

South Florida Area Legacy of Service and Guidelines

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1 Preface

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 AA 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 the message worldwide via the General Service Conference US/Canada.

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

This Legacy of Service for South Florida Area 15 is published in hardcopy every two years following rotation of trusted servants in the fall of even-numbered years. An updated electronic version is available on the Area 15 website on the Current Practice Committee webpage. Additionally, an overview of Delegate, Alternate Delegate and Area Officer roles and responsibilities, as well as suggested qualifications for these positions, is posted on each trusted servants’ webpage. Composition, scope and procedure of Area 15 committees, as well as roles and responsibilities and suggested qualifications for committee officers, is posted on each committee’s webpage.

2 South Florida Legacy of Service

Our Twelfth Step - carrying the message - is the basic service that the AA Fellowship gives... Hence, an AA 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 AA message has evolved through the years on an Area level as well as in the US/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 Area Committees meet four times a year at Area assemblies and between assemblies as needed via the Area 15 online platform. Each Area Committee Chairperson reports the Committee’s activities to the Area Committee, which is comprised of the Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, Area Registrar, and Area Recording Secretary; the Chairpersons of each Area Committee; the District Chairpersons; and District Committee Members (DCMs). Area 15 business meetings are held at assemblies, where all Area Committee members and GSRs have a vote. Area Committee members may submit motions for the business meeting agenda through the Area 15 Chairperson. Once a year, in April, all members participate in an assembly where the Area 15 Delegate asks for a sense of the body on agenda items coming before the next General Service Conference. An election for Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, Area Registrar, and Area Recording Secretary is held at the fourth quarter Area assembly in even-numbered years.

Why all this structure?

Bernard Smith, non-alcoholic Chairman of AA’s Board of Trustees, answered this question in 1954 by saying that, although those of us who have found AA 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 AA, the rebirth which brought us back to life.”

3 Delegate

Responsibilities

- Attends the annual General Service Conference fully prepared to represent South Florida Area 15 and is involved in all aspects of the Conference structure throughout the year.
- Regularly and consistently communicates the actions of the Conference to members of the Area.
- Helps the Area generate greater interest among A.A. members in serving as GSRs and DCMs and in Area positions and inspires greater participation in Area assemblies and other activities among GSRs and DCMs.
- Encourages greater Seventh Tradition support for the Area, the General Service Board, and other local service entities.
- Provides leadership in solving local problems involving the A.A. Traditions.
- Reminds GSRs to inform groups and individual A.A. members about Grapevine and LaViña magazines and all Conference-approved literature.
- Passes along calls for résumés for trustee and nontrustee director positions as requested by the General Service Office.
- Attends South Florida Area 15 assemblies, presents an oral report at the business meeting on service activities performed as Delegate during the preceding quarter and provides a written report to the Area Recording Secretary for inclusion in the minutes.
- Regularly communicates with all members of Area 15 all information coming from the General Service Office, AA Grapevine Office, the General Service Board and the General Service Conference.
- Keeps the Area 15 Alternate Delegate fully informed of all Delegate activities so that the alternate can step in for the delegate if necessary and asks for assistance when needed.
- Attends online meetings with full Conference, Delegates-only meetings, Conference Committee meetings, and meetings with Southeast Regional Trustee.
- Utilizes the General Service Conference electronic messaging system maintained by GSO to access Conference-related information.
- Attends and participates in district events throughout Area 15 at the invitation of District Chairpersons.
- Participates in sharing sessions at Area 15 assemblies when invited.
- Cooperates with GSO in obtaining information from groups for records and periodic membership surveys.
- Creates a plan for sharing information about Conference agenda items/background material with members of South Florida Area 15 ahead of the April Area 15 assembly.
- Optional: Hosts pre-Conference informational sessions online shortly after Conference background is made available.
- Works with the Area 15 Web Servant to create a dedicated environment on the Area 15 website for all materials related to the General Service Office, AA Grapevine Office, the General Service Board, the General Service Conference as well as Regional events.
- Ensures all material sent to be posted on the Area 15 website coming from the General Service Office, AA Grapevine Office, the General Service Board and the General Service Conference are in English and Spanish.
- Posts in the password protected area of the Area 15 website the Proposed Agenda Item (PAI) working grids upon receipt.
- Posts in the password protected area of the Area 15 website the final General Service Conference Agenda upon receipt.
- Posts in the password protected area of the Area 15 website the General Service Conference background material upon receipt.
- Chairs General Service Conference agenda review at April Area 15 assembly to obtain a sense of the body on agenda items.
- Coordinates with District Chairpersons on a plan to provide a report either in person or online to their members following the General Service Conference.

- Coordinates with Area 15 webservant to ensure Post-Conference report schedule and all related materials are posted on the Area 15 website.
- Distributes link to digital copy of the Final Conference Report as soon as it is available.
- Provides a financial report at first assembly of the year of previous year's Delegate's expenses.
- Chairs the Area 15 business meeting in the absence of the Area Chairperson.
- Provides request for funding to the Area 15 Finance Committee by July 31 of each year.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Updates Delegate's position description by July 31 of even-numbered years to ensure a smooth transition from panel to panel.
- Presents Delegate's responsibilities at Third Legacy Review session at Area 15 assemblies in October of even-numbered years.
- Facilitates election assembly for Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, Area Registrar and Area Recording Secretary in October of even-numbered years as well as election for candidate for Southeast Regional Trustee and Trustee at Large U.S. when applicable.
- Reviews responsibilities of Delegate with incoming Delegate following Area 15 elections in even-numbered years and hands off relevant materials prior to the start of the new panel. This includes a small projector and portable screen.
- Attends Florida State Convention every year.
- Attends Southeast Delegates' Get-together every year.
- Attends Southeast Regional Forum in even-numbered years.
- Attends Southern States of Alcoholics Anonymous Service Assembly in odd-numbered years.
- Attends A.A. International Convention every five years.
- Upon rotation, serves as a member of the Area 15 Finance Committee.
- Optional: Upon rotation, may chair the Area 15 Current Practice Committee.
- Optional: Hotel/Food is paid by Area 15 for 1 extra day (either before or after) at the General Service Conference.
- Optional: Nightly updates from the General Service Conference without disclosing results of the Conference.
- Optional: Weekly communication with Area 15 members.
- Optional: Delegate Communication Working Group with members from all levels of the triangle in Area 15.

Qualifications

- Present or past District Committee Member.
- Five years of continuous sobriety.
- Sufficient time to attend and prepare for the weeklong General Service Conference, as well as the efforts needed before and after the Conference.
- Sufficient time to attend all other events noted above.
- Active participation in local and Area affairs and a demonstrated sense of responsibility beyond the group level.
- Experience in chairing business or service meetings.
- Knowledge of A.A. affairs and the ability to research information for members.
- An understanding of the experiences, viewpoints and group conscience of Area 15.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they can be applied to local problems.
- Ability to be open-minded and listen to different points of view.
- Willingness to communicate with A.A. members and other Delegates to discuss and act on matters vital to the Fellowship.

4 Alternate Delegate

Responsibilities

- Assists the Area 15 Delegate when requested.

- Stands in for the Area 15 Delegate when necessary, acting with all rights, privileges and responsibilities of the Delegate until the Delegate is again available to serve.
- Becomes Delegate if the Delegate position becomes vacant.
- Attends South Florida Area 15 assemblies, presents an oral report at the business meeting on service activities performed as Alternate Delegate during the preceding quarter, and provides a written report to the Area Recording Secretary for inclusion in the minutes.
- Provides oversight of the legal and financial activities of the Florida State Convention when held in the geographic area of South Florida.
- Chairs Florida State Convention Committee meeting at Area 15 assemblies, presents an oral report at the Area 15 business meeting, and provides a written report to the Area Recording Secretary for inclusion in the minutes.
- Appoints a member to serve on the Area 15 Florida State Convention Committee who will represent Area 15 on the Florida State Convention Joint Advisory Committee.
- Attends quarterly Florida State Convention Joint Advisory Committee meetings, serving as either treasurer or secretary.
- Chairs Area 15 Redistricting Committee when the committee meets, presents an oral report at the Area 15 business meeting, and provides a written report to the Area Recording Secretary for inclusion in the minutes.
- Chairs “What’s On Your Mind?” session at Area 15 assemblies.
- Attends and participates in district events throughout Area 15 at the invitation of District Chairpersons.
- Provides request for funding to the Area 15 Finance Committee by July 31 of each year.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Updates Alternate Delegate’s position description by July 31 of even-numbered years to ensure a smooth transition from panel to panel.
- Presents Alternate Delegate’s responsibilities at Third Legacy Review session at Area 15 assemblies in October of even-numbered years.
- Reviews responsibilities of Alternate Delegate with incoming Alternate Delegate following Area 15 elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends Florida State Convention every year.
- Attends Southeast Region Delegates’ Get-together every year.
- Attends Southeast Regional Forum in even-numbered years.
- Attends Southern States of Alcoholics Anonymous Service Assembly in odd-numbered years.
- Co-hosts with the North Florida Area 14 Alternate Delegate the Florida hospitality suite at A.A. International Convention every five years and provides Area 15 Archivist with all documents, including financial details, associated with the International Convention.
- Optional: Attends a monthly online meeting of Alternate Delegates in the Southeast Region.
- Optional: Attends a monthly online meeting of North America Alternate Delegates.
- Optional: Attends a quarterly online meeting with Southeast Regional Trustee if one is offered.
- Optional: At the discretion of the Delegate, participates in planning and delivery of pre-Conference agenda review.
- Optional: At the discretion of the Delegate, travels with the Delegate to deliver post-Conference reports.

Qualifications

- Present or past District Committee Member.
- Five years of continuous sobriety.
- Sufficient time to attend and prepare for the weeklong General Service Conference, as well as the efforts needed before and after the Conference, in the event the Delegate is unable to attend.
- Sufficient time to attend all other events noted above.
- Active participation in local and Area affairs and a demonstrated sense of responsibility beyond the group level.
- Experience in chairing business or service meetings.
- Knowledge of A.A. affairs and the ability to research information for members.
- An understanding of the experiences, viewpoints and group conscience of Area 15.
- Thorough familiarity with the Twelve Traditions and the Twelve Concepts and how they can be applied to local problems.
- Ability to be open-minded and listen to different points of view.

- Willingness to communicate with A.A. members and other Alternate Delegates to discuss and act on matters vital to the Fellowship.

5 Area Chairperson

Responsibilities

- Receives motions from members of the Area Committee for placement on the agenda for Area 15 business meetings.
- Creates scrubbed versions of agenda, making updates where necessary and placing motions under New Business, and provides both documents to Area Recording Secretary immediately following motion deadline.
- Attends South Florida Area 15 Assemblies and chairs Area 15 business meetings.
- Provides Area 15 body a physical and digital cheat sheet for how Area 15 observes Robert's Rules of Order.
- Presents an oral report at Area 15 business meetings on service activities performed during the preceding quarter and provides a written report to the Area Recording Secretary for inclusion in the minutes.
- Receives registration numbers from the host district at area assemblies, reports them to the body at the Area 15 business meetings, and provides them to the Area Recording Secretary for inclusion in the minutes.
- Receives votes by district at Area 15 business meetings from the Area Registrar and reports them to the body.
- Creates agenda and chairs District Chairpersons'/Alternate District Chairpersons' meeting at Area 15 assemblies.
- Assists District Chairpersons with questions and concerns when called upon.
- Attends and participates in District events throughout Area 15 at the invitation of District Chairpersons.
- Provides Area Registrar with updates to roll call for Area business meetings.
- Appoints the Finance Committee Chairperson, the Quarterly Coordinator Committee Chairperson, the Current Practice Committee chairperson, and the Outreach Committee Chairperson ahead of the January Area 15 assembly in odd-numbered years and presents these appointments for disapproval at the first business meeting of each panel.
- Creates subcommittees as needed and appoints chairperson for any that are formed.
- Serves as ex-officio member of the Area 15 Finance Committee and the Area 15 Current Practice Committee.
- Coordinates with vendors and signs contracts for services including Spanish and American Sign Language translation/interpretation, audio services for area assemblies, etc.
- Signs hotel contracts for Area 15 assemblies as approved by the body and shares contracts with Area Officers and Finance Chair.
- Annually reviews with Area 15 Finance Committee Chairperson and Area 15 Quarterly Coordinator Committee Chairperson all assets of South Florida Area 15.
- Assists Quarterly Coordinator Committee with proofreading Assembly fliers and Assembly programs.
- Keeps Delegate, Alternate Delegate, Area Treasurer, Area Registrar and Area Recording Secretary informed about what's happening in the area.
- Hosts a monthly virtual meeting with Area Officers to keep them informed and up to date.
- Hosts an online monthly meeting with District Chairpersons/Alternate Chairpersons, offering them an opportunity to share experiences and challenges and to exchange information.
- Regularly updates contact list of District Chairpersons and Area Committee officers; forwards updated lists to Delegate, Alternate Delegate, Area Treasurer, Area Registrar, Area Recording Secretary and Quarterly Coordinator Committee.
- Is a signer, along with other Area Officers, on the Area 15 bank account.
- Maintains read-only access to the online Area 15 bank account.
- Facilitates communication between outgoing and incoming Area Committee chairs at rotation to assist with a smooth transition between panels.
- Collaborates with Area 15 Current Practice Committee in assisting Area Committee chairs with updates to position descriptions for Area 15 Legacy of Service.
- Provides a request for funding to the Area 15 Finance Committee by July 31 of each year.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer prior to Dec. 31 of each year.
- Updates Area Chairperson's position description by July 31 of even-numbered years to ensure a smooth transition from panel to panel.

- Presents Area Chairperson's responsibilities at Third Legacy Review session at Area 15 assemblies in October of even-numbered years.
- Reviews responsibilities of Area Chairperson with incoming Area Chairperson following Area 15 elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends the Southeast Regional Forum in even-numbered years.
- Attends the Southeast States Service Assembly of Alcoholics Anonymous in odd-numbered years.
- Attends and represents South Florida Area 15 at the General Service Conference if neither the Delegate nor Alternate Delegate is able to attend.
- Optional: Hosts a welcome session at the beginning of Area Assembly weekends and encourages the hosting District(s) to participate in hosting this event.
- Optional: Hosts a welcome breakfast for Area Officers and Area Committee Chairpersons at the January assembly following elections.
- Optional: Participates in monthly U.S./Canada Area Chairs zoom call to share and learn with fellow Area Chairpersons.
- Optional: Creates slidedeck for Area business meeting including key points, fliers and announcements for all reports provided (if submitted by Area members) and includes the motions and when applicable, any amendments so that they are shown on the screen.
- Optional: Works closely with Recording Secretary to create Early Bird Minutes which include a link to the business meeting slidedeck as well as the motion dispositions.

Qualifications

- Present or past District Committee Member.
- Five years of continuous sobriety.
- Experience in group, district, and area affairs.
- A sound understanding and appreciation of the Steps, Traditions and Concepts, along with experience gained through applying these guiding principles successfully to local problems.
- Working knowledge or willingness to learn Robert's Rules of Order as utilized by Area 15 to facilitate area business meetings.
- Familiarity with Area 15 Current Practice, Book of Motions, and Legacy of Service.
- Good communication skills.
- Leadership qualities.
- Sensitivity to the needs and wishes of Area 15.

6 Area Treasurer

Responsibilities

- Accounts for all Area 15 monies received and disbursed while complying with Internal Revenue Service regulations.
- Records all Area 15 income and expenses in proper categories in financial accounting software.
- Coordinates with Area 15 Finance Committee chair to set up coming year's budget in QuickBooks.
- Prepares a financial report for Area 15 Finance Committee review midway between assemblies.
- Attends South Florida Area 15 assemblies, presents an oral report at the business meeting on group contributions, checks disbursed, income and expenses, and account balances for the preceding quarter, and provides a written report to the Area Recording Secretary for inclusion in the minutes.
- Provides modified Treasurer's report, in printed and QR code format, to members at Area 15 business meetings.
- Provides full Treasurer's report each quarter to Area 15 Web Servant for publication on Area 15 website.
- Attends and participates as a member of the Area 15 Finance Committee at Area 15 assemblies.
- Creates agenda and chairs District Treasurers' sharing session at Area 15 assemblies.
- Supervises collection of Seventh Tradition contributions at Area 15 business meetings.
- Reviews assembly hotel contracts and writes checks to secure deposits following approval of bid cycle by the Area 15 body.

