

## Cooperation with Professional Communities (CPC) Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

### Descriptions:

- Coordinate the exchange of ideas and resources between districts and concentrating on providing information about AA to those who have contact with alcoholics through their profession.
- Provide experience and assistance in developing projects that will further the carrying of our AA message through C.P.C.

### Responsibilities:

- Read and become familiar with the Area Finance Policy, the Area's Statement of Financial Responsibility, Trusted Servant Guidelines, the Area Past Actions and Recommendations book, and any other documents the Area has developed from its experience.
- Attend all Area Committee Meetings, all Area Assemblies, Area 35 Service Workshop, Area 35/36 Joint Workshop and Annual Service Conference.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Compile annual budget by the January Workshop of the first year, and the June Committee Meeting of the second year. The Area Chair will distribute budget forms. The itemized budgets should be realistic estimations of the expenses expected to be incurred in the process of fulfilling your respective duties, and should reflect the guidelines in the Area's Statement of Financial Responsibility (See Area Actions Book).
- Obtain, read, and use C.P.C Workbook and any related materials from the General Service Office (G.S.O). Work with our fellowship by holding workshops and encourage Districts to participate in local work.
- Encourage Districts and AA members to communicate about AA with professionals.
- Coordinate with other Area 35 committee chairs and officers to see where you can assist and provide direction.
- Utilize and help coordinate the resources of districts to develop and maintain contact with professional groups in their Districts.
- Coordinate with GSO on staffing booths with the GSO display at conventions in the Area.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Update the Trusted Servant Guidelines for the C.P.C Chair. Submit the updated guidelines to the Area 35
- Chairperson no later than the June Committee Meeting of your 2<sup>nd</sup> year.
- When rotating out, help with the incoming C.P.C. Chair with experience, records, information, and any helpful suggestions for serving.