

PREFACE TO THE 2012 EDITION

This updated edition of the CNIA Service Material Book was updated in 2012. 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 Service Material Book is suggestive only.

California Northern Interior Area

California Northern Interior Area (CNIA) is one of six A.A. General Service Areas in California and extends from the Oregon border in the inland valleys south to Kings and Tulare Counties. CNIA contains 29 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; Fresno County, three Districts; and San Joaquin County, two Districts. As of June 2011, there are about 991 listed groups, of which 273 are active unknown (no 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 develop an ongoing awareness of matters affecting the Area and A.A. as a whole.
- C. 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.
- D. 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.
- E. To cooperate with the Area Delegate and other Area Officers in discussing the state and needs of the Area.

- F. To regularly report to the Area any activity or information related to their position concerning Area business.
- G. To maintain expense records with regard to mileage, lodging, telephone, postage, and other necessary expenses for reporting to the Area Treasurer. In June 2010, the Finance Committee put forth a “recommended guideline to submit receipts for reimbursement to the Area Treasurer within 30 days.”
- H. To be available to attend all Regional and Area service functions.
- I. To give the incoming officers a written 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).
- J. Be available to attend a separate orientation sharing session of the outgoing and incoming officers for the express purpose of exchanging information. This may be a special meeting after the December Calendar Planning meeting of the Area Committee.
- K. 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 *Area Accents* or, when time is a factor, the use of personal written correspondence, telephone, or e-mail.
- 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 submit a summary of all Area Committee and Assembly actions as a separate item for publication in the *Area Accents*.

- G. To review and approve the final copy of the Accents/Acentos prior to distribution.
- H. To maintain and update this *Service Material Book*.
- I. To appoint and oversee the activities of the Appointed Area positions: *Area Accents* Publisher, *Area Grapevine/LaViña* Chair, *Area Literature* Chair; *Area Archives* Chair; *eServices* Committee Chair; *Bridging the Gap* Chair; members of the *Finance* Committee; members of the *eServices* Committee; and *Area Translation* Coordinator(s).

Alternate Area Chairperson

- A. To perform the duties of the Area Chairperson in his/her absence as described in the *A.A. Service Manual* and in the previous section.
- 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 (Winter Assembly).
 - 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, Committee Meetings, and other Area functions as requested. If unable to do this, must make alternate arrangements.

Area Delegate. It is the responsibility of the Area Delegate:

- A. To provide the leadership necessary to foster a sound service structure in the Area.
- B. To know and understand the feelings and the informed conscience of the members within the Area concerning the General Service Conference Agenda items.
- C. To enhance the communications from the Groups to the General Service Conference and back.

- D. 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.
- E. To attend the Pacific Region A.A. Service Assembly (PRAASA), Pacific Regional Forums, and where appropriate, other Regional or State service functions.
- F. To attend three NCCAA Conferences each year, serving as a member of the NCCAA Steering Committee.
- G. To serve as a vital link in the "New Group Listing Process," making process enhancements where it better serves the groups. Current (2011) steps include the following:
 - 1. Delegate forwards all pending Group notices from the GSO Records Department to the appropriate DCM.
 - 2. Delegate sends welcome letters to all new listed Groups receiving a service number. (Concensus of the ACM, June 2011.)

Alternate Area Delegate

- A. To perform the duties of the Area Delegate in his/her absence as described in the *A.A. Service Manual* and the previous section.
- 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 and Area Resource Coordinator for Public Information and Cooperation with the Professional Community (PI/CPC).
- D. To encourage and attend District Workshops on PI/CPC.
- E. To maintain supplies of literature appropriate for both Service and PI/CPC.
- F. May serve on the eServices committee.
- G. Refer to the *A.A. Service Manual* regarding duties of Delegate and Alternate Delegate.

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 *Area Accents* Publisher, and Translations team 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 past Panels.
- E. To assist with Area correspondence when requested by the Area Committee.
- F. To provide and maintain security for media recorded minutes.

Area Treasurer (Job description prepared by Panel 40 Area Officers 1991/updated by Finance Committee 2003.)