- Coordinates with Area 15 Quarterly Coordinator Committee to provide rooming list to contracted hotel two weeks prior to each assembly.
- Pays all hotel expenses for Area 15 assemblies including guest expenses.
- Assists Area 15 Delegate with methods and practices for budgeted funds.
- Contacts accountant representing Area 15 in January of each year to prepare 501(c)3 filing with the Internal Revenue Service.
- Ensures that accountant representing Area 15 maintains with the state of Florida correct names and address of Area 15 officers for Florida Sales and Use Tax Exemptions and with the Internal Revenue Service for 501(c)3 filing.
- Maintains signature cards with Area 15's bank of record, ensuring that 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 (Florida Sales and Use Tax) and ensures that accountant representing Area 15 has originals. Ensures Consumer Certificate is renewed every 5 years. Next renewal date is 11/30/2030
- Renews Area 15 insurance annually. Insurance maintained with Non Profit Insurance Alliance and renews in August each year.
- Calculates amount of excess Area 15 funds following close of budget each year, writes check, and provides it to the General Service Board in January of each year.
- Provides annual financial records to Area 15 Archives Committee.
- Provides request for funding to Area 15 Finance Committee by July 31 of each year.
- Completes a quarterly expense report, including all receipts.
- Returns all unspent budgeted funds prior to Dec. 31 of each year.
- Updates Area Treasurer's position description by July 31 of even-numbered years to ensure a smooth transition from panel to panel.
- Presents Area Treasurer's responsibilities at Third Legacy Review session at Area 15 assemblies in October of even-numbered years.
- Reviews responsibilities of Area Treasurer with incoming Area Treasurer following Area 15 elections in even-numbered years and hands off relevant materials prior to the start of the new panel. Transfer computer, files, passwords and procedures for creating Financial Documents for Assemblies.
- Attends Southeast Regional Forum in even-numbered years.
- Attends Southern States of Alcoholics Anonymous Service Assembly in odd-numbered years.
- Optional: Hosts an online sharing session with District Treasurers, offering them an opportunity to share experiences and challenges and to exchange information.

Qualifications

- Present or past District Committee Member.
- Five years of continuous sobriety.
- Experience in group, district, and area affairs.
- A sound understanding and appreciation of the Steps, Traditions and Concepts.
- Working knowledge or willingness to learn MS Office products.
- Working knowledge or willingness to learn QuickBooks online.
- Good communication skills.
- Leadership qualities.

7 Area Registrar

Responsibilities

Database & Records Management

- Works with District Registrars to keep accurate records of groups and trusted servants in the Area 15 database.

- Updates the General Service Office (GSO) database so it accurately reflects the information housed in the Area 15 database.
- Cleans up outdated email addresses in the Area 15 database discovered as a result of undeliverable minutes.
- Updates any member's email preference in the Area 15 database if they request to "unsubscribe" from Area 15 emails.

Communication & Support

- Assists District Registrars with database training, data entry, report generation, and other tasks that help them be effective in their positions.
- 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.
- Runs and provides an up-to-date email distribution list from the Area 15 database to the Area Recording Secretary upon request for sending meeting minutes, broken out by English and Spanish language preferences.
- Runs and provides an up-to-date email distribution list to the Area 15 Delegate upon request.
- Optional: Hosts a monthly online sharing session with District Registrars to offer an opportunity to share experiences, challenges, and exchange information.

Quarterly Assembly Weekends

- Attends South Florida Area 15 assemblies and calls roll at business meetings.
- Collects and tabulates the number of voting members by category, providing totals to the Area Chairperson during the meeting and to the Recording Secretary for the minutes.
- Presents an oral report at Area 15 business meetings and emails a copy of the report to the Recording Secretary for the minutes.
- Provides a copy of oral report to the Spanish translator before the Sunday business meeting.
- Co-facilitates the in-person Registrars'/Secretaries' sharing session with the Recording Secretary during assembly weekends.

Financial Responsibilities

- Acts as a signer, along with other Area Officers, on the Area 15 bank account.
- Provides and updated budget to the Area 15 Finance Committee each year, due date determined by the Finance Committee.
- Submits expense reports, including all receipts, to the Area Treasurer.
- Training and Transition
- Attends introductory virtual Area Registrar training and any additional sharing sessions hosted by GSO Member Services whenever possible.
- Attends the Southeast Regional Forum in even-numbered years and the Southern States of Alcoholics Anonymous Service Assembly (SSAASA) in odd-numbered years, if able.
- Updates the Area Registrar's position description before the Area 15 July quarterly assembly in the second year of the panel.
- Presents the Registrar's role and responsibilities at the Third Legacy Review session at assemblies in October of the panel's second year.
- Reviews responsibilities with the incoming Area Registrar following elections, trains incoming registrar on the Area 15 database, and hands off relevant materials prior to the start of the new panel.

Qualifications

- Present or past District Committee Member.
- Five years of continuous sobriety.
- Familiarity with or willingness to learn computer systems and spreadsheet tools used to update and filter information and run custom and standard reports.
- A desktop or laptop computer with Excel and Adobe software.
- Familiarity with Area 15 and district general service structure.
- Ability to organize, communicate and manage detailed information.
- Ability to relay information via email to GSO and within Area 15.

- Ability to responsibly handle and protect personal information.
- Ability to spend the time necessary to fulfill the responsibilities of the position.

8 Area Recording Secretary

Responsibilities

Business Meeting Responsibilities

- Attends South Florida Area 15 Committee meetings/assembly.
- Provides a copy of the agenda to those on the dais.
- Electronically records Area 15 business meetings using an audio recorder connected to the audio vendors system.
- Presents an oral report at Area 15 business meetings, asks for corrections/approval of minutes from previous business meeting, reports on service activities performed during the preceding quarter, request written reports to be received within 5 days of the business meeting and adds a written report in the minutes.
- Receives from the Area Chairperson and includes in the Area minutes, the assembly registration numbers of GSRs, Alternate GSRs, DCMs, Alternate DCMs, District Chairs and other registered members.
- Records the final vote count by position, which closes after the finance committee report, in the business meeting minutes.
- Records all main motion(s), motion disposition(s) and motion vote counts (if known) from the Area 15 business meeting and adds them to business meeting minutes.
- Records results of assembly bids and includes them in business meeting minutes.
- Records the results of the even year elections of the Delegate, Alternate Delegate and Area Officers.

Translation Responsibilities

- Provides Area 15 Spanish language translator with a scrubbed English version of assembly minutes within 10 days of the Area 15 business meeting and follows up to ensure translated version is returned within 30 days.
- Receives from the Area Chairperson scrubbed version of the agenda for the upcoming area business meeting following the motion deadline. Provides Area 15 Spanish language translator with the scrubbed English version of the agenda and follows up to ensure translated version is returned within 7 days.

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Distribution of Documents and Recordings

- Provides motions and outcomes from Area 15 business meeting to Area 15 Current Practice Committee within 10 days of each Area 15 assembly.
- Receives from the Area Registrar an updated file to keep the internet bulk email client contacts list updated prior to sending the electronic minutes, agenda and other documents out to the body.
- Distributes printed minutes/agenda and electronic minutes/agenda to Area 15 contacts per preference indicated on Area contact list within 45 days of the Area business meeting.
- Provide the minutes and agenda, in English and Spanish, to Area 15 Web Servant within 45 days of the Area business meeting for posting to the Area 15 website.
- Provides two sets of printed minutes and agendas, in English and Spanish to the Area 15 Archivist.
- Provides the Area 15 Archivist with the electronic audio recording of the Area 15 business meeting.
- Provides the Area 15 Archivist the electronic recording of the Friday and Saturday night speaker meeting, if requested by the Area 15 Archivist to have those meetings recorded.

Finance Responsibilities

- Is a signer, along with other Area Officers, on the Area 15 bank account.
- Provides request for funding to the Area 15 Finance Committee by July 31 of each year.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer prior to Dec. 31 of each year.

Rotation Responsibilities

- Updates Area Recording Secretary's position description by July 31 of even-numbered years.

- Presents Area Recording Secretary's responsibilities at Third Legacy review session at Area 15 assemblies in October of even-numbered years.
- Reviews responsibilities of Area Recording Secretary with incoming Area Recording Secretary following Area 15 elections in even-numbered years and hands off relevant materials prior to the start of the new panel.

Other Responsibilities

- Chairs the Secretaries meeting at the South Florida Area meeting/assembly. Co-chairs with the Registrar when the Secretaries/Registrars meet together.
- Serves as ex-officio member of the Area Spanish Linguistic Committee and attends the committee's meetings at Area 15 assemblies.
- Attends Southeast Regional Forum in even-numbered years.
- Attends Southern States of Alcoholics Anonymous Service Assembly in odd-numbered years.
- Optional: Hosts an online sharing session with District Recording Secretaries, offering them an opportunity to share experiences and challenges and to exchange information.
- Optional: Creates and distributes Early Bird Minutes (or similar communication) containing information from the Area 15 business meeting that the Area Recording Secretary deems beneficial to the Fellowship.

Qualifications

- Present or past District Committee Member or District Chairperson.
- Five years of continuous sobriety.
- Service in group, intergroup/central office or general service affairs.
- A level of computer knowledge and information technology skills that reflects the area's needs.
- Familiarity with Area 15 and district general service structure.
- Ability to organize, communicate and manage detailed information.
- Ability to relay information via email to members of Area 15.
- Ability to responsibly handle and protect personal information.
- Ability to spend the time necessary to fulfill the responsibilities of the position.

9 Archives Committee

Composition

District Archives Committee Chairpersons are voting members of the Area Archives Committee. Committee officers are the Chairperson and the Secretary-Treasurer, as well as a non-rotating Archivist, who are elected using Third Legacy voting procedure in October of even-numbered years at the Archives Committee meeting at the Area 15 assembly.

Scope

The Committee offers a forum for District Archives Committee Chairpersons to share their experience in gathering and preserving the history of Alcoholics Anonymous in South Florida Area 15. The Committee reviews each April the Archives agenda items scheduled to come before the General Service Conference and provides the Area 15 Delegate with the Committee's recommendations. Additionally, the Committee is the collection point for materials of historical significance to Area 15 and maintains such materials in an Archives storage locker, making them available upon request to members of the Area who wish to view them; maintains an archival history of business conducted at South Florida Area 15 business meetings via audio recordings and printed minutes; and gathers audio recordings of Area 15 trusted servants for posting to the Area 15 website.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each District Archives Committee Chairperson is given the opportunity to present an oral report on activities of his or her Committee and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's

minutes. District Archives Committee Chairpersons, in collaboration with the Area Archives Committee Chairperson, present workshops and open forums at Archives Committee meetings on sections of the Archives Workbook and other topics pertaining to A.A. history and preservation.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Archives Committee meeting at Area 15 assemblies, sharing items of interest such as news from the General Service Office and updates on work of other Area Archives Committees.
- Coordinates with assembly host Districts and encourages them to display their District's archives at Area 15 assemblies.
- Watches for opportunities for A.A. archives-related content to share with District Archives Committee Chairpersons, such as Box 4-5-9 articles and opportunities to attend online A.A. Archives workshops.
- Assists the Archives Committee of the assembly hosting District by determining an appropriate workshop or open forum topic for that District Archives Committee to present at the Area 15 Archives Committee meeting; if the assembly host District does not have a District Archives Committee, works with other Area 15 Archives Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Archives Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Encourages Area 15 District Archives Committee Chairpersons to preserve the experience, history, and memorabilia of the fellowship in their Districts.
- Works closely with the Area 15 Archives Committee Secretary-Treasurer and Archivist to forward to the Area 15 Website Committee Web Servant recordings of Area 15 trusted servants for posting to a password-protected web page on the Area website.
- Updates Area 15 Chairperson on any changes to Area 15 Archives Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Archives Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of the Area 15 Archives Committee report.
- Receives final Conference agenda items pertaining to Archives and background material for those items from Area 15 Delegate. Reviews background and prepares a synopsis to share with District Archives Committee Chairpersons as quickly as possible to assist them in communicating the background to their District members.
- Works with District Archives Committee Chairpersons so they can render an informed decision on Conference agenda items pertaining to Archives at the April Area 15 Archives Committee meeting; conveys that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the Area assembly.
- Keeps the Area 15 Archives Committee's page on the Area 15 website updated, providing workshop notes and other Archives Committee-related documents to the Area 15 Web Servant.
- Maintains communication with the General Service Office, providing bi-annual reports of activities of District Archives Committees in South Florida Area 15 for possible sharing with other Archives Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts to the Area 15 Treasurer for Area 15 Archives Committee monies spent.
- Works with the Area 15 Archives Committee Secretary-Treasurer to provide a budget request for Area 15 Archives Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Works with members of the Area 15 Archives Committee to update the Committee's Composition, Scope and Procedure and officer position descriptions by July 31 of even-numbered years and submits the documents to the Area 15 Current Practice Committee.
- Presents Area 15 Archives Committee Chairperson's responsibilities at election of Committee officers at the Area 15 Archives Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Archives Committee Chairperson with the incoming Area 15 Archives Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.

- Returns all unspent budgeted Area 15 Archives Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Attends the National A.A. Archives Workshop at least once during the panel.
- Attends and participates in the Florida A.A. Archives Workshop.
- OPTIONAL: Hosts online Archives Committee meetings for District Archives Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Five years of continuous sobriety.
- Experience as a District Archives Committee Chairperson.
- Ability to create agendas and lead meetings.
- Working knowledge of Twelve Traditions and Twelve Concepts.
- Knowledge of Area 15 current practice pertaining to the Archives Committee.
- Familiarity with Area 15 Archives Committee's mission statement, functions, and collection and preservation guidelines.
- Knowledge of contents of historical archives at the General Service Office and ability and willingness to direct A.A. members to it.
- Familiarity with A.A. history and the desire to share it with others.

Secretary/Treasurer Responsibilities

- Receives agenda for upcoming Archives Committee meetings from the Area 15 Archives Committee Chairperson and sends to District Archives Committee Chairpersons at least one week prior to the meeting.
- Attends Area 15 Archives Committee meetings at Area 15 assemblies, calls roll of District Archives Committee Chairpersons, presents minutes from the last Archives Committee meeting and makes printed copies available, and gives a report on Committee finances.
- Distributes a sign-in sheet at Area 15 Archives Committee meetings at Area 15 assemblies and maintains a contact list of District Archives Committee Chairpersons, updating as necessary.
- Receives reports from Area 15 District Archives Chairpersons and sends a reminder three weeks after the Archives Committee meeting to District Archives Chairpersons who have not yet submitted a report.
- Compiles minutes of Area 15 Archives Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within 30-45 days of the meeting.
- Attends Area 15 business meetings and delivers an oral report on Area 15 Archives Committee finances; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Archives Committee and provides reimbursement to Committee members for expenses as needed.
- Works with the Area 15 Archives Committee Chairperson to provide a budget request for Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents the Area 15 Archives Committee Secretary-Treasurer's responsibilities at election of Committee officers at the Area 15 Archives Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Archives Committee Secretary-Treasurer with incoming Area 15 Archives Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Archives Committee Chairperson in his or her absence.
- Attends online Area 15 Archives Committee meetings if called by the Area 15 Archives Committee Chairperson.

Secretary/Treasurer Qualifications

- Five years of continuous sobriety.
- Previous experience as a member of a District Archives Committee.

- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Archives Committee.
- Familiarity with Area 15 Archives Committee's mission statement, functions, and collection and preservation guidelines.
- Familiarity with A.A. history and the desire to share it with others.

