

PACIFIC HOME GROUP - INFORMED GROUP CONSCIENCE DOCUMENT  
PHG FELLOWSHIP GUIDELINES

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## 1.0 INFORMED GROUP CONSCIENCE DOCUMENT

This is a record of some of the discussions held during Group Guidelines Committee meetings of the PHG Group, organized for easy reference. This is set down so that those who follow may take advantage of the experience offered here. These are not "by-laws," but rather a record of decisions made which took into account the available experience, wisdom, and informed group conscience. This written Informed Group Conscience Document is also termed our "Group Guidelines." This term is used to clarify, for tax purposes, that we are a nonprofit unincorporated group of individuals (hereinafter, Group) dedicated to assisting those suffering from alcoholism.

### 1.1 THE CONCEPTS OF AN INFORMED GROUP CONSCIENCE

The concepts and principles of a "Group Inventory," "Group Conscience," and "Informed Group Conscience" are related and are defined as follows:

#### A. GROUP INVENTORY

The pamphlet The AA Group describes this as "an honest and fearless discussion of the group's weaknesses and strengths." The pamphlet also describes a suggested format for the group inventory.

#### B. GROUP CONSCIENCE

In keeping with AA's Traditions Two and Four and Concept One of AA's Twelve Concepts for World Service, PHG's group conscience resides with the collective conscience of members of the PHG group. The opportunity to form group conscience is open to all members of the group and is formed by those members who participate in the opportunity.

#### C. INFORMED GROUP CONSCIENCE

This is a process, a very important one. It is a group conscience formed when participating members share experience and judgment prior to defining their collective group conscience. Minority opinions are respected and encouraged. It describes a preferred manner in which group conscience is formed. There is a collective sharing of experience followed by a collective decision, usually in the form of a motion and a vote.

### 1.2 APPLYING THE CONCEPTS TO GROUP AFFAIRS

These concepts are applied to PHG group affairs by continually encouraging all members to join in making our group conscience collective and informed.

#### A. PHG GROUP INVENTORY

Each year, a General Service Trusted Servant from out of our area conducts a special group inventory. Members are invited to discuss group weaknesses and strengths, our relations with other AA groups, and with AA as a whole. The discussions are recorded and distributed to the group. At least one week before, the PHG GSR places a group meeting announcement stating the purpose, time and location of the meeting and inviting all members to participate. Inventory questions are to be determined by taking a PHG group conscience prior to the group inventory.

#### B. PHG GROUP CONSCIENCE

A Business Meeting is the collective conscience of all PHG group members. It defines group conscience through motions, which are first discussed and then voted upon. Methods for insuring informed group conscience differ between a regular and a special Business Meeting.

##### a. REGULAR BUSINESS MEETING

The monthly Business Meeting has a mixed agenda (elections, reports, etc.) and a time constraint.

##### b. SPECIAL BUSINESS MEETING

The Group Chairperson may convene a special Business Meeting for the specific purpose of forming group conscience and may ask working committees to prepare recommendations for the meeting. This type of single purpose meeting fulfills the principles of being informed.

### 1.3 GROUP CONSCIENCE SAFEGUARDS

To insure the group conscience is informed, the meeting Chairperson may delay motions if discussions are considered hostile or emotional, or if a motion is considered punitive, rather than constructive in nature. These safeguards simply encourage a "cooling off" or a waiting period to allow information and experience to take precedence in the formation of group conscience.

### 1.4 CHANGING THE INFORMED GROUP CONSCIENCE DOCUMENT

This document will undergo a number of changes over time. In keeping with AA's Traditions One and Two, subsequent changes should be accomplished as follows to insure a continuing informed group conscience:

- A. A motion to change the Informed Group Conscience Document requires a 2/3 vote and is submitted as a New Business agenda item at a Business Meeting where the motion is presented, seconded, discussed and voted upon.
- B. If the motion passes at this first vote, it is tabled for submission as an Old Business agenda item at the next Business Meeting where it again undergoes group discussion, for or against the motion, unless otherwise noted. After discussions have been completed, the motion is voted upon for a second time. If this second vote passes, the motion is adopted. If the second vote fails the motion is withdrawn.
- C. If the motion is adopted, the Informed Group Conscience Document is amended to reflect the approved motion
- D. The Group Secretary will change all affected sections of the Informed Group Conscience Document to reflect amendments and additions adopted by the Group.

### 1.5 GROUP LEGAL AND TAX CONSIDERATIONS

This section is included in the Informed Group Conscience Document to specify our compliance, in both spirit and letter, with the Internal Revenue Service (IRS) tax code for nonprofit organizations:

Upon the winding up and dissolution of the Pacific Home Group of Alcoholics Anonymous, after paying or adequately providing for the debts and obligations of the Group, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and or scientific purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code.

The Pacific Home Group of Alcoholics Anonymous is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provisions of these articles, the Pacific Home Group of Alcoholics Anonymous shall not carry on any other activities not permitted to be carried on:

- A. By an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law); or
  - B. By an organization contributions to which are deductible under section 170(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
- It is the intention of the Pacific Home Group of Alcoholics Anonymous that, if the dissolution of the Group occurs, all assets will be donated to the fellowship of Alcoholics Anonymous subject to the preceding conditions.

### 2.0 THE PACIFIC HOME GROUP (PHG) OF AA

The PHG Group is a group of Alcoholics Anonymous. The only requirement for membership is a desire to stop drinking. Our primary purpose is to carry the message to the alcoholic who still suffers. As a group, we have no other affiliation. As a group, we adhere to the Twelve Traditions of AA. There are no dues or fees.

### 2.1 OTHER GROUP PURPOSES

While the primary purpose of the PHG Group is to carry the message, we have several other purposes, which are in support of our primary purpose.

A. We provide a place to carry the message. We find a great advantage in holding meetings consistently in the same place. Those who are new to our fellowship can always count on a large variety of meetings, morning (except on Sunday), noon and evening (except on Monday), taking place in the same location every week; and, by associating with the same group consistently, can more easily begin to know and trust a few people.

B. We provide an environment in which to practice the Steps of Alcoholics Anonymous. In addition to holding meetings, the extensive fellowship that occurs before and after meetings provides tremendous opportunities for members to share their own experience, strength, and hope with others. We also find that the interaction among members provides opportunities to practice the principles of the program ourselves in an atmosphere of love and tolerance. At PHG, we have learned through our experience lessons in humility, tolerance, honesty, and responsibility that we can carry with us into our other affairs.

C. Part of our experience is that sobriety is not just going to meetings. The activities that occur at PHG group functions allow us to learn how to live in sobriety, as well as providing another environment in which to practice the principles of AA in all our affairs.

## 2.2 PROBLEMS OTHER THAN ALCOHOL

Anyone who has a desire to stop drinking is welcome as a member of the PHG Group. Many of us have other problems, including other dependencies. The PHG Group, however, does not claim to offer a solution for any problem other than alcohol, nor does it offer a forum for discussion of these problems or any other outside issues. We do, however, believe that sobriety means freedom from both alcohol and other drugs taken at the user's own initiative to avoid living sober. Those of us who continue to experience difficulties with drugs have found the assistance we need in other places while continuing our recovery in AA. We have no interest in our members' use of medication prescribed by a physician for medical purposes and taken as prescribed for the purpose prescribed. Further information can be found in the following AA pamphlets

*A. Problems Other Than Alcohol;*

*B. The AA Member – Medications and Other Drugs.*

## 3.0 THE PHG GROUP FACILITY

The PHG Group rents a facility at 32341 N. Harbor Drive, Fort Bragg, Ca 95437, for the purpose of holding AA meetings. The facility is open thirty minutes before and after meeting times and is otherwise closed.

