

Area Public Information (P.I.) Chair

Area 35 Alcoholics Anonymous Trusted Servant Guidelines

Updated: June 2015

Position Description:

- To carry the message to the alcoholic who still suffers. The P.I. Committee achieves this in two ways:
 - Through reaching the “third person” who may know of someone with an alcohol problem.
 - To provide a clearinghouse of information in the Area with respect to P.I., coordinating the exchange of ideas and resources between districts. Present PI training and workshops to districts as necessary. Provide experience and assistance in developing projects that will further the carrying of our AA message through P.I.

Responsibilities:

- Obtain, read and use the P.I. Workbook and other related materials from GSO.
- 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.
- Encourage attendance and participation in P.I. meetings.
- Coordinate any AA exposure to media within the Area.
- Coordinate the activities of all public information as it relates to AA within the Area.
- Coordinate with Area 36, Southern Minnesota, the mailing of the anonymity statements to newspaper, radio and TV stations within the Area.
- Develop and maintain Area P.I. displays as necessary.
- Be available to meet with media professionals.
- Obtain and distribute conference approved radio, press and television materials (Public Service Announcements) throughout the Area.
- Periodically call all district “hotlines” and the “hotlines” listed on the Area 35/36 AA Information Sheet available at MN Tourism Travel Centers to verify that they are working and being answered.
- Monitor the AA anonymity at the level of press, radio, films and internet, per Delegate discretion.
- Coordinate Area volunteer staffing of AA both at Minnesota State Fair with Area 36 of Southern Minnesota.
- Submit annual budget per the SOFR guidelines. First year budgets are due at the Area 35 Winter Workshop, second year budgets are due by the June Committee Meeting.
- Serve as a resource to the Area and Delegate on P.I. General Service Conference Agenda Items and related background information to be addressed at the GSC.
- Report committee activities and information in each issue of the Northern Light Newsletter, all Area Assemblies, and Committee Meetings.
- Submit for reimbursement of expenses in a timely manner to insure the consistent and more predictable disbursement of Area funds.
- Update the Trusted Servant Guidelines for the P.I. 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 P.I. Chair with experience, records, information, and any helpful suggestions for serving.