

Nassau General Service Group of Alcoholics Anonymous
P.O. Box 7, Garden City, NY 11530
aanassaugs-ny.org

Guidelines for Committee Chairs

As suggested by our November 2012 Inventory & subsequent discussions, these guidelines are intended to provide guidance to our committee chairs. They are numbered to provide for easy reference.

1. NGSG committees operate within the guidelines and spirit of The AA Service Manual, The Twelve Concepts, The Twelve Steps and The Twelve Traditions, The SENY Service Handbook, and the Articles Of Association And By-Laws Of NGSG. All committee chairs shall issue a written report to the DCMC (or designated Alternate DCMC) at least two weeks before scheduled business meetings. Such reports shall describe committee activities, concerns, and other information for NGSG members and their home groups.
2. Committee chairs and committee members are generally selected from current or past members of Nassau County General Service.
3. Committee chairs are appointed by, and may be removed by the DCMC.
4. Standing Committee Chairs and the Financial Review Chair are appointed for two-year terms which run concurrently the terms of NGSG officers.
5. NGSG Business meetings are held on the 3rd Monday of February, April, June, August, October, and December.
6. NGSG Committee meetings are open to any member of A.A. Where possible, such meetings will be scheduled at a convenient central location & recurring time. Requests to hold meetings at the Nassau Intergroup Office must be made through the DCMC (or NGSG Intergroup Liaison Chair).
7. Standing Committee Chair responsibilities may include the following:
 - a) Attend NGSG meetings and workshops.
 - b) Represent NGSG on corresponding SENY committees, and report back to NGSG. If possible, NGSG will pay for Committee Chair transportation (at mileage rate established by SENY) and tolls to attend such SENY committee meetings.
 - c) Collect information about group & district activities in Nassau and communicate such information to NGSG members.

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Deleted: The DCMC (or designated alternate) will approve the appointment of committee members [for event committees?]
Deleted: Every committee chair serves on behalf of the GSRs as representatives of the members of the groups in Nassau County.
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Deleted: Also appointed for two-year terms are: Budget & Financial Review, Website, and Service Sponsorship. The First Alternate DCMC chairs the Service Participation Committee.
Deleted: Committee Chairs report progress (or none) to our members in writing (to be submitted to the Secretary by email) at least two weeks before each scheduled Business Meeting.
Deleted: Committee Chairs will also consult with the DCMC about the amount of time to be devoted to the discussion of their report on the agenda. The purpose of the time devoted to the committee chair at the business meeting is for our members to ask questions or offer comments; the written report will not be read aloud at the meeting.
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d) Ask NGSG for guidance on decisions being considered by the SENY, General Service Conference, and General Service Board.

e) Report in writing to the DCMC (or First Alternate DCMC) about committee information two weeks before each NGSG meeting; request agenda time if desired.

f) Exhibit at NGSG meetings and events to attract participation by groups, districts, and members in Nassau County.

g) Attend SENY Assemblies.

h) Attend the New York State Informational Workshop on behalf of NGSG at least once during the two-year commitment, if possible.

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a. the event purpose, stated in terms of serving one or more of these purposes:¶
i. attract participation in A.A. General Service as a GSR or DCM¶

ii. educate A.A. members on General Service (including our Traditions and Concepts)¶
iii. attract participation by local groups in activities associated with our Fifth Tradition and Twelfth Step

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8. NGSG Committee Chairs may receive financial support by submitting to the DCMC a written request for expenses associated with performing duties associated with their committee work. Such requests are submitted for approval to the DCMC (or designated Alt. DCMC) in a format provided by the Treasurer, and then presented to our members for vote. A simple majority is required for approval.

9. NGSG does not pay NYS sales tax, so Committee-related purchases should where practical be free of sales tax. Tax Exempt forms are available from the Treasurer.

10. NGSG Event Chairs of any event or activity sponsored by NGSG will prepare and submit to the DCMC (or designated Alternate DCMC) minutes of committee meetings, agendas if available, and budgets as they evolve. Copies of such documents will be maintained in NGSG files.

11. Only the Treasurer can make deposits or write checks on behalf of NGSG or events in its name. No other bank accounts may be established or used by our committees.

12. Reimbursements for expenses of any kind will be made using the NGSG Reimbursement Request Form and providing written receipts within one month after incurred.

13. Event chairs will provide a comprehensive written final financial report to the Treasurer and DCMC within one month after the event, using the format of the budget approved for that event. The Treasurer will report on the financial results, and the Event Chair will be available to answer questions at the first business meeting at which the information in the written report is reported by the Treasurer.

14. Any contracts or legal documents required for any purpose must be approved by 2/3 of voting members present at the relevant business meeting, and must be signed by two Officers, one of whom shall be the DCMC or an Alt. DCMC.