### 3.1 FACILITY KEYS

Keys to the facility are issued by the PHG Coordinator in accordance with the PHG Key Protocol. There is a combination for a lock outside the facility which provides access to the front door key and the garden security lock. The combination is disclosed to all meeting secretaries and to members of the PHG Steering Committee. Meeting secretaries and Steering Committee members will pass their keys and/or the combination on to the next position holder when their terms are up. The Key protocol also provides for keys to the supply cabinet and the safe as follows:

#### PHG Supply Closet Key Protocol

- Who may have a key (supply closet only unless otherwise noted):

1. Treasurer and Assistant Treasurer (door, closet, safe),  
Supply,  
Potluck Coordinator,  
Spic & Span,  
Literature,  
Coordinator,  
Co-coordinator [?]
2. Other: Anita (for meeting supply needs)

- How you acquire your key: From person vacating the trusted servant position you are rotating into.
- How long may you keep the key: So long as you remain in the designated trusted servant position.

- What to do with key when you may no longer have a key: Turn it over to the person who rotates into your designated trusted servant position when you rotate out
- What to do with your key if you have a key but are **not** listed on this protocol: Turn your key into the Coordinator, or Put your key in the 7<sup>th</sup> Tradition money envelope slot (no questions asked.)

### 3.2 LITERATURE

Literature displayed at the facility is limited to General Service Conference approved material. This is not because there is anything wrong with non-conference approved material, but rather because we wish to avoid unnecessary controversy over what is OK and what isn't. We also want first-time attendees at PHG to know they are at an AA meeting because they see the same material here that there is at every other AA meeting in the world.

### 3.3 FACILITY SPACE

#### 3.3.1 HOUSEKEEPING

- Parking is in front of the meeting hall, with overflow parking available in the south end of The Wharf parking lot. No double parking. No overnight parking. Keep all private driveways clear.
- Smoking only in the garden. Please respect people who are sensitive to cigarette smoke.
- No dogs are allowed on the premises, including inside the garden area. The only exception is quiet dogs kept inside vehicles in the parking lot.
- No storing of personal items.
- The premises, including parking lot, meeting hall and garden, are only open 30 minutes before & after meetings.

3.3.2 SUBLET Unused space within the facility may be used by other AA or non-AA twelve-step groups, with prior consent of the Steering Committee, during times it is not needed by the PHG Group. This is in the spirit of cooperation without affiliation.

#### 3.4 BULLETIN BOARDS

The Communications Coordinator maintains bulletin boards. Space is provided for AA service announcements to be posted, as well as PHG Group announcements. Non-AA material is not posted.

#### 3.5 LANDLORD/RENT

The Landlord Liaison and/or the PHG Coordinator handle all relations with the landlord, including repairs and lease issues

#### 3.6 SOBRIETY REQUIREMENTS AND LENGTH OF TERM OF POSITIONS

Generally sobriety requirements and the length of all service positions are followed. Exceptions can be made based on an informed group conscience of the electing body, and monitored by the business meeting. Example 1, in the case of meeting secretaries, the meeting may elect a secretary that does not have six months sobriety if based on an informed group conscience it is in the best interest of the meeting. The Secretary coordinator is to be informed who will monitor the situation and also report it to the business meeting. Example 2, in the case of a trusted servant position such as Treasurer or Coordinator, the business meeting may extend a service position if an informed group conscience determines that it is necessary and in the best interest of PHG. However the wise and spiritual principle of rotation, provides PHG with a constantly vital and always growing pool of people whose primary aim is to stay sober and help other alcoholics to achieve sobriety.

### 4.0 REGULAR AA MEETINGS

The PHG Group puts on a variety of meetings as described in the AA pamphlet, *The AA Group*. All PHG meetings are open meetings. Anyone interested may attend. Whether open or closed, PHG meetings are conducted by AA members. In addition, there is a monthly combined Steering Committee/Business Meeting. There are also special meetings and workshops from time to time. A meeting secretary conducts each regularly scheduled AA meeting according to a format, which has been approved at the Business Meeting.

#### 4.1 STARTING NEW MEETINGS

A new meeting is started by simply writing down a proposed format and submitting it to the Business Meeting. Existing formats are changed the same way. The Business Meeting acts as the group conscience in reviewing the format. Upon determination of conformity to the group conscience, the Business Meeting votes to approve the new format, or changes to an existing format. A single vote is sufficient to change the group conscience on meeting format changes and adding new meetings.

#### 4.2 BASIC FORMAT (for all meetings)

1. **Good Morning or Afternoon or Evening.** This is the regular \_\_\_\_\_ meeting of Alcoholics Anonymous. My name is \_\_\_\_\_. I'm an alcoholic. Please turn off all cell phones.
2. This is an open meeting of Alcoholics Anonymous. We are glad you are all here especially newcomers. In keeping with our singleness of purpose and our Third Tradition which states that "The only requirement for membership is a desire to stop drinking," we ask that all who participate confine their discussion to their problems with alcohol.
3. Let us open the meeting with a moment of silence to do with as you wish, followed by the serenity prayer.

***God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.***

4. Alcoholics Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. Membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and to help other alcoholics to achieve sobriety.
5. Is there anyone who is at their first A.A. Meeting, or in their first 30 days of sobriety? If so, please introduce yourself. We ask this not to embarrass you but so that we may get to know you better. Would any newcomer like a 24 hour "keep coming back" chip?

Are there any visitors? If so, would you please introduce yourself.

6. \_\_\_\_\_ has volunteered to read "How It Works" from the Big Book of Alcoholics Anonymous.
7. \_\_\_\_\_ has volunteered to read "The 12 Traditions" of Alcoholics Anonymous.
8. Are there any A.A. related announcements? Pass the clipboard. Remind those at the meeting that books and literature are available. All current announcements and reports are posted on the walls above the coffee counter.
9. Who is willing to help with clean up after the meeting?
10. Parking is provided in front of the Fellowship Hall, and the south end of The Wharf parking lot. Please leave the driveways clear and do not park in the neighbors parking lots.
11. In keeping with the Tradition of anonymity, who you see and what you hear stays here. Please respect the meeting by taking any personal conversations outside; keeping your share to 3 to 5 minutes.; sharing only once until everyone has had a chance to share; and refraining from interrupting, and/or commenting on what another person shares. Disruptive people may, if we are unable to resolve the matter, be asked to leave the meeting but are welcome at later meetings if they can refrain from disrupting.



12. Smoking only in the garden.
13. No dogs are allowed on the premises, including inside the garden area. The only exception is quiet dogs kept inside vehicles in the parking lot.
14. **CHIP MEETINGS:** Wed 8 a.m. /Fri Noon /Sat Noon up to 1 yr. /Sat 6:30 p.m. This is a chip meeting where we celebrate each others sobriety by giving away chips on our A.A. birthdays. Is there anyone who has been sober for 30, 60, 90 days? 6 months, 9 months? 1 year? 18 months? 2, 3, 4, 5 years? 6 to 10 years? More than 10 years?....

