finance committee may elect to approve the request.
  - e. The Ad Hoc finance committee should deny requests for increased funds for any of the following reasons:
    - Funds are not available, and are not projected to be available
    - The request is unreasonable to the services provided by the requestor.
    - The request did not give details as to what the increased funds will be used for, or the request was not submitted in writing.
    - Any other reason determined in good conscience that is not listed herein.
4. **Quarterly Review:** Under the guidance of the Area 60 Alternate Treasurer, the members of the Ad Hoc Finance Committee shall meet quarterly to review the area's budget.
  - a. Income expectations are based on the current year's actual expense figures projected through the end of the year, and further adjusted as reasonable. Income expectations should be conservative.
  - b. Expense expectations are based on the current year's actual expense figures projected through the end of the year, and modified to allow for anticipated additional or reduced expenses line by line for the coming year.
  - c. Suggestions from the Ad Hoc finance committee are worked into a balanced budget for final approval by the area committee.

5. **Travel:** All budgeted Area 60 trusted servants are expected to travel via the least expensive mode of transportation, and officers / coordinators should travel together, when prudent. Automobile travel expenses are reimbursed at a rate not to exceed \$0.25 per mile. Gas receipts may be turned in so long as mileage is recorded in writing, and total reimbursement does not exceed the rate of \$0.25 per mile. Tolls are reimbursed with receipt.
6. **Funding for Service / Educational Events:** There are certain service and educational events that some budgeted Area 60 trusted servants are funded to attend. Funding shall occur according to the guidelines below:
- a. **NERAASA (Service Event)**
    - i. Only Area 60 Officers shall be funded to attend NERAASA.
    - ii. The delegate and alternate delegate shall be fully reimbursed for lodging, registration and meal (including banquet) costs.
    - iii. All other officers shall be reimbursed for one night of lodging costs, registration, and meal costs (including banquet).
    - iv. Other travel expenses, including meals and transportation will be reimbursed with receipt, up to a maximum of \$100 per officer.
  - b. **NERF (Educational Event)**
    - i. Only the Delegate and Alternate Delegate shall be funded to attend NERF, and they shall be fully funded for travel, meals and lodging.
  - c. **Getaway Weekend (Service Event)**
    - i. The Delegate, Alternate Delegate, and the Getaway Weekend Program Coordinator shall be fully reimbursed for lodging costs, full meal package, and registration.
    - ii. Other Area 60 Officers, Standing Committee Chairs, Appointed Service Officers shall be reimbursed for full meal package, registration, and one night of lodging.
  - d. **Pennsylvania State Convention (Service Event)**
    - i. The Delegate and Alternate Chair shall be fully funded to attend the Pennsylvania State Convention. The Alternate Delegate may be fully funded to attend if the Delegate does not attend.
    - ii. The Grapevine / LaVina Chair shall be fully funded to attend the Pennsylvania State Convention every other year.
  - e. **International Convention**
    - i. No reimbursement is authorized for attendance at the International Convention.
  - f. **Ad Hoc Committees**
    - i. Travel to events shall be authorized on a case by case basis, according to exception guidelines, outlined below.
  - g. **Funding outside of the guidelines listed above**
    - i. Reimbursement may be provided if permitted in another section of the Area 60 Guidelines.
  - h. **Exception Guidelines**
    - i. Other Officers, Standing Committee Chairs, and Appointed Service Officers may receive funding to attend northeast regional events not listed above if they first receive the recommendation of the Area 60 Chair, and then the prior approval of the Ad Hoc Finance Committee, and then the approval of the area committee. Such requests should be submitted to the ad hoc finance committee in writing, signed by the Area 60 Chair, with a full explanation from the trusted servant of what the benefit of attendance will be to Area 60. Such requests should be considered by the committee with scrutiny, and approved only when a compelling case is made.
      - a. If the Chair does not sign the request, the Ad Hoc Finance Committee must not entertain it.

