

# *CNIA Service Material Handbook*

## **CALIFORNIA NORTHERN INTERIOR AREA 07**



Updated December 2023 for Panel 74

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## **Our A.A. Service Area**

California Northern Interior Area (CNIA) is one of six areas in California, spanning from the Oregon border in the north through the inland valleys between the Sierra and Coastal Mountains south to Kings and Tulare Counties. We are one of nine states in the Pacific Region and one of the ninety-three General Service Areas in the U.S. and Canada.

CNIA encompasses twenty-nine active Districts, including five Spanish language districts. Districts in our area often cover or serve one county, while other districts include two or three counties. Densely populated counties, like Sacramento and Fresno, are split into several separate districts to serve their respective groups. As of September 2023, CNIA had 931 active groups out of 1,852 listed groups.

Additional information and maps of our area and districts are available on our website, [CNIA.org](http://CNIA.org).

## **Background**

The California Northern Interior Area (CNIA) Service Material Handbook is updated by the Area Chair at the end of each panel for the next panel. This version was updated in 2023 for Panel 74. It has been reorganized for relevance, and the Past Area Actions and CNIA History sections have been removed from this volume and placed on our website at [CNIA.org](http://CNIA.org).

The original handbook was prepared in 2002, which was based on the 1998 Handbook. Historical Sections were updated for ease of use, accuracy of numbers, current policy, and current job descriptions.

The Service Material Handbook offers suggestive guidelines as to how the CNIA does business. Each panel is autonomous with the option for new and progressive group consciences. One panel is not restricted to the actions determined by another panel.

## **History and Past Actions**

A record of CNIA history and past actions are available on our website, [CNIA.org](http://CNIA.org).

# Purpose

The purpose of an area, *as identified in the A.A. Service Manual*, is three-fold:

1. To elect a delegate who will represent the area's conscience at the annual General Service Conference, where decisions are made that affect A.A. throughout the U.S. & Canada.
2. To form a local decision-making structure so groups can collectively decide on matters that affect our area.
3. To carry out Twelfth Step work that may not be practical for groups, districts or intergroups to take on by themselves. Examples include Accessibilities, Area Bulletin, Cooperation with the Professional Community (CPC), Corrections, Information Website, Language Translation Services, Literature (including Grapevine and La Viña, and Public Information (PI).

## CNIA Purpose

- Hold regular assemblies for all groups in CNIA-07 to create unity and allow for full participation in the General Service Conference process.
- Select a Delegate to represent our Area at the General Service Conference.
- Create a cohesive and collaborative culture within the area at all levels of service.
- Develop and utilize the best forms of communication to effectively reach all districts, groups, and members in our area (Area Accents; CNIA Website; email; etc.).
- Serve as a resource for districts to support their efforts with Bridging the Gap (BTG), Public Information (PI), and other 12<sup>th</sup> step opportunities to carry the message.
- Provide interpretation and translation services so all members have equal access to our communication and can fully participate in our area business.
- Share service experience with members in our area to help others develop an interest in General Service.
- Provide guidance to trusted servants to help them understand and grow in their service roles.
- Maintain our area archives to preserve and learn from our history.

# How We Conduct Business

We follow rules of order to make conducting area business easier and more efficient to address our needs and reach an informed group conscience. We encourage active participation and lengthy discussion by all members.

## General Rules of Debate:

- Line up at the microphone if you want to speak, and you will be called on in order.
- Keep comments brief and on topic (2-3 minutes).
- Wait until everyone has had an opportunity to speak before speaking a second time.
- *Full* discussion of a motion should take place *before* the vote.
- Minority Opinions should be expressed during discussion and not held for a rebuttal after a vote.
- Premature actions, such as amending motions early in the discussion or hastily calling the question can distract from the subject and confuse or delay area business.
- Everyone is entitled to and should be free to express their opinion. However, if your position has already been stated by someone else, it is not necessary to go to the mic and say it again.
- Votes are taken by a show of hands.

## Who is eligible to vote?

- Group Representatives (GSRs); or their Alternate if the GSR is not available.
- District Committee Members (DCMs); or their Alternate if the DCM is not available.
- Area Officers.

Each represented group gets one vote. GSRs may not vote for more than one group.

Appointed Chairs are not voting members of our area.

The voting composition of an area should reflect the representation at the General Service Conference. The groups have the largest proportion represented by GSRs, as the area delegates have the largest voting representation at the Conference. DCMs should represent the second largest proportion, followed by the area officers.

# Business Procedures

Experience shows that the following steps are useful guidelines for conducting area business:

- I. Introducing New Business
  - a. All members should feel free share openly and bring forward new discussion topics.
  - b. Members may bring up topics at an area assembly, ACM, or they can reach out to an area officer.
  - c. We can begin discussion immediately if time permits, or
  - d. Discussion topic may be added to New Business at our next Assembly or ACM.
  - e. Discussed items become Old Business to address at the next Assembly or ACM.
- II. Discussion
  - a. It is prudent to engage in thorough discussion before bringing a motion forward.
  - b. Thorough discussion allows for thoughtful consideration, clarity, and more unity.
  - c. All points of view, including “minority opinion,” should be heard during discussion.
  - d. Discussion should follow the general format suggested in the AA Service Manual for Sharing Sessions (pg. 21 of the 2021-2023 edition).
  - e. Further action may be taken when discussion is complete.
- III. Making a Motion
  - a. Most of our business does not require a motion.
  - b. Motions can only be brought up during “New Business,” if a motion is required.
  - c. Motions should be clear and concise
  - d. Motions must be submitted in writing with copies to the Chair, Interpreter, and Recording Secretary (handwritten, messaged, or emailed)
- IV. Friendly Amendments
  - a. It is possible that someone may wish to propose an amendment to the motion. This requires a second, and must be accepted by the member who originally made the motion. If accepted, debate resumes on the amended motion.
- V. Tabling a Motion
  - a. Postpones discussion to a future ACM or Assembly.
  - b. Requires a motion and a second, is not debatable, and needs only a simple majority to pass
- VI. Calling the Question
  - a. Calling the question brings debate to a halt while members decide whether to proceed directly to a vote (on the motion) or go on with the debate.
  - b. A motion to call the question must be made in order at the microphone without comment, requires a second, is not debatable, and requires a two-thirds vote.
- VII. Voting
  - a. **Simple Majority:** General Housekeeping or non-substantive matters not related to area business or policy are made by simple majority (example: motion to lend equipment for translation or a District Unity Day). These matters do not need to be

