

Nassau General Service Group of Alcoholics Anonymous

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

aanassaugs-ny.org

Guidelines for Nassau County General Service Committee Chairs

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

1. Nassau County General Service committees operate within the guidelines and spirit of The AA Service Manual, The Twelve Concepts for World Service, The Twelve Steps and The Twelve Traditions of AA, The General Warranties of the General Service Conference of AA, SENY Service Handbook, and the Articles Of Association And By-Laws Of The Nassau General Service Group Of Alcoholics Anonymous. All committees will issue a report in writing to the DCMC (or designated Alternate DCMC) at least two weeks before our scheduled business meetings on their activities, new questions for our members' input, or other information for our members and their groups.
2. Committee chairs and committee members are generally selected from current or past members of Nassau County General Service. The DCMC (or designated alternate) will approve the appointment of committee members [for event committees?]
3. Every committee chair serves on behalf of the GSRs as representatives of the members of the groups in Nassau County. Committee chairs are appointed by, and may be removed by the DCMC.
4. Standing Committee Chairs (Accessibility/Special Needs, Archives, Cooperation with the Professional Community, Corrections, Grapevine/La Viña, Gazette, Intergroup Liaison, Literature, Public Information, and Treatment Facilities) are appointed for two-year terms which run concurrently the terms of county officers. Also appointed for two-year terms are: Budget & Financial Review, Website, and Service Sponsorship. The First Alternate DCMC chairs the Service Participation Committee.
5. 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. Business meetings are the 3rd Monday of February, April, June, August, October, and December. 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.

6. Any proposals or changes in responsibilities that differ from, or are not addressed by our By Laws or by established group conscience (as described in the minutes of previous meetings) will be discussed with the DCMC (or assigned Alt. DCMC) before presentation to our members. If the matter can be decided by the DCM C, it will be submitted to our member in writing; if not, it may be considered under Old Business or New Business, if any action is required.
7. The right of decision is invested in the DCM C, who may devolve the right of decision to the Committee Chair in specific ways, but subject to review by the DCMC. Our members will be informed of the decision by email and given the opportunity for discussion at the next business meeting.
8. Committee meetings are open to any member of A.A. Where possible, meetings will be scheduled at a convenient central location & recurring time (e.g., 2nd Sunday at 11 am). Requests to hold meetings at the Nassau Intergroup Office must be made through the DCMC (or Intergroup Liaison Chair).
9. Standing Committee Chairs' commitment includes representing Nassau County GS on SENY committees, so they can synthesize and share information with our GSRs (and through them, with their groups). For those who are unable to fund the costs of their participation, NCGS will pay for their transportation (at \$.40/mile and tolls for their scheduled SENY committee meetings on which they serve).
10. NCGS Committee Chairs may receive additional financial support by submitting a written budget for expenses associated with performing their duties for planning & executing approved events associated with their committee work. Budgets are submitted for approval to the DCMC (or designated Alt. DCMC) in a format provided by the Treasurer and the Budget & Financial Review Committee. Expenses can be authorized by a 2/3 vote of our members, or in accordance with a budget approved by 2/3 of our members, or by authorization of the DCMC if necessary between meetings.
11. NCGS does not pay NYS sales tax. Tax Exempt forms are available from the Treasurer and must be signed by the DCMC.
12. NCGS Event Chairs of any event or activity sponsored by NCGS will prepare and submit to the DCMC (or designated Alternate DCMC) within one month of their appointment:
 - 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 supported suggested by our standing committees (e.g., Accessibility/ Special Needs, Cooperation with the Professional Community, Corrections, Public Information, Treatment Facilities)
 - b. who the target audience is,
 - c. expected attendance
 - d. date and time,
 - e. location,
- f. opportunities for other NCGS or SENY committees to exhibit and/or attract participation, and,
 - g. a budget in a format determined by the Budget & Financial Review Committee that recognizes our desire to minimize expenses and risk and is mindful of our financial limitations, and includes:
 - i. an explanation of how funds will be spent,
 - ii. a comparison of alternative vendors/providers/quotes when expenses are involved
 - iii. sources and amount of income (if any),
 - iv. no expenses that would be paid to a committee member or their employer
- 13. Only the Treasurer can make deposits or write checks on behalf of NCGS or events in its name. No other bank accounts may be established or used by our committees.
- 14. Reimbursements for expenses of any kind will be made using the NCGS Reimbursement Request Form and providing written receipts within one month after incurred.
- 15. 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.
- 16. Any contracts or legal documents required for any purpose must be approved by 2/3 of our members and signed by the DCMC and an Alternate DCMC.