**FOR SPEAKER MEETINGS ONLY:**At this time, I would like to introduce \_\_\_\_\_, who will be our Chairperson for today's meeting. Ask the Chairperson if they have a topic and allow them to conduct the discussion.

**Book studies:** Secretary announces which book is being used at the meeting and conduct meeting in the regular book study format.

15. **Midway through the meeting)** Tradition No. 7 states" "Every A.A. Group ought to be fully self-supporting, declining outside contributions." We will now pass the basket in honor of the 7<sup>th</sup> Tradition. Our operating costs have increased so please be generous. The pink cans, located by the coffee maker and on the desk, are for donations to Hospitals and Institutions providing literature for those who are not able to get outside to go to meetings.
16. Closing. The Meeting Secretary thanks the Chairperson as well as those who participated in reading, newcomers and visitors, and those who are in service to this meeting.

I've asked \_\_\_\_\_ to read ("*The Promises*", "*A Vision for You*", or "*More About Alcoholism*".)

17. Close the meeting with prayer of choice.

#### 4.3 NOTES ON SOME MEETINGS IN PARTICULAR

##### 4.3.1 OPEN TOPIC-DISCUSSION AND SPEAKER-DISCUSSION MEETINGS

###### A. SPEAKER-DISCUSSION MEETINGS

Open Topic Discussion Meetings are meetings that focus on a variety of topics as they pertain to recovery from alcoholism. The intent is to keep the meeting recovery oriented and focused to the selected topic, which is stated at the beginning of the meeting. The meeting format will read along these lines: "The format of this meeting is as follows: the chairperson will open the meeting with a selected topic, sharing their experience, strength, and hope, and then will open the meeting up for participation. This is a one hour meeting."

###### B. TOPIC-DISCUSSION MEETINGS

Topic/Discussion Meetings are meetings that focus on a variety of topics as they pertain to recovery from alcoholism. The intent is to keep the meeting recovery oriented and focused to the selected topic, which is offered at the beginning of the meeting by one of the members in attendance. The meeting format will read along these lines: "The format of this meeting is as follows: the meeting is a discussion meeting on a topic of your choice. Will someone now please offer a topic for our discussion?" Once a topic is offered, the Secretary then will open the meeting up for participation. This is a one hour meeting."

##### 4.3.2 SATURDAY BIRTHDAY POTLUCK MEETING

This meeting is held the last Saturday of each month. The potluck begins at 5:15 PM and the birthday meeting is held at 6:30 PM. The Potluck Coordinator is responsible for the orderly set-up and clean-up of this meal. The regular meeting format is used. Birthday "desire" medallion are handed out. We ask that the sponsor and medallion recipient limit their comments to a combined total of no more than two minutes. In the spirit of anonymity, no pictures or videos inside or outside the meeting hall are permitted during this AA related event.

#### 4.3.3 THURSDAY EVENING STEP 11 MEDITATION MEETING FORMAT

Good evening! Welcome to the Step 11 Meditation Meeting of Alcoholics Anonymous. My name is \_\_\_\_\_, and I'm an alcoholic and your secretary.

Please turn off or silence all cell phones.

Let us open the meeting with a moment of silence to do with as you wish, followed by the Serenity Prayer,

God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.

Alcoholics Anonymous is a fellowship of men and women who share their experience strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. Membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and to help other alcoholics to achieve sobriety.

I've asked \_\_\_\_\_ to read "*How it works*".  
I've asked \_\_\_\_\_ to read "*The 12 traditions*".

Is there anyone in their first 30 days of sobriety who would like to introduce themselves by their first names so we can get to know you. Would you like a 24 hour chip?

Is anyone with us tonight from outside the Mendocino Coast who would like to introduce themselves?

In keeping with the Tradition of anonymity, please remember that whom you see here, and what you hear here, stays here.

Please respect the meeting by taking any personal conversations outside; keeping your share to 3 to 5 minutes, sharing only once until everyone has had a chance to share; and refraining from interrupting, and/or commenting on what another person shares. Disruptive people may, if we are unable to resolve the matter, be asked to leave the meeting but are welcome at later meetings if they can refrain from disrupting.

Parking is in front of the meeting hall, with overflow parking available in the south end of The Wharf parking lot. Please do not park on either side of this building as these are driveways. Smoking is only permitted only in the garden area. Please respect those of us who are sensitive to smoke.

No dogs are allowed on the premises, including inside the garden area. The only exception is quiet dogs kept inside vehicles in the parking lot.

Are there any A.A. related announcements? I will pass the clipboard which may contain announcement or news.

There are free A.A. pamphlets on the racks by the door, and A.A. books for sale. If you wish to buy a book, see me after the meeting. If you are new and cannot afford a Big Book, please see me and I will make sure that you leave with one.

Can I get two volunteers to help with clean up after the meeting? Thank you.

The format of this meeting is that we begin by reading the Prayer of S. Francis [page 99 of the 12 x 12] followed by 20 minutes of meditation. The meditation is silent during the second meeting of the month; and facilitated with

appropriate music on other meeting nights. At the end of the meditation, I will pass the basket to honor our 7<sup>th</sup> Tradition.

I have asked \_\_\_\_\_ to read the "Prayer of St. Francis."

(At the end of the meditation pass the basket and say) the basket is now being passed, observing our 7<sup>th</sup> Tradition. This self-support pays for our rent, coffee, and supplies and helps carry the A.A. message to alcoholics who still suffer by also supporting Intergroup, GSO, District 14, and CNCA. Our operating costs have increased so please be generous. The pink H&I cans, located by the coffee maker and on the table to the right of the bathroom, are for donations to help carry the message to people in hospitals and institutions.

I've asked \_\_\_\_\_ to read ("The Promises", "A Vision for You", or "More About Alcoholism".)

Now let us close with the "Serenity Prayer".

#### 4.3.4 PHG FRIDAY MORNING DAILY REFLECTIONS MEETING FORMAT

Chime

Good morning, ladies and gentlemen. Welcome to the regular 8:00 A.M. "Reflections" meeting of Alcoholics Anonymous. My name is \_\_\_\_\_ and I am an alcoholic and your secretary.

We, as members of Alcoholics Anonymous, welcome all at "open" meetings of Alcoholics Anonymous.

Before we begin, please silence all electronic devices. Thank you.

Parking is in front of the building. Overflow parking is available in the paved lot at the south end of the "Wharf" parking lot. No double parking, no overnight parking, and kindly, keep the private driveways clear.

For those who smoke, please use the garden area.

Dogs are not permitted on the property because of potential liability issues.

Please note that the format for this meeting may be different from what you have come to expect. The meeting will conclude at 8:55 A.M. For announcements and closing procedures.

Let us open the meeting with a moment of silence to do with as you wish, followed by the Serenity Prayer.

"GOD, grant me the serenity to accept the things I cannot change, Courage to change the things I can, and the wisdom to know the difference."

Please join me in reading Alcoholics Anonymous Preamble.

"Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help other to recover from alcoholism. The only requirement for AA membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self supporting through our own contributions. AA is not allied with any sect, denomination or politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and to help other alcoholics achieve sobriety."

I have asked \_\_\_\_\_ to read "How it Works".

I have asked \_\_\_\_\_ to read "The Twelve Traditions".

It is the custom of this group to ask any new members in their first thirty days of sobriety to introduce themselves by their first name only. We do this so that we may become acquainted with you.

