

**SOUTHERN
WISCONSIN
AREA 75
HANDBOOK**

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Section I Southern Wisconsin Area 75 Service Structure

1. General Overview

- A. The Southern Wisconsin Area 75 Service Structure brings greater focus to the Area by:
 - 1. Reflecting the group conscience of the Area at large.
 - 2. Providing an expanded opportunity of participation.
 - 3. Establishing an efficient administration of Area 75 business matters.
- B. *The A.A. Service Manual* in its entirety, including future revisions, has been adopted as the guideline for all Assembly business.
- C. Area assemblies are to be held in a facility that has sufficient space to conduct Area business. The facility should be centrally located within Area 75.
- D. Area 75 Assemblies begin at 9:00 a.m. and continue until all business is completed. The agenda will be published in advance. Business will be conducted in the order specified by the agenda. Lunch breaks will be determined at the meetings by majority opinion of those in attendance.
- E. Written copies of all reports presented to the Assembly are to be submitted to the Area Secretary.
- F. The Area 75 Proposal Form is the required format for submitting proposals.
- G. The Area Chair, in consultation with the Area Agenda Committee, will make the necessary decisions and establish the agenda for each Area Assembly.
- H. To carry out the objectives of service, there will be a Winter Service Assembly, a Pre-conference Assembly, a Spring Conference Assembly, a Summer Service Assembly and a Fall Service Assembly.

2. Area Assemblies

A. Winter Service Assembly

- 1. Typically held the third week in January.
- 2. The morning session typically consists of:
 - a. Standing Committee Meetings
 - b. Ad hoc Committee Meetings
 - c. District Committee Member (DCM) School
 - d. General Service Representative (GSR) School
- 3. The afternoon session agenda typically includes:
 - a. Roll Call
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Area Chair's Report
 - e. Delegate's Report
 - f. Standing Committee Reports (5 minutes time limit)
 - g. Conference Reports (2 minute time limit)
 - h. Central Office / Intergroup Reports (2 minute time limit)
 - i. Report on proposals to be voted upon at next Assembly
 - j. Emergency Business

B. Pre-conference Assembly

- 4. Typically held six weeks prior to the Spring Conference.
- 5. The morning session typically consists of:
 - a. Roll Call
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Area Chair's Report
 - e. Delegate's Report
 - f. Standing Committee Reports (5 minute time limit)

- g. DCM Reports (2 minute time limit)
 - h. Conference Reports (2 minute time limit)
 - i. Central Office / Intergroup Reports (2 minute time limit)
6. The afternoon session agenda typically includes:
- a. Voting on proposals
 - b. Emergency business

C. Spring Conference Assembly

7. Typically held in May on a date established by the Conference Committee.
8. The morning session agenda typically includes:
- a. Roll Call
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Area Chair's Report
 - e. Delegate's Report (one hour recommended)
 - f. Emergency business
9. The afternoon session typically consists of standing committee meetings.

D. Summer Service Assembly

10. Typically held the fourth week in June.
11. The morning session typically consists of:
- a. Standing Committee Meetings
 - b. Ad hoc Committee Meetings
 - c. General Service Representative (GSR) School
12. The afternoon session agenda typically includes:
- a. Roll Call
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Area Chair's Report
 - e. Delegate's Report
 - f. Standing Committee Reports (5 minute time limit)
 - g. Conference Reports (2 minute time limit)
 - h. Central Office / Intergroup Reports (2 minute time limit)
 - i. Report on proposals to be voted upon at next Assembly
 - j. Emergency Business

E. Fall Service Assembly

13. Typically held the third week in October.
14. The morning session agenda typically includes:
- a. Roll Call
 - b. Secretary's Report
 - c. Treasurer's Report
 - d. Area Chair's Report
 - e. Delegate's Report
 - f. Vote on proposals
 - g. Emergency Business
 - h. In even numbered years, the Election of Officers
 - i. In odd numbered years, an Area Inventory
15. The afternoon session typically consists of:
- a. Standing Committee Meetings
 - b. Ad hoc Committee Meetings

3. Composition of Area 75 Committee

- A. The Area 75 Committee includes District Committee Members (DCMs), Area Standing Committee Chairs and Area Officers.
- B. Any Area 75 Officer or appointed Committee Chair who has been absent from two or more meetings of Area 75 without prior knowledge and approval of the Area Chair will be considered to have resigned.
- C. Further information on how the Assembly operates can be found in "How the Southern Wisconsin Area 75 Assembly Operates" – Appendix F, Attachment 6 of the Area 75 Assembly Actions.

4. Area 75 Officers

A. Officers

1. Area Delegate
2. Alternate Delegate
3. Area Chair
4. Alternate Area Chair
5. Area Secretary
6. Alternate Secretary
7. Area Treasurer
8. Alternate Treasurer

B. Duties & Responsibilities

1. Duties and responsibilities should be consistent with descriptions contained in *The A.A. Service Manual* and the *Southern Wisconsin Area 75 Assembly Actions*.
2. A summary of the duties and responsibilities for each office are contained in this handbook in "Section II Southern Wisconsin Area 75 Service Positions."
3. The Delegate, Alternate Delegate, Chair, Secretary and Treasurer have voting privileges at all Assembly Meetings.

C. Alternates

1. The position of Alternate Chair, Alternate Secretary and Alternate Treasurer is filled using the Third Legacy Procedure as suggested by *The A.A. Service Manual*.
2. The alternate should arrange to receive copies of all pertinent information and Area 75 business, (i.e., minutes, reports).
3. The alternate should be capable of stepping into that office and replacing that officer at any time deemed necessary.
4. With the exception of the Alternate Delegate, alternates have no vote unless they are substituting for an officer.
5. Any Alternate Area 75 Officer wishing to make a report should contact the Area Chair who will put the report on the agenda.