written or submitted, and no minority appeal is heard.

- b. **Substantial Unanimity:** All matters of policy require substantial unanimity, that is, a two-thirds majority. Because the number of members present during our meetings varies from time to time, the phrase “two-thirds majority” is taken to mean two-thirds of eligible voters who either voted for or against a motion.
- c. **Minority Opinion:** After voting on a motion, the losing (or non-prevailing) side will always be given an opportunity to speak their position. If the motion passes with two-thirds vote, the minority may speak. Abstentions do not qualify to express a minority opinion.
- d. **Reconsideration:** After hearing minority opinion, a member who voted with the prevailing side may make a motion to reconsider (it can be seconded by anyone).
  - i. Only simple majority is required to reconsider.
  - ii. If a majority votes to reconsider, a full debate of pros and cons resumes.
  - iii. Comments should be limited to new considerations of the question under debate.
  - iv. No motion may be reconsidered twice.

See Summary of CNIA Business Procedures and [Area Business Flow Chart](#).

## Area Officers and Appointed Chairs

**Area Officers** are elected at our fall assembly in odd years and serve a two-year panel. They are participating and voting members in area business. Area Officers include Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Secretary, Treasurer, and Registrar. Area Officers are expected to attend all Area Committee Meetings, Assemblies, Officers' Meetings, and special meetings that may arise concerning Area Business.

**Appointed Chairs** are selected by the Area Officers and are appointed by the Area Chairperson at the beginning of each panel. Appointed Chairs are expected to be at all assemblies, but they are not required to attend Area Committee Meetings. Because they serve the Area through the Area Officers, they do not have a vote in area business. Appointed Chair positions include Literature, Grapevine/La Viña, Bridging the Gap (BTG), Oral Translation, Written Translation, Archives, Alternate Archives, Technology, and Audio/Visual Technician.

**The responsibilities and expectations common to ALL of our Trusted Servants** are listed below. Position specific duties and expectations are listed under their individual job title in the following pages.

- 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, Our Great Responsibility, and other literature concerning A.A. history.
- Maintain a willingness and availability to serve on panels put on by Districts and other A.A. entities, as requested.
- Provide a written or oral report to Area Assemblies and ACMs.
- Maintain expense records for mileage, lodging, postage, and other expenses related to your position with regard to our Annual Spending Plan.
- Provide expense reports to the Area Treasurer within 30 days for reimbursement (lodging reimbursement rate is based on double occupancy).
- Be available for all Regional and Area service functions, as well as special conferences, and attend as annual approved funding allows.
- Provide the leadership necessary to foster a sound, safe and inclusive service structure in the Area.
- Ability to learn needed technology or programs to fulfill position.
- Have the time and energy to serve the area well.
- Schedule a "pass-it-on" for the incoming Officer or Appointed Chair to be held before the end of the panel.
- Rotating trusted servants should cooperate with people coming into their service positions to support a smooth transition between Panels.

### **Additional Responsibilities and Expectations for Area Officers**

- Attend District Meetings as a CNIA Officer, when requested.
- Cooperate with the Area Delegate and other Area Officers in discussing the status and

needs of the Area.

- Report any activity or information related to their position concerning Area business to the Area regularly.

## **Area Delegate**

Area Officers are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* and *Additional Responsibilities and Expectations for Area Officers* on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Know and understand the feelings, opinions, and the informed conscience of the members within the Area concerning the General Service Conference Agenda items.
- B. Enhance the communications from the Groups to the General Service Conference and back.
- C. Facilitate Pre-Conference agenda item workshops.
- D. Attend Conference committee meetings, Trustees' meetings and Regional Delegate meetings as scheduled.
- E. Keep the Alternate Delegate fully informed and active, so the Alternate Delegate can step in for the Delegate if necessary.
- F. 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.
- G. Attend the Pacific Region A.A. Service Assembly (PRAASA), Pacific Regional Forums, and where appropriate, other Regional or State service functions
- H. Attend all Northern California Council of Alcoholics Anonymous (NCCAA) conferences as a member of the NCCAA Steering Committee
- I. Coordinate service activities with the California Northern Coastal Area (CNCA).
- J. Send a list of the newly elected Panel of Area Officers to the Conference
- K. Submit new officer and chair information to GSO immediately following the Election Assembly.

## **Area Alternate Delegate**

Area Officers are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* and *Additional Responsibilities and Expectations for Area Officers* on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Perform the duties of the Area Delegate in their absence.
- B. 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. Serve as requested as Chairperson for Public Information and Cooperation with the Professional Community (PI/CPC).
- D. Reach out to the fellowship to foster awareness of PI/CPC and create a better understanding of what we can do better to reach the alcoholic who still suffers.
- E. Encourage and attend District Workshops and Sharing Sessions on PI/CPC as requested.
- F. Maintain PI/CPC supplies.
- G. Maintain a PI/CPC District contact list.
- H. Set up PI/CPC display at all assemblies.
- I. Serve as requested on the Tech committee.
- J. Assist Secretary in taking notes at Pre-Conference Assembly.