Would any newcomers like to have a twenty-four hour "Keep Coming Back" chip? (Write down tier name/s.)

Do we have any visitors who would like to introduce themselves and tell us where they are from? (Write down tier name/s.)

We have free Alcoholics Anonymous pamphlets on the racks by the door, and Alcoholics Anonymous books for sale. If you wish to make a purchase, please see me after the meeting.

Who will volunteer to help clean-up after the meeting?

Are there any A.A. Announcements from the floor?

(Pass the clip board at this time.)

Before asking for a volunteer to read today's selection from our "Reflections" book will you please join me in the Third step prayer. (BB p. 63)

"God, I offer myself to Thee — to build with me and to do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love, and Thy Way of life. May I do Thy will always!"

May I please have a volunteer to read today's selection?

(Allow the volunteer to read and share (or not) and then read the following announcement.)

The meeting is now open for sharing: crosstalk, holding private conversations, and making direct comments aloud is discouraged. In consideration of other members, kindly keep your focus on our program and (of??) recovery. If there are more than 20 people attending please be aware that you will be asked to limit your share to 5 minutes.

(At 8:30 A.M. Pass the basket and read the following:)

The basket is now being passed observing our Seventh Tradition. This self-support pays for our rent, coffee, and supplies and helps carry the Alcoholics Anonymous message to other alcoholics who still suffer. Our operating costs have increased so please be generous. The Hospitals and Institutions receptacles are found by the coffee maker and on the small table to the right of the restroom. The money deposited in these pink containers helps carry the message to people who are not able to attend meetings with us. Please be reminded that this meeting shall conclude at 8:55 A.M. For announcements. Please join with me, at this time in the Seventh Step prayer. (BB p. 76)

"My Creator, I am now willing that you should have all of me, good & bad. I pray that you now remove from me every single defect of character which stands in the way of my usefulness to you & my fellows. Grant me strength, as I go out from here to do Your bidding."

(At 8:55 A.M. Ring chime to stop the meeting.)

Thank you for your attendance at our meeting this morning. At this time I have asked \_\_\_ to share some announcements. (Mention the announcements on the clipboard, plus the date/time of the monthly business meeting and monthly birthday potluck) (Also mention the names of any newcomers and visitors who attended the meeting and those who participated by reading "How it Works", the "Twelve Traditions", and "The Promises/A Vision for you") (Conclude with the number of people present, the number of people who shared and the amount of money placed in the basket.)

Would you please join me in the Eleventh Step prayer.

"Lord, make me a channel of thy peace, that where there is hatred, I may bring love; that where there is wrong, I

may bring the spirit of forgiveness; that where there is discord, I may bring harmony; that where there is error, I may bring truth; that where there is doubt, I may bring faith; that where there is despair, I may bring hope; that where there are shadows, I may bring light that where there is sadness, I may bring joy. Lord, grant that I may seek rather to comfort than to be comforted; to understand, than to be understood; to love, than to be loved. For it is by self-forgetting that one finds. It is by forgiving that one is forgiven. It is by dying that one awakens to Eternal Life. Amen."

I've asked \_\_\_\_\_ to read: (Choose one)  
(the Promises, (p.83-84) or A Vision for You, BB p. 164)

Will \_\_\_\_\_ please close our meeting with a prayer of his/her choice.

#### 4.3.5 ALCATHON MEETINGS

PHG provides marathon meetings for our members during the Holiday Season. If these meetings do not conflict with lease agreements with our landlord, they will be held on Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day beginning at the regular morning meeting. In the event that the holiday falls on a Sunday where morning meetings are not held at PHG, they will begin at 8:00 AM. They will have the basic format of an AA meeting and will be topic/discussion meetings. They will be one hour long and there will be a break of one hour in between the meetings. All regular scheduled meetings will be held on those days. No marathon meeting should conflict with a regular scheduled meeting. At the September Business Meeting, an Alcathon Coordinator will be elected. The Alcathon Coordinator will post the sign-up sheets for the marathon meetings on November 1<sup>st</sup> (for Thanksgiving), December 1<sup>st</sup> (for Christmas), and December 20<sup>th</sup> (for New Year's Day). The Secretary Coordinator will be responsible for seeing that each marathon meeting has a secretary to be available for the scheduled meeting.

#### 5.0 SECRETARIES

Each meeting is conducted by a secretary who is elected at the meeting level to serve a three-month term. A member may secretary up to two meetings at a time.

#### 5.1 SECRETARY REQUIREMENTS AND TERMS

Sobriety requirement: 6 months. Term: 3 months, with a maximum of two, consecutive 3 month terms.

#### 5.2 SECRETARY RESPONSIBILITIES

1. Show up: Try to show up about 30 minutes before the meeting to start the coffee. If you are going to miss a meeting, or cannot show up on time, select a temporary secretary, someone you trust, in advance. If the format of your meeting is Speaker-Discussion, please select a chairperson in advance (recommended sobriety to chair a meeting is at least 90 days).
2. Pass out readings: How it works, 12 Traditions, and Promises/Vision for you.
3. Read and follow the suggested meeting format from this (PHG) binder.
4. Pass the basket: Half way through the meeting. Read the 7th tradition explanation from format.
5. Book sales: Secretaries sell books. Policy and prices are listed in the black book cabinet. Take books from the black cupboard or closet: Please do not sell copies from the display shelf. Please note all book transactions on the money envelope and book inventory checklist.
6. Deposit money in the safe: Count up the money AFTER the meeting, put it in the envelope, and deposit the envelope in the safe slot in the wall to the upper right of the bathroom door. DON'T FORGET TO INCLUDE H & I, COFFEE KITTY AND BOOK SALES.
7. Clean up: Please see that the following tasks are completed before leaving (usually volunteers are secured in the beginning of the meeting): Wash dishes, counters, coffee pots, etc. Clean and or put

away anything the ants might be interested in. Tidy the room for the next meeting. Clean the bathroom as needed. (Garbage goes out WEDNESDAYS, after the noon meeting.)

8. Shutdown: Please secure windows and check that everything is turned off (lights, fan, coffee makers. . . .You DO NOT need to touch the heater.)
9. Make sure the doors, meeting hall and garden, are locked and the key is returned to key lock.

PLEASE READ:

- It is suggested that secretaries Establish a Greeter. Preferably, a person who regularly attends the meeting you are secretary of. Greeter's duties include: Make contact with newcomers and visitors: Try to make them feel comfortable. Provide newcomer packets or meeting schedules. Explain the format of the meeting and answer questions. Let people know about parking, etc.
- We want Newcomers to feel welcome and to want to "Keep Coming Back"!
- Attend Monthly Business (Group Conscience) Meetings: As a secretary it is your responsibility to represent the meeting you secretary at the monthly PHG Group Conscience Meeting, held the third Saturday of every month at 10:15 at PHG. If you cannot attend, you can send a trusted proxy to provide first-hand information as needed, and inform the Secretaries Coordinator of all pertinent and pressing matters relating to your meeting.
- Pass It On and Turn It Over. During the last month of your term, make the announcement at each meeting that the secretary position will need to be filled. The election should be held at the last meeting of your term. It is suggested Secretaries have at least 6 months clean and sober and have a sponsor. Please "Pass It On" by showing the new secretary ALL of their duties, including reviewing this task list with them and answering or helping to find answers to any questions they might have.
- You are responsible for having a working knowledge of the Alcoholics Anonymous Twelve Traditions.
- YOU'RE A TRUSTED SERVANT OF AA! CARRY THE MESSAGE!