- b. If the Ad Hoc Finance Committee does not approve the request, then the area committee must not entertain it.
  - c. If the area committee entertains the request, they can either approve or disapprove it through normal Area 60 voting procedures.
- 7. Officers, Standing Committee Chairs, Appointed Service Officers, and Ad Hoc Committee chairs may use their budget as needed for service in good faith. The area Chair and Treasurer may consult with individual trusted servants if it seems that their budget is being consumed too quickly, as adjustments in spending habits, or to the budget, may be necessary. The area committee and assembly are welcome to question and scrutinize any area expenditure.
- 8. Funds from the exchange of AAWS and Grapevine/LaVina literature by those standing committees as a routine part of their service activity should be returned to the treasurer and not used to reimburse the expenses of those committees.
- 9. No Standing Committee or Standing Committee Chair may sell any item with the intent of using profits to benefit any Area 60 service activities. Any exception to this guideline must be approved by the Finance Committee and the Area Committee or Assembly.
- 10. The Literature and Grapevine standing committees must provide the treasurer with an inventory of literature on hand at the beginning of each year, for accounting purposes.
- 11. All reimbursable expenses pertaining to each position for Officers, Standing Committee Chairs, Appointed Service Officers, and Ad Hoc Committees, shall be reimbursed through submission of an Area 60 Expense Report form with receipts attached. Expenses must be submitted within 90 days of receipt OR by December 31 of the year that the expense occurred, **WHICHEVER COMES FIRST**. (For example, an expense occurring on November 1, 2009 must be turned in by December 31, 2009, because December 31 occurs before the 90 day period is up.)
- 12. The Area Treasurer shall give a quarterly treasurer report, representing the time periods listed below, and a final yearly summary report. These reports must be presented to and approved by the area committee.
  - a. January thru March
  - b. April thru June
  - c. July thru September
  - d. October thru December
- 13. In accordance with our incorporation and tax status, a yearly audit should be performed every January, on financial documents from the previous year. The chair of the Ad Hoc Finance Committee shall facilitate the audit.
- 14. **Prudent Reserve**
  - a. Area 60 shall maintain a prudent that is a minimum of \$5000 or an average of 2 months expenses from the previous year, whichever figure is higher.
  - b. Area 60 may elect to add additional funds exceeding the minimum required above to the prudent reserve.

The prudent reserve shall be maintained in an account separate from the general Area 60 checking account.

## **Area 60 of Western Pennsylvania General Service, Inc.**

### **Suggested guidelines for Days of Sharing**

Days of Sharing can be held anytime during the year. An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity and Service) and gives us a chance to share our experience strength and hope through workshops, sharing sessions and fellowship. Days of Sharing offer our members an opportunity to see and learn about Archives, Literature, Grapevine and other Area services available.

- A. Host District is responsible for:
  - 1 Site/facility
    - a. One large room to accommodate 100 people.
    - b. Three break-out rooms for workshops /sharing sessions
    - c. Space for Archives, Literature, Grapevine and other coordinator displays (TF, Corrections Committee, Website, etc...)
  - 2. Date and time
    - a. date should be cleared with the Area to avoid conflicting with other Area activities.
  - 3. Flyers
    - a. Flyers should indicate sponsorship by Area 60.
    - b. Flyers should include map and directions to site
  - 4. Host should provide coffee
  - 5. Nametags and registration
  - 6. Workshops/sharing sessions
    - a. It is suggested that workshops/sharing sessions be service-oriented and that at least one be devoted to an area committee such as Treatment Facility.
    - b. It is suggested that DCMs and GSRs from other districts be considered in selecting panelists. This may increase attendance and participation from other districts.
    - c. It is suggested that an "ask-it-basket" or "What's on your mind?" session – with Area servants as panelists be scheduled before closing the Day of Sharing.
- B. Area 60 Officers and Coordinators are responsible for:
  - 1. Distributing flyers via area Newsletter or other area mailing
  - 2. Service coordinators displays
  - 3. Serving on a panel if requested by host district
  - 4. No other committee meeting should be scheduled during the Day of Sharing.
  - 5. The Area Chairperson (or designate) shall open the Day of Sharing program with a brief introduction of attending officers and coordinators.
- C. Financing