Archivist Responsibilities

- Attends the Area 15 Archives Committee meeting at area assemblies and gives an update on ongoing projects and new holdings.
- Brings copies of Area 15 minutes to Area assemblies for display in the Archives room.
- Secures a safe, climate-controlled storage facility for Area 15 archival holdings and pays storage facility rent using the Committee's budget.
- Organizes, preserves and shares items relevant to Area 15 using the Conference-approved Archives Workbook, the Area 15 Archives Workbook, and other established archival methods.
- Maintains the physical and intellectual integrity of the collection and protects the anonymity of A.A. members whose names are found in the collection.
- Determines which holdings should be retained or brought to the Area 15 Archives Committee for review and possible removal using the Area 15 Archive Committee's collection and preservation guidelines.
- Transfers minutes of Area 15 business meetings to digital format and preserves paper copies of minutes in accordance with current archival practices.
- Attends the National A.A. Archives Workshop at least once during the panel.
- Attends and participates in the Florida A.A. Archives Workshop.
- Attends online Area 15 Archives Committee meetings if called by the Area 15 Archives Committee Chairperson.

Archivist Qualifications

- Five years of continuous sobriety.
- Previous experience as a member of a District Archives Committee and/or familiarity with archival methods and procedures.
- Willingness to acquire additional skill and information on archival procedures either through education or consultation with professionals in the field.
- Knowledge of Area 15 current practice pertaining to the Archives Committee.
- Familiarity with Area 15 Archives Committee's mission statement, functions, and collection and preservation guidelines.
- Familiarity with A.A. history and the desire to share it with others.

10 Corrections Committee

Composition

District Corrections Committee Chairpersons are voting members of the Area Corrections Committee. Committee officers are the Chairperson, the Alternate Chairperson, and the Secretary-Treasurer, who are elected using Third Legacy voting procedure in October of even-numbered years at the Corrections Committee meeting at the Area 15 assembly.

Scope

The Area 15 Corrections Committee offers a forum for District Corrections Committee Chairpersons to share their experience in carrying the A.A. message into correctional facilities. The Committee is the communication channel to and from the Florida Department of Corrections as well as the communication channel to and from the Corrections Desk at the General Service Office. The Committee reviews Corrections agenda items scheduled to come before the

General Service Conference, provides the Area 15 Delegate with the Committee's recommendations, and discusses how to put recommendations from the General Service Conference into practice.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each District Corrections Committee Chairperson is given the opportunity to present an oral report on activities of his or her Committee and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's minutes. Workshops are held to review and discuss sections of the Corrections Workbook and any other corrections-related topic. The Committee represents Area 15 at the annual Corrections Workshop, alternating hosting duties with North Florida Area 14.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Corrections Committee meeting at Area 15 assemblies, sharing items of interest such as news from the Corrections Desk at the General Service Office and updates on work of other Area Corrections Committees.
- Watches for opportunities for A.A. corrections-related content to share with District Corrections Committee Chairpersons, such as Box 4-5-9 articles and opportunities to attend online A.A. corrections workshops.
- Assists the Corrections Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District Committee to present at the Area 15 Corrections Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Corrections Committee, works with other Area 15 Corrections Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Corrections Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Updates Area 15 Chairperson on any changes to Area 15 Corrections Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Corrections Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Corrections Committee report.
- Receives final Conference agenda items pertaining to Corrections and background material for those items from Area 15 Delegate. Reviews background and prepare a synopsis to share with District Corrections Committee Chairpersons as quickly as possible to assist them in communicating the background to their District members.
- Works with District Corrections Committee Chairpersons so they can render an informed decision on Conference agenda items pertaining to Corrections at the April Area 15 Corrections Committee meeting; conveys that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the Area assembly.
- Keeps Area 15 Corrections Committee's page on Area 15 website updated, providing workshop notes and other Corrections Committee-related documents to the Area 15 Web Servant.
- Maintains communication with the General Service Office staff person on the Corrections Desk; provides staff person with bi-annual reports of activities of District Corrections Committees in South Florida Area 15 for possible sharing with other Corrections Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts for Area 15 Corrections Committee monies spent to the Area 15 Treasurer.
- Attends the annual Corrections Workshop hosted in alternating years by South Florida Area 15 and North Florida Area 14.
- Coordinates with the Area 15 Corrections Committee Alternate Chairperson, one of whom attends the annual National Corrections Workshop.
- Works with Area 15 Corrections Committee Secretary-Treasurer to provide budget request for Area 15 Corrections Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Corrections Committee funds to the Area Treasurer prior to Dec. 31 of each year.

- Works with members of the Area 15 Corrections Committee to update Area 15 Corrections Committee's Composition, Scope and Procedure and Area 15 Corrections Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Corrections Committee Chairperson's responsibilities at election of Committee officers at Area 15 Corrections Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Corrections Committee Chairperson with incoming Area 15 Corrections Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Corrections Committee meetings for District Corrections Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Previous experience as a member of a District Corrections Committee.
- At least one year of experience on the Area 15 Corrections Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Corrections Committee.
- Familiarity with Conference-approved literature, particularly the Corrections Workbook.
- Familiarity with A.A. Guidelines for Corrections Committees.
- Desire to carry the A.A. message in corrections facilities.

Alternate Chair Responsibilities

- Attends meetings of the Area 15 Corrections Committee at Area 15 assemblies and makes a report to the Committee.
- Plans and is responsible, in cooperation with North Florida Area 14, for executing all aspects of the annual Corrections Workshop in alternating years when Area 15 is workshop host.
- Attends the annual Corrections Workshop hosted in alternating years by South Florida Area 15 and North Florida Area 14.
- Coordinates with the Area 15 Corrections Committee Chairperson, one of whom attends the annual National Corrections Workshop.
- Presents Area 15 Corrections Committee Alternate Chairperson's responsibilities at election of Committee officers at the Area 15 Corrections Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Corrections Committee Alternate Chairperson with the incoming Area 15 Corrections Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Corrections Committee Chairperson in his or her absence.
- Attends online Area 15 Corrections Committee meetings if called by the Area 15 Corrections Committee Chairperson.

Alternate Chair Qualifications

- Previous experience as a member of a District Corrections Committee.
- At least one year of experience on the Area 15 Corrections Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Corrections Committee.
- Familiarity with Conference-approved literature, particularly the Corrections Workbook.
- Familiarity with A.A. Guidelines for Corrections Committees.
- Desire to carry the A.A. message in corrections facilities.

Secretary/Treasurer Responsibilities

- Attends Area 15 Corrections Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Corrections Committee.

- Maintains a contact list of District Corrections Committee Chairpersons, updating as necessary.
- Distributes a sign-in sheet at Area 15 Corrections Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Corrections Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Receives agenda for upcoming Corrections Committee meetings at Area 15 assemblies from the Area 15 Corrections Committee Chairperson and sends to District Corrections Committee Chairpersons at least one week prior to the assembly.
- Brings copies of the agenda to the Area 15 Corrections Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on Area 15 Corrections Committee finances; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Corrections Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Corrections Committee Chairperson to provide budget request for Area 15 Corrections Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents Area 15 Corrections Committee Secretary-Treasurer's responsibilities at election of Committee officers at Area 15 Corrections Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Corrections Committee Secretary-Treasurer with incoming Area 15 Corrections Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Corrections Committee meetings if called by the Area 15 Corrections Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as a member of a District Corrections Committee.
- At least one year of experience on the Area 15 Corrections Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Corrections Committee.

11 Current Practices Committee

Composition

The Area 15 Current Practice Committee is comprised of an Area 15 Past Delegate selected by the Area 15 Chairperson; four current or past Area 15 DCMs selected by the Past Delegate member; and the Area 15 Chairperson as ex-officio member. Voting members are the Past Delegate, the four DCMs, and any District Current Practice Committee Chairperson attending the Area 15 Current Practice Committee meeting at Area assemblies. All voting members are eligible to serve as the Area 15 Current Practice Committee Secretary-Treasurer/Document Coordinator, who is elected within the Committee by the voting members.

Scope

The Area 15 Current Practice Committee updates the Book of Motions and the Book of Current Practice quarterly; and the Legacy of Service between July and October of even-numbered years following receipt of new information from Area 15 trusted servants ahead of Area 15 elections. The Committee also offers a forum where District Current Practice Committee Chairpersons can ask questions and share their experience with other District Current Practice Committee members. When requested, the Committee assists members of the Area Committee with wording of motions they wish to bring to the body.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. The Committee holds workshops on topics of interest including how to place motions, motion making, and Robert's Rules of Order. District Current Practice Committee Chairpersons/members are given the opportunity to ask questions and share their experience.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Current Practice Committee meeting at Area 15 assemblies, sharing items of interest.
- Brings copies of the agenda to the Area 15 Current Practice Committee meeting at Area 15 assemblies.
- Assists the Current Practice Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District Committee to present at the Area 15 Current Practice Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Current Practice Committee, works with other Area 15 Current Practice Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Current Practice Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting; and provides a written version to the Recording Secretary for inclusion in the minutes.
- Updates Area 15 Chairperson on any changes to Area 15 Current Practice Committee officers during the panel.
- Submits receipts for Area 15 Current Practice Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Current Practice Committee Secretary-Treasurer to provide budget request for Area 15 Current Practice Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Current Practice Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Current Practice Committee to update Area 15 Current Practice Committee's Composition, Scope and Procedure and Area 15 Current Practice Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Reviews responsibilities of Area 15 Current Practice Committee Chairperson with incoming Area 15 Current Practice Committee Chairperson in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to members of the Area 15 Committee who ask for assistance with making motions for the Area 15 business meeting agenda.
- OPTIONAL: Hosts online Current Practice Committee meetings and workshops using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Past Area 15 Delegate
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Current Practice Committee.
- Desire to keep the Area 15 Book of Motions, Book of Current Practice, and Legacy of Service updated and available to Area 15 members.

Secretary/Treasurer/Document Coordinator Responsibilities

- Attends Area 15 Current Practice Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Current Practice Committee.
- Maintains a contact list of District Current Practice Committee Chairpersons, updating as necessary.
- Distributes a sign-in sheet at Area 15 Current Practice Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Current Practice Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.

- Receives agenda for upcoming Current Practice Committee meetings at Area 15 assemblies from the Area 15 Current Practice Committee Chairperson and sends to members of the Committee and District Current Practice Committee Chairpersons at least one week prior to the assembly.
- Attends Area 15 business meetings and delivers an oral report on Area 15 Current Practice Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Keeps Area 15 Current Practice Committee's page on Area 15 website updated, providing workshop notes and other Current Practice Committee-related documents to the Area 15 Web Servant.
- Tracks expenses of the Area 15 Current Practice Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Current Practice Committee Chairperson to provide budget request for Area 15 Current Practice Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Reviews responsibilities of Area 15 Current Practice Committee Secretary-Treasurer with incoming Area 15 Current Practice Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Current Practice Committee Chairperson in his or her absence.
- Attends online Area 15 Current Practice Committee meetings if called by the Area 15 Current Practice Committee Chairperson.

Secretary/Treasurer/Document Coordinator Qualifications

- Past or present DCM.
- Previous experience as a member of a District Current Practice Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Current Practice Committee.
- Desire to keep the Area 15 Book of Motions, Book of Current Practice, and Legacy of Service updated and available to Area 15 members.

12 Finance Committee

Composition

Members of the Area 15 Finance Committee include a Chairperson appointed by the Area 15 Chairperson; the Area 15 Treasurer; the immediate Past Delegate; two members chosen by the Finance Committee Chairperson, one of whom serves as Finance Committee Secretary; and the Area 15 Chairperson as ex-officio.

Scope

Operating as closely as possible according to the principles of Concept IX, "The Finance and Budgetary Committee," and Area 15 current practice, the Committee oversees the finances of Area 15; offers assistance to trusted servants requesting Area funds (Area 15 Delegate, Alternate Delegate, Area Officers and Area Committees), receives their budget requests, and prepares an annual budget for Area 15; works in cooperation with the Area 15 Treasurer to review current expenditures to budget; offers assistance to anyone making a motion that will affect Area 15 finances and reviews requests for unbudgeted funds that come in the form of motions placed before the Area 15 body; and is available to District Finance Committee Chairpersons as requested.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. It prepares the Area 15 budget, including projected costs, presents a draft for review at the fourth quarterly Area 15 business meeting, and brings the draft for approval by the Area Committee at the first quarterly Area 15

business meeting. The Committee reviews all motions submitted for area approval prior to each Area 15 business meeting to determine financial impact and reports such impact to the body prior to motion discussion. The Committee Chairperson presents an oral report at the Area 15 business meeting and provides a written report to the Area Recording Secretary for inclusion in Area 15 minutes. The Committee assists the Delegate with methods and practices for budgeted funds.

Chair Responsibilities

- Works with Area 15 Chairperson at the start of the panel to select two members for the Finance Committee, one of whom serves as Finance Committee Secretary.
- Coordinates with Area 15 Treasurer to set up coming year's budget in QuickBooks.
- Receives a financial report midway between assemblies from Area 15 Treasurer for Area 15 Finance Committee review.
- Creates an agenda two weeks ahead of the Area 15 Finance Committee meeting at Area 15 assemblies and shares it with the Finance Committee Secretary for distribution to Finance Committee members and District Finance Committee Chairpersons.
- Chairs Area 15 Finance Committee meeting at Area 15 assemblies. Agenda items generally include review of financial transactions from previous quarter; budget year-to-date performance; District and Group contributions to Area 15; and motions coming to the body at Area 15 business meeting to determine immediate and potential future financial impact.
- As time permits, plans and works with Finance Committee members to present workshops for District Finance Committee Chairpersons at Finance Committee meetings at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Finance Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Comes to the microphone at Area 15 business meetings when called upon by the Area Chairperson to report on financial implications of motions coming before the body.
- Leads the committee in preparing and finalizing the Area 15 budget for the next calendar year. Tasks generally include establishing and following schedule of activities necessary to complete draft budget; working with Area 15 Treasurer to gather year-to-date and past year actual expenditures of Delegate, Alternate Delegate, Area Officers and Area Committees; sharing findings and assisting trusted servants in preparation of budget requests; collaborating with Area 15 Treasurer on best format for presenting budget material in a user-friendly way; holding online Q&A sessions to acquaint members of the Area with draft budget between presentation at fourth quarter Area 15 business meeting and request for approval.
- Presents draft budget reflecting Finance Committees' work at fourth quarter Area 15 business meeting.
- Works with Finance Committee members to update any changes to the draft budget between presentation at fourth quarter Area 15 business meeting and request for approval at the following first quarter Area 15 business meeting.
- Asks body for approval of draft budget at first quarter Area 15 business meeting.
- Works with the Delegate to clarify methods and practices for expenditure of Delegate's budgeted funds.
- Serves as a resource to District Chairpersons and District Finance Committee Chairpersons seeking assistance with local finance issues.
- Remains informed on finance updates coming from the General Service Office including financial health of the Fellowship and new developments that could affect financial operations of Area 15.
- Keeps the Area 15 Finance Committee's page on the Area 15 website updated, providing workshop notes and other Finance Committee-related documents to the Area 15 Web Servant.
- Updates Area 15 Chairperson on any changes to Area 15 Finance Committee officers during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of the Area 15 Finance Committee report.
- Submits receipts to the Area 15 Treasurer for Area 15 Finance Committee monies spent.
- Works with the Area 15 Finance Committee Secretary to create a budget request for Area 15 Finance Committee funding for the next year by July 31 of each year.

- Works with members of the Area 15 Finance Committee to update the Committee's Composition, Scope and Procedure and officer position descriptions by July 31 of even-numbered years and submits the documents to the Area 15 Current Practice Committee.
- Reviews responsibilities of the Area 15 Finance Committee Chairperson with the incoming Area 15 Finance Committee Chairperson following appointment of the incoming Chairperson and hands off relevant materials prior to the start of the new panel.
- Returns all unspent budgeted Area 15 Finance Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Remains available should the Area 15 Delegate request assistance in reviewing final Conference agenda items pertaining to Finance. May review background and prepare a synopsis to share with Area members at pre-Conference agenda sessions.
- OPTIONAL: Hosts online Finance Committee meetings using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Ability to create agendas and lead meetings.
- Previous experience as a member of a District Finance Committee.
- Treasurer experience at District or Group level.
- Clear understanding of basic accounting and budget preparation principles.
- Basic computer skills; familiarity with accounting systems is preferred.
- Experience with operation and procedures of Area 15 Finance Committee as reflected in Area 15 current practice.

