

Maryland General Service Area 29
District 28 Handbook
2018

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Overview

District 28 is part of Area 29, which encompasses all of Maryland *except* Montgomery and Prince Georges counties.

District 28 includes all groups in the following ZIP Codes: 21009, 21010, 21013, 21014, 21040, 21047, 21050, 21051, 21082, 21084, 21085, 21087, 21132, 21154, 21156, and 21161.

District 28 actively cooperates with the DCMs of District 30 (the eastern half of Harford County) and District 11 (Cecil County). All three Districts are served by NEMDAA, and 28, 30, and 11 are often thought of as a group due to their neighboring boundaries and shared Intergroup.

District meetings are held the third Wednesday of each month.

The District seeks to provide information and education to meet the needs of local AAs. This includes sharing and distribution of relevant AA materials and information and providing local services in cooperation with the Area and local Intergroup.

District Meetings

District meetings are where the local GSRs meet to learn about activities in the Area and in AA as a whole, and to discuss local experience, needs, and challenges.

The main function of the meeting is information sharing—up and down the service structure.

The DCM brings the GSRs information on the latest happenings from the Area level (particularly information from the Area Committee and the Delegate) and from the GSO, Grapevine, GSC, and AA as a whole.

The DCM should also keep the groups apprised of and engaged with activities in the General Service Conference year-round process (including the Area's CARC process).

The GSRs help inform the DCM about local issues—positive and negative—and needs.

The meeting is also where the DCM and GSRs plan for providing services to the local groups. District-level services include the following:

- Sharing information
- Facilitating the General Service Conference year-round process at the local level
- Encouraging participation in the Area's CARC process
- Providing education and edification (i.e., workshops)
- Distributing service materials (whether the actual materials or how to get them)
- Planning and providing general fellowship opportunities (e.g., plays, AA-relevant trips, dinners, dances) if none exist through other local AA entities

Meeting Cancellations or Changes: Inclement Weather or Church Activities

Bel Air United Methodist Church cancels *all* activities whenever Harford County schools close for weather-related reasons (i.e., snow). In such cases the District meeting is cancelled. The DCM and Secretary will contact all actively participating GSRs regarding the cancellation.

At times the church may require their space for church activities and may ask the District to cancel its meeting, to meet at a different time, or to meet in a different room. If the District is notified of such a need, the DCM and Secretary will contact all active GSRs to announce the changes.

GSR's Role

GSRs are trusted servants, representing their groups within the District and Area.

The GSR role is defined in the pamphlets *The A.A. Group* (P-16) and *G.S.R.: May Be the Most Important Job in A.A.* (P-19), as well as in *The A.A. Service Manual Combined With the Twelve Concepts for World Service* (Chapter 2).

Simply put GSRs share information from their group with the District, Area, Area Delegate, and ultimately the General Service Conference. The GSRs then share information from the General Service Conference, Area Delegate, Area, and District with their groups.

GSRs attend District meetings and Area Assemblies. GSRs are voting members of both of these bodies.

At the District level, GSRs share with and gather information from the District Committee Member (DCM), who represents the groups in the District as part of the Area Committee.

As part of the District, GSRs also participate in providing District services to all the groups within the district.

At the Area Assembly, GSRs participate in and vote on the official business of the Area, and they gather General Service Conference information directly from the Area Delegate.

The GSRs share information with their groups to keep them informed regarding the activities of AA as a whole.

The GSRs represent their groups' consciences when necessary for District, Area, and General Service Conference activities.

When a group conscience response is impractical or unnecessary, GSRs represent their groups as trusted servants and vote in good faith on the groups' behalf.

DCM's Role

The DCM is a trusted servant, representing the groups within the District.

In Area services the DCM has a voting right in both the Area Committee and the Area Assembly. The DCM's knowledge of district thoughts and needs (the District conscience) is essential in Area Committee voting: the Area Committee determines what comes up for a vote at the Area Assembly (where GSRs have voting rights).

The DCM shares information up and down the triangle and encourages group participation in the AA service structure.

Along with the GSRs, the DCM works to provide services to the District.