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.

### 5.3 SECRETARIES' WORKSHOP

Meeting Secretary Workshops should be conducted no less than once a year and more often if deemed necessary by the elected trusted servants for PHG. These workshops instruct members how to conduct regularly scheduled AA meetings, how to handle any disruptive behavior and how to conduct secretary elections as per PHG guidelines. Some of the trusted service positions require a secretary workshop. Please refer to the descriptions of trusted servant positions.

### 6.0 TRUSTED SERVANTS, STEERING COMMITTEE AND BUSINESS MEETINGS

PHG Trusted Servants initiate activities of various kinds, insure that all group needs are taken care of, attempt to make the group operate smoothly, and elect (at a business meeting or Steering Committee meeting) people to cover vacant group service positions. Robert's Rules of Order will loosely govern both the Steering Committee and Business Meeting. A Steering Committee made up of four Trusted Servants, Coordinator, Co-Coordinator, Recording Secretary and Treasurer, meets if urgent Business Meeting matters must be decided between Business Meetings. Otherwise, all PHG needs are taken care of at the Business Meeting.

### 6.1 BUSINESS MEETING BUSINESS

Ordinary Trusted Servant business shall be conducted within the context of the monthly Business Meeting. Trusted Servant business includes both the approvals of candidates for election to PHG Trusted Servant

positions and reports by Trusted Servant members and Meeting Secretaries. These meetings are open to all members of the group.

#### 6.1.1 BUSINESS MEETING DISCUSSION

It is important that everyone at the meeting understands the issues and has an opportunity to express his/her opinion. Therefore, we have adopted a policy of not taking a vote on an issue until everyone is ready to vote. Anyone not ready at the time has the opportunity to ask for clarification or add new information. This is not intended to be a filibustering tool, but rather to avoid rushing through something when the group conscience is not yet formed.

#### 6.1.2 BUSINESS MEETING QUORUM

Business Meetings require a quorum of the Trusted Servants (50% + 1) to be present in order to conduct business. Lack of a quorum may cause the meeting to be terminated with respect to being an official function capable of making binding group decisions. This determination may or may not be made at the discretion of the PHG Coordinator.

#### 6.2 BUSINESS MEETING

The Business Meeting is the governing bodies and group conscience of PHG. Business Meetings are held on the third Saturday of each month. They are open to all group members, and all may vote. Robert's Rules of Order loosely govern the meetings. In general, all topics will be presented at the Business Meeting for ratification or discussion. Any group issue may be presented at the Business Meeting. Items of proposed business are typically submitted to the PHG Coordinator in writing one week in advance of the Business Meeting. This is to allow the Coordinator enough time to properly prepare the Business Meeting agenda. Most votes on motions require a simple majority of votes cast (50% + 1). The following specific motions require a 2/3 majority to carry:

1. A change to the Informed Group Conscience Document,
  2. An amendment to a previously discussed and voted motion,
  3. A motion to vote (to cease further discussion on a motion may be at the discretion of the PHG Coordinator).
- The Group Chairperson may vote only to break a tie.

#### 6.2.1 BUSINESS MEETING AGENDA

1. Meeting begins at 10:15 am.
  2. Open the meeting with a moment of silence, followed by the Serenity Prayer.
  3. One individual reads the Traditions, short form.
  4. Group reviews and approves the minutes.
  5. Elections are conducted as needed. Hold voice, hand, or count-off (not written ballot) vote.
  6. Trusted Servant reports:  
Coordinator, Co-Coordinator, Secretary, Treasurer, Communications, Secretary Coordinator, Chips, Garden, GSR, Intergroup, Spic and Span, Supplies, Literature, Potluck, Landlord Liaison
  7. Meeting Secretary Reports
  8. Old business.
  9. New business
  10. The Seventh Tradition basket is passed.
- Meeting ends with the Responsibility Pledge.

#### 7.0 BUSINESS MEETING SERVICE

The various Trusted Servant position terms, requirements, and responsibilities are individually defined in the sections that follow. The Business Meeting elects all Trusted Servant positions with the exception of the following: Alternate Intergroup Representative, Alternate General Service Representative.

#### 7.1 TRUSTED SERVANT QUALIFICATIONS

There are four basic qualifications for all positions, which are defined as follows:

1. One must be a member of the group.
2. One must meet the requirements listed and defined for the individual position desired at the time of election.
3. Treasurer may only hold the position for one two-year term. Regarding other Trusted Servant Positions, one may not hold the same position for more than two consecutive full terms. A partial term does not disqualify you from two full terms (the GSR serves one elected two-year term only).

4. A group member may take on more than one Trusted Servant position concurrently if appointed by the PHG Coordinator.

**7.2 VOLUNTEERING FOR TRUSTED SERVANT POSITIONS**

Any positions, which are vacant, or are about to become vacant, will be posted on the clip board approximately one month in advance. Anyone meeting the qualifications may be nominated or volunteer for the position at the regular business meeting at the time the election is conducted.

**7.3 ELECTION OF TRUSTED SERVANT POSITIONS**

All candidates must be present. Trusted Servant positions are elected at the Business Meeting. Candidates receiving a 2/3 majority of the votes.

**7.4 RESIGNING FROM A TRUSTED SERVANT POSITION**

You may not resign from one elected position in order to run for another without a vote of a 2/3 majority approval at the Business Meeting. Any group service position will be declared vacant by the Business Meeting if the person holding the position:

1. Resigns.
2. Fails to maintain sobriety.
3. Fails to carry out his/her responsibilities. When members fail to carry out their responsibilities, an attempt will be made by the PHG Coordinator to contact them and give them the opportunity to change before the position is declared vacant by the Business Meeting.
4. Has three or more unexcused absences from Steering Committee/Business meetings within one year.

**7.5 TRUSTED SERVANT POSITION VACANCIES**

Vacant Trusted Servant positions will be filled by members of the Group, by election at a Steering Committee meeting, until a replacement can be elected using the normal election procedure. In the event of a vacancy in the Intergroup Representative, General Service Representative Coordinator or Treasurer positions, the Alternate or Co-Trusted servant will fill in until the position is re-elected at the following Business Meeting.

**7.6 TRUSTED SERVANT TERMS, REQUIREMENTS, AND ELECTIONS**

See Section 3.6 for possible exceptions.

GROUP ELECTED SERVICE POSITION	TERM MONTHS	SOBRIETY REQUIRED	OTHER REQUIRED	ELECTED BY OR APPOINTED
Coordinator***	12	2 Years	PTS	Group
Co-Coordinator	12	2 Years	PTS	Group
Recording Secretary	12	2 Years	PTS	Group
Treasurer***	24	5 Years	PTS	Group
Co-Treasurer	12	5 Years	PTS	Group
Communications	12	6 Months		Group
Secretary Coordinator	12	2 Years	PTS/SWR/SWS	Group
Chips	12	6 Months		Group
Garden	12	6 Months		Group
GSR	24	2 Years	PSE	Group
Alternate GSR	12	1 Year	PSE	Appointed by GSR
Intergroup	12	2 Years	PTS	Group
Alternate Intergroup	12	1 Years	PSE	Appointed by Int.



