

## South Florida Area

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*Legacy of Service and Guidelines  
for South Florida Area 15*

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## **PREFACE**

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The South Florida Area Committee of Alcoholics Anonymous is a service body for the groups in Delegate Area 15. Its primary purpose is to provide a forum for sharing collective 12th Step experience - how best to carry the A.A. message in South Florida, the Bahamas, US Virgin Islands, British Virgin Islands Antigua, St. Maarten and the Cayman Islands. The Area also has the responsibility to carry that message worldwide via the General Service Conference U.S./Canada.

Area 15 is supported by the voluntary contributions of the groups it serves. The Committee structure borrows much from “The A.A. Service Manual and Twelve Concepts for World Service;” is ever mindful of the Twelve Traditions, the Twelve Concepts for World Service, and the Twelve Steps of A.A.

This Legacy of Service for South Florida Area 15 is published in hardcopy every two years at the time of rotation. The updated electronic copy is available on the Area website ([www.area15aa.org](http://www.area15aa.org)). The overviews of Area Trusted Servants' responsibilities and the composition, scope, and procedure of each standing committee were contributed by those who have served, reflecting Area 15 experience.

## **SOUTH FLORIDA LEGACY OF SERVICE**

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“Our Twelfth Step - carrying the message - is the basic service that the A.A. Fellowship gives...Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer...” Co-founder Bill W. wrote these words to preface the first General Service Conference in 1951. Two Delegates selected by the statewide fellowship carried Florida’s collective experience to that first get-together. It wasn’t until 1957 when one was selected from the northern counties and one from the southern counties. As such, a Panel 7 Delegate represented South Florida from Miami. This first South Florida Delegate only served one year, and then the Alternate Delegate from Pompano Beach finished out that service period and subsequently was elected for two additional years.

How best to carry the A.A. message has evolved through the years on an Area level as well as in the U.S./Canada. In Area 15, there are 16 committees focused on Area Business and the Redistricting Committee, composed of the seated District Chairs and chaired by the Alternate Delegate, which meets as necessary. These service committees meet four times a year to share experience. Each Area Committee Chairperson reports this activity to the Area Committee, which is composed of the Six Area officers, the chairpersons of each Area standing committee, and the District Committee Members (DCMs). Area 15 Business Meetings are held as Assemblies, where all Area Committee members and GSRs have a vote. Area Committee members may submit motions to the Business Meeting Assembly through the Area 15 Chairperson. Once a year, in April, there is an Assembly where all Area Committee members and GSRs have a voting voice to aid the Area 15 South Florida Delegate in carrying our conscience to the annual General Service Conference.

Why all this structure?

**Bernard Smith, non-alcoholic Chairman of A.A.'s Board of Trustees, answered this question in 1954 by saying that, although those of us who have found A.A. may not need this to insure our own recovery, "We do need it to insure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to insure the recovery of a child being born tonight, destined to alcoholism. We need it to provide in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead can find in A.A. the rebirth which brought us back to life."**

## **AREA DELEGATE RESPONSIBILITIES**

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- **Distributes the preliminary and final Conference Agendas when received.**
- **Chairs the April Assembly and obtains the group conscience on Conference agenda items.**
- **Attends the General Service Conference in well prepared.**
- **Reports the results of the General Service Conference to the South Florida Area.**
- **Visits each District in Area 15 to give a Conference Report, if invited, at the District's expense, except when the District requests financial assistance for travel expenses.**
- **Distributes the Conference Final Reports to all Districts in the South Florida Area.**
- **Chairs the Area Committee business meeting when the Area Chairperson is not present.**
- **Chairs the October voting assembly.**
- **Presents an oral and written informational report at Area Quarterly business meetings.**
- **Serves as a communication channel between G.S.O. and the South Florida Area.**
- **Coordinates and verifies Pending New Group information during the Pending Active period with the Area 15 Registrar.**
- **Sends a Pending New Group Information letter, along with a copy of the Pending New Group Sheet, to the District Chairperson for notification and verification.**
- **Sends a New Group Notification letter and a copy of the Active New Group Status form to the District Chairperson for notification.**
- **Represents South Florida Area as stipulated in Area resolutions.**
- **Keeps the Alternate Delegate fully informed.**
- **Provides the Finance Committee with Delegate's budget request at budget time.**
- **Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.**
- **Upon rotation, co-chairs the Current Practices Committee for 4 years and serves on the Finance Committee for 2 years.**

- Each officer shall review, update, and be prepared to present, their job description at the Service Manual Workshop at the October election Assembly held every other year.

## **AREA ALTERNATE DELEGATE RESPONSIBILITIES**

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- Represents South Florida Area as stipulated per Area Current Practice.
- Stands in for the Delegate, if necessary.
- Presents an oral and written report at the South Florida Area business meeting on the service activities performed as Alternate Delegate during the preceding quarter and forwards a copy to the Recording Secretary
- Chairs the “What’s On Your Mind?” meeting at Area Quarterlies.
- Chairs the Area Redistricting Committee when the Committee is in session.
- Chairs the Area 15 State Convention Committee, and gives a report at the Area business meeting.
- Attends the Florida State Convention Advisory Committee with representatives from Area 14 (North Florida), and gives a report at the Area Quarterly business meeting.
- Serves as an ex-officio member of the Website Committee.
- Serves as co-host (with a representative from Area 14) of the Florida Hospitality Suite at each AA International Convention.
- Provides the Finance Committee any request for funds at budget time.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.