The DCM facilitates the District meeting, wherein information is shared and local needs are discovered.

The DCM is also responsible for determining if a District meeting is canceled (see Meeting Cancellations or Changes: Inclement Weather or Church Activities).

The DCM may also represent the District by engaging with neighboring-District DCMs and the local Intergroup to share information and provide services.

Secretary's Role

The District Secretary takes minutes during District meetings and ensures the active GSRs receive one meeting's minutes at or prior to the subsequent District meeting. The Secretary presents the minutes for review at the District meeting, makes corrections as determined at the District meeting, distributes corrected minutes to GSRs and posts anonymity-protected versions to the websites noted below.

Along with the DCM, the Secretary maintains an up-to-date distribution list including active GSRs and any group/meeting points of contact.

The Secretary also ensures District minutes are posted to the NEMDAA Intergroup website and the District 28 page (<http://www.marylandaa.org/district-28/>) of the Area 29 website.

Along with the DCM and any District committees, the Secretary ensures District announcements (workshops etc.) are posted to the NEMDAA Intergroup and District 28 page of the Area 29 website.

1. Maintain up-to-date distribution list (this is also the inclement weather notification list; see Meeting Cancellations or Changes: Inclement Weather or Church Activities)
2. Take minutes at District meetings
3. Distribute previous month's minutes 1 week prior to the subsequent District meeting
4. Present previous month's minutes at the subsequent District meeting
5. Correct and redistribute minutes as necessary
6. Submit minutes to NEMDAA and Area 29 for posting on websites

Treasurer's Role

The District Treasurer maintains the District bank accounts, receives and deposits contributions (including the basket from District meetings and any income from activities), pays District expenses (including the post office box, meeting-space rent and reimbursing the DCM and GSRs for out-of-pocket expenses for District activity or supply costs), and provides financial reports at each District meeting.

District financial reports include a breakdown of income, expenses, and balances from month to month. The Treasurer also ensures accounts balance (i.e., all deposits and transactions match between the Treasurer's records and bank statements).

The Treasurer, along with the DCM, also presents an annual budget for approval by the active GSRs. The subsequent year's budget should be available at the October District meeting for GSRs to review and take back to their groups for discussion. The budget should be approved at either the November or December District meeting.

The District post office box is [insert box address].

The District bank account is held at [insert bank name].

District Treasury

District 28 banks with BB&T Bank. The District is listed with the bank as a nonprofit organization. The account is named [see notes below from January 13, 2018], subtitled of [see notes below from January 13, 2018].

The account has two active signatories at all times: the current Treasurer and DCM. The signatories are registered with the bank, and one signatory will provide a *legal* address for the account.

Note: The account mailing address is the District PO box. The legal address must be a legitimate home address.

Determining Group Contributions

From *Self-Support: Where Money and Spirituality Mix* (pamphlet F-3)

p. 7

Q Do all groups contribute to A.A.'s service entities?

A No. Contributions are strictly voluntary and some groups simply cannot afford additional contributions after covering their basic needs. Additionally, there are groups who, for whatever reasons, choose not to be a part of the self-support network. These groups, nevertheless, will receive basic services from the district, area and intergroup if they wish, and are welcome to list with G.S.O., where they will receive the same basic services as other groups. In 2016 the percentage of all listed groups who contributed to G.S.O. was 41.5%, in 2015 it was 40.3%.

Q My group doesn't have a lot of money. Is it better not to send anything at all until we can afford to make a sizeable contribution?

A In the spirit of participation, no contribution toward carrying the message can be too small. Bill W. spoke about our “collective obligation” to support A.A. services, and if everyone waited until they had a “sizeable” amount, it’s more than likely that A.A.’s bills would go unpaid.

p. 12

Q Doesn’t all A.A. money go into one pot? In other words, when our group contributes to central office (intergroup), isn’t our money distributed to the area, district and G.S.O., as well?

A No. Each A.A. entity — group, district, area, central office and G.S.O. — provides a specific service and is autonomous. Each is separate from the other.

