

QUARTERLY PLANNING FORMS WORKBOOK

SOUTH FLORIDA AREA 15

FORMS & LISTS

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For a sample of the Quarterly Flyer, Program, Trusted Servant lists or any other forms or lists not included in this Workbook, please contact the Area 15 Quarterly Coordinator.

Committee Chair Worksheet

Committee
Email

Name

Phone

Chairperson _____

Alternate Chair _____

Hotel Liaison _____

Secretary _____

Treasurer _____

Registration _____

Greeters _____

Program _____

Speaker _____

Banquet _____

Coffee _____

Hospitality _____

Special Needs _____

Room Scanners _____

Ready Squad _____

Voice of Quarterly _____

PAST QUARTERLY THEMES JULY 2007 – CURRENT

<u>2007</u>	
JANUARY	WE ARE NOT A GLUM LOT
APRIL	SUNLIGHT OF THE SPIRIT
JULY	OUR PRIMARY PURPOSE
OCTOBER	THIS SPIRIT AMONG US
<u>2008</u>	
JANUARY	PASS IT ON
APRIL	A VISION FOR YOU
JULY	WITH HUMILITY AS OUR GUIDE
OCTOBER	PARTICIPATION; VITAL TO THE FUTURE OF AA
<u>2009</u>	
JANUARY	LANGUAGE OF THE HEART
APRIL	ROCKETED INTO THE 4 TH DIMENSION
JULY	WILLINGNESS IS THE KEY
OCTOBER	KEEP IT SIMPLE
<u>2010</u>	
JANUARY	ENRICHING OUR LIVES THROUGH SERVICE
APRIL	FREEDOM TO SERVE...FREEDOM BY WHICH WE LIVE – IS WARRANTY 6
JULY	WE ARE RESPONSIBLE
OCTOBER	LEADERSHIP IN AA: EVER A VITAL NEED
<u>2011</u>	
JANUARY	IN SPIRIT OF ROTATION
APRIL	TRUST GOD, CLEAN HOUSE, HELP OTHERS
JULY	GIVE FREELY OF WHAT YOU FIND AND JOIN US
OCTOBER	LET IT BEGIN WITH ME
<u>2012</u>	
JANUARY	EXPECT A MIRACLE
APRIL	WE SURRENDER TO WIN
JULY	WE ARE GOING TO KNOW A NEW FREEDOM
OCTOBER	LOVE AND SERVICE
<u>2013</u>	
JANUARY	WELCOME HOME
APRIL	ENJOYING LIFE-WE ABSOLUTELY INSIST ON IT
JULY	AM I GRATEFUL ENOUGH
OCTOBER	A DESIGN FOR LIVING...THE JOY OF THE JOURNEY
<u>2014</u>	
JANUARY	RECOVERY UNITY SERVICE
APRIL	A DECLARATION OF UNITY
JULY	YOU ARE NOT ALONE
OCTOBER	HAPPY, JOYOUS & FREE
<u>2015</u>	
JANUARY	SERVICE GRATITUDE IN ACTION
APRIL	SPRING INTO ACTION
JULY	LOVE AND TOLERANCE IS OUR CODE
OCTOBER	WE WILL BE AMAZED
<u>2016</u>	
JANUARY	MIRACLES HAPPEN
APRIL	CHANNEL SPIRITUALITY ...
JULY	RULE 62
OCTOBER	SPIRIT OF ROTATION

SOUTH FLORIDA AREA 15 HOST DISTRICT REVIEW SHEET

Host District _____ Quarterly Dates _____
Quarterly Chair _____ Phone Number _____ Email _____
Quarterly CoChair _____ Phone Number _____ Email _____
Hotel Liaison _____ Phone Number _____ Email _____
Registration _____ Phone Number _____ Email _____
Hospitality _____ Phone Number _____ Email _____
Program _____ Phone Number _____ Email _____
Banquet _____ Phone Number _____ Email _____

Host Hotel (Name & City) _____
Room Rates: Single/Double _____ Triple _____ Quad _____ Other _____

