

## South Florida Area

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*Legacy of Service and Guidelines  
for South Florida Area 15*

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## **PREFACE**

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The South Florida Area Committee of Alcoholics Anonymous is a service body for the groups in Delegate Area 15. Its primary purpose is to provide a forum for sharing collective 12th Step experience - how best to carry the A.A. message in South Florida, the Bahamas, US Virgin Islands, British Virgin Islands Antigua, St. Maarten and the Cayman Islands. The Area also has the responsibility to carry that message worldwide via the General Service Conference U.S./Canada.

Area 15 is supported by the voluntary contributions of the groups it serves. The Committee structure borrows much from “The A.A. Service Manual and Twelve Concepts for World Service;” is ever mindful of the Twelve Traditions, the Twelve Concepts for World Service, and the Twelve Steps of A.A.

This Legacy of Service for South Florida Area 15 is published every two years at the time of rotation; updates are available in the minutes of the Area business meetings and on the Area website ([www.area15aa.org](http://www.area15aa.org)). The overviews of Area Trusted Servants’ responsibilities and the composition, scope, procedure of each standing committee were contributed by those who have served, reflecting Area 15 experience.

## **SOUTH FLORIDA LEGACY OF SERVICE**

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“Our Twelfth Step - carrying the message - is the basic service that the A.A. Fellowship gives...Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer...” Co-founder Bill W. wrote these words to preface the first General Service Conference in 1951. Two Delegates selected by the statewide fellowship carried Florida’s collective experience to that first get-together. It wasn’t until 1957 when one was selected from the northern counties and one from the southern counties. As such, a Panel 7 Delegate represented South Florida from Miami. This first South Florida Delegate only served one year, and then the Alternate Delegate from Pompano Beach finished out that service period and subsequently was elected for two additional years.

How best to carry the A.A. message has evolved through the years on an Area level as well as in the U.S./Canada. In Area 15, there are 15 committees focused on Area Business and the Redistricting Committee that meets as necessary. These service committees meet 4 times a year to share experience. Each Area Chairperson reports this activity to the Area Committee, which is composed of the six Area officers, the Chairpersons of each Area standing committee, the District Committee Members (DCMs) and the General Service Representatives (GSRs.) Once a year, in April, there is an Assembly where all Committee Members have a voting voice to aid the South Florida Delegate in carrying our conscience to the Annual General Service Conference.

Why all this structure?

**Bernard Smith, non-alcoholic Chairman of A.A.'s Board of Trustees, answered this question in 1954 by saying that, although those of us who have found A.A. may not need this to insure our own recovery, "We do need it to insure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to insure the recovery of a child being born tonight, destined to alcoholism. We need it to provide in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead can find in A.A. the rebirth which brought us back to life."**

## **AREA DELEGATE RESPONSIBILITIES**

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- **Distributes the preliminary and final Conference Agendas when received.**
- **Chairs the April Assembly and obtains the group conscience on Conference agenda items.**
- **Attends the General Service Conference in well prepared.**
- **Reports the results of the General Service Conference to the South Florida Area.**
- **Visits each District in Area 15 to give a Conference Report, if invited, at the District's expense, except when the District requests financial assistance for travel expenses.**
- **Distributes the Conference Final Reports to all Districts in the South Florida Area.**
- **Chairs the Area Committee business meeting when the Area Chairperson is not present.**
- **Chairs the October voting assembly.**
- **Presents an oral and written informational report at Area Quarterly business meetings.**
- **Serves as a communication channel between G.S.O. and the South Florida Area.**
- **Coordinates and verifies Pending New Group information during the Pending Active period with the Area 15 Registrar.**
- **Sends a Pending New Group Information letter, along with a copy of the Pending New Group Sheet, to the District Chairperson for notification and verification.**
- **Sends a New Group Notification letter and a copy of the Active New Group Status form to the District Chairperson for notification.**
- **Represents South Florida Area as stipulated in Area resolutions.**

- Keeps the Alternate Delegate fully informed.
- Provides the Finance Committee with Delegate's budget request at budget time.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.
- Upon rotation, co-chairs the Current Practices Committee for 4 years and serves on the Finance Committee for 2 years.
- Each officer shall review, update, and be prepared to present, their job description at the Service Manual Workshop at the October election Assembly held every other year.

## **AREA ALTERNATE DELEGATE RESPONSIBILITIES**

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- Represents South Florida Area as stipulated per Area Current Practice.
- Stands in for the Delegate, if necessary.
- Presents an oral and written report at the South Florida Area business meeting on the service activities performed as Alternate Delegate during the preceding quarter and forwards a copy to the Recording Secretary
- Chairs the "What's On Your Mind?" meeting at Area Quarterlies.
- Chairs the Area Redistricting Committee when the Committee is in session.
- Chairs the Area 15 State Convention Committee, and gives a report at the Area business meeting.
- Attends the Florida State Convention Advisory Committee with representatives from Area 14 (North Florida), and gives a report at the Area Quarterly business meeting.
- Serves as an *ex-officio* member of the Website Committee.
- Serves as co-host (with a representative from Area 14) of the Florida Hospitality Suite at each AA International Convention.
- Provides the Finance Committee any request for funds at budget time.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.

