

Guidelines

As approved by the 122nd Assembly on 15 November 2008; updated July 2023

AREA:

1. The Northern Area covers the whole of the northern part of the North Island not served by the Central Area Assembly, defined by a line drawn from and including Opotiki, Taupo, Taumaranui and Kawhia.

The Northern Area shall be divided into three Zones for the rotational election of Delegates to the New Zealand General Service Conference.

In the event that no nominations for 1st Year Delegate are received from the nominated zone by June 30th then the nominations for that zone will be called for from all 3 zones at the July assembly and by mail out to all Groups with a closing date of September 15th. This will not affect future rotations.

The nominations for Alternate Delegate must be received from the zone that currently the Second Year Delegate represents.

Zone 1 Northland Zone: - From Cape Reinga in the North encompassing the whole of the North Shore, including Great Barrier Island, across the Upper Harbour Bridge, including Kumeu and across to the West Coast.

Zone 2 Auckland Central Zone: - From south of the above boundary to a line crossing the southern section of the Bombay hills to the Firth of Thames at Miranda.

Zone 3 Waikato Bay of Plenty Zone: - From south of the Central Zone to the Southern boundary being a line from and including Opotiki, Taupo, Taumaranui and Kawhia.

2. The address of the Assembly for all correspondence is: -

Email secretarynaa1@gmail.com

PURPOSE:

1. To provide the link between Groups in the area and the rest of the Fellowship in New Zealand.
2. Where possible to assist Groups in the area to reach the still-suffering alcoholic more effectively.
3. To be a channel through which needs and concerns of each Group can be discussed with representatives of other Groups; and to relay to the General Service Office, through Area Delegates to the New Zealand General Service Conference, the needs and concerns of the Fellowship in the area.
4. To provide the direct means by which we can learn the full extent of the need for service to alcoholics, recovered and unrecovered, throughout the world and how that need is being met.

FUNCTIONS:

1. To elect, in accordance with these guidelines, Delegates and Alternate Delegates to the NZ General Service Conference.
2. To propose nominees to fill the Class A Board Member (non-alcoholic) positions of the Conference when required.
3. To nominate no more than two members to the Conference as Delegates to the World Service Meeting.
4. To finance through funds made available from Assembly meetings and Group contributions the expenses of area Delegates (equalisation) and general expenses of the Assembly; and to contribute all surplus funds to the General Service Office.
5. If a Delegate is unable to attend any General Service Conference during his appointment, his place may be taken by the eligible Alternate Delegate appointed for that purpose. The eligibility of such an Alternate Delegate to be elected subsequently as a full Delegate will not be affected by his previous attendance as an Alternate.
6. To receive reports from:
Area Delegates to the General Service Conference; General Service Representatives and from **Chairpersons** of the following Committees:
 - District Committees and Intergroups
 - Treatment and Corrections Facilities
 - Public Information
 - Auckland Service Centre

And to discuss and decide upon any matters raised in these reports. Any Group may notify the Assembly in writing, no later than six weeks before an Assembly of a specific matter it wishes to be placed on the agenda for discussion, whether as a request or as a notice of motion.
7. To receive and, if required, act upon any communications, written or verbal, from Groups in the area, members individually, the General Service Conference and/or the General Service Office.
8. To encourage and support the involvement of Groups in the area in the Area Assembly and to provide what assistance it can, in member power and literature, to Groups, District Committees, Public Information Committees, Service Centres and institutional sponsors in their efforts to carry the message to the alcoholic who still suffers.
9. Groups may apply in writing to the Northern Area Assembly for financial assistance when there is no other avenue available to them to cover costs to carry out these activities. Funds may be given to the group providing these criteria are met:-
 - Funds are available;
 - The Assembly votes and agrees that the activity will help to carry the message to the still suffering alcoholic;
 - The maximum amount available in any Assembly quarter will be \$200.00 which is not accumulative.

COMPOSITION:

1. Each Group in the area should appoint a suitable member to represent it at the Assembly, such member to be known as the General Service Representative (GSR). An alternate GSR should also be elected. GSRs shall hold office for two (2) years (six assemblies). The Secretary of the Assembly shall be notified no later than at the beginning of the Assembly of the name and the

Group of the GSR.