Sample Contribution Plans

From *Self-Support: Where Money & Spirituality Mix* (pamphlet F-3):

Samples of Group Contributions to A.A. Service Entities

___% to district

___%to area committee

___% to G.S.O.

___% to intergroup or central office

___% other AA service entities

___% other AA service entities

OR

10% to district

10% to area committee

30% to GSO

50% to intergroup or central office

OR

If you have no intergroup/central office:

40% to district

30% to area

30% to GSO

Addresses for Group Contributions

Northeastern Maryland Intergroup of Alcoholics Anonymous

Northeastern Maryland Intergroup
28 Centennial Lane
Aberdeen, MD 21001

Online contributions: <http://www.nemdaa.org/contribute.html>

A group service number is not needed on Intergroup contributions.

Maryland General Service Inc.—Area 29 (for 2018 through 2019)

Note: The MGS treasurer rotates every two years. So every two years there is a new PO box address.

Maryland General Service Inc.
P.O. Box 8043
Elkridge, MD 21075

Online contributions: <http://www.marylandaa.org/contributions/>

Include group name and service # on all contributions.

District 28

District 28
PO Box 348
Abingdon MD 21009

Include group name and service # on all contributions.

General Service Office

General Service Office
Box 459
Grand Central Station
New York, NY 10163

Online contributions:
<https://ctb.aaws.org/Login.aspx?ReturnUrl=%2fdefault.aspx%3flang%3den&lang=en>

Include group name and service # on all contributions.

Archives Committee

The Archives Committee maintains historical records for the District, including the agenda, original minutes, approved minutes, and any handouts provided at each district meeting. The Archives chair is responsible for ensuring each meeting's information is gathered and filed, and the chair is also responsible for housing the archived material.

Other possible committee activities (depending on the interest of the committee members) include cataloging the materials available; researching Decisions made by the District over time; and creating or maintaining a history of the District based on the available materials.

Outreach Committee

The Outreach Committee works get more groups active in General Service. Working with the DCM, the committee coordinates contact (usually in-person visits) with groups that have inactive GSRs, no listed GSR, or are not registered groups with the General Service Office (GSO) and thus the General Service Conference structure.

Outreach involves the following activities:

Determining which groups in District 28 are or are not registered with GSO.

Coordinating a visit schedule for the DCM and committee members to visit those groups (registered and unregistered).

Visit groups to discuss the role of the District and what participation—whether by having a GSR or having a group contact to receive information from the District—gives them a voice in decisions affecting AA as a whole.

Encouraging groups to elect a GSR or to have the current GSR be more active.

Helping interested groups register with GSO and register a GSR.

Cataloguing contact information for groups that do not wish to register.

Workshop Committee

The Workshop Committee presents workshops on AA-specific topics, whether Steps, Traditions, or service. *(During the 2015-2017 period, this committee also handled non-workshop activities. The District needs to determine if that will continue or whether a separate committee will be created for handling fellowship-only activities. Budgeting will need to be addressed if a separate committee is formed.)*

Topics are determined by either (1) perceived need or (2) defined need (i.e., responses from AAs indicating desired workshop topics).

The chair of the Workshop Committee convenes a committee (i.e., asks other individuals to actively work as part of the committee), coordinates the committee's efforts to present workshops, and stocks and stores the committee's supplies.

By default the committee chair is the responsible party (i.e., in charge) for a given workshop. If someone else will be heading a particular effort, this should be specified so the DCM and GSRs know who to ask for information about the event and who to work with when volunteering to help.

Presenting a workshop involves the following steps.

1. Determine the topic.

Note. *Steps 2–4 will occur simultaneously in most cases. The date depends on presenter schedule as well as which location will be available.*

2. Determine a date and time (i.e., several hours, all day, multiple days)
 - a. Ensure dates do not conflict with other District, Area, Intergroup, or holiday activities.
 - b. *Choose several dates* to accommodate possible conflicts with location availability and presenter schedules.
3. Engage a location.
4. Engage a presenter—work with Area 29's Workshop Committee for help finding a presenter.
5. Determine what snacks, meal, or beverages are needed.
6. Create and distribute a flyer.
 - a. Ensure the flyer is anonymity protected—no full names, no phone numbers.
 - b. Include on the flyer the topic/title, presenter(s), date, time, location, and what refreshments/meals will be available.
 - c. Submit a notice and flyer to the NEMDAA Intergroup for distribution with the bulletin.
 - d. Contact the Area 29 webmaster to place information and the flyer on the marylandaa.org District 28 page as well as the Area 29 calendar.