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## **AREA CHAIRPERSON RESPONSIBILITIES**

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- **Chairs the South Florida Area's business meetings.**
- **Sets the Area's business meeting agenda and forwards this information to the Recording Secretary in time for the minutes to be mailed no later than 45 days after each Quarterly business meeting. (Agenda items are to be in the hands of the Chairperson no later than 30 days after each Quarterly business meeting.)**
- **Appoints the Finance Committee Chairperson and Quarterly Coordinator and presents these appointments for approval at the Area business meeting.**
- **Serves as an *Ex-officio* member of the Finance Committee and the Current Practices Committee.**
- **When invited, chairs the District Chairpersons' sharing session at the Area business meeting.**
- **Presents Chairperson's Remarks orally at the Area business meeting and forwards a copy to the Recording Secretary.**
- **Provides the Finance Committee with Chairperson's budget request at budget time.**
- **Submits a quarterly expense report, including all receipts, to the Area Treasurer.**
- **Returns all unspent budgeted funds to the Area Treasurer by December 31<sup>st</sup> of that budgeted year.**
- **Attends the Southeast Regional Forum.**
- **Optional: Hosts informal meeting of Area Officers and Standing Committee Chairpersons.**

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## **AREA TREASURER RESPONSIBILITIES**

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- **Accounts for all Area monies received and disbursed while complying with Internal Revenue Service regulations.**
- **Maintains signature cards with the Area 15 bank, ensuring that the Area 15 Officers are authorized to endorse checks and otherwise conduct Area 15's financial business.**
- **Maintains original copies of the South Florida Area 15 Charter, 501(c)3 filing and Consumer's Certificate of Exemption (FL Sales & Use Tax) and assures that the Accountant representing Area 15 has the originals.**

- **Prepares a “Cash Flow Report” for the Area Finance Committee Chairperson on a quarterly and annual basis.**
- **Prepares a quarterly and annual “Thank You Letter” to each group contributing to Area 15.**
- **Pays all expenses for Area guests.**
- **Chairs the District Treasurers’ sharing session at Area Quarterlies.**
- **Attends and participates as a member of the Area Finance Committee**
- **Provides the Finance Committee with Treasurer’s budget request at budget time.**
- **Maintains a quarterly Treasurer’s expense report including all receipts.**
- **Presents Treasurer’s Remarks orally at the Area business meeting and forwards a copy to the Recording Secretary**
- **Presents Treasurer’s Remarks orally at the Area business meeting and forwards a copy to the Recording Secretary.**
- **Reports group contributions, checks disbursed, income and expenses and account balances for the preceding quarter at each Area business meeting and forwards a copy to the Recording Secretary.**
- **Supervises the basket collection at Area business meetings.**
- **Makes hotel reservations for Area Officers, Area Committee Chairpersons, participating Past Delegates and invited guests, per Area Current Practice, and distributes copies of arrangements to all involved.**
- **Returns all unspent budgeted funds to the Area Treasury by December 31<sup>st</sup> of that budgeted year.**
- **Transfers any overage in the Prudent Reserve Account to the Operating Account annually.**
- **Presents excess funds for the prior year to the General Service Office in January of each year, per Area Current Practice.**
- **Presents the Area Committee with a full Financial Report of the previous year at the second Quarterly of each year, per Area Current Practice, and forwards a copy of this report to the Recording Secretary.**

- Ensures that the Treasurer, or Accountant, representing Area 15 maintains the correct Officers' names and addresses with the State of Florida for the FL Sales & use Tax Exemptions and with the Internal Revenue Service for the 501(c)3 filing.
- Contacts the Accountant representing Area 15, in January of each year, to prepare 501(c)3 filing with the Internal Revenue Service.
- Provides annual financial records to the Area 15 Archives Committee.
- Attends the Southeast Regional Forum.

## **AREA REGISTRAR RESPONSIBILITIES**

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- Keeps mailing database current.
- Co-chairs the Secretaries' sharing session at Area Quarterlies.
- Provides lists of Area Officers, Area Committee Chairs and District Chairs when requested.
- Provides the Finance Committee with Registrar's budget request at budget time.
- Submits a quarterly expense report, including all receipts, to the Area Treasurer.
- Returns all unspent budgeted funds to the Area Treasurer by December 31st of that budgeted year.
- Supplies the Recording Secretary or Printer with the mailing label distribution list no later than 30 days after the Area business meeting, per Area Current Practice.
- Supplies the Recording Secretary with a bulk e-mail list no later than 30 days after the Area business meeting, per Area Current Practice.
- Supplies the Recording Secretary with Spanish and 1st Class mailing labels distribution list no later than 45 days after the Area business meeting, per Area Current Practice.
- Receives any returned postal or email minutes and forwards to the District Registrar for correction.
- Calls the role at the Area business meetings and provides a total vote count to the Chairperson.
- Assists the Delegate with verification of Pending New Group Information in the Area & FNV Databases.

