

Group Secretary Guidelines

(Written Specifically for NNIG)
Revised December 2014



NORTHERN NEVADA INTERGROUP (NNIG) Of AA
436 South Rock Blvd. Sparks, NV. 89431
E-Mail: officemanager@nnig.org
Website: www.nnig.org
Office Hours 9AM – 5PM
Phone 24 Hour Answering Service (775) 355-1151
24 Hr Fax Line (775) 355-1560

TABLE OF CONTENTS

Group Update Form.....	3
Letter to the Group Secretary.....	4
Group Secretary Suggested Requirements/Duties.....	4
The Home Group: Where it all begins.....	6
Group Conscience.....	6
The Officers of the Group.....	7
Self Support: Where Group Money Goes.....	7
Suggested GSO Financial Distribution Chart.....	7
Pink Cans/Article.....	8
Corrections/Treatment and Bridging the Gap (CT & BTG Article).....	8
NNIG Steering Committee and Intergroup Representative.....	9
Intergroup and Alternate Representative.....	10
General Service Representative.....	10
Group Treasurer: Duties and Responsibilities.....	10-11
Suggested Sample Format for Conducting a “Group Meeting”.....	12-15
Attachment (1) Organizational Intergroup Flow Diagram.....	16

Northern Nevada Intergroup of Alcoholics Anonymous
436 South Rock Blvd. Sparks, NV 89431
EMAIL: officemanager@nnig.org/nnigwebmaster@gmail.com
24-hour Answering Service: 775-355-1151
Office Hours: 9: 00 AM to 5:00 PM Monday-Friday

Group/Meeting Information Form: Update: _____ New Meeting: _____

Group Name:	NNIG Group Number:
Intergroup Representative Name:	Mailing Address:
Meeting Location and Address:	Day of the Week _____ Time of Day _____ AM or PM
Email Address:	Phone Number: *for questions regarding meeting information

Meeting Descriptions (CODES) Circle All That Apply

BB-Big Book Study	BDM-Birthday Meeting	O-Open Meeting	Q/A –New Comers Questions/Answers	S-Smoking Meeting
C-Closed Meeting	SM-Speaker Meeting	SS-Step Study	TM-Ticket Meeting	WA- Wheel Chair Accessible
WO-Women Only	NS-Non-Smoking	CL-Candle Light Meeting	D-Discussion Meeting	ESP-Spanish Meeting
G/L- Gay/Lesbian	HI-Hearing Impaired	YP-Young People Meeting	MS-Men’s Stag	NC-No Children

For Groups having multiple meetings during the week, submit this form to Central Office attached to a separate document providing details of each meeting type. Note: All meetings are non-smoking unless otherwise noted.

- NNIG Group ID number can be located in the Meeting Schedules. If your group does not have a number, submit this form to NNIG Central Office. You must be registered for your Intergroup and GSR representatives to have a vote external to the group. Further, it will help NNIG to recognize your 7th Tradition contribution.

(COPIES OF THIS FORM ARE AVAILABLE AT CENTRAL OFFICE)

LETTER TO THE GROUP SECRETARY: *From Central Office*

Congratulations on being elected or selected as Secretary of your A.A. Group. It will be a wonderful and rewarding experience for you. Action is the magic word to ensure sobriety.

Your responsibilities can be large and may vary from making coffee to paying rent to cleaning up after the meeting. Most importantly, you are instrumental in symbolizing A.A. to the newcomer. Make them feel welcome. You may be responsible for inviting newcomers to join your group as a Home Group member. Whatever responsibilities come with the new position at your group, remember the “Four Points of Service” that **Dr. Bob said**, “I spend a great deal of time passing on what I learned to others who want and need it badly. I do it for four reasons: 1) It is a sense of duty, 2) It is a pleasure, 3) Because in doing so, I am paying my debt to the man/woman who took time to pass it on to me, and 4) Because every time I do it, I take out a little more insurance for myself against a possible slip.”

The information in this document consists of some generic format sheets, information for your group, and is designed to answer some of the questions you may have about your specific duties and responsibilities as Secretary of your group and about A.A. in general. You may want to add additional information to this document that will give details about your specific meeting room regarding keys, opening the doors, set-up and closing up.