- 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.
- C. To maintain a list of contributions to be submitted quarterly to the DCMs.
- D. To make 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 Area Committee Meetings.
- G. To prepare and present the proposed Annual Area Budget with assistance from the Area Officers and the Area Finance Committee.
- H. To assure that proper tax reporting is performed as required. This includes updating the 501C3 form on an annual basis.
- I. To serve as a member of the Area Finance Committee.

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 hardcopy and e-mail list, for ACCENTS/ACENTOS to the *Area Accents* 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 send a list of the newly elected Panel of Area Officers to the Conference Coordinator immediately following the Election Assembly.

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.

Literature Chairperson

The Literature Chairperson is part of the A.A. structure and is appointed by the Area Chairperson. The purpose of the Literature Chairperson is to promote the use and awareness of A.A. literature rather than to function as a sales outlet. The Literature Chairperson is expected to stay informed about new and revised literature. Information

sources about literature include *Box 459*, literature guidelines, the *A.A. Service Manual*, mail received from the Literature Coordinator at the General Service Office in New York, and the *Quarterly Report* from the General Service Office.

Responsibilities include:

1. Promote A.A. Conference-Approved and service material literature for use as resources.
2. Set up displays at Area functions, District functions, and other events that don't conflict with Area and District.
3. Keep A.A. materials for sale.
4. Attend workshops.
5. Maintain and update an inventory of materials, with prudence as a guide.
6. Order materials from A.A. World Services using the account set up for Area.
7. Charge sales tax from a chart provided by Area Treasurer.
8. Turn over receipts and mileage to the Area Treasurer.
9. If requested, attend events other than those budgeted for, inquiring about reimbursement of mileage and/or lodging.
10. Give written or verbal reports monthly at Area Committee Meetings or at Area Assemblies.
11. Keep a record of sales.
12. Store materials and displays.
13. Attend all Assemblies.

This position can involve a large amount of time and travel. The opportunity to carry the message of recovery and to learn more about A.A. is made visible and verbal at all events in which the Literature Chairperson is asked to participate.

Grapevine/LaViña Chairperson

The Area *Grapevine/LaViña* Chairperson is part of the A.A. structure and is appointed by the Area Chairperson. His or her duties include keeping an ongoing list of *Grapevine/LaViña* representatives. GVR (Grapevine Representative) printouts go back and forth from the *Grapevine* office in the continuing effort to keep mailing lists current so that quarterly mailings reach the right people. It is the intent of the Area to inform the members about the need and use of the A.A. *Grapevine / LaViña* (our meeting in print).

Responsibilities include:

1. Promote subscriptions to *Grapevine* and *LaViña*.
2. Encourage groups and/or districts to appoint/elect GVR/LVRs.
3. Set up displays at Area functions, District functions, and other events that do not conflict Area functions.
4. Keep supply of related *Grapevine/LaViña* materials for sale.
5. Attend workshops.
6. Maintain and update an inventory of materials, with prudence as a guide.

7. Order materials from the *A.A. Grapevine / LaViña* using the account set up for Area.
8. Charge sales tax from chart provided by the Area Treasurer.
9. Turn in receipts and mileage to the Area Treasurer.
10. Maintain an updated list of District and Group GVR/LVRs.
11. If requested, attend events other than those budgeted for, encourage inquiring about reimbursement for mileage and/or lodging.
12. Give written or verbal reports monthly to the Area Committee Meeting and the Area Assemblies.
13. Keep a record of sales.
14. Store materials and displays.
15. Attend all Assemblies.

This position can involve a large amount of time and travel. The opportunity to carry the message of recovery and learn more about A.A. is made visible and verbal at all events in which the *Grapevine/LaViña* Chairperson is asked to participate.

Area Accents / Acentos Publisher

The Accents is vital for publishing information to members about Assemblies, Area Committee meetings, Conferences, events and services within our Area and Districts. The newsletter contains information provided by the Officers, Appointed Chairs, DCMs and Liaisons of CNIA 07.

Articles appearing in the Accents / Acentos are the opinions of their authors. Only actions of the Area Committee or the Area Assembly speak for CNIA 07 as a whole.