## **AREA CHAIRPERSON RESPONSIBILITIES**

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- Area Chairperson creates and sets the header content for the Area 15 Minutes, Area 15 Agenda, and the Area 15 Letterhead.
- Sets the Area’s business meeting agenda and forwards this information to the Recording Secretary in time for the minutes to be mailed no later than 45 days after each Quarterly business meeting. (Agenda items are to be in the hands of the Chairperson no later than 30 days after each Quarterly business meeting.)
- Chairs the South Florida Area’s business meetings.
- Either a willingness to learn or be knowledgeable with Roberts Rules of Order as used by Area 15 in order to facilitate the Area business meeting.
- Familiarity with motions passed by the Area 15 body in the Book of Motions that pertain to function of Area 15.

- Chairs the District Chairpersons' sharing session at the Area Assembly weekend.
- Presents Chairperson's Remarks orally at the Area business meeting and forwards a copy to the Recording Secretary and Spanish Interpreters.
- Appoints the Finance Committee Chairperson, Quarterly Coordinator Committee Chairperson and Outreach Committee Chairperson and presents these appointments for disapproval at the Area business meeting.
- Signs quarterly hosting contracts approved by the body and coordinates with the District Quarterly Host Chair, Area 15 Treasurer, and the Quarterly Coordinator.
- Serves as an Ex-officio member of the Finance Committee and the Current Practices Committee.
- Communicate and inform the Delegate, Alternate Delegate, Area Treasurer, Area Registrar, Area Recording Secretary, Area Committee Chairs and Past Delegates residing in Area 15 what is going on in the Area.
- Willingness to assist local Districts upon request whenever possible.
- Provides the Finance Committee with Chairperson's budget request at budget time.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.
- Annually reviews with the Area 15 Finance Chair and Area 15 Treasurer: the equipment inventory list of equipment purchased by Area 15, who is in possession of equipment and reports to the Area 15 body.
- Attends the Southeast Regional Forum on even years.
- Optional: Hosts informal meetings of Area Officers and Standing Committee Chairpersons in January of each year.
- Optional: Hosts a virtual monthly meeting with District Chairpersons/Alternates to help support each other and exchange information.
- Optional: Hosts an informal Meet and Greet from 7-8 PM on Friday night of Assembly weekend.

## **AREA TREASURER RESPONSIBILITIES**

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- Accounts for all Area monies received and disbursed while complying with Internal Revenue Service regulations.
- Maintains signature cards with the Area 15 bank, ensuring that the Area 15 Officers are authorized to endorse checks and otherwise conduct Area 15's financial business.
- Maintains original copies of the South Florida Area 15 Charter, 501(c)3 filing and Consumer's Certificate of Exemption (FL Sales & Use Tax) and assures that the

Accountant representing Area 15 has the originals.

- Prepares a “Cash Flow Report” for the Area Finance Committee Chairperson on a quarterly and annual basis.
- Prepares a quarterly and annual “Thank You Letter” to each group contributing to Area 15.
- Pays all expenses for Area guests.
- Chairs the District Treasurers’ sharing session at Area Quarterlies.
- Attends and participates as a member of the Area Finance Committee
- Provides the Finance Committee with Treasurer’s budget request at budget time.
- Maintains a quarterly Treasurer’s expense report including all receipts.
- Presents Treasurer’s Remarks orally at the Area business meeting and forwards a copy to the Recording Secretary
- Reports group contributions, checks disbursed, income and expenses and account balances for the preceding quarter at each Area business meeting and forwards a copy to the Recording Secretary.
- Supervises the basket collection at Area business meetings.
- Makes hotel reservations for Area Officers, Area Committee Chairpersons, participating Past Delegates and invited guests, per Area Current Practice, and distributes copies of arrangements to all involved.
- Returns all unspent budgeted funds to the Area Treasury by December 31<sup>st</sup> of that budgeted year.
- Transfers any overage in the Prudent Reserve Account to the Operating Account annually.
- Presents excess funds for the prior year to the General Service Office in January of each year, per Area Current Practice.
- Presents the Area Committee with a full Financial Report of the previous year at the second Quarterly of each year, per Area Current Practice, and forwards a copy of this report to the Recording Secretary.
- Ensures that the Treasurer, or Accountant, representing Area 15 maintains the correct Officers’ names and addresses with the State of Florida for the FL Sales & use Tax Exemptions and with the Internal Revenue Service for the 501(c)3 filing.
- Contacts the Accountant representing Area 15, in January of each year, to prepare 501(c)3 filing with the Internal Revenue Service.
- Provides annual financial records to the Area 15 Archives Committee.
- Attends the Southeast Regional Forum.