Like any AA event, a day of sharing should be self-supporting. To show Area support and sponsorship, the Area Treasurer will advance \$200.00 in seed money to host district(s) to be returned to Area Treasury after the day of sharing.
- D. Opening and closing formats
  - 1. Area Chairperson
    - a. Opens the Day of Sharing and briefly lists upcoming area events
    - b. Introduces other Area Officers and Coordinators, who briefly describe their responsibilities.
    - c. Describes the duties and responsibilities of any officer or coordinator whom is unable to attend.
    - d. Explain the purpose and rotation of Days of Sharing.
    - e. Turn the program over to the Host District Chairperson.
  - 2. Host District Chairperson
    - a. Announce the program schedule for the day.
    - b. Conducts suggested "ask-it-basket" or "What's on your mind" session.
    - c. Closes the Day of Sharing at the end of the day.

## **Area 60 of Western Pennsylvania Quarterlies & Assemblies**

### **Suggested Guidelines For Host Committee**

Dear DCM, Alt. DCM & District

1. Any AA member other than a DCM or Alternate DCM who volunteers their District for Host Committee for Area 60 meetings should have the approval of their DCM or Alternate DCM. Area should verify with District as soon as possible.
2. For Districts that volunteer, you should have a minimum of five to six volunteers to assist with initial setup, greeters for the meeting and coffee preparation. The Area Chair brings ([3] 100-cup pots for regular coffee, [2] 30 cup pots - [1] regular & [1] decaf, [1] 30-cup pot for hot water); and a spare coffee pot. The paper supplies and coffee supplies are provided by the Area. Occasionally you will be asked to help one or more of the officers/coordinators carry or help set up a table. The Chair will be available to answer questions or show you breakers, table storage, or coffee pot placement.
3. Meet with Chairperson at 7:50 am to set up coffee urns, hot water, and supplies. Set up all six pots but only start two 100-cup pots to perc, the hot water pot, and the decaf pot. It takes 50 minutes to an hour to percolate a pot of coffee. About 8:45 turn on the second pot of regular coffee. This is the back up pot. Make sure 100-cup pots are on separate circuits or they will blow circuit breaker when percolating.
4. Host Committee is responsible for purchasing at least 7 Doz. Donuts, Danish or combination of cakes, and 1 gallon of milk. Any other snack i.e. fruit, crackers, nuts are always welcome. Some Districts have brought bake goods donated by their members; that are also welcome. Please save receipts and turn into Treasurer for reimbursement. The Host must have receipts in order to be reimbursed. If you need money ahead of time, let the Treasurer know at least two weeks before the meeting. The Treasurer will send you a check. (Host committees spend \$50 - \$70 on average - maximum reimbursement is currently \$65.00)
5. DCM or Alternate DCM should be the coordinator for the Host Committee or appoint one of the committee to coordinate.
6. The hardest part of this job is to make sure that at least one 100-cup pot of coffee is put on as close to 8:00am as possible - when members come in at 9:00am for registration hot coffee is greatly appreciated.

### **MISCELLANEOUS**

#### **A. Amendments**

These Area 60 Guidelines may be amended by future Area Assemblies. It is recommended that any amendments be adopted by substantial unanimity – two-thirds (2/3) vote.

#### **B. Vacancy in office**

1 Should the Delegate be unable to complete his/her term, the Alternate Delegate shall assume the duties. The Alternate Delegate may stand for election to Delegate if he/she has represented the Area at the General Service Conference only once.

2 If any other elected Area Officer is unable to complete his/her term, the Area Committee shall determine the method of filling the vacancy by special election or appointment.

