

IDAHO AREA 18
COOPERATION WITH THE PROFESSIONAL COMMUNITY / PUBLIC INFORMATION WEST
(CPC/PI WEST) GUIDELINES

Updated: June, 2026

PURPOSE

The purpose of CPC/PI West is to carry the message of Alcoholics Anonymous to the alcoholic who still suffers through cooperation with professionals, organizations, institutions, and the public throughout Idaho Area 18.

CPC/PI West supports the spirit of the Twelve Traditions, Twelve Concepts for World Service, and the Idaho Area 18 Service Structure Guidelines.

The committee exists to:

- Provide accurate information about Alcoholics Anonymous
- Build cooperative relationships with professionals and organizations
- Support attraction rather than promotion
- Encourage sustainable and repeatable outreach efforts
- Support continuity of service across committee rotations
- Assist districts and groups with CPC/PI service work

COMMITTEE DEFINITION

CPC/PI West is a Special Service Committee of Idaho Area 18 as defined in the Idaho Area 18 Service Structure Guidelines.

CPC/PI West supports Districts:
2, 3, 4, 5, 8, 9, 10, and 11.

The committee cooperates with:

- Treatment, Accessibilities, and Corrections (TAC)
- District CPC/PI committees
- Area 18 committees
- Professional communities
- Schools
- Courts
- Libraries
- Medical and behavioral health organizations
- Community outreach organizations

COMMITTEE MEMBERSHIP

Membership is open to any member of Alcoholics Anonymous interested in CPC/PI service work.

Voting members include:

- Chairperson
- Secretary
- Treasurer
- Literature / Booth Coordinator
- District Representatives
- Group Representatives
- Active participating members

The committee encourages participation from all districts within CPC/PI West.

COMMITTEE MEETINGS

CPC/PI West shall hold regular monthly business meetings at a date and time determined by committee conscience.

Meetings should be conducted with the objective of being broadly inclusive, including hybrid participation when practical and available.

Special meetings, workshops, or guideline review meetings may be called by the Chairperson as needed.

A simple majority of voting members present shall constitute approval of committee business.

The committee may use substantial unanimity for major decisions affecting committee structure, finances, or long-term direction.

THE TRUSTED SERVANTS OF CPC/PI WEST ARE:

- Chairperson
- Secretary
- Treasurer
- Literature / Booth Coordinator
- TAC Liaison

The committee may additionally establish:

- Alternate Chairperson
- Alternate Secretary
- Alternate Treasurer
- Event Coordinators
- Technology Support
- Outreach Coordinators
- Social Media or Digital Coordinators

Suggested sobriety requirements:

- Chairperson: 3 years continuous sobriety
- Treasurer: 2 years continuous sobriety
- Secretary: 1 year continuous sobriety
- Literature / Booth Coordinator: 1 year continuous sobriety

Trusted servants are elected by simple majority vote.

Elections should occur during odd-numbered years in sufficient time for rotation to begin January 1 of the following even-numbered year.

ATTENDANCE AND PARTICIPATION

To help maintain continuity of service and ensure that committee responsibilities are fulfilled, trusted servants are encouraged to attend all regular business meetings or provide a report when unable to attend. If a trusted servant misses three (3) consecutive regular business meetings without submitting a report or communicating with the committee regarding their service position, the committee may, after discussion and a simple majority vote, declare the position vacant and elect or appoint a replacement to serve the remainder of the term. Every effort should be made to contact the trusted servant and encourage continued participation before such action is taken.

