Area 82 NS/NL Guidelines

Version 6.
31/10/2023

Table of Contents

Preface

Throughout this document, the meaning of words and phrases specific to Alcoholics Anonymous shall be defined in the most recent edition of The A.A. Service Manual.

A copy of the <u>Area 82 Guidelines</u> should be held by:

Area 82 Chairperson
Area 82 Delegate
Area 82 Alternate Delegate
Area 82 Treasurer
Area 82 Secretary/Registrar
Area 82 Service Committee Chairpersons
Area 82 District Committee Members (DCM's)
Area 82 District General Service Representatives (GSR's)
Area Webmaster

The original and up-to-date Area 82 Guidelines shall be kept by the Area 82 Secretary/Registrar and will be on hand with the Area 82 Secretary/Registrar at all Area Assemblies.

It is strongly recommended that the Districts of Area 82 make copies of these Guidelines available to their District Officers and all General Service Representatives"

In order to bring a substantive proposal before the area conference, a notice of motion must be generally given. This is to provide members and the area with some prior warning that they are not called upon to consider a matter unexpectedly"

Alcoholics Anonymous
Area 82

Mission Statement:
The Mission Statement of Alcoholics Anonymous in Area 82 is to carry a message of hope, strength and knowledge through communication of Alcoholics Anonymous' Twelve Steps in an efficient and prudent manner.

We Believe:
The Twelve Step message is the primary reason for our deliberations. The General Service Representatives, District Committee Members and Area Officers have the opportunity to share, discuss and receive valuable insights that will be of assistance at the local groups.

Purpose:
We have come to realize that our collective memories cannot retain all the experience, knowledge and wisdom that have been passed on to us orally. Our experience suggests that unsubstantiated historical references are unproductive.

Action Plan:
1. Present the message in a positive, concise manner.
2. Discuss Area/District business in a focused, orderly, time-sensitive way.
3. Recommend through informed group conscience sessions considerations to be brought to the Assembly, where all final decisions are voted on and approved.

4. Provide opportunities for constructive growth through shared examples, the Twelve Steps, the Traditions and Twelve Concepts.

5. Communicate in a clear, concise and appropriate way the successes and concerns of those we represent.

6. Provide as much information as possible so that we will walk away from a Service Weekend or Assembly with as much understanding of Alcoholics Anonymous and Service.

7. Read page 40 of The A.A. Service Manual. (Why Do We Need a Conference) the next paragraph down.

Why Do We Need a Conference? The A.A. Service Manual**, pg. 40.**

The late Bernard B. Smith, non-alcoholic, then chairperson of the board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting: "We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for 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. that rebirth that brought us back to life. "We need it because we, more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade A.A. We need it to ensure A.A. against government, while insulating it against anarchy; we need it to protect A.A. against disintegration while preventing over integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services. "We need it to ensure that changes within A.A. come only as a response to the needs and the wants of all A.A., and not of any few. We need it to ensure that the doors of the halls of A.A. never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is."

Section I – General

a) Welcome

Area 82 of Alcoholics Anonymous welcomes you!

Area 82 encompasses the geographical area of Nova Scotia, Newfoundland and Labrador, and is comprised of seventeen (17) Districts.

As a participant in the activities of Area Service you will find many new and exciting opportunities to help carry the message of A.A. to your companions in recovery as well as to the alcoholic who still suffers. These Guidelines are presented as a tool for you to use in achieving this goal.

The Area belongs to each of us as members of A.A. The experience of its past and hope of its future has been entrusted to each of us. The Guidelines' purpose is to help us better understand the Area and its structure, and know where we have been, and to offer guidance in moving forward.

b) "**A.A.'s Legacy of Service," by Bill W.,** The A.A. Service Manual**, pg. 1**

"Our Twelfth Step—carrying the message—is the basic service that the A.A. Fellowship gives; this is our principal aim and the main reason for our existence. Therefore, A.A. is more than a set of principles; it is a society for alcoholics in action. We must carry the message, else we ourselves can wither and those who haven't been given the truth may die.

"Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer—ranging all the way from the Twelfth Step itself to a ten-cent phone call and a cup of coffee, and to A.A.'s General Service Office for national and international action. The sum of all these services is our Third Legacy of Service.

"Services include meeting places, hospital cooperation and intergroup offices; it means pamphlets, books and good publicity of almost every description. It calls for committees, delegates, trustees, and conferences. And not to be forgotten, it needs voluntary money contributions from within the Fellowship."

Section II – Area 82 Committee Structure

The Area Committee is especially focused on the health of the area and thus on growth and harmony in the AA Fellowship. (The A.A. Service Manual, pg. 26)

Generally, Area 82 structurally follows the suggestions for an Area Committee offered in The A.A. Service Manual. In those cases where the special needs of Area 82 present situations not specifically covered in The A.A. Service Manual, the Area will adhere to principles and traditions of Alcoholics Anonymous in the conduct of its business and the pursuit of its activities. The extraordinary growth of A.A. has brought with it the need for constant change.

