

I am Responsible . . .

When anyone, anywhere
reaches out for help

I want the hand of AA to be there,

And for that,

. . . I Am Responsible

AREA 23

COMMITTEE CHAIR ORIENTATION



Welcome Prayer Introductions Purpose of Orientation



Leadership in A.A.: Ever a Vital Need

Bill W Grapevine 1959

NO society can function well without able leadership in all its levels, and AA can be no exception. It must be said, though, that we AAs sometimes cherish the thought that we can do without any leadership at all. We are apt to warp the traditional idea of "principles before personalities" around to such a point that there would be no "personality" in leadership whatever. This would imply rather faceless automatons trying to please everybody, regardless.

<https://area23aa.org/wp-content/uploads/2026/01/Leadership-in-A.A.pdf>

<https://area23aa.org/area-23-chairperson-archives>



I am responsible...

You are the Chairperson, the leader of your committee.

Duties of Permanent Standing Committee Chairs

Additionally, the fellowship's experience strongly suggests that each Committee Chair should prioritize the following responsibilities:



Responsibilities at Area Assemblies

- Attend all Area Assemblies -- including the annual Finance meeting, where the Area budget is determined-Committee Members have a voice and a vote
 - for a total of six assemblies per year; and when attending in person, bring the provided service materials to each assembly (e.g., committee packet, documents, poster boards, etc.)
- Attend Area Agenda meetings to help plan Area Assemblies and to include input on behalf of your committee, its service activities, and its needs
- Provide a verbal and written report for minutes to the Area after each Committee meeting



Preparation for Chairing the Committee

- Read Area 23 Guidelines for Area Standing Committees and Area Officers handbook for your committee to set some goals.
- Be mindful of Area Standing Committee specific suggestions for your committee
- Review the Guidelines' description of the responsibilities of the chairs in the Service Manual. (Some of our Area 23 committees are specific to our Area's work, and are not listed in the Service Manual). These Guidelines are a source of helpful information pertaining to several of our positions, and can be found on the web at <https://www.aa.org/service-committees>
- Prepare and distribute an agenda in advance for your committee meetings-consider soliciting agenda items from committee



Chairing your Committee

- Prepare and maintain a Committee Member Roster and Contact Form with members' contact information to be shared with your committee.
- With the other committee members, select an Alternate Chair (first meeting)-Keep that person informed of all actions within your committee
- Provide all new Committee members with a copy of the A.A. Guidelines for the committee as well as Area 23 Guidelines <https://area23aa.org/wp-content/uploads/2020/08/Area-23-Structure-Ratified-on-August-9-2020-1.pdf>
- *Please keep in mind: New committee members may not have had experience with a specific committee



Outside of Assembly Responsibilities

- Order Committee materials necessary to support the Area committee
- Submit Articles pertaining to your committee to THE HANDOUT
 - a. To help inform the Area of Activities
 - b. To offer supportive service to our Districts. (May even include financial or service support when necessary)
- Upload Committee Activities on the Area Website to inform Districts and AA Members, including your committee workspace
<https://area23aa.org/area-business/committee-workspaces>



Outside of Assembly Responsibilities

- Travel and Speaking engagements (depending on the Committee)
 - a. Conventions-if asked to speak regarding committee-related information
 - b. Assemblies-providing written and verbal minutes of Area Committee Meeting
 - c. Districts-Support local districts in developing/engaging service volunteers, cooperate with Intergroup, we are all on the same team to carry the message
 - d. Committee-specific functions- found in [Area Standing Committees and Area Officers](#)



Outside of Assembly Responsibilities

- Develop a budget each year for the committee, to be submitted to the Finance Committee Chair for the Area's budget meeting.
 - a. (As stated previously, this responsibility includes participation in the annual Finance meeting and budget process.)

Include all committee members in all your service activities.



Outside of Assembly Responsibilities

- I. Read and share the literature about your service position/committee
- II. Have committee meetings between Area Assemblies
 - a. Have a roster
 - b. If you only have 2-3 committee members, do something with what you have
 - c. Weekly or bi-weekly emails, calls, virtual mtngs. *be sure IONOS email works
 - d. Set deadlines, have a “project” you’re working toward
 - e. Read past Assembly reports, think ahead to what you will be reporting, consider writing down keypoints to go to the microphone



Outside of Assembly Responsibilities

- III. Have an alternate, use the alternate
 - a. Have an alternate lead a meeting after a few weeks or months
- IV. Participate in workshops; also, look for opportunities to partner with local groups and/or neighboring districts to sponsor workshops **including intergroup(s)**
 - a. We learn by presenting/doing
- V. DCMs: Invite Area officers to district meetings;
 - a. Likewise, Committee Chairs - Invite DCMs to committee meetings



Housekeeping Information - Financial

Travel:

When and who gets reimbursed

Ordering Materials:

How to order, and be reimbursed



This concludes our Orientation. We have all started a new position, and there was a learning curve for all of us (We didn't fully know our responsibilities or how to accomplish everything when we first started.)

We are aware that we have presented a lot of information in a short period of time, and it may take some time for it all to make sense. (perhaps 2-years)

We encourage you to talk to your **“Service Sponsor”**.

<https://www.aa.org/faq/what-service-sponsor>

If you don't have one, we highly recommend getting one, to get additional guidance. Ask someone who has what you want!

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What questions may we answer?

Please feel free to contact any of us after these meetings with any specific questions (virtually, by phone, or by email).

We are here to support each other, as well as other alcoholics.

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