Never hesitate to ask Central Office for help and always remember the Second Tradition which states, “For our group purpose there is but one ultimate authority—a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.” Rotating positions is one of the most important principles in the structure and operation of a local group. When you find it is time to pass on this work of love to your successor, please inform the Central Office so we can update our mailing list, group information records etc., and so that we may welcome them.

GROUP MEETING SECRETARY: SUGGESTED REQUIREMENTS/DUTIES:

1.1 Requirements for a group Secretary are set by the group conscience. Duties will vary from one group to another depending on the Officers of each group. The sobriety requirement is also ultimately decided by group conscience. However, it is recommended that the group Secretary be a regular member of the group and is able to attend all regular business or special meetings in order to be most effective during his / her term of service.

1.1.1 One of the most important aspects regarding the role of Secretary is being prepared to facilitate the meeting. There should be no doubt in members’ or newcomers’ minds that the day’s Secretary is on top of the day’s meeting.

1.2 Some examples of Officers a group may have other than a group Secretary follows:

- 1.2.1 Treasurer Chairperson.
- 1.2.2 Literature Chairperson.
- 1.2.3 Birthday Chairperson.
- 1.2.4 NNIG Intergroup Representative or Alternate (IR).
- 1.2.5 NAGSC General Service Representative (GSR)
- 1.2.6 Supply Chairperson (coffee, sugar, cups, etc.)

1.3 **If the group does not have any other Officers**, some of the Secretary's duties may include:

- 1.3.1 Be early at the meeting place to ensure it is properly "set-up" (e.g., coffee made, literature available and on display, chairs and tables in place, etc.)
- 1.3.2 Start and Close the meeting on time and enlist the help of other members to relieve some of the routine duties, such as making coffee, refilling cups during the meeting, passing the basket, clean-up, etc.
- 1.3.3 Make sure the facilities are clean, chairs table and/or dishes put away, appliances and lights are turned off and the facility is locked when leaving.
- 1.3.4 If it's a speaker meeting, obtain a Chairperson in advance for speaker or discussion meetings.
- 1.3.5 Ask for readers before the meeting to read "How it Works" and any other materials you wish to have read.
- 1.3.6 Make sure the 7th Tradition basket is passed and returned during the meeting.
- 1.3.7 Keep monthly financial records and make reports to the group as the group conscience directs.
- 1.3.8 Purchase and maintain supplies (Coffee, Cream, Sugar, Cups, Literature, etc.)
- 1.3.9 Maintain a Birthday list, if the group conscience directs.
- 1.3.10 Make A.A. related announcements during your meeting. At scheduled Business Meetings request reports from Treasurer, Intergroup Representative or Alternate, General Service Representative (GSR), Corrections, Treatment, Bridging the Gap (CTBTG) representatives and whenever possible, post announcements for members to read.
- 1.3.11 Act as Chairperson during group conscience and/or business meeting, unless the Group Conscience suggests otherwise such as the group having a meeting chairperson.
- 1.3.12 Maintain correspondence with other groups, Central Office, General Service Representative including news items and birthdays for "The Bracer."
- 1.3.13 At monthly Business Meetings discuss the Group Conscience, the health of the group and Administrative information. For example: Management of room keys, room thermostat, trash cans, Steps and Traditions scrolls on walls, literature out on table, group specific things as noted in paragraph 1.3.10 above.
- 1.3.14 See "From AAWS Pamphlet P-16...The A.A. Group"

1.4 **SECRETARY'S TERM OF OFFICE**

- 1.4.1 The suggested term of office is not to exceed one (1) year and could be six (6) months at a time. Since each group is autonomous, the group should decide this issue. Some groups have written guidelines that address all issues pertaining to the group. Traditionally, rotation of service prevents A.A. volunteers from becoming entrenched in their office. Service committees, like almost everything in A.A., are passed along for all to share.

