**QUARTERLY PLANNING WORKBOOK**

**SOUTH FLORIDA AREA 15**

**FORMS & LISTS**

**SECTION II**

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4) SAMPLE QUARTERLY BUDGET

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For a sample of the Quarterly Flyer, Program, Trusted Servant lists or any other forms or lists not included in this Workbook, please contact the Area 15 Quarterly Coordinator.

**Committee Chair Worksheet**

Committee Name Phone Email

Chairperson

Alternate Chair

Hotel Liaison

Secretary

Treasurer

Registration

Greeters

Program

Speaker

Banquet

Coffee

Hospitality

Special Needs

Room Scanners

Ready Squad

Voice of Quarterly

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAST QUARTERLY THEMES**

**JULY 2007 – CURRENT**

**2007**

JANUARY WE ARE NOT A GLUM LOT

APRIL SUNLIGHT OF THE SPIRIT

JULY OUR PRIMARY PURPOSE

OCTOBER THIS SPIRIT AMONG US

**2008**

JANUARY PASS IT ON

APRIL A VISION FOR YOU

JULY WITH HUMILITY AS OUR GUIDE

OCTOBER PARTICIPATION; VITAL TO THE FUTURE OF AA

**2009**

JANUARY LANGUAGE OF THE HEART

APRIL ROCKETED INTO THE 4TH DIMENSION

JULY WILLINGNESS IS THE KEY

OCTOBER KEEP IT SIMPLE

**2010**

JANUARY ENRICHING OUR LIVES THROUGH SERVICE

APRIL FREEDOM TO SERVE…FREEDOM BY WHICH WE LIVE – IS WARRANTY 6

JULY WE ARE RESPONSIBLE

OCTOBER LEADERSHIP IN AA: EVER A VITAL NEED

**2011**

JANUARY IN SPIRIT OF ROTATION

APRIL TRUST GOD, CLEAN HOUSE, HELP OTHERS

JULY GIVE FREELY OF WHAT YOU FIND AND JOIN US

OCTOBER LET IT BEGIN WITH ME

**2012**

JANUARY EXPECT A MIRACLE

APRIL WE SURRENDER TO WIN

JULY WE ARE GOING TO KNOW A NEW FREEDOM

OCTOBER LOVE AND SERVICE

**2013**

JANUARY WELCOME HOME

APRIL ENJOYING LIFE-WE ABSOLUTELY INSIST ON IT

JULY AM I GRATEFUL ENOUGH

OCTOBER A DESIGN FOR LIVING…THE JOY OF THE JOURNEY

**2014**

JANUARY RECOVERY UNITY SERVICE

**SOUTH FLORIDA AREA 15 HOST DISTRICT REVIEW SHEET**

Host District Quarterly Dates

Quarterly Chair Phone Number

Email Address

Quarterly CoChair Phone Number

Email Address

Host Hotel (Name & City)

Room Rates: Single\_\_\_\_\_\_\_\_\_\_ Double\_\_\_\_\_\_\_\_\_\_ Other

Rooms Blocked: Friday Saturday Total Blocked

Rooms Booked: Friday Saturday Total Booked

% of Block Required # Days Pre # Days Post

# Comp. Rooms: # Breakout Rooms

Locked Room Available? Boardroom Available?

Hospitality Suite Available?

Ballroom Splits into # of Meeting Rooms.

Food and Beverage Obligation: $ Total Paid $

Banquet Price Charged $ Your Cost for Dinners $

# of Tickets Sold # Dinners Guaranteed to Hotel

Cut off date/time for Banquet confirmation

\*\*Box Lunch Price (if needed): Saturday $ Sunday $ # Sold

Coffee: How many gallons were complimentary

Cost per gallon $ Total gallons used Friday\_\_\_\_Sat\_\_\_\_Sun\_\_\_\_\_

Ice Cream Social? Price $

Entertainment? Type

Recorder: Name, email & Phone #

Expenses for Speaker

\*\*Boxed lunches needed for every April Quarterly and voting Assembly in October of even numbered years.

