

# **The Handbook**

**of**



**Revised 2023, 2018, 2016, 2011**

Opinions expressed here are strictly those of the authors of this handbook and reflect the consensus of their experience as members of the Queen County General Service Assembly (QCGSA).

The publication of these ideas does not imply endorsement or approval by either A.A.'s service boards or the General Service Conference and are not to be attributed to our fellowship. This handbook was written to be used with *The A.A. Service Manual/Twelve Concepts for World Service*, 2021 Edition.

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[www.qcgsa.org](http://www.qcgsa.org)

The following are highly recommended Conference-approved pamphlets as sources of information for any member new to service or assuming a new service role beyond the home group: *The A.A. Group (P-16)*, *Self-Support: Where Money and Spirituality Mix (F-3)*, *Circles of Love and Service (P-45)*, *GSR: Your Group's Link to A.A. as a Whole (P-19)*, *Questions and Answers on Sponsorship (P-15)*, *Your DCM—District Committee Member (F-12)*, *Inside A.A. (P-18)*, *The Twelve Traditions Illustrated (P-43)*, *The Twelve Concepts Illustrated (P-8)*, and *Your A.A. General Service Office (F-6)*.

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Handbook Editor's note: This handbook has been created and updated by multiple editors since 2011 and is derived from a variety of sources and experiences. The editors have attempted to reflect attribution fairly and accurately, and, more importantly, to respect the spirit and context of the work at hand. To the extent that this handbook may be useful in supporting any A.A. service activities, please feel free to use it in the spirit of "passing it on."

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## **Statement of Purpose**

The purpose of the organization is to serve the needs of the A.A. groups within its geographical area and to function as a constituent part of the A.A. General Service Conference of the United States and Canada.

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## **A Declaration of Unity**

This we owe to A.A.'s future: To place our common welfare first; to keep our fellowship united. For on A.A. unity depend our lives and the lives of those to come.

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## **The Responsibility Statement**

I am responsible,  
When anyone, anywhere  
reaches out for help, I want  
the hand of A.A. always to be there.  
And for that: I am responsible.

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# **THE ROLE OF THE GENERAL SERVICE REPRESENTATIVE (GSR) IN A.A.'s SERVICE STRUCTURE**

When you are a General Service Representative (GSR) you link your home group with the whole of A.A. In 1950, a new type of trusted servant, “group representative,” was suggested to help in the selection of delegates to the newly formed General Service Conference. By 1953, the job of group representative was also seen as a good means of exchanging up-to-date information between individual groups and “Headquarters” (now the General Service Office). This is still an important side of your work. But now, as GSR, you have an even bigger responsibility: You transmit ideas and opinions, as well as facts. Through you, the group conscience becomes a part of “the collective conscience of our whole Fellowship,” as expressed in the General Service Conference. Like everything else in A.A., it works through a series of simple steps.

## **GSR BASICS (as per the SENY Service Handbook)**

- It is suggested that the GSR and their Alternate have a minimum of two years’ sobriety.
- GSRs must know that they will be available before accepting the position for the two-year term.
- In the absence of an active DCM, it is recommended they contact other GSRs in their district and the county District Committee Member Chair (DCMC) to help activate the district.
- They are informed of the responsibilities before taking the commitment.
- They transmit ideas and opinions, as well as facts; through the GSR, the group conscience becomes a part of “the collective conscience of our whole Fellowship,” as expressed in the General Service Conference.
- They must be able to take criticism and be willing to motivate and project positive ideas of the Traditions and Concepts.

## **THE GSR’s GROUP RESPONSIBILITIES**

- Attends SENY’s 5 annual assemblies and 1 Delegate’s Day of Sharing.
- Attends QCGSA 6 times a year. and district meetings as scheduled.
- Attends home group meetings, including business meetings.
- Reports to group meetings on all service meetings and service activities.
- Encourages group and individual participation in all service areas.
- Knows basic A.A. history.
- Distributes *The Link* (the SENY newsletter) and other A.A.- related newsletters to their group.
- Arranges for group inventory at least once a year.
- Shares the GSR duties and resources, including the SENY Service Handbook, The A.A. Service Manual/Twelve Concepts for World Service, etc. with the Alternate GSR.

- GSRs may also want to learn more about or get involved with district, county, or area-level service committees.



[https://www.aa.org/sites/default/files/literature/assets/p-19\\_gsr.pdf](https://www.aa.org/sites/default/files/literature/assets/p-19_gsr.pdf)

## **THE ROLE OF THE DISTRICT COMMITTEE MEMBER (DCM) IN A.A.’s SERVICE STRUCTURE**

The District Committee Member (DCM) is the district’s link to the rest of the service structure. The group conscience of an area is expressed by all the districts in the area. The district committee is integral for the group’s informed conscience getting to the General Service Conference. DCM responsibilities are clearly defined in The A.A. Service Manual, Chapter 3, bearing in mind that in Southeast New York (“SENY” or “Area 49”):

- It is suggested that the DCM and their Alternate have a minimum of four to five years’ sobriety.
- Be familiar with the unique service structure of Area 49/SENY.
- Registration and changes are made through our Area Shared Database System (approved June 2017).
- A DCM is a voting member of the SENY Committee, and is expected to attend all assemblies, the Delegate’s Day of Sharing, and SENY committee meetings.

## **THE ROLE OF THE DISTRICT COMMITTEE MEMBER CHAIR (DCMC) IN A.A.’s SERVICE STRUCTURE**

In Southeast New York (SENY), the large number of groups in a relatively small area has led to the conclusion that there are certain activities that are best carried out at the county level. In consequence, 12 counties<sup>1</sup> in Southeast New York have their own County General Service Meetings and officers. Each County is primarily responsible for redistricting in compliance with general guidelines suggested by the Area Assembly and The A.A. Service Manual. Each county is autonomously structured with their committees mirroring some or all of the SENY committees.

### **DCMC BASICS**

- It is suggested that the DCMC and their alternate have a minimum of four to five years sobriety.
- DCMCs must know that they will be available before accepting the position for the two-year term.

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<sup>1</sup> A 1993 Amendment to the SENY Articles of Association and By-laws recognized the Spanish General Service Meeting and the Spanish DCM-at-Large for those Spanish-speaking groups which do not participate in the county structure. They perform essentially the same function as the county meetings.



