

**Suggested Activities for General Service Officers and
Standing Committees**

- 1. District Committee Member Chair (DCMC)**
- 2. Alternate District Committee Member Chair (DCMC)**
- 3. Secretary**
- 4. Treasurer**
- 5. Liason to Inter-group Committee**
- 6. Cooperation with Professional Community Committee**
- 7. Corrections Committee**
- 8. Grapevine Committee**
- 9. Conference Approved Literature Committee**
- 10. Public Information Committee**
- 11. Newsletter Committee**
- 12. Special Needs/Accessibility Committee**
- 13. Spiritual Events Day Committee**
- 14. Treatment Committee**
- 15. Website Committee**

Suggestions for District Committee Member Chair (DCMC) Activities

- **The DCMC is elected to serve a two year term.**
- **The DCMC has the time to serve the County well.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 4 to 5 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a County DCMC.**
- **Regularly attends all Area Assemblies, SENY Committee meetings and Service Participation Meetings.**
- **Maintain an effective service structure throughout Orange County.**
- **Carry the collective Group Conscience of the A.A. Groups in the County to the Area Service Committee.**
- **Maintain active communications between the County and the Southeastern New York Area Delegate, the Area Service Committee, and the General Service Office in New York.**
- **Assist the Delegate in obtaining up to date group information in time to meet the deadline for the Northeast Regional Directory.**
- **Maintain custody of Keys to the County Meeting Place.**
- **Prepare an agenda and Chair regular monthly meetings of all GSRs in the County.**
- **Chair regular county steering committee meetings.**
- **Establish a training program to make sure that GSRs and other County General Service personnel are acquainted with, "The Alcoholics Anonymous Service Manual, " the "Twelve Concepts for World Service," the GSO Bulletin "Box 459,: Workbooks and Guidelines from GSO and any other Service Material including the "Twelve Traditions."**
- **Keep GSRs informed about Conference activities.**
- **Set up opportunities for the Delegates Conference Report or making the conference report if the Delegate is not able; and inviting the Delegate to regular County meetings.**
- **Visit Groups in the County that do not have GSRs, explain the importance of Group representation in A.A. through a GSR, and encourage them to elect their own GSR.**
- **Bring Traditions problems to the attention of the Delegate.**
- **Assist GSRs, County Officers and Standing Committee Chairs with their duties as needed.**
- **Encourage and assist the Alt. DCMC, County Officers and Standing Committee Chairs to develop leadership, knowledge, experience and love of General Service work.**
- **In cooperation with the County Treasurer, prepare the annual County Budget.**
- **Attends the Annual Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA), Biannual Northeast Regional Forums (NERF), Annual SENY Convention.**
- **Encourage GSRs to bring Alcoholics Anonymous members to Service Events.**
- **Keeps GSRs and Groups informed about Conference Approved books and pamphlets.**
- **Help GSRs make interesting reports to groups.**
- **Hold Workshops on carrying the message of the 7th Tradition to non-supporting groups.**

Suggestions for Alternate District Committee Member Chair (Alt. DCMC) Activities

- **The Alternate DCMC is elected to serve a two year term.**
- **The Alternate DCMC has the time to serve the County well.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a County Alt. DCMC.**
- **Regularly attends all meetings of the County Committee and the County Steering Committee.**
- **Act for the DCMC when necessary.**
- **Assist, support and participate in service responsibilities as needed.**
- **Attend all SENY Area Service Committee meetings and Area Assemblies.**
- **Serve as a member of the Area Service Committee.**
- **Serve as a member of the Area Assembly.**
- **Be eligible to Area office.**
- **Assist the DCMC to maintain an effective service structure throughout the County.**
- **Inform by phone or e-mail all County Officers and Standing Committee Chairs and advise them of the date and time of the forthcoming County Steering Committee meeting.**
- **Purchase coffee and supplies for the County Committee meeting.**
- **Attends the Annual Northeast Regional Alcoholics Anonymous Service Assembly (NERAASA), Biannual Northeast Regional Forum (NERF), Annual SENY Area Convention.**