Spic and Span	6	6 Months		Group
Supplies	12	2 Years	PTS	Group
Literature	12	1 Year	PSE	Group
Potluck	12	6 Months		Group
Meeting Secretary	3	6 Months	SWR/SWS	Meeting

**LEGEND:**

\*\*\* Has authority to sign checks  
 PTS Prior PHG Trusted Servant experience required (Elected or Appointed)  
 PSE Prior PHG service experience required (All Appointed or Elected Service Positions)  
 SWR Secretary Workshop required  
 SWS Secretary Workshop Suggested - It is strongly suggested that all existing Meeting Secretaries and Secretary Coordinator attend the next available Secretary Workshop.  
 Note: Service positions are defined as Meeting Secretary or Trusted Servant positions and Alternate Trusted Servant positions held at Pacific Home Group.

**7.7 TRUSTED SERVANT POSITION DESCRIPTIONS**

**PHG COORDINATOR**

(Elected for a term of one year)

Requirements: 2 years sobriety, Prior Trusted Servant experience, and Secretaries' Workshop. Has authority to sign checks.

Chair Steering Committee and Business Meetings. Prepare an agenda for each meeting. Make sure all tasks are being performed. Call special meetings when necessary. Co-sign checks. Help maintain bank signature cards (along with the Treasurer). Administer and carry out the Informed Group Conscience. Function. Act as interface, with the Landlord Liaison, between the Group and the Landlord.

**PHG CO-COORDINATOR**

(Elected for a term of one year)

Requirements: 2 years sobriety, Prior Trusted Servant experience, and Secretaries' Workshop.

Co-Chair Business Meetings. Assist PHG Coordinator: Prepare an agenda for each meeting; Make sure all tasks are being performed; Call special meetings when necessary; Administer and carry out the Informed Group Conscience; Function. Act as interface, with the Facility Liaison, between the Group and the Landlord. Assume full PHG Coordinator responsibilities when the PHG Coordinator is absent.

**GROUP (RECORDING) SECRETARY**

(Elected for a term of one year)

Requirements: 2 years sobriety Prior Trusted Servant experience.

Responsibilities : Record minutes of Steering Committee and Business Meeting. Post and provide copies to group members promptly. Pass around a sign-in sheet at Business Meeting. Maintain a record of, and post, group decisions and changes in the Informed Group Conscience Document. Keep records of names and phone numbers of all current Trusted Servant members. Post to PHG meeting binder and distribute same via email to all Trusted Servants in a timely fashion. Obtain the up-to-date list of records of all current meeting secretaries from the Secretary Coordinator. Purchase and maintain office supplies, forms as needed.

Yvette, regarding the Treasurer position, the Guideline committee voted to have a co-treasurer, and have two signatures on all checks.

Co-signer: Could be you because you are already on the bank account. It could be you on a permanent basis or we could make it up to the group conscience as to who should be trusted with this important responsibility. What is your desire?

Co-Treasurer: This position is to help with internal control (security) and ease the burdens on the Treasurer. It can essentially be a training position for someone who may become the Treasurer in the future if they work out.

**TREASURER**

(Elected for a term of two years)

Requirements: 5 years sobriety, Prior Trusted Servant Experience.

Responsibilities: Ensure that secretaries collections are counted (alone or with the Co-Treasurer), recorded, and deposited into the bank at least four times a month. Co-sign checks. Maintain bank signature cards (for the Treasurer and the Co-Signer). Co-Signer is Yvette M. In the event that Yvette is no longer able to be the PHG Co-Signer, a new Co-Signer will be elected at the Business Meeting, under such terms and conditions as the Group Conscience determines at that time.

Keep the group's bills and rent paid on a current, timely basis. Maintain proper insurance coverage. Maintain the Group's P.O. Box, and check it regularly for the group's for mail. Maintain records and prepare monthly financial statement/spreadsheet for presentation at the group Business Meeting. Those reports will include the following: Begin with the balance forward from previous month's report, income for current month showing actual receipts and expenditure disbursements and accruals, and any other important financial information for the group to review.

Keep a watchful eye on the group's bank balance for the prudent reserve balance of \$4,500.00. When the bank balance exceeds that amount, inform the group which may pass a motion to send the excess funds to A.A. service groups. Currently, the distribution percentages according to the group conscience are:

10% to District 14

10% to California Northern Coastal Area Committee

30% to G.S.O.

50% to Mendocino Coast A.A. Intergroup

When the group's bank balance falls below the prudent reserve of \$4,500.00, inform the group and caution them to incur only essential expenses and encourage more generous 7th Tradition donations.

Maintain actual bank account statements, prepare and maintain spreadsheets that reflect an accurate accounting of our income, expenses, and accruals, and any other important financial information for the group to review. Make sure to collect, review and maintain receipts for all funds provided, whether in advance or as reimbursement, for group expenses, purchases and other payments such as for services. Keep check register, whether on spreadsheet or manually reconciled to the bank statement balance at all times.

When numbered checks are running low, order a new batch of checks. If run out of checks, get counter checks from bank. Do not pay out group funds in cash for any purpose unless a motion is passed based on a fully informed group conscience to do so.

Attend and actively participate in all PHG functions in which money is involved. Function as an automatic member of the Steering Committee, and work in cooperation with the Supply, Potluck and Event Coordinators and the Group Recording Secretary.

Train and utilize the Co-Treasurer as needed.

#### CO-TREASURER

(Elected for a term of two years)

Requirements: 5 years sobriety, Prior Trusted Servant Experience.

Responsibilities: Obtain training for the Treasurer position and assists the Treasurer in performing Treasurer position duties with the exception that Co-Treasurer does not sign checks unless the Business Meeting votes to make the person who is Co-Treasurer to also be the Co-Signer.

#### LITERATURE COORDINATOR

Sobriety requirement: 1 year. Term: 1 year. Prior Service experience.

Take an initial inventory of all pamphlets and books, make a written record of each item and the current quantity on hand. Make a separate list of 1) Books for Sale and 2) Book Study books. Ten to twelve books each are maintained in good working order for the various book studies. The outgoing Literature person can assist you with this inventory and give you tips that can make your job easier. Keep the price list up-to-date and posted inside of the door to the black cupboard located next to the supply closet. Determine which pamphlets are most relevant for our fellowship, and avoid stockpiling ones that are not popular. It is suggested that you read at least

some of the pamphlets. Keep our primary AA books ( Big Books, 12 Steps & 12 Traditions, Daily Reflections, Living Sober, and As Bill Sees It) well stocked and clearly organized, and a smaller inventory of each of the less popular books (AA Comes of Age, Pass It On, etc.). Make a written monthly inventory of books, and an ongoing list of items that are running low. Prepare a quarterly literature order to present to the PHG business meeting for approval prior to placing the order with General Service Office. When the order arrives, make a copy of the invoice, giving one to the Treasurer and keeping one for your records. Monitor inventory of "newcomer packets" to ensure availability for any newcomers attending meetings at PHG. Keep supply available on desk and in unlocked black cabinet behind desk. Back up supply should be kept in the locked supply closet. A newcomer packet contains the following:

- Meeting schedule
- Pamphlet - Frequently asked Questions
- Pamphlet - Q & A on Sponsorship
- Pamphlet - A newcomer asks
- Pamphlet - this is AA
- Serenity Prayer card (containing 12 steps and 12 traditions)
- Write on envelope: Please take a phone list

There is a binder available to maintain literature records. The current literature person will share with you how he/she utilizes the binder contents.