- They are informed of the responsibilities before taking the commitment.
- They must be able to take criticism and be willing to motivate and project positive ideas of the Traditions and Concepts.

## **THE DCMC's GROUP RESPONSIBILITIES**

- Chairs all county meetings.
- Prepares all agendas for the county meetings and sends to the county secretary for distribution along with the minutes.
- Provides suggestions and guidance to DCMs and GSRs upon request.
- Forms county committees, appoints chairs for county events, and secures locations (Share-A-Day, Spiritual Breakfast).
- Communicates with the county treasurer regarding the status of the county treasury.
- Is a signatory on the County bank account.
- Makes themselves available to facilitate group inventories and answers questions regarding the Traditions and the Concepts.
- Directs new groups on how to register with General Service Office.
- Attends all area assembly meetings and the Delegate's Day of Sharing.
- Is a voting member of the SENY Committee.
- Is a voting member of the SENY Ad Hoc Committee on Service Participation.
- Supports other counties' Share-A-Days and Spiritual Breakfasts.
- Notifies all county officers, alternate officers, and standing committee chairs of upcoming meetings at least 3-5 days prior to the county meeting.
- Submits monthly article to *The Link* editor and county newsletter, *Sober Connections*.
- Keeps county aware of area, national, and international A.A. information and events.
- Has a basic knowledge of computer technology and applications.

# **THE ROLE OF THE ALTERNATE GSR/DCM/DCMC IN A.A.'s SERVICE STRUCTURE**

The alternate GSR/DCM/DCMC assists and becomes familiar with the responsibilities of the GSR/DCM/DCMC and is expected to be prepared to assume the commitment if the principal is unable to complete their term.

## **SERVICE POSITION DESCRIPTIONS**

### **ACCESSIBILITIES**

- Develops and chairs the Accessibilities Committee.
- Continues to improve methods to carry the A.A. message to alcoholics in the community by using recommendations from the Accessibilities Committee.
- Cooperates with other area service committees to carry the A.A. message.
- Coordinates with SENY Accessibilities Chair and serves as a member of the SENY Accessibilities Committee.
- Delivers a report at every county meeting.
- Refers to the Accessibilities Workbook for best practices.



[https://www.aa.org/sites/default/files/literature/m-48i\\_en\\_0322.pdf](https://www.aa.org/sites/default/files/literature/m-48i_en_0322.pdf)

### **ARCHIVES**

- Develops and chairs a county Archives Committee.
- Collects and preserves historical data that is pertinent to the county.
- Attends SENY Archives Committee meetings.
- Displays Archives at county functions upon request.
- Delivers a report at every county meeting.
- Refers to the Archives Workbook for best practices.



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## **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)**

- Develops and chairs the county CPC Committee.
- Provides exhibits and literature at professional events in the county.
- Coordinates speakers for professional organizations in the county.
- Cooperates with area intergroups.
- Attends SENY CPC Committee meetings.
- Delivers a report at every county meeting.

- Refers to the Cooperation with the Professional Community (C.P.C.) Workbook for best practices.



[https://www.aa.org/sites/default/files/literature/m-41i\\_CPCWorkbook.pdf](https://www.aa.org/sites/default/files/literature/m-41i_CPCWorkbook.pdf)

## **CORRECTIONS**

- Develops and chairs the county Corrections Committee.
- Coordinates correctional information with GSO.
- Keeps the correspondence list of the incarcerated up to date.
- Co-chairs with the Treatment Facilities Chair on the Bridging-the-Gap Committee.
- Attends SENY Corrections Committee meetings.
- Delivers a report at every county meeting.
- Refers to the Corrections Workbook for best practices.



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## **GRAPEVINE**

- Develops and chairs a county *Grapevine* Committee.
- Sells *Grapevine* literature.
- Attends and displays the *Grapevine* exhibit at Share-A-Days, Spiritual Breakfasts, and other county events.
- Attends SENY *Grapevine* Committee meetings.
- Delivers a report at every county meeting.
- Refers to *Grapevine* and *La Viña: Our Meetings in Print and Other Media* pamphlet for best practices.



[https://www.aa.org/sites/default/files/literature/assets/p-52\\_aagrapevine.pdf](https://www.aa.org/sites/default/files/literature/assets/p-52_aagrapevine.pdf)

## **INTERGROUP LIAISON**

- Attends SENY Area 49 Intergroup Liaison meetings.
- Delivers a report at every county meeting.
- Ensures that information about area workshops and events is exchanged among area groups.
- Informs the county of intergroup issues and matters that arise in other intergroups, for example, safety, online issues, and 12<sup>th</sup> Step support.

## LITERATURE

- Develops and chairs a county Literature Committee.
- Buys Conference-approved literature for the county.
- Attends, displays, and sells Conference-approved literature at Share-A-Days, Spiritual Breakfasts, and other county events.
- Delivers a report at every County meeting.

## MEETING PLACE MANAGER

- Responsible for setup of A/V equipment at county meetings.
- Responsible for hospitality at county meetings.
- Coordinates use of county A/V equipment for events.

## NEWSLETTER

- Solicits submissions to the newsletter, *Sober Connections*, including news and information of interest to the membership.
- Edits the newsletter.
- Oversees the layout and printing of the newsletter including publication of an online edition.
- Oversees the distribution of the newsletter.
- Ensures that the newsletter is published 6 times annually and that it is available at county meetings.

## PUBLIC INFORMATION

- Develops and chairs a county Public Information Committee.
- Attends all public information events, such as but not limited to health fairs and community functions in the county, area, and displays relevant A.A. literature.
- Attends SENY Public Information committee meetings.
- Delivers a report at every county meeting.
- Refers to the Public Information Workbook for best practices.



[https://www.aa.org/sites/default/files/literature/M-27i\\_PubInfWorkbk.pdf](https://www.aa.org/sites/default/files/literature/M-27i_PubInfWorkbk.pdf)

## RECORDING SECRETARY

- Record, edits (in consultation with DCMC), and duplicates minutes for distribution at county meetings.
- Makes minutes available to Web Chair for posting and to the DCMC for assembly email reminders.