Suggestions for General Service Secretary Activities

- **The Secretary is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a County Secretary.**
- **Records and files the minutes of all Orange County General Service Committee Meetings.**
- **Records and files the minutes of all Orange County General Service Steering Committee Meetings.**
- **Publishes the minutes to all Orange County General Service Committee Members E-mail.**
- **Distributes copies of the monthly minutes at County Committee meetings.**
- **Maintains all group contact information of: Group Officers, Committee Chairs, G.S.R.'s, etc. E-mail addresses and phone numbers.**
- **Sends out a e-mail list of Orange County General Service needs and news to all Committee members.**
- **Mails out a welcome letter to newly registered GSR's in the County.**
- **Retypes the bylaws if they are amended.**
- **All approved minutes and bylaws are to be given to the Orange County General Service DCMC.**

Suggested Orange County General Service Treasurer Activities

- **The Treasurer is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Orange County General Service Treasurer.**
- **The Treasurer keeps financial records for the County and reports Monthly to the Orange County General Service Committee.**
- **The Treasurer is responsible for encouraging contribution support for County, Area and G.S.O. services.**
- **He or she should be organized enough to keep good records, and some accounting or bookkeeping experience is useful.**
- **Receive contributions from the groups and other sources.**
- **Maintain records of all the monies received, maintain bank accounts for depositing all receipts and making disbursements as determined by the Rockland County General Service Committee.**
- **Maintain a bank account with signature card signed by the DCMC, Alt. DCMC and County Treasurer and noted that all checks written on the Countys' bank account will require the signature of two of the above.**
- **Voting member of the Orange County General Service Committee.**
- **Seed money will be provided to the DCMC or Alt. DCMC by the Treasurer prior to the next annual Spiritual Breakfast Event and for County Workshop Events.**
- **Any accumulation of excess funds, will be divided and sent to support SENY Area 49 Services and the General Service Office in New York.**
- **Distributes rent checks quarterly to maintain our meeting space.**
- **Distributes yearly check to maintain our mailbox.**

Orange County General Service Liaison to Inter-group

- **The Orange County General Service Liaison to Inter-group: has usually served as a G.S.R. and is elected by the G.S.R.'s and County Officers: to convey the business of SENY Area 49 and Orange County General Service—to Orange County Inter-group members.**
- **The Liaison is elected to serve a two year term.**
- **The Liaison is Elected By the Orange County General Service Committee.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **A Orange County General Service Liaison should have 2 to 3 years of continuous sobriety, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Liaison.**
- **He or She also needs to have the time to serve the District/County well.**
- **The Liaison attends all Area Assemblies. The Liaison has a voice but no vote at Area Assemblies.**
- **The Liaison Attends all District/County Meetings. The Liaison has a voice and a vote at District/County Meetings.**
- **The Liaison attends all Orange County Inter-group meetings. The Liaison has a voice but no vote at Inter-group Meetings.**
- **The Liaison reports SENY Area 49 News.**
- **The Liaison is only to report County Items that have been finalized by OCGSC Group Conscience. That is "Old Business" that has been voted on and accepted. Our meeting discussions and debates, pros and cons, are not part of a report nor are our steering committee or any other committees. Only Items that are part of accepted group conscience.**
- **The Liaison is under no obligation to answer sensitive questions or those that need verification and accuracy of information via service channels.**
- **A review of the Liaisons' report content should be discussed with the DCMC a few days before the Inter-group meeting.**