## Area Chairperson

Area Officers are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* and *Additional Responsibilities and Expectations for Area Officers* on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Conduct all Area Committee Meetings and business portions of Area Assemblies:
  - a. Responsible for adherence to agenda schedule.
  - b. Responsible for overseeing Assemblies.
- B. Submit agendas for committee and business portions of Area Assemblies.
- C. Coordinate with the Alternate Chairperson in preparing for and planning of Area Assemblies.
- D. 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. Submit a summary of all Area Committee and Assembly actions as a separate item for publication in the *Accents/Acentos*.
- G. Review and approve the final copy of the *Accents/Acentos* prior to distribution.
- H. Maintain and update the CNIA Service Material Handbook.
- I. Appoint and oversee the activities of the Appointed Area positions: Archives Chair, Alternate Archives Chair, Bridging the Gap Chair, Audio-Visual Technician, Grapevine/La Viña Chair, Literature Chair, Oral Interpretation Chair, Written Translation Chair, Technology Committee Chair and members; and members of the Finance Committee.
- J. Hire Special Worker for Spanish Interpretation as needed for Area Committee Meetings

and Assemblies.

- K. Serve as the liaison with the facility where Area Committee Meetings are held.  
Responsible for the key and opening the doors for room to be set up.
- L. Provide an updated copy of this document to the incoming Area Committee by the Winter Assembly of the new Panel term following the Election Assembly.

## **Area Alternate Chairperson**

*Area Officers are expected to adhere to the Responsibilities and Expectations Common to ALL Trusted Servants and Additional Responsibilities and Expectations for Area Officers on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.*

- A. Perform the duties of the Area Chairperson in their absence.
- B. Provide support to the Technology Chair at Area Committee Meetings.
- C. Serve as the Area Assembly Coordinator
  - a. Work with the Host District to plan and conduct the Area Assemblies. (See Assembly Hosting Guidelines for details).
  - b. Work with Assembly Host Chair to determine liability insurance needs.
- D. Design and provide a GSR School at the Winter Assembly and as requested by District Committee Members (DCMs).
- E. Submit the agenda for all the Area Assemblies for the Chair's approval.
- F. Conduct all non-business portions of the Area Assemblies and ACMs.
- G. Coordinate Area inventory in the first year of the two-year panel (fall assembly).
- H. Coordinate with the Delegate to invite the Pacific Regional Trustee to attend the CNIA Election Assembly (fall assembly, odd years).
- I. Coordinate with the Technology Chair and the Treasurer to renew the CNIA Insurance Policies by March 13<sup>th</sup> each year.
  - a. Directors' and Officers' Policy
  - b. Property and Liability Insurance Policy

## **Area Recording Secretary**

*Area Officers are expected to adhere to the Responsibilities and Expectations Common to ALL Trusted Servants and Additional Responsibilities and Expectations for Area Officers on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.*

- A. Take minutes and maintain approved minutes of all business at Area Committee Meetings and Area Assemblies.
- B. Provide a complete file of approved Area business minutes for the immediate and past panel at each Area Committee Meeting and Area Assembly.
- C. Assist with Area correspondence when requested by the Area Committee.

- D. Record and maintain audio recordings of Area business until relevant minutes have been approved.
- E. Maintain and distribute the Area Newsletter, *Accents/Acentos*, as follows and according to the Accents Publishing Schedule (p. 13):
  - a. Keep the Area Accents/Acentos within the framework of its stated purpose: to keep the Area informed of all motions and/or recommendations made and all actions taken by the Area Committee and Area Assemblies.
  - b. Adhere to the spending plan for printing and mailing costs.
  - c. Design and publish the Area Accents/Acentos in a readable layout.
  - d. Coordinate with the Written Translation Chair for the Acentos.
  - e. Submit Accents/Acentos to Area Chair for approval prior to distribution.
  - f. Coordinate with the Registrar to update the Accents/Acentos postal and email lists.
  - g. Post the Accents/Acentos to the CNIA website and email to the current distribution list.
  - h. Stay informed of Finance Committee's Spending Plan Preparation Schedule (p. 22).
  - i. Provide space in the Accents to publish the proposed annual Spending Plan and minutes covering the Spending Plan discussion.

## **Accents Publishing Schedule**

1. The following documents are due to the secretary the week following the ACM or Assembly.
  - Chair's Report for next Accents
  - Agenda for next ACM/Assembly
  - Articles as requested by the Area Chair
2. Send all documents to the Written Translation Chair as soon as they are received.
3. Translated Documents are due to the Secretary for the Acentos 14 days before the ACM/Assembly.
4. 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, or the report can be provided separately at the ACM/Assembly.*
5. Assembly flyers are published 3 months prior to the event (eg. Winter Assembly flyers to print in October Accents are due by September 15<sup>th</sup>).
  - a. Flyers must be approved by the Area Alternate Chair before they are prepared for publishing in the Area Accents and/or posted online at cnia.org.
  - b. Assembly flyers are due to the Recording Secretary and Written Translation Chairperson by the 15<sup>th</sup> of the month prior to publication.
6. Send the *Accents/Acentos* to the printer/ mailing house 10 days before the ACM/Assembly for delivery before the ACM/Assembly.
7. Request printed copies from the printer and bring them to the ACM/Assembly:

- ACM's: 15 *Accents* and 8 *Acentos*
  - Assemblies: 50 *Accents* and 20 *Acentos*
8. Email *Accents/Acentos* content in text format to the Webmaster 10 days before the ACM/Assembly for publication online at CNIA.org
  9. Email the *Accents/Acentos* to the area committee (online distribution list) 5 days before the ACM/Assembly.