Secretary/Treasurer Responsibilities

- Attends Area 15 Finance Committee meetings at Area 15 assemblies and reviews and clarifies minutes of the last Finance Committee meeting as well as expenditures to date.
- Distributes a sign-in sheet at Area 15 Finance Committee meetings at Area 15 assemblies and maintains a contact list of District Finance Committee Chairpersons, updating as necessary.
- Receives agenda for the Area 15 Finance Committee meeting at Area 15 assemblies from the Area 15 Finance Committee Chairperson and distributes it to Finance Committee members and District Finance Committee Chairpersons one week ahead of the meeting.
- Brings copies of the agenda to the Area 15 Finance Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 Finance Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Provides Finance Committee minutes to Area 15 Web Servant for posting to the Finance Committee web page on the Area 15 website.
- Tracks expenses of the Area 15 Finance Committee and provides reimbursement to Committee members for expenses as needed.
- Works with the Area 15 Finance Committee Chairperson to provide a budget request for Committee funding for the next year by July 31 of each year.
- Reviews responsibilities of the Area 15 Finance Committee Secretary with incoming Area 15 Finance Committee Secretary and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Finance Committee Chairperson in his or her absence.
- Attends online Area 15 Finance Committee meetings if called by the Area 15 Finance Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as a member of a District Finance Committee and/or Treasurer experience at District or Group level.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Finance Committee.

13 Grapevine/La Viña Committee

Composition

District Grapevine/LaVina Committee Chairpersons are voting members of the Area 15 Grapevine/LaVina Committee. Committee officers are the Chairperson and the Secretary-Treasurer, who are elected using Third Legacy voting procedure in October of even-numbered years at the Grapevine/LaVina Committee meeting at the Area 15 assembly.

Scope

The Area 15 Grapevine/LaVina Committee offers a forum for District Grapevine/LaVina Committee Chairpersons to share their experience in carrying the message about the A.A. Grapevine, LaVina, and other materials published by A.A. Grapevine Inc. The Committee discusses how to provide support for the Grapevine and LaVina throughout the fellowship and the service structure by encouraging groups to elect Grapevine/LaVina representatives; holding dedicated local workshops and events; and incorporating time and budgets for Grapevine/LaVina presentations and subscription/literature giveaways at A.A. fellowship events.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each District Grapevine/LaVina Committee Chairperson is given the opportunity to present an oral report on activities of his or her Committee and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's minutes. Agenda items for Committee meetings may include any items related to the scope of the Committee. As time allows, workshops are held to review and discuss sections of the Grapevine/LaVina Workbook. In April of each year, agenda items for the General Service Conference pertaining to Grapevine/LaVina are discussed. A sense of opinion of the body, arrived at via discussion and vote, is provided by the Committee Chairperson to the Area 15 Delegate.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Grapevine/LaVina Committee meeting at Area 15 assemblies; shares items of interest such as news from the Grapevine/LaVina Desk at GSO, updates on work of other Area Grapevine/LaVina Committees, etc.
- Watches for opportunities for A.A. Grapevine/LaVina-related content to share with District Grapevine/LaVina Committee chairs, such as Box 4-5-9 articles, opportunities to attend virtual A.A. Grapevine/LaVina workshops, etc.
- Assists the Grapevine/LaVina Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District Committee to present at the Area 15 Grapevine/LaVina Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Grapevine/LaVina Committee, works with other Area 15 Grapevine/LaVina Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Grapevine/LaVina Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Updates Area 15 Chairperson on any changes to Area 15 Grapevine/LaVina Committee officers during the panel.
- In the event of a change in Area 15 Grapevine/LaVina Committee officers during the panel, conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election to find a replacement.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Grapevine/LaVina Committee report.
- Receives final Conference agenda items pertaining to Grapevine/LaVina and background material for those items from Area 15 Delegate. Reviews background and prepares a synopsis to share with District Grapevine/LaVina Committee Chairpersons as quickly as possible to assist them in communicating the background to their District members.
- Works with District Grapevine/LaVina Committee Chairpersons so they can render an informed decision on Conference agenda items pertaining to Grapevine/LaVina at the April Area 15 Grapevine/LaVina Committee

meeting; conveys that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the area assembly.

- Maintains communication with the General Service Office staff person on the Grapevine/La Vina Desk; provides staff person with bi-annual reports of activities of District Grapevine/LaVina Committees in South Florida Area 15 for possible sharing with other Grapevine/LaVina Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts for Area 15 Grapevine/LaVina Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Grapevine/LaVina Committee Secretary-Treasurer to provide budget request for Area 15 Grapevine/LaVina Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Grapevine/LaVina Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Grapevine/LaVina Committee to update Area 15 Grapevine/LaVina Committee's Composition, Scope and Procedure and Area 15 Grapevine/LaVina Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Grapevine/LaVina Committee Chairperson's responsibilities at election of Committee officers at Area 15 Grapevine/LaVina Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Grapevine/LaVina Committee Chairperson with incoming Area 15 Grapevine/LaVina Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Grapevine/LaVina Committee meetings for District Grapevine/LaVina Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Five years of continuous sobriety.
- Three years of Grapevine/LaVina experience.
- Two years of experience as a District Grapevine/LaVina Chairperson.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Grapevine/LaVina Committee.
- Familiarity with Conference-approved literature, particularly the Grapevine/LaVina Workbook.
- Familiarity with A.A. Guidelines for Grapevine/LaVina.
- Desire to share the A.A. message through Grapevine/LaVina.

Secretary/Treasurer Responsibilities

- Attends Area 15 Grapevine/LaVina Committee meetings at Area 15 assemblies, presents minutes from the last Grapevine/LaVina Committee meeting, and gives a report on Committee finances.
- Distributes a sign-in sheet at Area 15 Grapevine/LaVina meetings at Area 15 assemblies and maintains a contact list of District Grapevine/LaVina Committee Chairpersons, updating as necessary.
- Receives agenda for upcoming Grapevine/LaVina Committee meetings from the Area 15 Grapevine/LaVina Committee Chairperson and sends to District Grapevine/LaVina Committee Chairpersons at least one week prior to the meeting.
- Brings copies of the agenda to the Area 15 Grapevine/LaVina Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 Grapevine/LaVina Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Attends Area 15 business meetings, delivers an oral report on Area 15 Grapevine/LaVina Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Grapevine/LaVina Committee and provides reimbursement to Committee members for expenses as needed.
- Works with the Area 15 Grapevine/LaVina Committee Chairperson to provide a budget request for Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents the Area 15 Grapevine/LaVina Committee Secretary-Treasurer's responsibilities at election of Committee officers at the Area 15 Grapevine/LaVina Committee meeting in October of even-numbered years.

- Reviews responsibilities of the Area 15 Grapevine/LaVina Committee Secretary-Treasurer with incoming Area 15 Grapevine/LaVina Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Grapevine/LaVina Committee Chairperson in his or her absence.
- Attends online Area 15 Grapevine/LaVina Committee meetings if called by the Area 15 Grapevine/LaVina Committee Chairperson.

Secretary/Treasurer Qualifications

- Two years of continuous sobriety.
- One year of Grapevine/LaVina Committee experience.
- Service as a current or past District Grapevine/LaVina Chairperson.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Grapevine/LaVina Committee.

14 Intergroup/Central Offices Committee

Composition

Intergroup/Central Office Managers or Representatives from Districts in South Florida Area 15 are voting members of the Area Intergroup/Central Office Committee. Committee officers are the Chairperson, the Alternate Chairperson, the Secretary, and the Treasurer, who are elected using Third Legacy voting procedure in October of even-numbered years at the Intergroup/Central Office Committee meeting at the Area 15 assembly.

Scope

The Area 15 Intergroup/Central Office Committee provides an opportunity for Intergroup/Central Office Managers/Representatives to share experience in solving administrative and operational challenges of Intergroup/Central Offices and to promote coordination and cooperation between these offices and those trusted servants involved in General Service in Area 15.

Procedure

The Intergroup/Central Office Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform; communicates with Intergroups/Central Offices beyond Area 15; and presents an oral report at the Area 15 business meeting, providing a written report to the Area Recording Secretary for inclusion in Area 15 minutes.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Intergroup/Central Office Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Intergroup/Central Office Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Maintains contact with the General Service Office and notifies Intergroup/Central Office Representatives of pertinent information from the Office.
- Provides updates at Area 15 Intergroup/Central Office Committee meetings about the ICOAA seminar and disseminates information to Central Offices throughout South Florida Area 15.
- Ensures that officers of the Area 15 Intergroup/Central Office Committee are listed on the Sunbiz report for Area Intergroups/Central Offices, making updates following election of officers in October of even-numbered years.
- Keeps Area 15 Intergroup/Central Office Committee's page on Area 15 website updated, providing workshop notes and other Intergroup/Central Office Committee-related documents to the Area 15 Web Servant.

- Updates Area 15 Chairperson on any changes to Area 15 Intergroup/Central Office Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Intergroup/Central Office Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Intergroup/Central Office Committee report.
- Works with members of the Area 15 Intergroup/Central Office Committee to update Area 15 Intergroup/Central Office Committee's Composition Scope and Procedure and Area 15 Intergroup/Central Office Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Intergroup/Central Office Committee Chairperson's responsibilities at election of Committee officers at Area 15 Intergroup/Central Office Committee meeting in October of even-numbered years and facilitates the same review of other Committee officer positions.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election in October of even-numbered years to elect officers for the next panel.
- Reviews responsibilities of Area 15 Intergroup/Central Office Committee Chairperson with incoming Area 15 Intergroup/Central Office Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Intergroup/Central Office Committee meetings for Intergroup/Central Office Representatives using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Previous service experience, preferably as an Intergroup Chairperson or a Central Office Manager
- Experience as an Intergroup/Central Office Representative at the group level
- Working knowledge of the Twelve Steps and Twelve Traditions
- Knowledge of Robert's Rules of Order or willingness to learn

Alternate Chair Responsibilities

- Stays in close contact with the Area 15 Intergroup/Central Office Committee Chairperson and performs all duties of the Chairperson in his or her absence.
- Attends Area 15 Intergroup/Central Office Committee meeting at Area 15 assemblies.
- Provides contact information to Area 15 Intergroup/Central Office Committee Chairperson for listing in Sunbiz report.
- Presents Area 15 Intergroup/Central Office Committee Alternate Chairperson's responsibilities at election of committee officers at Area 15 Intergroup/Central Office Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Intergroup/Central Office Committee Alternate Chairperson with incoming Area 15 Intergroup/Central Office Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.

Alternate Chair Qualifications

- Previous service experience, preferably as an Intergroup Chairperson or a Central Office Manager.
- Experience as an Intergroup/Central Office Representative at the group level.
- Working knowledge of the Twelve Steps and Twelve Traditions.
- Knowledge of Robert's Rules of Order or willingness to learn.

Treasurer Responsibilities

- Attends Area 15 Intergroup/Central Office Committee meeting at Area 15 assemblies and provides a Treasurer's report.
- Manages all finances contributed from Intergroup/Central Offices to the Area Intergroup/Central Office Committee.
- Handles reimbursement to Area 15 Intergroup/Central Office Committee officers for room and travel expenses.

- Keeps detailed records of all expenditures of the Area 15 Intergroup/Central Office Committee, particularly for workshops and other events.
- Presents Area 15 Intergroup/Central Office Committee Treasurer's responsibilities at election of Committee officers at Area 15 Intergroup/Central Office Committee meeting in October of even-numbered years
- Reviews responsibilities of Area 15 Intergroup/Central Office Committee Treasurer with incoming Area 15 Intergroup/Central Office Committee Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.

Treasurer Qualifications

- Experience as an Intergroup/Central Office Representative at the group level.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Some experience with the role of Treasurer at the group level.
- Working knowledge of the Twelve Steps and Twelve Traditions.

15 Spanish Linguistic Committee

Composition

Officers of the Spanish Linguistic Committee include the Chairperson, the Alternate Chairperson, and the Secretary-Treasurer, who are elected using Third Legacy voting procedure in October of even-numbered years at the Spanish Linguistic Committee meeting at the Area 15 assembly. Other voting members are the Chairperson of District 17, District 18, and District 21. The Area 15 Recording Secretary serves as ex-officio member. All members of Spanish-speaking groups are encouraged to attend and participate in discussion.

Scope

The Area 15 Spanish Linguistic Committee offers a forum for District 17, District 18, and District 21 to share their experience in carrying the A.A. message to Spanish-speaking groups in Area 15. The Committee is responsible for assigning and coordinating chairpersons for all Spanish meetings and workshops at Area 15 assemblies in cooperation with the host District for each assembly.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each Spanish Linguistic District Chairperson is given the opportunity to present an oral report on activities of his or her District and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's minutes. Workshops are held to review and discuss topics for the benefit of members of Spanish-speaking groups.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Spanish Linguistic Committee meeting at Area 15 assemblies, sharing items of interest and updates on work of other Area Spanish Linguistic Committees.
- Watches for opportunities to share information with Spanish Linguistic Committee members, such as Box 4-5-9 articles and Conference-approved literature in Spanish translation.
- Works with Spanish Linguistic Committee officers to plan workshops at the Spanish Linguistic Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Spanish Linguistic Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting; and provides a written version to the Recording Secretary for inclusion in the minutes.
- Cooperates with other Area 15 Committees, particularly the Accessibilities Committee and the Remote Communities Committee, sharing information and coordinating projects where appropriate.
- Updates Area 15 Chairperson on any changes to Area 15 Spanish Linguistic Committee officers during the panel.

- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Spanish Linguistic Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Spanish Linguistic Committee report.
- Keeps Area 15 Spanish Linguistic Committee's page on Area 15 website updated, providing workshop notes and other Spanish Linguistic Committee-related documents to the Area 15 Web Servant.
- Maintains communication with the General Service Office and provides bi-annual reports of activities of the Spanish Linguistic Committee for possible sharing with other Spanish Linguistic Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts for Area 15 Spanish Linguistic Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Spanish Linguistic Committee Secretary-Treasurer to provide budget request for Area 15 Spanish Linguistic Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Spanish Linguistic Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Spanish Linguistic Committee to update Area 15 Spanish Linguistic Committee's Composition, Scope and Procedure and Area 15 Spanish Linguistic Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Spanish Linguistic Committee Chairperson's responsibilities at election of Committee officers at Area 15 Spanish Linguistic Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Spanish Linguistic Committee Chairperson with incoming Area 15 Spanish Linguistic Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Spanish Linguistic Committee meetings for District Spanish Linguistic Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Previous experience as a member of a District Spanish Linguistic Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Spanish Linguistic Committee.
- Familiarity with Conference-approved literature in Spanish translation.
- Desire to carry the A.A. message to members of the Spanish community.

Alternate Chair Responsibilities

- Attends meetings of the Area 15 Spanish Linguistic Committee at Area 15 assemblies and makes a report to the Committee.
- Works with Spanish Linguistic Committee officers to plan workshops at the Spanish Linguistic Committee meeting at Area 15 assemblies.
- Presents Area 15 Spanish Linguistic Committee Alternate Chairperson's responsibilities at election of Committee officers at the Area 15 Spanish Linguistic Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Spanish Linguistic Committee Alternate Chairperson with the incoming Area 15 Spanish Linguistic Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Spanish Linguistic Committee Chairperson in his or her absence.
- Attends online Area 15 Spanish Linguistic Committee meetings if called by the Area 15 Spanish Linguistic Committee Chairperson.

Alternate Chair Qualifications

- Previous experience as a member of a District Spanish Linguistic Committee.
- Ability to create agendas and lead meetings.

- Knowledge of Area 15 current practice pertaining to the Spanish Linguistic Committee.
- Familiarity with Conference-approved literature in Spanish translation.
- Desire to carry the A.A. message to members of the Spanish community.