1.4.2 **HOW DO PROBLEMS GET SOLVED??**

- 1.4.2.1 Each group should have a business meeting or steering committee meeting to keep the group informed and to discuss and decide on a policy when an issue needs to be addressed. From this discussion, a "Group Conscience" can be achieved. When issues cause a rift in the group, a "cooling off" period should be declared. Trust in a Power Greater than ourselves has been found more useful than rancor or personality conflicts. The "Twelve Concepts for World Service in (BM-#31) "The A.A. Service Manual" is a very useful tool in resolving most issues. A copy of this booklet can be purchased from the NNIG Central Office.

THE HOME GROUP: WHERE IT ALL BEGINS:

A Home Group is a meeting one regularly attends, accepts responsibility in, and in which one sustains friendship. The Home Group introduces service and the service structure to its members.

In the Home Group, people really get to know each other. They feel safe; they feel comfortable; they feel a sense of belonging. They share in each other's problems and willingly help each other by telling about their own experience and solutions to similar problems. For the members of the group, it is a source of strength and stability. The Home Group can be counted on to be there for each individual. The exchange of phone numbers is normal and available Sponsors should be made known to the new comers. Members of a Home Group should vote on important issues that affect the group as a whole – a process that forms the very cornerstone of A.A.'s service structure. (For additional information see AAWS Pamphlet P-16...The A.A. Group)

The Home Group can participate in activities that can help carry the message. A few examples of this include helping your Central Office with "The Bracer" (Newsletter), volunteer phone watch (9 am to 1 pm or 1 pm to 5 pm), participating at marathon meetings as a group at an A.A. convention, actively supporting Corrections, Treatment, Bridge the Gap (CT-BTG), participating in Intergroup as a Representative (IR) and General Service (GSR). Solicit Alternates for any filled positions. They are extremely beneficial.

GROUP CONSCIENCE:

We hear the phrase "Group Conscience" often in A.A. This concept is fundamental and vital to the operation and functioning of A.A. at all levels. It flows out of our 2nd Tradition, "but one ultimate authority." In order to have a Group Conscience, it is necessary to have three essential elements:

1. The Subject should be Appropriate.

- 1.1 The matter should be of sufficient importance, e.g., the format of the meeting, whether the Central Office needs volunteers for phones, "The Bracer" mailing, Intergroup Representative and General Service Representative Issues, etc.

2. Timing is Appropriate.

- 2.1 Prior notice is given and the topic under consideration announced. Also in the case where a topic is being considered, it is presented at one meeting. (e.g. "There will be a business meeting two (2) weeks from tonight to elect new officers" or "It is suggested that we eliminate the meeting break because....") or to be voted on at the next scheduled Business Meeting.

3. Substantial Unanimity Targeted:

- 3.1 It is a practice in A.A. that we attempt to get everyone involved in discussion and agree to the proposed action or idea. However, we vigorously pursue diverse and minority opinions on the subject.

IMPORTANT: The Group Secretary is responsible for maintaining orderly conduct of the meeting. Should a disturbance arise during the meeting, the Secretary should, using discretion and tact, handle the situation appropriately. It is suggested that a Group Secretary should not interrupt the discussion to interject personal thoughts.

THE OFFICERS OF THE GROUP:

- 1.1 Group Coordinator (Optional).
- 1.2 Group Secretary.
- 1.3 Group Treasurer.
- 1.4 Intergroup Representative and Alternate
- 1.5 General Service Representative (GSR) and Alternate
- 1.6 Corrections, Treatment, Bridge the Gap (CTBTG) or Pink Can Coordinator
- 1.7 If the group is located in a rural area or the group is not large enough to staff all the duties of the

Intergroup Representative or General Service Representative, spread the service around to accommodate the group duties and responsibilities. Suggest to the Group, ‘get into service and success will follow.’

SELF SUPPORT: See Pamphlets F-3 “Where Money and Spirituality Mix” and F-96 “The A.A. Group Treasurer”

The 7th Tradition states: “Every A.A. Group ought to be fully self-supporting, declining outside contributions.” While contributions cover each group’s rent and other expenses, the 7th Tradition is essential at every level of A.A. service. It is both a privilege and a responsibility for groups and members to ensure that not only their group, but also their Intergroup/Central Office, District, Area and the General Service Office remain self – supporting. This keeps A.A. free from outside influence that might divert us from our primary purpose – to help the alcoholic who still suffers. The amount of our contribution is secondary to the spiritual connection that unites all groups around the world.