## Area Treasurer

Area Officers are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* and *Additional Responsibilities and Expectations for Area Officers* on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Remind and encourage the A.A. Groups of their Seventh Tradition responsibility to support District, Area, and GSO and the spiritual significance of self-support.
- B. Maintain bank accounts with another Area Officer as signatories (Area Chair).
- C. Receive, record, deposit, and report all income received by the Area and acknowledge each in writing. Check the PO Box or arrange to receive mail regularly, and record and deposit contributions in a timely manner.
- D. Pay monthly bills and make timely disbursements for other expenses determined in the approved Area Spending Plan, and maintain records thereof.
- E. Reconcile the bank account(s) each month and prepare a monthly Expense and Revenue Summary.
- F. Provide an Expense and Revenue Report to the Secretary in English and Spanish for the *Accents/Acentos* 11-14 days prior to ACM/Assembly.
- G. Submit quarterly financial reports of group contributions by district to their DCMs.
- H. Work with Literature and Grapevine Appointed Chairs to keep a record of sales by location for sales tax reporting.
- I. Provide W-9 to any paid worker (translation) by January 31st.
- J. Work with a tax professional to ensure proper and timely tax reporting. This includes updating the 501C3 form on an annual basis.
  - a. Prior year Sales Tax due to California Department of Tax and Fee Administration Board of Equalization due January 31<sup>st</sup> – Schedule A-1
  - b. Submit 1099s for paid workers by the end of February.
  - c. Three Annual Tax Filings – each are due by May 15<sup>th</sup>:
    - i. Department of the Treasury – Form 990 – EZ
    - ii. Franchise Tax Board – Form 199
    - iii. Attorney General, Registry of Charitable Trusts – Form RRF - 1
- K. Serve as a member of the Area Finance Committee, and provide quarterly financial statements to the Finance Committee for review.

- L. Prepare and present the proposed Annual Area Spending Plan with assistance from the Area Officers and the Area Finance Committee, following the Spending Plan Preparation Schedule.
- M. Prepare Final Revenue and Expense Report for review at the Winter Assembly in January of the year following the Election Assembly.

## Area Registrar

Area Officers are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* and *Additional Responsibilities and Expectations for Area Officers* on pages 6-7. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Remind and Encourage all groups in our area to complete group change request forms to keep meeting and group representative information up to date.
- B. Maintain our Area's current information in the General Service Office's database system – Fellowship Connection. This includes Individuals, Groups, Districts, and Area Information.
- C. Maintain the Area Committee Contact List for the current Panel and make the list available to Area members.
- D. Create and distribute Group & Trusted Servant monthly reports for DCMs and other requesting area members.
- E. Maintain the *Accents/Acentos* mailing list and share with the Recording Secretary monthly.
- F. Assist other Area Officers in group/individual research and create special reports as requested.
- G. Assist Area members with anything related to group and member registration.

## Archives Chairperson

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Ensure that the CNIA Archives Center is open to members for up to two days each month.
  - a. The first Saturday of the month from 10am to 2pm.
  - b. One additional Saturday of each month for a period of four hours.
- B. Select, preserve, sort, and categorize materials at location above.
- C. Create displays of archival materials for member's viewing.
- D. Maintain and transport Archives displays to all Assemblies, District functions, and other A.A. functions as requested, *so long as they that do not interfere with Area Assemblies*

*and District functions.*

- E. Facilitate regular working groups with interested persons and volunteers that focus on the growth and activities of Area 07 Archives.
- F. Encourage members to volunteer to learn more about our area archives and train trusted volunteers in archival preservation
- G. Facilitate audio recordings of personal histories for Archives files.
- H. Encourage groups to provide group information to preserve their group history in our Archives.
- I. Make recommendations of improvement needs at the Archives Center.
- J. Be available to attend the National Alcoholics Anonymous Archives Workshop as current approved spending plan allows.

## **Alternate Archives Chairperson**

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Assist the Area Archivist with the duties outlined in their position.
- B. Serve one panel as Alternate and succeed Area Archives chair the following panel.
- C. Be available to attend the National Alcoholics Anonymous Archives Workshop as current spending plan allows (*alt archives attendance prioritized over archives*).

## **Audio/Visual Technician**

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Work with the Technology Chair to run the audio/visual system for hybrid ACMs.
- B. Work with the Assembly Host Committee and Alternate Chair to run the sound system at Area Assemblies.
- C. Store the Area's audio, visual, hybrid, and translation equipment (CNIA storage available)
- D. Transport necessary equipment to each ACM and Assembly.
- E. Work with the Oral Translation Chair to make sure translation equipment is in good working order and available at each ACM and Assembly.

## **Bridging the Gap Chairperson**

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Support and encourage Bridging the Gap (BTG) activities at all CNIA levels.
- B. Maintain and update an inventory of BTG materials, exercising prudence.
- C. Update BTG contacts within CNIA and intra-Area contacts.
- D. Encourage and support BTG contacts at the local level.
- E. Facilitate monthly BTG meetings for district and group BTG representatives.
- F. Set up displays at Area Assemblies, District functions, and attend other events that do not conflict with Area functions.
- G. Maintain correspondence with the General Service Office.
- H. Be available to attend the annual BTG Workshop.
- I. Coordinate the annual CNIA BTG Workshop.