## REGISTRAR

- Develops and chairs county Registrar Committee.
- Collaborates with the DCMC and DCMs to update group contact information.
- Coordinates sign-in sheets at the county meetings and confirms quorum.
- Directs new groups on how to register with the General Service Office.
- Encourages groups to provide a GSR or group contact to the county.
- Delivers a report at every county meeting.

## TREASURER

- Receives and accounts for all group contributions.
- Dispenses funds in accordance with the annual budget established by the County.
- Maintains full financial records on all transactions and reports to the County.
- Is responsible for the Post Office Box key and the retrieval of incoming mail.
- Is a signatory on the county bank account.
- Delivers a report at every county meeting.
- Refers to the *Self-Support: Where Money and Spirituality Mix* pamphlet



[https://www.aa.org/sites/default/files/literature/F-3\\_selfsupport\\_0422.pdf](https://www.aa.org/sites/default/files/literature/F-3_selfsupport_0422.pdf)

## TREATMENT FACILITIES

- Develops and chairs county Treatment Facilities committee.
- Bridges the gap between treatment and A.A. through temporary contact programs where not provided by intergroup(s).
- Co-chairs with the Corrections Chair on the Bridging the Gap Committee.
- Maintains a list of all the County's treatment facilities.
- Attends SENY Treatment Facilities Committee meetings.
- Delivers a report at every county meeting.
- Refers to the Treatment Workbook for best practices.



[https://www.aa.org/sites/default/files/literature/m-40i\\_TFWorkbook.pdf](https://www.aa.org/sites/default/files/literature/m-40i_TFWorkbook.pdf)

## **WEBSITE**

- Develops suggested guidelines and procedures for county website.
- Tracks ongoing development and day-to-day maintenance of the QCGSA website as a tool for carrying the A.A. message in County Service.
- Keeps county informed on developments in software and new technology that may affect the County's use of the internet and related information management tools.
- Passes along communications with the approval of the DCMC, and requests information from other service entities of possible interest to the membership.
- Ensures security to maintain the integrity of the website.
- Delivers a report at every county meeting.

## **APPOINTED POSITIONS**

### **SERVICE SPONSORSHIP**

- Welcomes and guides trusted servants who are new to service.
- Facilitates the GSR orientations at county meetings.
- Schedules general service workshops based on recognized need (e.g., Delegate's Questionnaire).
- Maintains list of available service sponsors.
- Delivers a report at every county meeting.
- Refers to Questions and Answers on Sponsorship pamphlet (pp. 25-27) for best practices.



[https://www.aa.org/sites/default/files/literature/p-15\\_0523.pdf](https://www.aa.org/sites/default/files/literature/p-15_0523.pdf)

### **SHARE-A-DAY**

- Develops and chairs Share-A-Day committee.
- Responsible for selection of a Treasurer for the event.
- Coordinates with DCMC to secure the Share-A-Day location.
- Delivers regular reports on progress at the county meeting.
- Refers to the Share-A-Day guidelines for best practices.

### **SPIRITUAL BREAKFAST**

- Develops and chairs Spiritual Breakfast committee.
- Is responsible for the selection of a Treasurer for the event.
- Coordinates with DCMC to secure the Spiritual Breakfast location.
- Delivers regular reports on progress at the county meeting.
- Refers to the Spiritual Breakfast guidelines for best practices.

## **LONG ISLAND SPIRITUALITY THROUGH SERVICE (LISTS)**

- Queens County hosts LISTS every 4 years as part of a rotation with Brooklyn, Nassau, and Suffolk counties.
- As host, develops, and chairs LISTS committee.
- Coordinates with DCMC to secure the LISTS location.
- As liaison, represents Queens County as a member of the steering committee and supports the host county on the program.
- Delivers regular reports on progress to the County Assembly.
- Refers to the LISTS guidelines for best practices.

# BYLAWS

## ARTICLES OF ASSOCIATION AND BY-LAWS OF THE QUEENS COUNTY GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS (Amended on February 26, 2024)

### Article I

The name of the organization shall be the Queens County General Service Assembly of Alcoholics Anonymous (“the Assembly”).

### Article II

The purpose of the organization is to serve the needs of the Alcoholics Anonymous (“AA”) groups within its geographical area and to function as a constituent part of the AA General Service Conference of the United States and Canada. It shall function within the guidelines and spirit of the AA General Service Manual, the AA Concepts for World Service, the Twelve Steps and Twelve Traditions of Alcoholics Anonymous, and the General Warranties of the General Service Conference of Alcoholics Anonymous which state:

**“...In all its proceedings, the General Service Conference shall observe the spirit of the AA tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve be its prudent financial principle; that none of the Conference members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion vote, and whenever possible, by substantial unanimity; that no Conference action shall ever be personally punitive or an incitement to public controversy; that though the Conference may act for the service of Alcoholics Anonymous, It shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.”**

### Article III

The members of the Assembly shall be:

1. The DCMC
2. The Alternate DCMC
3. The Treasurer
4. The Recording Secretary
5. The Registrar
6. The District Committee Members (DCMs)
7. The General Service Representatives (GSRs) elected by the AA Groups of Queens County
8. The Chairs of the Standing Committees



#### Article IV

Queens County General Service Assembly ("QCGSA") elections are held at the October County Meeting in even years. Elections may be held following the third legacy procedure found in the AA Service Manual. The terms of the office of the Assembly members, with the exception of the appointed Chairpersons of the Share-A-Day and Spiritual Breakfast Committees, shall be two years. The term of the office of the Share-A-Day and the Spiritual Breakfast Committees Chairperson shall be one year. The duties of the officers, committee members, and assembly members shall be as specified in the AA Service Manual and Queens County guidelines. If an officer or committee member fails to attend three or more consecutive committee meetings, the GSRs and DCMs of the Assembly may elect another on their own initiative or at the request of the Committee or Chairperson. Officer and Committee Chair positions that go unfilled in the election may be appointed by the DCMC so that work may commence on January 1<sup>st</sup> with the new rotation. Any such appointment would go before the body for approval at the next County Meeting.