D. Election of Officers

1. Area Delegate
The Area Delegate is elected to serve a two-year term concurrent with the other Area Officers. The Area Delegate is elected by the Third Legacy procedure as outlined in *The A.A. Service Manual*. Area Officers, Area Standing Committee Chairs and DCMs are automatically considered to have been nominated and seconded. Nomination is theirs to accept or to decline when their names are called. Any A.A. member within Area 75 can be nominated for the position. A minimum of five years continuous sobriety in A.A. is suggested, along with local and area general service experience.
2. Alternate Delegate
Election procedures and service requirements for the Alternate Delegate parallel that of the Delegate.
3. Area Chair
The Area Chair is elected to serve a two-year term concurrent with the other Area

Officers. The Area Chair is elected by the Third Legacy procedure as outlined in *The A.A. Service Manual*. Area Officers, Area Standing Committee Chairs and DCMs are automatically considered to have been nominated and seconded. Nomination is theirs to accept or to decline when their names are called. Any A.A. member within Area 75 can be nominated for the position. A minimum of three to five years continuous sobriety in A.A. is suggested, along with local and area general service experience.

4. Alternate Area Chair
Election procedures and service requirements for the Alternate Area Chair parallel that of the Area Chair.
5. Area Secretary
The Area Secretary is elected to serve a two-year term concurrent with the other Area Officers. The Area Secretary is elected by the Third Legacy procedure as outlined in *The A.A. Service Manual*. Area Officers, Area Standing Committee Chairs and DCMs are automatically considered to have been nominated and seconded. Nomination is theirs to accept or to decline when their names are called. Any A.A. member within Area 75 can be nominated for the position. A minimum of three to five years continuous sobriety in A.A. is suggested, along with local and area general service experience. A background in general office work and computer literacy is strongly recommended.
6. Alternate Area Secretary
Election procedures and service requirements for the Alternate Secretary parallel that of the Area Secretary.
7. Area Treasurer
The Area Treasurer is elected to serve a two-year term concurrent with the other Area Officers. The Area Treasurer is elected by the Third Legacy procedure as outlined in *The A.A. Service Manual*. Area Officers, Area Standing Committee Chairs and DCMs are automatically considered to have been nominated and seconded. Nomination is theirs to accept or to decline when their names are called. Any A.A. member within Area 75 can be nominated for the position. A minimum of three to five years continuous sobriety in A.A. is suggested, along with local and area general service experience. Accounting experience and computer literacy is strongly recommended.
8. Alternate Treasurer
Election procedures and service requirements for the Alternate Treasurer parallel that of the Area Treasurer.

5. Area 75 Standing Committee Chairs

A. Appointed Standing Committee Chairs

1. Archives
2. Cooperation with Professional Community (CPC)
3. Corrections
4. Grapevine
5. Literature
6. Public Information (PI)
7. Special Needs (SN)
8. Treatment

B. Appointment of Standing Committee Chairs

1. The newly elected Area Chair appoints all Area Standing Committee Chairs after the Fall Service Assembly in even years.
2. Area 75 members interested in being appointed to an area position should submit a resume to the newly elected Area Chair no later than November 1st of the election year.

3. Past chairs may suggest individuals to replace them, however, everyone, including those suggested by past chairs, must submit a resume to the newly elected Area Chair to be considered for appointment to a Chair.
4. Typically, the outgoing Delegate serves as the Grapevine Chair and the Alternate Delegate serves as the Literature Chair.

C. Duties & Responsibilities

1. Duties and responsibilities should be consistent with descriptions contained in *The A.A. Service Manual* and the *Southern Wisconsin Area 75 Assembly Actions*.
2. A summary of the duties and responsibilities for each office are contained in this handbook in "Section II Southern Wisconsin Area 75 Service Positions."
3. Each chair has a vote at the Assembly.

D. Composition of Standing Committees

1. Each standing committee is composed of the Area Committee Chair, the Alternate Committee Chair and the corresponding District Chairs or their alternates.
2. The members of the standing committee select the Alternate Chair.

6. Secondary Committees

A. Conference Advisory Committee

1. Composition of the committee is specified in the *Conference Advisory Committee Guidelines*.
2. Committee member rotation is specified in the *Conference Advisory Committee Guidelines*.

B. Agenda Committee

1. Composed of the Area Chair and a minimum of four other Area 75 members appointed by the Area Chair.
2. The committee rotates every two years with the rotation of the Area Chair.

C. Finance Committee

1. A rotating committee appointed by Treasurer.
2. The committee is composed of the Treasurer, Alternate Treasurer, Past Treasurer, Past Delegate and two DCMs (current or past).
 - a. In odd numbered years, the Treasurer, Alternate Treasurer and one DCM rotate on the committee.
 - b. In even numbered years, a Past Delegate, Past Treasurer and one DCM rotate on the committee.
3. Members serve a two-year term.

7. Other Positions

- A. Archivist – Non-rotating elected position.
- B. Registrar – Rotating position appointed by newly elected Area Chair after the Fall Service Assembly in even years.
- C. Webmaster – Non-rotating position designated by the PI Chair.
- D. Conference Advisory Chair – Rotating position elected by the Conference Advisory Committee in even numbered years.

Section II Southern Wisconsin Area 75 Service Positions

1. Area 75 Officers

A. Delegate

1. Keeps the Area informed of the workings of the General Service Office, A.A. Grapevine Office, A.A. World Services Board, General Service Board and A.A. Grapevine Board.
2. Hosts a Delegate's workshop and gets feedback from the fellowship regarding items on the Agenda for the annual meeting of the General Service Conference.
3. Attends the annual meeting of the General Service Conference, bringing forward the viewpoints and experience of Area 75 to that conference.
4. Presents the Conference Report at the Spring Conference Assembly and encourages committee members to pass on this information to groups and to intergroups/central offices. (One hour recommended.)
5. Presents the Conference Report to groups and districts.
6. Attends and participates in the Area 75 Assemblies and Conferences.
7. Attends and participates in East Central Regional Conference.
8. Attends and participates in East Central Regional Forum.
9. Attends and participates in applicable Local Forums.
10. Attends and participates in Conference of Delegates Past and Present.
11. Attends and participates in service related workshops within Area 75 when asked and able to do so.
12. Maintains regular and frequent contact with the General Service Office, A.A. Grapevine Office, A.A. World Services Board, General Service Board and A.A. Grapevine Board, the Regional Trustee and other Delegates.
13. Helps area committees obtain financial support for the area and G.S.O.
14. Provides leadership in solving local problems involving the A.A. Traditions.
15. Reminds GSRs to inform groups and individuals about the A.A. Grapevine and Conference-approved literature.
16. Cooperates with G.S.O. in obtaining information – for example, making sure that up-to-date information reaches G.S.O. in time to meet the deadline for each issue of the A.A. directory and helping carry out the triennial membership surveys.
17. Works closely with committee members and officers, sharing experience throughout the year. After GSRs and committee members have reported on the Conference, learn from these A.A.s how the groups and members have reacted.
18. Assumes added responsibility if the Area Chair and Alternate Area Chair are unable to serve. If an Area Committee is not functioning effectively, the Delegate may take an active role in remedying the situation.
19. Keeps the Alternate Delegate fully informed and active so that the Alternate can replace the Delegate in an emergency.
20. Late in the second term, works with newly elected Delegate to pass along a basic knowledge of Conference proceedings and problems.
21. Performs any duties relevant to office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions*.