1. WHERE MONEY AND SPIRITUALITY MIX: (As suggested in SELF SUPPORT: WHERE MONEY AND SPIRITUALITY MIX PAMPHLET F-3) from General Service Office (GSO).

- 1.1 The illustration below reflects **Suggested** GSO distribution of Group funds **after the group needs are met.** The “Self Support” pamphlet F-3 recognizes the group autonomy to determine the groups own distribution based on Intergroup or GSR assessments.

50 % NNIG Central Office 436 Rock Blvd Sparks, Nv. 89431
15 % District Treasurer: For current address Contact your GSR or NNIG Central Office
15 % NAGSC Treasurer: For current address Contact your GSR or Central Office
10 % Area 42 Treasurer P.O. Box 70171 Las Vegas, NV. 89170-0171
10 % GSO Treasurer Grand Central Station, P.O. Box 459, New York, NY 10163

5. PINK CANS:

- 5.1 Based on “The Bracer” article in the December 2007 edition.
- 5.2 A way to help pass our message to alcoholics **“on the inside”** (e.g., incarcerated or hospitalized)

ARTICLE:

Ever wonder about those cans with pink labels found at many A.A. meetings? The **“Pink Can”** idea, according to a Grapevine article (“Pink Cans: Small change Brings Big Results”) published in November of 2006, started in Northern California in 1957 as a way to raise funds for the purchase of literature for prisons and institutions without decreasing contributions. The idea is to toss your spare pennies, dimes, nickels and quarters into the Pink Cans. The contributions are earmarked exclusively for this special need.

According to the Grapevine article, that need continues to grow. In many lock-ups there’s a waiting list to attend the few AA meetings. It was realized decades ago that the only way those folks would get our message was through literature: The Big Book, Grapevine and other A.A. Books and Pamphlets.

Northern Nevada “Pink Can” contributions are helping countless incarcerated men and women find sobriety **“on the inside.”**

An article in a Southern Minnesota area points out it should not detract from normal Seventh Tradition collections and concludes: “What a positive way to turn pocket change into the promises of the A.A. message.”

WHY PINK? Apparently just to make them noticeable. In Northern Nevada, the “Pink Cans” are coordinated by the Corrections, Treatment and Bridging the Gap Committees. Group Treasurers are urged to promptly forward those donations to Central Office, 436 S. Rock Blvd, Sparks, NV. Does your group need a pink can? We suggest you pick up a “Pink Can” at the Central Office, 436 S. Rock Blvd., Sparks, NV 89431.

CT & BTG ARTICLE:

This is a message from A.A. for those who are confined in prisons, hospitals and other institutions.

Often institutions do not have the resources available to purchase literature, so the “Pink Can” (with your nickels, dimes and quarters) ensures that Big Books, Grapevines and other material, from A.A. World Service, are available in both English and Spanish.

The “Pink Can” violates no A.A. Traditions – the money is from A.A. members – we are self – supporting through our own contributions. No committee member is paid for service and no one is reimbursed for expenses incurred while carrying the message into institutions.

For additional information on the “Pink Can” fund, check out the CT & BTG literature report in “The Bracer,” the Northern Nevada Intergroup monthly newsletter or stop by the NNIG Central Office located at 436 S. Rock Blvd. in Sparks, or you may call (775) 355-1151.

**ADDRESS ALL CORRESPONDENCE AND CONTRIBUTIONS TO:
CT & BTG, Central Office, 436 S. Rock Blvd. SPARKS, NV 89431)**

NNIG STEERING COMMITTEE and INTERGROUP REPRESENTATIVE:

1. PURPOSE:

- 1.1 The primary purpose of the NNIG Steering Committee is to ensure adherence to the By-Laws and Operating Procedures of the NNIG. Further duties require that group contributions are used wisely; e.g., pay rent and other monthly bills, determine the prudent reserve, fund seed monies for Intergroup events, etc. The committee ensures the key positions are filled and that A.A. literature is available for all groups. The NNIG Steering Committee embodies the principles set forth in A.A.'s Twelve Traditions, Twelve Concepts, A.A. Guidelines and the Three Legacy's' of World Services. (GSO Pamphlet P – 16 “The A.A. Group”).
- 1.2 The NNIG Steering Committee responds to questions that may arise in a group. This is done in an advisory or suggested capacity only. The NNIG Steering Committee serves the group by providing an experienced cross-section of group membership by whom problems of the group can be resolved or referred.

