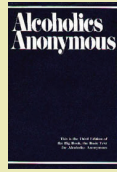


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# 93 News

## Area 93 News: Supplemental edition

*Our Commitment to Carry A.A.'s Message — Enthusiasm and Gratitude in Action*  
**Standing Committee Chair(s) & Sound person job descriptions**

Job Descriptions are in no particular order and were submitted by the chairpersons occupying the chair at the time of this printing during Area 93's — panel 57.

**La Viña chair** (appointed by area chair) meets at Area Assemblies with La Viña reps and Spanish speaking La Viña District's Chairs. Gives a written report of its meetings at the Area's Assemblies. Also visits the Spanish speaking Districts once a year, the DUH also gets a visit once a year, attends any event that requests the Area's display. Keeps the display up to date with La Viña items. Also motivates Spanish speaking AA members to subscribe to our magazine.

**CPC Chair's** (appointed by area chair) duties are to help organize the activities of the Area CPC Committee in its effort to provide information to professionals who either work with or otherwise might encounter alcoholics in the performance of their jobs. The CPC Chair sets the agenda for the meeting of the Committee, relays information from our General Service Office about ongoing projects and changes that might be happening, helps provide a time for the District CPC Chairs to inform the Committee of activities that are happening locally. As with any job in AA you can put a lot of extra effort in but generally preparing for the Committee itself generally just takes an hour or two each month.

The Committee meets at each Assembly but is not limited to this. When the need to organize an event or coordinate some project arises it could meet much more. The CPC Chair is also an Area Committee Member; this means attending the ACM 5 times a year is part of the job. The Chair is also a member of the Steering Committee and might be needed to attend any meetings that are called for by the Chairman. Attendance at the annual budget setting meeting is probably not a bad idea either.

There are times when you will be asked to organize staffing for an event such as a professional conference or convention. These can be a strictly local deal or a national event that is sponsored by our GSO. The size and scope of these jobs of course varies but I found that help from your Area Officers, DCMs, local CPC Chairs made the work easy and enjoyable. Your GSO has a CPC Coordinator who is also a great source of information and inspiration.

Best of all, the General Service Office has put together CPC Kit that they will send to you to help explain how to accomplish much of what I just described. This Kit, your Service Manual, help from other Area Committee Members, and a belief and trust in your higher power can lead to a rewarding and enriching experience that I would recommend to anyone who is seeking a way to give back to Alcoholics Anonymous.

Here is a quick description of **Sound Dude** (appointed by area chair) job:

Sound Dude Responsibilities

Keep sound gear in safe, cool environment when not in use.

Transport sound gear to Area events as required or requested.

Set up sound gear and record events.

Give recorded material to appropriate person immediately following event.

Break down gear. Maintain ample supply of blank cassettes/discs. Maintain ample supply of 9volt batteries for microphones.

**Translation Chair** (appointed by area chair):

Willing to do AA service.

Knows how to translate English to Spanish and Spanish to English. Have a computer with an internet connection and know the basics (mostly Microsoft Word .docs)

Have transportation and willing to travel.

Be able to attend Assemblies, ACM and Area events and be on time.

Be able to be responsible with the Area 93 translation equipment.

The Area 93 **Grapevine Chair** (appointed by area chair) acts as an advocate for the Grapevine at the area level, alerting the committee to the use of the magazine as a recovery tool. It is, many say, the best service job they've ever had.

- make sure that copies of the magazines are available and displayed at meetings by supporting district GVR's.
- announce the arrival of each new issue by email to committee members and GVR's.
- share about articles in the magazines at committee meetings.
- encourage individual subscriptions by special raffles, etc...
- encourage the group to buy subscriptions in the group's name.
- stock Grapevine items on the literature table and display that table at assemblies and conventions throughout the area.
- announce the publication of new items on the display, at assemblies and via email notices.
- encourage members to submit articles and humor pieces
- initiate efforts at the district level to donate subscriptions to public and school libraries, hospitals, prisons, doctors' offices, churches, or to the place where the group meets
- encourage the use of Grapevine subscriptions as gifts
- announce special features on the Grapevine website at assemblies and committee meetings.
- refer members to the Digital Archive for articles about AA history or discussion topics



**Treatment Facilities Chair** (appointed by area chair)

Attend ACM's, Assemblies, and Steering committee meetings.

Facilitate the committee meeting and provide a report at assemblies.

Treatment Facilities goal is to extend AA availability to Treatment Facilities and those who our patients at these facilities.

Continue to establish a Bridging the Gap program for treatment facilities. Continue to gather Bridging the Gap team members and availability of people in the fellowship that desire to be a contact for patients or members being discharged from facilities.