Our CNIA 07 Accents and AINC 07 Acentos newsletter has evolved since 1976. Over the years, it has been typed, mimeographed, copied, printed, manually assembled, hand delivered, postal mailed, e-mailed and posted on our www.cnia.org website.

We currently have four versions of the Accents/Acentos

Anonymous English – published on the web

Not Anonymous English – distributed over e-mail and via postal mail

Anonymous Spanish – published on the web

Not Anonymous Spanish – distributed over e-mail and via postal mail

It is hoped and expected that A.A. members respect the spirit of Tradition 11 when making use of the information provided in the *Accents / Acentos*.

Responsibilities of the *Accents/Acentos* Publisher are:

1. To keep the Area Accents and AINC Acentos within the framework of its stated purpose.
2. To seek editorial guidance from the Area Officers when it is deemed necessary.
3. To *rely* on the following Trusted Servants to send their monthly content to the Accents/Acentos Publisher according to an established monthly schedule:
 - a. Chair / Alternate Chair -- Report and Agenda
 - b. 2nd article by an Area 07 member
 - c. Recording Secretary with Unapproved Minutes to be published
 - d. Treasurer with end of month Financial Report
 - e. Translation (English to Spanish OR Spanish to English)
 - f. Assembly / Conference Committee Chair with approved Registration / Flyer
 - g. Registrar with current Mailing Lists for printer
 - h. eServices proofing the Anonymous Accents/Acentos
 - i. Webmaster posting the Anonymous Accents/Acentos on the website
4. To rely on the Area Treasurer for funding of printing and mailing costs.
5. To send paid receipts and other authorized receipts of supplies and costs attached to the appropriate expense form to the Treasurer within 30 days of expenditure.
6. To rely on the Registrar for English and Spanish mailing lists (Excel) or the needed backup mailing list(s) from the Recording Secretary.
7. To publish both the Area Accents (English) and AINC Acentos (Spanish) Not Anonymous and Anonymous in a readable fashion. This includes design, layout and delivery to the printer.
8. To establish and communicate deadlines for those contributing information for the Accents and Acentos. (Timeframes/examples listed in next section)
9. To attend all Area Assemblies and report to the membership on the status of the newsletters: number of Accents and Acentos mailed, plus other related pertinent information.
10. To send a report to Recording Secretary PRIOR to Assembly or Area Committee Meetings.
11. To provide 2 Accents/Acentos Reports at Assemblies and Area Committee Meeting - 1 for the Spanish translator and 1 for the Recording Secretary.
12. To communicate with Translation Chair regarding timing for completed translation for Accents and Acentos newsletter.

13. To send any Assembly or Area Committee Meeting Minutes and/or Reports to Translation Chair by e-mail IF NOT received by Translation Chair for translation for both newsletters.
14. To attend Area Committee Meetings as requested by Chairperson.
15. To have 20-50 Agenda copies of the Assembly or Area Committee Meeting Agenda if requested by Chairperson. (One page: 1 column- English; 1 column-Spanish).
16. To communicate with printer regarding timing for printing and mailing to be sure Accents / Acentos is mailed at least 1- 1 ½ weeks PRIOR to Assemblies or Area Committee Meetings.
17. To send ANONYMOUS Accents/Acentos to eServices and Webmaster for posting on website.

The following suggests a schedule of important time frames based on past experience. Translation (English to Spanish OR Spanish to English) requires approximately 1 week prior to inserting into newsletters. Since Assemblies and Area Committee Meetings are usually held the 3rd weekend of the month, it is helpful to have the majority of content NO LATER THAN 1 ½ weeks after the 3rd Saturday/weekend.