Secretary/Treasurer Responsibilities

- Attends Area 15 Spanish Linguistic Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Spanish Linguistic Committee.
- Maintains a contact list of Spanish Linguistic Committee members, updating as necessary.
- Distributes a sign-in sheet at Area 15 Spanish Linguistic Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Spanish Linguistic Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Receives agenda for upcoming Spanish Linguistic Committee meetings at Area 15 assemblies from the Area 15 Spanish Linguistic Committee Chairperson and sends to Spanish Linguistic Committee members at least one week prior to the assembly.
- Brings copies of the agenda to the Area 15 Spanish Linguistic Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings, delivers an oral report on Area 15 Spanish Linguistic Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Works with Spanish Linguistic Committee officers to plan workshops at the Spanish Linguistic Committee meeting at Area 15 assemblies.
- Tracks expenses of the Area 15 Spanish Linguistic Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Spanish Linguistic Committee Chairperson to provide budget request for Area 15 Spanish Linguistic Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents Area 15 Spanish Linguistic Committee Secretary-Treasurer's responsibilities at election of Committee officers at Area 15 Spanish Linguistic Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Spanish Linguistic Committee Secretary-Treasurer with incoming Area 15 Spanish Linguistic Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Spanish Linguistic Committee meetings if called by the Area 15 Spanish Linguistic Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as a member of a District Spanish Linguistic Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Spanish Linguistic Committee.
- Desire to carry the A.A. message to members of the Spanish community.

16 Literature Committee

Composition

All District Literature chairpersons are members of this Committee. The Committee chairperson, and alternate committee chairperson/ secretary/treasurer are voting members and are elected in Committee every two years at the October quarterly using Third Legacy Procedure and are presented for approval at the Area 15 business meeting.

Scope

Offers a forum to districts for sharing and reviewing Conference approved literature and other Area 15 literature. Maintains a supply of A.A. literature pertinent to the Committee's purpose. Reviews literature as requested by Area Delegate, the General Service Office or other Area 15 committees.

Procedure

Holds quarterly meetings where districts may share their experience. Sends out minutes and maintains a record of all district Literature Committee chairpersons' addresses and phone numbers for communication purposes. Provides a communication channel to and from the Literature desk at the General Service Office. Communicates with the Area Delegate. Presents a report of committee activities and a treasurer's report 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.

Chair Responsibilities

- Chair the quarterly business meeting/workshop of the Area 15 Literature Committee at Area 15 assemblies; collect and deliver remarks of interest – news from the Literature Desk at GSO, updates on work being done by other Area Literature committees, etc. – to deliver at the start of the meeting.
- Assist the Literature Committee in the district hosting the Area 15 assembly by determining an appropriate workshop topic for that district committee to present at the quarterly business meeting/workshop of the Area 15 Literature Committee at Area 15 assemblies; if the assembly host district does not have a district Literature Committee, work with the group at large to determine a topic of interest, find a volunteer to research and present the topic, and offer help as needed.
- Compile a report out of the quarterly business meeting/workshop of the Area 15 Literature Committee at Area 15 assemblies, not to exceed 3 minutes, and deliver it at the Sunday morning business meeting at South Florida Area 15 assemblies.
- Provide an agenda for virtual Area 15 Literature Committee meetings and provide it to the Area 15 Literature Committee virtual meeting coordinator two weeks prior to the meeting. Collect and deliver remarks of interest to district Literature Committee chairs at those meetings.
- Receive final Conference agenda items pertaining to Literature and background material for those items from Area 15 Delegate in mid-February of each year. Review background and prepare a synopsis to share with district Literature Committee chairs as quickly as possible to assist them in communicating the background to their committee members.
- Work with district Literature Committee chairs so they can render an informed decision on Conference agenda items pertaining to Literature at the April Area 15 Literature Committee meeting; convey that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the area assembly.
- Maintain communication with the GSO staff person on the Literature Desk; provide that person with bi-annual reports of activities of district Literature Committees in South Florida Area 15 so he/she can cull details for possible sharing with other area Literature Committees in the U.S. and Canada and for possible inclusion in Box 4-5-9.
- Be on the lookout for A.A. literature-related content to share with district Literature Committee chairs: Box 4-5-9 articles, opportunities to attend virtual A.A. Literature workshops, special offers on purchasing literature, etc.; share via email or at Literature Committee meetings.

Chair Qualifications

- Previous experience as a member of a District Literature Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Literature Committee.
- Familiarity with Conference-approved literature, particularly the Literature Workbook.
- Familiarity with A.A. Guidelines for Literature Committees.
- Desire to carry the A.A. message through Conference-approved literature.

Secretary/Treasurer Responsibilities

- Track expenses of the Area 15 Literature Committee and provide reimbursement to committee members for expenses as needed.
- Working with the Area 15 Literature Committee chairperson, provide an agenda for upcoming Literature Committee meetings/workshops prior to each Area 15 quarterly meeting.
- Distribute a sign-in sheet at Area 15 Literature Committee quarterly meetings/workshops for the purpose of creating a list of individuals to whom to send meeting/workshop minutes following the quarterly; send minutes to those individuals within two weeks of each quarterly meeting/workshop.
- Provide a treasurer's report at quarterly Area 15 Literature Committee meetings.
- Provide a treasurer's report to the South Florida Area body at the Sunday morning business meeting at Area 15 quarterlies.
- Attend virtual Area 15 Literature Committee meetings and provide a treasurer's report.
- Work with the Area 15 Literature Committee chair and district Literature Committee chairs to prepare a budget request for submission to the Area Finance Committee toward the end of each calendar year.
- Be available to assume the responsibilities of the Area 15 Literature Committee chair in the absence of the chair.

Secretary/Treasurer Qualifications

- Previous experience as a member of a District Literature Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Literature Committee.

Virtual Meeting Coordinator

- Determine estimated number of virtual meetings to meet Committee needs.
- Establish access to Area 15 Zoom account to schedule Zoom meetings
- Obtain and keep current email distribution list for the Committee.
- Coordinate with Chair, Secretary/Treasurer, and District Chairs/Alternates a day and time of week to hold virtual meetings.
- Determine date for regularly scheduled meetings (mid-point between each Assembly) and email the schedule to Chair, Secretary/Treasurer and District Chairs/Alternates, and Area 15 webservant.
- Schedule additional meetings as requested by Chair.
- Coordinate with Chair and prepare Agenda for each meeting.
- One week prior to each meeting send out Invite/Instructions/Agenda to Chair, Secretary/Treasurer, and District Chairs/Alternates.
- Provide initial host duties for each regular and specially-scheduled meeting including Welcome, Announcements, and Introduction of Attendees, sequentially by district, including District Chairs/Alternates and their committee members, Guests, Secretary/Treasurer and Chair.
- Chair will lead the meeting. Virtual Coordinator will assist as necessary.
- Monitor Participants for "hands-up" and provide 10-minute notice prior to end time.
- Prepare and send minutes of each meeting to the Chair, Secretary/Treasurer and District Chairs/Alternates, with the exception of any quarterly Business Meetings and Workshops held virtually and hosted by the Area.

17 Public Information and Cooperation with the Professional Community Committee (PI/CPC)

Composition

District Public Information/Cooperation with the Professional Community Committee Chairpersons are voting members of the Area 15 Public Information/Cooperation with the Professional Community Committee. Committee officers are the Chairperson, the Alternate Chairperson, and the Secretary-Treasurer, who are elected using Third Legacy voting procedure in October of even-numbered years at the Public Information/Cooperation with the Professional Community Committee meeting at the Area 15 assembly.

Scope

The Area 15 Public Information/Cooperation with the Professional Community Committee offers a forum for District Public Information/Cooperation with the Professional Community Committee Chairpersons to share their experience in carrying the A.A. message to the public, including A.A. members, and to members of the local professional community who come in contact with alcoholics. Committee members assist each other in creation and operation of effective District Public Information/Cooperation with the Professional Community Committees. The Committee reviews Public Information Committee and Cooperation with the Professional Community Committee agenda items scheduled to come before the General Service Conference, provides the Area 15 Delegate with the Committee's recommendations, and discusses how to put recommendations from the General Service Conference into practice.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each District Public Information/Cooperation with the Professional Community Committee Chairperson is given the opportunity to present an oral report on activities of his or her Committee and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's minutes. Agenda items for Committee meetings may include any items related to the scope of the Committee. As time allows, workshops are held to review and discuss sections of the Public Information Committee and Cooperation with the Professional Community Committee Workbooks. In April of each year, the Committee discusses agenda items for the General Service Conference pertaining to the Public Information and Cooperation with the Professional Community Committees. A sense of opinion of the body may be agreed upon by discussion and vote and offered by the Public Information/Cooperation with the Professional Community Committee Chairperson to the Area 15 Delegate.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Public Information/Cooperation with the Professional Community Committee meeting at Area 15 assemblies, sharing items of interest such as news from the General Service Office and updates on work of other Area Public Information/Cooperation with the Professional Community Committees.
- Watches for opportunities for A.A. Public Information/Cooperation with the Professional Community-related content to share with District Public Information/Cooperation with the Professional Community Committee Chairpersons, such as Box 4-5-9 articles, and opportunities to attend online A.A. Public Information/Cooperation with the Professional Community Committee workshops.
- Assists the Public Information/Cooperation with the Professional Community Committee of the assembly hosting District by determining an appropriate workshop topic for that District Public Information/Cooperation with the Professional Community Committee to present at the Area 15 Public Information/Cooperation with the Professional Community Committee meeting; if the assembly host District does not have a District Public Information/Cooperation with the Professional Community Committee, works with other Area 15 Public Information/Cooperation with the Professional Community Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Public Information/Cooperation with the Professional Community Committee; submits a written report to the Area 15

Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.

- Updates Area 15 Chairperson on any changes to Area 15 Public Information/Cooperation with the Professional Community Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Public Information/Cooperation with the Professional Community Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of the Area 15 Public Information/Cooperation with the Professional Community Committee report.
- Along with other Committee officers, assists District Public Information/Cooperation with the Professional Community Committees in creation and operation of effective Committees.
- Maintains an awareness of opportunities for participation of District Public Information/Cooperation with the Professional Community Committees and alerts appropriate District Public Information/Cooperation with the Professional Community Committee Chairpersons.
- When possible, and at the invitation of District Public Information/Cooperation with the Professional Community Committees, attends local events appropriate to Public Information/Cooperation with the Professional Community Committee service work.
- Cooperates with other Area 15 Committees, particularly Corrections and Treatment, when there is opportunity for collaboration.
- Receives final Conference agenda items pertaining to Public Information and Cooperation with the Professional Community and background material for those items from Area 15 Delegate. Reviews background and prepares a synopsis to share with District Public Information/Cooperation with the Professional Community Committee Chairpersons as quickly as possible to assist them in communicating the background to their District members.
- Works with District Public Information/Cooperation with the Professional Community Committee Chairpersons so they can render an informed decision on Conference agenda items pertaining to Public Information/Cooperation with the Professional Community Committee at the April Area 15 Public Information/Cooperation with the Professional Community Committee meeting; conveys that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the Area assembly.
- Keeps the Area 15 Public Information/Cooperation with the Professional Community Committee's page on the Area 15 website updated, providing workshop notes and other Public Information/Cooperation with the Professional Community Committee-related documents to the Area 15 Web Servant.
- Maintains communication with the General Service Office, providing bi-annual reports of activities of District Public Information/Cooperation with the Professional Community Committees in South Florida Area 15 for possible sharing with other Public Information/Cooperation with the Professional Community Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts to the Area 15 Treasurer for Area 15 Public Information/Cooperation with the Professional Community Committee monies spent.
- Works with the Area 15 Public Information/Cooperation with the Professional Community Committee Secretary-Treasurer to provide a budget request for Area 15 Public Information/Cooperation with the Professional Community Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Works with members of the Area 15 Public Information/Cooperation with the Professional Community Committee to update the Committee's Composition, Scope and Procedure and officer position descriptions by July 31 of even-numbered years and submits the documents to the Area 15 Current Practice Committee.
- Presents Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson's responsibilities at election of committee officers at the Area 15 Public Information/Cooperation with the Professional Community Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson with the incoming Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Returns all unspent budgeted Area 15 Public Information/Cooperation with the Professional Community Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- OPTIONAL: Hosts online Public Information/Cooperation with the Professional Community Committee meetings for District Public Information/Cooperation with the Professional Community Committee Chairpersons using the

Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Previous experience as Chairperson of a District Public Information/Cooperation with the Professional Community Committee.
- Ability to create agendas and lead meetings.
- Grounding in the Twelve Traditions of Alcoholics Anonymous.
- Familiarity with Conference-approved literature, particularly the Public Information and Cooperation with the Professional Community Workbooks.
- Familiarity with A.A. Guidelines for Public Information and Cooperation with the Professional Community Committees.
- Knowledge of Area 15 current practice pertaining to the Public Information/Cooperation with the Professional Community Committee.
- Desire to assist District Public Information/Cooperation with the Professional Community Committees with creating and sustaining effective committees.

Alternate Chair Responsibilities

- Attends meetings of the Area 15 Public Information/Cooperation with the Professional Community Committee at Area 15 assemblies and makes a report to the Committee.
- Along with other Committee officers, assists District Public Information/Cooperation with the Professional Community Committees in creation and operation of effective Committees.
- Maintains an awareness of opportunities for participation of District Public Information/Cooperation with the Professional Community Committees and works with Committee Chairperson to alert appropriate District Public Information/Cooperation with the Professional Community Committee Chairpersons.
- When possible, and at the invitation of District Public Information/Cooperation with the Professional Community Committees, attends local events appropriate to Public Information/Cooperation with the Professional Community Committee service work.
- Presents Area 15 Public Information/Cooperation with the Professional Community Committee Alternate Chairperson's responsibilities at election of Committee officers at the Area 15 Public Information/Cooperation with the Professional Community Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Public Information/Cooperation with the Professional Community Committee Alternate Chairperson with the incoming Area 15 Public Information/Cooperation with the Professional Community Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson in his or her absence.
- Attends online Area 15 Public Information/Cooperation with the Professional Community Committee meetings if called by the Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson.

Alternate Chair Qualifications

- Previous experience as Chairperson of a District Public Information/Cooperation with the Professional Community Committee.
- Ability to create agendas and lead meetings.
- Grounding in the Twelve Traditions of Alcoholics Anonymous.
- Familiarity with Conference-approved literature, particularly the Public Information and Cooperation with the Professional Community Workbooks.
- Familiarity with A.A. Guidelines for Public Information and Cooperation with the Professional Community Committees.
- Knowledge of Area 15 current practice pertaining to the Public Information/Cooperation with the Professional Community Committee.

- Desire to assist District Public Information/Cooperation with the Professional Community Committees with creating and sustaining effective committees.

Secretary/Treasurer Responsibilities

- Attends Area 15 Public Information/Cooperation with the Professional Community Committee meetings at Area 15 assemblies, presents minutes from the last Public Information/Cooperation with the Professional Community Committee meeting, and gives a report on Committee finances.
- Distributes a sign-in sheet at Area 15 Public Information/Cooperation with the Professional Community Committee meetings at Area 15 assemblies and maintains a contact list of District Public Information/Cooperation with the Professional Community Committee Chairpersons, updating as necessary.
- Receives agenda for upcoming Public Information/Cooperation with the Professional Community Committee meetings from the Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson and sends to District Public Information/Cooperation with the Professional Community Committee Chairpersons at least one week prior to the meeting.
- Brings copies of the agenda to the Area 15 Public Information/Cooperation with the Professional Community Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 Public Information/Cooperation with the Professional Community Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Attends Area 15 business meetings, delivers an oral report on Area 15 Public Information/Cooperation with the Professional Community Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Manages the Committee's Special Events budget.
- Tracks expenses of the Area 15 Public Information/Cooperation with the Professional Community Committee and provides reimbursement to Committee members for expenses as needed.
- Works with the Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson to provide a budget request for Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents the Area 15 Public Information/Cooperation with the Professional Community Committee Secretary-Treasurer's responsibilities at election of Committee officers at the Area 15 Public Information/Cooperation with the Professional Community Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Public Information/Cooperation with the Professional Community Committee Secretary-Treasurer with incoming Area 15 Public Information/Cooperation with the Professional Community Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Public Information/Cooperation with the Professional Community Committee meetings if called by the Area 15 Public Information/Cooperation with the Professional Community Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as Chairperson of a District Public Information/Cooperation with the Professional Community Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Desire to assist District Public Information/Cooperation with the Professional Community Committees with creating and sustaining effective committees.