Collection Basket Total: Friday $ Saturday $ Sunday $

Total Registered\_\_\_\_\_\_ Friday \_\_\_\_\_\_\_\_\_ Saturday \_\_\_ Sunday\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments for the next Quarterly Chairperson:

Please give completed form to the Quarterly Coordinator at the end of your Quarterly.

**SAMPLE QUARTERLY BUDGET FORM**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Actual Income & Expenses for most recent quarterly hosted by Dist. \_\_\_** | **Projected for Current Quarterly** | **Actual for Current Quarterly** |
|  |  |  |  |
| **INCOME** |  |  |  |
| Area 15 Disbursement | $500.00 | $750.00 |  |
| Banquet Ticket Sales |  |  |  |
| Basket Collection at Planning Committee Meetings |  |  |  |
| Basket Collection Friday Night |  |  |  |
| Basket Collection Saturday Night |  |  |  |
| Group Contributions |  |  |  |
| Misc. Income |  |  |  |
| Deposit returned from Hotel following event |  |  |  |
| **TOTAL INCOME** | $500.00 | $750.00 |  |
|  |  |  |  |
| **EXPENSES** |  |  |  |
| Deposit paid to Hotel before event |  |  |  |
| Food & Beverage to Hotel |  |  |  |
| Audio Visual |  |  |  |
| Printing: Flyers |  |  |  |
| Printing: Contribution Flyers |  |  |  |
| Printing: Tickets |  |  |  |
| Printing: Programs |  |  |  |
| Coffee & Food |  |  |  |
| Centerpieces & Decorations |  |  |  |
| Registration Supplies |  |  |  |
| Hotel Comp Room |  |  |  |
| Contingency |  |  |  |
| Area 15 Reimbursement |  |  |  |
| **TOTAL EXPENSES** | $0.00 | $0.00 |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **South Florida Quarterly Registration Form** | | | | | | | | |  |
|  | **Sheet#** | **\_\_\_\_\_\_** | **District \_\_\_\_\_** |  | | **Date** | | **\_\_\_\_\_** |  |
|  | Check if you are voting |  |  | Position | | | | |  |
|  | Name | Home Group | AGSR | GSR | ADCM | DCM | OTHER |  |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |
|  |  | TOTALS | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOUTH FLORIDA QUARTERLY Date \_\_\_\_\_\_\_\_\_\_\_\_**

**REGISTRATION TOTALS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **District** | **Total**  **Members** | **Alt.**  **GSR** | **GSR** | **ACM** | **DCM** | **Other** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |
| **6** |  |  |  |  |  |  |
| **7** |  |  |  |  |  |  |
| **8** |  |  |  |  |  |  |
| **9** |  |  |  |  |  |  |
| **10** |  |  |  |  |  |  |
| **11** |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |
| **Totals** |  |  |  |  |  |  |

|  |
| --- |
| **Notes:** |

AREA 15 QUARTERLY REGISTRATION

FRIDAY/SATURDAY NIGHT COUNT

(NEEDED BY 7:45 p.m.)

TOTAL REGISTRATION:

THIS BREAKDOWN IS OPTIONAL:

DCMs:

ALT DCMs:

GSRs:

ALT GSRs:

OTHER:

(GIVE TO QUARTERLY COORDINATOR OR VOICE OF THE QUARTERLY)

AREA 15 QUARTERLY REGISTRATION

SUNDAY MORNING COUNT

(NEEDED BY 8:45 a.m.)