2. District Committee Members, Public Information Committee Chairpersons, Intergroup Chairpersons, institutional sponsors and the Chairpersons of Service Centres shall be ex officio members of the Assembly but without voting rights.
3. The office-bearers of the Assembly shall be a Chairperson, Secretary, Treasurer, the three GSC Delegates, the alternate GSC Delegate and all Group Service Representatives in attendance. These office bearers shall be members of established sobriety, in the case of GSRs preferably two years continuous, Chairpersons, Secretary and Treasurer three years continuous, Conference Delegates and Alternate Delegates five years continuous.
4. The Chairperson, Secretary, Treasurer, GSC Delegates and Alternate Delegate shall compose the Northern Area Assembly Steering Committee the sole purpose of which is to carry out instructions of an Assembly. These are: to receive and account for correspondence; to receive, receipt, bank and account for all money; to receive and pay accounts; to receive nominations and notices of motion; to prepare Agendas for Business Meetings of Area Assemblies and to ensure that they, along with Notification of Nominations and Notices of Motions, are sent to Groups well in advance of a forthcoming Assembly; to prepare Financial Statements for forthcoming Assemblies; to prepare and distribute Minutes of Assemblies; to write any letters and distribute any funds as instructed by an Assembly; and to carry out such other functions as Assemblies might from time to time instruct. The Northern Area Assembly Steering Committee shall meet at the request of the NAA Chairperson regularly enough to ensure that all the foregoing duties are efficiently carried out.
5. That there is a minimum stand down period of 2 years between positions on the NAA committee.

ASSEMBLY MEETINGS:

1. The Area Assembly shall preferably meet on the second Saturday in March, July and November in each year. The venue shall be rotated at the discretion of the Assembly.
2. Any Group (or combined Groups) in the Area may offer to host an Assembly, such offers to be considered and decided upon by the Assembly in session.
3. In the case of no offers being made, the Assembly may invite a Group (or Groups) to host the next Assembly. If no invitation is accepted, the Northern Area Assembly Steering Committee may be instructed by the Assembly in session to organise the next Assembly itself at a venue decided by the Assembly.
4. Groups which decide to offer to host an Assembly should check with the GSO calendar of events so that the date of an Assembly does not clash with other AA activities in the Northern Area or, of much lesser importance, a Central Area Assembly. The second Saturdays in the relevant months are preferred.
5. Only AA conference-approved literature is to be displayed and sold at Northern Area Assemblies.

ELECTION OF OFFICERS:

1. Nominees for positions of service within the area will be subject to the continuous sobriety provisions of Paragraph 3 of COMPOSITION and should preferably have had service experience at Group level either as GSR or Group Secretary or at District Committee, Intergroup or Service Centre Committee level; preferably have a working knowledge of the Traditions and Concepts and be familiar with AA literature and the New Zealand AA Service Manual; have demonstrated leadership qualities, genuine service interest, organisational ability, a knowledge and love of AA and have time to attend all Northern Area Assembly Business Meetings and Northern Area Assembly Steering Committee Meetings and, in the case of Delegates, General Service Conference Meetings. Delegates should also be in a position to keep the Fellowship informed. Nominees for Treasurer should have a working knowledge of simple book-keeping procedures and for Secretary some clerical skills including minute-taking, dealing with correspondence and agenda preparation.
2. To comply with the principle of rotation, the Chairperson, Secretary and Treasurer shall serve for two (2) years and shall be elected in alternate years in the interests of continuity. The Chairperson and Treasurer shall be elected in one year, the Secretary in the next.
3. Delegates to the General Service Conference shall be elected by the Assembly to serve for a maximum of three (3) consecutive years, the rotation of Delegates to be achieved by electing a Delegate and an Alternate Delegate from the next rotational zone each year.
4.
 - (i) Nominations for the election of all Officers, including Delegates and Alternate Delegates, shall be received by the Secretary on or before **September 15th**. Each nomination shall be in writing accompanied by a short AA biography and shall be signed by the Nominee, the Proposer, and the Secunder. The Secretary will send a copy of the nominations and biographies to all groups no later than the first week in October, to be voted on at the November Assembly.
 - (ii) In the event of no nominations being received by the due date, late nominations or nominations from the floor will be accepted. The election will be carried over to the next Assembly with the incumbent Officers continuing in their positions until the situation is resolved according to the Guidelines. The rotation of positions must continue as laid down in the Guidelines.
 - (iii) The term of office of outgoing Officers shall end on December 31 in that year, or after the Assembly as decided in part (ii) above.
 - (iv) The Nominee shall not be automatically elected to that office if there are no other nominations. An election must be held.
 - (v) Nominations for the position of Delegate to the World Service Meeting are to be called for in the year alternate (the odd year) to the World Service Meeting, and must be in to the Secretary by May 15th of that year. The names of the Nominees, together with a resumé of their AA service, shall be sent to all groups no later than the first week in June for voting at the July Assembly. The successful nominations will then be forwarded to the General Service Conference for consideration.
5. If a Delegate is unable to attend any General Service Conference during his appointment, his place may be taken by the eligible Alternate Delegate appointed for that purpose. The eligibility of such an Alternate Delegate to be elected subsequently as a full Delegate will not be affected

by his previous attendance as an Alternate.

