

Proposed Guideline Changes
Remove Web Administrator and Alt Web Administrator Positions
and
Establish Area 53 Communication Services Committee as Standing Committee

Rationale: This series of Guidelines Changes is being proposed with the intent of removing the Web Administrator and Alternate Web Administrator from the list of Area 53 Officers and reassigning duties previously assigned those officers to an Area 53 Communication Services Committee (CSC) which would be a standing committee of Area 53. This committee's Chair would then become a member of the Area 53 Committee with a budget and responsibilities to participate in the Area Committee and report to the Area Assembly. Certain duties of the registrar and DCMC have also been edited out where they overlap those of the newly established committee..

Article V, Area 53 Assembly Officers

Section 1, paragraphs k and l

Purpose: Remove Web Administrator and Alternate Web Administrator from the List of Officers

Current Language:

Article V, Section 1

- 1) Area Officers shall include:
 - a) Delegate
 - b) Alternate Delegate
 - c) Chairperson
 - d) Alternate Chairperson
 - e) Secretary
 - f) Alternate Secretary
 - g) Registrar
 - h) Alternate Registrar
 - i) Treasurer
 - j) Alternate Treasurer
 - ~~k) Web Administrator~~
 - ~~l) Alternate Web Administrator~~

New Language

Article V, Paragraph 1

- 1) Area Officers shall include:
 - a) Delegate
 - b) Alternate Delegate
 - c) Chairperson
 - d) Alternate Chairperson
 - e) Secretary
 - f) Alternate Secretary
 - g) Registrar
 - h) Alternate Registrar
 - i) Treasurer
 - j) Alternate Treasurer

Article VI, Duties of the Officers

Sections 11 and 12

Purpose: To remove the Duties of Web-Administrator and Alternate Web-Administrator from Article VI which pertains specifically to officers

Current Language

11. Web Administrator:

- ~~a) Shall update and maintain the Area website including, but not limited to, Area news, calendar of events, district and committee pages, Assembly reports, information pages and archives.~~
- ~~b) Shall update and maintain the Area email addresses and email lists.~~
- ~~c) Shall maintain hosting and domain name.~~
- ~~d) Shall create, maintain and publish digital newsletters and subscriptions.~~
- ~~e) Shall provide for on-line event registration payments and group contributions.~~
- ~~f) Shall ensure the privacy of member data stored at the website.~~
- ~~g) Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.~~

12 Alternate Web Administrator

- ~~h) Shall support the duties of the Website Administrator as requested.~~
- ~~i) Shall be prepared and willing to assume the officer's duties in the event the officer is un-able to fulfill their duties.~~
- ~~j) Shall perform other duties as may be assigned by the officer or by the Area Committee.~~

New Language

Article X will end after Section 10 which lists duties of the Alternate Treasurer

Article XII – Election of Area Delegate, Alternate Delegate and Area Officers

Section 1

Purpose: To remove the Web Administrator and Alternate Web Administrator from the list of positions to be elected by the Area Assembly.

Current Language

- 1) At the September Area 53 Assembly Meeting of each even-numbered year, the Area Assembly will hold elections of the Area Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Registrar, Alternate Registrar, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, ~~Web Administrator, and Alternate Web Administrator.~~

New Language

- 1) At the September Area 53 Assembly Meeting of each even-numbered year, the Area Assembly will hold elections of the Area Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Registrar, Alternate Registrar, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer.

Article VIII – Standing Committees of the Area 53 Assembly

Section 1.

Purpose: To establish the Communication Services Committee as a standing committee of the Area 53 Assembly.

Current Language:

- 1) Area Standing Committees
 - a) Accessibilities Committee
 - b) Archives Committee
 - c) Cooperation with the Professional Community/ Public Information Committee
 - d) Correctional Facilities Committee
 - e) Finance Committee
 - f) Grapevine Committee
 - g) Group Services Committee
 - h) Liaison Committee
 - i) Mini-Conference Committee
 - j) Treatment Facilities Committee

New Language:

- 1) Area Standing Committees
 - a) Accessibilities Committee
 - b) Archives Committee
 - c) Communication Services Committee
 - d) Cooperation with the Professional Community/ Public Information Committee
 - e) Correctional Facilities Committee
 - f) Finance Committee
 - g) Grapevine Committee
 - h) Group Services Committee
 - i) Liaison Committee
 - j) Mini-Conference Committee
 - k) Treatment Facilities Committee

Article IX – Standing Committee Areas of Activity

Sections 3-11

Purpose: To establish the areas of activity of the Communication Services Committee. To keep the list alphabetical, the Communications Services Committee will be listed in section 3, and section 3-10 will be become 4-11.

