

**General Service
Representative
TOOL KIT**

District 08 of Area 74



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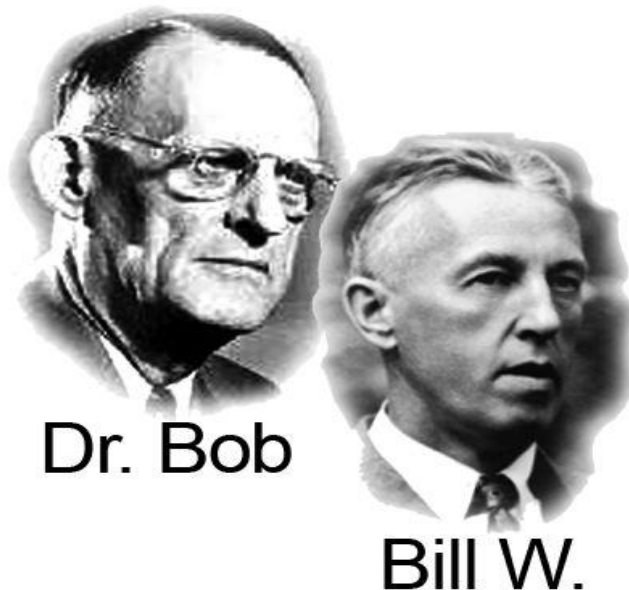
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Welcome to General Service!

You are now the voice of your Group's conscience and their link to A.A. General Service. You will represent your Group within your District and Area at General Service functions and you are a conduit between your Group and the General Service Conference and the entire General Service Structure.

"The strength of our whole A.A. service structure starts with the Group and with the General Service Representative (GSR) the Group elects. I cannot emphasize too strongly the GSR's importance."—Bill W.

"Remember, Bill, let's not louse this thing up. Let's keep it simple!" —Dr. Bob



About District 08

District 08's monthly meetings are held at the Mount View Care Center in Wausau. The address is: 2400 Marshall St., Wausau, WI. 54403. The District meets monthly on the first Tuesday at 7PM on the second floor, in the South room off of the cafeteria. This is where the District's GSR's meet to provide their Groups conscience and vote on District business.

An Area 74 Assembly is held 4 times a year usually in April, May, September and October. The May and September Assemblies are during the Spring and Fall Conferences held at the location of the Conference. These Conferences are bid on by any District to be able to "host" the Conference and a vote is held at Assemblies to accept the bids. The April and October Area Assemblies are held at the Reiter Center in Three Lakes Wisconsin. There is also a Delegates Workshop Meeting held in March of each year at the Reiter Center.

The Assemblies link all of Area 74's Districts together to discuss carrying the A.A. message and also to share the business and experience of Northern Wisconsin and Upper Michigan A.A. and A.A. as a whole. Many Groups encourage their GSRs to attend these Assembly meetings by helping to defray some or all of the cost. (See page 22 of the pamphlet "The A.A.Group", found in your GSR Kit.) At the Assembly, the Area 74 Standing Committees hold meetings on Sunday.

The Area 74 Committee meets approximately 4 times a year in May, August, September and December. The May and September Area Committee meetings are held during the Spring and Fall Conferences.

District 08 and the A.A. Service Structure

- District 08 covers all of Marathon County and the Southern part of Lincoln County.
- Your individual registered A.A. Group is one of many Groups that make up District 08.
- District 08 is one of 24 Districts in Area 74.
- Area 74 is one of 93 Areas in the US and Canada.
- Each of the 93 Areas elects a Delegate who attends the General Service Conference, occurring annually in New York.

The GSR's Duties

- Commit to the position for 2 years.
- Attend your monthly General Service District Meeting.
- Joining a District Committee is recommended and encouraged.
- Attend the Area 74 Assemblies.
- Report back the information from these District and Area Service meetings to your Group (see GSR report on page 3).