**AREA REGISTRAR RESPONSIBILITIES**

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- **Works with district registrars to keep an accurate account in the area database of groups and trusted servants in South Florida Area 15**
- **Assists district registrars with data entry, running reports and other tasks to help them be effective in their roles**
- **Updates the GSO database so that it accurately reflects information on groups and trusted servants housed in the area database**
- **Provides information from the GSO database to district registrars as requested**
- **Maintains a clear line of communication with GSO staff members involved with maintaining group and trusted servant records in the GSO database**
- **Takes advantage of virtual area registrar trainings and sharing sessions hosted by GSO staff whenever possible**
- **Provides a searchable PDF of group numbers by group at least quarterly to the Area 15 web servant for posting to the Area 15 website**
- **Updates New Group, Group Change and District Position Change forms as needed**
- **Co-chairs the Registrars'/Secretaries' sharing session at South Florida Area 15 assemblies**
- **Calls roll at Area 15 business meetings**
- **Gives a report of registrar-related activities at Area 15 business meetings and provides a written report to the Area 15 Secretary for the minutes**
- **Collects and tabulates number of voting members at Area 15 business meetings by category and provides totals to Area Chairperson**
- **Runs and provides reports to the Area Secretary no later than 30 days after Area 15 business meetings reflecting members desiring to receive minutes in English and Spanish via postal mail and email**
- **Maintains a post office box for receipt of returned minutes**
- **Coordinates with district registrars to clean up outdated addresses in the database that come to light as the result of returned minutes and replaces them with updated information wherever possible**
- **Submits a quarterly expense report and provides receipts for expenses to the Area Treasurer**
- **Submits a budget request to the Area 15 Finance Committee each year**
- **Attends the Southeast Regional Forum**

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## **AREA RECORDING SECRETARY RESPONSIBILITIES**

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- **Renews the Bulk Mail Permit from the U.S. Postal Service on the annual date as required and maintain an appropriate quarterly balance in the bulk mail account.**
- **Record all motions and outcomes from the Area Business Meeting and inserts them at the end of the Area Business Meeting minutes.**
- **Record results of Area Officers Elections and includes them in the Area Minutes.**
- **Record results of the Assembly Bids and includes them in the Area Minutes.**
- **Record the number of persons registered at the Quarterlies and the number of General Service Representatives in attendance at the Area Business Meetings.**
- **Present Recording Secretary Remarks verbally at the Area Business Meeting and includes a copy in the Area Minutes.**
- **Receive the Agenda in English and Spanish for the upcoming Area Business Meeting, prepared by the Area Chairperson, and distributes it with the minutes of the previous Area Business Meeting.**
- **Provide the Spanish Linguistic Committee with a scrubbed English version of the Assembly Minutes within 10 days of the Assembly Business Meeting, per Current Practice, with the translated version to be returned within the next 20 days.**
- **Receives 5 Excel email/ mailing lists provided by Registrar to include current members on English Postal, Spanish Postal, English Email, Spanish Email, and Foreign Mailing lists.**
- **Compile, print, copy, collates, address, and mail/email the Assembly Minutes and Agenda, within forty-five (45) days after the Area Business Meeting, per Area Current Practice.**
- **Sends out the English / Spanish versions (if available) of Assembly Minutes and Agenda, upcoming Assembly, and State convention flyers to the 5 mailing/emailing lists provided by Registrar.**
- **Sends out the English / Spanish versions (if available) of Assembly Minutes and Agenda, upcoming Assembly, and State convention flyers to the Current Panel, Committee members, and District Chairs.**
- **Present the Minutes for correction and approval at the Area Business Meeting.**
- **Provides 2 sets of Approved Minutes and CD(s) of the Area Business Meeting to the Area Archives Chairperson.**
- **Co-Chairs the District Secretaries' sharing session, along with the Area Registrar at the Area Quarterlies.**
- **Provides the Finance Committee with Recording Secretary's budget request at budget time.**
- **Submits a quarterly expense report, including all receipts, to the Area Treasurer.**

- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.
- Serves as an ex-officio member of the Area Spanish Linguistic Committee.
- Responsible for the Recording Secretary's laptop computer and accessories.
- Attend the Southeast Regional Forum yearly.