#### Article V

The Standing Committees shall be:

1. Accessibilities
2. Archives
3. Cooperation with the Professional Community
4. Corrections
5. Grapevine
6. Intergroup Liaison
7. Literature
8. Meeting Place Manager
9. Newsletter
10. Public Information
11. Treatment Facilities
12. Website

#### Article VI

The County shall be divided into geographical districts, consisting of varying numbers of AA groups. Each district is entitled to be represented on the Committee by a District Committee Member, elected by the General Service Representatives of the district. The DCM shall serve as a link between the Area Committee and the General Service Representatives. If a DCM is not active in the Committee and fails to attend three or more consecutive Committee meetings, the GSRs in the District may elect another on their own initiative or at the request of the Committee or Chairperson.

## Article VII

The General Service Representatives are to be elected by the AA group to serve for a term of two years. The GSRs' duties are to serve as a link between the group and AA as a whole. The GSR represents the group conscience, reporting the group's wishes to the Committee members and to the Delegate, who passes them on to the AA General Service Conference. The GSRs shall represent their group at the Assembly and elect new Committee members and Delegates.

## Article VIII

The County shall meet a minimum of five times each year. Additional meetings may be called at the discretion of the DCMC. The County shall elect its DCMC, officers, and standing committee chairs every October, in even years, for a term to commence January 1<sup>st</sup> following the election.

## Article IX

Every AA group in Queens County of New York is entitled to choose a General Service Representative to be sent to the SENY Assemblies for the purpose of representing their group, electing new Committee members, and the Delegate. Unless otherwise amended in the by-laws, the Area Committee elections and officer qualifications shall be as outlined in Chapters IV and V of the AA Service Manual.

## Article X

A quorum for a Committee meeting shall consist of the following:

- A. The meeting chairperson can only be the currently elected DCMC, alternate DCMC, or Recording Secretary.
- B. At least one other elected officer shall be present, and a recording secretary appointed if necessary.
- C. At least 12 registered District Committee Members/General Service Representatives shall be present.
- D. A quorum may conduct all the business of the Committee and make all financial expenditures.

## Article XI

If for any reason the organization shall cease to function, all moneys, records, and other property held in its name shall become the property of its successor organization, or if none such exists, it shall become the property of the General Service Office of Alcoholics Anonymous.

## Article XII

The General Service Representatives and District Committee Members of the Queens County shall constitute the county General Service Assembly and shall elect a DCMC who shall serve as chairperson.

Eligibility for DCMC shall be as follows:

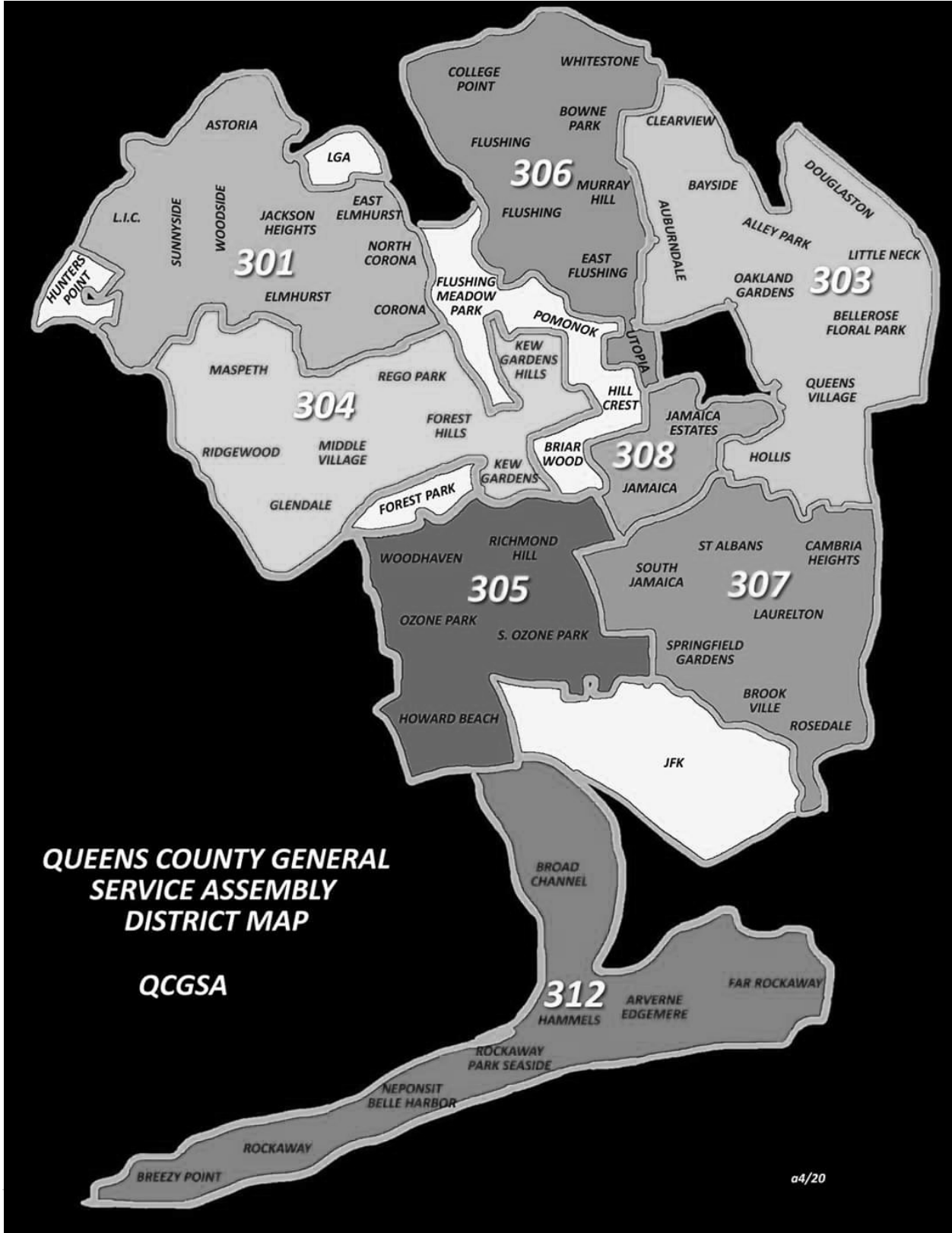
1. In order to be elected as DCMC the candidate must be a current DCM or past DCM.
2. In case no past DCMs are available, full term GSRs and past officers become eligible.