- Provides the Area Treasurer with a copy of Group Names & Group Service Numbers on a regular basis.
- Provides the Area Treasurer with a back-up of the Area Database for safekeeping on a regular basis.
- Presents Registrar's Remarks orally at the Area business meeting and forwards a copy to the Recording Secretary.
- Suggested that a high speed internet connection be maintained to allow use of the FNV (Fellowship New Vision) in order to access and maintain Group information, District information and Area 15 information with our G.S.O. Records Department.
- Produces hard copies of downloaded data from FNV for distribution to District Registrars.
- Receives changes from the Districts for entry into the Area database and FNV database. Also receives New Group requests and other Group Status requests. Forwards all changes to G.S.O. Records Department via FNV.
- Maintains an offsite back-up method for Area 15's database.
- Provides Area Website Chair with an accurate list of e-mail addresses of the Area 15 Officers and Committee Chairs after Area Elections and whenever these e-mail addresses change.
- Responsible for the Area Registrar's computer cart, laptop computer and printer.
- Reviews, updates, and presents the job description from the Legacy of Service for the Area Registrar at the Service Manual Workshop in October of voting years.
- Attends the Southeast Regional Forum.

## **AREA RECORDING SECRETARY RESPONSIBILITIES**

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- Revises and prepares the Area Letterhead for the incoming Committee and distributes it to the Area Officers.
- Receives the Agenda for the upcoming Area business meeting, prepared by the Area Chairperson, and attaches it to the minutes of the previous Area business meeting.
- Compiles, prints, copies, collates, addresses, and mails the Quarterly Minutes and Agenda, within forty-five (45) days after the Area business meeting, per Area Current Practice.

- **Records all motions acted on at the Area business meeting and places them at the end of the Area business meeting minutes.**
- **Records results of Area Officers Elections and includes them in the Area Minutes.**
- **Records results of the Quarterly Bids and includes them in the Area Minutes.**
- **Presents Recording Secretary's Remarks orally at the Area business meeting and includes a copy in the Area Minutes**
- **Renews the Bulk Mail Permit from the U.S. Postal Service on the annual date as required and maintains an appropriate quarterly balance in the bulk mail account.**
- **Renews the annual contract with the e-mail provider on the annual date as required.**
- **Applies the e-mail list provided by Registrar to the bulk e-mail website.**
- **Removes all last names and applies the "Confidential" watermark and confidentiality footer to the e-mailed minutes.**
- **Sends the e-mailed minutes between 30 and 45 days following the Area business meeting and sends the Agenda for the upcoming Quarterly to everyone on the bulk e-mail list.**
- **Compiles a set of Spanish language minutes and the upcoming Agenda, translated by the Area Linguistic Committee. Mails or e-mails the translated minutes and Agenda to Spanish speaking members, using mailing labels provided by the Registrar, and to the District Chairpersons.**
- **Records the number of persons registered at the Quarterlies and the number of General Service Representatives in attendance at the Area business meetings.**
- **Presents the minutes for correction and approval at the Area business meeting. Forwards the final approved minutes and audio tape(s) of the Area business meeting to the Area Archives Chairperson.**
- **Co-Chairs the District Secretaries' sharing session with the Area Registrar at the Area Quarterlies.**
- **Provides the Finance Committee with Recording Secretary's budget request at budget time.**
- **Submits a quarterly expense report, including all receipts, to the Area Treasurer.**
- **Returns all unspent budgeted funds to the Area Treasurer by December 31<sup>st</sup> of that budgeted year.**

- Serves as an *ex-officio* member of the Area Linguistic Committee.
- Responsible for the Recording Secretary's laptop computer and printer.
- Attends the Southeast Regional Forum.

## **AREA ARCHIVES COMMITTEE**

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**Composition:** The Archives Committee has three elected officers, a Committee Chairperson, an Alternate Chairperson/Treasurer and a Secretary. All the officers are elected in Committee by a modified Third Legacy Procedure in even years, and presented for approval at the Area business meeting that year in the month of October. The remainder of the committee is comprised of all of the Area 15 District Archives Chairpersons who are elected in their own Districts.

**Scope:** Provides a forum for Districts to share experience among the archivists in Area 15. The Committee maintains an archival history of the actions of the Area 15 Committee transacted at its business meetings, as recorded in the printed minutes (per Area Current Practice, printed minutes are retained in perpetuity). The Committee currently maintains two sets of minutes. The original set is locked in special boxes stored in the Archives storage locker. The second set, also stored in the Archives storage locker is brought to Quarterlies for display. per Area Current Practice, a media type recording (currently a CD) of each Quarterly Area business meeting is retained for a minimum of six (6) months. per Area Current Practice, the Archives Committee retains five (5) years plus the current year's financial records. The Area Treasurer and the Archives Committee are responsible for destroying the financial records older than five (5) years by June 1st of each year. Other appropriate history will be preserved when requested by other Area Committees.

**Procedure:** The Committee meets at each Area 15 Quarterly. The Chairperson reports Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Treasurer presents the Committee's Treasurer's Report at the Area business meetings. Minutes of its own business are provided to its members and other interested individuals. Provides the Area Finance Committee with an annual request for funds at budget time.