2. WHAT IS THE NNIG STEERING COMMITTEE OF INTERGROUP?

- 2.1 The Steering Committee is comprised of a Chairperson, Vice-Chair, Treasurer, Secretary, two Intergroup Representatives, and the Executive Direct of the Central Office. They are responsible for facilitating communication in the NNIG and for overseeing the operation of Central Office.

3. WHAT IS INTERGROUP?

3.1 The Northern Nevada Intergroup of A.A. (NNIG) is the embodiment of all A.A. Groups in the area. NNIG expresses the collective conscience of these groups. NNIG has established a Central Office and has agreed that the office will be managed through its Central Service Steering Committee by a Central Office Manager in accordance with the Articles of Incorporation, By-Laws, and Operating Procedures of NNIG.

4. THE INTERGROUP REPRESENTATIVE OR ALTERNATE REPRESENTATIVE:

- 4.1 The Home Group or Group selects the Representative and an Alternate. One of these persons will represent the group at a monthly Intergroup Meeting. It is suggested that it be a one (1) year commitment, but no more than two years, with a suggested sobriety minimum of (1) year.
- 4.2 The following reflects the Representative and Alternate responsibilities and duties:
 - 4.2.1 Attends the regular NNIG business meeting (first Tuesday of every month) and any special meetings.
 - 4.2.2 Attends the group's business meeting to present to the group an unbiased account of what Intergroup and Central Office is doing, ask for suggestion, comments and opinions to take to the next meeting.
 - 4.2.3 Is familiar with the By-Laws and Operating Procedures of the Northern Nevada Intergroup of A.A. (NNIG).
 - 4.2.4 Recruits members of the group for service.
 - 4.2.5 Ensures the group's listing in the current directory is accurate.
 - 4.2.6 Assists the Group Treasurer in keeping the group's records correct and current.
 - 4.2.7 See NNIG Intergroup Representative Guidelines for more detail. Available at Central Office.

THE GENERAL SERVICE REPRESENTATIVE (GSR):

- 1.1 The General Service Representative (GSR) has the responsibility of linking their group conscience with A.A. world-wide. The GSR represents the voice of the Group Conscience. (See Group Conscience, previous page).
- 1.2 The Representative does this by reporting on issues at the local District meeting and thus linking the group through the Northern Area General Service Committee the Area 42 Delegate to the GSO Assemblies in New York. In addition, GSR's are the mail contact with the GSO Office and receive the Bulletin 459 Newsletter, thus bringing information to the Group concerning information about A.A.
- 1.3 The GSR is listed in the A.A. World Directories as a contact for the individual group.
- 1.4 The procedure for electing a GSR is the same as for any other group officer. The term of office is usually two years.
- 1.5 Two years of sobriety is suggested.
- 1.6 The GSR is responsible for attending the local district meetings and area assemblies. The GSR should also volunteer in the various committees at the local level, e.g., literature, public information or any vacant position. (Ref: Pamphlet P-19 "GSR may be the most important job in A.A.)

THE GROUP TREASURER, DUTIES/RESPONSIBILITIES:

(Ref: AA World Service Pamphlets F-3 and F-96)

1. GROUP TREASURER:

- 1.1 The position of Group Treasurer is one of the most responsible positions in any A.A. group. Many groups suggest that the treasurer should have a reasonable period of sobriety (at least six months to one year or more). It is also suggested that group treasurer be well versed in the Twelve Traditions and be familiar with the principles and practices of the group. The pamphlets noted above reflect valuable information for every Group Treasurer.

2. SAFEGUARDING THE GROUP'S FUNDS:

- 2.1 The Group Treasurer takes reasonable precautions to safeguard the group's funds. Many groups keep the group's treasury in a checking account in the group's name, often requiring two signatures on all checks. This provides security against accidental loss and provides ease of disbursement and a continuing record of income and expenses. Monthly bank statements are normally sent directly to the group treasurer, who should bring them to the group's business meeting.

