

November 17, 2010

Guidelines for CPC/PI West

Created 02/27/2010

IDAHO AREA 18

COOPERATION WITH THE PROFESSIONAL COMMUNITY AND PUBLIC INFORMATION WEST

GUIDELINES AND PROCEDURES

These guidelines are for the specific needs of CPC/PI Service Work for the Western Idaho Area. For more information on performing the work of CPC/PI we highly encourage members to read the workbooks and pamphlets provided by the General Service Office of Alcoholics Anonymous.

I. Definition: Cooperation with the Professional Community and Public Information (CPC/PI) West is a Standing Committee of the Idaho Area 18 Committee of Alcoholics Anonymous. It is made up volunteer members of Alcoholics Anonymous (AA) Groups in the western side of Idaho Area #18, Inc. This western area consists of Districts 2, 3, 4, 5, 8, 9, 10, and 11.

II. Purpose for Cooperation with the Professional Community West (CPC West)

Members of these committees provide information about AA to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

III. Purpose for Public Information West (PI West)

Like all of AA, the primary purpose of members involved with public information service is to carry the AA message to the alcoholic who still suffers. Working together, members of local Public Information committees convey AA information to the general public, including the media

The purpose of PI service work is to provide accurate AA information to the public when requested. PI committees visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose, and non-affiliation, as well as offering AA public service announcements to radio and television stations.

IV. Singleness of Purpose:

This Singleness of Purpose statement has been added to pamphlets intended to share information about A.A. with professionals:

Some professionals refer to alcoholism and drug addiction as “substance abuse” or “chemical dependency.” Nonalcoholic’s are, therefore, sometimes introduced to A.A. and encouraged to attend A.A. meetings. Anyone may attend *open* A.A. meetings, but only those with a *drinking* problem may attend *closed* meetings.

This is in keeping with the Long Form of A.A.’s Third and Fifth Traditions:

Third Tradition: Our membership ought to include all who suffer from alcoholism.

Hence we may refuse none who wish to recover. Nor ought A.A. membership ever depend upon money or conformity. Any two or three alcoholics gathered together for sobriety may call themselves an A.A. group, provided that, as a group, they have no other affiliation.

Fifth Tradition: Each Alcoholics Anonymous group ought to be a spiritual entity *having but one primary purpose* — that of carrying its message to the alcoholic who still suffers.

Working within the Traditions

Let’s take a look at some other A.A. Traditions and their relationship to cooperation with the professional community.

Tradition One: “Our common welfare should come first; personal recovery depends upon A.A. unity.”

We can all keep this Tradition in mind when, for example, an influx of new members from a local rehab causes controversy within a group.

Tradition Two: “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.”

This Tradition is helpful when we are tempted to impose the “right” way of working the program on seemingly unwilling newcomers.

Tradition Six: “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.”

This Tradition reminds us never to give the impression that A.A. itself, or any A.A. group, endorses (or opposes) or finances any other enterprise, no matter what our individual opinions may be. It also points out that seeking prestige always creates problems for us.

Tradition Seven: “Every A.A. group ought to be fully self-supporting, declining outside contributions.”

Tradition Eight: “Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.” We do not accept payment for A.A. service work.

Tradition Ten: “Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never to be drawn into public controversy.”

Tradition Eleven: “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.”

This Tradition informs us that A.A.s always respect each other’s anonymity.

Tradition Twelve: “Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.”¹

V. Organization of CPC/PI West:

CPC/PI West shall be broken down into smaller groups of districts called hubs. They will be:

1. Snake River Valley Hub: Districts 4, 9, and 11.
2. South Central Idaho Hub: Districts 2 and 10.
3. Treasure Valley Hub: Districts 3, 5, and 8.

VI. Business Meetings:

Business meetings for CPC/PI shall be held quarterly (January, April, July, October) at a time and place designated by the membership. These quarterly meetings shall consist of all elected officers of the CPC/PI West committee, District

¹ Obtain from CPC Workbook, 1995, pgs 7-8

Representatives for CPC/PI West, Group CPC/PI Representatives, and any AA member performing service for Idaho Area 18 CPC/PI West.

During the other months of the year, the Chairperson for CPC/PI West will arrange a meeting with the District CPC/PI Representatives either through tele-conference or at a designated site for having the business meeting.

***For the year of 2010 or until the membership decides to do differently, there will be a monthly meeting for CPC/PI West held at a pre-designated location that will consist of the full-body of CPC-PI West.

VII. Membership: Membership shall consist of all elected officers of the CPC/PI West committee, District Representatives for CPC/PI West, Group CPC/PI West Representatives, and any AA member performing service for Idaho Area 18 CPC/PI West. Although no sobriety requirements are made for membership, it is highly recommended that all members have knowledge of the Twelve Steps and Twelve Traditions of our fellowship, workbooks for both CPC and PI, and the suggested pamphlets.