RESPONSIBILITIES OF TRUSTED SERVANTS

CHAIRPERSON

The Chairperson shall:

- Conduct committee meetings
- Prepare meeting agendas
- Coordinate committee activities
- Encourage participation from all districts
- Support continuity and sustainability of committee systems
- Coordinate with Area 18 and TAC trusted servants
- Assist districts requesting CPC/PI support
- Encourage workshops and outreach presentations
- Maintain focus on the primary purpose of Alcoholics Anonymous

SECRETARY

The Secretary shall:

- Record and distribute meeting minutes
- Maintain attendance and contact lists
- Maintain current committee records
- Distribute agendas, minutes, and committee information
- Assist with continuity of committee operations
- Transfer records to incoming trusted servants upon rotation

TREASURER

The Treasurer shall:

- Maintain records of committee finances
- Provide regular financial reports
- Maintain receipts and expense documentation
- Coordinate reimbursements approved by committee conscience
- Assist with event budgeting and tracking
- Coordinate with Area 18 financial procedures when applicable

LITERATURE / BOOTH COORDINATOR

The Literature / Booth Coordinator shall:

- Maintain literature inventory
- Coordinate booth materials and displays
- Assist with event preparation and logistics
- Coordinate literature distribution
- Maintain storage and transportation coordination for committee materials
- Encourage accessibility and bilingual literature availability

DISTRICT AND GROUP PARTICIPATION

District Representatives are encouraged to:

- Attend CPC/PI West meetings
- Share district outreach opportunities
- Coordinate district participation in events and presentations
- Encourage group awareness of CPC/PI activities
- Support communication between districts and CPC/PI West

Group Representatives are encouraged to:

- Share CPC/PI information with home groups
- Support outreach opportunities
- Encourage participation in service activities
- Assist with literature placement and event staffing

COMMITTEE ACTIVITIES

CPC/PI West may participate in:

- Professional presentations
- Community outreach events
- Health fairs and recovery events
- Pride festivals and community festivals
- School and university outreach
- Court and legal community outreach
- Library literature placement
- Little Free Library outreach

- Behavioral health outreach
- Veteran and military outreach
- Workshops and workbook studies
- Literature distribution
- Open meeting information sessions
- Digital and online outreach efforts

The committee may utilize:

- AA literature
- Grapevine and La Viña
- Meeting Guide information
- Area 18 and AA.org resources
- CPC and PI workbooks
- Public information videos and presentations

The committee encourages:

- Follow-up systems for outreach contacts
- Relationship-based outreach
- Cooperation without affiliation
- Inclusivity and accessibility
- Bilingual outreach where possible
- Long-term continuity systems

FINANCIAL GUIDELINES

Committee funds shall be used to support CPC/PI service work and committee operations.

Expenses may include:

- Literature
- Booth fees
- Printing
- Outreach materials
- Digital services
- Zoom or technology services
- Storage and transportation needs
- Event registration and participation expenses

All expenditures shall be approved by committee conscience.

The committee should maintain a prudent reserve determined by committee conscience.

Financial transparency and accountability shall be maintained at all times.

OUTREACH AND EVENT PARTICIPATION

CPC/PI West may participate in Area, district, and community outreach events.

The committee should assign event point persons whenever practical.

Event planning should include:

- Volunteer coordination
- Literature inventory
- Booth and table logistics
- Follow-up planning
- Accessibility considerations
- Bilingual literature when available
- Coordination with TAC and other Area committees when appropriate

The committee encourages sustainable outreach efforts rather than one-time contact only.

CONTINUITY AND ARCHIVES

CPC/PI West should maintain continuity systems that survive trusted servant rotation.

These systems may include:

- Shared digital storage
- Shared calendars
- Event tracking systems
- Outreach contact lists
- Literature inventory records
- Financial records
- Meeting archives
- Guideline archives

Outgoing trusted servants should transfer records, passwords, inventories, and committee materials to incoming trusted servants promptly upon rotation.

Important committee documents should be preserved for future committee reference.

AMENDMENT PROCEDURES

Proposed amendments to these guidelines shall be submitted in writing to the Chairperson and Secretary.

The proposed amendment should be distributed prior to the next scheduled business meeting whenever practical.

Discussion may occur over multiple meetings as needed.

A simple majority vote shall constitute approval unless the committee determines substantial unanimity is appropriate for the proposed amendment.

Approved amendments shall become part of the current CPC/PI West Guidelines and should be archived accordingly.