3. DISBURSEMENT OF GROUP FUNDS:

- 3.1 The Group Treasurer is usually the person responsible for paying the group's routine bills and for keeping accurate records of the group's funds. The Treasurer needs to be well informed about how the group's money is spent and should have addresses and mailing information for all A.A. service entities that the group contributes to.
- 3.2 After the group's financial obligations are met, such as providing for rent, literature, refreshments and insurance, the group participates in financial support of NNIG and various A.A. service entities. It is suggested that the group maintain a prudent reserve.

- 3.3 For A.A. Service entities address information, refer to the A.A. pamphlet, “Where money and Spirituality Mix.”
- 3.4 These entities use contributions in a number of ways, always with the aim of carrying the A.A. message to the alcoholic who still suffers.

4. TREASURER REPORTS:

- 4.1 Most groups request a Treasurer’s report and relevant documentation at monthly or regularly scheduled business meetings. Thus, group members stay informed about the financial health of the group and make group conscience decisions about how funds should be spent.

5. OPENING A BANK ACCOUNT/TAX ID NUMBER:

- 5.1 Some groups keep their funds in bank accounts, for which a tax ID number is required.

- 5.1.1 The first step in obtaining a “Federal ID number” is by filing form SS-4, which can be obtained at any Internal Revenue Service Office or at the IRS website @ www.irs.gov.

- 5.1.2 Each A.A. group must get its own individual number; there is no one number that applies to Alcoholics Anonymous as a whole.

- 5.1.3 Depending on how much your group will keep on deposit at a bank and what its fees are, you may want to file for tax-exempt status. For information, see IRS publication 557, “Tax-Exempt Status for your Organization”.

- 5.1.4 It may be worthwhile to consult an accountant to learn more about these subjects (applies to U.S. only).

- 5.1.5 Most groups have a simple checking account without going through the above processes.

6. INSURANCE:

- 6.1 Landlords may sometimes ask that A.A. groups carry insurance coverage. Some groups cooperate with the facility where they meet by purchasing a “Rider” on the facility’s liability insurance policy.

- 6.2 For information, you may wish to consult a local insurance agency.

- 6.3 GSO is not responsible to insure any local A.A. group or A.A. activity.

SAMPLE FORMAT FOR CONDUCTING AN A.A. MEETING

Welcome to the <Group Name> meeting of Alcoholics Anonymous.

My Name is < ?? > I am an Alcoholic, and your Meeting Secretary.

Please join me in a moment of silence, for the alcoholic who still suffers, followed by the Serenity Prayer.

SERENITY PRAYER

God grant me the serenity to accept
The things I cannot change,
Courage to change the things I can,
And wisdom to know the difference.

A.A. PREAMBLE

Alcoholics Anonymous is a Fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from Alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self – supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other Alcoholics to achieve sobriety.

- I have asked <Readers Name or A Friend> to read “How It Works”
- I have asked <Readers Name or A Friend> to read “The Twelve Traditions”
- Is anyone here in their first A.A. meeting? If so please introduce yourself by first name only. This is not to embarrass you it’s just so that we may get to know you better.
- Is anyone here in their first 30 days of sobriety? Is anyone celebrating an A.A. sobriety birthday this month?
- Are there any visitors from outside the Local Area?
- Do we have any Non A.A. Guests present? (Closed or Open Meeting?)
- State Smoking Policy.
- Are there any A.A. related Announcements? The 7th Tradition is normally announced during this time.
- Free A.A. Literature is available at <State Location> and A.A. books are available.
- If a Speaker Meeting; introduce speaker. If the meeting is a Literature or Topic meeting, identify the reading or the topic for discussion.

When it is appropriate, normally half way through the meeting, observe the 7th Tradition: “We will be passing the basket in accordance with the SEVENTH TRADITION. We are “Self – Supporting through our own contributions.” Self – Support includes paying rent for this meeting place, purchasing literature, books, coffee, and contributions to Central Office and our other service organizations.”

- At the end of the meeting; thank the readers and Chairperson, and close the meeting with a prayer of the group’s choice.