## **AREA ARCHIVES COMMITTEE**

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- Composition:** The Archives Committee has three elected officer positions, 1) Committee Chairperson, 2) Secretary/ Treasurer and 3) one elected non-rotating position of Archivist. All positions are elected in Committee by a modified Third Legacy Procedure in even years and presented for approval at the Area business meeting that year in the month of October. The remainder of the committee is comprised of all of the Area 15 District Archives Chairpersons who are elected in their own Districts.
- Scope:** Provides a forum for Districts to share experience among the archivists in Area 15. The scope of Area 15 Archives collection will include:
- An archival history of the actions of the Area 15 Committee transacted at its business meetings, as recorded in the printed minutes (per Area Current Practice, printed minutes are retained in perpetuity). The Committee currently maintains two sets of minutes. The original set is locked in special boxes stored in the Archives storage locker. The second set, also stored in the Archives storage locker is brought to Quarterlies for display.
  - The Area 15 Treasurer and the Archives Committee are responsible for destroying the financial records older than five (5) years by June 1st of each year.
  - In addition to area minutes, historical material and artifacts pertinent to Area 15 will be retained and preserved. Other appropriate history will be preserved when requested by other Area Committees.
- Procedure:** The Committee meets at each Area 15 Quarterly. The Chairperson will report Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. The Secretary/Treasurer will present the Committee's Treasurer's Report at the Area business meetings unless the Archives Chair is requested to do so, provide Minutes of Committee Business to its members and other interested individuals, and provide the Area Finance Committee with an annual request for funds at budget time. The Archivist will be responsible to bring copies of the Area minutes and if possible traveling displays with a representative sample of other material and artifacts pertinent to Area 15.

**AREA CORRECTIONAL FACILITIES COMMITTEE**

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- Composition:** All District Corrections Chairpersons are members of this Committee. A Chairperson, Alternate Chairperson, and Secretary/Treasurer are elected by the Committee from rotating-out Corrections Committee members who have served for at least one year. These elected officers are presented for approval at the Area business meeting.
- Scope:** Offers an opportunity for Districts to share their experience in carrying the A.A. message into correctional facilities. Reviews service literature and workbooks. Acts as the communication channel to and from the Florida Department of Corrections (D.O.C.) and is also a communication channel to and from the Correctional Facilities desk at G.S.O.
- Procedure:** Conducts quarterly meetings where Districts may share their experience. Conducts quarterly workshops. Communicates with the Area Delegate. Represents Area 15 at the bi-annual North/South Workshop conducted by Area 14 and every other year hosts the North/South Workshop for Area 14 and Area 15. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

**AREA CURRENT PRACTICES COMMITTEE**

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- Composition:** Co-Chaired by the two immediate Past Delegates. Four current District Committee Members and a Secretary/Treasurer selected by the Co-Chairs also serve on the Committee. The Area Chairperson is an ex officio member of the Committee. Linguistic Liaison, selected by the Area Linguistic Committee, also serves as a non-voting member of the Committee.
- Scope:** Updates the Book of Motions and the Book of Current Practices quarterly. Updates the Legacy of Service upon revision.
- Procedure:** Holds quarterly meetings to fulfill its responsibilities. E-mails Area Website Chairperson an updated copy of the Book of Motions and the Book of Current Practices quarterly. E-mails the Area Website chairperson an updated copy of the Legacy of Service upon revision. Provides newly elected Area Officers, Area Committee Chairs and District Chairs an updated copy of the Current Practices Binder at the beginning of odd numbered years. The Binder includes the Book of Motions, the Book of Current Practices, the Legacy of Service and a Forms section. Presents a report of the Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.



**AREA FINANCE COMMITTEE**

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- Composition:** The Finance Committee includes a Chairperson (appointed by the Area Chairperson), the Area Treasurer, two members (chosen by the Committee Chair) and the immediate Past Delegate. The Area Chairperson is an *ex-officio* member of this Committee
- Scope:** Oversees the finances of the Area. Compares current expenditures to budget. Reviews unbudgeted requests for funds for Area Trusted Servants and Area Standing Committees. Receives requests for Area funds at budget time. Prepares an annual budget for Area 15. The Committee is guided by the Book of Current Practices of Area 15 in all of its deliberations.
- Procedure:** Holds quarterly meetings to conduct its responsibilities. Annually prepares the Area 15 budget and presents it to the Area Committee for consideration at the 4th Quarterly Area Business Meeting. Reviews all motions affecting the Area 15 budget and may offer comment at the Area 15 business meeting indicating how the motion will affect Area 15. Is available to assist all Area 15 Officers and Standing Committee Chairpersons in preparing their budgets. Is available to offer assistance to anyone making a motion affecting the Area 15 budget in preparing their motion. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Determines the Finance Committee's financial needs for inclusion in the annual budget. Assist the incoming Delegate in the methods and practices of accounting for budgeted funds.

## **AREA GRAPEVINE COMMITTEE**

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**Composition:** All current District Grapevine/La Vina Chairpersons are voting members of the Area Grapevine/La Vina Committee. The committee Chairperson and the Secretary/Treasurer are elected officers of the Committee and are elected in committee using the Third Legacy Procedure every two years at the October voting assembly weekend Area Grapevine/La Vina committee meeting. Newly elected officers are presented for disapproval at the Area business meeting. In the event that an officer is unable to perform his or her duties or complete the full two year term of office, a replacement will be elected as needed at the next quarterly Area Grapevine/La Vina Committee meeting.

The qualifications and duties of the officers are as follows:

**Chairperson** - five years of continuous sobriety, three years of Area Grapevine/La Vina Committee experience, two years District Grapevine Chair. Prepares meeting agenda and chairs the quarterly committee meeting. Responsible for relaying any information from the Grapevine/La Vina office in New York to the committee. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Gives committee recommendations on agenda items for the General Service Conference regarding Grapevine to the Area Delegate at the Area Assembly.