Rooms Blocked: Friday _____ Saturday _____ Total Blocked _____

Rooms Used: Friday _____ Saturday _____ Total Used _____

% of Block Required _____ # Days Pre/# Days Post _____ Comp. Rooms 1 per: _____

Breakout Rooms _____ Locked Room Available? _____ Boardroom Available? _____

Hospitality Suite Available? _____ Hospitality Cleaning Charge? \$ _____ AV Charge \$ _____

Ballroom Splits into # _____ Meeting Rooms. Ballroom seats # _____ in rounds of _____

Food and Beverage Obligation: \$ _____ Total Paid \$ _____ Dinners Guaranteed to Hotel _____

Cut off date/time for Banquet confirmation _____ # of Tickets Sold _____

Your Cost for Dinners \$ _____ Ticket Price for Dinners \$ _____

Box Lunch Price (if needed): Saturday \$ _____ Sunday \$ _____ # Sold _____

Boxed lunches needed for every April Quarterly and voting Assembly in October of even numbered years.

Coffee: How many gallons were comp/purchased _____ Cost per gallon \$ _____ inclusive.

Gallons used: Friday _____ Sat _____ Sun _____ Allowed to brew own coffee _____ How many gallons _____

Overflow Hotel (Name & Distance to Host) _____

Room Rates: Single/Double _____ Triple _____ Quad _____ Other _____

Rooms Blocked: Friday _____ Saturday _____ Total Blocked _____ (Overflow).

Rooms Used: Friday _____ Saturday _____ Total Used _____ (Overflow).

Recorder: Name, email & Phone # _____

Expenses for Speakers _____

Collection Basket: Friday \$ _____ Saturday \$ _____ Sunday \$ _____ Hospitality Basket \$ _____

Total Registered _____ Friday _____ Saturday _____ Sunday _____ Voting Members _____

Expenses for Printing/Additional Badges/ Misc. Expenses _____

Comments for the next Quarterly Chairperson: _____

Please give completed form to the Quarterly Coordinator as soon as possible at the end of your Quarterly.
Also please email a copy to Quarterly@area15aa.org.

SAMPLE QUARTERLY BUDGET FORM

	Actual Income & Expenses for most recent quarterly hosted by Dist. ____	<u>Projected for Current Quarterly</u>	<u>Actual for Current Quarterly</u>
<u>INCOME</u>			
Area 15 Disbursement	\$750.00	\$750.00	
Banquet Ticket Sales			
Basket Collection at Planning Committee Meetings			
Basket Collection Friday Night			
Basket Collection Saturday Night			
Group Contributions			
Misc. Income			
Deposit returned from Hotel following event			
<u>TOTAL INCOME</u>	\$750.00	\$750.00	
<u>EXPENSES</u>			
Deposit paid to Hotel before event			
Food & Beverage to Hotel			
Audio Visual			
Printing: Flyers			
Printing: Contribution Flyers			
Printing: Tickets			
Printing: Programs			
Coffee & Food			
Centerpieces & Decorations			
Registration Supplies			
Hotel Comp Room			
Contingency			
Area 15 Reimbursement			
<u>TOTAL EXPENSES</u>	\$0.00	\$0.00	

South Florida Area 15 Registration Form

Sheet # _____ District _____

Date _____

Position

Check
if you
are
voting

Name

Home Group

AGSR

GSR

ADCM

DCM

OTHER

1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
			TOTALS					

Formulario de Registro Area 15 Sur de la Florida

Hoja # _____ Distrito _____

Fecha _____

Posicion

	Marque si va a Votar	<u>Nombre</u>	<u>Grupo Base</u>	RSGA	RSG	MCDA	MCD	OTRO
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
		TOTALES						

Host District _____

**SOUTH FLORIDA QUARTERLY
REGISTRATION TOTALS**

Date _____

District	Total Members	Alt. GSR	GSR	ADCM	DCM	Other	Total VOTING
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
14							
15							
16							
17							
18							
19							
20							
Totals							

NOTES: _____

AREA 15 QUARTERLY REGISTRATION

FRIDAY/SATURDAY NIGHT COUNT

(NEEDED BY 7:45 p.m.)

TOTAL REGISTRATION: _____

THIS BREAKDOWN IS OPTIONAL:

DCMs: _____

ALT DCMs: _____

GSRs: _____

ALT GSRs: _____

OTHER: _____

(GIVE TO QUARTERLY COORDINATOR OR VOICE OF THE QUARTERLY)

AREA 15 QUARTERLY REGISTRATION

SUNDAY MORNING COUNT

(NEEDED BY 8:45 a.m.)