Suggestions for Cooperation W/T/ Professional Community Committee

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a C.P.C. Chair.**
- **Register as a C.P.C Chair with GSO in NYC. (212)-870-3400.**
- **Chair Attends Area 49 C.P.C. Committee Meetings.**
- **Chair Attends Orange County General Service meetings and reports on activities.**
- **Studies and follows the A.A. Guidelines for Cooperation w/Professional Community, The C.P.C. Workbook and all A.A. Literature pertinent to C.P.C.**
- **Sets up C.P.C. A.A. General Service Material for display at service functions.**
- **Coordinates C.P.C Workshops at the county level.**
- **Holds regular C.P.C. Committee meetings and prepares minutes of these meetings.**
- **Purchases C.P.C. Workbooks for all committee members.**
- **Submit's a request for C.P.C. budget to support these Twelve Step priorities.**
- **Contact local professional schools that train future healthcare, legal/correctional, human resources/employment professionals and offer A.A. presentations.**
- **Offer to help groups communicate with their landlord about A.A.—often a professional who may deal with alcoholics in the course of their work, such as the pastor of a church.**
- **Create small business or index-size cards to give to professionals with pertinent A.A. Information such as central office telephone numbers or other ways to find local meetings and a non-rotating telephone number or e-mail to contact the C.P.C. committee.**
- **Contact professionals and offer to meet with them in their office to share information.**
- **Utilize the "About A.A." Newsletter for professionals in your C.P.C. contacts with professionals. (Past issues can be found at www.aa.org)**
- **Utilize the C.P.C. Videos for Professionals.**
- **Contact local court professionals and offer A.A. Presentations.**
- **Contact local physicians, hospitals and clinics and arrange for A.A. literature to be available in their waiting rooms and develop a plan for how to keep the literature stocked.**
- **Let groups know the committee is available as a resource if questions or problems arise with the local courts.**
- **Invite professionals and professional students to attend an open meeting.**
- **Contact the C.P.C. desk at GSO to request the PowerPoint presentation developed by the trustees that can be adapted for local needs.**
- **Contact local professional organizations and offer A.A. presentations and/or investigate opportunities to have an A.A. table/exhibit at their meetings or conferences.**
- **Inspire Groups to nominate C.P.C. Representatives for their groups—which in turn become part of the County Committee. You need interested people to achieve all of the above.**

Suggested Corrections Committee Activities

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Corrections Chair.**
- **Register as a Corrections Chair with GSO in NYC. (212)-870-3400.**
- **Chair attends Area 49 Corrections Committee meetings.**
- **Chair attends Orange County General Service meetings and reports on activities.**
- **Studies and follows the A.A. Guidelines for Corrections, the Corrections Workbook and all A.A. literature pertinent to Corrections.**
- **Maintains a good relationship with the Orange County Inter-group Corrections Chair.**
- **Sets up Corrections General Service Material at service functions.**
- **Purchases Corrections Workbooks for all committee members.**
- **Submit's a request for a Corrections committee budget to support these Twelve Step priorities.**
- **Utilize the video, "CARRYING THE MESSAGE BEHIND THESE WALLS."**
- **Show the DVD "A.A. IN CORRECTIONAL FACILITIES" in a workshop to share the professional's viewpoint on the value of A.A. as a resource in correctional facilities.**
- **Create Power Point presentations about A.A. corrections service, including photos and discussion topics.**
- **Host A.A. round-ups inside correctional facilities similar to those previously shared about in Box 459.**
- **Send sharing on local corrections workshops and events to GSO.**
- **Include local corrections events on area Web sites.**
- **Introduce someone to corrections service by bringing them to corrections events and A.A. meetings on the inside.**
- **Share about corrections service experience with excitement and enthusiasm.**
- **Encourage ex-inmate A.A. members to get involved in corrections service.**
- **Invite members to participate in the Corrections Correspondence Service or Prerelease Contact Program by keeping copies of flyers available and quoting from, "SHARING FROM BEHIND THE WALLS" on the value of these service opportunities.**
- **Suggest groups collect Grapevine and LaVina Magazines and donate them to correctional facilities.**
- **Mention that packs of back issues of Grapevine and LaVina can be ordered at a discounted price by contacting the Grapevine at (800)-631-6025.**

Suggestions for Grapevine Committee Activities

- **The Chair is elected to serve a two year term.**
- **If the person chose is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Grapevine Chair.**
- **The Orange County General Service Grapevine Chair is elected by the Orange County General Service Committee.**
- **Register as a Grapevine Chair with the Grapevine Office in NYC.**
- **Chair attends Area 49 Grapevine Committee meetings.**
- **Chair attends Orange County General Service meetings and reports on activities.**
- **Studies and follows the A.A. Grapevine Handbook, Workbook and all A.A. literature pertinent to A.A. Grapevine.**
- **Chairs the Grapevine Committee meeting on the 1st Tuesday of every month 7pm. Holds elections for new Grapevine Committee members.**
- **Ensures that groups have Grapevine Representatives, or GVRs, acting as advocates for the Grapevine at the group level, alerting the groups to the use of the magazine as a recovery tool. (The Group should have at least 1 magazine subscription)**
- **Sets up the Grapevine display at service functions: Grapevine Committee meetings, County General Service meetings, O.C. Spiritual Breakfast, O.C. General Service Workshops and events. (Purchaser-Sales Rep.)**
- **Attends special functions, when asked, with the Grapevine display and/or make presentations on the Grapevine.**
- **Inspires members to contribute their stories or artwork to AA Grapevine.**
- **Be familiar with the Grapevine web site www.aagrapevine.org and other Grapevine literature.**
- **Maintains an inventory of Grapevine materials.**
- **Repurchase materials as needed. (Purchaser-Sales Rep.)**

To register as a Grapevine or La Vina Chair/Representative

Contact grapevine

Fax: 212-870-3301

Email: gvrcc@aagrapevine.org

Mail: GVR Coordinator, 475 Riverside Drive, Suite 1264, New York, NY, 10115

Online: Click on the Resources? GVR tab on aagrapevine.org and click on Victor E. box on the upper right for the form.