6. The Assembly, at its sole discretion, may decide whether, in the interests of maintaining the rotational cycle, the Alternate Delegate's attendance at a General Service Conference in place of an absent Delegate should count as part of his or her three-year term or not.
7. The holder of an Office shall not be automatically re-elected to that office if there are no other nominations. An election must be held.
8. If an Office becomes vacant for any reason during the year, then it shall be filled in any way the Assembly decides. Any person elected under this provision shall hold office only for the balance of the term of the person he or she replaces.
9. Officers or Delegates shall be considered to have resigned if: a) their sobriety ceases; or b) after two consecutive absences from the Northern Area Assembly without apology; in both cases subject to the decision of the Assembly.
10. Any Group may give notice in writing before any Assembly of a request for the resignation of any Officer of the Assembly on the grounds of non-performance of duties, the result to be decided on a vote which must have no less than a two-thirds majority of General Service Representatives present at any Assembly and which must include the GSR of the requesting Group.
11. However, it is to be remembered that it is not necessarily the responsibility of each Officer to perform all duties personally; it is the responsibility of the Officer to ensure that the duties are performed: responsible delegation is encouraged.

VOTING:

1. All members of AA are welcome at Assemblies and may take part in discussion of matters before the Assembly.
2. However, while anyone may move or second a Motion, when a vote is taken on the Motion only General Service Representatives of the Northern Area Assembly may vote and no one shall have more than one (1) vote. Wherever possible the Assembly should aim for substantial unanimity.
3. When voting for servants of AA in the Northern Area, voting shall always be according to the Third Legacy.
4. The quorum shall consist of a minimum of twenty-five (25) eligible voters.
5. These guidelines can be amended only by a two-thirds majority of eligible voters present at any Assembly.
6. Nominees for any position in NAA must be present on the day of election or their nomination will be automatically withdrawn unless a suitable apology in writing has been received.

ORGANISATION OF AN AREA ASSEMBLY

PROGRAMME:

The recommended programme for a Northern Area Assembly is:

10.00 am	Registration
11.00 – 12.30 pm	AA Business Meeting AA Sharing Session AI-Anon Sharing Session Alateen Sharing Session
12.30 – 1.30 pm	Lunch
1.30 – 3.00 pm	Business Meeting continues AA Sharing Session AI-Anon Sharing Session Alateen Sharing Session
3.00 – 3.30 pm	Afternoon Tea
3.30 – 5.00 pm	Business Meeting continues (if necessary) Combined Sharing Session
6.00 – 7.00 pm	Evening Meal
7.00 – 8.30pm	Public Meeting
9.00 pm	Supper

ORGANISATION:

- 1 Groups wishing to host an extended weekend to include the Northern Area Assembly should plan any extra activities around the set format and timetable above.
- 2 The host group or groups shall form an Assembly Steering Committee with a Chairperson, Secretary, Treasurer, co-opted members and an AI-Anon representative whose invitation will be in writing. The line of communication is HPC – AI-anon GSO NZ by email at: office@al-anon.org.nz. The invitation should include contact details for the HPC. One member of the executive of the Northern area will be an ex officio member of any Northern Area Host Planning Committee.
- 3 A bank account shall be opened and ALL transactions be carried out through this account and recorded. There should be a minimum of two signatories to this account. Any cash sale receipts must be presented to the treasurer before reimbursement through the bank account. A completed copy of the Financial Report for Northern Area Hosting Committee shall be given to the NAA Steering Committee within one month of the holding of the Assembly.

- 4 An advance loan to a maximum of \$1,500 may be obtained from the Northern Area Assembly Steering Committee only upon the written request of the host committee and only provided that paragraph five (5) below is complied with.
- 5 Registration charges shall be levied sufficient to cover the cost of hiring the venue and all other incidental expenses save the evening meal. That meal shall be charged for at a sufficient price to cover the cost. Expenses and incidentals do not include AA speakers' airfares and gifts.
- 6 Tradition 7 can be collected at Assembly Meetings and will be shown as separate income in the Financial Report template along with any surplus from costs associated with the provision of an evening meal.
- 7 Advance notice of the dates and venues of the assemblies shall be sent by e-mail to nzgso@aa.org.nz; Unity at info@aaauckland.org and Secretary of NAA at secretarynaa1@gmail.com well before the time of any Assembly. This to be followed, as soon as possible, by a detailed programme including registration and meal costs.
- 8 Only AA conference-approved literature is to be displayed and sold at Northern Area Assemblies. The Secretary of the Auckland Service Centre will be invited to provide a stand containing literature for sale. Should this invitation be accepted, registration fees should be waived for the Service Centre representative.
- 9 The Steering Committee may nominate, elect or invite Chairpersons for the AA sharing sessions and public meeting.
- 10 Invitations should be sent to doctors, clergy, health professionals, school teachers and such like persons to attend the Public Meeting.
- 11 The Public meeting should follow the format given in the Public Information Workbook which is as included in the Guidelines.
- 12 In line with Tradition Seven (7), Al-Anon will be reimbursed their proportion of any surplus from the registration fee.