3 The Area Chair will fill vacancies in appointed positions with final approval by the Area Committee.

#### **C Absentee/proxy votes**

Absentee voting or proxies shall NOT be valid at Area Committee meetings and Assemblies.

## Definition Of Terms Used In General Service Activities

### **A.A.W.S.**

-Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for the Conference-approved and service literature.

### **Alternate**

-A service volunteer who at Group, District, or Area Level, assists, supports and participates in Service responsibilities where feasible, depending on local autonomy and local needs.

### **Anonymity**

-The act of being anonymous.

### **Anonymous**

-With no name known or acknowledged. I.e. Given, written, etc., by a person whose name is withheld.

### **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, than there may be two, three or more Areas in the state or province. PA has two Areas. Area 60 is Western PA. and Area 59 is Eastern PA.

### **Assembly**

-A meeting of GSRs and Area Committee Members to discuss Area affairs and to elect a Delegate and Area Officers every other year.

### **Autonomy**

-The quality or conditions of being autonomous...Self-Government.

### **Autonomous**

-Having self-government...can function independently of other parts.

### **Conference**

-The General Service Conference. This is the Annual Meeting of Conference Delegates each April in New York.

### **Conference**

### **approved**

### **literature/videos**

-Pamphlets, books, videos, and films, produced under the auspices of various Conference trustees' committees which the appropriate Conference Committees have reviewed and recommended to the Conference for its' approval, and which have been approved by the Conference.

### **D.O.S**

### **Delegate**

-Day of Sharing *see Area Activities pg. 6*

-The man or woman elected at the election assembly every other year to represent the Area at the annual meeting of the Conference in NY and to bring back to the Area the results of the Conference Meeting.

### **D.C.M.**

-Sometimes called the committeeman or committeewoman. He/She is an experienced GSR elected by the other GSRs to represent the groups of their District in Area Committee Meetings (Quarterly Meetings)-and to coordinate service activities in the District.

### **District meeting**

-The meetings of the DCM and the GSRs of the groups in the District.



<b><u>G.A.W.</u></b>	-Get-Away-Weekend <i>see area activities pg. 6</i>
<b><u>G.S.O.</u></b>	-The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.
<b><u>General Services</u></b>	-Services performed by anyone in the general service structure (G.S.R., DCM, delegate, etc.).
<b><u>G.S.R.</u></b>	-The General Service Representative is the group contact with the General Service Office; and voting member of the area assemblies
<b><u>N.E.R.A.A.S.A.</u></b>	-Northeast Regional Alcoholics Anonymous Service Assembly is held in the last weekend of February. This is a pre-conference event sponsored by the Northeast Regional Delegates (N.E.R.D.s) and hosted by the individual Area by formal bid.
<b><u>N.E.R.D.</u></b>	-Northeast Regional Delegates.
<b><u>N.E.R.F.</u></b>	-The Northeast Regional Forum is held in odd-numbered years. This event is sponsored by the Northeast Regional Trustee (N.E.R.T.) and the General Service Office, but hosted by the individual Area in the Northeast Region who bid for this opportunity. NERF is usually held in June.
<b><u>Quarterly Meeting</u></b>	-Quarterly business meeting the Area Committee.
<b><u>Region</u></b>	-A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S. and two in Canada.
<b><u>Sharing session</u></b>	-A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken.
<b><u>Third Legacy</u></b>	-A.A.'s Third Legacy is Service, the sum total of all A.A. services, from a twelve step call to coast-to-coast worldwide service activities. The first two legacies are recovery and unity.
<b><u>Trustee</u></b>	-A member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

