

Area 86
Western Ontario General Service
(WOGS)
Structure & Operating Procedures
For
Part I - The Area Assembly
&
Part II - The Area Committee

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Preface

Throughout this document, the meaning of words and phrases specific to Alcoholics Anonymous shall be defined in the most recent edition of *The A.A. Service Manual*.

A copy of the Area 86 Western Ontario Structure & Operating Procedures should be held by:

Area 86 District Committee Members
Area 86 Chairperson
Area 86 Delegate
Area 86 Alternate Delegate
Area 86 Treasurer
Area 86 Secretary/Registrar
Area 86 Subcommittee Chairs
Area 86 Past Delegates

The Area 86 Secretary/Registrar shall maintain an up-to-date copy of the Area 86 Western Ontario Structure & Operating Procedures (SOP's) for the Area Assembly and The Area Committee.

It is strongly recommended that the Districts of Area 86 make copies of this Structure & Operating Procedure available to their General Service Representatives.

It should be noted that there are two (2) Parts to this document. One on Area Assembly procedures (pages 2-12) and one on Area Committee procedures (pages 13-18).

The Appendices are included for information purposes only and do not form part of the Area 86 Western Ontario General Service Structure & Operating Procedures.

PART I - THE AREA ASSEMBLY

Purpose

The purpose of these Structure & Operating Procedures is to provide for the continuing successful operation of a united effort of groups in Area 86, Western Ontario.

There can be no rules in Alcoholics Anonymous, or any organization other than that which we choose to impose upon ourselves. The Structure & Operating Procedures set out what the groups have agreed upon and not what anyone has committed them to do.

All provisions of these Structure & Operating Procedures, and all actions of Western Ontario General Service arising there from, ought to conform to the principles of the Twelve Traditions, the Twelve Concepts and *The A.A. Service Manual* and adhere strictly to the primary purpose of Alcoholics Anonymous – to carry the message to the alcoholic who still suffers.

Section 1 – General

a) Name

The Assembly shall be known as Area 86 Western Ontario General Service (WOGS) Assembly, hereinafter.

b) Structure

General Service Representatives
District Committee Members
Area 86 Chairperson
Area 86 Delegate
Area 86 Alternate Delegate
Area 86 Treasurer
Area 86 Secretary/Registrar
Area 86 Subcommittee Chairpersons
Area 86 Past Delegates (Ex Officio)

c) Area Officers

Area Officers shall be the Delegate, Alternate Delegate, Area Chairperson, Area Secretary/Registrar, and the Area Treasurer. The Delegate, Alternate Delegate, Area Chairperson, Area Treasurer, and Area Secretary/Registrar shall be presently serving or past District Committee Members in Area 86 Western Ontario.

Section 1 – General (continued)

d) Area Subcommittee Chairpersons

Area Subcommittee Chairpersons shall consist of Grapevine, Public Information, Remote Communities/Special Needs, Cooperation with the Professional Community, Archives, Treatment Facilities, Newsletter/Website and Correctional Facilities. Area Subcommittee Chairpersons should have been presently serving or past District Committee Members in Area 86 (Western Ontario).

e) Voting Privileges

The Area Officers, Area Subcommittee Chairpersons, District Committee Members (in the absence of the District Committee Member, the alternate District Committee Member), and General Service Representatives (in the absence of the General Service Representative, the alternate General Service Representative, or in the absence of the General Service Representative and the alternative General Service Representative, an appointed member of the Group), including Treatment and Correctional General Service Representatives, shall be considered eligible to vote on all subjects brought before the Area Assembly. Past Delegates are non-moving, non-voting members of the assembly.

f) Assemblies

The Area Assembly shall meet twice a year at a site agreed upon by the Assembly.

The Area Chairperson shall forward the Assembly Agenda to members of the Area Committee at least forty five (45) days in advance of the Assembly. District Committee Members are responsible for distributing the agenda to the General Service Representatives, who are, in turn, responsible for bringing the agenda to their home groups

Section 2 – Motions

Motions by Groups and Districts shall be in writing and forwarded to the Area Chairperson at least sixty (60) days prior to the Area Assembly so that the motion may be included in the agenda and to allow the groups to determine the group conscience on the motion.

Motions shall be read from the Assembly floor and duly seconded. The Area Chairperson shall then allow time for discussion and voting, as appropriate.

Motions shall require a two thirds majority to be declared carried.

Section 3 – Amendments and Revisions

Proposals for amendments or revisions of the Area 86 Western Ontario Structure & Operating Procedures may be:

- by formal motion approved at any District Committee meeting; or
- by recommendation of the Area Committee, or
- by recommendation of an adhoc committee appointed by the Assembly.

Proposals for amendment or revision shall be forwarded to the Area Chairperson sixty (60) days prior to the Assembly.

Any amendment or revision of the Area 86 Western Ontario Structure & Operating Procedures shall require a two thirds majority vote of the Assembly.