TOTAL REGISTRATION: _____

DCMs: _____

ALT DCMs: _____

GSRs: _____

ALT GSRs: _____

OTHER: _____

(GIVE TO QUARTERLY COORDINATOR OR AREA CHAIR)

AREA 15 QUARTERLY MEETING AGENDA

Friday:	8:30 PM	Speaker Meeting
	10:00 PM	Nite Owl Meeting
	10:00 PM	Spanish Nite Owl Meeting
Saturday:	7:00-8:00 AM	Early Bird Meeting
	7:00-8:00 AM	Spanish Early Bird Meeting
	8:00-9:00 AM	Concepts Workshop
	8:00-9:00 AM	Spanish Concepts Workshop
	8:30-10:50 AM	Treatment Facilities Committee
	9:00-10:50 AM	Remote Communities Committee
	9:00-10:50 AM	Archives Committee
	9:00-10:50 AM	Current Practices Committee
	9:00-10:50 AM	Grapevine Committee
	9:00-10:50 AM	Literature Committee
	9:00-10:50 AM	PI/CPC Committee
	9:00-10:50 AM	Special Needs Committee
	9:00-10:50 AM	State Convention Committee
	11:00-12:00	Traditions Workshop <i>*Note1</i>
	11:00-12:30	Spanish Linguistic Committee
	12:00-1:30 PM	Website Committee
	12:30-1:30 PM	District Chairpersons
	12:30-1:30 PM	District Secretaries/Registrars
	12:30-1:30 PM	District Treasurers
	1:00-1:50 PM	Spanish Traditions Workshop
	1:30-3:50 PM	Corrections Committee
	2:00-3:50 PM	DCM Sharing
	2:00-3:50 PM	Finance Committee
	2:00-3:50 PM	GSR Sharing
	2:00-3:50 PM	Intergroup/Central Office Committee
	2:00-3:50 PM	Quarterly Coordinator Meeting
	4:00-5:00 PM	Service Manual Workshop <i>*Note1,2</i>
	5:00-6:00 PM	“What’s On Your Mind” <i>*Note1,3</i>

	7:00-8:30 PM	Banquet
	8:30-9:30 PM	Speaker Meeting
	10:00-11:00 PM	Conference Agenda Review at April Quarterly. * <i>Note 4</i>
	10:00-11:00 PM	Nite Owl Meeting
	10:00-11:00 PM	Spanish Nite Owl Meeting
Sunday:	7:00-8:00 AM	Early Bird Meeting
	7:00-8:00 AM	Spanish Early Bird Meeting
	9:00 AM	South Florida Area Business Meeting

- Note 1 There can be no meetings or workshops which conflict with Traditions Workshops, Service Manual Workshop or “What’s On Your Mind.”
- Note 2 Replaced by the Conference Agenda Review at the April Quarterly.
Replaced by Third Legacy Procedure review at the October even year Quarterly.
- Note 3 Replaced by the Conference Agenda Review at the April Quarterly.
Replaced by current Area 15 Officers giving summary of their positions at the October even year Quarterly. Chaired by Outgoing Delegate.
- Note 4 Only if needed.

South Florida Area Current Practices - Appendices
Last Update July 2015

PROGRAM/SPEAKER COMMITTEE WORKSHEET

FRIDAY

NAME

PHONE

EMAIL

Main Speaker:	_____	_____	_____
Reader – Traditions:	_____	_____	_____
Reader – Concepts:	_____	_____	_____
Night Owl:	_____	_____	_____
Spanish Night Owl:	Area Spanish Linguistic Committee		

SATURDAY

Early Bird:	_____	_____	_____
Spanish Early Bird:	Area Spanish Linguistic Committee		
Traditions:	_____	_____	_____
Spanish Traditions:	Area Spanish Linguistic Committee		
Concepts:	_____	_____	_____
Spanish Concepts:	Area Spanish Linguistic Committee		
GSR Sharing:	_____	_____	_____
DCM Sharing:	_____	_____	_____
Main Speaker:	_____	_____	_____
Invocation:	_____	_____	_____
Reader – Traditions:	_____	_____	_____
Reader – Concepts:	_____	_____	_____
Night Owl:	_____	_____	_____
Spanish Night Owl:	Area Spanish Linguistic Committee		

SUNDAY

Early Bird:	_____	_____	_____
Spanish Early Bird:	Area Spanish Linguistic Committee		
Reader – Traditions:	_____	_____	_____
Reader – Concepts:	_____	_____	_____

Committee Workshops – ensure local District Chairs realize they are primary chair for these meetings with the exception of Florida State Convention.

