

PREFACE TO THE 2016 EDITION

This edition of the California Northern Interior Area (CNIA) Service Material Book was updated in 2016. It was originally prepared in 2002, which was based on the 1998 Handbook. Sections were updated for accuracy of numbers, current policy, and current job descriptions. The page numbering was removed and the automated table of contents deleted.

The Service Material Book is suggestive only.

California Northern Interior Area

CNIA is one of six A.A. General Service Areas in California and extends from the Oregon border through the inland valleys south to Kings and Tulare Counties. CNIA contains 28 active Districts, including four Spanish Language Districts. In many cases, a District covers one county; however, some Districts include two or three counties. In some counties, there are more than one District, such as Sacramento County, which has five Districts, and Fresno County, which has three Districts. As of June 2015, there are 1085 listed groups, of which 268 are active unknown (no General Service Representative (GSR)/contact provided).

Duties for Elected Area Officers

The following pages contain brief Job Descriptions of each of the CNIA Area Elected Officers. Described herein are the expectations common to ALL of the Offices (in addition to the corresponding sections of the *A.A. Service Manual*).

- A. To attend all Area Committee Meetings, Assemblies, Officers' Meetings, and special meetings as may arise concerning Area business as a participating and voting member.
- B. To continue reading and developing familiarity with A.A.'s Twelve Traditions and history as found in the *A.A. Service Manual*, the Twelve Concepts for World Service, *A.A. Comes of Age*, and other literature concerning A.A. history.
- C. To maintain a willingness and availability to serve on panels put on by Districts and other A.A. entities, as requested. To attend District Meetings as a CNIA Officer, when requested.
- D. To cooperate with the Area Delegate and other Area Officers in discussing the state and needs of the Area.
- E. To regularly report to the Area any activity or information related to their position concerning Area business.

- F. To maintain expense records with regard to mileage, lodging, telephone, postage, and other necessary expenses for reporting to the Area Treasurer within 30 days.
- G. To be available to attend all Regional and Area service functions.
- H. Be available to participate in a “pass-it-on” for the incoming Officer.
- I. To provide the leadership necessary to foster a sound service structure in the Area.

Area Chairperson

- A. To conduct all Area Committee Meetings and business portions of Area Assemblies:
 - 1. Responsible for adherence to agenda schedule.
 - 2. Responsible for overseeing Assemblies.
- B. To submit agendas for Committee and business portions of Area Assemblies.
- C. To coordinate with the Alternate Chairperson in preparing for and planning of Area Assemblies.
- D. To keep the Area informed of all motions and/or recommendations made and all actions taken by the Area Committee and Area Assemblies, via *Accents/Acentos* or, when time is a factor, the use of personal written correspondence, telephone, or e-mail.
- E. Be available, when requested by Delegate, to attend all Northern California Council of Alcoholics Anonymous (NCCAA) Conferences as a member of the NCCAA Steering Committee and coordinate service activities with the California Northern Coastal Area (CNCA).
- F. To submit a summary of all Area Committee and Assembly actions as a separate item for publication in the *Accents/Acentos*.
- G. To review and approve the final copy of the *Accents* prior to distribution.
- H. To maintain and update this *Service Material Book*.
- I. To appoint and oversee the activities of the Appointed Area positions: *Accents/Acentos* Publisher, Archives Chair, Bridging the Gap Chair, *Grapevine/La Viña* Chair, Literature Chair, Verbal Translation Chair, Written Translation Chair, eServices Committee Chair and members; and members of the Finance Committee.

- J. To give the incoming Area Committee a copy of this document, including the detailed description of the duties of office and other Area Officers - prior to the new Panel term (January 1 of the year following the Election Assembly).

Area Alternate Chairperson

- A. To perform the duties of the Area Chairperson in his/her absence.
- B. To serve as the Area Assembly Coordinator:
 - 1. To work with the Host District in planning and conducting the Area Assemblies (four are held every year).
 - a. January - 2 days.
 - b. April - 2 days (Pre-Conference Assembly, GSRs report to the Delegate).
 - c. May - 2 days (Post-Conference Assembly, Delegate reports to the Districts and the GSRs).
 - d. October/November - 3 days (November odd year is the Election Assembly and October even year is the Mini-PRAASA Assembly).
- C. To assist in scheduling and conducting the GSR School as requested by District Committee Members (DCMs).
- D. Store sound equipment, and bring to Area Assemblies, Area Committee Meetings (ACMs), and other Area functions as requested. If unable to do this, must make alternate arrangements.
- E. Submit the agenda for all the Area Assemblies.
- F. To conduct all non-business portions of the Area Assemblies and ACMs.