An Adhoc Committee, consisting of 2 Past Delegates, 2 District Committee Members and 1 Area Officer (with the exception of the current Delegate), shall be appointed by the Assembly to review the Area 86 Structure and Operating Procedures and report recommendations to the January Area Committee meeting in the odd numbered years.

The Area Committee shall review the Area 86 Western Ontario Structure & Operating Procedures at the January Area Committee meeting in odd numbered years.

Section 4 – Responsibilities

It is strongly recommended that all members of the Assembly, including the General Service Representative, be elected in the odd numbered years, with the term of office commencing on January 1 of the following year, for a 2 year term.

See Secretary/Registrar – Section 4 Subsection g)

a) General Service Representative (GSR)

The duties of the General Service Representative are laid down in *The A.A. Service Manual*, Chapter Two. Nothing in this Structure & Operating Procedure shall be construed as having authority over, or interference with, the General Service Representative in performance of those duties.

b) District Committee Member (DCM)

The duties of the District Committee Member are laid down in *The A.A. Service Manual*, Chapter Three. Nothing in this Structure & Operating Procedure shall be construed as having authority over, or interference with, the District Committee Member in performance of those duties.

c) Area Chairperson

To be elected by the Area Assembly. The duties of the Area Chairperson are laid down in *The A.A. Service Manual*, Chapter Five. Nothing in this Structure & Operating Procedure shall be construed as having authority over, or interference with, the Area Chairperson in performance of those duties. The Area Chairperson is an ex-officio member of all Area subcommittees. The Area Chairperson shall, at all times, follow the direction of the Area Assembly.

The Area Chairperson shall be responsible for the conduct of all meetings of the Assembly and the Area Committee, the preparation and distribution of the agenda at least forty-five (45) days in advance of the Assembly or Area Committee Meeting, the coordination of all matters and communications connected with the business of the Area, and the forwarding of information to the Area Officers, when necessary.

In the absence of the Area Chairperson from the Assembly, The Alternate Delegate shall serve as Area Chairperson. In the event of both the Area Chairperson and the Alternate Delegate's absence from any Assembly, the Assembly members shall select a Chairperson for that Assembly only.

d) Delegate

To be elected by the Area Assembly. The duties of the Delegate are laid down in *The A.A. Service Manual*, Chapter Six. Nothing in this Structure & Operating Procedure shall be construed as having any authority over, or interference with, the Delegate in performance of those duties. The Delegate shall, at all times, follow the direction of the Area Assembly.

The Delegate will be responsible to select a speaker to attend an assembly. Prior approval from the Area Assembly for expenses must be obtained.

Section 4 – Responsibilities (continued)

e) Alternate Delegate

To be elected by the Area Assembly. The duties of the Alternate Delegate are laid down in *The A.A. Service Manual*, Chapter Six. Nothing in these Structure & Operating Procedure shall be construed as having any authority over, or interference with, the Alternate Delegate in performance of those duties. The Alternate Delegate shall work in close cooperation with the Delegate at all times, striving to attain a good working knowledge of those duties in the event of loss or incapacity of the Delegate. The Alternate Delegate should at all times follow the direction of the Delegate and the Area Assembly.

The Alternate Delegate shall be the Intergroup Liaison Officer for Area 86 Western Ontario, liaising between General Service and the various Intergroups/Central Offices in Area 86 Western Ontario.

f) Area Treasurer

To be elected by the Area Assembly. The duties of the Area Treasurer are laid down in *The A.A. Service Manual*, Chapter Five. Nothing in this Structure & Operating Procedures shall be construed as having any authority over, or interference with, the Area Treasurer in performance of those duties. The Treasurer should at all times follow the direction of the Area Chairperson and the Area Assembly.

The Treasurer shall receive and deposit all monies belonging to the Area, intact, in a Chartered Bank or Trust Company, selected by the Area Treasurer. Two signatures shall be required on all cheques; that of the Treasurer and another Area Officer, or the DCM of the District where the Treasurer is resident.

The Treasurer shall consult the Area Chairperson for direction concerning any questionable expenses that may be submitted. If circumstances warrant, payment shall be withheld until the item is discussed with the Area Committee at its next meeting.

The fiscal year of the Area shall be January 1 to December 31, inclusive, with a financial forecast and an annual year-end statement to be prepared by the Treasurer in such detail as is acceptable to the Area Committee and the Area Assembly. A prudent reserve fund in the amount of no more than three (3) months' operating expenses shall be considered adequate.

The Treasurer will ensure that all funds over and above the prudent reserve on December 31st of each year (Except for a Prudent Operating Balance as recommended by the Area Treasurer at each Fall Assembly) are sent to the General Service Office (G.S.O.) in New York within 30 days of the year's completion of the bank reconciliation.

Literature for subcommittees will be approved by the Area subcommittee chairpersons and ordered by the Area Treasurer.