## Article XIII

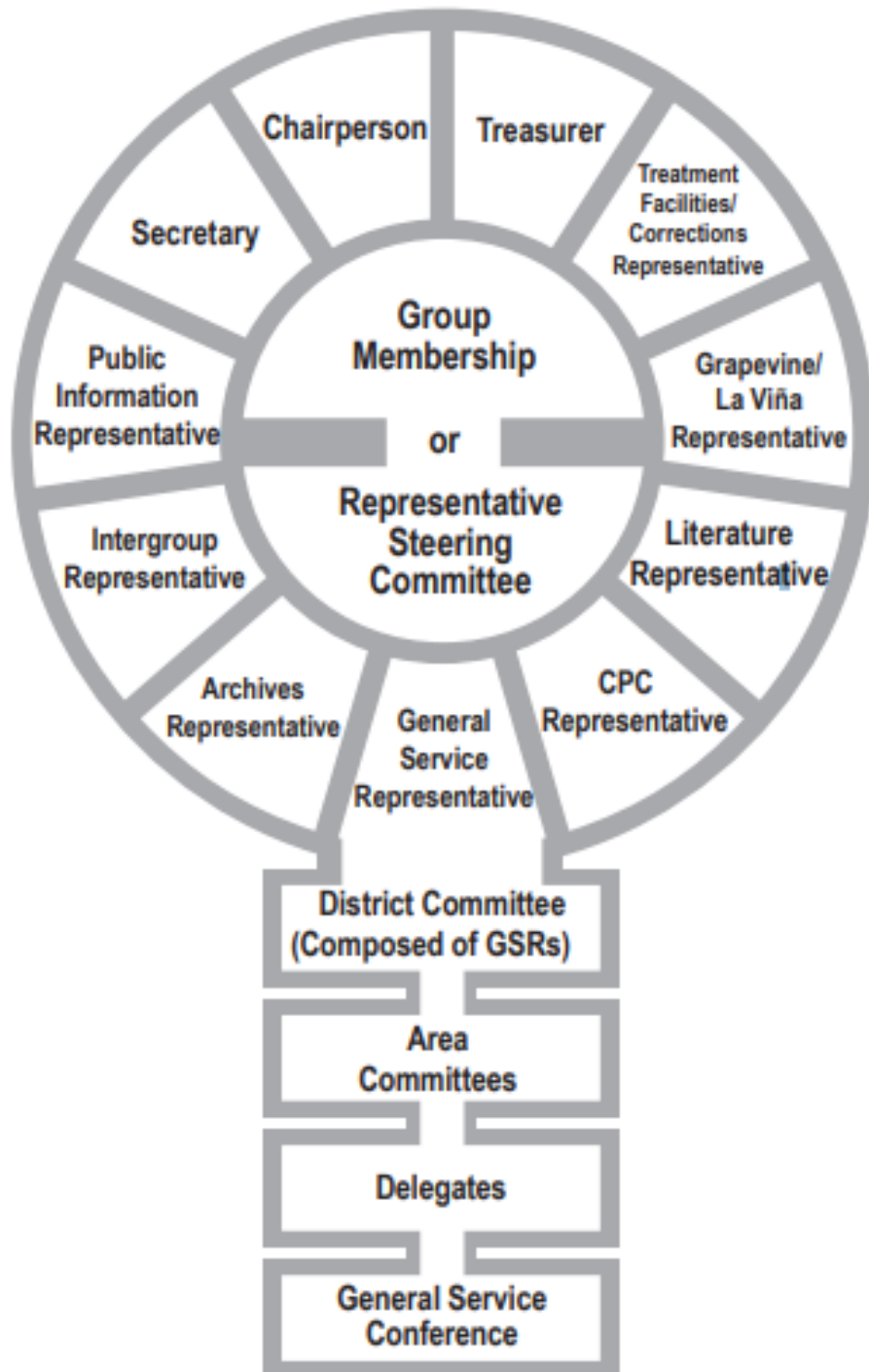
The Articles of Association can be amended by a two-thirds vote of the County.