## **Grapevine/La Viña Chairperson**

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Promote Grapevine and La Viña sales and subscriptions.
- B. Encourage groups and districts to have a Grapevine Representative (GVR) and/or La Viña Representative (LVR).
- C. Set up displays at Area Assemblies, District functions, and attend other events that do not conflict with Area functions.
- D. Maintain and update an inventory of Grapevine and La Viña material, exercising prudence.
- E. Order *Grapevine* and *La Viña* material using the Area's account with AAWS.
- F. Charge sales tax for items sold based on the city tax code chart provided by the Area Treasurer.
- G. Keep a record of total sales at each event and provide totals by location to the treasurer.
- H. Deposit proceeds from sales after each event and provide the treasurer with a copy of the deposit receipt.

## Literature Chairperson

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Promote sales of A.A. Conference-Approved literature and Service Material.
- B. Set up displays at Area Assemblies, District functions, and attend other events that do not conflict with Area functions.
- C. Order literature from AAWS using the Area's account to maintain inventory.
- D. Charge sales tax for items sold based on the city tax code chart provided by the Area Treasurer.
- E. Keep a record of total sales at each event and provide totals by location to the treasurer.
- F. Deposit proceeds from sales after each event and provide a copy of the deposit receipt to the treasurer.

## Oral Interpretation Chairperson – Linguistic Liaison

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Provide and/or arrange for simultaneous Spanish/English interpretation as a *Special Worker* at all Area Committee Meetings and Area Assemblies (See Special Workers, p.24).
- B. Work with Audio/Visual Tech to ensure interpretation equipment is in good working condition.
- C. Set up and break down interpretation equipment at Assemblies and Area Committee Meetings.
- D. Act as a liaison for Spanish-speaking members as needed.
- E. Coordinate with the Written Translation Chairperson as needed.
- F. Coordinate with the Chair and Alt Chair to hire and/or serve as Special Workers for Assemblies.

## Technology Committee Chairperson

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Attend all Area Committee Meetings and Area Assemblies.
- B. Facilitate all Hybrid Area Committee Meetings with an additional committee member (A/V Tech and/or Alternate Chair).
- C. Facilitate monthly Technology Committee meetings.
- D. Maintain a shared workspace for committee collaboration (Google Workspace) and train committee members as needed.
- E. Maintain Area Equipment Inventory and keep track of all technology equipment.
- F. Be available to attend the annual National A.A. Technology Workshop (NAATW) as funding permits.
- G. Demonstrate proficiency in digital tools and platforms, including online meeting platforms (Zoom) and Google Workspace (including Google Drive).
- H. Understand and protect anonymity on all online activities.

## Written Translation Chairperson

Area Appointed Chairs are expected to adhere to *the Responsibilities and Expectations Common to ALL Trusted Servants* on page 6. They are also responsible for their position's corresponding sections of the A.A. Service Manual and the specific duties outlined in their brief job description below.

- A. Provide written Spanish/English translation for the all Area written communication business needs.
- B. Work with the Recording Secretary to provide *Accents/Acentos* at least 14 days prior to the next ACM or Assembly (see the Accents Publishing Schedule p.13).
- C. Coordinate with the Oral Interpretation Chairperson as needed.

# **Guidelines for Standing Committees**

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

## **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 the most recent Past Delegate (it is recommended that at least one member be from a linguistic district in our area)..
- 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.

## **Finance Committee Duties**

- 1. Meet monthly to discuss Area finances and report any issues to the Area committee.
- 2. Conduct quarterly reviews of treasury reports and bank statements and discuss any Area financial situation (e.g., reports, taxes).
- 3. Assist the Treasurer in developing the annual spending plan.
- 4. Stress the importance of the 7th Tradition and Self-Support in the Area.

## Spending Plan Preparation Schedule

When	Who/Where	Action
June - even numbered years	Treasurer/Finance Committee at ACM	Give Officers and Appointed Chairs estimated spending plan 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 spending plan for review and discussion. Changes will be brought to the September ACM
September	Treasurer/Finance Committee at ACM	After September ACM, spending plan with changes published in the Accents to be voted on at either Mini PRAASA or Election Assembly
October/November	Treasurer/Finance Committee at Assembly	Present spending plan for approval. Publish approved spending plan in December Area Accents
November/December	Treasurer after Election Assembly	Adjust mileage based on new officers. Present changes at Winter assembly for approval (can be done as part of Treasurer's report)

An approved Spending Plan is valid and in effect until replaced (in whole or in part) by another Assembly-approved action.

The Finance Committee has the discretionary authority to recommend increases in spending plan line items for unplanned expenses they deem appropriate.

- Discretionary spending increases and expenditures must be approved by the Area Committee with substantial unanimity – two-thirds (2/3) majority vote.
- This discretionary authority should only be used for unplanned expenses that must be incurred for the proper conduct of area business *when it arises and there is no Area Assembly before the funds have to be expended.*
- The total of ALL increases and expenditures for the year cannot exceed 1) Five percent (5%) of the approved spending plan expenditures for the year, or 2) Twenty percent (20%) of the funds in excess of the prudent reserve *at the time of the approved spending plan for the year.*

## Technology Committee

- A. The Technology 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 Technology Committee is composed of the current Technology Chair, the A/V Technician, the Alternate Delegate, a DCM, a GSR, and an additional member with technical experience to serve as the Webmaster. (It is recommended that at least one member be from a linguistic district in our area).
- C. Technology Committee members should be familiar with A.A.'s *Three Legacies* and understand the value technology brings to AA as a whole.
- D. Understand and protect anonymity on all online activities.
- E. Exercise prudence when making technology recommendations and purchases.