B. Alternate Delegate

1. Assists the Area Delegate in the performance of his or her duties.
2. Serves as Chair of the Literature Standing Committee.
3. Attends and participates in the Area 75 Assemblies, Area 75 Conferences and Delegate's Workshop.
4. Attends and participates in East Central Regional Conference.
5. Attends and participates in East Central Regional Forum.
6. Attends and participates in applicable Local Forums.
7. Attends and participates in Conference of Delegates Past and Present.

8. Attends and participates in service related workshops within Area 75 when asked and able to do so.
9. Performs any duties relevant to office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions*.

C. Area Chair

1. Has overall responsibility for leadership, organization and communications within the Area Service Structure toward the end of fulfilling A.A.'s primary purpose.
2. Schedules and chairs Area 75 Assemblies
 - a. At the Fall Service Assembly, in even numbered years, conducts elections for the Area Officers in accordance with Third Legacy Procedures as defined in *The A.A. Service Manual*. Votes are cast by use of pre-printed ballot forms.
 - b. Conducts elections for nominees for East Central Regional (ECR) Trustee and Trustee-at-Large that may take place within his or her term.
3. Notifies the Area Committee of scheduled Area Committee meetings and Assemblies.
4. Provides copies of the agenda at assembly meetings.
5. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
6. Attends and participates in East Central Regional Conference.
7. Attends and participates in East Central Regional Forum.
8. Attends and participates in applicable Local Forums.
9. Attends and participates in service related workshops within Area 75 when asked and able to do so.
10. Cooperates with the Area Delegate in helping groups or districts solve problems.
11. Is one of the authorized signers for Area 75 checking accounts.
12. Keeps the Alternate Chair fully informed and active so that the Alternate can replace the Chair in an emergency.
13. Performs any duties relevant to office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions*.

D. Alternate Chair

1. Assists the Area Chair in the performance of his or her duties.
2. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
3. Keeps Area 75 Assembly Actions updated. Updates are to be posted on the Area web site no later than 45 days after adopted. Hard copies will be made available to all area committee members who request them. The Alternate Chair will also furnish editable copies to the Area Chair and Area Secretary for backup purposes. A hard copy of the Area 75 Assembly Actions and Handbook will be given to each Area 75 Committee Member that requests it. (See Assembly Action Sect. 1 P. 2 Alt. Chair dated 2012/10/21—(two proposals))
4. Keeps Area 75 Handbook updated. (See duty #3)
5. Attends and participates in service related workshops within Area 75 when asked and able to do so.
6. Performs any duties relevant to office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

E. Secretary

1. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
2. Records the minutes of Area Assemblies.
 - a. Provides copies of the minutes from the previous assembly at each Area Assembly.
 - b. Emails or mails copies of Area minutes, no later than thirty days after each Area Assembly, to all contacts on the Area Directory and any other A.A. member that requests the minutes.

3. Maintains distribution list for Assembly Minutes.
4. Is one of the authorized signers for Area 75 checking accounts.
5. Attends and participates in service related workshops within Area 75 when asked and able to do so.
6. Keeps the Alternate Secretary fully informed and active so that the Alternate can replace the Secretary in an emergency.
7. Performs any duties relevant to office as documented in *The A.A. Service Manual* or *Area 75 Assembly Actions*.

F. Alternate Secretary

1. Assists the Area Secretary in the performance of his or her duties.
2. Registers all voting members at the Area Assemblies and reports the number of eligible voters to the Chair.
3. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
4. Attends and participates in service related workshops within Area 75 when asked and able to do so.
5. Performs any duties relevant to office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

G. Treasurer

1. Maintains a checking account for the Area General Fund, Rainbow Fund and Count on Us Fund and is responsible for all contributions.
2. Is responsible for the payment of all bills and other authorized disbursements, in a timely manner.
3. Is one of the authorized signers for Area 75 checking accounts.
4. Receives proposed annual budgets from Area Officers and Standing Committee Chairs.
5. Presents written financial reports at the Assemblies.
6. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
7. Implements and maintains accounting tools for the management of the Area's financial affairs.
8. Is responsible for raising financial support for the Area and G.S.O.
9. Maintains permanent P.O. Box mail addresses for the Area 75 Treasurer and the Area 75 Corrections Chair.
10. Is a member of the Finance Committee.
11. Provides necessary assistance for the annual auditing of the books at the end of each fiscal year with the audit being conducted by three past Treasurers.
12. Attends and participates in service related workshops within Area 75 when asked and able to do so.
13. Keeps the Alternate Treasurer fully informed and active so that the Alternate can replace the Treasurer in an emergency.
14. Performs any duties relevant to office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

H. Alternate Treasurer

1. Attends and participates in the Area 75 Assemblies, Area 75 Conference and Delegate's Workshop.
2. Assists the Area Treasurer in the performance of his or her duties.
3. Is a member of the Finance Committee.
4. Attends and participates in service related workshops within Area 75 when asked and able to do so.
5. Performs any duties relevant to office as documented in *The A.A. Service Manual* and *Area 75 Assembly Actions*.

2. Area 75 Standing Committee Chairs

A. Archives Chair

1. Chairs Area 75 Archives Committee meetings.
2. Maintains the *Area 75 Archives Guidelines*.
3. Requests materials on a continuing basis from individuals, groups, districts, intergroups, etc. that pertain to Alcoholics Anonymous for inclusion in the Area Archives. Such materials include but are not limited to group histories, records, programs, flyers, written, audio or audiovisual materials.
4. Displays Area 75 Archives at events sponsored by Area 75 or Area 75 Districts when requested.
5. In concert with Archives Committee, establishes policies and procedures for the Archivist.
6. Supports and encourages District Archives Chairs and DCMs in their district archive activities.
7. Ensures District Archives Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *A.A Guidelines for Archives*
 - b. *Archives Workbook*.
8. Keeps the Area Committee informed of Archives Committee activities by reporting on such activities at Area Assemblies.
9. Engages in activities consistent with the *A.A Guidelines for Archives, Archives Workbook* or related A.A. service literature.