We have come to realize that our collective memories cannot retain all the experience, knowledge and wisdom that have been passed on to us orally. Our experience suggests that unsubstantiated historical references are unproductive.

a) **The A.A. Group – The Final Voice of the Fellowship**

Alcoholics Anonymous has been called an upside-down organization because "the ultimate responsibility and final authority for World Services" resides with the groups – rather than with the trustees of the General Service Board or the General Service office in New York.

A.A. has evolved from widely separated A.A.s to many groups gathering on a regular basis. The Group is the basic unit of Alcoholics Anonymous. For more information, see the pamphlet "The A.A. Group" and The A.A. Service Manual.

In Area 82, groups traditionally elect a G.S.R. as described in The A.A. Service Manual. It is also advisable for the G.S.R.to have an informed Alternate who can serve as a substitute when the G.S.R. is unable to carry out his or her responsibilities. In those cases where a group does not have a G.S.R., that group's collective conscience and its participation and voice are severely limited in matters affecting A.A. as a whole. Therefore, we present here a collective effort to define all that is basic to our **Area Structure.** We recognize its need to change as time passes and hope that such change will be undertaken by the trusted servants who follow us as better ways are found to meet the mission presented in our A.A. Preamble.

b) **The District**
Each District is autonomous with a responsibility to its member groups to participate in the Area. According to The A.A. Service Manual (pg13), a District contains "the right number of groups—right in terms of the committee member's ability to keep in frequent

touch with them, to learn their problems, and to learn ways to contribute to their growth and well-being." The A.A. Service Manual (pg13) describes several ways Districts may be organized to best meet the local needs of their groups. Districts in Area 82 are each comprised of a single geographical area. When redistricting, approval of the groups within each district involved is essential. Area should be made aware of any redistricting which has taken place. Refer to The A.A. Service Manual for more information on the district and redistricting.

c) **Area 82**

The Area Committee is comprised of:

Area Officers:

Delegate	Alternate Delegate
Treasurer	Secretary/Registrar
Area Chairperson	Area Webmaster
D.C.M.s representing each District in Area 82	
Archivist of each province	Remote Communities chair

Area 82 Assembly is held each spring and fall with the Area 82 Committee and the G.S.R.s. The Area 82 officers meet with Nova Scotia and Newfoundland and Labrador D.C.M.s and G.S.R.s in the spring online and the fall in person with the hybrid option.

* When an Area situation arises that requires immediate attention and cannot wait until the next Assembly to obtain group approval, the Area Officers reserve the right to make a decision. These should be exceptional circumstances.

d) **Quarterly Area Officer/ DCM meeting**

The voting members of the **Area Committee** are the D.C.M.s, (or alternate D.C.M. in the D.C.M.'s absence) and the Area Officers. They meet quarterly on a virtual platform to better keep the Districts and Groups informed throughout the year. Minutes of these meetings will be available on our website for all members to read. See Appendix A for meeting Agenda format

Translation of Area 82 Committee & Assembly meetings shall be provided when deemed necessary.

Section III – Election and Rotation of Officers

Area Officers are elected for a two-year term at the bi-annual Area Election Assembly which is held in the fall of even-numbered years in accordance with the A.A. Third Legacy Procedure, as outlined in The A.A. Service Manual (pg110-pg111). Officers officially take office on January 1st of odd-numbered years.

All current and past committee members who have served a full 2-year term in Area 82 are allowed to let their name stand for area officers providing they have not held that position in the past. Past committee members will do a resume to show their past and present service in AA. These resumes will be posted prior to the elections for people to view. Current and past committee members do not have to be present to be elected.

The General Service Delegate coordinates with G.S.O. to provide a guest for the Assembly. The G.S.O. guest usually conducts the election or invites a qualified alternate.

> The election order is:
> 1) Delegate
> 2) Alternate Delegate
> 3) Chair
> 4) Treasurer
> 5) Secretary/Registrar

Those eligible members letting their names stand for Area Officers are required to post a resume on the Friday evening of the Assembly. Past and present committee members do not have to be present to let their name stand. Votes are taken on resumes.

All voting members of the Assembly body should remain in the room at all times during the election. (See the next section for a description.)

Scrutinizers and ballot counters are non-voting members.

All ballots are destroyed after each vote.

Prior to the initial vote for each position, the duties and responsibilities of that position are read aloud.

In the event that an Area Delegate is unable to complete his/her term of office, the Alternate will be given the opportunity to assume the position vacated. If the Alternate is unable to serve in the position, there will be an election at the next Assembly meeting. Should the Alternate step up to the vacated position, there will be an election for a new Alternate.

In the event that one of the other Area officers is unable to complete his/her term the remaining officers will share the duties until the next Area Assembly (whether it is an election or non-election year).

Section IV – Voting Members

The voting members of the Area Assembly are the D.C.M.s, Area Officers, Webmaster (if an A.A. member), Remote Communities Chair, Archivist and G.S.R.s (or Alternate G.S.R. or a group member whom the group has delegated to represent the group in the G.S.R.'s absence).