**SUPPLY COORDINATOR**

Sobriety requirement: 2 years. Term: 1 year. Prior Trusted Servant experience. The PHG Supply Person ensures that there are adequate supplies to conduct all meetings in the PHG Building. This includes supplies to maintain the kitchen area and bathroom. In addition, the supply person ensures there are adequate cleaning supplies to clean the PHG building on a weekly basis and as needed. In addition, the supply person is responsible for monitoring the heating oil supply for the PHG building.

**DUTIES**

Check the supply closet at least weekly to ensure adequate supplies. Supplies that are noted by members to be needed are usually recorded on the clipboard hanging by the closet.

Ensure there is adequate coffee and related supplies during the holiday season.

You will receive calls from members at times requesting items. If they are unusual items they need to be approved at the next business meeting. Buying items on sale when possible is encouraged. The Supply Person will initially receive \$200.00, monthly per the Informed Group Conscience, from the PHG Treasurer to maintain supplies. In turn all the supply receipts are given to the PHG treasurer. If more money is needed during the month, seek the additional funds from the PHG Treasurer.

In addition, the supply person has the responsibility of monitoring the kerosene (heating oil) supply for PHG. The fuel tank is located outside at the back of the driveway on the right side of the PHG building. There are two round fuel tanks sitting on raised support beams in this area. PHG has fuel Tank # 2 which is marked on the front of the tank. The supply person reports the reading to the PHG Coordinator who then arranges for a fuel delivery is needed.

The kerosene supply should be monitored 2 – 3 times a month in the winter to ensure that the supply does not run out. If the supply tank runs out the lines have to be "bleed" which creates an additional cost to PHG.

**LIST OF KITCHEN, BATHROOM AND MISCELLANEOUS SUPPLIES**

<b>KITCHEN SUPPLIES</b>	<b>BATHROOM SUPPLIES</b>	<b>MISCELLANEOUS SUPPLIES</b>
Coffee Coffee Reg. & Decaf	Toilet Paper	Carpet cleaner
Coffee filters - Commercial*	Hand Soap	Mops
Tea	Comet	Brooms
Sugar	Air freshener	Vacuum bags
Sugar substitute	Sponges/Brushes (for cleaning)	Cleanser (i.e. 409, simple green)
Coffee Creamer		

Paper Towels		
Tall Kitchen Plastic Bags		
Black Trash Bags		
Dishwashing Liquid		
Sponges/Scouring pads (for washing dishes)		

\*Thanksgiving Coffee Company has these filters locally.

**POTLUCK COORDINATOR**

Sobriety requirement: 6 months. Term: 1 year.

- Ask the Communication's trusted servant to create a flier announcing the potluck and asking for people to bring food.
- Ask the treasurer for a check
- You are responsible for checking the closet and make sure you have plates for dinner and dessert and utensils for the potluck. Notify Supply trusted servant if supplies are needed, and he or she will make the purchase.
- Buy sodas and water
- The day of the potluck buy ice for the ice chest(s) to cool the beverages in.
- Set up the tables at the end of the room
- Put out plates, utensils, etc.
- Put sodas and water in the ice chest(s)
- Receive the food and put it on the tables
- Ask for help cleaning up- we usually leave the sodas and water leftover in ice chest for members to use up
- Make sure all leftover food is taken home
- It is suggested that you call people on the phone lists to remind them of the potluck
- Make sure the event is announced at meetings

**GENERAL SERVICE REPRESENTATIVE (GSR)**

Sobriety requirement: 2 years. Term: 2 years. Prior service experience. The GSR links the Pacific Home Group (PHG) with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the district (District 14) committee members and to the delegate who passes them onto the conference. The communication is a two-way street. The GSR brings back to the group conference actions that affect AA unity, health, and growth. Only when the GSR keeps the group informed, and communicates the group conscience, can the conference truly act for AA as a whole. The GSR attends the monthly District 14 meetings and monthly PHG business meetings, makes a report to the group at each meeting. The General Service District 14, Mendocino County meets at 1:30 pm - 3rd Sunday of each month. The meeting rotates between Ft. Bragg, Ukiah & Willits:

January, April, July & October – Ukiah, Ukiah Fellowship, 292 Seminary Ave.

February, May, August & November – Willits, Integrated Service Building - Atlantic Room, 221 S. Lenore Street

March, June, September & December - Ft. Bragg, PHG - Noyo Harbor, 32341 N. Harbor Drive

The PHG business meeting is held on the third Saturday of each month at 10:15 am, at PHG. The GSR is also

encouraged to but is not required to attend the monthly area meeting of California Northern Coastal Area (CNCA). The CNCA monthly meeting is held from 12:00 pm - 4th Saturday of each month, at Petaluma Community Center, 320 North McDowell Blvd., Petaluma. The GSR also attends the four district-hosted Assemblies per year, as a voting participant. The location and date of these assemblies are communicated via the monthly CNCA newsletters.

#### ALTERNATE GENERAL SERVICE REPRESENTATIVE

(Elected for a term of one year)

Requirements: 1 year sobriety, 1 year involvement in group.

Responsibilities: Same responsibilities as the General Service Representative. Votes in the absence of the GSR. This position fulfills a requirement for Prior Service Experience.

#### INTERGROUP REPRESENTATIVE (IGR)

(Elected April for a term of two years)

Requirements : 1 year sobriety, Prior Service Experience.

Responsibilities: Attend or sent Alternate to each Intergroup meeting. Report to Trusted Servants on Intergroup activities. Obtain group position on Intergroup issues. Schedule time at Business Meeting for Intergroup issues as needed. Report to Business Meeting. Select an Alternate IGR. Inform Intergroup Communications Trusted Servant of PHG meeting schedule changes and provide Intergroup information for mailing and distribution to the Business Meeting. Post Intergroup Minutes and Treasurer Reports on the Bulletin Board, and announcements and fliers on the clip board that is passed at meetings.

#### ALTERNATE INTERGROUP REPRESENTATIVE

(Elected for a term of one year)

Requirements : 1 year sobriety. 1 year involvement in group. Same responsibilities as IGR. Should attend all Intergroup, and Business Meetings. Votes in absence of IGR. This position fulfills a requirement for Prior Service Experience.

#### SECRETARIES COORDINATOR

Sobriety requirement: 2 years. Term: 1 year. Prior Trusted Servant experience and Secretary Workshop.

1. Give each secretary the secretary guidelines and go over the guidelines with them;
2. Become apprised of any and all problems with each meeting, deciding whether the secretary is following PHG Secretary guidelines and PHG group conscience;
3. Oversee that Secretaries meet PHG's Sobriety requirement for secretaries based on PHG "business meeting/trusted servants" group conscience;
4. Follow-up with each secretary to see how their meeting is going;
5. Generate monthly update for PHG secretary contact list and distribute as needed to PHG trusted servants, including but not limited to Coordinator, Co-Coordinator, Treasurer, Recording Secretary;
6. Make sure secretaries know how to fill out 7<sup>th</sup> Tradition envelope;
7. Make sure outgoing secretaries train incoming secretaries;
8. Ask each secretary if there are any problems with their meetings;
9. Phone each secretary during the week before each month's business meeting to remind the secretary to attend the business meeting;
10. Form subcommittee if needed comprised of a morning meeting, an afternoon meeting and an evening meeting secretary co-coordinators.
11. Secretary workshops as needed for training and consistency purposes;
12. Consult PHG coordinator and/or co-coordinator as needed for guidance; and
13. Report unresolved problems to trusted servants at monthly business meeting.