REQUIREMENTS:

- 1 A hall capable of holding a minimum of 100 people for the AA business meeting.
- 2 One room for AA sharing meetings to accommodate a minimum of 100 people, one room for an Al-Anon meeting, one room for an Alateen meeting.
- 3 Adequate kitchen and toilet facilities.
- 4 Two sets of Steps and Traditions banners, one for the AA business meeting, the other for the AA sharing and public meetings. (For the sharing and public meetings, a set of banners may be available from the GSO on application well in advance.) Please note the Chairperson of the Northern Area Assembly holds the 12 Concepts Banner as well as the Steps and Traditions Banners in Maori. These will be brought to each assembly by the Chairperson for use at the assembly on the day.
- 5 A long table and suitable area for a literature stall.

- 6 Morning and afternoon teas, continuous coffee and tea, a light lunch, evening meal (separate charge) and supper.
- 7 Designated smoking areas provided with suitable ashtrays.
- 8 Microphones, Data Projector and Screen, White Board and suitable availability to electric power for running Steering Committee Computers.

Assembly Hosting Checklist

Written request to the Northern Area Assembly Secretary to host Assembly

Receipt of Hosting Committee guidelines received from Northern Area Secretary, inclusive of Public Information Meeting Guidelines

Host Planning Committee Formed – Chairperson, Secretary, Treasurer.

Venue Secured

Check with Venue holders to ensure any protocols relating to the venue are followed: e.g. Permission to hold business meetings in church locations

Written Invite to Al-Anon and Northern Area Delegates to attend planning meetings stating frequency and location

Notices placed in Unity, National Website, with a copy of flyer sent to Secretary for disseminating to Wider Fellowship in Northern Area

Minute's book established

Separate Bank Account to record hosting committee transactions established.

Budget proforma completed and supplied to Steering Committee with
Written request to the Northern Area Committee to advance funds

Emailed invitation to the Auckland Service Centre to provide a literature table

Emailed Request to the PIC, and TCF Committees to provide an information Table

Chairpersons of Meetings selected
Public Meeting Speakers contacted

Directional signs created

Menu and catering established
People for setting up and cleaning up.

Parking clearly signposted and controlled

Health and Safety / Security Protocols of the venue followed
First Aid Equipment and Person clearly identifiable

Smoking Area located at least one metre from any public access way and in line with the venue protocols

Create flyers to place in local areas advertising Public Meeting
Contact the local media: e.g. Community Radio Stations, Community Newspapers

Set up Venue with microphones, Data Projector and Screen, White Board and access to power for the Steering Committee.

Provide one unmanned table for events advertised only on the AA national website and through the AA Unity.

After the Assembly:

Venue holders, Chair people, Media, Speakers and Al-Anon thanked

Financial Report returned to the Northern Area Assembly Committee with a brief report.

Community or Public Information Meetings

The AA program works when an active alcoholic *wants* help, and an AA member is on hand to give that help. But somewhere in the background, there has probably been help from an employer, a doctor, an Alcohol and Drug treatment agency or facility, or relative. Someone who knew about AA and how to find us.

From the beginning AA has depended on good community relations to keep its “helping hands” informed and ready. Here are some ways AA members in an area can tell others about AA and keep the friends of AA working with us.

A Community or Public Information Meeting can do a lot to strengthen relationships with non-alcoholic friends and help make new friends. The Committee invites Doctors, members of Clergy, Law Enforcement Officers, Employers, Public Service Workers, and others who deal with active alcoholics to a special Open Meeting.

Invitations should be mailed, ten days before the meeting, to groups in the area, friends of AA and those who are interested in the problem of alcoholism, e.g. Doctors, Judges, Alcoholism Agencies, Clergy, Personnel Directors, Social Workers and, of course, the press.

The announcement below is one suggested format:

The _____ Public Information Committee (or group) of Alcoholics Anonymous invites you, your family, and friends to a Community Meeting to learn about alcoholism and the fellowship of Alcoholics Anonymous.

The meeting will be held at _____ on _____

It will start promptly at _____ and end at _____

Speakers: John S., Chairperson
 Dr. Maureen Blank, “The Medical View”
 Bert L. and Doris G.