**Secretary/Treasurer** - two years of continuous sobriety, one year of Area Grapevine/La Vina Committee experience, current or past District Grapevine Chair. Attends all quarterly committee meetings and passes and maintains sign-in sheet. Keeps a record of District Chairpersons contact information for purposes of communication. Takes notes and records proceedings of the committee meeting and sends to all persons on the sign-in sheet plus the District Chairpersons and officers, while maintaining confidentiality. Requests funds from the Area Treasurer when required. Returns unused funds by December 31st of the budgeted year. Reports committee expenses verbally at the Area business meeting and in written form for inclusion in the Area minutes.

The current District Grapevine/La Vina Chairpersons (or alternates if the Chair is not present) and the Committee Secretary/Treasurer are voting members at the Area Grapevine/La Vina Committee meeting. In the event of a tie during voting, the Committee Chairperson votes to break the tie. All Grapevine Representatives (GvRs), past Grapevine Chairs, and any interested AA members are welcomed to the business meeting and are invited to participate in any discussions.

- Scope:** Offers a forum for Districts to share their experience in carrying the message about the Grapevine Magazine, La Vina, and other materials published by the Grapevine, Inc. Discusses how to provide support for Grapevine and La Vina throughout the fellowship and service structure, by encouraging groups to elect GvRs, hold dedicated local workshops and events, and incorporate time and budgets for GV presentations and subscription/literature giveaways at AA fellowship events. The committee reviews Grapevine Agenda Items for the General Service Conference and gives the Area Delegate the committee's recommendations. The committee also discusses how to put the recommendations from the General Service Conference into practice.
- Procedure:** The committee meets quarterly at each General Service Assembly, and contributes a Grapevine subscription to the host District for a raffle on Saturday night. Each District is given the opportunity to present and submit a report of District Grapevine/La Vina activities, which becomes a part of the committee minutes. Agenda items for committee meetings may include any and all items related to the scope of the committee. As time allows, workshops are held to review and discuss sections of the Grapevine Workbook. In April of each year, the agenda items for the General Service Conference pertaining to the Grapevine are discussed. A sense of opinion of the body may be agreed upon by discussion and vote, to be given to the Delegate by the Chairperson.

## **AREA INTERGROUP/CENTRAL OFFICES COMMITTEE**

- Composition:** Membership consists of one Intergroup and/or Central Office Representative or Alternate from each District in Area 15. The officers shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. Election is in Committee by simple majority and officers are presented for approval at the Area business meeting.
- Scope:** Provides an opportunity to identify and share expertise in solving the administrative and operational problems of Central Offices and/or Intergroups and to promote coordination and cooperation with General Service.
- Procedure:** Holds quarterly meetings where Districts may share their experience. Communicates with other Intergroups and/or Central Offices outside the South Florida Area. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. This Committee receives no funds from the South Florida Area.

## **AREA LINGUISTIC COMMITTEE**

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- Composition:** The Chairperson, Alternate Chairperson and Secretary/Treasurer are elected in Committee using the Third Legacy procedure and presented at the Area business meeting for approval. Other voting members may include one Spanish speaking member from each Spanish speaking group. The Area Recording Secretary is an *ex-officio* member of this Committee.
- Scope:** Offers a forum for the Districts to share their experience in carrying the message to the Spanish speaking groups in Area 15. Coordinates with the Area Registrar to ensure that the Spanish group information is accurate. Assists the Area Recording Secretary with the translation of the Area Quarterly Agenda, including the motions. Coordinates with the host District Quarterly Chairperson to translate the Quarterly flyer and the Quarterly program. Cooperates with the Area Website Committee for posting of Area 15 Spanish information.
- Procedure:** Assists the District's Quarterly Chairperson with Spanish meetings held at Area Quarterlies. Assists with the coordination of the interpreting services provided at Area 15 Quarterlies. Chairperson receives the Agenda that is prepared by the Area Chairperson and arranges for translation into Spanish within a 25 day period, for distribution by the Area Recording Secretary. Distributes the Spanish Agenda to the Spanish groups. Coordinates with the Recording Secretary to produce Area minutes in Spanish. The Alternate Chairperson or a member of the committee appointed by the committee chair attends the Area 15 website committee. The Committee Secretary/Treasurer or a member of the committee appointed by the committee chair attends and is a liaison with the Area 15 Current Practice Committee. Communicates with the Area Delegate as necessary. Secretary distributes Committee minutes to Committee members and others, as requested. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA LITERATURE COMMITTEE**

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- Composition:** District Literature Committee Chairpersons, who are elected within their Districts; and the South Florida Area 15 Literature Committee Chairperson and South Florida Area 15 Literature Committee Secretary Treasurer, who are elected by District Literature Chairs in Committee in October of even-numbered years using Third Legacy Procedure and presented for approval at the Area 15 business meeting in October of even-numbered years.

