



AREA 16 SECRETARY WORKSHOP

BY:

TODD B.

770-364-7765 CELL

SECRETARY@AAGEORGIA.ORG

Secretary Workshop



- Agenda
 - Introduce new secretaries to the role and provide supporting resources
 - ✦ Group, Zone, Intergroup, or District
 - Secretary Role
 - ✦ See GA Service Manual and AA Service Manual
 - Pamphlets: The AA Group, Twelve Traditions

Getting Involved

aa.org/participating-in-aa

Getting involved in A.A. service

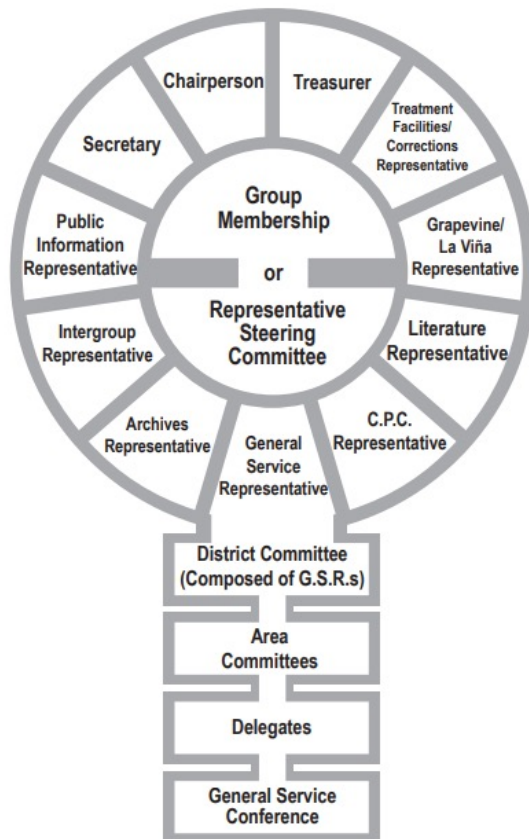
A.A.'s Twelfth Step suggests that we carry the message of recovery. That is the basic service that A.A. provides. Any action that helps A.A. to function as a whole is service. Most A.A. members start out providing service in their group.

[Read More](#)



Secretary Duties (AA Group)

SERVICE STRUCTURE INSIDE THE A.A. GROUP



19

Secretary: Like chairpersons, secretaries need to be good all-around group servants. For groups that have no chairpersons, they may perform the tasks associated with that position. While each group has its own procedures, the secretary is generally expected to:

- Announce and/or mail information about important A.A. activities and events.
- Maintain minutes of business meetings.
- Maintain and update a strictly confidential file of names, addresses and telephone numbers of group members (subject to each member's approval); and know which members are available to visit still-suffering alcoholics (Twelfth Step calls).
- Keep a record of members' sobriety dates, if the group so wishes.
- Maintain a bulletin board for posting A.A. announcements, bulletins and newsletters.
- Make certain that the General Service Office and other service entities are informed, in writing, of

20

any changes of address, meeting place or group officers.

- Accept and assign calls for Twelfth Step help (unless there is a Twelfth Step chairperson for this task).
- Share with group members the mail from other groups and the intergroup (central office), unless this is done by the intergroup representative.

Communication and Connections



Is your group linked to A.A. as a whole?

Most groups in the United States and Canada choose to be linked to A.A. as a whole by listing the group with the General Service Office, as well as with the Area Assembly, district and local central/intergroup office.

[Learn More >](#)

[Add your group's information](#)

[Update your group's information](#)

Frequently Asked Questions About Groups and Meetings

How do we start a new A.A. group?



How do you become an A.A. group member?



More Questions?

Local areas and intergroups are a good source of information for groups. Contact an office close to you with questions.