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## **AREA CORRECTIONAL FACILITIES COMMITTEE**

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- Composition:** All District Corrections Chairpersons are members of this Committee. A Chairperson, Alternate Chairperson, and Secretary/Treasurer are elected by the Committee from rotating-out Corrections Committee members who have served for at least one year. These elected officers are presented for approval at the Area business meeting.
- Scope:** Offers an opportunity for Districts to share their experience in carrying the A.A. message into correctional facilities. Reviews service literature and workbooks. Acts as the communication channel to and from the Florida Department of Corrections (D.O.C.) and is also a communication channel to and from the Correctional Facilities desk at G.S.O.
- Procedure:** Conducts quarterly meetings where Districts may share their experience. Conducts quarterly workshops. Communicates with the Area Delegate. Represents Area 15 at the bi-annual North/South Workshop conducted by Area 14 and every other year hosts the North/South Workshop for Area 14 and Area 15. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

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## **AREA CURRENT PRACTICES COMMITTEE**

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- Composition:** Co-Chaired by the two immediate Past Delegates. Four current District Committee Members and a Documents Coordinator selected by the Co-Chairs also serve on the Committee. The Area Chairperson is an ex officio member of the Committee. Linguistic Liaison, selected by the Area Linguistic Committee, also serves as a non-voting member of the Committee.
- Scope:** Updates the Book of Motions and the Book of Current Practices quarterly. Updates the Legacy of Service at the end of even numbered years.
- Procedure:** Holds quarterly meetings to fulfill its responsibilities. E-mails Area Website Chairperson an updated copy of the Book of Motions and the Book of Current Practices quarterly. E-mails the Area Website chairperson an updated copy of the Legacy of Service at the end of even numbered years. Provides newly elected Area Officers, Area Committee Chairs and District Chairs an updated copy of the Current Practices Binder at the beginning of odd numbered years. The Binder includes the Book of Motions, the Book of Current Practices, the Legacy of Service and a Forms section. Presents a report of the Committee activities orally at

the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA FINANCE COMMITTEE**

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**Composition:** The Finance Committee includes a Chairperson (appointed by the Area Chairperson), the Area Treasurer, two members (chosen by the Committee Chair) and the immediate Past Delegate. The Area Chairperson is an *ex-officio* member of this Committee

**Scope:** Oversees the finances of the Area. Compares current expenditures to budget. Reviews unbudgeted requests for funds for Area Trusted Servants and Area Standing Committees. Receives requests for Area funds at budget time. Prepares an annual budget for Area 15. The Committee is guided by the Book of Current Practices of Area 15 in all of its deliberations.

**Procedure:** Holds quarterly meetings to conduct its responsibilities. Annually prepares the Area 15 budget and presents it to the Area Committee for consideration at the 4th Quarterly Area Business Meeting. Reviews all motions affecting the Area 15 budget and may offer comment at the Area 15 business meeting indicating how the motion will affect Area 15. Is available to assist all Area 15 Officers and Standing Committee Chairpersons in preparing their budgets. Is available to offer assistance to anyone making a motion affecting the Area 15 budget in preparing their motion. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Determines the Finance Committee's financial needs for inclusion in the annual budget.

## **AREA GRAPEVINE COMMITTEE**

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**Composition:** All District Grapevine/LaVina Chairpersons are members of the Grapevine Committee. The Committee Chairperson and Secretary/Treasurer are elected in Committee by Third Legacy procedure and presented for approval at the Area business meeting.

- Scope:** Offers a forum for Districts to share their experience in carrying the message about the Grapevine Magazine, LaVina, and the other materials published by the Grapevine, Inc. Maintains a supply of Grapevine materials and subscriptions which are sold at Area 15 Quarterlies. Maintains old issues of Grapevines and LaVinas, donated by the Districts, for exchange between the Districts at a Grapevine/LaVina Swap which is held Quarterly, time permitting, after the Committee meeting.
- Procedure:** Holds quarterly meetings where Grapevine/LaVina experience is shared. Contributes a Grapevine subscription to the host District for a raffle on Saturday Night at each Quarterly. Communicates with the Grapevine/LaVina office in New York. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Presents a Treasurer's Report at the Area business meetings. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA INTERGROUP/CENTRAL OFFICES COMMITTEE**

- Composition:** Membership consists of one Intergroup and/or Central Office Representative or Alternate from each District in Area 15. The officers shall consist of a Chairperson, Vice Chairperson, Secretary, and Treasurer. Election is in Committee by simple majority and officers are presented for approval at the Area business meeting.
- Scope:** Provides an opportunity to identify and share expertise in solving the administrative and operational problems of Central Offices and/or Intergroups and to promote coordination and cooperation with General Service.
- Procedure:** Holds quarterly meetings where Districts may share their experience. Communicates with other Intergroups and/or Central Offices outside the South Florida Area. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. This Committee receives no funds from the South Florida Area.