Area Delegate.

- A. To know and understand the feelings and the informed conscience of the members within the Area concerning the General Service Conference Agenda items.
- B. To enhance the communications from the Groups to the General Service Conference and back.
- C. To attend the General Service Conference, prepared to express the conscience of the Area as a result of having presented and discussed the Conference Agenda items throughout the Area during the months preceding the Conference.
- D. To attend the Pacific Region A.A. Service Assembly (PRAASA), Pacific Regional Forums, and where appropriate, other Regional or State service functions

- E. To attend all Northern California Council of Alcoholics Anonymous (NCCAA) Conferences as a member of the NCCAA Steering Committee and coordinate service activities with the California Northern Coastal Area (CNCA).
- F. To send a list of the newly elected Panel of Area Officers to the Conference Coordinator immediately following the Election Assembly.

Area Alternate Delegate

- A. To perform the duties of the Area Delegate in his/her absence.
- B. To assist and work closely with the Delegate on the Agenda Items and Actions of the General Service Conference as well as other information supplied by the Delegate and the General Service Office.
- C. To serve as requested as Chairperson for Public Information and Cooperation with the Professional Community (PI/CPC).
- D. To encourage and attend District Workshops and Sharing Sessions on PI/CPC as requested.
- E. To maintain PI/CPC supplies.
- F. To serve as requested on the eServices committee.
- G. Maintain a PI/CPC District contact list.
- H. Set up PI/CPC display at all assemblies.
- I. Assist Secretary in taking notes at Pre-Conference Assembly.

Area Recording Secretary

- A. To take minutes and maintain corrected minutes of all business at Area Committee Meetings and at Area Assemblies.
- B. To assure that the minutes are sent to the *Accents/Acentos* Publisher and Written Translation Chair on time.
- C. To submit a copy of all corrected and approved minutes to the Area Archives at the end of each calendar year.
- D. To have available at each Area Committee Meeting and each Area Assembly a complete file of all minutes of Area business of the current and immediate past Panel.

- E. To assist with Area correspondence when requested by the Area Committee.
- F. To provide and maintain security for media recorded minutes and delete them after the relevant minutes have been approved.

Area Treasurer

- A. To remind and encourage the A.A. Groups of their financial responsibility to support District, Area, and GSO, and the spiritual significance of self-support.
- B. To receive, record, deposit, and report all income received by the Area, acknowledging each in writing. Check the PO Box or arrange to receive mail regularly. Contributions received should be deposited and recorded in a timely manner.
- C. To maintain a list of contributions to be submitted quarterly to the DCMs.
- D. To make timely disbursements for such purposes as determined by the approved Area Budget and to maintain records thereof.
- E. To maintain bank accounts with other Area Officers as signatories.
- F. To submit monthly operating statements to include a summary of the Area's receipts for publication in the *Accents/Acentos*, so that they are available for review at Area Assemblies and ACMs.
- G. To prepare and present the proposed Annual Area Budget with assistance from the Area Officers and the Area Finance Committee following the Budget Preparation Schedule.
- H. To assure that proper tax reporting is performed as required with the assistance of a CPA. This includes updating the 501C3 form on an annual basis.
 - 1. Prior year Sales Tax due to Board of Equalization due January 31st – Schedule A-1
 - 2. Three Annual Tax Filings, each are due by May 15th:
 - a. Department of the Treasury – Form 990 – EZ
 - b. Franchise Tax Board – Form 199
 - c. Registry of Charitable Trusts – Form RRF - 1
- I. To serve as a member of the Area Finance Committee.
- J. Provide financial statements and bank statements to the Finance Committee quarterly for review (per Finance Committee duties).

- K. Prepare Final Revenue and Expense Statement and Final Balance Sheet and make available by the Winter Assembly.

Area Registrar

- A. To maintain a current list of all Groups known to the Area, listed with the General Service Office (GSO) in New York. This includes contact information for the Groups, whether they are GSRs or Group Contacts.
- B. To receive all changes in Area information and either update FNV, or notify GSO promptly.
- C. To distribute the following to DCMs:
 - 1. A list of all current Groups on record with the Area for their Districts.
 - 2. Any Group information coming from GSO to the District or Groups through the Area.
- D. To inform and educate the DCMs and GSRs about forms used by the Area and/or GSO and why they are necessary.
- E. To provide lists of all current DCMs to the Area Officers.
- F. To produce and deliver a postal and e-mail list, for *Accents/Acentos* to the *Area Accents/Acentos* Publisher on time.
- G. To produce special reports or mailing lists as may be needed by other Area Committee members.
- H. To assist the Area Treasurer in researching and correcting Group Information.
- I. To retain and maintain a current working copy of the Area Map.
- J. To serve as a vital link in the "New Group Listing Process," making process enhancements where it better serves the groups. Current steps include the following:
 - 1. Registrar forwards all pending Group notices from the GSO Records Department to the appropriate DCM.
 - 2. Registrar sends welcome letters to all new listed Groups receiving a service number.

