

Recommended Changes to Area 39 Guidelines

Unless otherwise noted, the suggested changes in this document reflect the current practices being used in the duties of the Trusted Servant positions referenced.

Section 1.1 “Assemblies”

Relocation: Suggested we reword and relocate bullet point “B” in Section 1.1 Assemblies to Sections 2.1 A. 3. Chairperson responsibilities as bullet point “e”

- Suggested removal from 1.1: B. The assemblies will be at locations and on dates selected by the Area Chairperson. These will be announced at least one year in advance.
- Suggested rewording and relocation to **2.1 A 3: e. The Chairperson is responsible for arranging locations and dates for the Assemblies and announcing them to the Assembly at least one year in advance.**
- If approved, all other bullet points should be adjusted accordingly.
- Justification: This information is more important as instruction to the Chairperson than it is as general information for the Assembly. It describes action and time frame for an important responsibility. Repeating it in both places would be redundant.

Addition: Suggested we add the following as a bullet point to Section 1.1

- Suggested addition: **Requests for any item to be added to the Assembly agenda must be received by the Area Chairperson in writing no later than 45 days prior to the Assembly.**
- It is recommended that this bullet point be added beneath the bullet point currently noted as bullet point D.
- If approved, all other bullet points should be adjusted accordingly.

Section 2.1 A 1. “Delegate”

Addition: Suggested we add the following as a third bullet point of Delegate responsibility:

- Suggested addition: **c. The Delegate shall provide a report about the General Service Conference at the Assembly following the conference and to all Districts that request such a report.**

Section 2.1 A 3. “Chairperson”

Addition: Suggested we add the following to the list of Chairperson responsibilities.

- **e. The Chairperson will facilitate the Western Area Business Meeting.**

- **f. The Chairperson will be responsible for approving all items to be added to the Assembly Agenda.**

Section 2.1 A 4. “Alternate Chairperson”

Removal: Suggested we remove bullet point “e” in Section 2.1 A 4.

- **e. The Alternate Chairperson will be responsible for keeping the maps of the Western Area of Missouri, seeing that they are properly updated when amended by the Assembly.**

- Justification: It is now the Webmaster’s responsibility to maintain digital copies of the maps.

Section 2.1 A 5. “Secretary”

Adjustment: Suggested we add to collect delegate remarks to bullet “e”.

- Current State: e. The Secretary will be responsible for receiving all Area Officer, Area Standing Committee, DCM, and GSR reports.
- Suggested Adjustment: **e. The Secretary will be responsible for receiving all Area Officer, Area Standing Committee, DCM, GSR, and Past Delegate reports.**
- Justification: This is already done but would help add clarity to job responsibilities.

Adjustment: Suggested we remove the word “Service” from the titling of the Western Area of Missouri Guidelines in bullet “h”

- Current State: h. The Secretary will be responsible for keeping copies of the Western Area of Missouri Service Guidelines and seeing that they are properly updated and distributed when amended by the Assembly. The Secretary will also be responsible for seeing that all new members of the Assembly receive a copy of the Western Area Guidelines.
- Suggested Adjustment: **h. The Secretary will be responsible for keeping copies of the Western Area of Missouri ~~Service~~ (removal suggestion) Guidelines and seeing that they are properly updated and distributed when amended by the Assembly. The Secretary will also be responsible for seeing that all new members of the Assembly receive a copy of the Western Area Guidelines.**
- Justification: The guidelines are not published/titled as Western Area of Missouri Service Guidelines.

Adjustment: Suggested adjustment of working in bullet “i”

- Current State: i. The Secretary will be responsible for keeping all mailing lists up to date, including the name, address, telephone number and e-mail of every Area Officer, Area Committee Chairperson, former Delegates, DCMs, GSRs and their alternates.

- Suggested Adjustment: **i. The Secretary will be responsible for keeping ~~all mailing lists~~ the Confidential Contact List up to date, including the name, address, telephone number and e-mail of every Area Officer, Area Committee Chairperson, former Delegates, DCMs, GSRs and their alternates.**
- Justification: by adjusting “all mailing lists” to the Confidential Contact List, it provides clarity on current state.

Removal: Suggestion to remove bullet “j”

- Remove the entire bullet point, which currently reads as follows: **j. The Secretary will have a petty cash fund not to exceed the quarterly allotment.**
- Justification: The secretary no longer uses a petty cash fund.
- If approved, all other bullet points should be adjusted accordingly.

Adjustment: Suggested adjustment for bullet currently titled “m”

- Current state: m. The Secretary will notify all DCMs, no later than 2 weeks after the Assembly, of any groups that did not have a GSR or Alternate GSR present at the Assembly.
- Suggested Adjustment: **m. The Secretary will notify all DCMs, no later than 2 weeks after the Assembly, of their district’s groups that were not represented at the Area Assembly.**
- Justification: This will provide clarity that it is the Secretary’s intention to provide information and to avoid giving the impression of advising the DCMs on what to do with the provided information.

Addition: Suggested we add a bullet point for the Secretary to coordinate with the Host District for Area Assemblies.

- Suggested bullet point: **The Secretary will coordinate with the Host District of the Assembly.**
- If approved, this would be bullet point “m” or “n” depending upon action taken on bullet “j” listed above.

Section 2.6. “Alternate Secretary.”

Adjustment: Suggestions for bullet “f”

- Current state: f. The Alternate Secretary will maintain an area actions and agenda items record to be distributed to voting members of Assembly.
- Adjustment suggestions: **f. The Alternate Secretary will maintain an area actions and agenda items (motion log) [Suggested addition] record ~~to be distributed to voting members of Assembly.~~ (Suggested removal)**

- Justification: adding “motion log” in parentheses will add clarity to what is meant by the record-keeping system currently used. The suggested removal is because we do not currently distribute the motion log but it is available for any voting member to review at any time. The motion log goes back to the 1970’s so it would be financially imprudent for us to make multiple copies of the motion log for voting members.