## Technology Committee Duties

- 1. Facilitate all Hybrid ACMs with another committee member.
  - a. This should not be DCM or Alternate Delegate's responsibility, and
  - b. Additional committee members should be cross-trained on the process.
- 2. Manage all Area equipment – Area Computers, Hybrid Equipment, the PA and A/V system, assisted listening and translation systems, etc.
- 3. Maintain the Area Equipment Inventory for insurance purposes.
- 4. Meet monthly to discuss Area technology processes and needs and report any issues to the Area committee.
- 5. Maintain the CNIA website ([www.cnia.org](http://www.cnia.org)).

## Special Workers – Tradition Eight

CNIA is committed to providing simultaneous Spanish/English Interpretation at our ACMs and Area Assemblies, and we offer American Sign Language (ASL) interpretation at Area Assemblies, if requested by members requiring ASL interpretation.

Experience shows that it is prudent to hire A.A. members to provide interpretation services, whenever possible, to retain the language of the heart so our message is not lost in translation (Panel 72).

Tradition Eight states: Alcoholics Anonymous should remain forever non-professional. We define professionalism as the occupation of counseling alcoholics for fees or hire. But we may employ alcoholics where they are going to perform those services for which we might otherwise have to engage non-alcoholics. Such special services may be well recompensed. But our usual A.A. 12th Step work is never to be paid for.

The Area Chair will coordinate and hire Special Workers for Spanish and ASL Interpretation according to our Language Interpretation Policy (p.25).

# Language Interpretation Policy

## A. Oral Interpretation Chair – Linguistic Liaison

- Provides simultaneous Spanish/English interpretation at Area Committee Meetings (ACMs)
  - Five (5) hours (10am-12pm and 1pm-4pm)
  - Does not include time for equipment set up, testing, and breakdown
  - Does not include time for lunch break
- Provides simultaneous Spanish/English interpretation at Area Assemblies *as needed*.
  - Does not include time for equipment set up, testing, and breakdown
  - Does not include time for meal breaks
- Reimbursed Expenses
  - Mileage to ACMs and Assemblies
  - Assembly Registration
  - Assembly Lodging (double occupancy)

## B. Spanish Interpreters for Assemblies

- Provides simultaneous Spanish/English interpretation at Area Assemblies according to the CNIA Service Agreement.
  - Does not include time for meal breaks
  - Intermittent breaks provided by our Oral Translation Chair
- Reimbursed Expenses
  - Reimbursed for round-trip mileage
  - Lodging based on double occupancy, *if services require an overnight stay* (Determined by event end time and travel time to return home by 10:00pm)

## C. American Sign Language (ASL) – Funding for ASL Interpretation is available, if members request this needed service in time to arrange and schedule interpretation services.

## Area Assemblies

One of our Area's primary functions is to hold Assemblies for A.A. groups in our area. The purpose is to foster unity and participation in the General Service Conference process. We hold four in person assemblies a year that are hosted by different districts in our area. While the districts in our area host our assemblies, they are not responsible for the assembly expenses.

Our assemblies are generally held over two days on the 3<sup>rd</sup> weekend of the month and often have about 250 members attend. Attendees include Area Officers, Appointed Chairs, A.A. Group Representatives (GSRs), District Committee Members (DCMs), Past Delegates, members at large, and invited guests – All are welcome to attend!

Our four annual assemblies are as follows:

- Winter Assembly (January)
- Pre-conference Assembly (April) – Groups provide group conscience to our Delegate
- Post-conference Assembly (May) – Delegate reports back to our groups
- Fall Assembly (October/November)
  - Election Assembly (November in odd years)
  - Mini PRAASA (October in even years)

This schedule may vary depending on the General Service Conference dates, holidays, or other conflicts (such as venue availability and commencements).

### Hosting an Area Assembly

Each district has an opportunity and is encouraged to submit a bid to host an assembly in their district. Assembly Bid Forms are available to complete and submit at our Area Planning Meeting in December (see appendix IV). Our assembly calendar is determined a year in advance, so assembly bids are made for the year beginning 13 months from the December Area Planning Meeting (eg. December 2023 Planning meeting considers bids for 2025 Assemblies).

Hosting an Area Assembly is an amazing opportunity to promote unity within your district, and it can be a lot of fun. It is an opportunity to get members involved in service and introduce them to general service, by getting them involved on committees needed to host an assembly.

See the [Assembly Guidelines section](#) for more information.

# Assembly Guidelines

The CNIA Alternate Chairperson serves as the **Assembly Coordinator** and works closely with assembly host's district committee member (DCM) and/or their appointed **Assembly Chairperson(s)** to plan, coordinate, and oversee our area assemblies. CNIA does not intend to make money on our assemblies, so the **Assembly Host Committee** should set prices to cover expenses. Any proceeds go to the area, and any expenses not covered by assembly registration and meal fees are the Area's responsibility.

The **Assembly Agenda** is set by the CNIA Alternate Chair in close partnership with the CNIA Chair. The assembly host committee is not responsible for the assembly agenda, but they may suggest ideas for a possible theme or activities for the non-business portions of the assembly. Each Assembly Agenda is published in the Area Accents and posted at [cnia.org](http://cnia.org) in English and Spanish prior to the assembly. Assembly dates and locations are listed on the CNIA Calendar in the Area Accents and are posted on our CNIA website.

Districts that want to host an area assembly will need to submit an assembly bid to the area, organize a host committee, and determine the approximate cost to host an assembly in their district. See Appendix IV for an Assembly Bid Form.

The host district's **Assembly Chairperson** is encouraged to appoint committee chairs and delegate tasks whenever possible. Assembly Committees should work within their planned budget and report any changes or unplanned expenses to their district's treasurer.