- e. Submit the flyer to the Area Workshop Committee chair.
7. Coordinate who is responsible for what (i.e., getting supplies and any other day-of needs)
8. Conduct the workshop.
9. Ensure all expenses are turned into the Treasurer for reimbursement, including workshop leader expenses.

The committee pays expenses for the workshop leader(s). This includes travel and any particular expenses accrued for the workshop, such as printing of handouts or purchasing pamphlets.

The committee also purchases and presents the workshop leader(s) a small gift.

The committee may choose to offer door prizes at a workshop. Useful workshop door prizes include the following:

- Convention passes
- Grapevine subscriptions
- Grapevine books
- AA books

Meeting Agenda Template

Date:

Begin time ...

In attendance

Open with ...

Secretary's report / previous month's minutes

GSR reports

DCM report

Alt DCM Report

Treasurer's report

Committee reports

Intergroup Liaison

Outreach

Workshops

[Other committees—reports go in alphabetical order by committee name/type]

Old Business

New Business

Traditions study

Concepts study

End time ...

Close with ...

GSR Report at District Meetings

During District meetings, the DCM gets to know the activities and challenges facing the local groups. This aids the DCM when representing the groups at the Area level. It also allows the other GSRs present to share their groups' experiences with similar issues.

GSR input is essential. It is also only one part of the District meeting and needs to fit the time constraints of any given District meeting.

District 28 uses the following structure for GSR reports. Larger topics or concerns can be discussed in depth during new business or within other sections of the meeting.

District 28

Giving a District Meeting GSR Report

1. Keep report under 2 minutes.
2. Present
 - a. group name
 - b. meeting day/time
 - c. open/closed group
 - d. format (discussion, speaker, Big Book, etc.)
3. Share on group activities, status of group, group ideas, challenges/difficulties, or concerns.

Example items: group elections, group anniversary meeting, group inventory, latest group conscience topics, group attendance, etc.

Or simply say "all's well."

Figure 1. Guidance for a GSR report during District meetings. A table-top display is used at meetings to help GSRs structure their verbal reports.

Meeting Decision/Voting Process

To ensure smooth and timely voting during District meetings, District 28 uses a shortened motion and voting process based on GSC and Area practice as well as Robert's Rules of Order.

The process is as follows.

District 28

Meeting Decision/Voting Process
A Shortened and Easy Variation of Robert's Rules of Order

GSRs and District officers are eligible to vote.

Votes pass with substantial unanimity.

Substantial unanimity is 2/3 of all voting members present at the meeting.

*Items of significant concern should be go back to the groups **before** a vote occurs.*

1. Motion
2. Second
(If there is no second, the motion ends.)
3. Discussion
4. Vote
(If there is no opposition, vote stands.)
5. Minority Opinion
6. Revote

Figure 2. Guidance for District decision-making and voting. A table-top display is used at meetings to help all use a standard practice.

Rotation Election and Voting Process

The District 28 service rotation occurs every two years in coordination with the Area 29 rotation.

The positions open for nominations and elections are DCM, Alternate DCM, Secretary, and Treasurer.

(Committee chair positions are not part of the election meeting. Committee chairs are appointed by the DCM or filled by GSRs or others volunteering for and willing to take the commitment, subject to a vote of substantial unanimity during any given District meeting.)

The rotation nominations open in September and election voting occurs at the October District meeting.

GSRs should notify their groups that anyone willing to stand for a position may submit their name for consideration.

An announcement will be placed in the NEMDAA bulletin notifying all groups/individuals of the nomination period and voting date.

GSRs and District officers are eligible to vote in elections.

To be elected to a position, the nominee must be present at the election meeting.

