



Alcoholics Anonymous

IN ATHENS, GA & SURROUNDING AREA

AA Hotline: (706) 389-4164

P.O. Box 7082 Athens, GA 30604

Georgia District 16B

Communications Committee

2023 -2025 Plan



Introduction

This document provides a **starting** place for the next set of Communications Committee trusted servants. Intended as a flexible and living document, it is updated by the current Committee Representative during and upon exiting their two-year rotation. The long-term goal is to incorporate this document in a Communications Service Handbook accessible by anyone visiting the District website.

Once updated by the Committee Representative this document should be stored on our shared Google Drive storage and an email sent to webmaster@athensaa.org for posting to the District's website.

History

- **February 2011** – Committee created; responsibilities included:
 - 1) Replace existing answering service with “Hotline” using Google Voice
 - 2) Develop/maintain a website for District 16B.
- **2016** – Website redevelopment begun
- **2017** - Implemented digital storage for District 16B’s documents using a lifetime 2TB pCloud account with crypto license.
- **2018** - Hotline Volunteer Handbook created (available online)
- **2019** - Began utilizing Area 16’s Google Workspace account for:
 - district16b@aageorgia.org / District email address
 - 30GB storage for District needs (Google Drive)
 - District Contacts/Mailing lists
 - Created online storage structure for all Service Committees and Groups
 - Permissions for viewing, editing, etc. maintained by webmaster@athensaa.org
- **2022** - Implemented scheduled backups of all Google Drive data to pCloud
- **2022** – Private Facebook Page introduced to promote Unity/Service
- **2023** – Post COVID revitalization begun

Committee Organization

Committee Representative - *Appointed by DCM*

- Serves two-year rotation
- Creates monthly agenda for Service meeting and stores online
- Attends GSSA quarterly meetings
- Creates/manages yearly budget
- Approves expenses and sends receipts to district16b@aageorgia.org
- Presents monthly reports at District business meeting.
 - Hotline, Website, workshop planning, other news
- Updates Service Handbook and sends to webmaster@athensaa.org

Committee Secretary

- Records minutes at monthly meetings – stores online & emails to webmaster@athensaa.org

Hotline – *Team Lead & five volunteers*

Phone calls & text messages are forwarded via Google Voice to volunteer's mobile phones. Six volunteers (which includes the team lead) answer incoming calls and text messages.

- **Team Lead** – Manages Google Voice and GroupMe text accounts, trains new Hotline volunteers using the [Hotline Handbook](#), maintains contact list of volunteers and stores on Google Drive.
- **All** – Use smartphone to answer voice and text messages to the Hotline

Website – *Webmaster, Co-webmaster*

Provide accurate and consistent information about Alcoholics Anonymous and be a resource for District service. Currently hosted on Square (Weebly)

- This is a NON-rotating service position

FaceBook – *Admin/Moderator*

A private/hidden Facebook page titled “District 16B – Unity and Service” was created by the Communications Committee in August 2022.

- Admins maximize FB features on the “District 16B – Unity and Service” page

- Moderators enforce page rules and Anonymity.

Tri-fold Meeting Schedule

A printed meeting schedule is not this committee’s responsibility. Efforts underway to potentially have Public Information Committee to assume this responsibility.

The existing printable schedule is edited in Microsoft Word and exported to PDF for printing and online display. Updated schedules are emailed to webmaster@athensaa.org for display on website for downloading and printing.

- 2023 initiative will explore moving to new web platform and utilizing “Meeting Guide” app tools for maintaining the meeting schedule.

Online Storage/Email - Admin

- Organize and manage 30GB of Storage on Google Drive
- Manage access privileges
- Manage Google Drive backups to pCloud
- Manage District Email – district16b@aageorgia.org

2023- 2025 Initiatives

- Raise District awareness regarding the Committee’s activities
 - 1) Communications Workshops
 - 2) Emails to GSRs, Service Committee Reps and Trusted Servants
 - 4) FB posts
- Attract computer skilled service volunteers inside/outside of District 16B
- Continue team effort with Archives Committee to make District historical documents available via website.
- Website
 - Create Weebly to WordPress migration plan (*draft is complete*)
 - Implement Twelve Step Meeting List (TSML) plugin for WordPress.
- Continue work on Communications Service Handbook

Communications Service Handbook

The purpose of this handbook is to be the hand of A.A. for those that come after us in service.
Communications truly is the hand of A.A. – Past, Present, Future...

- History
- Website
- Facebook
- Online Contributions
- Online Storage
- Secure backups
- Hotline
 - Google Voice operation/management
- Budget
- Two-year Planning (**this document**)
- Resources