



Welcome to General Service!

You are now the voice of your group's conscience and their link to A.A. General Service. You will represent your group here at the Westside Combined Districts (WCD) and at other Area functions. You will be a conduit between your group and the General Service Office in New York.



"The strength of our whole A.A. service structure starts with the group and with the General Service Representative (GSR) the group elects. I cannot emphasize too strongly the GSR's importance."

— **Bill W.**

"Remember, Bill, let's not louse this thing up. Let's keep it simple!"

— **Dr. Bob**

The GSR's Duties

- Two-year commitment.
- Attend your monthly General Service District (or Combined Districts) meeting.
- Join a District committee and an Area committee (see page four).
- Attend our quarterly Area 05 Assemblies.
- Report back the information from these General Service meetings to your group (see page two).
- Conduct a group conscience on General Service items and pass on your group's vote to your District or to the Area (see page two on how to take an informed group conscience).
- Make announcements to your group that require no vote, but informs them of what is happening in A.A. General Service.
- Bring information about workshops, conferences and District and Area activities back to the group to invite them to participate.
- Advise your group's secretary and treasurer in matters concerning group monetary contributions.
- Act as a mail contact to GSO.

"The Inverted Triangle"

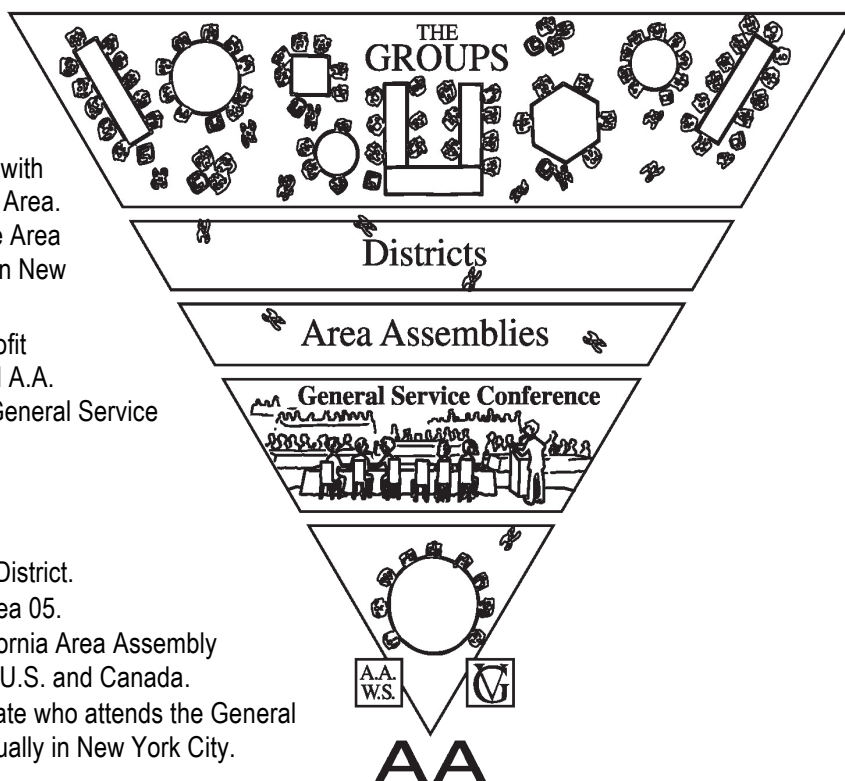
The General Service organizational chart is represented by an inverted triangle.

The delegation of authority starts at the top with the groups, then to the Districts, then to the Area. The Area elects a Delegate to represent the Area at the annual General Service Conference in New York City.

At the bottom of the triangle are two non-profit corporations: A.A. World Services, Inc., and A.A. Grapevine, Inc. They are overseen by the General Service Board, which is comprised of 21 trustees.

How the A.A. Service Structure Works

- Your individual A.A. Group is part of a District.
- Your District is one of 34 Districts in Area 05.
- Area 05, also called the Southern California Area Assembly (SCAA), is part of 93 total Areas in the U.S. and Canada.
- Each of these 93 Areas elects a Delegate who attends the General Service Conference, which occurs annually in New York City.



General Service Conference Timeline

February: The Delegate may have enough information for the DCM to start informing the GSRs as to upcoming issues and agenda items for the GSC. GSRs can start presenting issues to the groups to begin finding an informed group conscience.

March: The Delegate presents a list of agenda items with background material. These are items about which the Delegate needs an informed group conscience from your group.

April: At the Delegate's informational assembly, GSRs need to be ready to share their informed group conscience and to vote.

May: The "Delegate's Report Back Assembly" completes the circle. This is a meeting where you will be informed about what actions were taken by the General Service Conference, which you can then report back to your group.

What You Will Receive from the General Service Office

After your GSR registration is received, you will be mailed an information packet from the A.A. General Service Office (GSO). We suggest you read through these items. The packet contains the following:

- *A.A. General Service Manual and Twelve Concepts for World Service*
- *GSR: General Service Representative pamphlet*
- *The A.A. Group pamphlet*
- *Box 459 newsletter*
- *The Western Regional A.A. World Services Directory (when available)*

How to Make a GSR Report

It's important to get your group used to hearing a GSR report. We suggest your report should be weekly and brief, lasting no more than one minute.