Current Language

3) Cooperation with the Professional Community/Public Information Committee

- a) Shall establish good cooperation between A.A. and the professional community.
- b) Shall provide information about A.A to those that have contact with alcoholics through their profession.
- c) Shall provide speakers and information for non-A.A. functions within the guidelines of the traditions.
- d) Shall assist in the preparation and dissemination of all A.A. public announcements within the Area.

New Language

3) Communication Services Committee

- a) Shall administer area website hosting, domain name and website development software. This shall include selection of products and services to be used and updating these tools as is necessary to assure smooth operation of the site.
- b) Shall publish content and updates to the Area website using materials submitted by members from within Area 53. This may include but not be limited to: Area News, Calendar of Events, District and Standing Committee pages, Assembly Minutes and Reports, Information Pages and Archives. Submissions shall be published at the discretion of the committee.
- c) Shall update and maintain the Area email lists for forwarding and Area News using source data provided by the Area Registrar.
- d) Shall create, maintain and publish digital newsletters and subscriptions using information submitted by members of Area 53.
- e) Shall provide for online event registration, payments and group contributions.
- g) Shall ensure the privacy of member data stored in website files.
- g) Shall prepare and give a report to the Area Assembly on the uses and plans for improvements to the Area website.

h) Shall administer the Area 53 video conferencing account to provide for online and hybrid meetings of Area Assemblies, Area Committee Meetings, DCM Committee Meetings and other ad hoc and Standing Committee meetings as requested.

l) Shall coordinate audio-visual functions to achieve smooth operation of both in-person and hybrid meetings.

4) Cooperation with the Professional Community/Public Information Committee

a) Shall establish good cooperation between A.A. and the professional community.

b) Shall provide information about A.A to those that have contact with alcoholics through their profession.

c) Shall provide speakers and information for non-A.A. functions within the guidelines of the traditions.

d) Shall assist in the preparation and dissemination of all A.A. public announcements within the Area.

5-11) Additional Committees will follow alphabetically.

Article VII – Area Committee of the Area 53 Assembly

Section 7, Paragraphs d and e

Purpose: To remove from the duties of the registrar, certain tasks which will be assumed by the Communication Services Committee.

Current Language

7) Registrar:

- a) Shall develop, maintain, and update, in a confidential fashion, a computerized database of all registered Area meetings and of all Area trusted servants and direct mailings or provide mailing labels as needed and approved by the Area.
- b) Shall keep and update a listing of all persons eligible to vote in Area Committee and Area Assembly meetings.
- c) Shall relay pertinent information between the Delegate and G.S.O., when requested to do so, and shall handle other Area correspondence as requested.
- ~~d) Shall maintain and post on the Area Website a calendar of events related to General Service within Area 53.~~
- ~~e) Shall prepare, in a format suitable for publication, a monthly listing of general service-related events and information and distribute this document to Area Intergroups for possible inclusion in their monthly newsletters.~~

New Language

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- a) Shall develop, maintain, and update, in a confidential fashion, a computerized database of all registered Area meetings and of all Area trusted servants and direct mailings or provide mailing labels as needed and approved by the Area.
- b) Shall keep and update a listing of all persons eligible to vote in Area Committee and Area Assembly meetings.
- c) Shall relay pertinent information between the Delegate and G.S.O., when requested to do so, and shall handle other Area correspondence as requested.

Article X – Districts of the Area

Section 6, Paragraph b

Purpose: To remove from the duties of the registrar, certain tasks which will be assumed by the Communication Services Committee.

Current Language

6) District Committee Member Chairperson (DCMC)

a) Qualifications:

- i) The D.C.M.C. has served as a DCM and is elected by other DCMs to take responsibility for DCM Committee meetings.
- ii) If the person chosen is a current DCM, a new DCM should be elected to fill his or her position.

b) Duties

- i) Shall keep in regular communication with the DCMs.
- ii) Should coordinate and report all DCM hosted events to the ~~Area Registrar~~ to prevent scheduling conflicts. (Examples; workshops, committee meetings, sharing sessions.)

New Language

6) District Committee Member Chairperson (DCMC)

a) Qualifications:

- i) The D.C.M.C. has served as a DCM and is elected by other DCMs to take responsibility for DCM Committee meetings.
- ii) If the person chosen is a current DCM, a new DCM should be elected to fill his or her position.

b) Duties

- i. Shall keep in regular communication with the DCMs.
- ii. Should coordinate and report all DCM hosted events to the Communication Services Committee to prevent scheduling conflicts. (Examples; workshops, committee meetings, sharing sessions.)