The various aspects to host an area assembly include but are not limited to:

- Bid for an Assembly
- Organize a Host Committee
- Secure a Venue
- Establish a Budget
- Registration
- Lodging
- Meals
- Decorations
- Flyers
- Snack Bar

The Assembly Chairperson should cooperate with the Assembly Coordinator and have regular committee meetings throughout the assembly planning process. All Assembly Host Committees are expected to adhere to Assembly guidelines, and they should keep their Assembly Chairperson informed of their progress and any concerns as needed.

## **Bidding for an Assembly**

1. CNIA accepts bids for assemblies at the December ACM for the year beginning 13 months from that December. This means that the District Panel submitting the bid will not be the same Panel that actually hosts the Assembly.
2. If your District is interested in hosting an assembly, you should get their approval and fill out an Assembly Bid Form prior to the Area Planning Meeting in December. Assembly Bid Forms are available at ACMs and on our website.
3. Attend the Area Planning Meeting to submit your district's bid to host an area assembly. It is helpful to provide venue location and other information related to costs when bidding for an assembly.
4. If the Area votes to accept your bid, you will need to appoint an Assembly Host Chairperson or Co-Chairs, and they will work closely with the CNIA Alternate Chairperson to plan and coordinate the assembly.

## **Organize the Host Committee**

1. Consult with the CNIA Alternate Chairperson regularly and follow assembly guidelines as you select your site and appoint your various Committee Chairs.
2. Committee Chairs should delegate tasks whenever possible. They are responsible for planning, coordination, and oversight of their committees.
3. All committees should work within the established spending plan and report any changes to the District Treasurer.
4. A separate treasurer and bank account can be assigned for the assembly.
5. The assembly treasurer will work closely with the registration chair.
6. Online Registration may be run through CNIA.
7. Suggested Committees include: Treasury, Registration, Lodging, Meals, Decorations, Facility set up and clean up, Parking, and Coffee and snacks.

## **Assembly Venue**

1. Facility must be ADA compliant and have at least 5000 sq. ft. available to accommodate/seat up to 250 participants in classroom style tables and chairs; have tables for Registrar/Treasurer (1), Literature (1-2), Grapevine (1-2), H&I (1), Translation (1), Archives (1-2), Bridging the Gap (1), and Service Materials (1)
2. Must have accessible parking for 150 cars.
3. Find out if there is available internet/wifi access
4. The facility will need to have available lodging onsite or nearby. Check on RV parking for hookups and/or self-contained RVs.
5. Determine the total cost of the facility rental (*Note: Hotel facilities will sometimes provide the meeting room at no additional cost if a sufficient number of hotel rooms are rented and/or meals are purchased*).

- a. Does the facility offer a discount for non-profit organizations?
- b. Confirm days and times, and account for time to set up and clean up.
- c. Find out if security, setup, takedown and/or cleanup costs are included.
- d. Ask if there are any extra service charges and taxes. Make sure these are included in the quote.
- e. Find out if other meeting rooms are available, and what their cost is.
- f. Find out when rent, security deposit, and cleanup costs are due.
6. Determine insurance coverage needs and communicate to Alternate Chair for CNIA to provide a liability certificate.
  - a. Find out type (e.g., Public/Contractual Liability) and dollar amount of insurance coverage needed, and when proof of coverage is required.
  - b. Needs vary according to facility and specific language is usually required on the liability certificate.
7. Find out when you will have access to the facility.
  - a. Coffee and snacks need to be available for attendees when the doors open.
  - b. All Assemblies are non-smoking, so check for nearby smoking areas.
8. Check on the ability to hang our banners at the facility.
9. Find out if trash cans will be available and the details regarding trash disposal. Provide for recycling, if possible.
10. CNIA will provide the public address system and interpretation equipment.

## **Funding the Assembly**

- 1) CNIA does not intend to make a profit on our assemblies. Area Assemblies are paid for by registration and coffee fees. Any assembly expenses not covered by these fees are the responsibility of the Area.
- 2) Registration fees are based on the cost of rent, nonrefundable facility or equipment deposits, decorations, flyers, and other general costs divided by the expected number of registrants.
  - a. Registration fees are typically \$10-\$15.
  - b. Bottomless coffee is typically about \$2.00 per day per person, if provided by the host district. It may be more expensive if provided by the venue. Work with the Area Alternate Chair, the venue, and/or the catering committee to set a price for unlimited coffee. The host committee should also provide hot water and may choose to sell various teas or hot chocolate to attendees.
- 3) Meals, if provided, are sold at cost and should be about \$15 if possible.
- 4) The host district is responsible for purchasing snacks and beverages sold at the assembly. If the assembly expenses are covered by the registration fees, then the Host District keeps any income from snacks and beverage sales. The Area keeps the income from coffee sales.
- 5) The District is not required to make up any losses incurred from hosting an Assembly.

- 6) If the District does not have the financial ability to front expenses for the assembly, consult with the CNIA Alternate Chairperson to find a solution.
- 7) Online registrations, meals, and coffee purchases should be “bundled” to reduce the amount charged for online transactions. Work with the CNIA Alternate Chair and our Technology Chair to set up online registrations.

## **Lodging Options**

Assembly Host Committees need to offer lodging options at or near the meeting facility.

- a. Hotel rooms should be available at reasonable rates (\$150-200 per night). Hotels often offer discounted rates with multiple room reservation blocks.
- b. Consider offering "Back-to-Basics" housing. Back-to-Basics housing is where A.A. members of the host district make rooms available in their homes at no charge for attendees who cannot afford to share a hotel room.
- c. Indicate if RV parking is available onsite or nearby.