The voting members of the Area Committee meeting (held before the Assembly weekends) are the D.C.M.s, (or alternate D.C.M. in the D.C.M.'s absence) and the Area Officers.

Past Delegates, unless they qualify in some other capacity, are not voting members of the Area Committee or Area Assembly. Past Delegates will, however, be relied upon for their experience and wisdom on those many occasions that the need arises. (The A.A. Service Manual, p. 29)

All A.A. members are welcome and encouraged to attend the Spring and Fall Area Assemblies. Observers may speak with the permission of the chair, after all voting members have spoken, but they do not have a vote.

NON-ELECTION YEAR

It was moved and passed in 2016 that Area 82 hold an Area Inventory in the non-election years. Time should be set aside to do some of the proposed inventory questions.

Section V – Business Meetings

a) Spring and Fall Assembly Agenda.

1) D.C.M.s and Area Officers Meeting at Spring Assembly (date and time determined by the chair)

See Appendix A for agenda.

All A.A. members are welcome and encouraged to attend this meeting and may speak with the permission of the chair, after all voting members have spoken, but they do not have a vote.

Suggested format to be modified at the discretion of the Area Chairperson.

2) Non-Election Fall Assembly and Spring Assembly (Saturday and Sunday meetings)

See Appendix C for non-election year Fall Assembly agenda.
See Appendix D for Spring Assembly agenda.
In non-election years, we will do an Area 82 Inventory.

The rotation schedule for the Fall Assembly is made up every ten years and approved at the Area Assembly for the following ten years.

See Appendix E for rotation schedule.

Agenda items for the 2 Assemblies originate with the groups. A group takes an item to its District, and if the district votes to carry the item forward, it is then forwarded to the Area Chair with appropriate background information in writing. This item will be added to the agenda

All A.A. members are welcome and encouraged to attend these Assemblies and may speak with the permission of the chair, after all voting members have spoken, but they do not have a vote.

Suggested format to be modified at the discretion of the Area Chairperson.

3)The Election Fall Assembly

The Election Assembly is held in even years in October.

See Appendix B for election year Fall agenda.

All A.A. members are welcome and encouraged to attend these meetings and may speak with the permission of the chair, after all voting members have spoken, but they do not have a vote.

b) Summary of Area Meeting Procedures

Generally speaking, Area 82 follows Robert's Rules of Order, and proceeds in as informal a basis as possible consistent with the rights of all concerned. However, over the years the Area has adopted some exceptions to Robert's Rules, which help it to proceed more closely in accordance with the Traditions.

1) **General Rules of Debate** (agreed to at the beginning of each Area meeting.) A motion is put on the floor and debate follows.

2) **People who wish to speak line up at the microphones and are called on in order.**
   - Each person may speak for two (2) minutes.
   - No one may speak for a second time on a topic until all who wish to speak have spoken for the first time.
   - Voting is by show of hands.
   - A motion passes by a vote of 50% plus 1.

c) **Minority Voice:**

after a vote on a motion or recommendation, persons voting in the minority position must have the chance to speak. After hearing any minority voice, the chair will ask if any wish to alter their previous vote. If so, a new vote will take place to again establish a majority. (fifty per cent plus one) (50%+1)" .

d) **Tabling a Motion** (postponing discussion to a later date)**:**
   - requires a motion and a seconder.
   - is not debatable.
   - needs only a vote of 50% plus 1 to pass.

e) **Tips, Hints and Words of Caution:**
   - Full discussion of a motion should take place before the vote.

- Premature actions (e.g., amending motions early in the discussion or hastily calling the question) can divert attention from the subject at hand, thus confusing and/or delaying Area business.

- Calling the question is to cease discussion on the motion by a vote of 50% plus 1.

- Everyone is entitled to, and should, express his or her opinion. However, if your perspective has already been stated by someone else, it is not necessary to go to the mic and say it again.

- Remember too, that saving "minority opinions" for after the vote, when there is no rebuttal, is another timewaster, for it can force the area body to reconsider a question that might have been decided the first time around if it had been thoroughly examined from all sides.

Section VI – Area Officers and their Responsibilities
All serving Area 82 Officers are to be signatories on the Area 82 bank accounts

a) Delegate
- The Delegate's Primary responsibility is to serve as the link between the General Service Office and the A.A. groups in the Area. This will enable the Delegate to attend the Conference in New York (see description in The A.A. Service Manual) prepared to carry the collective group conscience of A.A. groups in N.S./N.L., and also to report back to the Area the news and information of Alcoholics Anonymous worldwide.
- The Delegate is expected to attend all Area Assemblies, Regional Forums and CERAASA.
- The Delegate keeps the Alternate Delegate fully informed.
- The Area Delegate is required to complete and submit to the Area Treasurer, an annual Anticipated Budget Form in early September, for the upcoming budget year.
- The Delegate's other duties are outlined in The A.A. Service Manual (pg32-pg35).