- Scope:** To offer a forum for Districts in South Florida Area 15 to share their experience in utilizing Conference approved literature to carry the A.A. Message. To facilitate the creation and operation of effective District Literature Committees. To provide a communication channel between the Literature Desk at the General Service Office and District Literature Committees. To communicate with the South Florida Area Delegate. To report activities, including a Treasurer's report, to the South Florida Area body at Area business meetings.
- Procedure:** To hold quarterly meetings where District Literature Chairpersons share their experience. Each District Literature Chair, or an alternate in his or her absence, makes an oral report of District Literature Committee activities; the written version of District Literature Chairperson reports, submitted to the Literature Committee Secretary Treasurer, become part of the Committee minutes. District Literature Committee Chairpersons, or an alternate in their absence, vote on issues that come before the committee and carry the group conscience of their District Committees in regard to Conference Agenda items pertaining to Literature.

## **AREA PI/CPC<sup>1\*</sup> COMMITTEE**

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- Composition:** All District PI/CPC Chairpersons are members. The Committee Officers include a Chairperson, Alternate Chairperson, and Secretary/Treasurer are elected in Committee every 2 years (even numbered years) from current or rotating out PI/CPC District Chairpersons and past PI/CPC District Chairpersons, using the Third Legacy Procedure. Newly elected officers are presented for approval at the Area business meeting
- Scope:** Offers a forum for the Districts to share their experience in carrying the A.A. message to the general public and to professionals who, in their work, come in contact with alcoholics. Assist each other in the creation and operation of effective District PI/CPC Committees.
- Procedure:** Holds quarterly meetings where Districts may share their experience. Each District submits a written report of District PI/CPC activities which becomes a part of the Committee minutes. Serves as a communication channel to and from the PI/CPC desks at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

<sup>1\*</sup> Public Information/ Cooperation with the Professional Community

**AREA QUARTERLY COORDINATOR**

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**Composition:** One individual appointed by the Area Chairperson.

**Scope:** The Quarterly Coordinator helps the bidding Districts understand the physical requirements needed for a facility to be able to hold a Quarterly adequately. Provides historical data from past Quarterlies to bidding and hosting Districts. Keeps the Area Committee advised of any changes in Quarterly locations. Reviews the hosting District's agenda prior to publication, in accordance with Area 15 Current Practices. Reviews hotel contracts prior to District execution, if requested. Looks for ways to save both the Area and the Hosting Districts costs occurred by our Quarterly meetings. Chairs the Quarterly Coordinator's meeting at each Quarterly.

**Procedure:** The Quarterly Coordinator is available for guidance to the Districts regarding Quarterlies. Provides attendance estimates for all Quarterly meetings and workshops. Collects the Quarterly Host District Review Sheets after each Quarterly. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

**AREA REDISTRICTING COMMITTEE**

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**Composition:** All District Chairpersons are members of this Committee. The Alternate Delegate chairs the Committee when it is in session.

**Scope:** Reviews all requests for Area redistricting. Recommends actions to the Area Committee.

**Procedure:** Holds meetings when needed to conduct its responsibility. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes whenever the Committee meets.

**AREA REMOTE COMMUNITIES COMMITTEE**

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- Composition:** The Chairperson and Secretary/Treasurer are elected in Committee using the Third Legacy procedure. Newly elected officers are presented for approval at the Area business meeting. Other voting members may include one member from each District
- Scope:** Offers a forum for the Area 15 Districts to share their experience in carrying the A.A. message to their remote communities, those that are separated from the program of Alcoholics Anonymous by language, geography and culture; where we assist each other in the creation and operation of effective Remote Community Committees.
- Procedure:** Holds quarterly meetings where Districts may share their experience. Each district submits a written report of District Remote Community activities; which becomes a part of the Committee minutes, It also presents a report of Committee activities at the Area Business Meeting orally, and in written form for inclusion in the Area minutes. It is the communication channel to and from the RC Meeting which takes place Saturday morning, Pre-Conference at the Conference location. The Delegate is the communication channel between the Area committee and the pre-Conference Remote Communities meeting. The purpose of this communication is to inform the Delegate of newly active remote communities in our Area or remote communities that are interested in joining our Area or one of our Districts

**AREA ACCESSIBILITIES COMMITTEE**

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- Composition:** All District Accessibilities Chairpersons are members of this Committee. The Accessibilities Chairperson, Alternate Chairperson, Secretary, and Treasurer are elected in Committee using the Third Legacy Procedure and presented for approval at the Area business meeting.
- Scope:** Offers a forum for the Districts to share their experiences with carrying the A.A. message to those with special needs.
- Procedure:** Holds quarterly meetings for Districts to share their experience. Serves as a communication channel to and from the Special Needs staff member at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA STATE CONVENTION COMMITTEE**