1. Front Page Article(s), Agenda, Minutes, Registration Flyers, Contents listing, and Upcoming Events, all require MONTHLY translation – either English to Spanish OR Spanish to English.
2. Recording Secretary and Translation Chair - Minutes require the greatest time to translate. Therefore it is recommended to receive the Minutes from the Recording Secretary within 1- 1 ½ weeks after Assembly OR Area Committee Meeting in order to prepare Accents/Acentos ahead of time.
3. Translation Chair and team need to complete translation according to an established schedule; usually within 2 weeks from last Assembly or Area Committee Meeting.
4. Chair Report – Article - Registration Flyers – Agenda -- each as soon as possible to Translation Chair – usually within 1 ½ weeks, or at most 2 weeks after 3rd Saturday/weekend.
5. Treasurer Report (Excel) needs to obtain end of month figures, therefore ‘deadline’ is usually within the first week of month.
6. Registrar - English and Spanish mailing lists (Excel) – Usually completed and sent by the end of the 1st week of the month.
7. Printer – English mailing list (Excel) and NOT Anonymous Accents (PDF); and Spanish mailing list (Excel) and NOT Anonymous Acentos (PDF) need to be sent to the printer preferably within 2 weeks however no later than 1 ½

- weeks BEFORE the 3rd Saturday/weekend. (Printer usually takes 3 days before mailing; i.e., receives on Wednesday and mailed by Friday morning.)
8. eServices & Webmaster – send ANONYMOUS English Accents (PDF) and Spanish Acentos (PDF) preferably 2 weeks to 1 ½ weeks before 3rd Saturday / weekend. eServices and Webmaster teams will check ONLY for ‘not anonymous errors’. If any, they notify Accents / Acentos Publisher about errors to be corrected. Corrections are made by Accents / Acentos Publisher and resends PDF Accents / Acentos. (eServices and Webmaster may receive and post before printer mails the Not Anonymous English and Spanish.)

Archives Chairperson

The Area Archivist is part of the A.A. structure and is appointed by the Area Chairperson. The primary duties of the Archives Chairperson are to receive, classify, and index all relevant material of CNIA, including, but not limited to, files & records, correspondence, and literary & art factual works considered to have historical importance to CNIA or Alcoholics Anonymous.

Responsibilities include:

1. 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.
2. Select, preserve, sort, and categorize materials at location above.
3. 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.
4. Give written and verbal reports on the Archives Center and activities at Area functions.
5. Make oral tapes of histories for Archives files.
6. Turn in receipts and mileage to the Area Treasurer.
7. Encourage donations of materials to CNIA Archives.
8. Make recommendations of improvement needs at Archives Center.
9. Be available to attend the National Archives Workshop.
10. Archivist may succeed himself/herself.

Bridging the Gap Chairperson

The BTG Chairperson is part of the A.A. structure and is appointed by the Area Chairperson. The purpose of the BTG Chairperson is to serve as Area Resource Coordinator for Bridging the Gap.

Responsibilities include:

1. Encourage and attend District workshops on Bridging the Gap,

2. Maintain supplies of literature appropriate for Bridging the Gap, including a "District BTG Kit."
3. Encourage and support Bridging the Gap activities at all CNIA local levels.
4. At the Area level, manage Area-level BTG contacts (and intra-Area contacts). At the local level, encourage and support the local levels to manage and support local contacts.
5. Maintain an Area BTG Contact List. Encourage and support management of BTG contact lists at local levels.
6. If requested, attend events other than those budgeted for, inquiring about reimbursement of mileage and/or lodging.
7. Give written or verbal reports monthly at Area Committee Meetings or at Area Assemblies.
8. Assist Districts and Local Entities in forming BTG.
9. Maintain correspondence with GSO.
10. Cooperate with AA service entities (such as Central Offices).
11. Act as CNIA BTG Liaison to H&I, and attend H&I Steering Committee Meetings.
12. Store materials and displays.
13. Attend the annual BTG Workshop Weekend
14. Attend all Assemblies.
15. Organize, assume responsibility for, and act as Chairperson of the Annual CNIA BTG Workshop.

This position can involve a large amount of time and travel. The opportunity to carry the message of recovery to newcomers is emphasized in every activity in which the BTG Chairperson is asked to participate.

Guidelines for 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 a Past Delegate.
- C. The Past Delegate serving on the Committee does not have a vote at Area.
- 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.

Note: The following “Budget Preparation Schedule” (including the notes that follow it) was the result of an Area Motion that was passed at the Post-Conference Assembly in May of 2007 (as per the minutes published in the November 2007 Area Accents).

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 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.

