

Area Grapevine Chair Guidelines

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- Coordinate the work on individual AA members, groups, and districts to read, subscribe to, and utilize the Grapevine and Grapevine-produced materials.
- To encourage individual AA members to contribute written materials to the Grapevine for publication.
- Provide information in the Area with respect to the AA Grapevine, coordinating the exchange of ideas and resources between districts.
- Provide experience and assistance in developing projects that will further the carrying of our AA message through the Grapevine.

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 the Grapevine Workbook and any related materials.
- Maintain adequate inventory at Area functions and workshops.
- Have guidelines for writing articles on hand at all displays, encouraging Area participation in the Grapevine through the submission of articles.
- Encourage Districts to have committee chairs for Grapevine in District. Encourage Grapevine subscriptions throughout the Area.
- Encourage each group to get a Grapevine Representative (GVR). Handle revenue from Grapevine subscriptions and materials.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit new items and reprints to the Archives Committee for archiving.
- Report at Assemblies and Area Committee Meeting the finances regarding what cash is on hand, how much material was sold, etc.
- Open a bank account, or work with the Area 35 Treasurer, for purchasing and selling the Grapevine and Grapevine materials.
- Update the Trusted Servant Guidelines for the Grapevine Chair. Submit the updated guidelines to the Area 35 Chairperson no later than the June Committee Meeting of your 2nd year.
- When rotating out, help the incoming Grapevine Chair with experience, records, information, and any other suggestions for serving.