Break down the information you get from the monthly General Service District meetings and quarterly Area Assemblies into short bullet points. Commonly, you'll only need to report one or two of these bullet points each week.

If there are items that require an informed group conscience, we suggest you hold a separate business meeting to discuss them and vote. It is best to plan for and announce this business meeting, as well as the topics to be discussed, at least 2–3 weeks beforehand, so members can think about them and plan to attend.

Informed Group Conscience Guidelines

1. Before you start: Put the process of voting on paper or a poster board, or explain it thoroughly.
2. Ask for a motion.
3. Allow time for discussion: You may want to limit it to three pros and three cons, but the goal is for an informed group conscience.
4. Call for a vote: The vote should result in substantial unanimity (all or almost all in agreement, usually two-thirds).
5. After the vote: Ask the Minority if they would like to speak.
6. Motion to reconsider: Someone for the Majority can call for a re-vote if they have been swayed by the Minority position.
7. All vote on whether to re-vote: If a simple majority votes for a re-vote, a second vote on the motion is taken. The re-vote is only done once.
8. If time does not allow, or a substantial unanimity is not reached: Announce that the issue will be voted on at the next meeting and consider bringing in someone with more information on the issue to speak beforehand.

For More Guidance — Service Sponsorship

It is highly recommended that each GSR find a "Service Sponsor" to help with additional questions and problem solving. Ask an experienced individual in General Service to be your Service Sponsor, or for their suggestions on who would be a good Service Sponsor for you.

Together we can handle the commitment easier than alone.

Websites

GENERAL SERVICE OFFICE IN NEW YORK CITY (GSO, A.A. World Services): AA.org

A.A. GRAPEVINE (A.A.'s monthly magazine): AAgrapevine.org

AREA 05 (Southern California Area Assembly): AASCAA.org (OR) Area05AA.org

WESTSIDE COMBINED DISTRICTS: WestsideDistricts.org

Common Terms and Acronyms

AAWS: A.A. World Services

AREA: A geographic division within a state or province made up of Districts. (There are seven Areas within California and 93 Areas in the U.S. and Canada. We are in Area 05.)

AREA ASSEMBLY: A periodic meeting with all representatives to discuss A.A. affairs of the Area.

ACM: Area Committee Meeting — A quarterly meeting of all DCMs, Area committee chairpersons and officers to discuss A.A. affairs of the Area.

DELEGATE: An A.A. member of the Area Assembly who is elected every other year to represent the Area at the annual General Service Conference in New York.

DISTRICT: A geographical division of A.A. groups within an Area (there are 33 Districts in our Area 05)

DCM: District Committee Member — An experienced GSR elected by the GSRs of that District to represent the groups of the District at ACMs and Area Assemblies. DCMs coordinate service activities within their Districts.

DCMC: District Committee Member Chairperson — The head of a group of Districts that have combined to adequately perform service functions. We are part of the “Westside Combined Districts.”

GSB: General Service Board — A group of 21 Trustees who oversee the two non-profit corporations, A.A. World Services, Inc. and A.A. Grapevine, Inc.

GSC: General Service Conference — An annual meeting of 93 Delegates from Areas in the U.S. and Canada, Trustees and GSO representatives, to discuss and vote on approved agenda items.

GSO: General Service Office — Our A.A. Headquarters in New York City.

GSR: General Service Representative — An individual elected by an A.A. group to represent the group in General Service.

H&I: Hospitals & Institutions

LAHIC: Los Angeles Hospitals & Institutions Committee (*LAHIC.org*)

PRAASA: Pacific Regional A.A. Service Assembly — A yearly meeting of all representatives held in different parts of the Pacific region of A.A.

SCAAN: Southern California Area Assembly Newsletter

SOCALYPAA: Southern California Young People in Alcoholics Anonymous Conference

THIRD LEGACY PROCEDURE: The election voting process.

TRUSTEES: Regional elected representatives to the GSB. There are eight regions within the U.S. and Canada.

WCD: Westside Combined Districts

YPAA: Young People in Alcoholics Anonymous

COMMITTEES — Area 05 and Westside Combined Districts (WCD):

Archives

Central Office Liaison: **WCD only**

Cooperation with the Professional Community (CPC)

Cooperation with the Elderly Community (CEC)

Cooperation with the Young Community (CYC): **WCD only**

Corrections

Finance: **Area 05 only**

GSR Outreach: **WCD only**

Grapevine / La Vina

Guidelines and Policies

H&I Liaison: **WCD only**

Literature Newsletter (SCAAN): **Area 05 only**

Registration: **Area 05 only**

Public Information

Redistricting: **Ad hoc (as needed)**

Special Events: **WCD only**

Translation: **Area 05 only**

Treatment Facilities

Website (AASCAA.org): **Area 05 only**

See more details about Westside Combined Districts committees on the next page.