## **AREA LINGUISTIC COMMITTEE**

- Composition:** The Chairperson, Alternate Chairperson and Secretary/Treasurer are elected in Committee using the Third Legacy procedure and presented at

the Area business meeting for approval. Other voting members may include one Spanish speaking member from each Spanish speaking group. The Area Recording Secretary is an *ex-officio* member of this Committee.

**Scope:** Offers a forum for the Districts to share their experience in carrying the message to the Spanish speaking groups in Area 15. Coordinates with the Area Registrar to ensure that the Spanish group information is accurate. Assists the Area Recording Secretary with the translation of the Area Quarterly Agenda, including the motions. Coordinates with the host District Quarterly Chairperson to translate the Quarterly flyer and the Quarterly program. Cooperates with the Area Website Committee for posting of Area 15 Spanish information.

**Procedure:** Assists the District's Quarterly Chairperson with Spanish meetings held at Area Quarterlies. Assists with the coordination of the interpreting services provided at Area 15 Quarterlies. Chairperson receives the Agenda that is prepared by the Area Chairperson and arranges for translation into Spanish within a 25 day period, for distribution by the Area Recording Secretary. Distributes the Spanish Agenda to the Spanish groups. Coordinates with the Recording Secretary to produce Area minutes in Spanish. The Alternate Chairperson or a member of the committee appointed by the committee chair attends the Area 15 website committee. The Committee Secretary/Treasurer or a member of the committee appointed by the committee chair attends and is a liaison with the Area 15 Current Practice Committee. Communicates with the Area Delegate as necessary. Secretary distributes Committee minutes to Committee members and others, as requested. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA LITERATURE COMMITTEE**

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**Composition:** All District Literature Chairpersons are members of this Committee. The Committee Chairperson, and Alternate Committee Chairperson/ Secretary/Treasurer are voting members and are elected in Committee every 2 years at the October Quarterly using the Third Legacy Procedure and presented for approval at the Area 15 business meeting.

**Scope:** Offers a forum to Districts for sharing and reviewing Conference approved Literature and other Area 15 Literature. Maintains a supply of A.A. literature pertinent to the Committee's purpose. Reviews literature as requested by Area Delegate, G.S.O., or other Area 15 Committees.

**Procedure:** Holds quarterly meetings where Districts may share their experience. Sends out minutes and maintains a record of all District Literature Chairpersons' addresses and phone numbers for communication purposes. Provides a communication channel to and from the Literature desk at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities and a Treasurer's Report orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA PI/CPC<sup>1\*</sup> COMMITTEE**

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**Composition:** All District PI/CPC Chairpersons are members. The Committee Officers include a Chairperson, Alternate Chairperson, and Secretary/Treasurer are elected in Committee every 2 years (even numbered years) from current or rotating out PI/CPC District Chairpersons and past PI/CPC District Chairpersons, using the Third Legacy Procedure. Newly elected officers are presented for approval at the Area business meeting

**Scope:** Offers a forum for the Districts to share their experience in carrying the A.A. message to the general public and to professionals who, in their work, come in contact with alcoholics. Assist each other in the creation and operation of effective District PI/CPC Committees.

**Procedure:** Holds quarterly meetings where Districts may share their experience. Each District submits a written report of District PI/CPC activities which becomes a part of the Committee minutes. Serves as a communication channel to and from the PI/CPC desks at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA QUARTERLY COORDINATOR**

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**Composition:** One individual appointed by the Area Chairperson.

**Scope:** The Quarterly Coordinator helps the bidding Districts understand the physical requirements needed for a facility to be able to hold a Quarterly

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\* Public Information/ Cooperation with the Professional Community

adequately. Provides historical data from past Quarterlies to bidding and hosting Districts. Keeps the Area Committee advised of any changes in Quarterly locations. Reviews the hosting District's agenda prior to publication, in accordance with Area 15 Current Practices. Reviews hotel contracts prior to District execution, if requested. Looks for ways to save both the Area and the Hosting Districts costs occurred by our Quarterly meetings. Chairs the Quarterly Coordinator's meeting at each Quarterly.

**Procedure:** The Quarterly Coordinator is available for guidance to the Districts regarding Quarterlies. Provides attendance estimates for all Quarterly meetings and workshops. Collects the Quarterly Host District Review Sheets after each Quarterly. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

## **AREA REDISTRICTING COMMITTEE**

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**Composition:** All District Chairpersons are members of this Committee. The Alternate Delegate chairs the Committee when it is in session.

**Scope:** Reviews all requests for Area redistricting. Recommends actions to the Area Committee.

**Procedure:** Holds meetings when needed to conduct its responsibility. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes whenever the Committee meets.