B. Cooperation with Professional Community Chair (CPC)

1. Chairs Area 75 CPC Committee meetings.
2. Provides information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders and industrial managers, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.
3. Supports and encourages District CPC Chairs and DCMs in their efforts to work with the Professional Community.
4. Encourages District CPC Chairs to register with G.S.O.
5. Responds to inquiries from professionals and refers those professionals to the local committees whenever possible.
6. Participates in activities consistent with the primary purpose of the committee. Those activities may include but are not limited to:
 - a. Providing informational presentations to professionals.
 - b. Staffing booths at AODA conferences and health fairs.
 - c. Establishing contact with members of the professional community and stressing our willingness to act as a resource to the recovering alcoholic.
 - d. Providing A.A. literature to the professional community.
7. Coordinates activities with Public Information Chair to avoid duplication of efforts.
8. Maintains the CPC informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
9. Keeps the Area Committee informed of CPC Committee activities by reporting on such activities at Area Assemblies.
10. Keeps G.S.O. informed of Area 75 CPC activities so that G.S.O. can share Area 75's experience with others.
11. Ensures District CPC Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *Cooperation With the Professional Community Workbook*
 - b. *A.A. Guidelines on Cooperation with the Professional Community*
 - c. *A.A. Guidelines on Court DUI and similar programs*
 - d. *C.P.C. Special Literature Package*

- e. *Information on Alcoholics Anonymous*
 - f. *About A.A. – Newsletter for Professionals*
 - g. *Let's Be Friendly With Our Friends*
 - h. *A.A. as a Resource for the Health Care Professional*
 - i. *A Message to Correctional Professionals*
 - j. *Members of the Clergy Ask About Alcoholics Anonymous*
 - k. *Is There an Alcoholic in the Workplace?*
 - l. *Problems Other Than Alcohol*
 - m. *This Is A.A.*
 - n. *A.A. at a Glance*
 - o. *A.A. Fact File*
 - p. *A Brief Guide to Alcoholics Anonymous*
 - q. *A Member's-Eye View of Alcoholics Anonymous*
 - r. *Three Talks to Medical Societies by Bill W., Co-founder of A.A.*
 - s. *Hope: Alcoholics Anonymous (DVD)*
12. Maintains a file of Area 75 CPC Committee documents to assist in CPC work.
 13. Provides copies of all CPC documents to Archivist.
 14. Engages in activities consistent with the *Cooperation with Professional Community Kit and Workbook*, *A.A Guidelines for Cooperating with Professional Community*, *A.A. Guidelines for Cooperating with Court, DWI and Similar Programs* or related A.A. service literature.

C. Corrections Chair

1. Chairs Area 75 Corrections Committee meetings.
2. Supports the District Corrections Chairs and Outside Sponsors of Correctional Facilities in their efforts to coordinate the work of individual A.A. members and groups interested in carrying the A.A. message of recovery to alcoholics behind the walls.
3. Works closely with districts, groups and outside sponsors to provide a means of smoothing the way from the correctional facility to the larger A.A. community through temporary contacts.
4. Clarifies what A.A. can and cannot do, within the Traditions, to help inmate alcoholics both inside and upon release.
5. Responds to inquiries from corrections professionals and refers those professionals to the local committees whenever possible.
6. Supports G.S.O.'s Corrections Correspondence Service by establishing A.A. contacts on the "outside" to share experience, strength, and hope through letters with fellow members on the "inside."
7. Forwards pre-release contact requests to the appropriate local or district corrections committee.
8. Encourages the use of Rainbow Cans at the group level throughout Area 75 as a means to fund the purchase of A.A. Conference-approved literature for use in correctional institutions.
9. Using funds available in the Rainbow Can account, provides A.A. Conference-approved literature to correctional institutions upon request of the institution's outside sponsor or the district corrections chair.
10. Provides full accounting of all literature purchased and to whom it was distributed.
11. Forwards any contributions received to the Area Treasurer.
12. Maintains the Corrections' informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
13. Encourages District Corrections Chairs to register with G.S.O.
14. Ensures District Corrections Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *Corrections Workbook*
 - b. *A.A. Guidelines on Corrections*
 - c. *A.A. in Correctional Facilities*
 - d. *Carrying the Message into Correctional Facilities*

- e. *Corrections Correspondence - A Special kind of A.A. Service*
 - f. *A Message to Correctional Professionals*
 - g. *A.A. Corrections Prerelease Contact Information - For AAs on the OUTSIDE*
 - h. *A.A. Corrections Prerelease Contact Information - For AAs on the INSIDE*
 - i. *Sharing From Behind the Walls*
 - j. *It Sure Beats Sitting in a Cell*
 - k. *The A.A. Group Handbook for Groups that Meet in Correctional Facilities*
 - l. *It Sure Beats Sitting in a Cell (DVD)*
 - m. *A.A. in Correctional Facilities (DVD)*
 - n. *Carrying the Message Behind These Walls (DVD)*
 - o. Corrections Special Literature Package
15. Maintains a list of correctional facilities, inside sponsors and outside sponsors in addition to maintaining a list of inside meetings with G.S.O. group number.
 16. Maintains a file of Area 75 Corrections Committee documents to assist in corrections work.
 17. Provides copies of all corrections documents to Archivist.
 18. Keeps the Area Committee informed of the Corrections Committee activities by reporting on such activities at Area Assemblies.
 19. Keeps G.S.O. informed of Area 75 Corrections activities so that G.S.O. can share Area 75's experience with others.
 20. Engages in activities consistent with *Correctional Facilities Kit & Workbook, A.A. Guidelines for Corrections Committees, A.A. Guidelines for Cooperating with Court, DWI and Similar Programs* or related A.A. service literature.