# APPENDICES

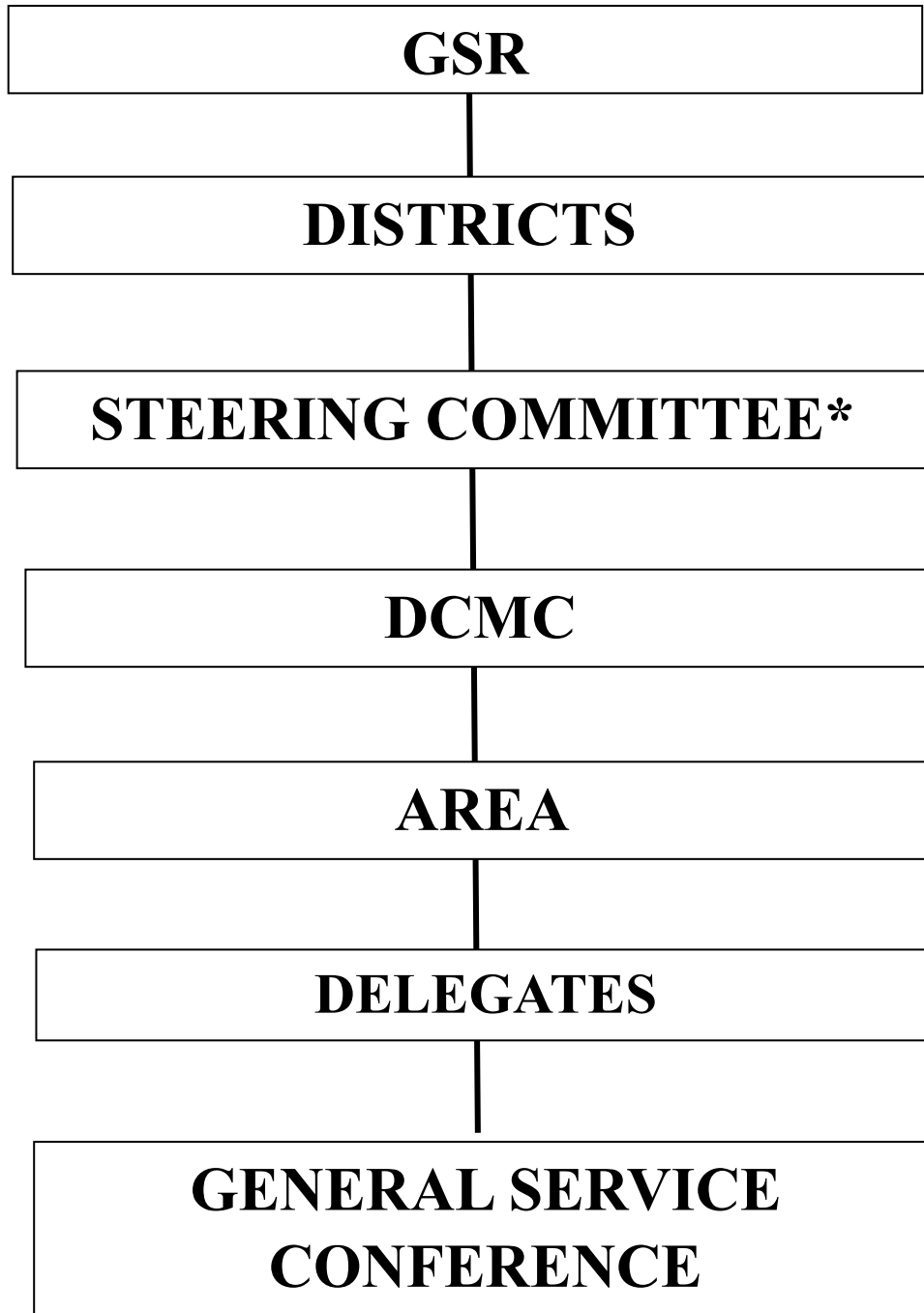
## Map of Queens County Districts



## Service Structure Inside the A.A. Group

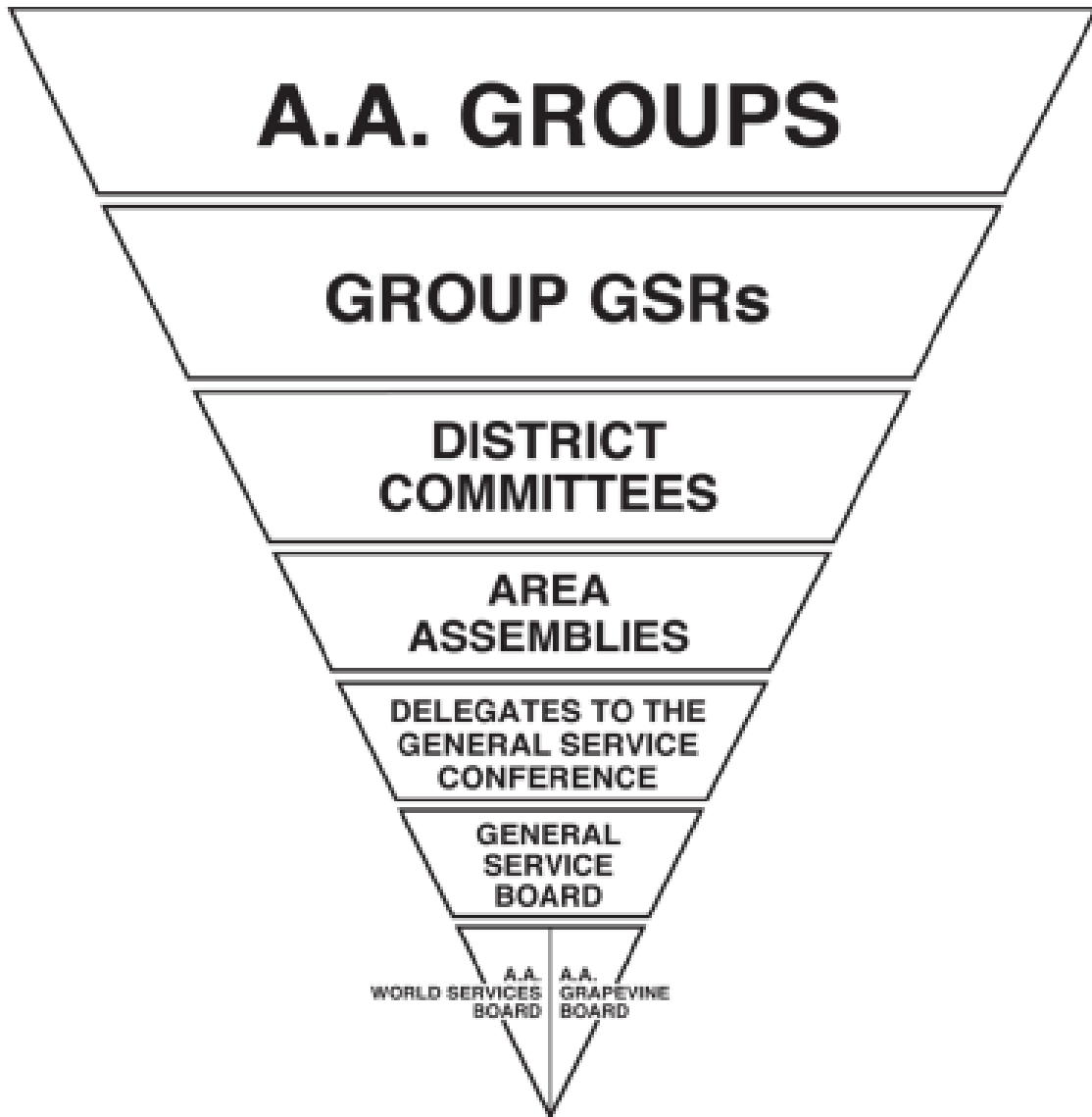


**Structure of Queens County General Service**



\*ACCESSIBILITIES | ARCHIVES | CPC | CORRECTIONS | GRAPEVINE | INTERGROUP LIAISON | LITERATURE  
MEETING PLACE MANAGER | NEWSLETTER | PUBLIC INFORMATION | RECORDING SECRETARY  
| REGISTRAR | TREASURER | TREATMENT FACILITIES | WEBSITE