Rotation elections follow the Third Legacy procedure, outlined in *The A.A. Service Manual Combined With the Twelve Concepts for World Service* (pp. S21-S22).

There can be up to five ballots.

Third Legacy Procedure is as follows:

The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.

The first candidate to receive two-thirds of the total vote is elected.

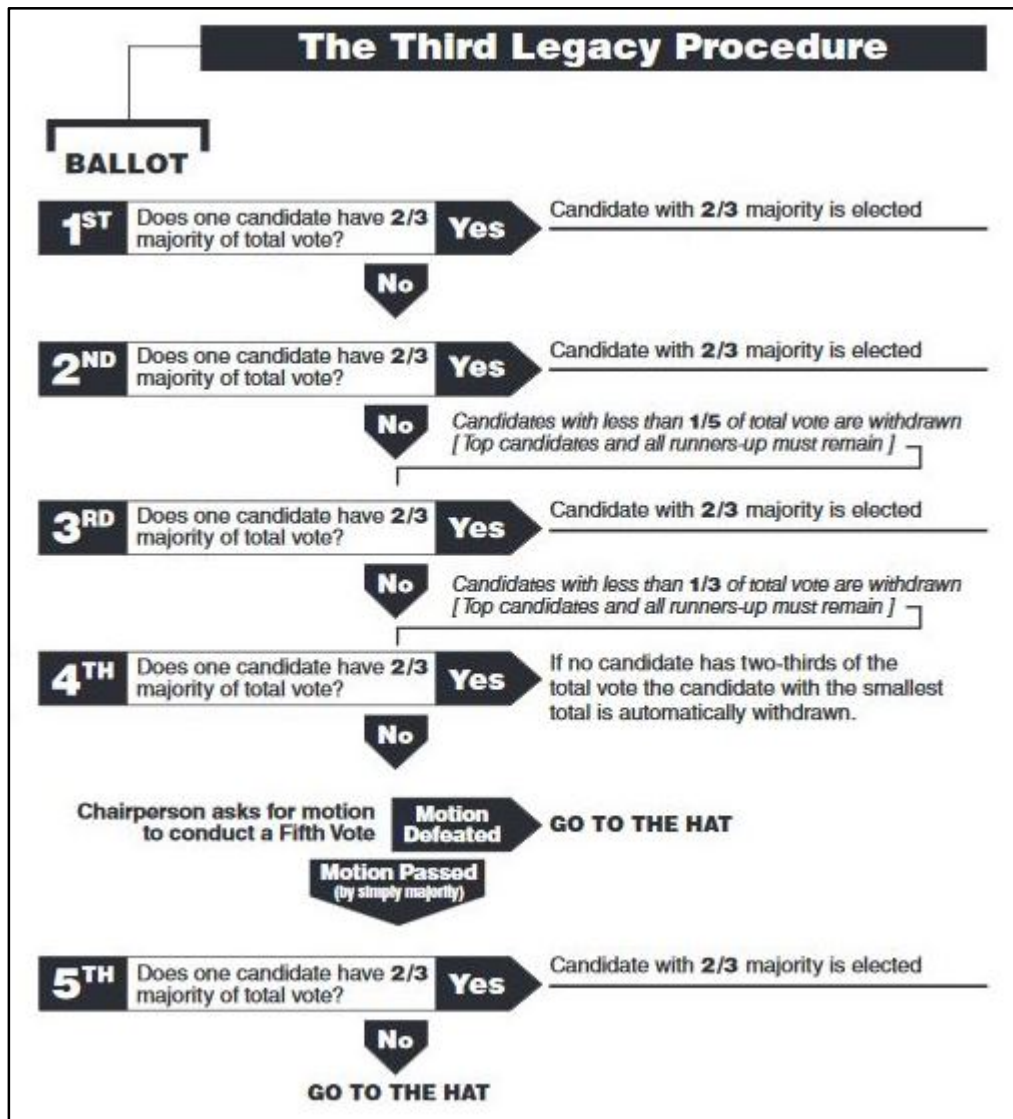
Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)

After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)

After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot—"going to the hat"—immediately. If the motion carries, a fifth and final ballot is conducted.