b) Alternate Delegate
- The Alternate Delegate serves in the absence of the Delegate and is expected to be prepared to assume these duties.
- The Alternate Delegate is expected to attend all Area Assemblies, Regional Forums and CERAASA as they hold a seat on the CERAASA steering committee and are required to be capable to fulfill the duties of the Delegate if necessary.
- The Alternate Delegate will review the Area website for content and request any changes that are not deemed appropriate for the Area website.
- The Alternate Delegate is the chair of Cooperating with the Professional Community (C.P.C.), Public Information (P.I.), Treatment, and Corrections committees and the Grapevine representative for the Area. There shall be a Co- Chair elected from each Province for these 5 Committees that the Chair liaises with throughout the year.
- Plan and chair the Saturday evening Active Area Committee Workshop held at the Assemblies
- The Alternate Delegate may also assume other duties at the request of the Area Committee or Assembly.
- The Area Alternate Delegate is required to complete and submit to the Area Treasurer, an annual Anticipated Budget Form in early September, for the upcoming budget year.
- The Alternate Delegate's other duties are outlined in The A.A. Service Manual (pg32-pg35.)

c) Area Chairperson
- The Area Chairperson is the presiding officer of the Area.
- The Area Chairperson is responsible for the preparation of agendas and chairing Area Assemblies and quarterly Area Officer/ DCM Committee meetings.
- The Area Chairperson is responsible for implementing and administering the Area zoom licence.
- The Area Chairperson is required to complete and submit to the Area Treasurer, an annual Anticipated Budget Form in early September, for the upcoming budget year.
- The Area Chairperson's other duties are outlined in The A.A. Service Manual (pg26-pg27).

d) Area Secretary/Registrar
- The Area Secretary/Registrar is expected to attend all Area Assemblies and quarterly Area officers DCM meetings.
- The Primary responsibility of the Area Secretary/Registrar is to take the minutes at the Assemblies and report in a timely fashion (2 months) to the Area Committee.

- The Area Secretary/Registrar is responsible for maintaining an up-to-date Mailing list of all Area officers and D.C.M.s.
- The Secretary/Registrar will provide a copy of all Area meeting minutes to the Area Archivist for safekeeping.
- The Secretary/Registrar may assume other duties at the direction of the Area Committee.
- The Area Secretary/Registrar is the liaison between the Area and the General Service Office (G.S.O.), communicating information about groups and meetings to and from G.S.O.
- The Secretary/Registrar is responsible for an annual comparison of G.S.O. and Area Databases.
- Updated information (provided by D.C.M.s) is sent by the Area Secretary/Registrar to G.S.O. along with copies of Group Change forms and New Group forms.
- The Secretary/Registrar provides hard copy of Assembly minutes to the Area officers, DCM's and Past Delegates. (If requested)
- The Secretary/Registrar is responsible for approved amendments to Area Guidelines and is responsible to include an approved amendment document to the Area guidelines with the assembly minutes after each assembly.
- The Secretary/Registrar is responsible to put the unapproved minutes of the area assemblies and quarterly area officer DCM meetings on the Area website.
- The Secretary/Registrar's other duties are outlined in The A.A. Service Manual (pg27)
- The Area Secretary is required to complete and submit to the Area Treasurer, an annual Anticipated Budget Form in early September, for the upcoming budget year.

e) Area Treasurer
- The Area Treasurer is responsible for keeping track of the Area's financial matters.
- The Area Treasurer is responsible for the paying of accounts and maintenance of accurate records of the Area's financial condition.
- The Area Treasurer is responsible for the bookkeeping for the Area.
- Once per year, in early September, request from all Area Officer occupying an expense eligible position, their anticipated expense budget for the upcoming year. From this information, historical data, and in cooperation with the Area Officers, produce the annual budget for the upcoming year, for approval at the Area Assembly.
- Please note the bank account does not need to change with each rotation of the Area Treasurer.
- The Area Treasurer may assume other duties at the direction of the Area Committee.

- Financial reports, to be completed for each quarter, plus a year-end summary report, inclusive of all reporting requirements as follows:
  - Quarterly Treasurer's Summary Report
  - Quarterly Finance Report
  - Quarterly bank statements of all quarterly transactions, the account name & balances

- Financial reports to be emailed to District Officers following the quarter end as follows:
  Quarter 1 – ends March 31: email to Districts by April 30
  Quarter 2 – ends June   30: email to Districts by July 31
  Quarter 3 – ends Sept   30: email to Districts by October 31
  Quarter 4 – ends Dec   31: email to Districts by January 31
  Year End Summary/Actuals – included with the Quarter 4 Financial report.

The Treasurer will provide an update on the finances to the Area Officers' meetings and Area Assemblies following the due date of financial reporting as above.

- The Area Treasurer is required to complete and submit to the Area Treasurer, an annual Anticipated Budget Form in early September, for the upcoming budget year.

- The Area Treasurer's other duties are outlined in The A.A. Service Manual (pg28).

Area 82 Templates for Financial Reporting. (To be used for future financial recording)

- Quarterly Treasurer's Summary Report (1 page account reconciliation) Appendix 1

- Quarterly Finance Report (summary tab, income & expense tabs, cheque register, historical budgeted to actuals) Appendix 2

- In January of each year, the Area Treasurer is responsible to ensure a Prudent Reserve balance of 6 months of the annual budget, as approved at the annual Fall Assembly.