18 Quarterly Coordinator Committee

Composition

Members of the Area 15 Quarterly Coordinator Committee include a Chairperson appointed by the Area 15 Chairperson; and a Hotel Liaison and Secretary-Treasurer chosen by the Quarterly Coordinator Committee Chairperson in cooperation with the Area 15 Chairperson.

Scope

The Quarterly Coordinator Committee has final responsibility for finding suitable sites for Area 15 assemblies throughout Area 15 that can accommodate the Area's needs with lowest cost the main priority. If no District is willing or available to host a particular assembly, the Committee is responsible for coordinating Districts to help with those assemblies. The Committee serves as a guide for Districts interested in bidding for assemblies, helping them understand the physical requirements for assembly sites. The Committee assists host Districts throughout the hosting experience, sharing details of the Quarterly Coordinator Committee Handbook, reviewing historical data from past assemblies, and reviewing the assembly agenda and program prior to publication.

Procedure

The Committee presents its assembly site selections at the October Area 15 business meeting in odd-numbered years. In addition to guiding hosting Districts throughout the hosting period, the Committee offers a forum at Area 15 assemblies for those interested in learning more about hosting Area 15 assemblies to meet with members of host District committees who share their experience. The Committee receives post-assembly feedback from host Districts and incorporates it into the Quarterly Coordinator Committee Workbook for the benefit of future host Districts. The Committee meets between assemblies as necessary utilizing the Area 15 online platform.

Chair Responsibilities

- Works with Area 15 Chairperson at the start of the panel to select two members for the Quarterly Coordinator Committee: a Hotel Liaison who has experience with hotel contracts and a second member who serves as Secretary-Treasurer.
- Creates an agenda and chairs the Area 15 Quarterly Coordinator Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Quarterly Coordinator Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Works with Quarterly Coordinator Committee members to identify viable hotel sites for Area assemblies, negotiates hotel contracts and shares them with Area 15 Chairperson, and presents them to the body for approval at October assembly of odd-numbered years.
- After the body's approval of hotel sites, presents contracts to Area 15 Chairperson for signature.
- Keeps Area Chairperson apprised of any changes to assembly locations and brings changes to the body at the Area business meeting.
- Works closely with host Districts to assure their success in meeting assembly needs including review of assembly flier and program, registration and hospitality planning, and banquet logistics.
- If no District is willing to host a particular assembly, takes responsibility along with Quarterly Coordinator Committee members to coordinate Districts to help with assembly responsibilities.
- Arranges for disbursement of assembly funds from the Area to hosting districts.
- Works with hotels where assemblies are held to determine rooms for meetings and workshops and provides details to host Districts.
- Maintains Quarterly Coordinator Committee workbook, updating as necessary, and sharing it with host Districts.
- Tracks attendance of all assembly meetings and workshops with assistance from Quarterly Coordinator Committee Hotel Liaison and Secretary-Treasurer and provides figures to future Districts for planning purposes.
- Assists host Districts in setting up room for Area 15 business meeting based on figures gathered by host District's registration committee.

- Updates Area 15 Chairperson on any changes to Area 15 Quarterly Coordinator Committee officers during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Quarterly Coordinator Committee report.
- Provides Area Chairperson with updates on assembly planning, including status of hotel waitlist, for sharing with District Chairpersons.
- Keeps Area 15 Quarterly Coordinator Committee's page on Area 15 website updated, providing Quarterly Coordinator Committee-related documents to the Area 15 Web Servant.
- Submits receipts for Area 15 Quarterly Coordinator Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Quarterly Coordinator Committee Secretary-Treasurer to provide budget request for Area 15 Quarterly Coordinator Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Quarterly Coordinator Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Quarterly Coordinator Committee to update Area 15 Quarterly Coordinator Committee's Composition, Scope and Procedure and Area 15 Quarterly Coordinator Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Reviews responsibilities of Area 15 Quarterly Coordinator Committee Chairperson with incoming Area 15 Quarterly Coordinator Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Quarterly Coordinator Committee meetings using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Experience with hotel contracts and negotiations.
- Former A.A. committee experience, preferably Area 15 Quarterly Coordinator Committee, and/or experience in bringing groups together for discussion and consensus-building.
- Experience with hosting an Area 15 assembly as member of a District host committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Quarterly Coordinator Committee.

Hotel Liaison Responsibilities

- Attends Quarterly Coordinator Committee meetings at Area 15 assemblies.
- Assists Quarterly Coordinator Committee Chairperson in identifying viable hotel sites for Area assemblies.
- Assists Quarterly Coordinator Committee Chairperson with hotel contract negotiation as requested by the Chairperson.
- Manages master billing reservations and confirmations for members for Area assemblies.
- Manages the waitlist, room transfers and cancellations for members for Area assemblies.
- Maintains communication with members regarding hotel reservations and waitlist, responding to all inquiries in a timely manner.
- Assists host District's registration committee to gather assembly registration numbers for Area 15 Chairperson for announcement at Area business meeting.
- Assists with maintenance of Quarterly Coordinator Committee workbook, updating as necessary, in cooperation with other Committee members.
- Works with members of the Area 15 Quarterly Coordinator Committee to update Area 15 Quarterly Coordinator Committee's Composition, Scope and Procedure and Area 15 Quarterly Coordinator Committee officer position descriptions by July 31 of even-numbered years.
- Reviews responsibilities of Area 15 Quarterly Coordinator Committee Hotel Liaison with incoming Area 15 Quarterly Coordinator Committee Hotel Liaison in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Quarterly Coordinator Committee meetings when called by the Quarterly Coordinator Committee Chairperson.

Hotel Liaison Qualifications

- Previous experience as a member of a District or Area Committee.
- Experience with hotel contracts and negotiations.
- Experience with hosting an Area 15 assembly as member of a District host committee.
- Former A.A. committee experience and/or experience in bringing groups together for discussion and consensus-building.
- Knowledge of Area 15 current practice pertaining to the Quarterly Coordinator Committee.

Secretary/Treasurer Responsibilities

- Attends Area 15 Quarterly Coordinator Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Outreach Committee.
- Brings copies of the minutes of the previous meeting to the Area 15 Quarterly Coordinator Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 Quarterly Coordinator Committee meetings at Area 15 assemblies and online Committee meetings and sends them to Committee members.
- Attends Area 15 business meetings, delivers an oral report on Area 15 Quarterly Coordinator Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Assists Quarterly Coordinator Committee Chairperson in identifying viable hotel sites for Area assemblies.
- Coordinates transport and storage of screens and projector with assembly host Districts.
- Coordinates transport and storage of interpreter booth with Spanish language interpreter and host Districts.
- Creates slides for motions coming to the body at Area assemblies as well as slides for Conference agenda review and Area 15 election assembly and operates computer/screens/projector.
- Tracks expenses of the Area 15 Quarterly Coordinator Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Quarterly Coordinator Committee Chairperson to provide budget request for Area 15 Quarterly Coordinator Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Assists with maintenance of Quarterly Coordinator Committee workbook, updating as necessary, in cooperation with other Committee members.
- Works with members of the Area 15 Quarterly Coordinator Committee to update Area 15 Quarterly Coordinator Committee's Composition, Scope and Procedure and Area 15 Quarterly Coordinator Committee officer position descriptions by July 31 of even-numbered years.
- Reviews responsibilities of Area 15 Quarterly Coordinator Committee Secretary-Treasurer with incoming Area 15 Quarterly Coordinator Committee Secretary-Treasurer in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Quarterly Coordinator Committee meetings when called by the Quarterly Coordinator Committee Chairperson.
- Remains available to assume the responsibilities of the Area 15 Quarterly Coordinator Committee Chairperson in his or her absence.

Secretary/Treasurer Qualifications

- Previous experience as a member of a District or Area Committee.
- Experience with hosting an Area 15 assembly as member of a District host committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Quarterly Coordinator Committee.

19 Redistricting Committee

Composition

All District Chairpersons are voting members of the Area Redistricting Committee. The Area 15 Alternate Delegate chairs the Committee when it is called to session.

Scope

The Committee receives any request for redistricting, meets to review such requests, and makes recommendations to the Area Committee for action through a motion the Redistricting Committee Chairperson submits for the Area 15 business meeting on behalf of the Redistricting Committee.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary using the Area 15 online platform, coming together when a request is made for redistricting. Such instances include requests to create a new District in Area 15. The Committee, under the leadership of the Area 15 Alternate Delegate, presents an oral report of Committee activities at the Area business meeting and in written form for inclusion in Area minutes.

20 Remote Communities Committee

Composition

Committee officers are the Chairperson and the Secretary-Treasurer, who are elected using Third Legacy voting procedure in October of even-numbered years at the Remote Communities Committee meeting at the Area 15 assembly. Other voting members may include one member from each District, preferably Chairperson of a District Remote Communities Committee.

Scope

The Area 15 Remote Communities Committee offers a forum for Districts to share their experience in carrying the A.A. message to, and to perform general service in, remote communities, defined as those separated by the program of Alcoholics Anonymous by language, geography, and culture. The Committee assists Districts that have these challenges create and maintain effective Remote Communities Committees.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each District is given the opportunity to present an oral report on activities of his or her Committee or to share news about remote communities efforts and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's minutes. Workshops are held to review and discuss topics of interest in assisting remote communities.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Remote Communities Committee meeting at Area 15 assemblies, sharing items of interest such as news on remote communities from the General Service Office and updates on work of other Area Remote Communities Committees.
- Watches for opportunities for A.A. remote communities-related content to share with District Remote Communities Committee Chairpersons/representatives, such as Box 4-5-9 articles and opportunities to attend online Remote Communities Committee workshops.
- Assists the Remote Communities Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District Committee to present at the Area 15 Remote Communities Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Remote Communities

Committee, works with other Area 15 Remote Communities Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.

- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Remote Communities Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Cooperates with other Area 15 Committees, particularly the Accessibilities Committee and the Spanish Linguistic Committee, sharing information and coordinating projects where appropriate.
- Updates Area 15 Chairperson on any changes to Area 15 Remote Communities Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Remote Communities Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Remote Communities Committee report.
- Keeps Area 15 Remote Communities Committee's page on Area 15 website updated, providing workshop notes and other Remote Communities Committee-related documents to the Area 15 Web Servant.
- Provides the General Service Office with bi-annual reports of activities of District Remote Communities Committees in South Florida Area 15 for possible sharing with other Remote Communities Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts for Area 15 Remote Communities Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Remote Communities Committee Secretary-Treasurer to provide budget request for Area 15 Remote Communities Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Remote Communities Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Remote Communities Committee to update Area 15 Remote Communities Committee's Composition, Scope and Procedure and Area 15 Remote Communities Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Remote Communities Committee Chairperson's responsibilities at election of Committee officers at Area 15 Remote Communities Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Remote Communities Committee Chairperson with incoming Area 15 Remote Communities Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Remote Communities Committee meetings for District Remote Communities Committee Chairpersons/representatives using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Previous experience as a member of a committee, particularly a District Remote Communities Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Remote Communities Committee.
- Familiarity with A.A. Guidelines on Remote Communities.
- Desire to carry the A.A. message to remote communities.

Secretary/Treasurer Responsibilities

- Attends Area 15 Remote Communities Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Remote Communities Committee.
- Maintains a contact list of District Remote Communities Committee Chairpersons/representatives, updating as necessary.
- Distributes a sign-in sheet at Area 15 Remote Communities Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Remote Communities Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.

- Receives agenda for upcoming Remote Communities Committee meetings at Area 15 assemblies from the Area 15 Remote Communities Committee Chairperson and sends to District Remote Communities Committee Chairpersons/representatives at least one week prior to the assembly.
- Brings copies of the agenda to the Area 15 Remote Communities Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings, delivers an oral report on Area 15 Remote Communities Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Remote Communities Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Remote Communities Committee Chairperson to provide budget request for Area 15 Remote Communities Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents Area 15 Remote Communities Committee Secretary-Treasurer's responsibilities at election of Committee officers at Area 15 Remote Communities Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Remote Communities Committee Secretary-Treasurer with incoming Area 15 Remote Communities Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Remote Communities Committee Chairperson in his or her absence.
- Attends online Area 15 Remote Communities Committee meetings if called by the Area 15 Remote Communities Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as a member of a committee, particularly a District Remote Communities Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Remote Communities Committee.

21 Accessibilities Committee

Composition

- Chairperson, the Alternate Chairperson, the Secretary/Treasurer and all current District Accessibilities Chairpersons make up the Area Accessibilities Committee
- Chairperson, the Alternate Chairperson, the Secretary/Treasurer and all District Accessibilities Chairpersons are voting members of the Area Accessibilities Committee. The Area Accessibilities Committee Chairperson votes on area business for the committee. The Area Alternate Accessibilities Committee Chairperson votes on area business for the committee only in the absence of the Chairperson at the area.
- The Committee Chairperson, Alternate 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 Accessibility Committee meeting.

Scope

- Offers a forum for Districts to share their experience in carrying the message about the Accessibilities Committee.
- The Committee reviews Accessibilities 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.
- As per motion (#777, passed 4/2014: That the South Florida Area 15 increase the budget from \$5000.00 to

\$8000.00 for professional American Sign Language (ASL) interpreter services for the deaf and hard of hearing. This will replace motion #687 that passed in January 2012. The budget includes interpreter services when requested at the quarterly assembly for the Friday and Saturday night speaker meetings, the Saturday morning Accessibilities meeting and the Sunday assembly. Interpretation for other assembly workshops will be available upon request. Interpreter rates are not to exceed \$75.00 per hour per interpreter. Travel funding will be either half of the interpreter rate, the standard IRS mileage rate or lodging. Interpreter services will be determined by the Area 15 Accessibilities Chairperson.

Procedure

- The Committee meets in person at each General Service Assembly and may meet on an on- line platform between Assemblies.
- Each District is given the opportunity to present and submit a written report of District Accessibilities 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 Accessibilities Workbook and emerging practices.
- In April of each year, the agenda items for the General Service Conference pertaining to accessibilities are discussed. A sense of opinion of the committee may be agreed upon by discussion and vote, to then be given to the Delegate by the Chairperson.
- Review annual budget to present to the Area Finance Committee by the October Assembly each year.
- Review annually the Legacy of Service document and report any or no changes to the Current Practice Committee.

Chair Responsibilities

- Prepares meeting agenda and chairs the quarterly committee meeting.
- Responsible for relaying any information from the Accessibilities desk at our General Service Office to Committee
- Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes.
- Give Committee recommendations on agenda items for the General Service Conference regarding Accessibilities to Area Delegate at the Area Assembly.
- Committee Chair receives one night's lodging from Area 15 treasurer.

Chair Qualifications

- Three years of continuous sobriety
- One year of Accessibilities Committee experience or two years of any standing committee experience

Alternate Chair Responsibilities

- Performs the duties of the Committee Chairperson when Committee Chairperson is absent.
- Alternate Committee Chair receives one night's lodging from Area 15 treasurer when the Committee Chairperson is absent.

Alternate Chair Qualifications

- Three years of continuous sobriety
- One year of Accessibilities Committee experience or two years of any standing committee experience

Secretary/Treasurer Responsibilities

- 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 meetings and sends to all persons on the sign-in sheet plus the Area
- Chairperson and Area Recording Secretary, while maintaining confidentiality.
- Requests funds from the Area treasurer when required.
- Reports committee expenses verbally at the Area business meeting and written form for inclusion in the Area minutes
- Secretary/Treasurer receives one night's lodging from Area 15 treasurer.