Section 4 – Responsibilities (continued)

g) Area Secretary/Registrar

To be elected by the Area Assembly. The duties of the Secretary and Registrar are laid down in *The A.A. Service Manual*, Chapter Five. Nothing in this Structure & Operating Procedure shall be construed as having any authority over, or interference with, the Area Secretary/Registrar in performance of those duties.

The Secretary/Registrar shall be responsible for recording minutes of the Assembly and Area Committee meetings, distribution of the minutes in sufficient quantities to satisfy the Area Committee, compiling and updating address lists of the Area Committee members, forwarding Area Assembly and Area Committee information to the General Service Office, and such other duties as are necessary and may arise from time to time to conduct proper business of this office and should at all times follow the direction of the Area Chairperson and the Area Assembly. The Secretary/Registrar will request a written copy of any motion brought forth from the floor for clarity of recorded minutes.

The Secretary/Registrar will develop and maintain records of all Groups in the Area for Area purposes and send those records to the General Service Office (G.S.O.).

After the election assembly (in the fall of the odd years), both the outgoing and incoming Secretary/Registrar should work in conjunction with each other to ensure a smooth transition of pertinent Area 86 information that needs to be forwarded to G.S.O.

h) Area Subcommittee Chairpersons

To be elected by the Area Committee. The Area Subcommittee Chairpersons shall be available at all times to assist in all matters pertaining to their office, and to provide, where possible, assistance in Area and District workshops or any Area service function pertaining to that office.

They shall also order from the Area Treasurer any pamphlets and workbooks as required. Detailed job descriptions are contained in the Appendices of the Area 86 Western Ontario Structure & Operating Procedures.

Area subcommittee chairpersons should at all times follow the direction of the Area Chairperson and the Area Assembly.

i) Past Delegates

The value of our Past Delegates to our fellowship, and suggestions about how they may contribute to Area activities are laid down in *The A.A. Service Manual*, Chapter Five.

Past Delegates are non-moving, non-voting members of the Assembly.

Section 5 – Expenses

Roundup, Convention Committees and District Committees are encouraged to defray the costs involved with inviting Area Officers and Area Subcommittee Chairpersons to their functions.

a) General Service Representatives (GSRs)

Area 86 Western Ontario is not responsible for expenses incurred by the GSRs.

b) District Committee Members (DCMs)

Area 86 Western Ontario is not responsible for expenses incurred by the DCMs.

c) Chairperson

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Delegate, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Services Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required.

d) Delegate

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

All expenses incurred by the Delegate in the performance of his/her duties within the Province of Ontario, as outlined in Chapter 6, entitled “The Delegate”, of the current edition of *The A.A. Service Manual*. Out of Province trips to attend service functions shall require approval of the Area Assembly. An exception to submitting an account will be the annual out of pocket expense money given to the Delegate. The amount will be equivalent to the required minimum registration fee for the General Service Conference.

All cost of printing, stationery, postage, and long distance telephone charges as required. Further the Delegate shall be reimbursed in full for any expenses such as meals incurred at functions such as Ontario Delegates Committee (ODC), Eastern Canada Regional Forum, etc. At all other times the meal per diem will be observed.

Section 5 – Expenses (continued)

e) Alternate Delegate

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Services Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required. Further the Alt. Delegate shall be reimbursed in full for any expenses such as meals incurred at functions such as Ontario Delegates Committee (ODC), Eastern Canada Regional Forum, etc. At all other times the meal per diem will be observed.

Out of Province trips to attend service functions shall require prior approval of the Area Assembly.

f) Area Secretary/Registrar and Area Treasurer

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Services Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required.

g) Area Subcommittee Chairpersons

The Area Treasurer will reimburse, upon receipt of an account approved by the Area Chairperson, expenses incurred in the performance of his/her duties as outlined in the following schedule:

Western Ontario General Services Assemblies and Area Committee Meetings, and any Area service function pertinent to this office: meals, as per current meal allowance, travel and accommodations;

All cost of printing, stationery, postage, and long distance telephone charges as required.

h) Past Delegates

1. Area 86 Western Ontario is not responsible for expenses incurred by the Past Delegates, except when appointed by the Area Assembly to serve on a special committee, or when the Area requests past Delegates to do service work; the Area will cover expenses for meals, mileage and accommodation incurred, and that these costs be set at the current rate for Alternate Delegates.

Section 5 – Expenses (continued)

i) The General Service Conference Registration Fee

The intent of Area 86 Western Ontario is to be fully self supporting with respect to the Area 86 Delegate attending the General Services Conference, when funds allow.

Section 6 – Election Procedures

a) Regular Elections – Area Officers / Trustee Nominee (when required)

As outlined in *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular biannual elections of Area Officers take place in Area 86 Western Ontario at the Fall Assembly of odd numbered years, with the 2 year term of office starting on January 1 of the even numbered years. The term for the Trustee Nominee if elected at the General Service Conference is 4 years.

Exception: see Secretary/Registrar – Section 4, subsection g).

Qualifications for service as an Area officer in Area 86 Western Ontario can be found in Section 1, subsection c).