Section VII – Area Committees

a) Archives Committee

- The Nova Scotia Archivist term is 3 years.
- The Newfoundland and Labrador Archivist term is 3 years.
- The Purpose of the Archives Committee is to preserve the history of A.A. in Area 82.
- Area 82 consists of 2 Archives Committees; one in Newfoundland and Labrador and one in Nova Scotia consisting of D.C.M.s from respective provinces. (Elected Archivist must reside in respective province)
- The committee maintains records, memorabilia, and other items from our past so that we, as a fellowship, remember our history, growth, successes and failures.
- Archives can help our A.A. members better understand issues we may be currently considering, because the issues may have come up before and we can learn from our past experiences.
- The committee also maintains records of District and group histories, enabling any group or member to learn more about a group or district.
- The committee gathers items of historical value to A.A. in Area 82, and preserves, catalogues, and stores these items so they will not deteriorate over time.
- The Archivist will attend the Fall Assembly in their respective province with a display from the Archives, readily available to all A.A. members to view.
- The Archivist is responsible to give their report at the Archivist meeting held before the DCM/Area Officers meeting at the Spring Assembly.
- The D.C.M. in the district from which the Archivist is a member is automatically the Alternate Archivist.
- Any Round-up in the province can request to have the Archivist bring the Archives to their function. The cost will be 50-50 between the Area and the district.
- The Area Archivist is required to complete and submit to the Area Treasurer an Annual Anticipated Budget Form in early September, for the upcoming budget year.

b) Active Area Committees

1) Remote Communities

- Members volunteer for the Committee.
- Chair is to be elected from the general NS/NL body at the Assembly.
- Term for Chair is 3 years.

Area 82 Remote Communities Mission Statement:

To foster cooperation within the fellowship of Area 82 by creating an awareness of the needs of alcoholics in remote communities. This committee seeks to assist those who are unable to make it to regular face-to-face Alcoholics Anonymous meetings on a consistent basis.

Members may be faced with travel or geographic challenges or face barriers such as language, cultural considerations and/or anything else that could separate a person who needs AA from our lifesaving program of recovery.

- The Area Remote Communities chair is required to complete and submit to the Area Treasurer an Annual Anticipated Budget Form in early September, for the upcoming budget year.

2)   Ad Hoc Committees

Separate from Area Committees, the Assembly may create an ad hoc committee to examine a specific issue or project. An ad hoc committee exists only for that period in which they are examining the issue or item for which it was created. Generally, an ad hoc committee is an information gathering group that presents its findings to the Area.

Ad hoc committees may form recommendations, but they themselves do not take actions. Any recommendation proposed by an ad hoc committee will be presented at the Assembly for consideration of a motion by the voting body.

The chairperson of an ad hoc committee is appointed by the ad hoc committee members. Ad hoc chairpersons are not voting members of the Assembly by virtue of their position as ad hoc committee chair. Ad hoc committee membership and size is flexible to accommodate the scope of the issue or project.

This committee is funded under the Active Area Committees in Area 82.

Section VIII – Area Webmaster

- The primary responsibility of the Webmaster includes maintaining the operation and content of the Area Website.
- The Webmaster collects email sent to the webmaster e-mail address and processes e-mail in the spirit of Area service.
- The Area Webmaster is to serve as a trusted servant and will attend the Area Assembly.
- The content of the Area Website includes such materials as:

- Current District Meeting Lists.
- Upcoming A.A. events (see Area 82 Website Policy, Appendix F); and- Other announcements that serve the Area and its members.
• Area 82 respects the privacy and security of visitors to the Area website. We inform our visitors of measures to achieve this in the Policy Statement on the site. (See Appendix F, Area 82 Website Policy.)
• The Webmaster requires specialized computer knowledge on managing a website.
• The Area 82 Webmaster is a 3-year term.
• The Area 82 Webmaster is required to complete and submit to the Area Treasurer an Annual Anticipated Budget Form in early September, for the upcoming budget year.

We observe all A.A.'s principles and Traditions, and as "anonymity is the spiritual foundation of all our traditions" we practice anonymity on A.A. websites at all times. An A.A. website is a **public medium, which has the potential for reaching the broadest possible audience,** and therefore, requires the same safeguards that we use at the level of press, radio, television and films. (Appendix F)

Section IX – Expense Policy

Persons occupying expense eligible positions serve without financial compensation and they may not, directly, or indirectly, receive any profit from their position.

Once per year, each person occupying an expense eligible position will submit to the Area Treasurer their anticipated expense budget for the upcoming year, using the Area Expense & Anticipated Budget Form. From this information and historical data, the Area Treasurer, in cooperation with the Area Officers, will produce a budget for the upcoming year.

Area 82 provides an advance of funds to respective Area Officers and Committee Members to fulfill their duties while performing Area Business as per the approved budget.