Public Information Meeting Sample Meeting Format

There are many kinds of successful Public Information Meeting programs. Here is one that is frequently followed:

A short welcome and introduction is given by the AA Chairperson who should try to cover all or most of these points:

- Welcoming remarks, mentioning AA's willingness to help whenever and wherever it can.
- Anonymity: Requesting that the press and all present cooperate with our AA Tradition 11 and respect the anonymity of A.A. members present.
- The following is often said:

"There may be some here who are not familiar with our Tradition of personal anonymity at the media level. Our public relations policy is based on attraction, not promotion; we need always maintain personal anonymity at the level of press, radio, TV and films. Therefore, we respectfully ask that no A.A. member be identified by full name or photograph in published or broadcast reports of the meeting."

- What AA is and is not, and what AA's have discovered about their problem. (Much of this is covered in the AA Preamble.)
- The AA program works to arrest the illness of alcoholism.
- AA is for all faiths and those of no faith. It is for men and women of all ages.
- Speakers' opinions are their own.
- AA's Tradition 7 that we are self supporting (*no* collection at this meeting).
- AA's primary purpose: to stay sober and help other alcoholics to stay sober.
- AA can be found in most cities and towns. Call 0800AA Works or look for a listing in the local telephone directory, check local newspapers, Churches, Medical Centres or Information Centres.
- Many non- AA's have helped us.

At this point, introduce a non-AA speaker.

A non-A.A. guest speaker (A & D Counsellor, Public Service Worker, Doctor, Judge, Minister, Executive) discusses AA from his or her point of view and experiences.

An Al-Anon Family Member speaks about their experience as a family member of an alcoholic. This segment may include a representative of Al-Ateen.

One or Two AA members share their drinking and recovery story in some detail. (A.A speakers should understand when they are invited that non-AA's will be present.)

Concluding remarks by the chairperson: “Keep an open mind. If you suspect you have a drinking problem, you’ve come to the right place to find out, and to find help.”

Remind people where A.A. help is available in the community and invite them to stay and talk with people who have spoken.

Close with the Serenity Prayer.

Proposed Budget Template for Northern Area Hosting Committee

This proposed budget is to assist in the application of the advance loan from the Northern Area.

Email to the Secretary of NAA : secretarynaa1@gmail.com

Proposed Budget to be hosted by _____

Date of Assembly _____

BUDGET 1

INCOME					
Attendee		Notes			
Registration					
TOTAL					
EXPENSES					
Item	Per head	total			
Venue hire					
Lunch			Income-		
Afternoon Tea			Expenses		
Beverages					
Stationary			SURPLUS		
Guest Gift			Notes		

Misc			
TOTAL			

BUDGET 2

INCOME					
Attendee		Notes			
Registration					
TOTAL					
EXPENSES					
Item	Per head	total			
Venue hire					
Lunch			Income-		
Afternoon Tea			Expenses		
Beverages					
Stationary			SURPLUS		
Guest Gift			Notes		
Misc					
TOTAL					

CONTACTS		
Hosting Group	Name	Email
Chair	Name	Email/phone
Treasurer	Name	Phone/email
Secretary	Name	Email/ phone

Financial Report for Northern Area Hosting Committee

Email: secretarynaa1@gmail.com

Date: _____ Group: _____

Group Address: _____

Treasurer: _____ Contact Number: _____

Income:

Registrations

AA _____ x \$ _____ \$ _____

AI-Anon _____ x \$ _____ \$ _____ \$ _____
Total Income

Income from Tradition 7 \$ _____

Surplus of dinner meal costs \$ _____

Put the total of these amounts in the other income column under Balance

Expenditure:

Day Meetings

Venue Hire \$ _____

Catering \$ _____

Grocery Items \$ _____

Stationery \$ _____

Equipment Hire \$ _____

Other \$ _____ \$ _____

Public Meeting

Advertising \$ _____

Stationery \$ _____

Catering \$ _____

Non AA Speakers \$ _____

Other \$ _____ \$ _____

Total Expenditure \$ _____

Total Income less Total Expenditure = **Surplus** \$ _____

Deduct AI-Anon Appropriation \$ _____

Balance \$ _____

Return of Northern Area Advance \$ _____

Plus Other Income \$ _____

Total to forward to Northern Area Assembly \$ _____

By internet banking ASB 12-3045-0419482-00

Al-Anon Appropriation

Total Expenditure \$ _____ divided by total Registrations _____ = \$ _____
Cost per person

Registration charge \$ _____

Less cost per person \$ _____

Balance \$ _____ x _____ \$ _____

number of Al-Anon Registrations

Send this amount to: Al-Anon GSO

Nomination Form

CHAIRPERSON

Term: 2 years

The requirements for this position are that the person has three years continuous sobriety and has service experience at group level, either as GSR, Group Secretary or at District Committee, Intergroup or Service Centre Committee level. Has a working knowledge of the Traditions and Concepts and is familiar with AA literature and the Service Manual. Has demonstrated leadership qualities, genuine service interest, organisational ability and knowledge and love of AA and has time to attend all Northern Area Assembly Business Meetings and Steering Committee meetings. The person nominated for this position will require a working knowledge of meeting procedures.