Officers to be elected and order of election

Delegate
Alternate Delegate
Area Chairperson
Area Treasurer
Area Secretary/Registrar
Trustee Nominee (when required)

Eligibility

Members of the outgoing Area Committee – except the current Delegate. If no one is prepared to stand;

Members of the immediate past Area Committee. If no one is prepared to stand;
Nominations from the floor.

All officers are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One.

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present, the resume shall be read.

Section 6 – Election Procedures (continued)

a) Regular Elections – Area Officers (continued)

Who Can Vote

All members of the outgoing Area Assembly are eligible to vote.

If the District Committee Member (DCM) is not present, the alternate DCM is eligible to vote. If both the DCM and the alternate DCM are absent, the incoming DCM is eligible to vote.

If the General Service Representative (GSR) is absent, the alternate GSR is eligible to vote. If both the GSR and the alternate GSR is absent, an appointed member of the group may vote.

Election Process

This Procedure and the Third Legacy Procedure shall be read to the Assembly and approval requested to continue.

The list of names of the outgoing Area Committee, except the current Delegate, shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Committee shall be read and asked if they wish to stand.

If no one is prepared to stand, nominations from the floor shall be requested.

Election by the Area Assembly of a Trustee Nominee for the General Service Board shall be conducted by the current Delegate as required by the schedule laid out in our current A.A. Service Manual in Chapter 9

Eligibility

All Area 86 Past Delegates

If a candidate is not present, written permission must have been forwarded to the Area Chairperson for the name to stand; in which case, a written resume shall be provided and read by the Area Chairperson in a candidate's absence.

Candidates shall be requested to say a few words.

Who Can Vote

All voting members of the Area Assembly are eligible to vote.

If the District Committee Member (DCM) is not present, the alternate DCM is eligible to vote.

Section 6 – Election Procedures (continued)

If the General Service Representative (GSR) is absent, the Alt. GSR is eligible to vote. If both the GSR and the Alternate GSR is absent, an appointed member of the Group may vote.

Nominee to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One.

Election Process

This procedure and the Third Legacy Procedure shall be read to the Assembly and approval requested to continue.

The roll of the Area 86 Western Ontario Past Delegates shall be called. If no one is prepared to stand, there will be no name forwarded to the General Service Office from Area 86.

The Delegate will notify the General Service Office of the outcome of the election

b) Filling Vacancies – Area Officers

Should the Alternate Delegate resign or fade away after the General Service Conference of the odd year of the Delegate term, the Area Chairperson, if willing, will assume the duties of the Alternate Delegate for the remainder of the term. Conversely, if the Area Chair resigns or fades away, after the General Service Conference of the odd year of the Delegates term, the Alternate Delegate, if willing will assume the Duties of the Area Chair for the remainder of the term. If not the Delegate will appoint.

If a vacancy of an Area Officer occurs prior to the Assembly (and the Chairperson has been notified) the Chairperson shall inform the immediate past Area Committee and the following Procedure shall take place.

Officers to be elected and order of election

Delegate
Alternate Delegate
Area Chairperson
Area Treasurer
Area Secretary/Registrar

Eligibility

Members of the immediate past Area Committee. If no one is prepared to stand;
Nominations from the floor.

All officers are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One.

Section 6 – Election Procedures (continued)

b) Filling Vacancies – Area Officers (continued)

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present, the resume shall be read.

Who Can Vote

All members of the current Area Assembly vote.

If the District Committee Member (DCM) is not present, the alternate DCM is eligible to vote.

If the General Service Representative (GSR) is absent, the alternate GSR is eligible to vote. If both the GSR and the alternate GSR is absent, an appointed member of the group may vote.

Election Process

This Procedure and the Third Legacy Procedure shall be read to the Assembly and approval requested to continue.

The list of names of the immediate past Committee shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If no one is prepared to stand, nominations from the floor shall be requested.

PART II – THE AREA COMMITTEE

The Area Committee is the steering Committee for the Assembly.

Section 1 - General

a) Name

The Committee shall be known as the Area 86 Committee, hereinafter called the Area Committee.

b) Structure

District Committee Members (DCMs)

Area 86 Chairperson

Area 86 Delegate

Area 86 Alternate Delegate

Area 86 Treasurer

Area 86 Secretary/Registrar

Area 86 Subcommittee Chairpersons

Area 86 Past Delegates (Ex Officio)

c) Voting Privileges

All members of the Area Committee, with the exception of the Past Delegates, shall be eligible to vote on all subjects brought before the Area Committee. In the absence of a District Committee Member (DCM), the alternate DCM is eligible to vote.

d) Meetings

In the even year—The Area Committee shall meet 3 times yearly. 2 of which will be 60 days before the Assembly, 1 as soon as possible following the Conference at a site and date agreed upon by the Area Committee. The Area Chairperson shall forward the agenda to the committee members at least 45 days prior to the Area Committee meeting.