A portion of these advance funds covering lodging, meals and travel:

• Lodging & meals are to be comparatively priced facilities as near as possible to the event taking place, suitable to fulfill the needs of those participating

• While performing AA business, trusted servants who use their Vehicles are required to submit all

gas receipts incurred during the trip, recording these amounts in the detail section of their monthly expenses sheet.

To reduce costs it is encouraged that lodging and travel combine with other members traveling to the same event.

Expense advances will/may be advanced to Area Officers by the Area Treasurer upon receipts of the following:
- An anticipated budget form from the Area Officer (annually, early September)
- Approval of the Area Officer's Budget at the Fall Assembly (annually, mid-October)
- A final monthly Area Expense Form for year end, no later than December 31
- The return of any unspent expense advances from the year, no later than December 31
-

Any advanced cheques to the Area Committee cannot be cashed until the year they are budgeted.

The Area Executive will use their discretion around the frequency and timing of advances, based on the financial position of the Area and timing of budget requirements by the Area Officers and Committees.

It is within the scope of the Area Treasurer's role to actively investigate, present to the Area Committee for approval, and implement any technologies or operational efficiencies available to aid in the friction free running of Area expense handling (i.e., dual signature, digital banking, debit card provisions on dual signature accounts, etc.)

All Area Officers & Committee Chairs are required to submit expense forms, with all expense receipts, to the Area Treasurer monthly, no later than:
- Jan to Nov: The 3rd day of each month following the month end
- December: The 31st of December, along with the return off any unspent expense funds advanced for the current year.
- Area Officer's expenses will be summarized in the quarterly financial reports; however, detailed expenses and receipts are available from the Area Treasurer upon request.

Please notify the Area Treasurer in the event you are not able to meet the expense submission timelines.

The Area Expense & Anticipated Budget Form Template will be housed on the Area website and/or provided by the Area Treasurer to aid accurate record keeping of expenses and annual budget development by Area Officers.

Any unexpected expense is to be authorized in advance by the Area Executive Committee.

The payment of expenses is subject to the current Area 82 Expense Policy and managed by the Area Treasurer.

Section X – Election of Regional Trustee and Trustee at Large Canada Nominee

- A Regional Trustee and Trustee at Large Canada Nominee is elected at the Area Assembly.
- Only Past Delegates are eligible and one year must have elapsed since their term as Delegate ended.
- Eligible members who are willing to stand for either Trustee position will do so by submitting a resume on the Friday evening of the Assembly.
- If an eligible member is not present, a written resume should be mailed to the current Delegate prior to the Assembly and will be posted on the wall and read.
- In the event of a vote, the eligible members will be requested to describe their service experience.
- Third Legacy procedure will be used, as outlined in The A.A. Service Manual (pg110-pg111).

Section XI – Provincial Roundup (NS)

- The Provincial Roundup is held on the weekend closest to Founders Day (June 10).
- The host District is financially responsible for the roundup.
- Cost sharing is available from Area 82 to display Provincial Archives at the Provincial Roundup.

Section XII – Virtual Platform

Area 82 implements Zoom Conferencing to help improve communication within Area 82.

APPENDIX A

Area 82 Quarterly D.C.M. & Area Officers Meeting Agenda

Open meeting with 30 seconds of silence/Serenity Prayer
Welcome/Introductions
12 Traditions
Previous quarterly DCM & Area Officers minutes are read and approved
Business arising from those minutes to be discussed
Treasurer's Report
Discuss agenda items (submitted in advance of the meeting and sent out by the Chair prior to the meeting)
Close meeting with the Responsibility Pledge

Area 82 Assembly Weekends D.C.M. & Area Officers Meeting Agenda

Open meeting with 30 seconds of silence/Serenity Prayer
Welcome/Introductions
12 Traditions
Previous Assembly D.C.M. & Area Officers minutes are read and approved
Treasurer's Report
Roll call
Review Assembly agenda items
Close meeting with the Responsibility Pledge

Archivist Meeting Agenda (Report to be done at the D.C.M. & Area Officer Spring Assembly meeting)

Open meeting with 30 seconds of silence/Serenity Prayer

Welcome/Introductions

12 Traditions

Previous years minutes read and approved

Archivist Report

Old Business

New Business

close meeting with the Responsibility Pledge

Area 82 N.S./N.L. Fall Assembly Agenda (election)

Friday	6pm- 8pm	Workshop
Saturday	9:00 am- 10:30 am	Remarks/Introductions/12 Traditions/Sympathies/Mission Statement Minutes from the previous Assembly read Business arising from the minutes
		Approval of Agenda
		D.C.M. Reports
		Past Delegate's Address
	10:30am- 10:45pm	Coffee Break
	10:45am- 12 pm	Treasurer's report
		Alt. G.S.D.'s report
		G.S.D.'s report
	12pm- 1:30pm	Lunch Break
	1:30pm- 3pm	Roll call (all G.S.R.s must be present at this time) Elections Old business New business
	3pm- 3:15pm	Coffee Break
	3:15pm- 5pm	Continue with Agenda Items
	5pm- 6:30pm	Supper Break
	6:30- 8:30pm	Active Area Committee Workshop
Sunday	9am-11am	Continue with Agenda items Ask it Basket