D. Grapevine Chair

1. Chairs Area 75 Grapevine Committee meetings.
2. Supports the District Grapevine and La Viña Chairs in their efforts to encourage individuals and groups to subscribe to the *Grapevine* or *La Viña*.
3. Raises awareness of the content available on Grapevine website www.aagrapevine.org.
4. Encourages Grapevine Representatives to advocate for the *Grapevine* and *La Viña* at the group level, alerting their groups to the use of the magazines and related Grapevine publications as recovery tools.
5. Encourages Grapevine and La Viña Representatives to register with G.S.O.
6. Creates enthusiasm for the *Grapevine* and *La Viña* in the area.
7. Sponsors *Grapevine* and *La Viña* workshops or holds other special events.
8. Encourages the use of Count on Us Funds at the group level throughout Area 75 as a means to fund the purchase of *Grapevines* or *La Viña* for use by groups inside correctional facilities.
9. Provides full accounting of subscriptions purchased and for whom the subscription was purchased.
10. Forwards any monetary contributions received to the Area Treasurer.
11. Maintains the *Grapevine* and *La Viña* informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
12. Ensures Grapevine and La Viña Representatives are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *The A.A. Grapevine—Our Meeting in Print*
 - b. *A Guide to the A.A. Grapevine*
 - c. A.A. Grapevine Publication Catalog
13. Maintains a file of Area 75 *Grapevine* and *La Viña* documents to assist in *Grapevine* and *La Viña* work.
14. Provides copies of all *Grapevine* and *La Viña* documents to Archivist.
15. Keeps the Area Committee informed of the Grapevine Committee activities by reporting on such activities at Area Assemblies.

16. Keeps G.S.O., the Grapevine staff and the La Viña staff informed of Area 75 Grapevine Committee activities so that they can share Area 75's experience with others.
17. Engages in activities consistent with *A Guide to the A.A. Grapevine* or related A.A. service literature.

E. Literature Chair

1. Chairs Area 75 Literature Committee meetings.
2. Keeps the Area Assembly informed of all proposed additions to and changes in Conference-approved literature and audiovisual material.
3. Encourages and supports the District Literature Chairs in their efforts to:
 - a. Keep groups informed of all available A.A. Conference-approved literature, audiovisual material and other special items.
 - b. Raise awareness of the information available on G.S.O.'s A.A. Web Site www.aa.org.
 - c. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
4. Encourages District Literature Chairs to register with G.S.O.
5. Ensures District Literature Committee Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *A.A. Guidelines for Literature Committees*
 - b. *A.A. Literature Catalog*
6. Maintains the Literature informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
7. Maintains a file of Area 75 Literature Committee documents to assist in the Literature Committee's work.
8. Provides copies of all Literature Committee documents to Archivist.
9. Keeps the Area Committee informed of the Literature Committee activities by reporting on such activities at Area Assemblies.
10. Keeps G.S.O. informed of Area 75 Literature Committee activities so that G.S.O. can share Area 75's experience with others.
11. Engages in activities consistent with *A.A. Guidelines for Literature Committees* or related A.A. service literature.

F. Public Information Chair (PI)

1. Chairs Area 75 Public Information Committee meetings.
2. Responsible for creating greater understanding of — and preventing misunderstandings of — the A.A. program through the public media, electronic media, P.I. meetings, and speaking to community groups.
3. Provides accurate and consistent information about A.A. in response to inquiries from media/researchers/students and refers those requests to the local committees whenever possible.
4. Responds to invitations for A.A. informational presentations at schools/educational institutions and refers those requests to the local committees whenever possible.
5. Responds to invitations from local health/community fairs and refers those requests to the local committees whenever possible.
6. Responds to media requests and refers those requests to the local committees whenever possible.
7. Responds to anonymity breaks at the level of public media in a manner consistent with the A.A. Traditions, *The A.A. Service Manual* and past practices.
8. Clarifies misinformation about A.A. in print whenever appropriate.
9. Participates in activities consistent with the primary purpose of the committee. Those activities may include but are not limited to:
 - a. Visiting local schools, local businesses, churches and civic groups.
 - b. Hosting informational public meetings and luncheons.
 - c. Staffing "A.A. booths" at health fairs in the communities they serve.

- d. Distributing information about upcoming A.A. conventions or Regional Forums to local newspapers.
 - e. Requesting that A.A. information be included in the public service page or community page of local newspapers.
 - f. Requesting that A.A. information be included on hotel and community bulletin boards.
 - g. Displaying A.A. literature in public areas in cooperation with the responsible officials. Such displays might be placed in libraries, schools, bookmobiles, church literature racks and hospital reading rooms or carts.
10. Responsible for the maintenance, administration and content of the Area 75 Website.
 11. Encourages and supports the District Public Information Chairs in their efforts to carry the message of recovery to the still-suffering alcoholic.
 12. Encourages District Public Information Chairs to register with G.S.O.
 13. Ensures District Public Information Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *A.A. Guidelines on Public Information*
 - b. *A.A. Guidelines on the Internet*
 - c. *P.I. Workbook*
 - d. *Speaking at Non-A.A. Meetings*
 - e. *A.A. in Your Community*
 - f. *A.A. Membership Survey*
 - g. *Estimates of A.A. Groups and Members*
 - h. *Anonymity Letter to Media*
 - i. *Understanding Anonymity*
 - j. *Information on Alcoholics Anonymous*
 - k. *Problems Other Than Alcohol*
 - l. *FAQ About A.A. Web Sites*
 - m. *Memo on the Participation of A.A. Members in Research and Other Non-A.A. Surveys*
 - n. *P.I. Special Literature Package*
 - o. *Public Service Announcements*
 - p. *G.S.O. Press Releases*
 14. Coordinates activities with the CPC Chair to avoid duplication of efforts.
 15. Works with central offices and intergroups to avoid duplication of efforts.
 16. Maintains the PI informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
 17. Maintains a file of Area 75 PI Committee documents to assist in the PI Committee's work.
 18. Provides copies of all Public Information Committee documents to Archivist.
 19. Keeps the Area Committee informed of the Public Information Committee activities by reporting on such activities at Area Assemblies.
 20. Keeps G.S.O. informed of Area 75 Public Information Committee activities so that G.S.O. can share Area 75's experience with others.
 21. Engages in activities consistent with the *Public Information Kit and Workbook*, *A.A. Guidelines Public Information* or related A.A. service literature.