Duties for Appointed Area Positions

The appointed positions are selected by the Area Officers and are appointed by the Area Chairperson at the beginning of each panel. They are expected to be at all assemblies, but they are not required to attend Area Committee Meetings unless they choose to do so. Because they serve the Area through the Area officers, they do not have a vote. The following pages contain brief Job Descriptions of each of the CNIA Appointed Positions. Described herein are the expectations common to ALL of the Appointed Positions (in addition to the corresponding sections of the *A.A. Service Manual*).

- A. To continue reading and developing familiarity with A.A.'s Twelve Traditions and history as found in the *A.A. Service Manual*, the Twelve Concepts for World Service, *A.A. Comes of Age*, and other literature concerning A.A. history.
- B. To maintain a willingness and availability to serve on panels put on by Districts and other A.A. entities, as requested.
- C. Give a written or verbal report at Area Assemblies.
- D. To maintain expense records with regard to mileage, lodging, telephone, postage, and other necessary expenses for reporting to the Area Treasurer within 30 days.
- E. To be available to attend all Regional and Area service functions.
- F. Be available to participate in a "pass-it-on" for the incoming Appointed Position.
- G. To provide the leadership necessary to foster a sound service structure in the Area.

Accents/Acentos Publisher

- A. To keep the Area *Accents/Acentos* within the framework of its stated purpose.
- B. To coordinate with the Area Treasurer for funding of printing and mailing cost.
- C. To publish the Area *Accents/Acentos* in a readable fashion including design and layout.
- D. Coordinate with the Written Translation Chair for the *Acentos*.
- E. Attend Area Committee Meetings as requested by the Chairperson.
- F. Email the *Accents/Acentos*.

Accents Publishing Schedule:

The following documents are due the week following the ACM or Assembly.

- Previous ACM or Assembly minutes
- Chair's Report
- Agenda
- Articles as requested by the Area Chair
- New Assembly Flyers

Send to the Written Translation Chair as soon as the documents are received.

The treasurer's report is due in English and Spanish between 11-14 days before the ACM/Assembly or as soon as possible after the end of the month. *Some mailing schedules may require that the report be submitted before the end of the month.*

The Spanish translations are due 14 days before the ACM/Assembly

The *Accents/Acentos* are sent to the printer/ mailing house 10 days before the ACM/Assembly. Request printed copies from the printer:

- ACM's: 15 *Accents* and 8 *Acentos*
- Assemblies: 50 *Accents* and 20 *Acentos*

Coordinate with the Registrar to update the *Accents/Acentos* postal and email lists.

Email the *Accents/Acentos* 5 days before the ACM/Assembly.

Archives Chairperson

- A. Ensure that the Archives Center (located at 1807 Navy Drive, Stockton, California) is open to members for one Saturday of each month, for a period of four hours.
- B. Select, preserve, sort, and categorize materials at location above.
- C. Maintain and bring Archives displays to all Assemblies, District functions, and other A.A. functions that do not interfere with the Assemblies and District functions.
- D. Make oral tapes of histories for Archives files.
- E. Encourage donations of materials to CNIA Archives.
- F. Make recommendations of improvement needs at Archives Center.
- G. Be available to attend the National Archives Workshop.
- H. Archivist may succeed himself/herself.

Bridging the Gap Chairperson

- A. Encourage and support Bridging the Gap (BTG) activities at all CNIA local levels.
- B. Maintain and update an inventory of BTG materials, with prudence as a guide.
- C. Set up displays at Area functions, District functions, and other events that do not conflict with Area functions.
- D. At the Area level, manage BTG contacts (and intra-Area contacts). At the local level, encourage and support BTG contacts.
- E. Maintain correspondence with GSO.
- F. Be available to attend the annual BTG Workshop Weekend.
- G. Organize and coordinate the Annual CNIA BTG Workshop.

Grapevine/La Viña Chairperson

- A. Promote subscriptions to Grapevine and La Viña.
- B. Encourage groups and/or districts to appoint/elect Grapevine Representatives (GVR)/ La Viña Representatives (LVR).
- C. Set up displays at Area functions, District functions, and other events that do not conflict with Area functions.
- D. Maintain and update an inventory of materials, with prudence as a guide.
- E. Order materials from the *A.A. Grapevine / La Viña* using the account set up for Area.
- F. Charge sales tax from chart provided by the Area Treasurer.
- G. Maintain an updated list of District and Group GVR/LVRs.
- H. Keep a record of sales.