- Bring information about upcoming workshops, conferences and other District and Area General Service events back to the Group and invite them to participate.
- Advise your Group's secretary and treasurer in matters concerning Group monetary contributions.
- Act as a contact person between the Group and the District.
- Obtain the group conscience on General Service items and carry your Group's vote to your District or Area. (See page S26 in the A.A. Service Manual for more details.)

For More Guidance—Service Sponsorship

It is highly recommended that each GSR find a Service Sponsor to help with additional questions and problem solving. Ask an experienced individual in General Service to be your Service Sponsor or to suggest someone who would be a good Service Sponsor for you.

How to Make a GSR Report

It's important to get your Group used to hearing a GSR report. We suggest that you report briefly during your Home Groups Service Meeting.

Break down the information you get from the monthly General Service District Meetings and Area Assemblies into short bullet points.

During your Home Group's regular Service meeting, give a more in-depth report. If there are important and/or lengthy items that require an informed group conscience, such as getting the conscience of the Group on Conference Agenda Items for your Delegate and the General Service Conference, you may want to hold a separate Service meeting to discuss them and vote. If so, it is best to plan for and announce this special meeting, as well as the topic to be discussed, at least 1-2 weeks beforehand so members can think about them and plan to attend.

The suggestions above are guidelines to help you be successful. Use the approach that best suits you and your Group's needs.

District 08 Committees (7 currently)

Corrections

Grapevine

Literature

Public Information (PI) and District 08 Website

Cooperation with the Professional Community (CPC)

Treatment

Conference Chair (Inactive unless District 08 is awarded bid from Area 74)

A.A. Website Addresses

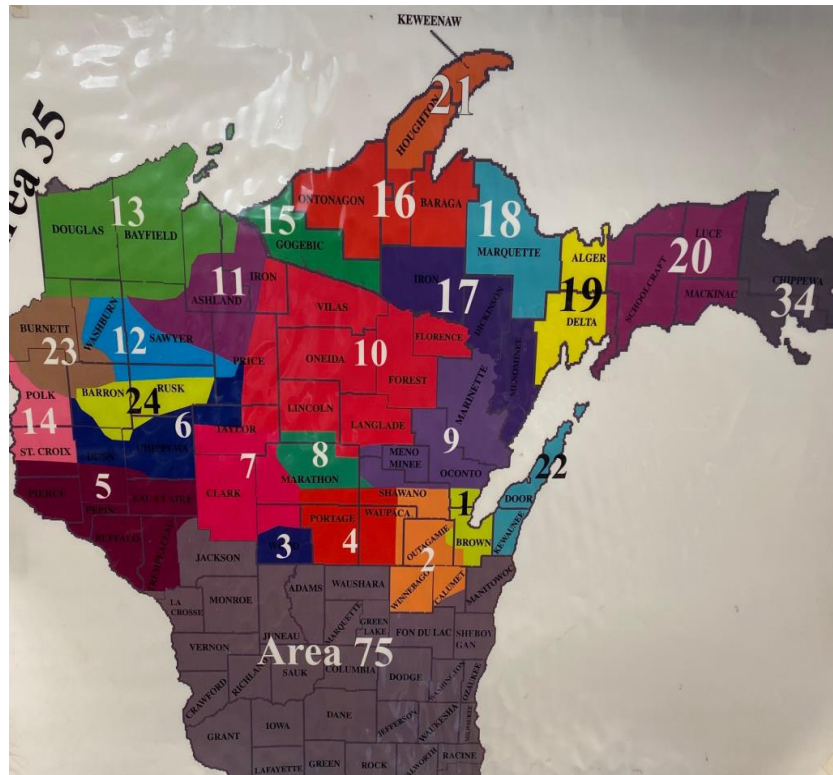
District 08: www.aawausauwi.org (You will also find a link to this GSR Toolkit on this website for printing access)