I/We wish to nominate _____

Of (Group/District) _____

Name of Person/Group/District Submitting Nomination

Name of Person/Group/District Seconding this Nomination

I accept this nomination

Signed: _____

Name: _____

Telephone: _____ Email: _____

Sobriety Date: _____

Brief Service History:

**This nomination must be received no later than 15 September 20xx.
Please return to: Please scan and email to secretarynaa1@gmail.com**

Nomination Form

TREASURER

Term: 2 years

The requirements for this position are that the person has three years continuous sobriety and has service experience at group level, either as GSR, Group Secretary or at District Committee, Intergroup or Service Centre Committee level. Has a working knowledge of the Traditions and is familiar with AA literature and the Service Manual. Has demonstrated leadership qualities, genuine service interest, organisational ability and knowledge and love of AA and has time to attend all Northern Area Assembly Business Meetings and Steering Committee meetings. The person nominated for this position will require a working knowledge of simple book-keeping procedures.

I/We wish to nominate _____

Of (Group/District _____

Name of Person/Group/District Submitting Nomination

Name of Person/Group/District Seconding this Nomination

I accept this nomination

Signed: _____

Name: _____

Telephone: _____ Email: _____

Sobriety Date: _____

Brief Service History:

**This nomination must be received no later than 15 September 20xx.
Please return to: Please scan and email to secretarynaa1@gmail.com**

Nomination Form

SECRETARY

Term: 2 years

The requirements for this position are that the person has three years continuous sobriety and has service experience at group level, either as GSR, Group Secretary or at District Committee, Intergroup or Service Centre Committee level. Has a working knowledge of the Traditions and is familiar with AA literature and the Service Manual. Has demonstrated leadership qualities, genuine service interest, organisational ability and knowledge and love of AA and has time to attend all Northern Area Assembly Business Meetings and Steering Committee meetings. The person nominated for this position will require a working knowledge of simple minute taking and administration procedures.

I/We wish to nominate _____

Of (Group/District _____

Name of Person/Group/District Submitting Nomination

Name of Person/Group/District Seconding this Nomination

I accept this nomination

Signed: _____

Name: _____

Telephone: _____ Email: _____

Sobriety Date: _____

Brief Service History:

**This nomination must be received no later than 15 September 20xx.
Please return to: Please scan and email to secretarynaa1@gmail.com**

Nomination Form

ALTERNATE DELEGATE General Service Conference

The requirements for this position are that the person has five years continuous sobriety and has service experience at group level, either as GSR, Group Secretary or at District Committee, Intergroup or Service Centre Committee level. Has a working knowledge of the Traditions and Concepts and is familiar with AA literature and the Service Manual. Has demonstrated leadership qualities, genuine service interest, organisational ability and knowledge and love of AA and has time to attend all Northern Area Assembly Business Meetings and Steering Committee meetings and General Service Conference meetings if required. Delegates should be in a position to keep the Fellowship informed.

Under the new zoning regulations the person nominated for the position of Alternate Delegate must come from the same zone as the Second year Delegate:-

I/We wish to nominate _____

Of (Group/District) _____

Name of Person/Group/District Submitting Nomination

Name of Person/Group/District Seconding this Nomination

I accept this nomination

Signed: _____

Name: _____

Telephone: _____ Email: _____

Sobriety Date: _____

Brief Service History:

**This nomination must be received no later than 15 September 20xx.
Please return to: Please scan and email to secretarynaa1@gmail.com**

Nomination Form

1st YEAR DELEGATE General Service Conference

The requirements for this position are that the person has five years continuous sobriety and has service experience at group level, either as GSR, Group Secretary or at District Committee, Intergroup or Service Centre Committee level. Has a working knowledge of the Traditions and Concepts and is familiar with AA literature and the Service Manual. Has demonstrated leadership qualities, genuine service interest, organisational ability and knowledge and love of AA and has time to attend all Northern Area Assembly Business Meetings and Agenda Committee meetings and General Service Conference meetings if required. Delegates should be in a position to keep the Fellowship informed.

Under the new zoning regulations the person nominated for the position of 1st Year Delegate Subject to Section1 paragraph 3 of the Guidelines) must come from the same Zone as the outgoing 3rd Year Delegate:-

I/We wish to nominate _____

Of (Group/District _____

Name of Person/Group/District Submitting Nomination

Name of Person/Group/District Seconding this Nomination

I accept this nomination
Signed: _____

Name: _____

Telephone: _____ Email: _____

Sobriety Date: _____

Brief Service History:

**This nomination must be received no later than 15 September 20xx.
Please return to: Please scan and email to secretarynaa1@gmail.com**

Nomination Form

WORLD SERVICE DELEGATE

Term: 2 years

The requirements for this position are that the person has five years continuous sobriety and has service experience at national level; has a working knowledge of the Traditions and Concepts and be familiar with AA literature and the Service Manual; has demonstrated leadership qualities, genuine service interest, organisational ability and knowledge and love of AA and have time to attend all NZ General Service meetings and the World Service Meeting.