## **AREA REMOTE COMMUNITIES COMMITTEE**

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## **AREA SPECIAL NEEDS COMMITTEE**

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- Composition:** All District Special Needs Chairpersons are member of this Committee. The Special Needs Chairperson, Alternate Chairperson, Secretary, and Treasurer are elected in Committee using the Third Legacy Procedure and presented for approval at the Area business meeting.
- Scope:** Offers a forum for the Districts to share their experiences with carrying the A.A. message to those with special needs.
- Procedure:** Holds quarterly meetings for Districts to share their experience. Serves as a communication channel to and from the Special Needs staff member at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area business meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

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## **AREA STATE CONVENTION COMMITTEE**

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- Composition:** Composed of the Alternate Delegate who serves as the Committee Chairperson, the current/upcoming State Convention Chairperson who serves as the Committee Secretary/Treasurer, and an Area 15 member with State Convention organizational experience.
- Scope:** Provides oversight of the legal and financial activities of the Florida State Convention when held in the geographic area of South Florida. Defines and manages the Site Selection Process. Insures that the South Florida Convention remain self supporting, utilizing the existing 501(c)3, and the Advisory Committee for continuity and cooperation with North Florida Area 14. Receives and monitors financial statements of the local hosting committee. Sets the reserve fund level and periodically reviews that level for possible revision. Receives full disclosure of any minutes and/or treasury information as requested. Receives the final report at conclusion of the convention.
- Procedure:** Committee meets every Quarterly on Saturday. Committee Chairperson gives a report at the Sunday morning business meeting. Approves, denies, or requests revision to bids. Monitors budget and provides suggestions. Once all expenses from the State Convention are paid in full, the State Convention Committee will make recommendations as to how to distribute any excess funds. Informs Area 15 of any major transgressions during the convention and preparation process. Alternate Delegate participates on the Advisory Committee in conjunction with North Florida, Area 14. The Committee will derive its treasury from excess funds from the State Convention.

**AREA TREATMENT FACILITIES COMMITTEE**

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- Composition:** All Area 15 Treatment Facilities Committee District Chairpersons are members of this Committee. The Chairperson, Alternate Chairperson, Secretary/Treasurer, Literature Coordinator, and Bridging the Gap Coordinator are elected in Committee using the Third Legacy Procedure. The newly elected officers are approved by the South Florida Area Committee.
- Scope:** Offers a forum to the Districts for sharing their experience in carrying the AA message into Treatment facilities. Maintains a supply of AA literature pertinent to the Committee's purpose. Reviews service literature and workbooks and coordinates Bridging the Gap activities.
- Procedure:** Holds quarterly meetings where Districts may share their experience. Sends out minutes and maintains phone contact numbers for Bridging the Gap activities. Serves as a communication channel to and from the Treatment Facilities desk at G.S.O. Communicates with the Area Delegate. Presents a report of Committee activities orally at the Area Business Meeting and in written form for inclusion in the Area minutes. Presents a Committee Treasurer's report at the Area business meeting. Provides the Finance Committee with an annual request for funds at budget time.

## **AREA WEBSITE COMMITTEE**

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### **Scope:**

Content shall include and be limited to:

- a) The following AA literature:
  - i) 12 Steps, 12 Traditions, 12 Concepts;
  - ii) A.A. Preamble;
  - iii) "I Am Responsible" and "Declaration of Unity" statement;
- b) Information on Area Assemblies, including the upcoming host district's flyer;
- c) Hyperlinks to any AA World Services websites, such as the
  - i) General Service Offices, located at [www.aa.org](http://www.aa.org);
  - ii) The Grapevine, located at [www.aagrapevine.org](http://www.aagrapevine.org)
- d) Links to any Intergroup/District located within area 15 that wishes to include their website link on the Area 15 website. A disclaimer shall be located on the same page as the links.
- e) Anonymous e-mail boxes and addresses of the Area 15 panel, officers, committee chairs and district chairs (e.g. [delegate@area15aa.org](mailto:delegate@area15aa.org), [treasurer@area15aa.org](mailto:treasurer@area15aa.org), etc.);
- f) A "Delegates Corner" to be used by the Area Delegate for communication with the Area;
- g) Individual pages for any Area 15 Standing Committees and area officials as they may request, each responsible to submit updated information for their individual pages to the web site committee;
- h) Information on Area 15 events, workshops and activities;
- i) Group GSO number search page;
- j) Post the scrubbed Area 15 minutes and agenda each quarter in the password protected section of the Area 15 Web Site.
- k) Post the updated and scrubbed current practices, along with an updated book of motions to the website committee yearly, when submitted to the website committee by January 31<sup>st</sup> by the current practices committee.
- l) A disclaimer to be found upon exiting the website to the above listed links;