Grapevine & LaVina Representative Resources on www.aagrapevine.org

Featuring:

- **Register/sign up**
- **Workbook/GV Guide**
- **Handbook**
- **FAQs**
- **Display Gallery**
- **Plays**
- **Comp Material Request**

Suggestions for Conference Approved Literature Committee

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Conference-approved literature Chair.**
- **Chair attends Orange County General Service meetings and reports on activities.**
- **Set up this material for viewing and sale at functions, including: Orange County General Service Committee meetings, workshops, special events, meetings.**
- **Maintain a stock of suggested literature to give new GSR's.**
- **Keep a stock of catalogs for Conference-approved literature.**
- **Keep an ample supply of current General Service Conference-approved pamphlets, books and audiovisual materials.**
- **Encourage A.A. members to read and purchase A.A. Conference-approved literature.**
- **Encourage that A.A. groups have Conference-approved literature representatives.**
- **Submits a request for a Conference-approved literature budget to support these Twelve Step priorities.**
- **Maintain and inventory of Conference-approved literature and materials.**
- **Orders literature for District/County activities as needed—only from A.A. sources: www.aa.org, Conference-approved literature catalog, Area 49 literature chair, NYC Inter-group.**
- **Chair turns in monies collected for items sold to the: Orange County General Service Treasurer.**
- **Become familiar with the general contents of all Conference-approved literature, in order to provide information to inquiries.**
- **Become familiar with the information on G.S.O's A.A. Web Site www.aa.org**
- **Be represented at and participate in literature committee functions and, from time to time, communicate with the General Service Office in NYC (212)-870-3400.**

Suggested Public Information Committee Activities

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a P.I Chair.**
- **Register as a Public Information Chair with GSO in NYC. (212)-870-3400.**
- **Chair Attends Area 49 Public Information Committee meetings.**
- **Chair Attends Orange County General Service meetings and reports on activities.**
- **Studies and follows the A.A. Guidelines for Public Information, The public Information Workbook and all A.A. Literature pertinent to Public Information.**
- **Maintains a good relationship with the Orange County Inter-group Public Information Chair.**
- **Sets up Public Information A.A. General Service Material for display at service functions.**
- **Coordinates Public Information Workshops at the County level.**
- **Holds regular Public Information Committee meetings and prepares minutes of these meetings.**
- **Purchases Public Information Workbooks for all committee members.**
- **Submits a request for a Public Information Committee budget to support these Twelve Step priorities.**
- **Assures Every public library has at least one Conference-approved book (Big Book, Twelve Steps and Twelve Traditions, etc.)**
- **Lets the fellowship know how to reach out to the hearing impaired**
- **Places a literature rack in every high school, college, police station, library and hospital in the county and keeps the rack stacked with appropriate literature and meeting lists.**
- **Sends letters to High Schools, offering AA literature and/or a presentation on AA-what we do and do not do.**
- **Sends letters to convalescent homes, rest homes and senior centers in the county offering AA literature and/ or a presentation on AA.**
- **Lists open AA meetings in the Newspapers in the County.**
- **Places a small (paid if necessary) announcement in every County newspaper around the holidays.**
- **Works with the newspapers—anonymity, Traditions-generating interest in our Fellowship.**
- **Responds to speaking requests at non-AA meetings in the County.**
- **Places Public service announcements with radio and television stations.**
- **Places meeting lists behind the front desks at hotels, motels, and bed and breakfast establishments.**
- **Participates in County and Area AA seminars and conventions.**
- **Inspires Groups to nominate Public Information Reps for their groups—which in turn become part of the County Committee. You need interested people to achieve all the above.**