**Structure of the Conference**  
(U.S. and Canada)



## Sample Prudent Reserve Worksheet

### XYZ Group Prudent Reserve Worksheet

- Monthly Rent = \$100.00

Month	Income	Expenses	Balance
January	\$400	\$400	\$0
February	\$400	\$100	\$300
March	\$400	\$100	\$300
April	\$400	\$400	\$0
May	\$400	\$100	\$300
June	\$400	\$150	\$250
July	\$400	\$400	\$400
August	\$400	\$75	\$325
September	\$500	\$100	\$400
October	\$350	\$400	(\$50)
November	\$300	\$100	\$200
December	\$250	\$100	\$150
<b>Year End Total</b>	<b>\$4600</b>	<b>\$2425</b>	<b>\$2175</b>

**6 Month Prudent Reserve** = yearly expenses divided by 2 =  $\$2425/2 = \$1212.50$

In this example, the amount over the Prudent Reserve is  $\$2175 - \$1212.50 = \$962.50$

Refers to *Self-Support: Where Money and Spirituality Mix* pamphlet.



[https://www.aa.org/sites/default/files/literature/F-3\\_selfsupport\\_0422.pdf](https://www.aa.org/sites/default/files/literature/F-3_selfsupport_0422.pdf)

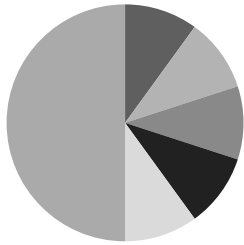


### Sample Distribution Pie Chart

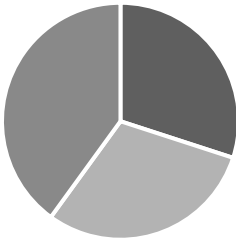
Below are suggestions for group contributions to A.A. service entities to support essential services. The group conscience should inform the amount to be donated to the entities.



- \_\_\_ % to District
- \_\_\_ % to Queens County
- \_\_\_ % to Area 49
- \_\_\_ % to Queens Intergroup
- \_\_\_ % to NY Intergroup
- \_\_\_ % to General Service Office



- 10% to District
- 10% to Queens County
- 10% to Area 49
- 10% to Queens Intergroup
- 10% to NY Intergroup
- 50% to General Service Office



- 30% to Queens County
- 30% to Area 49
- 40% to General Service Office

Refers to *Self-Support: Where Money and Spirituality Mix* pamphlet.



[https://www.aa.org/sites/default/files/literature/F-3\\_selfsupport\\_0422.pdf](https://www.aa.org/sites/default/files/literature/F-3_selfsupport_0422.pdf)

## Trusted Service Position Transition Checklist

The success of any service entity in AA with elected trusted servants lies in a successful transition. from one body to the next. The goal of this document is to provide a structured format for the successful transfer of information, suggestions, goals, ideologies, and challenges to trusted servants so they are equipped with everything they will need to be successful in their new position. It is suggested that both outgoing and incoming elected trusted servants have the opportunity to visit one on one, in a structured manner, allowing them the chance to discuss what was accomplished in the current panel and set expectations for the next panel.

The worksheet below is designed specifically for the outgoing trusted servant to complete and share with their successor:

### TRANSITION WORKSHEET

- 1) **SUCSESSES:** My biggest successes were...
- 2) **CHALLENGES:** My biggest challenges were...
- 3) **TOOLS & RESOURCES:** The tools and resources I used after I accepted this position to help me better do my job were...
- 4) **INTERDEPENDENCIES:** Other sources that were instrumental in my success were...
- 5) **RECRUITMENT:** The best way to recruit trusted servants for committees was...
- 6) **TEAM PLAYERS:** The 2 trusted servants I counted on the most were...
- 7) **BUDGET:** This position [is/is not] a revenue-generating position. My budgeted expenses this year were \$ \_ and my budgeted revenue was: \$ \_.
- 8) **TIME ALLOTMENT:** The average amount of time I honestly spent doing my job per month/week this year was \_\_\_ hours per \_\_\_\_.
- 9) **DOCUMENTATION:** The outgoing trusted servant needs to review pertinent documents such as sample committee meeting minutes, agendas, team status reports and job descriptions, etc. relevant to their position.
- 10) **Overview:** What are the three (3) most important things I wish I had known before walking into this position that I can share with my successor?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

### **Area Assembly Transportation Policy**

In our efforts to maximize participation by GSRs and DCMs representing groups and districts in Queens County and also to encourage participation of County Standing and Ad Hoc Committee Chairpersons at SENY Area Assemblies; Queens County maintains the following transportation expense reimbursement policy for carpools travelling to and from SENY Area Assemblies.

Queens County will reimburse carpools (cars traveling with 3 or more participants in the Queens County General Service Assembly) in the amount of .655 cents per mile traveled plus tolls paid to and from Area Assemblies of South Eastern New York Area Assembly of Alcoholics Anonymous (Area 49). Those who provide the car shall submit the transportation reimbursement form and obtain reimbursement.

In order to avoid any potential depletion of the county treasury, the Queens County General Service Assembly will maintain a budget line for Transportation Expenses to be approved by the body with the annual budget. Should that budget line be expended prior to the end of the budget year, travel expenses will be suspended and the body will be notified of the suspension until such time as the Queens County General Service Assembly allows for an increase to the Transportation Expense budget.

It is suggested that anyone seeking reimbursement from the Queens County treasury first request reimbursement from your respective group or groups that are represented in the car.

Additionally, mileage and tolls will not be reimbursed for travel to events in Queens, Brooklyn, or Manhattan because these areas are easily accessible by public transportation.

## Glossary

**AAWS** — Alcoholics Anonymous World Services (Inc.)— A corporation of the General Service Board overseeing the operations of the General Service Office and serving as the publishing company for Conference approved and service literature, all non-Grapevine literature published by AA at [www.aa.org](http://www.aa.org)

**Accessibilities** — Broadly, a term applied to those who may have more than the usual barriers to accessing the AA message or meetings. The term is also applied to the extra efforts made within the fellowship to recognize and to counter those barriers.

**Assembly** — The gathering of all area GSRs and the area committee for the purpose of sharing information, discussing service topics, and making decisions.