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- Composition:** Composed of the Alternate Delegate who serves as the Committee Chairperson, the current/upcoming State Convention Chairperson who serves as the Committee Secretary/Treasurer, and an Area 15 member with State Convention organizational experience.
- Scope:** Provides oversight of the legal and financial activities of the Florida State Convention when held in the geographic area of South Florida. Defines and manages the Site Selection Process. Insures that the South Florida Convention remain self supporting, utilizing the existing 501(c)3, and the Advisory Committee for continuity and cooperation with North Florida Area 14. Receives and monitors financial statements of the local hosting committee. Sets the reserve fund level and periodically reviews that level for possible revision. Receives full disclosure of any minutes and/or treasury information as requested. Receives the final report at conclusion of the convention.
- Procedure:** Committee meets every Quarterly on Saturday. Committee Chairperson gives a report at the Sunday morning business meeting. Approves, denies, or requests revision to bids. Monitors budget and provides suggestions. Once all expenses from the State Convention are paid in full, the State Convention Committee will make recommendations as to how to distribute any excess funds. Informs Area 15 of any major transgressions during the convention and preparation process. Alternate Delegate participates on the Advisory Committee in conjunction with North Florida, Area 14. The Committee will derive its treasury from excess funds from the State Convention.

## **AREA TREATMENT FACILITIES COMMITTEE**

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- Composition:** All Area 15 Treatment Facilities Committee District Chairpersons are members of this Committee. The Chairperson, Alternate Chairperson, Secretary/Treasurer, Literature Coordinator, and Bridging the Gap Coordinator are elected in Committee using the Third Legacy Procedure. The newly elected officers are approved by the South Florida Area Committee.
- Scope:** Offers a forum to the Districts for sharing their experience in carrying the AA message into Treatment facilities. Maintains a supply of AA literature pertinent to the Committee's purpose. Reviews service literature and workbooks and coordinates Bridging the Gap activities.

**Procedure:** Holds quarterly meetings where Districts may share their experience. Sends out minutes and maintains phone contact numbers for Bridging the Gap activities. Serves as a communication channel to and from the Treatment Facilities desk at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area Business Meeting and in written form for inclusion in the Area minutes. Presents a Committee Treasurer's report at the Area business meeting. Provides the Finance Committee with an annual request for funds at budget time.

## **AREA WEBSITE COMMITTEE**

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### **Scope:**

Content shall include and be limited to:

- a) The following AA literature:
  - i) 12 Steps, 12 Traditions, 12 Concepts;
  - ii) A.A. Preamble;
  - iii) "I Am Responsible" and "Declaration of Unity" statement;
- b) Information on Area Assemblies, including the upcoming host district's flyer;
- c) Hyperlinks to any AA World Services websites, such as the
  - i) General Service Offices, located at [www.aa.org](http://www.aa.org);
  - ii) The Grapevine, located at [www.aagrapevine.org](http://www.aagrapevine.org)
- d) Links to any Intergroup/District located within area 15 that wishes to include their website link on the Area 15 website. A disclaimer shall be located on the same page as the links.
- e) Anonymous e-mail boxes and addresses of the Area 15 panel, officers, committee chairs and district chairs (e.g. [delegate@area15aa.org](mailto:delegate@area15aa.org), [treasurer@area15aa.org](mailto:treasurer@area15aa.org), etc.);
- f) A "Delegates Corner" to be used by the Area Delegate for communication with the Area;
- g) Individual pages for any Area 15 Standing Committees and area officials as they may request, each responsible to submit updated information for their individual pages to the web site committee;
- h) ) Information on Area 15 events, workshops and activities;
  - i) Group GSO number search page;
  - j) Post the scrubbed Area 15 minutes and agenda each quarter in the password protected section of the Area 15 Web Site.
- k) Post the updated and scrubbed current practices, along with an updated book of motions to the website committee yearly, when submitted to the website committee by January 31st by the current practices committee.
- l) A disclaimer to be found upon exiting the website to the above listed links;