TWELVE STEPS

1. We admitted we were powerless over alcohol – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and become willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through Prayer and Meditation to improve our conscious contact with God as we understood Him, praying for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

THE PROMISES

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past nor wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. We will lose interest in selfish things and gain interest in our fellows. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will intuitively know how to handle situations which used to baffle us. We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

(Reprinted from the book *Alcoholics Anonymous* page 83 – 84, 4th Ed)

TWELVE SPIRITUAL PRINCIPLES

1. **HONESTY** – Fairness and straight forwardness of conduct: adherence to the facts.
2. **HOPE** – To expect with desire; something on which hopes are centered.
3. **FAITH** – Complete confidence; belief and trust.
4. **COURAGE** – Firmness of mind and will in the face of extreme difficulty; mental or moral strength to withstand fear.
5. **INTEGRITY** – The quality or state of being complete or undivided; soundness.
6. **WILLINGNESS** – Prompt to act or respond; accepted and done of choice or without reluctance.
7. **HUMILITY** – Not proud or haughty; not arrogant or assertive; a clear and concise understanding of what we are, followed by a sincere desire to become what we can be.
8. **LOVE** – Unselfish concern that freely accepts another in loyalty and seeks his good to hold dear.
9. **DISCIPLINE** – Training that corrects, molds, or perfects the mental faculties or moral character; to bring under control; to train or develop by instruction.
10. **PATIENCE/PERSERVERNCE** – Steadfast despite opposition or adversity; able or willing to bear; to persist in an understanding in spite of counter influences.
11. **AWARENESS** – Alive and alert; vigilance in observing.
12. **SERVICE** – A helpful act; contribution to the welfare of others; useful labor that does not produce a tangible commodity.

A VISION FOR YOU

Our book is meant to be suggestive only. We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come, if your house is in order. But obviously you cannot transmit something you haven't got. See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.

Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the Fellowship of the Spirit, and you will meet surely some of us as you trudge the Road of Happy Destiny. May God bless you and keep you—until then.

(Reprinted from the book *Alcoholics Anonymous* page 164, 4th Ed)

ANONYMITY STATEMENT

There may be some here who are not familiar with our traditions of personal anonymity at the public level.

Our public relations policy is based on attraction rather than promotion. We need always maintain personal anonymity at the level of press, radio, television and films.

Therefore we respectfully ask that no A.A. Speaker, or indeed any A.A. Member be identified by full name in published or broadcast reports of this Meeting or Conference. The assurance of anonymity is essential in our effort to help other problem drinkers who may wish to share our program with us. Our traditions of anonymity reminds us that AA principles come before personalities.

I AM RESPONSIBLE...

When anyone, anywhere,
Reaches for help, I want
the hand of A.A. always to be there.
And for that: I am responsible.

DECLARATION OF UNITY

This we owe to A.A.'s future:
To place our common welfare first;
To keep our fellowship united.
For on A.A. unity depend our lives;
and the lives of those to come.

NNIG ORGANIZATIONAL FLOW DIAGRAM BEGINS WITH THE GROUPS

LOCAL GROUPS: (Group Conscience)



INTERGROUP REPRESENTATIVE: (Information Flows up and down)

NNIG Central Service Committees:

Answering Service ASC
Public Information PI
Cooperation with the Professional Community CPC
Sunshine Committee
Bracer Committee
Speaker Committee
Webmaster
Area 42 Liaison
Activities Committee:
Cabbage and Cribbage Committee
Annual Picnic Committee
Halloween Event Committee
Gratitude Dinner Committee
New Year's Gala Committee

Corrections, Treatment and Bridging the Gap Chairpersons

Treatment Facilities Committee
Corrections Facilities Committee
Bridging the Gap Committee
Literature and Treasurer to be selected by the above three committee chairpersons

NNIG Steering Committee Members:

NNIG Chairperson
NNIG Vice-Chairperson
NNIG Treasurer
NNIG Secretary
Two NNIG Intergroup Representatives
Central Office Manager

NNIG Board of Directors:

NNIG Chairperson
NNIG Vice-Chairperson
NNIG Treasure
NNIG Secretary

ATTACHMENT (1)