## **Meals**

1. The Host District is responsible for the menu, preparation, and serving designated meals (lunch and/or dinner), preferably on site.
2. Meals are sold at cost and should be in the range of \$12-\$15 per person.
3. Consider offering options for special dietary needs such as vegetarian, gluten free, or dairy free (although this is not required).

## **Decorations**

1. Plan to receive or pick-up district identification signs and other decorations from the preceding assembly.
2. Provide tablecloths – some districts prefer to cover the tables with paper and provide crayons for attendees.
3. You may choose to provide additional decorative items for the tables, keeping waste and cost to a minimum.

## **Assembly Flyers**

1. Assembly Flyers will be published in the Area Accents and posted online at [cnia.org](http://cnia.org) up to three months prior to the event. *Be mindful of requirements and timelines.*
  - a. Flyers must be anonymous (without full names, home addresses, personal or work email addresses); the area can provide an anonymous email address for the flyer if needed (i.e. [winterassembly@cnia.org](mailto:winterassembly@cnia.org)).
  - b. The District's Assembly Chair will send the assembly flyer to the Area Alternate Chair for approval, and the Alternate Chair will forward to Translation .

- c. Flyers need to be reviewed, approved, and translated before they are submitted to the Recording Secretary for publication in the Area Accents. *Flyers must be submitted by the 15th of the month for the next publication.*
2. Design flyers that are clear and legible and easy to understand.
3. The flyer may be double sided – hotel information can be printed on the back.
4. The assembly location, directions, and the hotel information should remain on the flyer, if there is a tear off to remove for mail in registration.
5. Indicate the Assembly Name, Location, Physical Address, Dates, and Times
6. Indicate the cost and deadline for preregistration and the cost to register at the door.
7. Identify the meal option(s), price(s), and coffee option
8. Identify local lodging options with address and phone number
  - a. *Use anonymous email contact for back-to-basics housing coordination.*
  - b. Confirm hotel contact information for accuracy.
  - c. Provide the “block code” if rooms are available at a discounted block rate (eg. CNIA).
  - d. Double check the code with the hotel before publishing the flyer, and be sure the code is not translated when published in Spanish.
9. The flyers will be available on the CNIA website in English and Spanish with active links to online registration, hotels, and google map information.

## **Snack Bar & Coffee**

The host district is responsible for purchasing snacks and beverages sold at the assembly, and they keep the proceeds from snack bar sales (except for coffee purchases).

- Coffee and hot water for tea and hot chocolate
- Beverages
- Lunch items
- Healthy snacks
- Candy
- Breakfast foods

# Appendices

## Why We Need a General Service Conference?

The late Bernard B. Smith, nonalcoholic, then chairperson of the board of trustees, and one of the architects of the Conference structure, answered that question superbly in his opening talk at the 1954 meeting:

“We may not need a General Service Conference to ensure our own recovery. We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined for alcoholism. We need it to provide, in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead, can find in A.A. that rebirth that brought us back to life.

“We need it because we, more than all others, are conscious of the devastating effect of the human urge for power and prestige which we must ensure can never invade A.A. We need it to ensure A.A. against government, while insulating it against anarchy; we need it to protect A.A. against disintegration while preventing over-integration. We need it so that Alcoholics Anonymous, and Alcoholics Anonymous alone, is the ultimate repository of its Twelve Steps, its Twelve Traditions, and all of its services.

“We need it to ensure that changes within A.A. come only as a response to the needs and the wants of all A.A., and not of any few. We need it to ensure that the doors of the halls of A.A. never have locks on them, so that all people for all time who have an alcoholic problem may enter these halls unasked and feel welcome. We need it to ensure that Alcoholics Anonymous never asks of anyone who needs us what his or her race is, what his or her creed is, what his or her social position is.”

## The GSR Preamble

We are the General Service Representatives. We are the link in the chain of communication for our groups with the General Service Conference and the world of A.A.

We realize that the ultimate authority in A.A. is a loving God as He may express Himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that the group can reach an informed group conscience. Passing along this group conscience we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our groups and A.A. as a whole.

## CNIA General Service Resume

**Candidate for Elected General Service Officer** (*Includes Delegate, Alternate Delegate, Chairperson, Alternate Chairperson, Recording Secretary, Treasurer, and Registrar*):

Name: \_\_\_\_\_

District #: \_\_\_\_\_

Email: \_\_\_\_\_

Sobriety Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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Current A.A. Activities & Responsibilities:

A.A. Background (Past Service Positions and Responsibilities, including dates served):

Short Personal History (may include relevant skills and experience pertaining to service positions):

## Area Assembly Bid Form

We have reviewed the CNIA Assembly Guidelines and respectfully submit this bid for the following assemblies (select all that apply):

YEAR: \_\_\_\_\_

ASSEMBLY DATES: \_\_\_\_\_

<input type="checkbox"/> WINTER	
<input type="checkbox"/> PRECONFERENCE	
<input type="checkbox"/> POSTCONFERENCE	
<input type="checkbox"/> FALL	

### Submitted by:

District #: \_\_\_\_\_ DCM or GSR Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Additional Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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### Facility information (provide as much information upfront as possible):

Venue Name: \_\_\_\_\_ City: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Square Footage: \_\_\_\_\_ ADA Compliant:    Yes    No    Unk.

Accessible Parking:    Yes    No    Unk.    Wi-Fi Available:    Yes    No    Unk.

Cost per day: \_\_\_\_\_ Lodging Available:    Yes    No    Unk.

### Additional Information/Comments:

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## CNIA Business Flowchart