Literature Chairperson

- A. Promote A.A. Conference-Approved and service material literature for use as resources.

- B. Set up displays at Area functions, District functions, and other events that do not conflict with Area functions.
- C. Maintain and update an inventory of materials, with prudence as a guide.
- D. Order materials from A.A. World Services using the account set up for Area.
- E. Charge sales tax from chart provided by Area Treasurer.
- F. Keep a record of sales.

Verbal Translation Chairperson

- A. Coordinate verbal Spanish/English translation needs for the Area.
- B. Arrange/provide verbal translation at all Area Committee Meetings and Area Assemblies.
- C. Store, maintain, and transport Area translation equipment.
- D. Submit a report for each Area Committee Meeting.
- E. Coordinate with Written Translation Chairperson as needed.

Written Translation Chairperson

- A. Coordinate written Spanish/English translation needs for the Area.
- B. Computer literate and comfortable with basic word processing and email.
- C. Work in conjunction with the *Accents/Acentos* Publisher to provide a *Acentos* in a timely manner.
- D. Coordinate with Verbal Translation Chairperson as needed.

Guidelines for Standing Committees

The following pages contain a brief job description of each of the CNIA Standing Committees.

eServices Committee

- A. The eServices Committee members are selected by the Area Officers and appointed by the Area Chairperson, ideally no later than the February ACM of the new panel.

- B. The eServices Committee is comprised of one DCM, the Alternate Delegate or a Past Delegate, one Spanish-speaking member and two others with technical experience.
- C. Suggested experience for eServices Committee members:
 - 1. Have an understanding of A.A.'s Three Legacies;
 - 2. Have preferably served either as a GSR, a DCM, or an alternate thereof; or
 - 3. Have been active with Public Information and Cooperation with the Professional Community.

The eServices Committee shall address the communication needs of the Area, including, but not limited to, the public address system, the assisted listening and translation systems, area computers and area website. The eServices Committee will make budget recommendations as needed.

Finance Committee

- A. The Finance Committee members are selected by the Area Officers and appointed by the Area Chairperson, ideally no later than the February ACM of the new panel.
- B. The Finance Committee is composed of the CNIA Treasurer, three current DCMs, and a Past Delegate.
- C. The Past Delegate serving on the Committee does not have a vote.
- D. This Committee chooses its own chairperson from the DCMs on the Committee.
- E. Any proposal of unbudgeted or unanticipated financial impact (more than \$300) must be presented to this Committee for consideration. The Committee will pass on its recommendation(s) to the Area Committee and/or Assembly as soon as possible.
- F. Additional duties of the Finance Committee include:
 - 1. Conduct quarterly reviews of treasury reports, including bank statements, and report to Area Assemblies and Area Committee Meetings. Study any financial situation (e.g., taxes) of the Area.
 - 2. Assist the Treasurer in developing the annual budget.
 - 3. Stress the 7th Tradition and Self-Support in the Area.

BUDGET PREPARATION SCHEDULE

Calendar Year

When	Who/Where	Action
June – even-numbered years	Treasurer/Finance Committee at ACM	Give Officers and Appointed Chairs estimated budget worksheets for their position.
June – odd-numbered years		Estimate Officer and Appointed Chairs expense for next year by using average of last three years.
August	Treasurer/Finance Committee at ACM	Present a draft budget for review and discussion. Changes brought to September ACM.
September	Treasurer/Finance Committee at ACM	After September ACM, budget with changes published in <i>Accents</i> to be voted on at either Mini-PRAASA or Election Assembly.
October/November	Treasurer/Finance Committee present budget to Assembly for approval.	Publish approved budget in December <i>Area Accents</i> .
November/December	Treasurer after Election Assembly makes adjustment in mileage based on new officers. Present changes at Winter Assembly.	Presents adjusted budget based on elections to Winter Assembly for approval. This can be done as part of Treasurer's Report.

An approved budget, sometimes referred to as spending plan, is in effect until replaced (in whole or in part) by another Assembly-approved action.

The Finance Committee has the discretionary authority to recommend increases to the ACM in budget line items and un-budgeted expenses they deem appropriate. These discretionary increases and expenditures must be approved by a two-thirds (2/3) majority vote of the ACM, and the total of all increases and expenditures cannot exceed five percent (5%) of the approved budget expenditures for the year. This discretionary authority should be used when un-budgeted expenses that must be incurred for the proper conduct of area business arise and when there will be no Area Assembly before the funds have to be expended.