

2020 A.A. Service Manual Questions (Fall/Winter 2020-2021)

The A.A. Service Manual is an outgrowth of the Third Legacy Manual which served the movement so well beginning with Bill W.'s first draft in 1951. All of the basic service principles and procedures outlined in that document have been retained. In the interests of convenience and completeness, the material has been edited and rearranged.

The Conference Report and Charter Committee is responsible for reviewing and approving the updating and revision of the *The A.A. Service Manual Combined With The Twelve Concepts for World Service*. The current Edition was approved by the 2018 General Service Conference.

A.A.'s Legacy of Service, by Bill W. and The Twelve Traditions (Long Form)

1. What services have you used for your sobriety? What services have you performed?
2. What aspect of the brief history synopsis in this article do you find the most interesting?
3. How and why did The Twelve Traditions of A.A. come about?
4. Do you find that the Long Form of the Twelve Traditions is helpful in any way?
5. How could you use the Long Form of the Traditions in your recovery? With the people you sponsor? In your home group?

Chapter I: INTRODUCTION TO GENERAL SERVICE

1. If Intergroup/central office service entities are not part of our general service structure, can you explain the importance of sending contributions to them?
2. For an AA group, is there a suggested amount or criteria for determining the prudent reserve?
3. How do A.A. members who are not active members of a home group get their point of view into the collective conscience of Alcoholics Anonymous?
4. How many overseas G.S.O.s exist? Do we support them in any way? Has any money that has been loaned by the U.S./Canada GSO to another service structure ever been paid back?
5. Why is it necessary for G.S.R.s to be asked to attend so many service meetings per month?
6. The decision-making process through the various levels of A.A. service can be confusing to new GSRs. Is there a flow chart showing the ways that decisions and proposals can be made?
7. What is the significance of the Conference Charter?
8. What are delegate panels? Please explain.
9. How many trustees make up the General Service Board? How many are Class As? How many are Class Bs? What is the difference between the two?

10. What is the purpose of having delegates go to the Conference and work from before daybreak to after dark? Is it to get them so tired that the delegates give in and vote for anything that the staff wants to do?

Chapter II: THE GROUP AND ITS G.S.R.

1. Does your group have a G.S.R.? What function does that service position provide for the group?
2. How does a non-existent or inactive G.S.R. deny group members their opportunity to exercise their rights and responsibilities to be active participants in A.A. as a whole?
3. Can you explain why and how the G.S.R. service position involves two-way communications?
4. Is the G.S.R. the service sponsor to the home group? What service meetings do G.S.R.s attend?
5. How is a G.S.R. is elected? What are some of the necessary qualities? How long do G.S.R.s serve?
6. Why should a G.S.R. be familiar with the Self-Support pamphlet and other A.A.W.S. literature?

Chapter III: THE DISTRICT AND THE D.C.M.

1. What are the characteristics of a District? How many groups are included in a District?
2. How many districts are in your Area? (Area 13 – D.C., Area 29 – Maryland, etc.)
3. Can you describe a healthy relationship between the GSR and the DCM?
4. What service meetings do DCMs attend?
5. How is a DCM elected? What are some of the necessary qualities? How long does a DCM serve?
6. What happens when a District is inactive or under-represented?
7. When and how should redistricting occur?

Chapter IV: THE AREA ASSEMBLY AND ITS ACTIVITIES

1. Why is the Area Assembly considered to be the mainspring of the General Service Conference Structure?
2. What is the composition or makeup of the Area Assembly?
3. Who is eligible to vote at the Area Assembly? Can one GSR represent two home groups?
4. What is the generally-accepted practice used to handle inactive service workers?
5. What is the difference between the Election Assembly and other Non-election Assemblies?

6. What is the difference between a Workshop and a Sharing Session?
7. Does your home group have an Archives Committee? Have you ever seen or visited your Area Archives Exhibit? Where is it located?
8. What is the name of your Area Newsletter? Have you ever read it? How much does it cost to subscribe?