TOTAL REGISTRATION:

DCMs:

ALT DCMs:

GSRs:

ALT GSRs:

OTHER:

(GIVE TO QUARTERLY COORDINATOR)

South Florida Area Current Practices – Appendices

**AREA 15 QUARTERLY MEETING AGENDA**

**Friday**: 8:30 PM Speaker Meeting

10:00 PM Nite Owl Meeting

10:00 PMSpanish Nite Owl Meeting

**Saturday**: 7:00-8:00 AMEarly Bird Meeting

7:00-8:00 AMSpanish Early Bird Meeting

8:00-9:00 AM Concepts Workshop

8:00-9:00 AM Spanish Concepts Workshop

8:00-9:00 AM Remote Communities Sharing

8:30-10:50 AM Treatment Facilities Committee

9:00-10:50 AMArchives Committee

9:00-10:50 AMCurrent Practices Committee

9:00-10:50 AM Grapevine Committee

9:00-10:50 AM Literature Committee

9:00-10:50 AMPI/CPC Committee

9:00-10:50 AMSpecial Needs Committee

9:00-10:50 AM State Convention Committee

11:00-12:00 Traditions Workshop \**Note1*

11:00-12:00 SpanishLinguistic Committee

12:00-1:30 PMWebsite Committee

12:30-1:30 PMDistrict Chairpersons

12:30-1:30 PMDistrict Secretaries/Registrars

12:30-1:30 PM District Treasurers

12:30-2:00 PM Spanish Traditions Workshop

1:30-3:50 PM Corrections Committee

2:00-3:50 PM DCM Sharing

2:00-3:50 PMFinance Committee

2:00-3:50 PM GSR Sharing

2:00-3:50 PM Intergroup/Central Office Committee

3:00-3:50 PM Quarterly Coordinator Meeting

4:00-5:00 PM Service Manual Workshop \**Note1,2*

5:00-6:00 PM “What’s On Your Mind” \**Note1,2*

7:00-8:30 PM Banquet

8:30-9:30 PM Speaker Meeting

10:00-11:00 PM Conference Agenda Review at April Quarterly. \**Note2,3*

10:00-11:00 PM Nite Owl Meeting

10:00-11:00 PM Spanish Nite Owl Meeting

**Sunday**: 7:00-8:00 AM Early Bird Meeting

7:00-8:00 AM Spanish Early Bird Meeting

9:00 AM South Florida Area Business Meeting

1:00 PM (approx) South Florida Area Assembly \**Note 3*

Note 1 There can be no meetings or workshops which conflict with

Traditions Workshops, Service Manual Workshop or “What’s

On Your Mind.”

Note 2 Replaced by the Conference Agenda Review at the April Quarterly.

Note 3 Assembly is held every April and in October of even numbered years

And begins approximately one (1) hour after the conclusion of the

Business Meeting

South Florida Area Current Practices - Appendices

Last Update January 2010

**SPEAKER COMMITTEE WORKSHEET**

FRIDAY NAME PHONE EMAIL

Main Speaker:

Reader – Steps:

Reader – Traditions:

Reader – Concepts:

Night Owl:

Spanish Night Owl:

SATURDAY

Early Bird:

Spanish Early Bird:

Traditions:

Spanish Traditions:

Concepts:

Spanish Concepts:

GSR Sharing:

DCM Sharing:

Main Speaker:

Blessing:

Reader – Steps:

Reader – Traditions:

Reader – Concepts:

Night Owl:

Spanish Night Owl:

SUNDAY

Early Bird:

Spanish Early Bird:

Reader – Steps:

Reader – Traditions:

Reader – Concepts:

Committee Workshops – ensure local District Chairs realize they are primary chair for these meetings with the exception of Florida State Convention.

Provide formats for Early Bird and Night Owl meetings as well as copies of How It Works, Traditions and Concepts.

**FRIDAY NIGHT**

**VOICE OF THE QUARTERLY**

**AGENDA**

HI EVERYONE, DISTRICT \_\_\_\_\_\_\_\_\_ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE FRIDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I’M A MEMBER OF

THE\_\_\_\_\_\_\_\_\_\_\_ GROUP. MY NAME IS\_\_\_\_\_\_\_\_\_\_\_. MY SOBRIETY DATE IS \_\_\_\_\_\_\_\_\_\_.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE.

ANNOUNCE LOCATION OF HOSPITALITY SUITE: ROOM #\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE LOCATION OF COFFEE STATION

ANNOUNCE THE AVAILABILITY OF BANQUET TICKETS

ANNOUNCE THE NUMBER OF REGISTRANTS

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(Any entertainment or special meetings)

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS.