In the odd year—The Area Committee shall meet 4 times yearly. 2 of which will be 60 days before the Assembly, 1 as soon as possible following the Conference and 1 following the Fall Assembly for Sub Committee elections etc., at a site and date agreed upon by the Area Committee. The Area Chairperson shall forward the agenda to the committee members at least 45 days prior to the Area Committee meeting.

In an emergency, and with fair notice, an Area Committee meeting may be called by the Chairperson or at the request of two-thirds of the members of the Area Committee. At these times, members of the Area Committee shall be given ample notice of the meeting and be provided with a copy of the agenda and/or other reason for the meeting.

Section 2 – Motions and Recommendations

a) Motions

Motions may be made at an appropriate time during the proceedings.

Motions shall be duly seconded. The Area Chairperson shall then allow time for discussion and voting, as appropriate.

Motions shall require two-thirds majority to be carried.

b) Recommendations to the Assembly

The Area Committee may make recommendations to the Area Assembly that have been carried on a two-thirds majority.

Section 3 – Amendments and Revisions

Amendments or revisions to Part II - The Area Committee Structure and Operating Procedures must be made by the Area Assembly.

Section 4 – Elections

a) Regular Elections

As outlined in *The A.A. Service Manual*, and in keeping with the principle of service rotation, regular biannual elections of Area Officers take place in Area 86 Western Ontario at the Fall Assembly of odd numbered years, with the 2 year term of office starting on January 1 of the even numbered years.

Qualifications for serving as an Area Subcommittee Chairperson in Area 86 Western Ontario can be found in Section 1, Subsection d) of the Area 86 Western Ontario Structure and Operating Procedures – Part I – The Area Assembly.

Area Subcommittee Chairperson to be elected and order of election

- 1) Grapevine Chairperson
- 2) Public Information Chairperson
- 3) Correctional Facilities Chairperson
- 4) Treatment Facilities Chairperson
- 5) Cooperation with the Professional Community Chairperson
- 6) Special Needs/Remote Communities Chairperson
- 7) Newsletter/Website Chairperson
- 8) Archives Chairperson

Section 4 – Elections (continued)

a) Regular Elections - continued

Eligibility: “Ever mindful of the spirit of rotation”

Members of the outgoing Area Committee. If no one is prepared to stand;
Members of the immediate past Area Committee. If no one is prepared to stand;
Nominations from the floor.

Nominations shall be made by members of the current Committee.

All Subcommittee Chairpersons are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One.

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present, the resume shall be read.

Who Can Vote

All members of the current Area Committee are eligible to vote.

If the District Committee Member (DCM) is not present, the alternate DCM is eligible to vote.

Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Committee and approval requested to continue.

The list of names of the outgoing Area Committee, except the current Delegate, shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If there should be no one prepared to stand from the outgoing Committee, the list of names of the previous Committee shall be read and asked if they are willing to stand.

If no one is prepared to stand, nominations from the floor shall be requested.

Section 4 – Elections (continued)

b) Filling Vacancies– Area Officers

Vacancies of Area Officers prior to Area Committee Meeting are temporarily filled by the Area Committee as an interim procedure until an election can be held at the next Area Assembly.

If more than one vacancy is to be filled, the officers are to be elected in the following order:

Delegate
Alternate Delegate
Chairperson
Area Treasurer
Area Secretary Registrar

Eligibility

Members of the immediate past Area Committee. If no one is prepared to stand;
Nominations from the floor.
Area officers will appoint, if necessary.

All officers are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual* Chapter One.

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present, the resume shall be read.

Who Can Vote

All members of the current Area Committee are eligible to vote.

If the District Committee Member (DCM) is not present, the alternate DCM is eligible to vote.

Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Committee and approval requested to continue.

The list of names of the immediate past Area Committee shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If no one is prepared to stand, nominations from the floor shall be requested.

Section 4 – Elections (continued)

c) Filling Vacancies – Area Subcommittee Chairpersons

Qualifications for serving as an Area Subcommittee Chairperson in Area 86 Western Ontario can be found in Section 1, Subsection d) of the Area 86 Western Ontario Structure and Operating Procedures – Part I – The Area Assembly.

If more than one vacancy is to be filled, the subcommittee chairpersons are to be elected in the following order:

- 1) Grapevine Chairperson
- 2) Public Information Chairperson
- 3) Correctional Facilities Chairperson
- 4) Treatment Facilities Chairperson
- 5) Cooperation with the Professional Community Chairperson
- 6) Special Needs/Remote Communities Chairperson
- 7) Newsletter/Website Chairperson
- 8) Archives Chairperson

Eligibility

Members of the immediate past Area Committee, not currently serving. If no one is prepared to stand;
Nominations from the floor.

All Subcommittee Chairpersons are to be elected by the Third Legacy Procedure, as outlined in *The A.A. Service Manual*.

Candidates eligible for election must be present or must have given permission, in writing to the Area Chairperson, for their names to stand. If the person is not present, a written resume must be provided.

Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present, the resume shall be read.