G. Special Needs Chair (SN)

1. Chairs Area 75 Special Needs Committee meetings.
2. Explores, develops and offers resources to make the A.A. message and participation in the A.A. program available to everyone with special needs. In the context of this position, A.A.s with special needs are those persons who are blind or visually impaired; deaf or hard of hearing; chronically ill or homebound; physically handicapped or challenged; hospitalized or temporarily disabled; and those who are developmentally disabled.
3. Encourages and supports the District Special Needs Chairs in their efforts to:

- a. Compile and maintain a list of members who are willing to provide transportation to and from meetings and other A.A. functions.
 - b. Direct those who are deaf to meetings in the area that use a skilled interpreter in American Sign Language.
 - c. Highlight the numerous books, pamphlets, *Grapevine* and *La Viña* articles that are available in audio format for those that have trouble reading.
 - d. Raise awareness of literature available in large print.
 - e. Arrange for meetings to be taken into homes, hospice care or wherever an A.A. member is confined due to illness or disability.
 - f. Review location of meeting facilities in the districts to note which have handicapped access, including washrooms, entryways, etc.
4. Encourages District Special Needs Chairs to register with G.S.O.
 5. Ensures District Special Needs Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *A.A. Guideline - Serving Alcoholics with Special Needs*
 - b. *A.A. Guideline - Carrying the A.A. to the Deaf Alcoholic*
 - c. *Special Needs/Accessibilities Workbook*
 - d. *A Deaf Newcomer Asks*
 6. Responds to inquiries from those with special needs and refers them to the local committees whenever possible.
 7. Provides a signer/interpreter for the hearing impaired at Area 75 Assemblies, when requested by to do so by an Area 75 District Committee Member with a 30-day advance notice.
 8. Arranges for a Spanish language interpreter to be available at Area 75 Assemblies when requested to do so by Area 75 District 10 with a 30-day advance notice.
 9. Maintains the Area 75 translation equipment.
 10. Coordinates the loan of translation equipment to Area 75 districts.
 11. Maintains the Special Needs informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
 12. Maintains a file of Area 75 Special Needs Committee documents to assist in the Special Needs Committee's work.
 13. Provides copies of all Special Needs Committee documents to Archivist.
 14. Keeps the Area Committee informed of the Special Needs Committee activities by reporting on such activities at Area Assemblies.
 15. Keeps G.S.O. informed of Area 75 Special Needs Committee activities so that G.S.O. can share Area 75's experience with others.
 16. Engages in activities consistent with the *A.A. Guideline - Serving Alcoholics with Special Needs*, *A.A. Guideline - Carrying the A.A. to the Deaf Alcoholic*, *Special Needs/Accessibilities Workbook* or related A.A. service literature.

H. Treatment Chair

1. Chairs Area 75 Treatment Committee meetings.
2. Supports and encourages the work of individual A.A. members and groups who carry the message to alcoholics in treatment facilities, sets up a means of bridging the gap from treatment to A.A., and works to clarify what A.A. can and cannot do, within the Traditions, to help alcoholics in treatment.
3. Maintains a contact list of individuals willing to "bridge the gap" between the A.A. community and local treatment facilities, detoxification facilities and halfway houses.
4. Establishes contacts with professionals in treatment facilities and offers the hand of A.A. to the alcoholic who still suffers.
5. Responds to inquiries from treatment facilities and refers those inquiries to the local committees whenever possible.
6. Ensures District Treatment Chairs are aware of the relevant service materials available from G.S.O. including but not limited to:
 - a. *A.A. Guidelines on Treatment Facilities*
 - b. *Treatment Facility Workbook*

- c. *A.A. in Treatment Facilities*
- d. *Bridging the Gap*
- e. *Where Do I Go From Here?*
- f. *Hope: Alcoholics Anonymous* (DVD)
- g. Treatment Facility Special Literature Package
- 7. Encourages District Treatment Chairs to register with G.S.O.
- 8. Maintains the Treatment informational display and presents the display at events sponsored by Area 75 or Area 75 Districts when requested.
- 9. Maintains a file of Area 75 Treatment Committee documents to assist in the Treatment Committee's work.
- 10. Provides copies of all Treatment Committee documents to Archivist.
- 11. Keeps the Area Committee informed of the Treatment Committee activities by reporting on such activities at Area Assemblies.
- 12. Keeps G.S.O. informed of Area 75 Treatment Committee activities so that G.S.O. can share Area 75's experience with others.
- 13. Engages in activities consistent with the *A.A. Guidelines on Treatment Facilities, Treatment Facility Workbook, A.A. in Treatment Facilities* and related A.A. service materials.

3. Other Area 75 Positions

A. Archivist

- 1. Member of the Archives Committee.
- 2. Collects, catalogs and preserves the Area 75 Archives.
- 3. Maintains a repository for various items related to the history of A.A., including but not limited to:
 - a. Area 75 Assembly minutes
 - b. Area 75 Standing Committee minutes
 - c. Area 75 financial records
 - d. Area 75 Conference records
- 4. Ensures Archives are maintained in a secure location.
- 5. Displays Area 75 Archives at events sponsored by Area 75 or Area 75 Districts when requested.
- 6. Engages in activities consistent with the *A.A. Guidelines for Archives, Archives Workbook* or related A.A. service literature.

B. Webmaster

- 1. Member of the Public Information Committee.
- 2. Maintains Area 75 Website.

C. Registrar

- 1. Maintains Area database records.
- 2. Maintains Area Directory.
- 3. Enters changes into the G.S.O. database.
- 4. Provides group change forms and new group information forms.
- 5. Verifies new groups are assigned to the appropriate districts.
- 6. Provides new group information to the appropriate DCM.
- 7. Maintains the Area 75 map.

D. Conference Advisory Committee Chair

- 1. Chairs Area 75 Conference Advisory Committee meetings.
- 2. Performs duties described in Assembly Actions Attachment 10 – Area 75 Conference Advisory Committee Guidelines.

4. District and Groups

A. District Committee Member (DCM)

The District Committee Member is an essential link between the group GSR and the Area Delegate to the General Service Conference. As leader of the district committee, made up of all GSRs in the district, the DCM is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. The DCMs job is primarily that of two-way communication – keeping groups informed of area, regional and national matters as well as keeping the area informed of district and group matters. The D.C.M serves for two years.