If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.

Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).



Appendix A. Glossary

Following are useful but incomplete definitions of abbreviations seen in this handbook. For more intensive descriptions, refer to the most recent AA Service Manual Combined With Twelve Concepts for World Service and the wide variety of pamphlets and service pieces with information regarding the terms below.

Alternate. An individual able and ready to stand-in for a given role if the elected individual is unavailable or otherwise unable to act in a role. Most service roles have alternates, including the Alternate Delegate, Alternate DCM, and Alternate GSR.

Area. A defined geographic segment of the United States or Canada recognized as an Area within the GSC structure and represented by a Delegate. There are currently 93 areas. District 28 is part of Area 29. Areas comprise Area Committees, Area Assemblies, a Delegate, DCMs, and GSRs.

Area Assembly. The local gathering of the Area Committee officers, Area Delegate, DCMs, and GSRs. This body oversees the functions and finances of Area 29.

Area Committee. The elected Area officers (chair, secretary, and treasurer) along with the Delegate and the Area DCMs. The Area Committee discusses and votes on what items will go before the Area Assembly.

Area Delegate (or simply Delegate). An Area's elected representative to the GSC. While the Delegate is elected by an Area, and understands that Area's conscience related to GSC concerns, the Delegate acts on behalf of AA as a whole.

DCM. District Committee Member. An elected representative of groups within District defined boundaries. The DCM provides information to the groups and is a voting member of both the Area Committee and Area Assembly.

District. A defined geographic area represented by a DCM. A District has boundaries based on the number of groups a DCM can be reasonably expected to contact.

GSC. General Service Conference. While this term specifically references the annual meeting of AA in the United States and Canada (comprising the General Service Board of Trustees's, various other trustees, the GSO officers and staff, Grapevine officers and staff, and the Area Delegates)—held once a year—the term also refers to the year-long process of preparing for the GSC.

GSO. General Service Office. The GSO is home to AA services, including publications and individuals assigned specific tasks (based on the General Service Board's committees—Public Information, Cooperation with the Professional Community, Finance, etc.). The office grew out of the original Works Publishing office begun by Bill W. and Hank C. to produce the Big Book and otherwise answered groups' questions and helped with 12-Step calls while AA was a burgeoning society.

GSR. Group Service Representative. An elected servant of an individual group who has voting rights in the District and the Area Assembly. The GSR's role is to carry information to the groups and to carry group-conscience decisions and thoughts back to the District and Area.

NEMDAA. Northeastern Maryland Alcoholics Anonymous Intergroup. NEMDAA is financed by and serves all groups in Districts 11, 28, and 30.

Appendix B. Intergroup and General Service: The Difference

Below is a simplified comparison of Intergroups and the General Service Structure. The Intergroup information represents NEMDAA (other Intergroups may not operate the same way or provide the same services).

Intergroup	General Service Structure
Structure	Structure
Local	US and Canada / worldwide
Overseen by a nominated and elected committee of officers along with group input (Intergroup Representatives)	<ul style="list-style-type: none"> ▪ Overseen by the groups who elect General Service Representatives (GSRs) ▪ GSRs work within Districts and elect a District Committee Member (DCM) ▪ DCM represents groups as voting member of the Area Committee ▪ Area Committee oversees the Area Assembly at which GSRs and DCMs are voting members ▪ Area Assembly elects an Area Delegate to represent the Area during the General Service Conference held every year ▪ General Service Conference guides operation of AA World Services, including the General Service Board, the General Service Office, and the Grapevine
Broad Purpose	Broad Purpose
Supports the needs of local groups in meeting our primary purpose	<p>Ensures continuity of the AA program, including literature, through input of the groups</p> <p>Supports all groups in the US and Canada in meeting our primary purpose</p> <p>Assists groups worldwide in meeting the primary purpose and creating a service structure in their country</p>
Funded by group contributions	Funded by group contributions
Services	Services
<ul style="list-style-type: none"> ▪ Provides brick and mortar office ▪ Compiles meeting directory 	<ul style="list-style-type: none"> ▪ Archives ▪ Literature – publishes the Big Book, AA’s other books, and pamphlets—including translations
<ul style="list-style-type: none"> ▪ Provides website with meeting directory, bulletin, and other information ▪ Provides bulletin with information on local meeting changes, answering service and institution commitments, upcoming anniversaries, and more. 	<ul style="list-style-type: none"> ▪ Loners and Internationalists ▪ Public Information