Section 2.1 A 7. “Treasurer.”

Addition: Suggestion to add the following bullet point to Treasurer responsibilities.

- **L. The Treasurer is responsible for the administration and maintenance of the electronic payment accounts.**

Addition: Suggestion to add the following bullet point to Treasurer responsibilities.

- **M. The Treasurer is responsible for invoicing and collecting fees for district expense of their website fees.**

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Section 2.1 A 9. “Archivist”

Merge: Suggestion to remove Archivist duties from the Archives Committee Guidelines and place them within the Area 39 Guidelines. The current items “a” and “b” would be replaced with:

- a. The Area Archivist should have at least 5 years of continuous sobriety.
- b. The Archivist shall act as the trustee of all the Western Area Archives, always guarding the anonymity of both living and deceased members.
- c. The Archivist position is non-rotating and for an indefinite period of time.
- d. It is the Archivist’s duty to receive, classify, and index all relevant material, including, but not limited to, administrative files and records, correspondence, artifacts, and published materials considered to have historical import to Area 39, the Western Area of Missouri, acting as the ultimate responsibility for the physical protection of the Area Archives.
- e. The Archivist will be available to provide access to archived material to members of Alcoholics Anonymous and to members of the public who have a valid need to review said material.
- f. The Archivist will take the archives traveling display to the following Western Area sponsored events. The costs for taking the archives to these events shall be covered by the Area and shall be included in the Archivist’s annual budget: Area Assemblies, Institution Forum, Western Area Convention and Missouri State Convention.

- g. The Archivist shall thoroughly train the Archives Committee Chair in the preservation and care of the documents and artifacts, the proper procedures for transport and display of the traveling archives, and the use of the equipment in the archives.
- h. Maintain an inventory of the contents of the archives.
- Justification - The Archivist is an officer of the Assembly and a voting member of the Area Committee. The duties and responsibilities for the position should be housed in the Area Guidelines like all the other officers and it should also have its own budget. The current practice of the Chair of the Archives Committee being backup for the position would not change, but the Assembly might want to consider adding an Alt. Archivist position sometime in the future.

Section 2.1 B 1. “Committee Responsibilities”

Adjustment: Suggested edit to bullet “e” as outlined below.

- Current state: e. Each Standing Committee shall hold an election for Standing Committee Chairperson and Alternate, following Third Legacy procedure as defined in the current A.A. Service Manual, at the Fall Assembly during even-numbered years. The Chairperson and Alternate elected within each committee will be presented to the Assembly by the Area Chairperson for consideration and approval.
- **Suggested adjustment: e. Each Standing Committee shall hold an election for Standing Committee Chairperson and Alternate, following Third Legacy procedure as defined in the current A.A. Service Manual, (suggested removal) at the Fall Assembly during even-numbered years. The Chairperson and Alternate elected within each committee will be presented to the Assembly by the Area Chairperson for consideration and approval.**
- Justification: Feedback from the handouts we passed out was that many committees do not have enough participate for Third Legacy procedure. By removal, we would allow the committee to decide how to conduct their election (i.e. simple majority or Third Legacy).

Section 2.1 C “District Committee Members (DCM)”

Adjustment: Suggested edit to bullet “3” as outlined below.

- Current state: 3. The DCM is expected to attend all Area Committee meetings and Area Assemblies or to provide for an alternate to attend in their place.
- **Suggested adjustment: 3. The DCM is expected to attend all Area Committee meetings and Area Assemblies Area Assemblies and special meetings of the Area Committee, or to provide for an alternate to attend in their place.**

- Justification: This would provide clarity on what was meant by “all area committee meetings.”

Adjustment: Suggested edit to bullet “5” as outlined below.

- Current state: 5. The DCM shall help coordinate visits of the Delegate to the District so that the greatest number of people may be at a Delegate report meeting. The DCM may also want to arrange for various Area Officers and Area Committee Chairpersons to attend at least one District meeting a year in the District for sharing Area and District activities.
- **Suggested adjustment: 5. The DCM shall help coordinate visits of the Delegate to the District so that the greatest number of people may be at a Delegate report meeting. ~~The DCM may also want to arrange for various Area Officers and Area Committee Chairpersons to attend at least one District meeting a year in the District for sharing Area and District activities.~~ (suggested removal)**
- Justification: Although we can encourage this, it should not be listed in the Guidelines which gives the impression of an expectation.

Removal: Suggested to remove bullet “7”

- Remove: 7. The DCM is asked to arrange for all District meeting minutes or District information to be sent to all Area Officers, Area Standing Committee Chairpersons and the Area Archivist. It would also be helpful if minutes were mailed to other DCM’s, to former Delegates and to GSO.
- Justification: Any member of the Assembly can have access to District minutes and information by subscribing to all the District email lists.

Removal: Suggested to remove bullet “8”

- Suggested removal of following bullet: **8. If a GSR misses two consecutive Assemblies and is not represented by an alternate, the DCM will contact the appropriate GSR or group to seek a remedy to the situation or to seek a qualified replacement.**
- Justification: Every District is autonomous and can handle GSR attendance issues as they chose.

Section 2.3 A. 1. “Finance Committee”

Adjustment: Suggested edit to bullet “C. IV” as outlined below.

- Current State: C. IV. Completion of an internal review of Area financial records at the conclusion of each fiscal year, with the findings to be reported at the next regular Assembly following completion of the review.

- Suggested adjustment: **IV. Completion of an internal review of Area financial records at the conclusion of each fiscal-year quarter, with the findings to be reported at the next regular Assembly following completion of the review.**