

## IDAHO AREA 18

### COOPERATION WITH THE PROFESSIONAL COMMUNITY AND PUBLIC INFORMATION

#### Treasure Valley Subcommittee (TVS) GUIDELINES AND PROCEDURES

The following guidelines address the specific needs of CPC/PI Service Work for the TVS in Idaho Area 18 of Alcoholics Anonymous. For more information on performing the work of CPC/PI we highly encourage members to read A.A. literature. Workbooks and pamphlets may be obtained through the General Service Office of Alcoholics Anonymous. Local historical information can be referenced in the Idaho Area 18 Archives.

1. Definition: Cooperation with the Professional Community and Public Information (CPC/PI) Treasure Valley Subcommittee (TVS) is a Standing Committee of the Idaho Area 18 Committee of Alcoholics Anonymous. It is made up of volunteer members of Alcoholics Anonymous Groups in the Treasure Valley, Idaho Area 18. The Treasure Valley Subcommittee currently consists of Districts 3, 4, 5, 8, and 10.
2. ELECTIONS: Nominations for officers will take place every odd numbered year in August. Elections of officers shall be held once every odd number year in September. The officers elected will take office in January. All officers for the CPC/PI TVS Committee shall be selected by written ballot with a simple majority vote.

#### REQUIREMENTS, RESPONSIBILITIES AND DUTIES

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

1. The CPC/PI TVS Chairperson Position
  - a. Suggested requirement of at least 3 years of continuous sobriety
  - b. Conduct all regular and special meetings.
  - c. Help coordinate and assist Districts with CPC/PI projects.
  - d. Coordinate and assist in establishing workshops within, and between the Hubs to increase the awareness and knowledge of CPC/PI work.
  - e. Encourage each District CPC/PI TVS Rep to continue ongoing workshops within the District to increase knowledge and awareness of CPC/PI work.
  - f. Coordinate and establish panels at Assemblies/Conventions on topics pertaining to CPC/PI work.
  - g. Provide a written report of the activities and projects to the Idaho Area 18 Committee Chairperson prior to each Full Body Idaho Area 18 Business meeting.
  - h. Attend as many District and Group business meetings as possible.
  - i. Nominate individuals to fill any vacant committee positions as per these guidelines.
  - j. Provide a copy of the current Guidelines at all CPC/PI TVS meetings and submit a copy of said Guidelines to the successor.
2. The CPC/PI TVS Alternate Chairperson Position
  - a. Suggested requirement of at least 3 years of continuous sobriety
  - b. In the event that the Chairperson is unable to fulfill their duties, the Alternate Chairperson shall fulfill the position until a new Chairperson is established.

3. The CPC/PI TVS Treasurer
  - a. Requires at least 2 years of continuous sobriety.
  - b. Keep a record of financial obligations, accounts and monies. Make a report of expenses and donations at each CPC/PI TVS business meeting. Prepare an annual financial statement.
  - c. Submit to the Idaho Area 18 CPC/PI Chairperson a 12-month statement of the monies received and paid by CPC/PI TVS, by January 15<sup>th</sup> of each year.
  - d. Disburse monies authorized by simple majority of the members of the CPC/PI TVS.
  - e. Send thank you notes for received donations.
4. The CPC/PI TVS Secretary Position
  - a. Suggested requirement of at least 1 year of continuous sobriety.
  - b. Keep a record, in the form of minutes at each meeting.
  - c. Keep other records, as appropriate and necessary, to the Committee.
  - d. Keep a continuing roster of attendance at the business meetings.
  - e. Send notices for regular and special meetings.
  - f. Make available a copy of the current guidelines at all CPC/PI TVS meetings and provide a copy of guidelines to the successor.
  - g. Maintain the CPC/PI TVS email.
  - h. In the event that the Chairperson and Co-chairperson are unable to fulfill their duties, the Secretary shall fulfill the position until a new Chairperson is established.
5. CPC/PI TVS Literature Chairperson
  - a. Suggested requirement of at least 1 year of continuous sobriety.
  - b. Order literature.
  - c. Prepare monthly literature request report and make disbursements.
  - d. Prepare a quarterly inventory report.
  - e. Assume responsibility for special event display and literature storage.
4. CPC/PI TVS District Reps are either elected or appointed by each District. Duties can include:
  - a. Coordinate activities, information, and new projects given to them by either the CPC Subcommittee Chairperson or the PI Subcommittee Chairperson
  - b. Report current project to their District. Projects may range from distributing literature to planning a workshop.
  - c. Encourage each Group within the District to donate funds to pay for projects. Some suggestions would be for a Group to either pass a Blue Can for CPC/PI TVS or give a percentage of their 7<sup>th</sup> tradition to the CPC/PI TVS.
  - d. Organize and chair a monthly meeting with the Group CPC/PI Reps within the District.
5. CPC/PI TVS Group Reps are either voted or appointed by their Group. Their duties can include:
  - a. Responsible for introducing new project ideas to their Home Groups.
  - b. Attend monthly District CPC/PI TVS meetings to obtain and transmit new information of District and Hub activities to their respective Groups.
  - c. Organize Group projects for CPC/PI.
6. TREASURY AND FINANCES
  - a. Each District is to determine if it needs its own District CPC/PI TVS Treasurer to account for funds collected from Groups or if the District Treasurer is to keep monies separate.
  - b. "Blue Can" funds and Group or District donations are only to be used for funding CPC/PI TVS projects.

**GUIDELINE CHANGES**

Guideline changes may be submitted quarterly beginning in January. Approval will be done with a simple majority. Revised Guidelines will be submitted by the Secretary, to the committee 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.

Accepted and signed by voting members on this date: \_\_\_\_\_

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