### **Composition;**

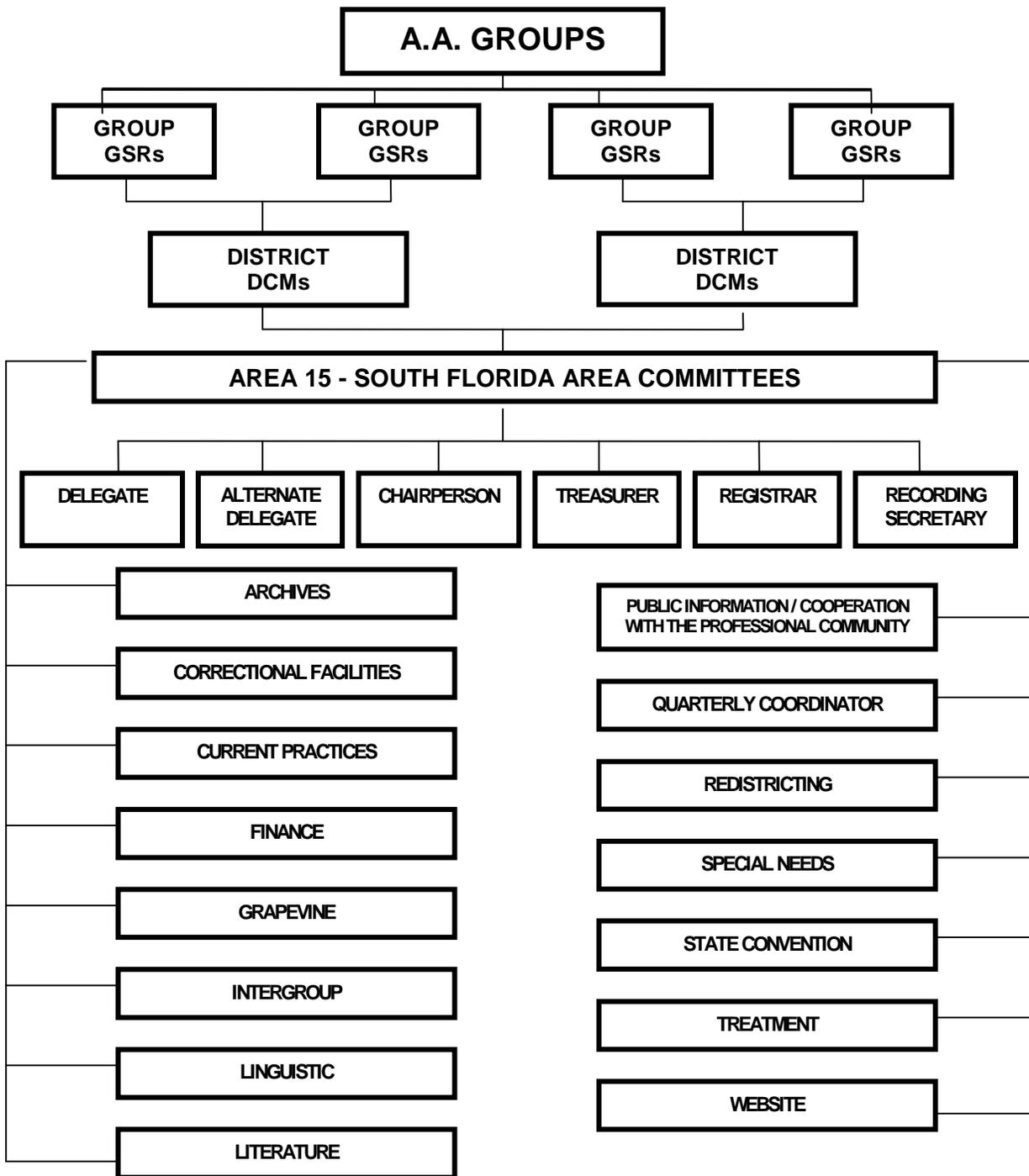
- 1) To create an Area Standing Committee responsible for the creation and maintenance of the website;
- 2) This committee shall select a chair, alternate chair, secretary/treasurer and web servant; each carries one vote within the committee;
  - a) *Chair / Alternate Chair* - three (3) years sobriety and at least one (1) year of serving on this Committee. These members should be DCM's, or ACM's. If necessary, GSR's may serve. All members should be familiar with A.A.'s Traditions. Some technical knowledge about the internet is advantageous, but not required.
  - b) *Secretary / Treasurer* - 2 years sobriety, past/present GSR and 1 year participation in the committee.
  - c) *Web Servant* - 2 years sobriety, past/present GSR and 1 year participation in the committee, with sufficient technical knowledge to maintain the area 15 website.
- 3) The committee chair, secretary/treasurer and web servant shall receive one night's lodging, unless otherwise funded;
- 4) Each District may select a representative; each carries one vote;
  - a) Some technical knowledge about the internet/web sites is a plus;
  - b) These members will not be funded by the Area;
- 5) The Alternate Delegate shall be a member, ex officio;

6) The yearly budget for maintenance be \$250.00.