Please utilize Past Delegates.

Provide formats for Early Bird and Night Owl meetings as well as copies of How It Works, Traditions and Concepts.

Area Chairperson will ask readers for Sunday morning.

**FRIDAY NIGHT
VOICE OF THE QUARTERLY
AGENDA**

HI EVERYONE, DISTRICT _____ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE FRIDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____. MY SOBRIETY DATE IS _____.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE. PLEASE BE MINDFUL OF THOSE WITH MOBILITY ISSUES WHEN MOVING ABOUT THE HOTEL.

ANNOUNCE LOCATION OF HOSPITALITY SUITE: ROOM # _____

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE LOCATION OF COFFEE STATION

ANNOUNCE THE AVAILABILITY OF BANQUET TICKETS _____

ANNOUNCE THE NUMBER OF REGISTRANTS _____

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(Any entertainment or special meetings)

Time: _____ Location: _____

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS.

TREASURER WILL PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.

WE ASK THAT DURING THIS WEEKEND'S MEETINGS THAT ALL CELL PHONES BE SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

**FRIDAY NIGHT
SPEAKER MEETING
FORMAT**

- 1) I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____ . MY SOBRIETY DATE IS _____ .

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION FOLLOWED BY THE SERENITY PRAYER.

- 2) INTRODUCE READER OF THE PREAMBLE _____
- 3) INTRODUCE READER OF THE 12 TRADITIONS _____
- 4) INTRODUCE READER OF THE 12 CONCEPTS _____
- 5) CHAIRPERSON INTRODUCES SPEAKER _____

AFTER THE SPEAKER

- 1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO THE SPEAKER
- 2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE. IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION OF HIM WHO PRESIDES OVER US ALL.

- 3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY STATEMENT** AND THE LORD'S PRAYER.

**SATURDAY NIGHT
VOICE OF THE QUARTERLY
AGENDA**

HI EVERYONE, DISTRICT _____ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE SATURDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____. MY SOBRIETY DATE IS _____.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE. PLEASE BE MINDFUL OF THOSE WITH MOBILITY ISSUES WHEN MOVING ABOUT THE HOTEL.

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS

ANNOUNCE THE NUMBER OF REGISTRANTS _____

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(April – Delegate Sharing - or any entertainment or special meetings)

Time: _____ Location: _____

ANNOUNCE THE SOUTH FLORIDA AREA 15 BUSINESS MEETING WILL START **PROMPTLY AT 9:00 A.M. ON SUNDAY.**

TREASURER TO PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.

THANK THE HOST DISTRICT QUARTERLY COMMITTEE AND ASK THE MEMBERS TO STAND AND BE RECOGNIZED

WE ASK THAT DURING THIS WEEKEND'S MEETINGS THAT ALL CELL PHONES BE SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

**SATURDAY NIGHT
SPEAKER MEETING
FORMAT**

- 1) I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____ . MY SOBRIETY DATE IS _____ .

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION FOLLOWED BY THE SERENITY PRAYER.

- 2) INTRODUCE READER OF THE PREAMBLE _____
- 3) INTRODUCE READER OF THE 12 TRADITIONS _____
- 4) INTRODUCE READER OF THE 12 CONCEPTS _____
- 5) CHAIRPERSON INTRODUCES SPEAKER _____

AFTER THE SPEAKER

- 1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO SPEAKER
- 2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE. IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION OF HIM WHO PRESIDES OVER US ALL.

- 3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY STATEMENT** AND THE LORD'S PRAYER.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

PREAMBLE

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

TWELVE CONCEPTS

1. Final responsibility and ultimate authority for A.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.-the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