▪ Answering service	▪ Cooperation with the Professional Community
▪ Literature sales	▪ Corrections
▪ Answering service	▪ Treatment Facilities
▪ Archives – local	▪ International Conventions
▪ Cooperation with the Professional Community – local	▪ General Correspondence and Service Material
▪ Finance	▪ Group Services
▪ Institutions – local (correctional and treatment facilities)	▪ International and World Service Meeting
▪ Public Information – local	▪ General Service Conference
▪ Ways and Means – local	▪ AA Regional and Local Forums
	▪ GSO's AA Website
	▪ AA Grapevine

The following is excerpted from A.A.® *Guidelines: Central or Intergroup Offices* (MG-2, Rev. 9/17).

WHAT IS A CENTRAL OR INTERGROUP OFFICE?

A central or intergroup office is an A.A. service office that involves partnership among groups in a community — just as A.A. groups themselves are partnerships of individuals. A central/intergroup office is established to carry out certain functions common to all the groups — functions which are best handled by a centralized office — and it is usually maintained, supervised, and supported by these groups in their general interest. It exists to aid the groups in their common purpose of carrying the A.A. message to the alcoholic who still suffers.

FUNCTIONS OF A CENTRAL/ INTERGROUP OFFICE

A.A. experience has demonstrated that central/intergroup offices are helpful, particularly in populous areas. There are nearly 700 central/ intergroup offices throughout the world, performing vital A.A. services. These constitute a network of service outlets and A.A. contacts to help carry the A.A. message. The following suggestions outline the basic services a central/inter - group office might offer:

- 1) A.A. Inquiries — By providing an Alcoholics Anonymous listing in the local telephone directory and on appropriate websites, the central/ intergroup office may receive inquiries from those seeking help. They will refer the caller to a nearby A.A. group, where sponsorship may be arranged, or have a twelfth stepper contact them. Many local A.A. offices now have their own websites.
- 2) Office Facilities — The central/intergroup office can maintain a conveniently located office in which paid workers and/or volunteers coordinate local A.A. services.
- 3) Meeting Lists and Other Literature — At regular intervals, the central/intergroup office may publish and distribute up-to-date lists of meetings and other information about local A.A. services. Many intergroup/ central/intergroup offices sell A.A. Conference-approved literature for the convenience of local groups.
- 4) Information Exchange — The service office may function as a clearinghouse for the circulation and exchange of information among all the A.A. groups in the community. In this same

connection, a logical function of the central/intergroup office is to provide “exchange” meetings, where group program chairpersons meet regularly to exchange meetings with other groups.

5) Local Committees on Public Information (P.I.) and Cooperation with the Professional Community (C.P.C.) in cooperation with district and area P.I. and C.P.C. committees — The central/intergroup office is an ideal contact with those in the community seeking information about A.A. Thus, A.A.’s relations with the public and professionals in the alcoholism field are often handled through the cooperation of general service committees and central/intergroup offices. To avoid duplication of efforts and other difficulties, good communication between all parts of A.A. is paramount. A.A. Guidelines and Workbooks on P.I. and C.P.C. are available on G.S.O.’s website at www.aa.org.

6) A.A. in Correctional and Treatment Facilities — The central/inter - group office can maintain contact with local groups in correctional facilities and treatment facilities, offering literature and prerelease A.A. contacts and arranging for A.A. speakers and visitors to meetings. When there is a corrections or treatment committee for this purpose, the service office may assist it through close cooperation with local hospitals and prisons. Central/intergroup offices handling institutional contacts can find A.A. Guidelines and other service material on aa.org for shared experience in providing these services.

7) Local A.A. Events — An A.A. central/intergroup office is a logical body to manage the details of an annual dinner, picnic, or convention, if the participating groups wish it.