Who Can Vote

All members of the current Area Committee are eligible to vote.

If the District Committee Member (DCM) is not present, the alternate DCM is eligible to vote.

Section 4 – Elections (continued)

c) Filling Vacancies – Area Subcommittee Chairpersons (continued)

Election Process

This Procedure and the Third Legacy Procedure shall be read to the Area Committee and approval requested to continue.

The list of names of the immediate past Committee, excluding those currently serving, shall be read and each shall be asked if he/she is willing to stand. If there is only one candidate, that person is automatically elected by acclamation.

If no one is prepared to stand, nominations from the floor shall be requested.

GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

GRAPEVINE

1. Attend all Area 86 Assemblies and Committee Meetings making written reports detailing activities including stock on hand and petty cash balance. Report to the Area Treasurer at least one week prior to all Assemblies and Committee Meetings the dollar amount of all stock on hand and petty cash. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4- Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District G.V.R.s at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. Order Grapevine literature pamphlet P-52 from Area Treasurer in accordance with Area 86 (Western Ontario) Structure and Operating Procedures-The Assembly- Section 4- Responsibilities -Subsection (h). See item #3
7. Wherever possible, make orders for Grapevine related material from Grapevine New York large enough (over \$500.00) in order to take maximum advantage of available discounts. Copies of the order and dollar amount of the order are to be sent to the Area Treasurer for payment
8. Maintain an adequate inventory of Grapevine related material (approximately \$5,000.00) and petty cash (approximately \$100.00) to fill District orders. Fill orders and ship to

Districts as required. All District orders shall receive a 10% discount and will be shipped prepaid (from petty cash)

9. Pocket Planner (MS-09) and Wall Calendar (MS-08) orders should be in from the Districts before the end of September and the total order placed with Grapevine New York by October 1 for distribution at the Fall Assembly
10. Records to be kept on all District sales. Copies of sales are to be sent to the Area Treasurer for accounts receivable records. District payments will be made directly to the Area Treasurer (made payable to Western Ontario General Service) and receipts issued by the Area Treasurer
11. Supply Districts, upon request, with a copy of the Grapevine Workbook (MS-12)
12. Traditions Checklists (MS-20) and any literature received from New York free shall be supplied to the Districts free.
13. Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

Approved March 19, 2006
Amended August 22nd, 2009
Amended by the Spring Assembly March 26th, 2011

GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

PUBLIC INFORMATION

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4- Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District Sub Committee Chairs at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. Literature supplied for this committee is discount packages P-71, P-72, P-77, and P79.
7. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
8. One large workbook and 2 or 3 small ones to be supplied to each District Subcommittee Chair each term upon request, at the discretion of the Area Subcommittee Chair.
9. Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

Approved March 19, 2006-Amended August 22nd, 2009
Amended by the Spring Assembly March 26th, 2011

GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

SPECIAL NEEDS / REMOTE COMMUNITIES

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4-Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District Sub Committee Chairs at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. Work with District Committees to promote accessibility for handicapped, deaf blind, etc.
7. Operate as a resource person co-ordinating with the Special Needs liaison in New York.

- 8 Encourage the development of outreach to under serviced or special need populations by the districts and groups such as older members - shut-ins - linguistic or ethnic groups
- 9 Co-ordinate and assist in development of Area, District, and Group efforts to support and work co-operatively with Areas 84 and 85 to spread our message into the remote sections of Northern Ontario and other Northern Regions as opportunity and capacity allow.
- 10 Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

Approved March 19, 2006
Amended August 22nd, 2009
Amended by the Spring Assembly March 26th, 2011

GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS
CO-OPERATION WITH THE PROFESSIONAL COMMUNITY

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4- Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District Sub Committee Chairs at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. Literature supplied for this committee is discount packages P-73, P-74, P-75, and P76.
7. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
8. One CPC Kit and 2 or 3 workbooks to be supplied to each District Subcommittee Chair each term upon request, at the discretion of the Area Subcommittee Chair.
9. Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

Approved March 19, 2006
Amended August 22nd, 2009
Amended by the Spring Assembly March 26th, 2011

GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

ARCHIVES

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4-Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District Sub Committee Chairs at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. The Archives Chair will co-ordinate all meetings of the Ex-officio Archives Committee.
7. The Archives Chair should chair the ex-officio committee.

- 8 The Area has made its intention clear that we are not in the collection of items other than minutes, from Assemblies, Area Meetings and matters that relate to the Area regarding GSO in New York.
- 9 All materials that come into the possession of the Archives Chair should be forwarded to the relevant District and in the case where this is not entirely clear he/she should refer to the Ex-officio Committee for direction and advice.
- 10 The Archives Chair should not incur any expenses on behalf of the Area unless so instructed to do so by the Delegate.
- 11 Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

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Amended August 22nd, 2009
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GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

TREATMENT

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4-Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District Sub Committee Chairs at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. Literature supplied for this committee is discount package P-69. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.
7. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.