Secretary/Treasurer Qualifications

- Three years of continuous sobriety
- One year of Accessibilities Committee experience or two years of any standing committee experience

22 State Convention Committee

Composition

Members include the South Florida Area 15 Alternate Delegate, who serves as Committee Chairperson; the current or upcoming Chairperson of the Florida State Convention when the convention takes place in the geographic boundary of Area 15; and an Area 15 member appointed by the Committee Chairperson at the beginning of each panel who has Florida State Convention organizational experience and/or hotel contract experience. The appointed member serves as Secretary-Treasurer of the Committee.

Scope

The Committee provides oversight of the legal and financial activities of the Florida State Convention when the bid is awarded to members of South Florida Area 15; defines and manages the site selection process for the convention in coordination with the Joint Advisory Committee; ensures that the convention remains self-supporting, utilizing the existing 501(c)(3) and the Joint Advisory Committee for continuity and cooperation with North Florida Area 14; receives and monitors profit and loss/budget vs. actual financial statements of the local hosting committee at each meeting; sets the Joint Advisory Committee reserve fund level, periodically reviewing it for possible revision; receives full disclosure of minutes and/or treasury information as requested; and receives the final report at conclusion of the convention.

Procedure

The Committee meets at Area 15 assemblies; the Committee Chairperson gives a report at Area 15 business meetings. The Committee Chairperson and the Area 15 member serving on the Committee participate, with the Florida State Convention Chairperson, on the Joint Advisory Committee in conjunction with members of North Florida Area 14. The Committee approves, denies, and/or requests revisions to contracts and bid summaries submitted at the first Committee meeting of the panel two years ahead of the convention that is being bid. The Committee monitors the budget for the convention and provides budget suggestions; informs the Area 15 body of any transgressions surrounding the convention; and makes recommendations for distribution of excess funds post-convention, in accordance with Joint Advisory Committee policy that requires those funds be directed toward A.A. entities such as the General Service Board.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 State Convention Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings, delivers an oral report on activities of the Area 15 State Convention Committee, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and provides a written version to the Recording Secretary for inclusion in the minutes.

- Keeps the Area 15 State Convention Committee's page on the Area 15 website updated, providing workshop notes and other State Convention Committee-related documents to the Area 15 Web Servant.
- Provides a budget request for Area 15 State Convention Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Updates the Committee's Composition, Scope and Procedure and officer position descriptions by July 31 of even-numbered years and submits the documents to the Area 15 Current Practice Committee.
- Reviews responsibilities of the Area 15 State Convention Committee Chairperson with the incoming Area 15 State Convention Committee Chairperson prior to the beginning of the new panel.
- Returns all unspent budgeted Area 15 State Convention Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- OPTIONAL: Hosts online State Convention Committee meetings using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Secretary-Treasurer Responsibilities

- Attends Area 15 State Convention Committee meetings at Area 15 assemblies, presents minutes from the last State Convention Committee meeting, and gives a financial report.
- Receives agenda for upcoming State Convention Committee meetings from the Area 15 State Convention Committee Chairperson and makes it available at least one week prior to the meeting.
- Brings copies of the agenda to the Area 15 State Convention Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 State Convention Committee meetings at Area 15 assemblies and sends them to interested individuals within two weeks of the meeting.
- Tracks expenses of the Area 15 State Convention Committee and provides reimbursement to committee members for expenses as needed.
- Works with the Area 15 State Convention Committee Chairperson to provide a budget request for Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Remains available to assume the responsibilities of the Area 15 State Convention Committee Chairperson in his or her absence.
- Attends online Area 15 State Convention Committee meetings if called by the Area 15 State Convention Committee Chairperson.

Secretary-Treasurer Qualifications

- Florida State Convention organizational experience and or hotel contract experience.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Knowledge of Area 15 current practice pertaining to the State Convention Committee.

23 Treatment Committee

Composition

District Treatment Facilities Committee Chairpersons are voting members of the Area Treatment Facilities Committee. Committee officers are the Chairperson, the Alternate Chairperson, the Secretary-Treasurer, the Literature Coordinator, and the Bridging the Gap Coordinator, who are elected using Third Legacy voting procedure in October of even-numbered years at the Treatment Facilities Committee meeting at the Area 15 assembly.

Scope

The Area 15 Treatment Facilities Committee offers a forum for District Treatment Facilities Committee Chairpersons to share their experience in carrying the A.A. message to those in treatment facilities and to report treatment facilities activities. The Committee reviews Treatment Facilities Committee agenda items scheduled to come before the General

Service Conference, provides the Area 15 Delegate with the Committee's recommendations, and discusses how to put recommendations from the General Service Conference into practice.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. Each District Treatment Facilities Committee Chairperson is given the opportunity to present an oral report on activities of his or her Committee and to submit the report to the Committee Secretary-Treasurer for inclusion in the Committee's minutes. Agenda items for Committee meetings may include all items related to the scope of the Committee. Workshops are held to review and discuss sections of the Treatment Facilities Workbook.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Treatment Facilities Committee meeting at Area 15 assemblies, giving an oral report that is emailed to the Committee Secretary-Treasurer within two weeks of the meeting for inclusion in the meeting minutes.
- Shares with Area 15 Treatment Facilities Committee members at Area 15 Treatment Facilities Committee meetings items of interest such as news from the Treatment Facilities Desk at the General Service Office and updates on work of other Area Treatment Facilities Committees.
- Watches for opportunities for A.A. treatment facilities-related content to share with District Treatment Facilities Committee Chairpersons, such as Box 4-5-9 articles and opportunities to attend online treatment facilities workshops.
- Attends Area 15 business meeting and delivers an oral report on activities of the Area 15 Treatment Facilities Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Coordinates with the Area 15 Treatment Facilities Bridging the Gap Coordinator in his or her responsibilities related to Bridging the Gap coordination with Areas throughout the U.S. and Canada.
- Relays to the South Florida Area 15 Treatment Facilities Committee information from the Treatment Facilities Desk at the General Service Office and from the Conference and Trustees' committees on Treatment and Accessibilities.
- Updates Area 15 Chairperson on any changes to Area 15 Treatment Facilities Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Treatment Facilities Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Treatment Facilities Committee report.
- Receives final Conference agenda items pertaining to Treatment Facilities and background material for those items from Area 15 Delegate. Reviews background and prepare a synopsis to share with District Treatment Facilities Committee Chairpersons as quickly as possible to assist them in communicating the background to their District members.
- Works with District Treatment Facilities Committee Chairpersons so they can render an informed decision on Conference agenda items pertaining to Treatment Facilities at the April Area 15 Treatment Facilities Committee meeting; conveys that group conscience to the Area 15 Delegate and the South Florida Area body at the April pre-Conference sharing session at the Area assembly.
- Keeps Area 15 Treatment Facilities Committee's page on Area 15 website updated, providing workshop notes and other Treatment Facilities Committee-related documents to the Area 15 Web Servant.
- Maintains communication with the General Service Office staff person on the Treatment Facilities Desk; provides staff person with bi-annual reports of activities of District Treatment Facilities Committees in South Florida Area 15 for possible sharing with other Treatment Facilities Committees in the U.S. and Canada through Box 4-5-9.
- Submits receipts for Area 15 Treatment Facilities Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Treatment Facilities Committee Secretary-Treasurer to provide budget request for Area 15 Treatment Facilities Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Treatment Facilities Committee funds to the Area Treasurer prior to Dec. 31 of each year.

- Works with members of the Area 15 Treatment Facilities Committee to update Area 15 Treatment Facilities Committee's Composition, Scope and Procedure and Area 15 Treatment Facilities Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Treatment Facilities Committee Chairperson's responsibilities at election of Committee officers at Area 15 Treatment Facilities Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Treatment Facilities Committee Chairperson with incoming Area 15 Treatment Facilities Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Treatment Facilities Committee meetings for District Treatment Facilities Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Five years of continuous sobriety.
- Minimum of one year of experience as a District Treatment Facilities Committee Chairperson and/or one year as a member of the Area 15 Treatment Facilities Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Treatment Facilities Committee.
- Familiarity with Conference-approved literature, particularly the Treatment Facilities Workbook.
- Familiarity with A.A. Guidelines for Treatment Facilities Committees.
- Desire to carry the A.A. message in treatment facilities.

Alternate Chair Responsibilities

- Attends Area 15 Treatment Facilities Committee meetings at Area 15 assemblies and gives an oral report, emailing the report to the Committee Secretary-Treasurer within two weeks of the meeting for inclusion in the meeting minutes.
- Assists the Treatment Facilities Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District committee to present at the Area 15 Treatment Facilities Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Treatment Facilities Committee, works with other Area 15 Treatment Facilities Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Participates in Treatment Facilities Committee workshops beyond Area 15 Treatment Facilities Committee meetings when the Area 15 Treatment Facilities Committee Chairperson is unable to do so.
- Presents Area 15 Treatment Facilities Committee Alternate Chairperson's responsibilities at election of committee officers at the Area 15 Treatment Facilities Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Treatment Facilities Committee Alternate Chairperson with the incoming Area 15 Treatment Facilities Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Treatment Facilities Committee Chairperson in his or her absence.
- Attends online Area 15 Treatment Facilities Committee meetings if called by the Area 15 Treatment Facilities Committee Chairperson.

Alternate Chair Qualifications

- Three years of continuous sobriety.
- One year of experience on a District Treatment Facilities Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Treatment Facilities Committee.
- Familiarity with Conference-approved literature, particularly the Treatment Facilities Workbook.
- Familiarity with A.A. Guidelines for Treatment Facilities Committees.
- Desire to carry the A.A. message in treatment facilities.

Secretary/Treasurer Responsibilities

- Attends Area 15 Treatment Facilities Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Treatment Facilities Committee.
- Maintains a contact list of District Treatment Facilities Committee Chairpersons, updating as necessary.
- Distributes a sign-in sheet at Area 15 Treatment Facilities Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Treatment Facilities Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Receives agenda for upcoming Treatment Facilities Committee meetings at Area 15 assemblies from the Area 15 Treatment Facilities Committee Chairperson and sends to District Treatment Facilities Committee Chairpersons at least one week prior to the assembly.
- Brings copies of the agenda to the Area 15 Treatment Facilities Committee meeting at Area 15 assemblies.
- Attends Area 15 business meetings, delivers an oral report on Area 15 Treatment Facilities Committee finances, submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting, and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Treatment Facilities Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Treatment Facilities Committee Chairperson to provide budget request for Area 15 Treatment Facilities Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents Area 15 Treatment Facilities Committee Secretary-Treasurer's responsibilities at election of Committee officers at Area 15 Treatment Facilities Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Treatment Facilities Committee Secretary-Treasurer with incoming Area 15 Treatment Facilities Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Treatment Facilities Committee meetings if called by the Area 15 Treatment Facilities Committee Chairperson.

Secretary/Treasurer Qualifications

- Three years of continuous sobriety.
- Previous experience as a member of a District Treatment Facilities Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Treatment Facilities Committee.
- Desire to carry the A.A. message in treatment facilities.

Bridging the Gap Coordinator Responsibilities

- Attends Area 15 Treatment Facilities Committee meetings at Area 15 assemblies and gives an oral report, emailing the report to the Committee Secretary-Treasurer within two weeks of the meeting for inclusion in the meeting minutes.
- Coordinates with the Area 15 Chairperson on bridging the gap match ups in South Florida Area 15 in response to requests from Districts, Intergroups/Central Offices, Areas, the General Service Office, and international A.A. entities.
- Collects, collates and distributes Area 15 Bridging the Gap current practice manual as requested as a resource to share how the process works in Area 15's District committees.
- Maintains Area 15 Suggested Guidelines for Bridging the Gap with input from District Treatment Facilities Committees.
- Compiles Area 15 information packet for District Treatment Facilities Chairpersons and District Bridging the Gap Coordinators.
- Maintains meeting lists from each District in Area 15.
- Maintains and shares a list of Bridging the Gap Coordinators in each District in Area 15.
- Conducts Bridging the Gap workshops as requested.

- Remains available as a resource to answer questions about Bridging the Gap within and outside of Area 15.
- Attends the annual national Bridging the Gap Workshop and reports to the Area 15 Treatment Facilities Committee at the October Committee meeting.

Bridging the Gap Coordinator Qualifications

- Two years of continuous sobriety.
- Previous experience as a member of a District Treatment Facilities Committee.
- Familiarity with Conference-approved literature, particularly the Treatment Facilities Workbook and the Bridging the Gap pamphlet.
- Familiarity with A.A. Guidelines for Treatment Facilities Committees.
- Desire to carry the A.A. message in treatment facilities.

Literature Coordinator Responsibilities

- Attends Area 15 Treatment Facilities Committee meetings at Area 15 assemblies and gives an oral report, emailing the report to the Committee Secretary-Treasurer within two weeks of the meeting for inclusion in the meeting minutes.
- Maintains a table of Conference-approved literature pertinent to carrying the A.A. message to treatment facilities, including the Treatment Facilities Workbook, at Area 15 Treatment Facilities Committee meetings at Area 15 assemblies.
- Assists the Area 15 Treatment Facilities Committee's review of new or updated literature and supports its efforts to introduce newer members to Conference-approved literature.
- Presents Area 15 Treatment Facilities Committee Literature Chairperson's responsibilities at election of Committee officers at Area 15 Treatment Facilities Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Treatment Facilities Committee Literature Chairperson with incoming Area 15 Treatment Facilities Committee Literature Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Treatment Facilities Committee meetings if called by the Area 15 Treatment Facilities Committee Chairperson.

Literature Coordinator Qualifications

- Two years of continuous sobriety.
- Previous experience as a member of a District Treatment Facilities Committee.
- Familiarity with Conference-approved literature, particularly the Treatment Facilities Workbook.
- Familiarity with A.A. Guidelines for Treatment Facilities Committees.
- Desire to carry the A.A. message in treatment facilities.

24 Website Committee

Composition

This Committee shall consist of a Chairperson, an Alternate Chairperson, a Secretary-Treasurer and a Web Servant; each position carries one vote within the Committee. Each District may select a representative; each representative carries one vote and will not be funded by the Area.

Scope

The Website Committee is responsible for the creation and maintenance of the Area 15 website. Content shall include and be limited to:

1. The following A.A. literature:
 - a. 12 Steps, 12 Traditions, 12 Concepts
 - b. A.A. Preamble
 - c. "I Am Responsible" and "Declaration of Unity" statements

2. Information on Area assemblies including the upcoming host District's flier
3. Hyperlinks to any A.A. World Services websites such as
 - a. General Service Offices, located at www.aa.org
 - b. The Grapevine, located at www.aagrapevine.org
 - c. Links to any Intergroup/District located within Area 15 that wishes to include its website link on the Area 15 website. A disclaimer shall be located on the same page as the links.
 - d. Anonymous e-mail boxes and addresses of the Area 15 Delegate, Alternate Delegate, Area officers, Committee Chairpersons and District Chairpersons (e.g., delegate@area15aa.org, treasurer@area15aa.org, etc.).
 - e. A "Delegates Corner" to be used by the Area Delegate for communication with the Area.
 - f. Individual pages for any Area 15 standing committees and Area officers as they may request, with each responsible to submit updated information for their individual pages to the Web Servant.
 - g. Information on Area 15 events, workshops and activities.
4. Group GSO number search page.
5. Publish the Area 15 minutes and agenda each quarter in the password protected section of the Area 15 Web Site.
6. 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 Jan. 31 by the Area 15 Current Practice Committee.

Procedure

The website shall be maintained in accordance with the Twelve Traditions, the Twelve Concepts, and Area 15 current practice.

1. The Committee Chairperson shall report to the Area 15 body during the Area business meeting.
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 seven (7) days to vote among themselves (email /phone to chair) to 'Approve' or 'Deny' the posting or changing of new materials for the Area 15 website and then seven (7) days for the Web Servant to do the update for a total of two (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, and officers of South Florida Area 15, and any other person and their email addresses as routed through the Area website except for the inclusion of P.O. Box addresses on the agenda to be available to mail contributions to the Area Treasurer and mail documents to the Area Registrar.