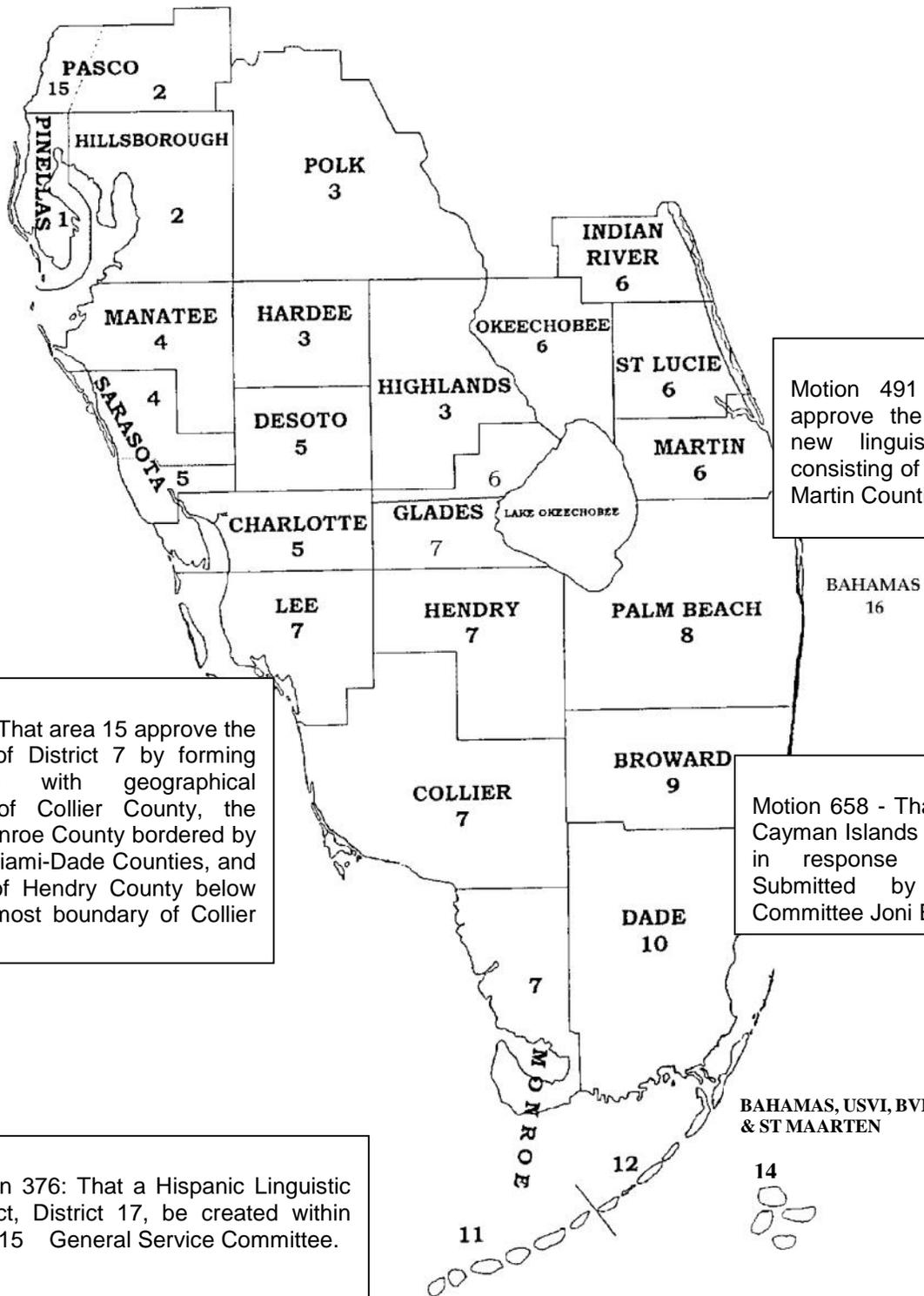
**Procedure:**

- 1) In the spirit of cooperation, the web servant would be responsible for preparing a quarterly report to be presented for consideration to the PI/CPC committee which shall include:
  - a) updates to the website,
  - b) website activity,
  - c) summary of requests and correspondence;
- 2) Any major change or addition of the website's content must be approved by the Area 15 body;
- 3) The website committee will be given a maximum of 7 days to vote among themselves (email/phone to chair) to 'Approve' or 'Deny' the posting or changing new materials for the Area 15 web site and then 7 days for the web servant to do the update for a total of 2 weeks processing time.
- 4) Materials posted on the Area 15 website shall bear only first names and the first letter of the last name of the Delegate, Alternate Delegate Officers of South Florida Area 15, and any other person and their email addresses as routed through the Area Website with the exception of the inclusion of P.O. Box addresses on the Agenda to be available to mail donations to the treasurer and mail documents to the registrar.
- 5) The web committee chair person shall also present a report to the Area body during the Area Business Meeting; the report will include the username and password to the secure area every quarter to be included in the minutes.
- 6) The website shall be maintained in accordance with the Traditions, the Concepts and Area 15's current practices.

## SERVICE STRUCTURE OF THE FELLOWSHIP



### MAP OF SOUTH FLORIDA AREA 15



Motion 491 That Area 15 approve the formation of a new linguistic District 18 consisting of Palm Beach and Martin Counties

Motion 682 - That area 15 approve the redistricting of District 7 by forming District 20 with geographical boundaries of Collier County, the portion of Monroe County bordered by Collier and Miami-Dade Counties, and the portion of Hendry County below the northernmost boundary of Collier County.

Motion 658 - That Area 15 invite The Cayman Islands to become District 19 in response to their request. Submitted by the Redistricting Committee Joni E. Chair

Motion 376: That a Hispanic Linguistic District, District 17, be created within Area 15 General Service Committee.