[FIND A.A. NEAR YOU](#)



Area 16: www.AAGeorgia.org



[HOME](#) [FIND A MEETING](#) [CONTRIBUTE](#) [SERVICE](#) [COMMITTEES](#) [ESPAÑOL](#) [BUY ONLINE](#) [CART \(0\)](#)

AREA16 ALCOHOLICS ANONYMOUS
IN GEORGIA
GEORGIA STATE SERVICE ASSEMBLY

Search

ASSEMBLY EVALUATION

2023 Georgia State Service Assembly
DuBose Porter Center
560 Pinehill Rd, Dublin, GA 31021

January 20-22, 2023
May 19-21, 2023
September 15-17, 2023

Agenda
(English)

2022 SEPTEMBER Agenda

Orden Del Dia
(Spanish)

Agenda enero 2022

ASSEMBLY Sleeping rooms

Hampton Inn & Suites of Dublin
103 Travel Center Blvd, Dublin GA 31021
(478) 246-6055

\$139.00 + tax DBL Beds
\$159.00 + tax King Bed

LaQuinta
101 Travel Center Blvd, Dublin, GA 31021
(478) 272-3110
\$139.00 + tax

Discounted Hotel Reservations ask
(GSSA)

Georgia State Service Assembly Overview

The Georgia State Service Assembly is conducted 3 times a year, scheduled around the third Saturday in the months of January, May and September. The Assembly runs for 3 days starting Friday with an Open Discussion Meeting. Saturday morning at 9:00 AM starts the business of the Service Assembly. The Georgia State Service Assembly is held at the Oconee Fall Line Technical College in Dublin. The Agenda should be posted one month before Assembly.

- **Business Meeting Minutes, Delegate and Treasurer Reports**
(Requires standard site password)
- **Assembly Evaluation Form**
- **Treasurer Workshop Presentation**
(Requires standard site password)
- **Practicing the Principles in a Changing World GSR Workshop May 2021**
- **GSR 101 Part 1 - PDF**
 - Slides and Audio
- **GSR 101 Part 2 - PDF**
 - Slides and Audio
- **GSR 101 Part 3 - PDF**
 - Slides and Audio
- **How The Assembly Operates - Robert's Rules**
- **Voting Procedures - Third Legacy Presentation**

www.AAGeorgia.org



- Password: Gssa@2006

This area is password protected

Please enter the password below

Login

Group Updates Page

New Groups

Group Changes

Trusted Servant
Updates

District Updates

AREA 16 ALCOHOLICS ANONYMOUS IN GEORGIA GEORGIA STATE SERVICE ASSEMBLY



Georgia Meetings and Information

- [Find a Meeting with Maps](#)
- [Find a Meeting by City, District or Zone](#)
- [Find Online Meetings](#)

Forms and Change Requests

- [Forms Page](#)
- [New Group Registration](#)
- [Existing Group Meeting Changes](#)
- [Existing Group Trusted Servant Updates](#)
- [District Level Servants Updates](#)

Georgia Message

- [Georgia Message of AA Newsletter](#)

Georgia State Events and Information

- [Archives Committee Presents](#)
- [Cluster Forums](#)
- [GSSA Assembly](#)
January 20-22, 2023
- [70th Pre Paid Convention \(Augusta\)](#)
October 20-22, 2023

[ASSEMBLY CONTRIBUTION](#)[ASSEMBLY EVALUATION](#)[DCM/Alt DCM Questionnaire](#)

General Service Office World Services

[AA World Services, Inc. Website](#)
[AA Grapevine/La Viña Website](#)

- [72nd General Service Conference Committees](#)
- [SE REGIONAL FORUM](#)
Dec 2-4, 2022 New Orleans, LA



[MEETING GUIDE FROM GSO](#)

Can't find it? Email us at webmaster@ageorgia.org

Service Directory Updates



- <https://www.aageorgia.org/georgia-service-directory-contacts.html>
- DCM's, GSR's, Secretaries, and Treasurers please discuss at District Meetings and focus on accuracy. A traveling AA may depend upon this information
 - Are Trusted Servants updated every rotation?
- Group updates with Tamera for Districts that do not have any Intergroup Office or Central Office
- Group Updates to Central Office in those Districts with Intergroup

Are we working together?



- **Secretary role is a key role if done well**
 - Focus on Communication
 - Keep group minutes updated at District
 - Do minutes include a Treasurer Report?
 - Support Group and Zone
 - Update information for Group and Zone regularly at meetings?

In Closing



- Thank you for all your service
- Next Steps:
 - Make Connections
 - Get Involved
 - “Come with us” attitude
 - GSR, Secretary, Treasurer, and Groups get informed, stay connected, update Group Information
- I am here to listen and serve
 - Email, text, call
 - ✦ Todd B.
 - ✦ 770-364-7765 cell
 - ✦ Secretary@aageorgia.org