Chair Responsibilities

- Creates an agenda and chairs the Area 15 Website Committee meeting at Area 15 assemblies.
- Watches for opportunities for A.A. website-related content to share with District Website Committee Chairpersons, such as Box 4-5-9 articles and opportunities to attend online A.A. website workshops.
- Assists the Website Committee of the hosting District for each Area 15 assembly by determining an appropriate workshop topic for that District Committee to present at the Area 15 Website Committee meeting at Area 15 assemblies; if the assembly host District does not have a District Website Committee, works with other Area 15 Website Committee members to determine a topic of interest, finds a volunteer to research and present the topic, and offers help as needed.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Website Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Updates Area 15 Chairperson on any changes to Area 15 Website Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Website Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of Area 15 Website Committee report.

- Keeps Area 15 Website Committee's page on Area 15 website updated, providing workshop notes and other Website Committee-related documents to the Area 15 Web Servant.
- Coordinates with the Area 15 Website Committee Web Servant, one of whom attends the annual National A.A. Technology Workshop.
- Submits receipts for Area 15 Website Committee monies spent to the Area 15 Treasurer.
- Works with Area 15 Website Committee Secretary-Treasurer to provide budget request for Area 15 Website Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Website Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Website Committee to update Area 15 Website Committee's Composition, Scope and Procedure and Area 15 Website Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Presents Area 15 Website Committee Chairperson's responsibilities at election of Committee officers at Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Website Committee Chairperson with incoming Area 15 Website Committee Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Website Committee meetings for District Website Committee Chairpersons using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- At least three years of sobriety.
- At least one year of service on the Area 15 Website Committee.
- Previous experience as a member of a District Website Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Familiarity with A.A. Guidelines on Internet.
- Knowledge of A.A. Traditions.
- Desire to communicate with A.A. members via the Area 15 website.
- Technical knowledge about the internet is advantageous but not required.

Alternate Chair Responsibilities

- Attends meetings of the Area 15 Website Committee at Area 15 assemblies and makes a report to the Committee.
- Presents Area 15 Website Committee Alternate Chairperson's responsibilities at election of Committee officers at the Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Website Committee Alternate Chairperson with the incoming Area 15 Website Committee Alternate Chairperson following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Remains available to assume the responsibilities of the Area 15 Website Committee Chairperson in his or her absence.
- Attends online Area 15 Website Committee meetings if called by the Area 15 Website Committee Chairperson.

Alternate Chair Qualifications

- At least three years of sobriety.
- At least one year of service on the Area 15 Website Committee.
- Previous experience as a member of a District Website Committee.
- Ability to create agendas and lead meetings.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Familiarity with A.A. Guidelines on Internet.
- Knowledge of A.A. Traditions.
- Desire to communicate with A.A. members via the Area 15 website.

- Technical knowledge about the internet is advantageous but not required.

Web Servant Responsibilities

- Attends meetings of the Area 15 Website Committee at Area 15 assemblies and makes a report to the Committee.
- Receives and acts upon requests to update the Area 15 website from the Delegate, Alternate Delegate and Area Officers; these requests include but are not limited to information pertaining to the General Service Conference and Conference agenda review; updates to Delegate, Alternate Delegate and Area Officer web pages; agendas for Area 15 assemblies; minutes of Area 15 business meetings; Area Treasurer reports; and resources for trusted servants in Area 15.
- Receives and acts upon requests to update the Area 15 website from Area Committee Chairpersons; these requests include but are not limited to updates to Committee web pages; Area financial documents; fliers for upcoming Area events; and audio recordings provided by the Area 15 Archives Committee.
- Manages email accounts for Area 15 trusted servants.
- Manages the Area's online platform.
- Maintains and updates a calendar of Area 15 events and activities.
- Assists Area 15 Archivist with document archiving.
- Receives information from Area 15 Delegate, Alternate Delegate, Officers and Committee Chairpersons related to online meetings hosted on the Area 15 online platform and updates list of online meetings posted to the website.
- Receives quarterly a searchable list of registered A.A. groups with group numbers from the Area 15 Registrar and maintains the list on the Area website.
- Receives annually an updated Book of Motions from the Area 15 Current Practice Committee's Documents Coordinator and posts it to the Area website.
- Coordinates with the Area 15 Website Committee Chairperson, one of whom attends the annual National A.A. Technology Workshop.
- Presents Area 15 Website Committee Web Servant's responsibilities at election of Committee officers at the Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of the Area 15 Website Committee Web Servant with the incoming Area 15 Website Committee Web Servant following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Website Committee meetings if called by the Area 15 Website Committee Chairperson.

Web Servant Qualifications

- At least two years of sobriety.
- At least one year of service on the Area 15 Website Committee.
- Sufficient technical knowledge to maintain the Area 15 website.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Familiarity with A.A. Guidelines on Internet.
- Knowledge of A.A. Traditions.
- Desire to communicate with A.A. members via the Area 15 website.

Secretary/Treasurer Responsibilities

- Attends Area 15 Website Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Website Committee.
- Maintains a contact list of District Website Committee Chairpersons, updating as necessary.
- Distributes a sign-in sheet at Area 15 Website Committee meetings at Area 15 assemblies.
- Compiles minutes of Area 15 Website Committee meetings at Area 15 assemblies and sends them to individuals on the sign-in sheet within two weeks of the meeting.
- Receives agenda for upcoming Website Committee meetings at Area 15 assemblies from the Area 15 Website Committee Chairperson and sends to District Website Committee Chairpersons at least one week prior to the assembly.
- Brings copies of the agenda to the Area 15 Website Committee meeting at Area 15 assemblies.

- Attends Area 15 business meetings and delivers an oral report on Area 15 Website Committee finances; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.
- Tracks expenses of the Area 15 Website Committee and provides reimbursement to Committee members for expenses as needed.
- Works with Area 15 Website Committee Chairperson to provide budget request for Area 15 Website Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Presents Area 15 Website Committee Secretary-Treasurer's responsibilities at election of Committee officers at Area 15 Website Committee meeting in October of even-numbered years.
- Reviews responsibilities of Area 15 Website Committee Secretary-Treasurer with incoming Area 15 Website Committee Secretary-Treasurer following elections in even-numbered years and hands off relevant materials prior to the start of the new panel.
- Attends online Area 15 Website Committee meetings if called by the Area 15 Website Committee Chairperson.

Secretary/Treasurer Qualifications

- At least two years of sobriety.
- Previous experience as a member of a District Website Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee's needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Knowledge of Area 15 current practice pertaining to the Website Committee.
- Desire to communicate with A.A. members via the Area 15 website.

25 Outreach Committee

Composition

The five-member Outreach Committee includes a Chairperson appointed by the Area 15 Chairperson; and four members selected by the Outreach Committee Chairperson in cooperation with the Area 15 Chairperson. Those Committee members consist of one Area 15 officer; one Area 15 Committee Chairperson; and two DCMs. A Secretary-Treasurer is elected using Third Legacy voting procedure from among the four Outreach Committee members.

Scope

The Area 15 Outreach Committee selects acceptable outreach opportunities within Area 15 using guidance from A.A.'s 36 principles, relevant shared experience from other Areas, and Area 15 current practice. Examples include, but are not limited to, assisting Districts with Concepts, Traditions and Service Manual workshops; and participation in local District forums to provide an overview and/or details on Area 15 purpose, activities, and services.

Procedure

The Committee meets at Area 15 assemblies and between assemblies as necessary utilizing the Area 15 online platform. The Committee selects outreach opportunities considering expressed need, frequency of other outreach in the same locale, availability of members to fulfill the outreach opportunity, and available funds. Outreach Committee events are presented in person and via the Area 15 online platform utilizing the experience of Area Committee members selected by the Committee. The Committee makes outreach opportunities known to the Area Committee.

Chair Responsibilities

- Works with Area 15 Chairperson at the start of the panel to select members for the Outreach Committee.
- Creates an agenda and chairs the Area 15 Outreach Committee meeting at Area 15 assemblies, including calling Committee roll, introduction of attendees, Chairperson's report, updates of past/current Outreach Committee events, and plans and ideas for future Outreach Committee events.

- Creates a sign-up sheet to pass around for all attendees of Outreach Committee meetings and maintains communication with them.
- Attends Area 15 business meetings and delivers an oral report on activities of the Area 15 Outreach Committee; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and provides a written version to the Recording Secretary for inclusion in the minutes.
- Converses in person and by text, phone call, and email with District chairpersons and other individuals regarding ideas for Outreach Committee events.
- Sets up online Outreach Committee events using the Area 15 online platform and works with the Committee to secure presenters from the Area 15 Committee.
- Offers help to Districts that host Outreach Committee events with designing fliers, planning the program, and providing facilitators and presenters from the Area 15 Committee.
- Updates Area 15 Chairperson on any changes to Area 15 Outreach Committee officers during the panel.
- Conducts or arranges with the Area 15 Chairperson for a Third Legacy voting election if an Area 15 Outreach Committee officer steps down during the panel.
- Presents any newly elected officers during the panel to the Area 15 body at the business meeting for disapproval as part of the Area 15 Outreach Committee report.
- Communicates with Area Web Servant to keep the Outreach Committee newsletter, online meeting schedule and links to Outreach Committee events updated.
- Submits receipts for Area 15 Outreach Committee monies spent to the Area 15 Treasurer and works with the Outreach Committee Secretary-Treasurer on keeping records of all monies spent.
- Works with Area 15 Outreach Committee Secretary-Treasurer to provide budget request for Area 15 Outreach Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Returns all unspent budgeted Area 15 Outreach Committee funds to the Area Treasurer prior to Dec. 31 of each year.
- Works with members of the Area 15 Outreach Committee to update Area 15 Outreach Committee's Composition Scope and Procedure and Area 15 Outreach Committee officer position descriptions by July 31 of even-numbered years and submits to Area 15 Current Practice Committee.
- Reviews responsibilities of the Area 15 Outreach Committee Chairperson with the incoming Area 15 Outreach Committee Chairperson following appointment of the incoming Chairperson and hands off relevant materials prior to the start of the new panel.
- OPTIONAL: Hosts online Outreach Committee meetings using the Area 15 online platform, providing meeting date and time to the Area 15 Web Servant at least 10 days prior to the meeting.

Chair Qualifications

- Previous experience as a member of an Area 15 Committee, preferably the Area 15 Outreach Committee.
- Ability to create agendas and lead meetings.
- Ability to interact with Area 15 members to create and execute Outreach Committee events.
- A level of computer knowledge to allow for hosting online meetings using the Area 15 online platform.
- Familiarity with Conference-approved literature.
- Knowledge of Area 15 current practice pertaining to the Outreach Committee.
- Desire to carry the A.A. message and Area 15 information through assisting Districts with events.

Secretary/Treasurer Responsibilities

- Attends Area 15 Outreach Committee meetings at Area 15 assemblies and gives a report on finances of the Area 15 Outreach Committee.
- Brings copies of the minutes of the previous meeting to the Area 15 Outreach Committee meeting at Area 15 assemblies.
- Compiles minutes of Area 15 Outreach Committee meetings at Area 15 assemblies and online Committee meetings and sends them to Committee members.
- Attends Area 15 business meetings and delivers an oral report on Area 15 Outreach Committee finances; submits a written report to the Area 15 Spanish language interpreter/translator prior to the start of the business meeting and submits a written report to the Area 15 Recording Secretary for inclusion in the minutes.

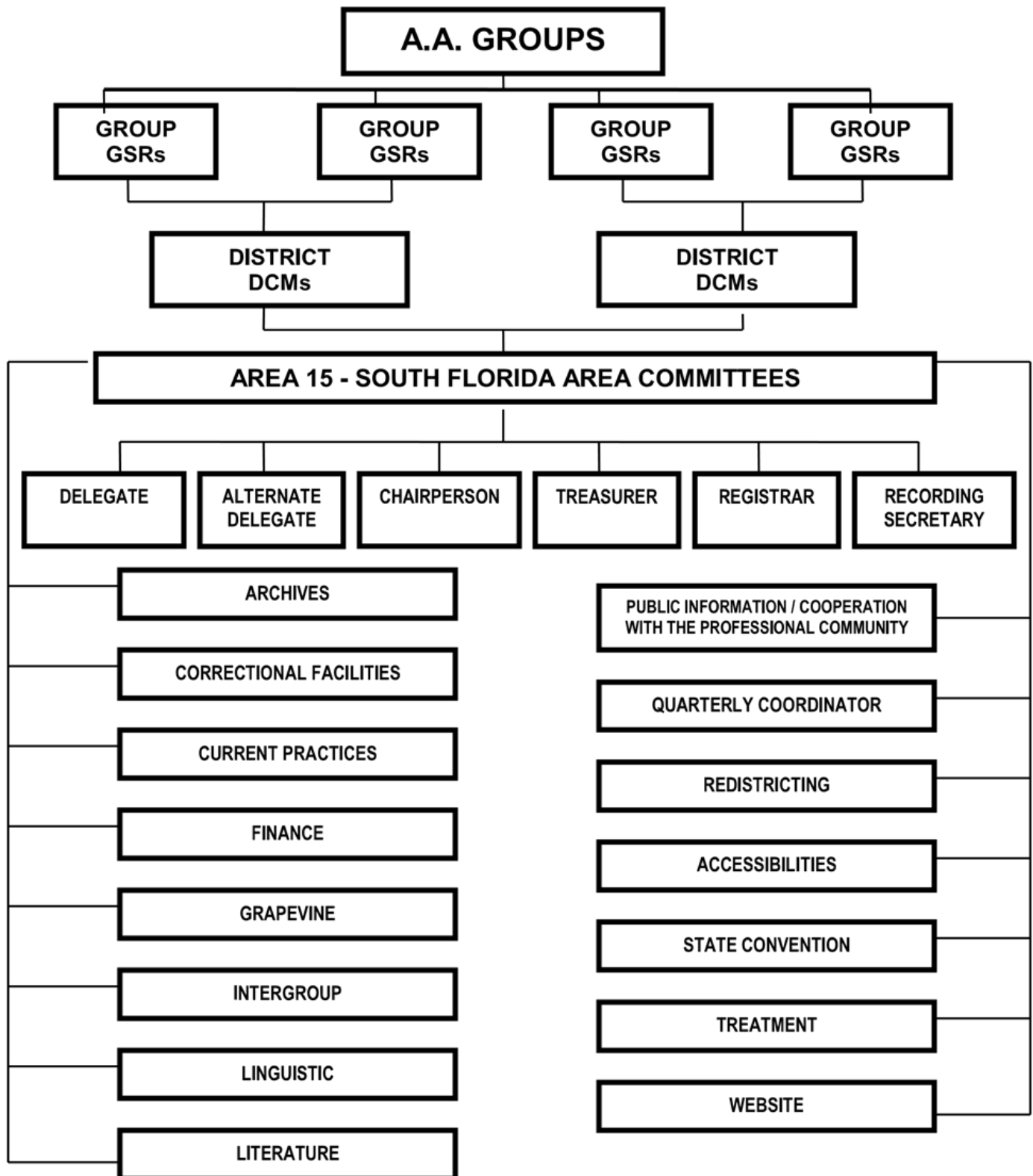
- Maintains and updates the Outreach Committee newsletter, “Inside Outreach.”
- Tracks expenses of the Area 15 Outreach Committee and provides Area Treasurer’s contact information to event participants so they can be reimbursed for expenses.
- Works with Area 15 Outreach Committee Chairperson to provide budget request for Area 15 Outreach Committee funding for the next year to the Area 15 Finance Committee by July 31 of each year.
- Remains available to assume the responsibilities of the Area 15 Outreach Committee Chairperson in his or her absence.
- Attends online Area 15 Outreach Committee meetings if called by the Area 15 Outreach Committee Chairperson.

Secretary/Treasurer Qualifications

- Previous experience as a member of an Area 15 Committee, preferably the Area 15 Outreach Committee.
- A level of computer knowledge and information technology skills as well as knowledge of basic financial recordkeeping that reflects the Committee’s needs.
- Ability to create a record of a meeting that captures the essentials of what happened.
- Desire to carry the A.A. message and Area 15 information through assisting Districts with events.

26 Service Structure of the Fellowship

SERVICE STRUCTURE OF THE FELLOWSHIP



27 Map of South Florida Area 15

2023