**TABLE OF PHG MEETINGS**

<b>DAY</b>	<b>TIME</b>	<b>MEETING</b>	<b>SECRETARY</b>	<b>TERM ENDS</b>	<b>CONTACT ##</b>
Sunday	Noon	As Bill Sees It			
Sunday	*6:30 PM	Big Book Study			
Monday	*8:00 AM	Daily Reflection			
Monday	Noon	Big Book Study			
Lunes	*8:00 PM	Española			
Tuesday	*8:00 AM	Daily Reflection			
Tuesday	Noon	12 x 12			
Tuesday	*6:30 PM	Big Book Study			
Wednesday	*8:00 AM	Daily Reflection			
Wednesday	Noon	Topic/Discussion			
Wednesday	*6:30 PM	Speaker/Discussion			
Miercoles	*8:00 PM	Española			
Thursday	*8:00 AM	Daily Reflection			
Thursday	Noon	Living Sober			
Thursday	*6:30 PM	Meditation			
Friday	*8:00 AM	Daily Reflection			
Friday	Noon	Your Week In Recovery			
Friday	*6:30 PM	Speaker			
Friday	*8:00 PM	MYPAA			
Saturday	*9:00 AM	12 X 12			
Saturday	Noon	New Foundations/Topic			
Saturday	*6:30 PM	Speaker/Discussion			

**COMMUNICATIONS COORDINATOR**

Sobriety requirement: 6 months. Term: 1 year. Attend monthly business meetings. Update and generate next business meeting and birthday meeting flyers for clipboard and bulletin board. Include PHG and District 14 service positions available, new and old business announcements and next business meeting flyer. Generate business meeting approved requested special event flyers for clipboard and bulletin board. Maintain backup supply of 25 men's and women's phone lists in black cabinet behind secretary's desk. Update and generate new phone list every 6 months. Make and maintain electronic copy of phone lists, and forward these documents on to the new Communications trusted servant when this position is rotated. Submit all copying receipts to treasurer for copying fees reimbursement.

**SPIC N SPAN COORDINATOR**

Sobriety requirement: 1 year. Term: 6 months. Announce this opportunity for service at A.A. Meetings and act as a guide to others who are doing the work. The cleanup is done every Sunday except when District 14 meets on the coast.

**Floors and rugs**

The chairs are moved out to the parking area weather permitting. When this is not possible the chairs can be placed on the table moved from side to side as needed.,

The rugs are vacuumed including under the tables. The floors are all damp mopped including in the bathroom.

**Bathroom**

Clean toilet and sink.

Spot mirror if needed.

Make sure the drawer is supplied with extra toilet paper from the supply cupboard.

Empty the garbage.

**Counters and Sink**

Wipe down counters especially around the coffee pots

Clean sink

Make sure all cups are washed.

**Desk**

Wipe off the desk and remove any extra paper

Refill the envelopes if needed.

Replace in the bookcase any books left on the desk with the exception of the Daily Reflections.

Make sure garbage is emptied.

**Chairs**

As often as possible wipe off the arms and legs.

**General**

Empty all garbage cans and replace all garbage bags.

**8.0 FINANCES****8.1 ACCOUNTS**

The group maintains a checking account for group funds. Bills are paid manually by the Group Treasurer. Checks issued will require two signatures: Group Treasurer and Co-Signer. The checking account maintains an appropriate Prudent Reserve.

**8.2 REGULAR AND OTHER EXPENSES**

Expenditures for rent, coffee, literature, minor repairs or replacement items are approved by the Group Treasurer up to a maximum of \$50. The Business Meeting must approve any expenditure greater than \$50 that is not already approved. Emergency expenditures may be approved by a decision of the Steering Committee. No one individual may enter into contracts, real or implied, without prior Steering Committee/Business Meeting approval.

**8.3 PRUDENT RESERVE**

The group's first priority, after meeting expenses, is to establish a prudent reserve. For this group, a prudent reserve \$4,500.00. The reserve can be used for unanticipated group expenses but should be restored as quickly as possible. The Steering Committee and Business Meeting must approve expenditure of any of the prudent reserve funds.

**8.4 DISTRIBUTIONS**

Distributions are made quarterly of all funds collected for Hospitals and Institutions. Distributions are also made quarterly of any excess funds over our prudent reserve to Mendocino Coast A.A. Intergroup, Central Office, New York General Service Office, California Northern Coastal Area, and District 14 (Mendocino County) according to the following plan:

10% to District 14

10% to California Northern Coastal Area Committee

30% to G.S.O.

50% to Mendocino Coast A.A. Intergroup

#### 8.5 FINANCIAL PROCEDURES

Upon rotation of the Treasurer and the PHG Coordinator, each person is to make sure that the incoming Treasurer/Coordinator gets signed onto the bank account and their own name is removed within 30 days. Neither on-line account access nor ATM/debit or credit card are allowed. All checks will require two signatures. Those will be the PHG Coordinator and the Group Treasurer only. There will be an audit of the PHG's financial books as requested by the Business Meeting or Steering Committee. Reports to be included in the Business Meetings are:

1. All current bank statements.
2. An Income statement showing
  - A. Income from meeting envelope counts;
  - B. Monthly expenses incurred and the YTD beginning and ending cash balances; and
  - C. Reserve balances for periodic income and expenses, such as for H & I collections, Big Book "Birthday" donations and Liability Insurance expenses.

#### 9.0 ACTIVITIES

Proposals for activities other than those described in this document must be submitted to the Business Meeting for approval. All PHG group activities are announced at group level. Activities must be available to any member of the group; therefore, it is important that activities be selected which are low cost or no cost at all. Some activities, however, seem to be inappropriate to us: these include gambling, fund raisers with non-A.A. members, and any activity that may be prohibited in our lease.

#### 10.0 GROUP EMERGENCY PROCEDURES (GENERAL STATEMENT)

Appropriate action consistent with *Safety and A.A.: Our Common Welfare*, published by GSO on January 25, 2017, will be taken as a means of dealing with illegal behavior. All emergencies will be dealt with using the public "911" emergency system. Abusive or violent persons disrupting the meeting will be asked to leave. For the purpose of information exchange and decision-making, with respect to emergency situations, all instances will be reported to one of the following Trusted Servants (telephone numbers for all Trusted Servant members are posted in the PHG Meeting Binder on the meeting desk.):

1. PHG Coordinator
2. Group (Recording) Secretary
3. Group Treasurer
4. PHG Co-Coordinator
5. Secretary Coordinator

Currently there is a list of three specific Trusted Servants' names and phone numbers to contact in case of an emergency posted on the clipboard.

#### NOTES TO SECRETARIES

- Secretaries are responsible for reporting all emergency actions or incidents, which occur or are reported to them during the meeting.
- Secretaries are responsible for their meeting and are expected to take appropriate action to maintain order within the meeting.
- Secretaries will ask members to refrain from disruptive behavior or to continue their conversations outside.
- Disruptive people may be asked to leave the meeting, but are welcome at later meetings if they can refrain from disrupting.
- A member should not take a disruptive person outside to talk to alone, as in any 12-step call.

#### PHONE NUMBERS

- Non-Emergency Police number: 707-961-2800

#### ADDENDUM LIST:

- Chronology of Changes