

## **Nassau General Service Group of Alcoholics Anonymous**

P.O. Box 7, Garden City, NY 11530

[aanassaugs-ny.org](http://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.

- d) Ask NGSF 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 NGSF meeting; request agenda time if desired.
- f) Exhibit at NGSF 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 NGSF at least once during the two-year commitment, if possible.

8. NGSF 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. NGSF 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. NGSF Event Chairs of any event or activity sponsored by NGSF 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 NGSF files.

11. Only the Treasurer can make deposits or write checks on behalf of NGSF 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 NGSF 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.