Chapter V: THE AREA COMMITTEE

1. Who is a part of the Area Committee?
2. What are the basic duties and functions of the Area Chairperson? Who is the current Chairperson of your Area?
3. What are the basic duties and functions of the Area Secretary? The Area Registrar? What is the experience of your Area in how these functions are handled?
4. What are the basic duties and functions of the Area Treasurer? Who is your current Area Treasurer?
5. What standing committees are part of your Area Committee? Can you list all of the area and district committees that make up the General Service structure in your Area?
6. Why is it helpful to have Alternate Committee Officers (Area Committee Co-Chairs & Alternate District Committee Members) attend the Area Committee meetings?
7. How many DCMs are members of the Area Committee in your Area?
8. How can Past Delegates assist the Area Committee?

Chapter VI: THE DELEGATE

1. How does the Delegate have a responsibility as a worldwide servant?
2. What are the basic duties and functions of the Area Delegate? Who is your current Area Delegate?
3. How long does the Delegate serve? Explain the rotation policy of the rotation of Delegate Panels. (See Appendix D for a list of Conference Panels)
4. How are the Delegate's basic expenses to the General Service Conference handled? Why is it important that Areas participate in meeting the expenses of the Conference?
5. What are some of the characteristics that make for a well-qualified Delegate?
6. How does the Delegate in your Area prepare for the General Service Conference?
7. How does your Delegate report back to the Area about the General Service Conference?

Chapter VII: THE ANNUAL CONFERENCE MEETING

1. What does it mean for the General Service Conference to operate year-round? What activities are taking place besides those at the Annual Conference Meeting?
2. Is the Conference incorporated? How are the policies recommended by the Conference fulfilled?
3. How long does the Annual Conference Meeting last? Can you describe a few of the activities?
4. How does an item make it onto the Conference Final Agenda? Where do these items originate?
5. What is the composition of the voting members of the Annual Conference Meeting?
6. What is substantial unanimity? How is it defined in the voting process at the Conference?
7. What is the difference between a Conference Advisory Action and a strong recommendation? What is an Additional Committee Consideration?
8. When is the Conference Final Report available to the fellowship? What other methods are used to transmit information about the Annual Conference Meeting?

Chapter VIII: CONFERENCE COMMITTEES

1. Why are the Conference Committees so important to the Conference process?
2. How often do the Conference Committees meet during the annual Conference Week? What is the purpose of these deliberations?
3. What is the purpose of having Conference Committees meet jointly with the Trustees?
4. How are delegates selected for Conference Committees?
5. How are the Conference Committees organized?
6. On how many committees does each delegate serve?
7. How many Standing Committees are there at the Annual Conference Meeting? What are they?
8. How many Standing Committees have no corresponding Trustees Committee?
9. How many Secondary Committees are there at the Annual Conference Meeting? What are they?

Chapter IX: THE GENERAL SERVICE BOARD

1. What matters are of concern to the trustees? Why are the trustees' duties considered custodial?
2. How do the trustees receive input from the Fellowship about matters that affect A.A. as a whole?

3. What is the composition of the General Service Board? How many are Class A Trustees? How many are Class B Trustees? What do the A and B stand for?
4. What are some of the qualifications desirable in a Class A Trustee?
5. What are some of the desirable qualifications for a Class B Trustee?
6. How are Class A Trustees elected? How long do they serve on the GSB? How many Class A's are on the GSB?
7. How are Regional Trustees elected? How long do they serve on the GSB? How many geographic regions are there in the U.S.? How many regions are there in Canada?
8. How are Trustees-at-Large elected? How long do they serve on the GSB? How many are from the U.S.? How many are from Canada?
9. How are General Service Trustees elected? How long do they serve on the GSB? How many GSTs are on the GSB?
10. How many Trustee Service Committees are there on the GSB? Can you name all of them?
11. What is an Appointed Committee Member? How are ACMs selected to serve?
12. What are World Service Meeting Delegates? How are they chosen? How often does the World Service Meeting convene? Can you describe the meeting rotation process?