Suggested County Newsletter Committee Activities

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Newsletter Chair.**
- **Chair Attends Orange County General Service meetings and reports on activities.**
- **The Orange County General Service Committee Newsletter is to be published quarterly– Winter, Spring, Summer, Fall.**
- **Downloaded graphic images or clip art from an internet website should not be printed in the Newsletter. Artwork created and submitted by A.A. members is appropriate.**
- **Observe the spirit of Tradition 11 & 12 when publishing articles.**
- **Publish articles from a broad spectrum of A.A. members in the county pertaining to recovery, unity & service.**
- **Publish local AA news and information about groups and committees.**
- **Publish reprinted material from AA Literature.**
- **Publish 7th Tradition/Self Support articles and addresses where contributions can be sent: Central Office, District, Area & AAWS.**
- **Publish information regarding: AA service, events, service opportunities and announcements (in keeping with AA's Tradition of non-affiliation, no events exclusively planned as a fund raising event will be listed in the Newsletter.)**
- **Provide a copy of the quarterly Newsletter to the Orange County General Service Archives.**

Suggested Special Needs/ Accessibilities Committee Activities

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Special Needs Chair.**
- **Register as a special needs chair with GSO in NYC. (212)-870-3400.**
- **Chair Attends Area 49 Special needs committee meetings.**
- **Chair Attends Orange County General Service meetings and reports on activities.**
- **Studies and follows the A.A. Guidelines for Special Needs, The Special Needs Workbook and all A.A. Literature pertinent to Special Needs.**
- **Extend the hand of A.A. through Special needs Twelve Step service to A.A. groups, Districts, County.**
- **Set up Special Needs A.A. General Service Material for display at service functions.**
- **Create a list of the Committee's Special needs Twelve Step service priorities—pick one or two project ideas and focus on those goals.**
- **Coordinate Special Needs workshops at the County level.**
- **Hold regular Special Needs Committee meetings and prepare minutes of these meetings.**
- **Submit a request for a Special Needs committee budget to support these Twelve Step priorities.**
- **Conduct a survey of wheelchair accessible meetings and add this information to local meeting lists/ "Where and Whens" (wheelchair accessibility includes both the entrance to the meeting and the bathroom facilities)**
- **Conduct a survey of local meetings in the County with American Sign Language (A.S.L.) Interpretation.**
- **Help arrange for American Sign Language interpreters at A.A. meetings.**
- **Make A.A./Special Needs informational presentations at schools for the blind, the deaf and hearing impaired, rehabilitation centers for people with brain damage and centers and schools for the developmentally disabled.**
- **Work closely with Public Information (P.I.), Cooperation with the Professional Community (C.P.C.) to inform the public and appropriate agencies that A.A. is accessible to alcoholics with special needs.**
- **Arrange meetings for A.A. members who do not have access to regular A.A. meetings in hospitals, rehabilitation centers for the physically disabled or challenged; residences for the developmentally disabled.**
- **Compile and maintain a list of sighted members who are willing to provide transportation to and from meetings and other A.A. functions for blind A.A. members.**
- **Have members of your committee or other volunteers read an A.A. book on tape for a blind member or for an A.A. member who may no longer be able to hold a book.**
- **Take a meeting to homebound A.A. members along with two or more members of the Fellowship.**
- **Provide Special Needs workshops and assistance to physically disabled at conventions, conferences, service events, service meetings, special events.**
- **Inspire groups to nominate Special Needs Reps for their groups—which in turn become part of the County Committee. You need interested people to achieve all of the above.**

Suggestions for Spiritual Events Day Committee Activities

- **The Chair is elected to serve a 6 month-1 year term.**
- **Chair facilitates the Annual Spiritual Breakfast.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Spiritual Events Day Chair.**
- **Coordinates place and time of Spiritual Events Day Committee meetings.**
- **The Spiritual Event Day committee should consist of no less than the following (3): Spiritual Events Day Chair, the Orange County Treasurer, DCMC or Alt. DCMC and any others who wish to participate.**
- **Prepares an agenda for each Spiritual events day committee meeting and refers to the timeline to stay focused on a task.**
- **Chair attends Orange County General Service meetings and reports on activities.**
- **Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all are being met.**
- **Turns in all receipts to the Orange County General Service Treasurer.**
- **Chair works with the committee to create decorations according to the theme selected.**
- **Chair prints tickets for the event and forwards them to the Orange County General Service Treasurer for distribution.**
- **Committee prints flyers for the event.**
- **Committee circulates flyers for the event.**
- **Committee sells tickets for the event.**
- **Chair ensures that written contracts are obtained by vendors, acts as a contact person and finalizes all transactions with permission from the committee.**
- **Chair requests and receives from the Orange County General Service Treasurer any checks for the event. These checks to be made out directly to the business involved whenever possible.**
- **Chair is responsible for compiling all minutes, flyers, ticket stubs, and reports—and turning them over to Orange County General Service Archives.**