I/We wish to nominate _____

Of (Group/District) _____

Name of Person/Group/District Submitting Nomination

Name of Person/Group/District Seconding this Nomination

I accept this nomination

Signed: _____

Name: _____

Telephone: _____ Email: _____

Sobriety Date: _____

Brief Service History:

This nomination must be received no later than 15 May 20XX.
Please return to: Please scan and email to secretarynaa1@gmail.com

G.S.R. Kit Contents

Northern Area Assembly Guidelines

Pathways to Service in AA

Information on AA

Pamphlets, Flyers and Leaflets

G.S.R. May be the most important job in A.A.... (P-19)

The A.A. Group (P-16)

Self-Support: Where Money & Spirituality Mix (F-3)

Circle of Love & Service (P-45)

Twelve Traditions Illustrated (P-43)



Additional Information and templates for hosting a Northern Area Assembly

Hosting Planning Committee Structure and Functions

The main committee is made up of Chairperson, Treasurer, Secretary, rep from each sub-committee and at least one member of the Northern Area Assembly Steering Committee, ideally the delegate of the area hosting the assembly.

Sub Committees have at least two to three people who have one person present at all main committee meetings

Master of Ceremonies, Host (This is a good role for the Chairperson of Hosting Group)

- Greets Steering Committee and liaises with NAA chairperson through the day
- Welcomes fellowship and hands over to NAA Chairperson
- Keeps communication going through the day and is available to handle any crisis situations during the day e.g First Aid, running out of milk
- Liaises with AI-Anon

Public Meeting sub-committee main tasks:

- Select Speakers and Chairperson
- Hospitality for the night
- Public Information to community
 - Radio Stations – Community Noticeboards
 - Contact newspapers and have a reporter interview anonymously
 - Public notice in community newspapers advertising meeting
 - Distribute flyers - Doctors, schools, libraries etc
- Gifts for Non AA speakers
- AA literature and meetings lists available at the night
- People to welcome and connect members of public to AA/AI-anon group members and AA group members who can follow up

Catering sub- committee main tasks:

- Lunch, Afternoon Tea menu, self catering or paid catering
- Decide on main meal, self catering or catered by group
- Continuous tea and coffee
- Supper for Public Meeting at night
- Costings to main committee

AA sharing Meetings

- Invites Chairperson for morning and afternoon meetings who then selects one other person to co-chair
- One chairperson for combined AA/AI-Anon meeting
- Ensures full set of banners, Preamble and meeting format with record of speakers provided.

Parking and Signs

- Parking clearly identified and somebody directing if necessary
- AA signs close to venue identifying location and placed early in the morning

Registration Desk

- Two people
- Records book for AA-AI-Anon attendance and money received. This includes all members of the Host Planning Committee, every person in attendance at the NAA must register and pay. Likewise registration off all persons is needed for evacuation purposes.
- Receipt book
- These people are key welcomers for the rest of the fellowship
- Desk centrally located and well marked
- Treasurer arranges for float of \$300 of \$5 notes
- Treasurer regularly collects excess money during the day
- Hello and name stickers

Set up and Take Down Team

- Sets the venue up the night before
- Places for Auckland Service Centre and PIC (ideally in Business Meeting)
- Sets up public meeting
- Cleans up after Assembly

Business Meeting (This could be combined set up team)

- Tables, microphones (if necessary), water, room for all committee members and power supply for laptops
- Whiteboard / Whiteboard pens, Data Projector and screen
- Full set of Steps and Traditions banners
- Place to hang Concepts banners

Smoking

- Always make sure that the smoking areas are clearly signposted and well away from the public access areas, e.g Registration/Coffee areas
- Ensure there are plenty of tins to put butts in

Hosts:

- People who welcome visitors to the venue additional to people on the Registration Desk.

Templates

These templates are guides and examples for you to use when hosting a Northern Area Assembly.

They are available electronically and can be modified to suit the Assembly you are hosting.

The Attendance List, Meeting Format Sheet and Meeting Record sheet are best printed double-sided on light cardboard.

This information is an addition to what is also in the Northern Area Guidelines for hosting an Assembly.