APPENDIX C

Area 82 N.S./N.L. Fall Assembly Agenda (non election)

Friday	6pm- 8pm	Workshop
Saturday	9am-10:30 am	Opening Remarks/Introductions/12 Traditions/ Sympathies/ Mission Statement Minutes from the previous Assembly read Business arising from the minutes
		Approval of Agenda
		D.C.M. Reports
		Past Delegate's Address
	10:30am-10:45pm	Coffee Break
	10:45am- 12pm	Treasurer's report
		Alt. G.S.D.'s report
		G.S.D.'s report
	12pm- 1:30pm	Lunch Break
	1:30pm- 3pm	Roll call (all G.S.R.s must be present at this time)
		Old business New business
	3pm- 3:15pm	Coffee Break
	3:15pm- 5pm	Continue with Agenda Items
	5pm- 6:30pm	Supper Break
	6:30- 8:30pm	Active Area Committee Workshop
Sunday	9am- 11am	Continue with agenda items if necessary Area Inventory (Non -Election year)

APPENDIX D

Area 82 N.S./N.L. Spring Assembly Virtual Platform Agenda

Friday
6pm- 8pm　　　　　　Workshop

Saturday　　　　　Opening Remarks/Introductions/12
9am-11am　　　　　Traditions/ Sympathies/Mission Statement

　　　　　　　　　　Minutes from the previous Assembly read
　　　　　　　　　　Business arising from the minutes

　　　　　　　　　　Approval of Agenda

　　　　　　　　　　D.C.M. Reports
　　　　　　　　　　Past Delegates Address

11am- 12pm　　　　One hour Lunch Break

12pm- 2pm　　　　Treasurer's Report
　　　　　　　　　　Alt GSD Report
　　　　　　　　　　GSDs Report

2pm- 3pm　　　　　One Hour Break

3pm- 5pm　　　　　Roll Call (GSR's must be present at this time)

　　　　　　　　　　Old Business

　　　　　　　　　　New Business

5pm- 6pm　　　　　One hour Supper Break

6pm- 8pm　　　　　Active Area Committees Workshop

Sunday 9am-11am　　Ask it basket/ Agenda items if necessary

<u>**APPENDIX E**</u>

Area 82 Fall Assembly Schedule 2021-2030

2021 Halifax
2022 Sydney (election year)
2023 Corner Brook
2024 Halifax (election year)
2025 St. John's
2026 Corner Brook (election year)
2027 Sydney
2028 St. John's (election year)
2029 Corner Brook
2030 2030 Halifax (election year)

Conference Panels
"In any one year, about half of the A.A. groups [in Canada and the United States of America] are busy electing G.S.R.s and half of area assemblies are electing qualified delegates to the annual Conference meeting, depending on whether the area is an "odd" or "even" panel.

"The Conference started in 1951 (an odd year) and included 37 delegates.

"The following year (an even year) there were delegates added. Since then, there have been additional areas added to states and provinces—total count 93—with about half elected in an odd year and half elected in an even year. You can look at the table below [omitted] and easily determine whether your area is odd or even.
- The A.A. Service Manual, page 88.

"The two-year cycle applies to committee officers as well, and to committee members and G.S.R.s. They are all elected to start serving in an odd year or even year, depending on the area."
- The A.A. Service Manual, (Current Conference Charter. Appendix K, Pg120).

APPENDIX F

Area 82 Website Policy

The purpose of the Website is:
- **To serve the fellowship of Alcoholics Anonymous**
- **To serve as a resource for A.A. members, professionals working with alcoholics, the media and the public at large**
- **To provide accurate and consistent information about Alcoholics Anonymous**
- **To provide information about services and activities within Area 82**
- **To encourage participation of A.A. members, groups, and committees in A.A. services and activities**

Tradition 12:
- **Anonymity will be preserved and protected.**
- **The names of individuals and individual phone numbers, postal and email addresses will not be displayed on the Website with the exception of the Events page for contact purposes only and the Contact List of Area 82 Executive, Committees and DCM's**

Tradition 4:
- **Autonomy will be respected.**
- **Home Groups, Districts, Central Offices, and Inter-Groups will decide for themselves what information they do and do not want posted on the website.**

Additionally:
- **The Alternate Delegate of Area 82 shall have direct oversight on all matters pertaining to the Website.**
- **The Alternate Delegate of Area 82 shall provide status reports at Area 82 Spring Assembly. The Webmaster will give a report at the Fall Assembly.**

- **The Website shall make use of existing A.A. materials whenever possible.**
- **The Website shall provide a link to the Alcoholics Anonymous World Services (A.A.W.S) website: http//aa.org to provide general information about Alcoholics Anonymous (A.A.).**
- **The Website will not link to websites not sponsored by valid Alcoholics Anonymous service entities.**
- **A.A. literature shall not be sold on the Website, but catalogue information, including prices, may be included, as well as information on where to purchase A.A. literature.**

Responsibility of the Webmaster:
Select cost-effective options for a Web Hosting Company and Domain Registration Service.