**Area** — A geographical division entitled to elect a delegate to represent it at the General Service Conference, also assuming some responsibility for AA service activity in its geographical division.

**Box 4-5-9** — Periodic newsletter published by the General Service Office (GSO). It is sent out to all registered group and service group representatives and is also available by subscription.

**Bridging the Gap** — Programs coordinated under AA's CF and TF committees (see below) providing support to AAs making the transition from AA in prison or jail (CF) or inpatient settings (TF) to AA in the open community.

**CCS** — Corrections Correspondence Service— A program linking incarcerated AA members with community-based AA members for the purpose of exchanging correspondence on the AA program.

**Corrections** — A service committee concerned with carrying the AA message to incarcerated alcoholics and/or with working cooperatively with correctional professionals toward that end. (The committee is now renamed simply "Corrections" in SENY.) Most also handle some aspect of the CCS and "Bridging the Gap/Re-Entry" programs (see above).

**Class A Trustee** — Non-alcoholic trustee elected by the General Service Board to serve on AA's General Service Board and standing trustee committees, usually drawn from the ranks of professionals who support the AA recovery program.

**Class B Trustee** — AA member trustee elected either regionally (Regional Trustee), nationally (Trustee at Large for the United States or Canada) or from among current or past non-Trustee directors at AAWS or the AA Grapevine (General Service trustee).

**CNY**— Central New York— Area 47 of the General Service Conference of the United States and Canada, one of the four areas in NY State. Includes Ithaca, Rochester and Syracuse, NY.  
[aacny.org](http://aacny.org)

**Committee** — The gathering of area district, county, standing committee chairs, elected officers, and past delegates. These members are charged with handling day-to-day service activities for the area subject to the approval of the area assembly.

**Conference-approved** — Material approved by the General Service Conference for production and release through AAWS, Inc. These materials carry the label, “This is AA General Service Conference-approved literature.” The AA Grapevine cannot be Conference-approved since the magazine is a monthly periodical and the Conference meets only annually. However, in 1986 the Conference formally recognized the Grapevine as the “international journal of Alcoholics Anonymous.”

**CPC**— Cooperation with the Professional Community— A service committee concerned with carrying the AA message through working with professionals who may have contact with alcoholics.

**DCM** — District Committee Member— The chair of a local district committee; the district’s voice in area committee and assembly meetings.

**DCMC** — District Committee Member Chair— The chair of the local county committee/assembly; the county’s voice in area committee and assembly meetings.

**FNV** — Fellowship New Vision— The AAWS/GSO Records Department’s group database (GSO is currently updating this system).

**GSB** — General Service Board— The service entity with responsibility for custodial oversight for all AA service activities through AAWS, Inc., the AA Grapevine, Inc., and the trustees’ committees.

**GSC** — General Service Conference— The service body representative of the membership which is “the guardian of world services and of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous”; the guiding conscience of the fellowship, also the annual meeting in New York City of that service body.

**GSO** — General Service Office— The business office of AA in the US and Canada, located in New York City.

**GSR** — General Service Representative— An AA group’s representative and link with the rest of AA as a whole, the voice of its group conscience.

**Grapevine** – The monthly journal of AA, “Our Meeting in Print;” also a service committee concerned with carrying the AA message through publicizing and making available the two periodicals, the Grapevine and La Viña, and related literature and other items.

**Group Conscience** – The group conscience is a majority of well informed members with a conscious awareness that a loving God may express Himself in a minority voice. Each question must be well debated, and every member and group have an equal opportunity to express their experience and opinion on a subject so that a real sense of the group may be known.

**Group Inventory** – Many groups periodically hold a ‘group inventory meeting’ to evaluate how well they are fulfilling their primary purpose: to help alcoholics recover through AA’s suggested Twelve Steps of recovery.” Most areas, districts, counties, and intergroup officers are available to assist GSRs and their groups in moderating an inventory.

**Link, The**— SENY’s periodic newsletter. The Spanish edition is El Enlace.

**La Viña**– The Spanish language counterpart of the Grapevine. [www. aagrapevine.org](http://www.aagrapevine.org)

**NERAASA** — Northeast Regional AA Service Assembly– The Northeast Region’s annual weekend gathering to discuss General Service Conference-related and other topics touching AA’s Three Legacies.

**NERF** — Northeast Regional Forum– A biennial regional weekend sharing and informational session designed to help the General Service Board, AAW S, the Grapevine Corporate Board, the Grapevine Staff, and the General Service Office staff stay in touch with members in the region.

**NYSIW** — New York State Informational Workshop– An annual service weekend sponsored by the four areas in NY State and hosted by each in turn, supporting the discussion and sharing of experience by the fellowship’s main service committees.

**PI** — Public Information– A service committee concerned with carrying the AA message to the public, often working with the media.

**PSA** — Public service announcement– Brief, Conference-approved audio/video spots aired on radio or television providing information about finding AA. Some PSAs may also be produced locally.

**Quorum** — The minimum number of members required in attendance at a meeting in order to conduct business. **See Article XI in the By-laws for the area committee.** No quorum is defined for the area assembly.

**Right of Decision, Participation and Appeal** — Reflected in Concepts III, IV, and V respectively of The Twelve Concepts for World Service, these “rights” in brief seek to support effective leadership, representation, and a consideration of minority views in decision-making.

**RLV**— Representante de La Viña– See, GVR.

**SENY**— South Eastern New York (Area Committee and Assembly of AA)– Area 49 of the General Service Conference of the United States and Canada, one of the four areas in NY State. Includes New York City; five counties immediately north of the New York City; Long Island, and a nongeographic linguistic county.

**TF** — Treatment Facilities– A service committee concerned with carrying the AA message to alcoholics in institutions and/or working cooperatively with treatment professionals toward that end. Most also handle some aspects of the “Bridging the Gap” program (see above).

**YPAA** — Young People in AA– Part of the name given to local, state, or regional service committees reaching out to younger alcoholics. In New York City, for example, the committee is called NYCYPAA (New York City Young People in AA), on Long Island it is LICYPAA. (Long Island Conference of Young People in AA).

# **NOTES**



**queens county general service assembly**  
of alcoholics anonymous