Translation Committee

- A. The Translation Committee Coordinator(s) is selected by the Area Officers and appointed by the Area Chairperson, but the composition of the Committee is flexible.

- B. These members do not have a vote at Area unless they are DCMs.
- C. The Area Translation Committee is an integral part of the A.A. Service structure in Area 07.
- D. This Committee was created and approved by the Assembly at the 2002 Pre-Conference Assembly.
- E. The Chair of the Committee is appointed by the Area Chair, but the composition of the committee is flexible.
- F. Responsibilities/Abilities include:
 - 1. Promote unity, and the importance of being of Service, in the Area.
 - 2. The candidate must have enough understanding of the English and Spanish languages in order to perform all the responsibilities described herein.
 - 3. Computer knowledge may be useful, although it is not necessary. Having some computer literacy will greatly help the Committee Chair to perform the various tasks and duties.
 - 4. Coordinate translation needs for the Area.
 - 5. Arrange/provide verbal translation (Spanish to English) at all Area Committee Meetings and Area Assemblies.
 - 6. Coordinate translation activities and work in conjunction with the *Accents* Publisher to provide a Spanish language *Area Accents* in a timely manner.
 - 7. Enlist and coordinate enough volunteer translators for timely verbal and written translation.
 - 8. Store, maintain, and transport Area translation equipment.
 - 9. Attend all Assemblies and submit a report on activities.
 - 10. Submit expense reports to the Treasurer for reimbursement.
 - 11. Submit a report for each Area Committee Meeting.
 - 12. Arrange/provide English to Spanish translation at Spanish Speaking District events.

This committee is crucial to carrying the message of A.A. unity, recovery, and service in our Spanish Speaking Districts.

eServices Committee

The eServices Committee shall address the communication needs of the Area. The eServices Committee will be responsible for ensuring that the electronic needs are met and that computer equipment and related software programs function properly, meeting the needs of the Area. Upon request, it will inventory the needs and requirements of the Area. The eServices Committee will make recommendations that shall be presented to the Area Committee and ultimately to the Area Assembly for final action. The core eServices Committee members will be selected by the Area Officers and appointed by the Area Chairperson.

The eServices Committee members are comprised of:

1. One DCM who has a vote at the Area Committee,
2. The Alternate Delegate or a Past Delegate who has Public Information experience,
3. One member of the Spanish-speaking community, and
4. Two others with technical experience.

The Committee may request additional members for projects as needed.

The eServices Committee members should:

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.

eServices Committee – Webmaster

1. Qualifications and Responsibilities of the CNIA 07 Webmaster:
 - a. 5 years of sobriety suggested;
 - b. Experience with General Service work desirable;
 - c. Experience as a web site designer, web master, or web site maintenance;
 - d. Provide regular progress reports to the eServices Committee, the Area Committee, and Area Assemblies as requested;
 - e. Be able to select any hardware or software necessary to design and maintain a web site; and
 - f. Be able to check competitive pricing of such material and bring those recommendations with costs forwarded to the eServices Committee, the Area Committee, and the Area Assembly for approval before obtaining the necessary equipment.
 - g. Skill and experience using standard web tools to maintain the website. These should include, but not be limited to:
 1. Scripting and markup languages: HTML, CSS, Javascript & VBScript
 2. FTP tools to manage files on the web server
 3. HTML editing tools to create and edit web pages
 - h. Monitor the website's status to ensure the site is up and available to the public, and work with current web hosting support to resolve any down time promptly.
 - i. Create, edit and delete web pages, as instructed by eServices chair.
 - j. Design banners, promotions and web templates, as needed.
 - k. Manage user access and permissions to specific sections or functions of the site as designated by the eServices committee.
 - l. Troubleshoot issues with the website, or its content (i.e. PDF files) as they arise.
2. Position reports to the eServices Committee Chair, and will gain approval from the eServices Committee Chair prior to making changes to the CNIA web site.

3. Persons interested in this position would submit, to the eServices Committee, a résumé outlining their experience in A.A. service work and in web site design and maintenance. Candidates would be interviewed by the eServices Committee and recommended by Committee to the Area Officers. The Area Officers would have the final interview with the recommended candidates, and the Area Chair would make the final appointment.