Area 74: www.area74.org

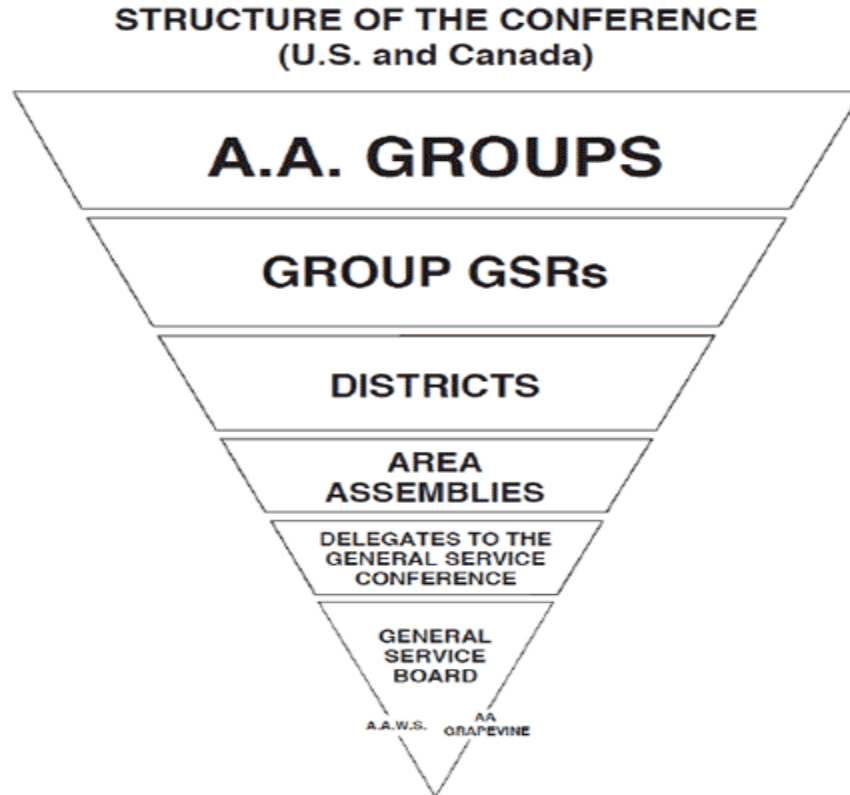
Grapevine: AAgrapevine.org

Alcoholics Anonymous: AA.org

Area 74 Map



The Inverted Triangle



The General Service organizational chart is represented by an inverted triangle. (See page S16 in the A.A. Service Manual.)

The delegation of authority starts at the top with the Groups, then to the Districts, then to the Area. The Area elects a delegate to represent the Area at the annual General Service Conference in New York City.

At the bottom of the triangle are two non-profit corporations: A.A. World Services, Inc. and A.A. Grapevine, Inc. They are overseen by the General Service Board, which is comprised of 21 Trustees.

What You Receive from GSO: The GSR Kit

After your GSR registration is received by the General Service Office, you will be mailed an information packet known as the GSR Kit. We suggest you read through these items. The packet contains the following:

Books:

The A.A. Service Manual/Twelve Concepts for World Service

Service Material:

List of Kit Contents

Memo to you, the new GSR

Concepts Checklist

Traditions Checklist

A.A. Group Information Change Form

Your A.A. General Service Office

Self-Support: Where Money & Spirituality Mix

Self-Support Card

Corrections Correspondence

The A.A. Group Treasurer

Group Contribution Envelope

Birthday Contribution Envelope

A.A. Grapevine Today (One-page flyer)

A.A.Grapevine.org (Postcard)

Pamphlets:

Twelve Concepts Illustrated

GSR: General Service Rep

The A.A. Group

Circle of Love & Service

Twelve Traditions Illustrated

The A.A. Grapevine and La Viña

Inside A.A.