8) A.A. Bulletin or Newsletter — The preparation of a publication for periodic distribution to A.A. groups is often a function of the central/ intergroup office.

9) Accessibilities — Many central/intergroup offices carry information on groups that are wheelchair accessible, or which may provide American Sign Language (ASL) interpretation for members who are Deaf. Some offices have equipment or materials for communicating with alcoholics who have visual and auditory challenges, those who are housebound or chronically ill, those who are living with the effects of brain damage or stroke, and others who may have less visible challenges.

CENTRAL/INTERGROUP OFFICES AND G.S.O.

The common experience has shown that A.A.’s worldwide unity is best served if A.A. groups maintain their own separate contacts with G.S.O. Direct group contact with G.S.O. doesn’t take the place of services provided by a local service office, but helps G.S.O. to keep in closer touch with all groups.

There are, however, some important areas of interest in which close contact between the central/intergroup offices and G.S.O. is not only desirable but necessary. Some central/intergroup offices, for example, like to be provided with New Group Information Forms so that newly formed groups can be immediately listed with G.S.O. These forms as well as forms for changing group information, are available on aa.org.

Groups should not assume that if they list themselves with a central/ intergroup office they are automatically listed at G.S.O. New groups are encouraged to send a Group Information Form directly to the General Service Office, P.O. Box 459, Grand Central Station, New York, NY 10163, or emailing records@aa.org.

Appendix C. Committees: GSC, GSB, Area, District, and Intergroup

Comparison of Committees Across Service Structure				
General Service Conference Committees*	General Service Board Committees**	Maryland General Service Committees***	District 28	Intergroup NEMDAA
—	—	Accessibilities (ad hoc)	—	—
Agenda	—	—	—	—
—	—	—	—	Answering Service
—	Archives	Archives Committee (standing)	Archives (begin 2018)	Archives
—	—	Audio Committee (standing)	—	—
—	Audit Committee	—	—	—
Cooperation with the Professional Community	Cooperation with the Professional Community / Treatment and Accessibilities	Cooperation with the Professional Community Committee (standing)	—	Cooperation with The Professional Community
—	Compensation Committee	—	—	—
Corrections	Corrections	Corrections Committee (standing)	—	—
Finance	Finance and Budgetary	Finance Committee (standing)	—	Finance
—	General Service Conference	—	—	—
Grapevine	—	Grapevine Committee (standing)	—	—
—	—	Host Committee (ad hoc)	—	—
—	—	—	—	Institutions
—	—	Intergroup Liaison Committee (standing)	Intergroup Liaison (restart in 2018)	—
—	International Conventions/Regional Forums	—	—	—
—	International	—	—	—
—	Legal Affairs Committee	—	—	—
Literature	Literature	Literature Committee (standing)	—	—
—	Nominating	—	—	—
—	—	Margenser (ad hoc)	—	—
—	—	Miniconference (ad hoc)	—	—
—	—	—	Outreach	—
Policy/Admissions Report and Charter	—	—	—	—
Public Information	Public Information	Public Information Committee (standing)	—	Public Information

Comparison of Committees Across Service Structure				
General Service Conference Committees*	General Service Board Committees**	Maryland General Service Committees***	District 28	Intergroup NEMDAA
—	—	Registrar (ad hoc)	—	—
—	—	State Convention (ad hoc)	—	—
—	—	Technology Committee (standing)	—	—
Treatment and Accessibilities	—	Treatment Committee (standing)	—	—
Trustees	—	—	—	—
—	—	—	—	Ways and Means
—	—	Workshop Committee (ad hoc)	Workshops	—

*General Service Conference Committees (*The A.A. Service Manual Combined With the Twelve Concepts for World Service*, pp. S61-S62)

**General Service Board Committees (*The A.A. Service Manual Combined With the Twelve Concepts for World Service*, pp. S70-S73)

***Maryland General Service Committees (<http://www.marylandaa.org/committees/>); *Maryland General Service Area 29 Assembly Handbook*; standing committees (p. 13); ad hoc committees (p. 39)