- 8 One large workbook and 2 or 3 small ones to be supplied to each District Subcommittee Chair each term upon request, at the discretion of the Area Subcommittee Chair.
- 9 Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

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Amended August 22nd, 2009
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GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

NEWSLETTER/WEBSITE

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. "Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
4. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
5. Send Newsletter to Editorial Board for review prior to publishing.
6. Publish for each Assembly and distribute, through the District Committee Members, to each group. Suggested content:
 - Calendar of events within the Area.
 - Area Officers contact information.
 - Articles on items of current interest or under consideration within the area.
 - Articles on service work initiatives.
 - Special events
 - Traditions
 - 12 step actions
 - Personal stories
 - Letters

7. The Newsletter/Website Chairperson will assume the responsibilities for the Area 86 Website.

8. Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

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Amended August 22nd, 2009
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GUIDELINES FOR SUBCOMMITTEE CHAIR JOB DESCRIPTIONS

CORRECTIONS

1. Attend all Area 86 Area Assemblies and Area Committee Meetings making written reports detailing activities. Prepare and chair workshops at Area 86 Assemblies when requested by the Area Chairperson.
2. Encourage the development and growth of the subcommittee network throughout the Area. Keep in contact with the Area 86 District Sub-Committee Chairs.
3. Supply literature where needed in accordance with Area 86 (Western Ontario) Structure and Operating Procedures – The Assembly – Section 4-Responsibilities - subsection (h). Literature to be ordered from the Area Treasurer and delivered directly to the District or the Area Subcommittee person.
4. Outgoing sub-chair to pass on material and detailed information pertaining to the position to incoming sub-chair for a smooth transition. Compile and send a list of names and contact information to New York for the District Sub Committee Chairs at the beginning of each term and update as required. “Outgoing Sub-Chair will also list changes or recommendations pertaining to his/her job description to the Area Committee in their final report to the Area Committee at the Fall Meeting of the 2nd year.
5. Complete, date and sign expense vouchers for mileage, meals, accommodations, postage, long distance calls, stationary, photocopying, etc. in accordance with the Area 86 (Western Ontario) Structure and Operating Procedures Section 5 subsection (g). The Area Treasurer will reimburse upon receipt of an account approved by the Area Chairperson expenses incurred in the performance of their duties as outlined in the following schedule: Western Ontario General Service Assemblies and Western Ontario General Service Area Committee Meetings – meals as per current meal allowance and accommodations; current applicable travel expenses to and from Assemblies and Committee meetings, Area and District Workshops and any Area Service Function pertinent to that office; all cost of printing, stationary, mailing, and long distance telephone charges as required. (Mileage is paid at 38¢ per km. and meals reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day. Other expenses are paid by receipts submitted and attached to the expense voucher.
6. Literature supplied for this committee is discount packages P-68, P-66, P-65, and P67.
7. Extra items can be ordered if necessary, and at the discretion of the Area Subcommittee Chairperson.

- 8 One large workbook and 2 or 3 small ones to be supplied to each District Subcommittee Chair each term upon request, at the discretion of the Area Subcommittee Chair.
- 9 Make sure all prisons and jails have volunteers going in and if not find out why not.
- 10 Make sure districts approach parole and probation offices to make them aware that we are willing to help bridging the gap if needed. Also visit halfway houses to offer help and literature if needed.
- 11 Contact New York when needed for district problems or information regarding correspondence between inmates and outside AA members.
- 12 Look for AA members willing to write to inmates to share experience, strength and hope.
- 13 Obtain input from attendees at the Spring Assembly workshop on such Conference Agenda Items as are designated at that Workshop by the Area Chairperson and to report back the results for use by the Delegate at the Conference

Approved March 19, 2006
Amended August 22nd, 2009
Amended by the Spring Assembly March 26th, 2011