Catalogs/Order Forms:

Literature Catalog

Functions of Service Entities

General Service Office

1. Carries A.A.'s message worldwide.
2. Has a rotating manned desk corresponding to each named Standing Committees throughout the A.A. General Service structure.
3. Prints A.A. Conference Approved literature
4. Hosts the Annual General Service Conference where the business of A.A. for Canada and the U.S. is conducted.
5. Arranges for all International Conventions
6. Incurs rent and various office expenses

Send GSO Contributions to:

The General Service Office
PO Box 459
Grand Central Station
New York, NY 10164-0371

Northern Wisconsin and Upper Michigan Area 75

1. Funds Delegate's expenses for Assemblies and the annual General Service Conference
2. Partially reimburses other Officers and Chair persons for Assembly attendance
3. Funds all Area 74 Standing Committees

Send Area Contributions to:

Area 74 Treasury
P.O. Box 1191
Appleton, WI 54912-1191

District 08, Marathon and portions of Lincoln Counties

1. Hosts periodic Workshops, Conferences and monthly District meetings.
2. Funds Standing Committees as voted on by GSR's.
3. Partially funds DCM's Assembly attendance.

Send District Contributions to:

District 08 Treasurer
PO Box 455
Wausau, WI 54402-0455

Meeting Terminology

Service meetings generally follow Robert's Rules of Order, modified and informed by the 12 Traditions and 12 Concepts of A.A.

Chair—The presiding officer.

Floor – When a motion is “on the floor”, it is the topic to which the Group should direct its attention. When a member “has the floor”, he exercises his right to speak and should be given attention.

Motion – A formal motion proposal by a member in a meeting that the Assembly, District or Committee take certain specified action. The motion must be in writing and placed on the agenda, in advance, by a District Committee Member (DCM) or Committee Chair. A motion can also be submitted in writing to the Chair person at any Service meetings of your Home Group, the District GSR's at the District meeting or by an A.A. member at the Area 74 Service meetings.

Pending—A motion that has been made before the body, but not yet disposed of, is said to be pending or “on the floor”.

Question –When a member exclaims “Call the question!” they are calling for a vote on the pending motion.

Standing or Ad Hoc Committees – Standing Committees are permanent committees with elected chairs. Ad Hoc Committees are temporary committees appointed by the Chair to explore a specific limited agenda.

Table – Tabling a motion delays further discussion and voting until the motion is once again brought to the floor.

Common Terms and Acronyms

Alternate Committee Member (ACM)—Fills in for the DCM at District and Area functions when the DCM is not available. Assists the DCM.

Area or Delegate Area—An Area is a geographic division made up of Districts and represented by a Delegate. We are in Area 74. Area 74 consists of the upper half (Northern) of Wisconsin and all of Upper Michigan.

District Committee Member (DCM)—An experienced GSR elected by the trusted servants of the District 08, DCMs represent the Groups of District 08 at District 08 meetings and Area Assemblies.

Delegate—An elected official of the Area elected every other year to represent the Area at the annual General Service Conference in NY.

District—A subdivision within an Area. We are District 08. Our District is all of Marathon County and the Southern portion of Lincoln County.

General Service Board (GSB)—21 Trustees who oversee two non-profit corporations: A.A. World Services (“AAWS”) and A.A. Grapevine.

General Service Conference (GSC)—An annual meeting of 93 Delegates from Areas within the US and Canada, plus the Trustees and GSO Representatives.

General Service Office (GSO)—A.A. headquarters in New York City.

General Service Officers—Elected and appointed Officials of the Area and/or District.

General Service Representative (GSR)—An individual elected by an A.A. Group to be the voice of their Group in the Area and District.

Area Assembly—A day-long Assembly of GSRs, DCMs, ACMs, District and Area Officers and Committee Chairs held 4 times a year in April, May, September and October. to hear Area reports and vote on Area business.

Service Sponsor—Sponsee’s guide to Service at the District level.

Third Legacy Procedure—Election procedure for General Service Officers. See page S21 of the A.A. Service Manual for details.

Trustees—The Board of Trustees consists of 21 men and women: 14 alcoholic (Class B) and 7 non-alcoholic (Class A) Trustees. Voting: Majority Vote—51%. Substantial Unanimity— 2/3 of the vote.

See page S21 in the A.A. Service Manual for additional terms and acronyms used in A.A.

The Twelve Concepts for World Service (Short Form)

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over

others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

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I AM RESPONSIBLE...

When anyone, anywhere, reaches out for help,

I want the hand of A.A. always to be there.

And for that: I am responsible.

A DECLARATION OF UNITY

This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.