Qualifications

The District Committee Member has usually served as a GSR and is elected by other GSRs to take responsibility for district activities. It is suggested that if the person chosen is a current GSR, a new GSR should be elected to fill his or her position.

A DCM should have enough sobriety (generally four or five years) to be eligible for election. He or she also needs to have the time and energy to serve the district well.

Typical activities:

- Chairs District Meetings.
- Attends all area assemblies, workshops and service meetings.
- Maintains a group contact list and ensures groups are kept informed of Area and District activities.
- Assists the Area Registrar in obtaining group information in time to meet the deadline for A.A. directories.
- Receives reports from the groups through GSRs and through frequent personal contacts with groups in the district.
- Helps the Conference Delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Keeps GSRs informed about Conference activities – this includes setting up opportunities for the Delegate's Conference report, occasionally making the Conference report if the Delegate cannot be present, and inviting the Delegate to regular district meetings.
- Makes sure that GSRs are acquainted with *The A.A. Service Manual*, *The Twelve Concepts for World Service*, Box 4-5-9, workbooks and guidelines from G.S.O., and other service material.
- Helps GSRs make interesting reports to groups and encourages them to bring new A.A. members to service events.
- Keeps groups informed about A.A. Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Sends district minutes to the Area Officers, Standing Committee Chairs, Area 75 Archivist, G.S.O. and exchanges them with other districts.
- Maintains continuous contact with the Area Delegate.
- Brings Traditions problems to the attention of the Area Delegate.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.
- Encourages GSRs to register with G.S.O.

B. General Service Representative (GSR)

General Service Representatives (GSRs) link the individual groups to A.A. as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the DCM and to the Delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the

group Conference Actions that affect A.A. unity, health, and growth. Only when a GSR keeps the group informed and communicates the group conscience, can the Conference truly act for A.A. as a whole. A GSR's term of service is two years.

Qualifications

Experience shows that the most effective GSRs have been active in group, intergroup or other service, where they have developed a desire to serve and encountered situations in which the Twelve Traditions have been called upon to solve problems. Usually, prospective GSRs have at least two years of continuous sobriety. They have time available for district meetings and area assemblies. They have the confidence of the group and an ability to listen to all points of view.

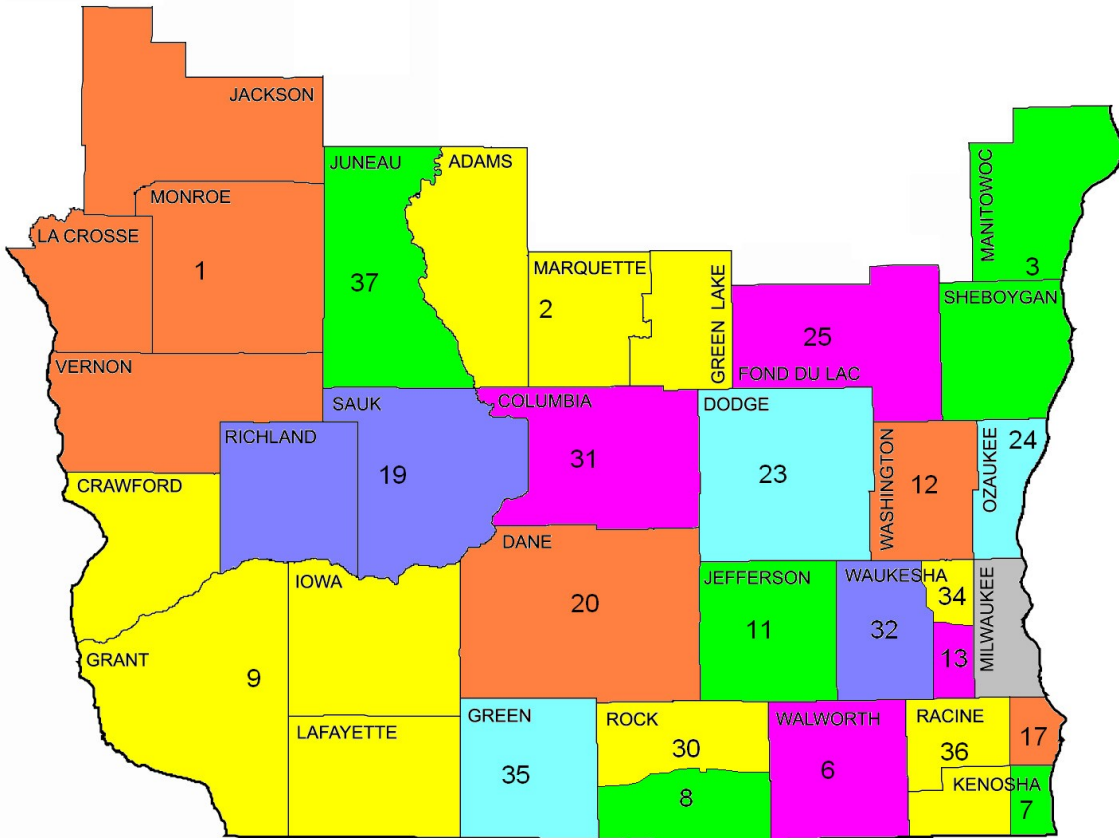
Typical activities:

- GSRs attend and participate in district meetings and area assemblies.
- GSRs serve as the mail contact with the General Service Office and they are listed in the A.A. directories as contacts for their groups. They receive *Box 4-5-9* and keep their groups abreast of A.A. activities all over the world.
- They serve as the group's mail contact with their DCM and the Area 75 Committee.
- GSRs keep their groups abreast of A.A. activities in the District and Area.
- They are knowledgeable about material available from G.S.O. – new literature, guidelines, bulletins, videos, tapes, kits, etc. – and they are responsible for passing such information on to the groups.
- GSRs supply their DCMs with up-to-date group information, which is relayed to G.S.O. for inclusion in the directories and for G.S.O. mailings.