APPENDIX G

NS Provincial Round Up Rotation Schedule

2020 Districts 1 and 2
2021 Districts 3 and 17
2022 District 7
2023 District 8
2024 District 10
2025 Districts 1 and 2
2026 Districts 3 and 17
2027 District 7
2028 District 8
2029 District 10
2030 Districts 1 and 2

APPENDIX H

Storage and record keeping

Storage of financial reports/Record keeping - That Financial Reports be saved in Google Docs, email, or other software, and that they be backed up to a thumb drive to be passed on to future Area Treasurer.

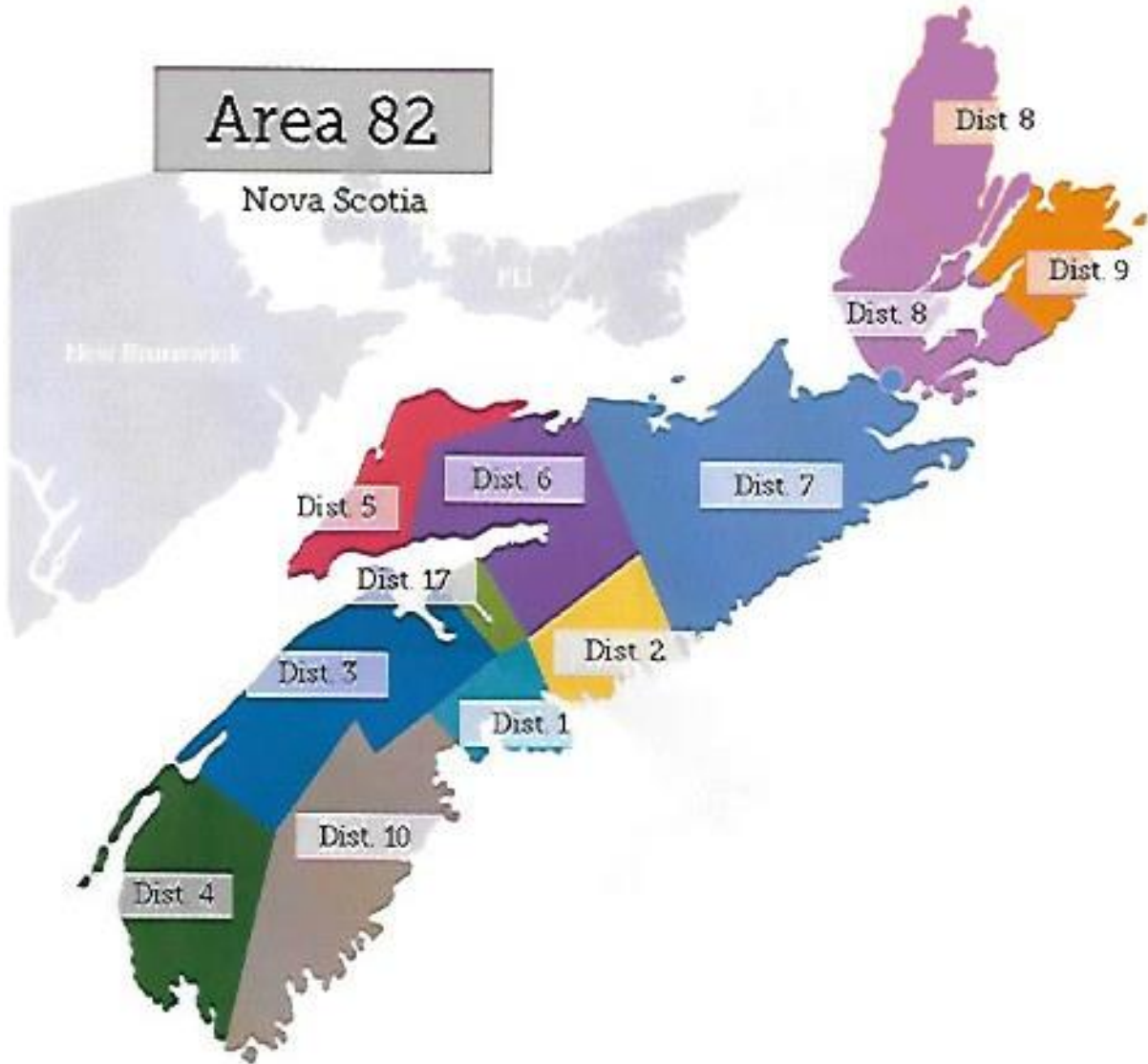## APPENDIX I

Prudent Reserve and excess funds

a) At the Spring & Fall Area 82 Assemblies, and in consideration of the most recent Area 82 financial statements, it will be determined by Area 82 conscience what to do with any excess funds of the Area.

b) **Number of bank accounts.** Prudent Reserve & Operating Accounts are required to manage the Area 82 expenses as outlined in the Guidelines. The area only has 2 bank accounts since the Fall Assembly 2022

APPENDIX J

Nova Scotia.
All boundaries are approximate and will be corrected at reprinting

APPENDIX K

Newfoundland and Labrador.
All boundaries are approximate and will be corrected at reprinting.