AREA 84

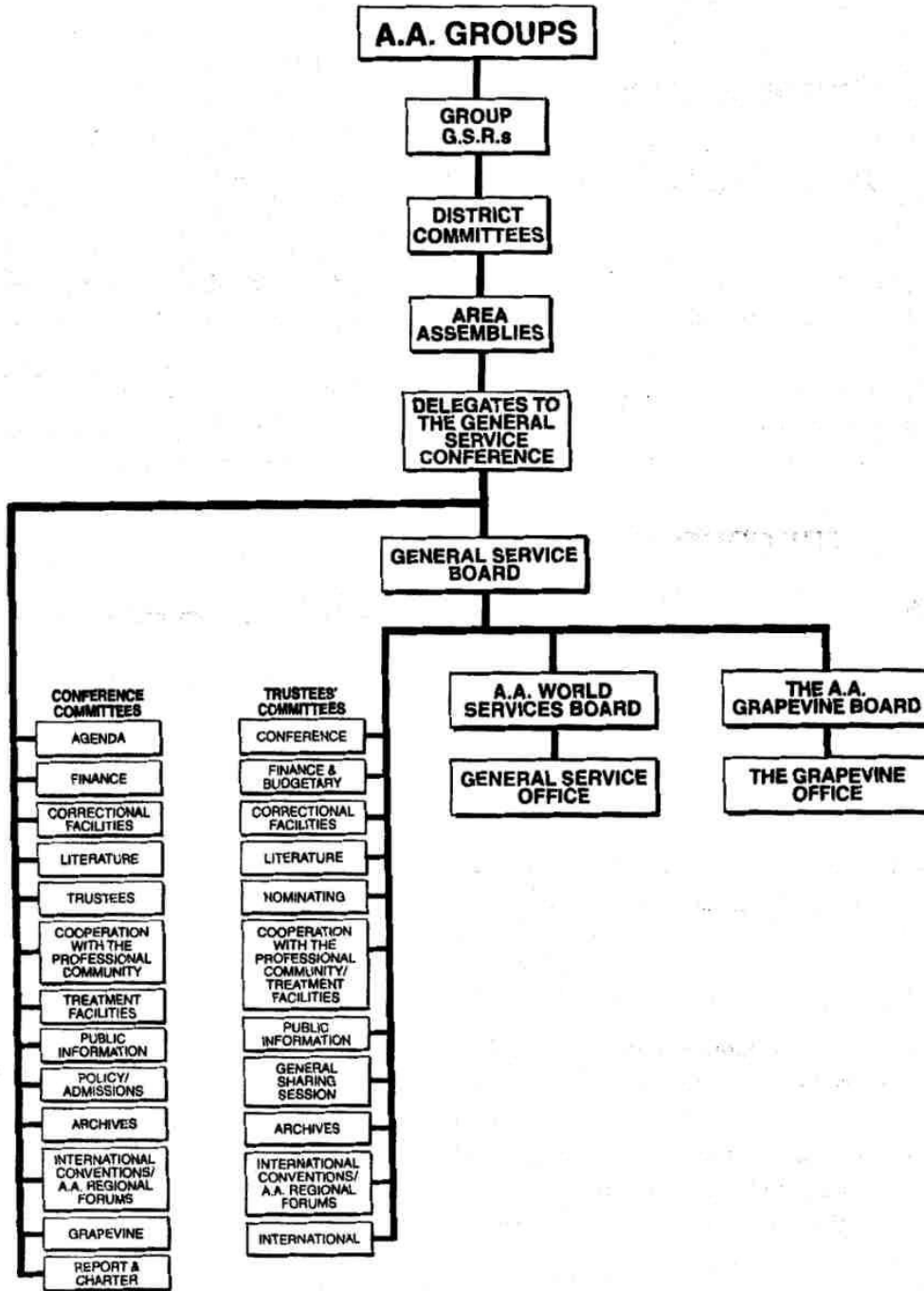
- 1. BRANT-ERIE
- 2. CENTRAL-WEST 1 K/W
- 3. CENTRAL-WEST 2
- 4. CENTRAL-WEST 3
- 5. CENTRAL-WEST 4
- 6. ELGIN
- 7. GEORGIAN BAY EAST
- 8. GEORGIAN BAY SOUTH
- 9. GEORGIAN BAY WEST
- 10. HAMILTON
- 11. LONDON NORTH
- 12. NIAGARA NORTH
- 13. NIAGARA SOUTH
- 14. SARNIA-LAMBTON
- 15. ST CLAIR
- 16. WINDSOR-ESSEX
- 17. GEORGIAN BAY NORTH
- 18. CENTRAL-WEST 5 CAMBRIDGE
- 19. HALTON-FLAMBOROUGH
- 21. HAMILTON MOUNTAIN
- 22. OXFORD
- 23. ESSEX COUNTY
- 24. LONDON SOUTH
- 25. NORTH HALTON-ERIN

AREA 83

APPROXIMATE
DISTRICT
BOUNDARY

AREA 86 WESTERN ONTARIO GENERAL SERVICE OF A.A

**The General Service Conference Structure
(U.S. and Canada)**





Area 86 Western Ontario

Expense Voucher

Name: _____		Office: _____	
Trip 1	From: _____	To: _____	
Purpose of Trip _____			
Transport	_____ kms @ _____	=	_____
Accomod.	_____ nights @ _____	=	_____
Meals	_____ meals @ _____	=	_____
Trip 2	From: _____	To: _____	
Purpose of Trip _____			
Transport	_____ kms @ _____	=	_____
Accomod.	_____ nights @ _____	=	_____
Meals	_____ meals @ _____	=	_____
Trip 3	From: _____	To: _____	
Purpose of Trip _____			
Transport	_____ kms @ _____	=	_____
Accomod.	_____ nights @ _____	=	_____
Meals	_____ meals @ _____	=	_____
			Subtotal
Stationery	_____	=	_____
Photocopying	_____	=	_____
Postage	_____	=	_____
Telephone	_____	=	_____
Supplies	_____	=	_____
Other	_____	=	_____
			Subtotal
			Total:
Remarks: _____			

Approved: _____	Delegate		Signed: _____
			Date: _____