WESTSIDE COMBINED DISTRICTS (WCD) — COMMITTEE DESCRIPTIONS

(Proposed Revisions: Draft 4 — 2/11/2017)

Note: All committees are encouraged to work closely with their corresponding Area 05 committees.

- ARCHIVES: Gathers and preserves material and historical data about A.A. in order to maintain the continuity of the program in the WCD. **Sample project:** Collecting photographs of local meeting halls.
- CENTRAL OFFICE LIAISON: Fosters communication between L.A. Central Office and the WCD by attending monthly Central Office meetings and reporting back. **Sample project:** Providing information to Central Office regarding changes in meeting times, locations, group contacts, etc., to help keep the Los Angeles meeting directory up to date.
- COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC): Helps acquaint judges, probation officers, medical professionals, and educational institutions (including medical, dental, nursing, teaching and law schools) with the A.A. program. **Sample project:** Contacting second- and third-year medical students at UCLA and Loyola Medical Schools, to explain what A.A. does and does not do.
- COOPERATION WITH THE ELDER COMMUNITY (CEC): Provides information about A.A. to senior citizens and professionals who work with seniors. **Sample projects:** Delivering A.A. pamphlets to local senior centers, assisted-living facilities and Meals On Wheels; attending senior conferences and health fairs.
- COOPERATION WITH THE YOUNG COMMUNITY (CYC): Works closely with SoCalYPAA — the Southern California Young People in Alcoholics Anonymous Conference — in hosting an annual large-scale Young People's Conference. **Sample project:** Hosting monthly Pancake Breakfast fund-raisers.
- CORRECTIONS: Encourages A.A. members to assume responsibility for carrying the message to alcoholics behind the walls ("insiders"), and facilitates participation in three programs: Prerelease Contact, Corrections Correspondence and Metro 1-on-1. **Sample project:** Attending the monthly L.A. Hospitals & Institutions Committee meeting to recruit volunteers and assist Area 05 committee members in distribution of pamphlets/request forms.
- GSR OUTREACH: Works to attract and retain GSRs (General Service Representatives). **Sample projects:** Providing sample General Service announcements; organizing a Workshop to provide encouragement and training for GSRs.
- GRAPEVINE: Encourage Grapevine Reps and provide suggestions that will help them explain to their meetings what the Grapevine is, and what is included with subscriptions. Recruit Grapevine Reps for meetings that do not currently have one. **Sample project:** Collecting previously owned Grapevines for distribution to GSRs who will take them to meetings.
- GUIDELINES AND POLICIES (G&P): Acts as a resource for interpretation of the existing G&P and for monitoring the application of the G&P. Reviews proposed policy changes for possible conflicts with SCAA Guidelines and/or the A.A. Service Manual. **Sample project:** Updating the existing Committee descriptions and adding new committees.
- H&I LIAISON: Fosters communication between the Los Angeles Hospitals & Institutions Committee (LAHIC) and the WCD by attending monthly H&I meetings, where they distribute literature, recruit volunteers and answer questions about WCD Corrections and Treatment programs.
- LITERATURE: Keeps the WCD informed about the status of new, proposed and revised A.A. literature. Reviews current literature for changes and additions, and makes it available at district and other meetings. **Sample project:** Spotting various pamphlets at WCD meetings to educate GSRs about literature that can be ordered from the General Service Office and the L.A. Central Office.
- PUBLIC INFORMATION: Informs the general public about the A.A. program. **Sample project:** Distributing pamphlets to local hotels/motels, libraries, high schools, police stations, hospitals, free clinics and homeless shelters.
- REDISTRICTING: A fact-finding, ad hoc committee formed to collect information from districts in the WCD that have requested new boundaries, and to share it with the Area 05 redistricting committee. **Sample project:** Creating maps that show current districts and proposed changes.
- SPECIAL EVENTS: Organizes and hosts two annual WCD events — The "Not A Glum Lot Service Festival" and the "Love and Service Festival." **Sample projects:** Creating flyers for each event, facilitating donations from A.A. groups, and recruiting volunteers for all necessary service positions.
- TREATMENT FACILITIES: Provides information to administrators and patients in alcohol treatment facilities. Facilitates contact between experienced A.A. members and newcomers who are being discharged. **Sample project:** Attending monthly L.A. Hospitals & Institutions Committee meetings to distribute "Bridging The Gap" request forms to Treatment Panel leaders.

THE TWELVE CONCEPTS FOR WORLD SERVICE (SHORT FORM)

The Twelve Concepts for World Service were written by A.A.'s co-founder Bill W., and were adopted by the General Service Conference of Alcoholics Anonymous in 1962. The Concepts are an interpretation of A.A.'s world service structure as it emerged through A.A.'s early history and experience. The short form of the Concepts reads:

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. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, 2 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 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, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

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WESTSIDE COMBINED DISTRICTS

(5, 6, 8, 15, 19,* 25, 36, 37,
38, 39, 40, 41, 43, 45 and 46)

District 25 : Marina Center
on Washington in Culver City

District 36: Ohio Street Clubhouse

District 37: Alano Club on Pico

**Pending Area approval*