(Insert Date)

The Chairperson
Al-Anon GSO

Dear Chairperson

Re: Alcoholics Anonymous Northern Area Assembly

We welcome the participation of Al-Anon at the next Northern Area Assembly to be held on:
(Insert Date and Location)

We expect Al-Anon will host their own programme and a room is set aside for this.

The contact person is (**Insert Details of Hosting Committee Chairperson**) and we look forward to your representative being a member of the Hosting Committee and ask that they contact the Chairperson for details of the Committee meetings

Yours sincerely

Secretary
(Insert Name of Hosting Committee and address, contact details)

(Insert Date)

Northern Area Assembly
secretarynaa1@gmail.com

Dear Chairperson

Re:

Please forward an advance of \$1,500 for costs toward the hosting of the **(insert name and date of Assembly)** to be held at the **(insert location details)**.

We welcome the attendance of Northern Area Steering Committee members at our hosting Committee Meetings and ask that you forward the Guidelines regarding hosting an Assembly.

Yours sincerely

Secretary
Hosting Group
(Insert contact details)

Attendance List

Name	Group	AA	Al-Anon	Donation	Total

Meeting Format

Record all people who have shared on the reverse of this card

Welcome people to meeting and invite them to stand for the Serenity Prayer

Read the AA Preamble

Ask if anybody is celebrating a birthday and congratulations all round if someone is.

Theme is: **(Insert Theme)**

Choose a reading from the Big Book/AA Literature

Invite people to share

Close the meeting with the Serenity Prayer

Thank you for your service to the meeting and the Assembly.

Record of People Sharing

Saturday Morning

Name:

Name:

Saturday Afternoon

Name:

Name:

Saturday Afternoon combined Al-Anon meeting

Name:

Name:

Northern Area Assembly Programme

The United Church- Wilson Rd (Main Rd) Waihi Beach
March 14th e.g

Programme

10am	Registration	\$15
11am - 12.30pm	Business Meeting AA Sharing Meeting	
12.30 pm -1.30pm	Lunch	
1.30 – 3pm	Business Meeting Sharing Meeting	
3.30 – 5.00pm	Business Meeting Sharing Meeting	
5.30 – 6.30 pm	Dinner	
7.00 – 8.30 pm	Public Meeting	

Al Anon family members are hosting a separate programme during the day and participating in the Public Meeting at night.

The evening meal is self catering as there are a wide variety of cafes within a few minutes walk of the venue.

Lots of parking is available in the parking areas close to the venue behind the shops.



Alcoholism

A growing problem in our Community Today

Are you wondering if you may have a problem?

Are you worried about a friend or family member?

Do you work in the field of Alcohol Addiction or Counselling?

**Public Meeting of Alcoholics Anonymous
March 14th 7.00pm – 8.30pm
The United Church – Wilson Rd, Waihi
Beach**

**This is an opportunity to hear speakers share their experiences
on alcoholism**

Family Members of Al-Anon

Members of Alcoholics Anonymous

**Please join us in a friendly, anonymous environment and learn
ways to address this problem and the effects of it from people
who have walked the journey themselves.**

Phone ()for more information

Month	Timeline	Action
Jan	End of Month	NAA Steering Committee meeting held 6 weeks prior to an assembly to discuss agenda items, matters arising from last Assembly
Feb	First Week	New Office Holders Join the Committee and receive an Information Manual Minutes to be sent out including Nomination Forms for 1st Year Delegate and Alternate Delegate. Nominations for Secretary and World Service Delegate in Odd years e.g 2023 and Nominations for Chairperson and Treasurer in even years e.g 2022
Mar	2 nd Saturday	Northern Area Assembly Committee Meets 10.30am and in the Afternoon of Assembly
Apr		Delegates Attend General Service Conference Delegates Reports sent out
May	15 th May	Nominations for World Service Delegate due in odd years
	End of Month	NAA Steering Committee meeting held 6 weeks prior to an assembly to discuss agenda items, matters arising from last Assembly and discussion items for Next Assembly to be sent out to groups.
June	First Week	Minutes to be sent out
Jul	2 nd Saturday	Northern Area Assembly Committee Meets 10.30am and in the Afternoon of Assembly Resend Nomination Forms 1st Year Delegate and Alternate Delegate. Nominations for Secretary in odd years e.g 2023 and Nominations for Chairperson and Treasurer in even years e.g 2022
Aug		
Sep	15 th	Nomination forms for 1st Year Delegate, Alternate Delegate and Office Holders Due
	End of Month	Committee meeting held 6 weeks prior to an assembly to Discuss agenda items, matters arising from last Assembly and discussion items for Next Assembly to be sent out to groups.
Oct	First Week	Minutes to be sent out
		Delegates Attend General Service Conference Delegates Reports sent out
Nov	2 nd Saturday	Northern Area Assembly New Office Holders Meet with the Committee after the Assembly and are advised of next Committee Meeting