Suggested Treatment Committee Activities

- **The Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and absolute dependability are the qualifications needed to serve as a Treatment Chair.**
- **Register as a Treatment Facilities Chair with GSO in NYC. (212)-870-3400.**
- **Chair Attends Area 49 Treatment Facilities Committee meetings.**
- **Chair Attends Orange County General Service meetings and reports on activities.**
- **Studies and follows the A.A. Guidelines for Treatment Facilities, The treatment Facilities Workbook and all A.A. Literature pertinent to Treatment Facilities.**
- **Sets up Treatment A.A. General Service Material for display at service functions.**
- **Coordinates Treatment Workshops at the County Level.**
- **Holds regular Treatment Committee meetings and prepares minutes of these meetings.**
- **Purchases Treatment Committee Workbooks for all committee members.**
- **Submits a request for a Treatment budget to support these Twelve Step priorities.**
- **Make presentations to three treatment facilities or outpatient treatment settings and offer follow up presentations every four months to accommodate staff changes.**
- **Create a local Treatment Committee presentation based on the Treatment Committee Workbook and local experience, for psychiatric hospitals, nursing homes, youth non-correctional facilities, shelters, halfway houses and treatment centers/settings. Use of the DVD Hope: Alcoholics Anonymous or the DVD A.A. Videos for Young People, where appropriate may be helpful.**
- **Create a Temporary Contact (Bridging the Gap) program.**
- **Contact three nursing homes to offer A.A. presentations or meetings.**
- **Contact three psychiatric hospitals and offer A.A. presentations or meetings.**
- **Contact three homeless shelters and offer A.A. presentations or meetings.**
- **Contact three halfway houses and offer A.A. presentations or meetings.**
- **Contact three outpatient rehabilitation programs and offer A.A. presentations or meetings.**
- **Contact local Veterans Administration Hospitals or facilities and offer A.A. presentations or meetings.**
- **Participates in County and Area AA seminars and conventions.**
- **Inspires Groups to nominate Treatment Facility Reps for their groups—which in turn become part of the County Committee. You need interested people to achieve all the above.**

Suggested Website Committee Activities

- **The Orange County Website Chair is elected to serve a two year term.**
- **If the person chosen is a current GSR, a new GSR should be elected by their home group to fill his/her position.**
- **Experience suggests that solid sobriety 2 to 3 years, a knowledge of the Traditions and Concepts and absolute dependability are the qualifications to serve as an Orange County General Service Website Chair.**
- **Studies and follows the A.A. Guidelines for Websites.**
- **Chair Attends Area 49 Website committee meetings.**
- **The Website Committee has the responsibility of creating and maintaining the technical aspects of the Orange County General Service Website.**
- **Ensures the operation of the Orange County General Service Website follows the Traditions of A.A. and the Concepts of A.A. at all times.**
- **A summary of the Websites contents should be posted on the Website.**
- **Updating meeting and event information in a timely manner.**
- **All events posted on the Website must be by AA, for AA and about AA.**
- **Ensures that the website data files are backed up on a regular basis.**
- **Monitor the Website to verify its ongoing operation.**
- **Maintain contact with the Website Hosting Service.**
- **Makes recommendations for updating software for the Website as needed.**
- **Is responsible to shop for the best price for cost of services provided for the Website.**
- **Corresponds with individuals requesting changes to the group and events information.**
- **Manages email addresses on the website for Orange County General Service Officers and Standing Committee Chairs.**
- **Web Chair Attends Orange County General Service meetings and reports on activities.**
- **Operating within the principals embodied in the Traditions of A.A., the website should NOT: Link to any other website other than the GSO and A.A. Grapevine Websites, Use an individuals name, present any affiliation or endorsement of any non-A.A. entity, present financial information regarding the business of the Orange County General Service Committee.**