**TREASURER WILL PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.**

WE ASK THAT DURING THIS WEEKEND’S MEETINGS THAT ALL CELL PHONES BE

SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

**FRIDAY NIGHT**

**SPEAKER MEETING**

**FORMAT**

1. I AM AN ALCOHOLIC. I’M A MEMBER OF THE \_\_\_\_\_\_\_\_\_\_\_\_GROUP. MY NAME IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_. MY SOBRIETY DATE IS \_\_\_\_\_\_\_\_\_\_\_.

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION

FOLLOWED BY THE SERENITY PRAYER.

2) INTRODUCE READER OF THE PREAMBLE

3) INTRODUCE READER OF THE 12 TRADITIONS

4) INTRODUCE READER OF THE 12 CONCEPTS

5) CHAIRPERSON INTRODUCES SPEAKER

AFTER THE SPEAKER

1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO THE SPEAKER

2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE

PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE.

IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE

PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE

HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER

SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION

OF HIM WHO PRESIDES OVER US ALL.

3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY**

**STATEMENT** AND THE LORD’S PRAYER.

**SATURDAY NIGHT**

**VOICE OF THE QUARTERLY**

**AGENDA**

HI EVERYONE, DISTRICT \_\_\_\_\_\_\_\_\_ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE SATURDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I’M A MEMBER OF

THE\_\_\_\_\_\_\_\_\_\_\_ GROUP. MY NAME IS\_\_\_\_\_\_\_\_\_\_\_. MY SOBRIETY DATE IS \_\_\_\_\_\_\_\_\_\_.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE.

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS

ANNOUNCE THE NUMBER OF REGISTRANTS

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(April – Delegate Sharing - or any entertainment or special meetings)

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNOUNCE THE SOUTH FLORIDA AREA 15 BUSINESS MEETING WILL START **PROMPTLY AT 9:00 A.M. ON SUNDAY**.

**TREASURER TO PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION**.

THANK THE HOST DISTRICT QUARTERLY COMMITTEE AND ASK THE MEMBERS

TO STAND AND BE RECOGNIZED

WE ASK THAT DURING THIS WEEKEND’S MEETINGS THAT ALL CELL PHONES BE

SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

**SATURDAY NIGHT**

**SPEAKER MEETING**

**FORMAT**

1. I AM AN ALCOHOLIC. I’M A MEMBER OF THE \_\_\_\_\_\_\_\_\_\_\_\_GROUP. MY NAME IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_. MY SOBRIETY DATE IS \_\_\_\_\_\_\_\_\_\_\_.

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION

FOLLOWED BY THE SERENITY PRAYER.

2) INTRODUCE READER OF THE PREAMBLE

3) INTRODUCE READER OF THE 12 TRADITIONS

4) INTRODUCE READER OF THE 12 CONCEPTS

5) CHAIRPERSON INTRODUCES SPEAKER

AFTER THE SPEAKER

1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO SPEAKER

2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE

PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE.

IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE

PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE

HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER

SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION

OF HIM WHO PRESIDES OVER US ALL.

3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY**

**STATEMENT** AND THE LORD’S PRAYER.

I am an alcoholic. I’m a member of the Group.

My name is My Sobriety date is

**PREAMBLE**

Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

I am an alcoholic. I’m a member of the Group.

My name is My Sobriety date is

**TWELVE TRADITIONS**

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

I am an alcoholic. I’m a member of the Group.

My name is My Sobriety date is

**TWELVE CONCEPTS**

1. Final responsibility and ultimate authority for A.A. World Services should always reside in the collective conscience of our whole Fellowship.

2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.

3. To insure effective leadership, we should endow each element of A.A.-the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision.”

4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

7. The Charter and bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.

8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.

9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.

10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

**COFFEE SIGN OFF SHEET**

DATE TIME HOTEL SIGNATURE COFFEE CHAIR SIGNATURE