Extending the Area to new commitments contacting and being involved with treatment facilities.

Attend and possibly provide presentation at districts, groups or treatment facilities. Informing the area what treatment facilities is doing and can do.

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**Literature Committee Chair** (appointed by area chair)

With the help of the A.A. Service Manual, (P.S56):

As Literature Chair for Area 93 the chair shall lead the area Literature committee meetings during the five Area 93 area assemblies. At these meetings, the chair facilitates open discussions on current and new AA approved literature and other literature topics recommended by GSO, the Trustees' Literature Committee, the delegate, or groups. . In our area the Literature committee is combined with the Audio-Video and Newsletter committees. The Literature chair position has to sub-chairs under the umbrella of the Literature committee. This means that the Audio-Video and Newsletter sub-chairs and their members attend the meeting. In other words the Literature chair helps the **AV** and **Newsletter** chairs with loving guidance, allowing the other two committees to work as individual committees, with the same equality and responsibility as the Literature committee has. The Literature Chair should be available for all of the five annual Area Assemblies, area committee meetings, and any specially called Literature committee meetings. The Literature chair is responsible for updating the literature lists from GSO, the literature displays and having it/them ready for Area 93 events and AA conventions.

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**Newsletter Sub Chair** (appointed by area chair)

Attends ACM's, Area Assemblies and Steering committee meetings.

Gathers information pertinent to Area 93's shared interest. Some examples would be Roster, Meeting Times, Upcoming events – these would usually appear in every issue. Periodicals may include workshop presentations, workshop discussion report backs, PRAASA & Pacific Regional Forum reports, Committee activity reports – basically anything related to Area 93 and our primary purpose. A regular column would be that of a "delegate's corner" if you will or any name you come up with. You may consider a Chairpersons column as well. Mostly this publication is to keep our members and groups informed as to how Area 93 is progressing "at a glance". This newsletter is by Area93, representing our best and for our members. Outside materials should not be included, however occasional excerpts from AA literature and aa.org web may be included provided you observe the printed copyright inclusion requested by our AA World Services and Grapevine, Inc. Presently the newsletter uses the Microsoft Publisher program licensed to our Area and available to the next trusted servant. The commitment may average about 5 hours per newsletter at your computer and the usual time required to attend the above mentioned Area93 calendared events.

**Registration Committee Chair** (appointed by area chair)

To work closely with the AREA Registrar who also makes a presentation at each Registration Committee meeting to define and explain his or her duties as well as to explain how each individual District's Group registration information gets compiled and how a data list is send back to each District Registrar.

Assist the Registrar during sign ins at the AREA Assemblies, as well as the AREA Committee Meetings.

Hold Registration Committee meetings at AREA Assemblies.

To compile and maintain an up to date Phone, E-mail, and Address list of all current District Registrars within AREA #93 and to share that list with other District Registrars

To clarify, define and explain the duties of a District Registrar detailed within the Service manual as well as facilitate sharing of examples of that process by the Registration Committee members.

The Committee Chair should compile, maintain and share lists of helpful methods and tools used by Committee members in carrying out their individual duties as a District registrars.

To also use the E-mail and / or Regular mail to send out information shared by Committee members such as group contact letters, backup information, methods used by members in contacting groups and / or any material they have found useful in carrying out their duties as District Registrar.

To ask a Committee member to record the minutes of each AREA Registration Committee meeting.

To convert those minutes into a short presentation and to share that presentation from the microphone to the Assembly.

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**Archives Chair** (appointed by area chair)

- a. Establish and maintain the committee's Guidelines and Policies.
  - b. Recommend the budget for the committee and the archivist at the area budget setting meeting.
  - c. Determine the parameters for the selection of materials to be included in the archives collection.
  - d. Assist the archivist in the collection and cataloguing of all archival materials.
  - e. Create with the assistance of the present archivist, a travelling display for show at AA conventions and CCAA meetings and other appropriate functions.
  - f. Form a schedule of committee members to rotate the responsibility of displaying the archives at scheduled functions.
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**Archivist** (appointed by area chair, subject to review ea 2 yrs)

- a. Be responsible for the intellectual and physical integrity of the archives collection.
  - b. Gather and catalogue all archival materials which fall within the parameters set down by the archives committee.
  - c. Regularly report to the committee and the Assembly on the status of the collection and any ongoing projects.
  - d. Assist the committee in with any expertise or experience they might require or desire.
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**Descriptions not appearing in this issue:**

Public Information Committee Chair, Accessibility Sub Chair, Website Committee Chair, Audio Visual Sub Chair, Finance Committee Chair, Guidelines and Policies Committee Chair — Please see current Chairpersons for their job descriptions.