Chapter X: THE BOARD'S OPERATING CORPORATIONS

1. How many operating corporations does the General Service Board have? What are their names?
2. What is meant by custodial oversight? How does the GSB fulfill this function in the two operating corporations?
3. What is the principal purpose of the Reserve Fund? When was the fund established? What has the Reserve Fund been used for over the years?
4. What is the limit of the Reserve Fund? How is it calculated? What happens if the Reserve Fund exceeds its current limit?
5. How many directors are on the A.A.W.S. Board? How many times a year do they meet?
6. Can you name all the committees of the A.A.W.S. Board? What are their functions?
7. What are the two revenue sources for A.A.W.S.? Is A.A. fully self-supporting through the contributions of the A.A. groups? What is the limit for an individual contribution?
8. How many directors are on the AA Grapevine Board? How many times a year do they meet?
9. What are the sources of revenue for the Grapevine? How does this differ from A.A.W.S.?
10. How are Nontrustee Directors for A.A.W.S. and AAGV selected?

11. Why do A.A.W.S. and AAGV have registered trademarks and logos? When did A.A.W.S. discontinue the use of the circle and triangle trademarks and service marks?

Chapter XI: THE GENERAL SERVICE OFFICE

1. Why is the GSO in New York generally regarded as the “senior” office? Who does the GSO serve?
2. What is the GSO general manager’s role? Is this person an A.A. member?
3. What is the Staff Coordinator’s role? Is this person an A.A. member?
4. What are the roles of the other A.A. staff members? How often do they rotate?
5. How does the GSO assist with Anonymity breaks?
6. When did the A.A. Archives open? What is the A.A. Archives’ function at the GSO?
7. What are the functions of the File and Group Records Departments?
8. Why was the decision made for A.A. to be its own publisher of literature -- of both books and pamphlets?
9. How does a new item of literature get started? What happens if there is no justification for a new project?
10. What is the process required for a piece of literature to receive the designation “Conference Approved”?
11. What are some of the service materials that are published by GSO?
12. Can you briefly describe some of the business services functions at the General Service Office (Publishing Department, including the Mail Room and Shipping and Receiving; Finance Department, including several units; Administration and Services; Communication; and Information Technology)?

Chapter XII: THE A.A. GRAPEVINE

1. When and in what format was the first Grapevine magazine published? When and why was the masthead changed to read “the international monthly journal of Alcoholics Anonymous”?
2. How did Bill W. use the magazine in the 1940s?
3. Where and what is the basic editorial statement of the *A.A. Grapevine* magazine?
4. What types of comments will be found in the magazine sections entitled, “Dear Grapevine,” “Discussion Topic,” and “Alcoholism at Large”?
5. What are the functions of the Editorial Advisory Board of the AAGV? How often does it meet?

6. What are six operational functions performed by the Grapevine Office?
7. How are articles selected for publication in the magazine? How many manuscripts does the Grapevine receive each month?
8. When did the first issue of La Viña come off the press? How often is it published? What happened at the 2010 General Service Conference that impacted La Viña? How has the situation changed since 2018?
9. What are Grapevine and La Viña Items?
10. What is the A.A Grapevine Story Archive?
11. What are GvRs and RLVs? What is their basic service function? Does your home group have a GvR? Does your district?
12. What is the reprint policy of the AA Grapevine and La Viña (for Art and Articles; for Logo and Artwork)?

SERVICE MANUAL - APPENDICES

1. How has the current Conference Charter changed from the original Conference Charter of 1955?
2. What is the significance of the 1955 Resolution found at Appendix B?
3. Is your Area an “odd” or an “even” year panel? What does that mean?
4. Why is it necessary and important to have separate Bylaws for the General Service Board, A.A. World Services, and AA Grapevine? Why doesn't the Conference have Bylaws?
5. How might the Index of *The A.A. Service Manual* be improved?
6. When were the Bylaws of A.A.W.S. and AAGV added to the Service Manual?