Section III Area Proposals

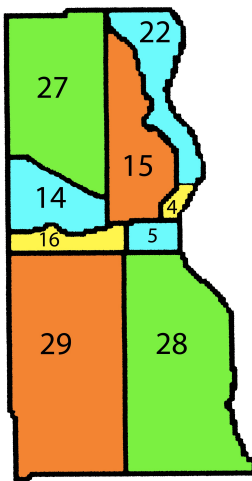
- A. Proposals can be submitted at any time to the Area Chair. The Area Chair will take one of two actions:
 - 1. Refer the proposal to the appropriate Standing Committee.
 - 2. Refer the proposal to the Agenda Committee.
- B. The Agenda Planning Committee will review the proposal and take one of four actions:
 - 1. Refer the proposal to the appropriate standing committee.
 - 2. Recommend the proposal be placed on the agenda for consideration by the Assembly.
 - 3. Return the proposal to the sponsor for further clarification.
 - 4. Reject the proposal and return it to the sponsor with reason for rejection.
- C. The Standing Committee will review the proposal and take one of three actions:
 - 1. Recommend the proposal be placed on the agenda for consideration by the Assembly.
 - 2. Return the proposal to the sponsor for further clarification.
 - 3. Reject the proposal and return it to the sponsor with reason for rejection.
- D. Proposals that are recommended for inclusion on the agenda will be presented at either the Winter or Summer Service Assembly.
- E. DCMs and GSRs gather group input on the proposals via a group conscience.
- F. The proposals are discussed and voted upon at the Pre-conference Assembly or the Fall Assembly.
- G. Adopted proposals will be incorporated into the Assembly Actions.

Section IV Area 75 District Map



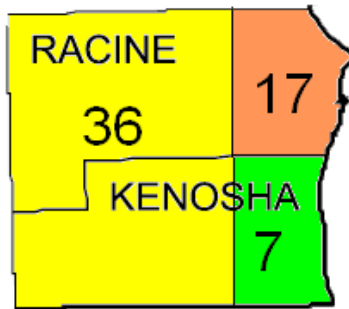
District 10 - At-large District for Spanish speaking community.

Milwaukee County District Boundaries



| | | |
|--|--|---|
| District 4 N - E North Ave S - I94 Express Way E - Lake Michigan W - Milwaukee River | District 15 N - Milw Cty Line S - I94 Express Way E - Milwaukee River W - N. 35 th St | District 27 N - Milw Cty Line S - W. Lisbon Ave E - N. 35 th St. W - Milw Cty Line |
| District 5 N - I94 Express Way S - W. Lincoln Ave E - Lake Michigan W - S. 27 th St | District 16 N - I94 Express Way S - W. Lincoln Ave E - S. 27 th St W - Milw Cty Line | District 28 N - W. Lincoln Ave S - Milw Cty Line E - Lake Michigan W - S. 27 th St |
| District 14 N - W. Lisbon Ave S - I94 Express Way E - N. 35 th St W - Milw Cty Line | District 22 N - Milw Cty Line S - E North Ave E - Lake Michigan W - Milwaukee River | District 29 N - W. Lincoln Ave S - Milw Cty Line E - S. 27 th St W - Milw Cty Line |

Kenosha / Racine County District Boundaries

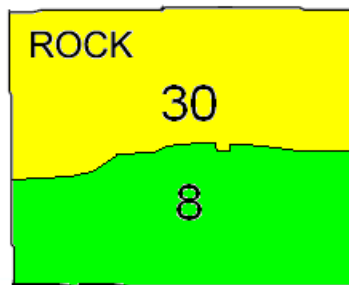


District 7
N - Kenosha County Line
S - Kenosha County Line
E - Lake Michigan
W - I94 Express Way

District 36
N - Racine County Line
S - Kenosha County Line
E - I94 Express Way
W - Walworth County Line

District 17
N - Racine County Line
S - Racine County Line
E - Lake Michigan
W - I94 Express Way

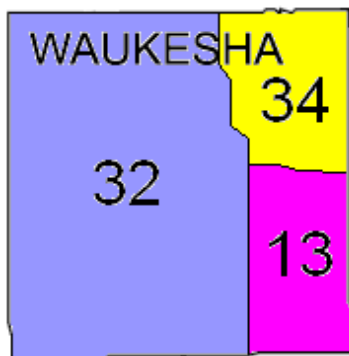
Rock County District Boundaries



District 30
N - Rock County Line
S - State Hwy 11
E - Rock County Line
W - Rock County Line

District 8
N - Hwy 11
S - Rock County Line
E - Rock County Line
W - Rock County Line

Waukesha County District Boundaries



District 13
N - I94 Express Way
S - Waukesha County Line
E - Waukesha County Line
W - County Rd J / Pewaukee Rd / Barstow St / Main St / Grand Ave / Sunset Dr / East Ave / South Hwy 164

District 32
N - Waukesha County Line
S - Waukesha County Line
E - Hwy 164 / County Rd J / Pewaukee Rd / Barstow St / Main St / Grand Ave / Sunset Dr / East Ave / South Hwy 164
W - Waukesha County Line

District 34
N - Waukesha County Line
S - I94 Express Way
E - Waukesha County Line
W - Hwy 164

| District | Counties |
|-----------------|--|
| District 1 | Jackson, Monroe, La Crosse, Vernon |
| District 2 | Green Lake, Marquette, Adams |
| District 3 | Manitowoc, Sheboygan |
| District 4 | Milwaukee (1 of 9) |
| District 6 | Walworth |
| District 7 | Kenosha (1 of 2) |
| District 8 | Rock (1 of 2) |
| District 9 | Crawford, Grant, Lafayette, Iowa |
| District 10 | At-large District for Spanish speaking community |
| District 11 | Jefferson |
| District 12 | Washington |
| District 13 | Waukesha (1 of 3) |
| District 14 | Milwaukee (1 of 9) |
| District 15 | Milwaukee (1 of 9) |
| District 16 | Milwaukee (1 of 9) |
| District 17 | Racine (1 of 2) |
| District 19 | Richland, Sauk |
| District 20 | Dane |
| District 22 | Milwaukee (1 of 9) |
| District 23 | Dodge |
| District 24 | Ozaukee |
| District 25 | Fond du Lac |
| District 27 | Milwaukee (1 of 9) |
| District 28 | Milwaukee (1 of 9) |
| District 29 | Milwaukee (1 of 9) |
| District 30 | Rock (1 of 2) |
| District 31 | Columbia |
| District 32 | Waukesha (1 of 3) |
| District 34 | Waukesha (1 of 3) |
| District 35 | Green |
| District 36 | Racine / Kenosha (1 of 3) |
| District 37 | Juneau |