## **Geographical Locations Of Area 60 Districts**

<u><b>District</b></u>	<u><b>Location</b></u>
<b>1</b>	Butler - East Side / West Side - Prospect - Chicora - Lyndora
<b>2</b>	Pittsburgh - East Liberty
<b>3</b>	Pittsburgh - North Side - Bellevue
<b>4</b>	Pittsburgh - Bloomfield - Garfield - Lawrenceville - Millvale
<b>5</b>	Pittsburgh / North Hills - Ross Twp. - Allison Park - Glenshaw - Wexford - Etna - West View
<b>6</b>	Penn Hills - Wilkinsburg - Braddock - Frick Park - Edgewood
<b>7</b>	Pittsburgh / South Hills - Mount Lebanon
<b>8</b>	McKeesport - East McKeesport - Homestead - Clairton - West Mifflin – Hazelwood, Munhall, Greenfield, Glassport, Jefferson
<b>10</b>	Coraopolis - Sewickley - Moon Township
<b>11</b>	South West Pittsburgh - Beechview - Dormont - Carnegie - Bridgeville - Crafton
<b>12</b>	Aspinwall - Fox Chapel - Sharpsville
<b>14</b>	Washington / Greene Counties - Washington - Waynesburg - Canonsburg - Bobtown
<b>15</b>	Jefferson / Clearfield Counties - DuBois - Punxsutawney - Brookville - Clearfield
<b>16</b>	Venango / Clarion / Forest Counties - Oil City - Clarion - Marienville - Sugar Creek
<b>17</b>	Blair / Bedford Counties - Altoona - Bedford - Tyrone - Claysburg
<b>18</b>	East Mercer County - Grove City - Slippery Rock - Stoneboro - Milledgeville
<b>19</b>	Warren County - Warren - Sheffield - Tidioute - Youngsville - Clarendon - Russell
<b>20</b>	Pittsburgh Central - Downtown - Hill District - Carson Street
<b>21</b>	Pittsburgh - Oakland - Squirrel Hill - Shadyside
<b>22</b>	Pittsburgh - South Side
<b>23</b>	Westmoreland County - Greensburg - Jeanette - Scottsdale - Ligonier - Latrobe - Blairsville
<b>24</b>	Lower Beaver Valley - Beaver Falls - Ambridge - Rochester - Frisco - Big Beaver
<b>25</b>	Beaver / Ohio Valley - Aliquippa - Beaver - Monaca - Midland - Vanport
<b>27</b>	Upper Allegheny Valley - Apollo - Tarentum - Natrona Hghts. - Vandergrift - New Kensington
<b>28</b>	Monroeville - Murrysville - Pitcairn - Wall - Delmont - Harrison City
<b>29</b>	Fayette County - Uniontown - Connellsville - Perryopolis
<b>31</b>	Erie County / East - Corry - Harborcreek - North East - Union City
<b>32</b>	Erie County / West - Albion - Edinboro - Girard - Fairview
<b>33</b>	East Erie
<b>34</b>	West Erie
<b>35</b>	Central Erie
<b>36</b>	South Erie - Mill Creek
<b>40</b>	Elk / McKean / Cameron / Potter Counties - Saint Mary's - Emporium - Smethport - Bradford
<b>41</b>	Johnstown - Lower Cambria County - Westmont - Beaverdale
<b>42</b>	Indiana County - Indiana - Blacklick - Homer City - Pikes Peak
<b>43</b>	North Cambria County - Ebensburg - Carroltown - Cresson - Portage
<b>44</b>	Somerset County - Somerset - Jerome - Rockwood - Meyersdale
<b>45</b>	Mid-Mon Valley - Vestaburg - California - Monessen - Monongahela - Charleroi
<b>51</b>	Crawford County - Meadville - Conneaut - Cambridge Springs - Titusville
<b>52</b>	West Mercer County - Greenville - Hermitage - Sharon - Mercer
<b>61</b>	Lawrence County - Ellwood City - New Castle - Bessemer - West Pittsburg
<b>62</b>	Butler County South - Mars - Evans City - Sarver
<b>65</b>	Armstrong County - Ford City - Kittanning - East Brady - Sagamore
<b>70</b>	Pittsburgh / South Hills - Pleasant Hills - Whitehall
<b>71</b>	Bethel Park-South Park- Upper St. Clair