VIII. VOTING: All members have a vote on all issues involving CPC/PI West.

IX. ELECTIONS: Election of officers shall be held once every odd number year in September (moving the quarterly meeting of October that odd year to September), with the officers elected taking office in January. A list of nominees for office shall be submitted to the membership at the July Quarterly Business Meeting. Nominations may also be made from the floor at the September Quarterly Election Meeting. The selection of the CPC/PI West Chairperson shall be voted on by written ballot using Third Legacy Procedures. All other officers for the CPC/PI West committee shall be selected by written ballot with a simple majority vote. The CPC/PI West Chairperson is an appointed position for the Idaho Area 18 with accordance to the Idaho Area 18 Guidelines. The Chairperson we “elect” must be recommended by the outgoing Idaho Area 18 CPC/PI West Chairperson for approval to the incoming Idaho Area 18 Chairperson at the Fall Assembly following our elections.

X. ELECTED OFFICERS:

1. CPC/PI West Chairperson

2. CPC/PI West Co-Chairperson
3. CPC West Subcommittee Chairperson
4. PI West Subcommittee Chairperson
5. Treasurer
6. Secretary

In all cases, the term of office is for two (2) years. It is suggested all candidates for elective office meet the requirements stipulated in these Guidelines. An officer may resign at any time by giving notice to the CPC/PI West Area 18 Committee. The CPC/PI West Idaho 18 Committee may elect a new officer to replace an officer for not fulfilling his/her responsibilities and duties. When an elected officer becomes unable to discharge the duties of his or her office, for any reason, a successor shall be named by the CPC/PI West Chairperson and approved by the CPC/PI West Committee to complete the term office. Completion of a partial term by an appointee is not considered as a term served.

A. Requirements: Through experience it has been found that, due to the responsibilities placed upon the individual doing work with the professional and public community and in keeping with the quality of the AA message we try to carry to the professional and public community, the following requirements are strongly recommended:

CPC/PI West Chairperson	5 years of continuous sobriety and at least 1 year concurrent active CPC/PI West committee experience
CPC/PI West Alt-Chairperson	3 years of continuous sobriety and at least 1 year of concurrent active CPC/PI West committee experience
CPC West Subcommittee Chairperson	3 years of continuous sobriety and at least 1 year of concurrent active CPC/PI West committee experience

PI West Subcommittee Chairperson	3 years of continuous sobriety and at least 1 year of concurrent active CPC/PI West committee experience
Treasurer	2 years of continuous sobriety
Secretary	1 year of continuous sobriety

B. RESPONSIBILITIES AND DUTIES

It is assumed that any member of AA who joins the CPC/PI West does so because they have recognized that Service within AA is a necessary part of their program of recovery, and that they are now willing to accept certain responsibilities. The responsibilities of each member of CPC/PI West are set forth below.

1. CPC/PI West Chairperson shall:

- a. Conduct at all regular and special meetings.
- b. Handle all public relations contracts involving CPC/PI West policy matters and/or interpretations at the public level.
- c. Be responsible for interchange of correspondence at the public level, as well as all correspondence with CPC/PI West that involves policy matters.
- d. When requested, help coordinate and assist districts on different request[s] for projects that are requested to be done.
- e. Coordinating and assisting in establishing different workshops within and between the different hubs of districts to increase the awareness and knowledge of CPC/PI work.
- f. Coordinating and assisting the CPC West Subcommittee Chairperson and the PI West Subcommittee Chairperson in working with each District CPC/PI West Representative and Group CPC/PI West Representatives in coordinating projects and dealing with any problems or concerns to CPC/PI West.
- g. Encouraging each District CPC/PI West Rep to continue ongoing workshops within the district to increase knowledge and awareness of CPC/PI work.

- h. Coordinating and establishing panels at Assemblies/Conventions on topic pertaining to CPC/PI work.
- i. Reporting to the Idaho Area 18 Area Committee Meetings and the Full Body Idaho Area 18 Business meeting a written report of the activities and projects within the whole area of Idaho Area 18 CPC/PI West.
- j. Attending as many District and Group business meetings as possible.
- k. Nominating individuals to fill any vacant committee positions as per these guidelines.
- l. Providing a copy of the current Guidelines available at all CPC/PI West meetings, and shall turn a copy of said Guidelines to the successor.

2. CPC/PI Alt-Chairperson shall:

- a) In the absence of the Chairperson or in the event of the inability of the Chairperson to perform or upon resignation of the Chairperson, assume all of the responsibilities normally carried out by the Chairperson.
- b) In cooperation with the Chairperson, nominate individuals to fill vacant committee positions, per these guidelines.
- c) Work closely with the Chairperson in any capacity or situation as required by the Chairperson.
- d) Submit monthly CPC and/or PI article to the Area and TVICO Newsletter.

3. CPC West Subcommittee Chairperson shall:

- a) Be responsible for all projects for CPC.
- b) Be responsible for presenting to the Districts and Groups Representatives for CPC any new projects requests for CPC.
- c) Work with the District CPC/PI West and Groups CPC/PI West Representatives in assisting to solve problems, and establishing and ensuring projects are completed for CPC.

- d) Along with the Chair and Co Chairperson assist in providing information and education on the 12 Traditions and provide information on what literature would assist Districts and Groups in completing a project CPC.