### **Composition;**

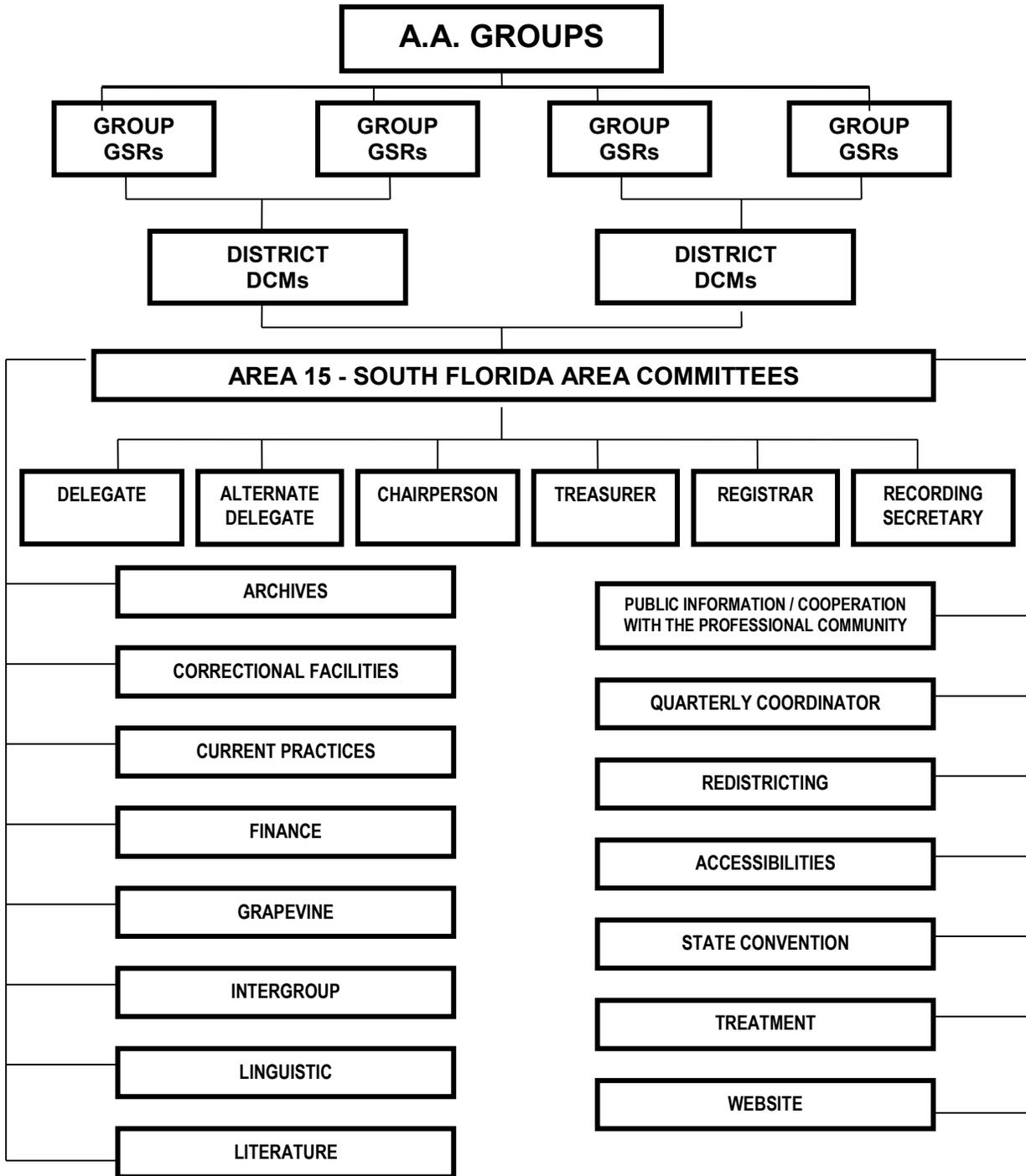
- 1) To create an Area Standing Committee responsible for the creation and maintenance of the website;
- 2) This committee shall select a chair, alternate chair, secretary/treasurer and web servant; each carries one vote within the committee;
  - a) *Chair / Alternate Chair* - three (3) years sobriety and at least one (1) year of serving on this Committee. These members should be DCM's, or ACM's. If necessary, GSR's may serve. All members should be familiar with A.A.'s Traditions. Some technical knowledge about the internet is advantageous, but not required.

- b) *Secretary / Treasurer* - 2 years sobriety, past/present GSR and 1 year participation in the committee.
- c) *Web Servant* - 2 years sobriety, past/present GSR and 1 year participation in the committee, with sufficient technical knowledge to maintain the area 15 website.
- 3) The committee chair, secretary/treasurer and web servant shall receive one night's lodging, unless otherwise funded;
- 4) Each District may select a representative; each carries one vote;
  - a) Some technical knowledge about the internet/web sites is a plus;
  - b) These members will not be funded by the Area;
- 5) The Alternate Delegate shall be a member, ex officio;
- 6) The yearly budget for maintenance be \$250.00.

**Procedure:**

- 1) In the spirit of cooperation, the web servant would be responsible for preparing a quarterly report to be presented for consideration to the PI/CPC committee which shall include:
  - a) updates to the website,
  - b) website activity,
  - c) summary of requests and correspondence;
- 2) Any major change or addition of the website's content must be approved by the Area 15 body;
- 3) The website committee will be given a maximum of 7 days to vote among themselves (email/phone to chair) to 'Approve' or 'Deny' the posting or changing new materials for the Area 15 web site and then 7 days for the web servant to do the update for a total of 2 weeks processing time.
- 4) Materials posted on the Area 15 website shall bear only first names and the first letter of the last name of the Delegate, Alternate Delegate Officers of South Florida Area 15, and any other person and their email addresses as routed through the Area Website with the exception of the inclusion of P.O. Box addresses on the Agenda to be available to mail donations to the treasurer and mail documents to the registrar.
- 5) The web committee chair person shall also present a report to the Area body during the Area Business Meeting; the report will include the username and password to the secure area every quarter to be included in the minutes.
- 6) The website shall be maintained in accordance with the Traditions, the Concepts and Area 15's current practices.

## SERVICE STRUCTURE OF THE FELLOWSHIP



### MAP OF SOUTH FLORIDA AREA 15