4. PI West Subcommittee Chairperson shall:

- a) Be responsible for all projects for PI.
- b) Be responsible for presenting to the District CPC/PI and Group CPC/PI Representative s any new project requests for PI.
- c) Work with the District CPC/PI and Groups CPC/PI Representatives in assisting to solve problems, and establishing and ensuring projects are completed for PI.
- d) Along with the Chair and Co Chairperson, assisting in providing information and education on the 12 Traditions and provide information on what literature would assist Districts and Groups in completing a project for PI.

5. Treasurer shall:

- a) Keep a record of financial obligations, accounts and monies, and make a report of expenses and donations at each full-body CPC/PI West business meeting and prepare an annual financial statement.
- b) By January 15th of each year Treasurer shall submit to the Idaho Area 18 Treasurer a 12 month statement of the accounts receivable and paid by CPC/PI West.
- c) Disburse monies at the authorization by simple majority of the members of CPC/PI West.
- d) Send donation thank you notes.

*****This position is in here in the event that during the trial period decision is made to have a treasurer at this level instead of keeping the monies at the District level.

6. Secretary shall:

- a) Keep a record, in the form of minutes, of every regular, special, and general meeting.

- b) Keep such other records as are appropriate and necessary to the functioning of the Committee.
- c) Keep a continuing roster of attendance at the business meetings.
- d) Send notices or make telephone calls for regular or special meetings.
- e) Make available a copy of the current Guidelines at all CPC/PI West meetings, and shall turn over a copy of said Guidelines to the successor.

XI. Duties of CPC/PI West District Representatives :

CPC/PI West District Reps are either elected or appointed by each District during their biyearly elections. Their duties should include:

- a. Coordinating activities, information, and new projects given to them by either the CPC Subcommittee Chairperson or PI Subcommittee Chairperson with other Group CPC/PI West Reps within their district.
- b. Reporting to their Districts what projects are available to undertake; coordinating with the CPC/PI West Group Reps which group will undertake which project; and submitting a budget for the specific project undertaken to the District Treasurer. Projects may range from distributing literature to planning a workshop.
- c. Encouraging each group within the District to raise money to pay for the projects. Some suggestions would be for a group to either pass a Blue Can for CPC/PI West or give a percentage of their 7th Tradition to CPC/PI West.
- d. Organizing and chairing a monthly meeting with the Group CPC/PI Reps within the District.
- e. Attending the monthly Hub meeting.

XII. Duties of CPC/PI West Group Representatives

CPC/PI West Group Reps are either voted or appointed by their Group during their biyearly elections. Their duties should include:

- a. Responsibility for taking new project ideas to their Groups for a group conscious whether the Group would agree to take on the responsibility of doing the project.
- b. Attending monthly District CPC/PI West meetings to obtain and transmit information of District and Hub activities to their respective groups.
- c. Any project for CPC/PI that group want to accept, the group needs to submitting a budget for completing the project to the monthly meeting for approval from the full-body group.

XIII. Treasury and Finances:

- a. It will be the responsibility of each District to raise its own money for the projects it undertakes.
- b. Each District is to determine if it needs its own District CPC/PI West Treasurer to account for funds collected from Groups or if the District Treasurer is to keep monies separate.
- c. “Blue Can” funds are only to be used for paying for the different projects for CPC/PI West.

XIV. Guidelines Changes:

Guideline changes may be submitted quarterly beginning in January, April, July, Oct. Approval will be done with a simple majority. Revised Guidelines will be submitted by the Secretary for signatures at the next scheduled CPC/PI business meeting. A signed copy of the Guidelines is to be archived in the Idaho Area 18 Archives.

XV. Suggested Workbooks and Literature for CPC/PI West

The following is the suggested Workbooks and Pamphlets for CPC and PI work:

- AA Guidelines on Cooperation with the Professional Community
- AA Guidelines on Court DUI and Similar programs
- CPC Workbook
- CPC Special Literature Package
- Information on Alcoholics Anonymous

- Let's Be Friendly With Our Friends
- AA as a Resource for Drug & Alcohol Court Professionals
- A Message to Correctional Professionals
- Members of the Clergy Ask About Alcoholics Anonymous
- Is There an Alcoholic in the Workplace?
- Problems Other Than Alcohol
- This is AA
- AA at a Glance
- AA Fact File
- A Brief Guide to Alcoholics Anonymous
- A Member's-Eye View of Alcoholics Anonymous
- Three Talks to Medical Societies by Bill W. Co-founder of AA
- AA Guidelines on Public Information
- AA Guidelines on the Internet
- P I Workbook
- P I Special Literature Package
- Public Service Announcements
- Press Releases
- Speaking at Non-AA Meetings
- AA in Your Community
- AA Membership Survey
- Estimates of AA Groups and Members
- Anonymity Letter to Media
- Understanding Anonymity
- FAQ About AA Web Sites
- Memo on the Participation of AA Members in Research and
Other Non-AA Surveys

---All of this literature can be access under

www.AA.org.

Accepted and signed by voting members on this date _____.

Signatures below: