

DESCRIPTION OF AN AREA AND AREA SERVICE COMMITTEE

THE AREA

An Area is usually a geographic unit with defined boundaries. The Conference may also recognize Areas whose boundaries do not fit a geographic description. The primary function of an Area is to serve the common needs of its District(s) and Group(s) and to facilitate unification of the Fellowship. A World Service Delegate comes from an Area.

As new Areas are created or if an established area changes its boundary definition, a "Petition to Become an Area" form must be submitted, and the creation or change must be recognized by the WSC. An area that desires to change its name only (without altering its existing boundaries), must first submit a "Petition to Change Area Name" form. The change must be recognized by the WSC. Any group or District seeking to change Areas must complete a "Petition for a District or Group to Change Areas" form, and the change must be recognized by the WSC. It is suggested that a copy of the Area/District minutes, showing separation has been addressed, be attached to any petition, when possible. For information on petition forms please contact a trustee or the WSO. These petitions may also be obtained online at ca.org.

The Area serves the Fellowship by distributing chips and literature, handling financial contributions of the Fellowship for that Area, and communicating with the C.A. World Service Office. The primary function of the Area is to serve the common needs of its District Members and to facilitate unification. The Area Service Committee should establish a permanent mailing address and bank account. If need arises, the Area should establish an Area Central Office. The Area should also stay in contact with the C.A. World Service Office for purposes of registering/updating its meeting information in the World Directory and communicating information regarding Area functions such as Service Conferences, Conventions, and other special events to promote and ensure unity within the C.A. Fellowship as a whole.

SUGGESTED AREA FUNCTIONS

1. The Area Service Committee is entrusted with local service board incorporation, if required
2. Coordinates Area telephone services.
3. Distributes and/or sells literature and chips.
4. Standing Committees include:
 - a. Telephone (Helpline)
 - b. Hospitals and Institutions
 - c. Public Information
 - d. Archives
 - e. Convention
 - f. Chips and Literature
 - g. Finance
 - h. CPC (Cooperation with Professional Community)
 - i. Special Events
 - j. Unity
 - k. Internet
5. Maintains and updates a list of all Area meetings.
6. Maintains ongoing communications with the Districts.
7. Maintains ongoing communication with the World Service Office and WSC.
8. Publishes newsletter (subject to review by Regional Trustee).
9. Publishes and distributes Area Meeting Schedules.
10. Elects Delegates to the World Service Conference.

11. Holds Assemblies and/or monthly Service Meetings.
12. Sponsors service days and workshops.
13. Sponsors Area Conventions.
14. Establishes and administers a Central Office, if appropriate.
15. Maintains a bank account.

AREA MEETINGS

Areas may hold two different types of Area Service Meetings:

1. Monthly Area Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, acted upon.
2. Annual, Bi-Annual, or Quarterly Assembly Meetings: Because of time and distance, these types of meetings may be held for these activities:
 - a. Election of WSC Delegates and Area Officers.
 - b. Treasurer's report.
 - c. Local Convention report.
 - d. WSC Delegate report.
 - e. Central Office report, if applicable.
 - f. Old business/new business.
 - g. Decision of major importance.

Possible Voting Members:

Area Officers, Committee Chairpersons, District Service Representatives, Group Service Representatives and Alternate GSR, WSC Delegates, Advisory Board/Steering Committee members, and other trusted servants.

Voting Procedures: (Determined by Area)

Voting examples can be found in the WSM WSC Parliamentary Procedure Guidelines.

Area Expenses (may include):

- a. Costs for rent and coffee for service meetings
- b. Chips and literature inventory
- c. Telephone
- d. Standing committees (e.g., costs of mailing, copying, etc.)
- e. Central office workers
- f. Insurance
- g. Legal fees, accountant fees, and employee's salary, or sales tax
- h. Postage and supplies
- i. Delegate expenses to the WSC, and
- j. Bank charges

Area Service Committee Officers:

Chairperson
Vice Chairperson
Secretary
Treasurer

AREA SERVICE COMMITTEE OFFICERS DUTIES & QUALIFICATIONS

CHAIRPERSON

- a. Two years continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. Presides over monthly/quarterly meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the Area.
- f. Encourages trusted servants to Chair various Standing Committees.
- g. Only votes in case of a tie.

VICE CHAIRPERSON

- a. One year continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in C.A.
- d. In absence of Chairperson performs those duties of Chairperson.
- e. Chairperson of one Standing Committee.
- f. Coordinates general Committee activities.

SECRETARY

- a. One year continuous sobriety.
- b. Two year commitment.
- c. Six months of active service in C.A.
- d. Keeps accurate minutes of each meeting.
- e. General communications throughout the Area.
- f. Records the number and location of each meeting in the Area.

AREA TREASURER QUALIFICATIONS

- a. Three years continuous sobriety.
- b. Two year commitment.
- c. One year of active service in C.A.
- d. Gainfully employed and/or financially stable.
- e. Bookkeeping or Accounting experience preferred.
- f. Receives and deposits contributions from meetings and special events.
- g. Keeps an accurate bookkeeping system.
- h. Maintains bank account(s) with checks requiring two (2) signatures.
- i. Gives regular financial report with a copy of the Area Bank Statement (with account numbers blacked out).
- j. Timely filings with regulatory agencies (e.g. state and local taxes, nonprofit corporation forms). To protect the Area's non-profit status yearly filings are required. It is recommended that these filings be done by an independent accountant.
- k. Pays all expenses.
- l. Passes on contributions to the Area and World Service.

BOARD OF DIRECTORS, AREA ADVISORY COMMITTEES, ADVISORY BOARDS AND/OR STEERING COMMITTEES

A Cocaine Anonymous corporation of any Area must have for legal reasons a certain number of Directors. These vary from state-to-state or province-to-province. These Directors shall at all times be accountable to their Area Service Committee. These Directors should never be excused from the responsibility to render proper reports of ALL significant actions taken. The Directors are directly responsible to their Area and should consult their Area Service Committee before an important decision or action is taken.

Our C.A. program rests squarely upon the principle of mutual trust. For purposes of advice and guidance, Area Service may create Advisory Boards or Steering Committees directly responsible to those they serve, principally the Area Service Committee.

NOTE: The only "Board of Trustees" recognized and existing within Cocaine Anonymous is the World Service Board of Trustees (WSBT), which is directly responsible to the World Service Conference. The title "Board of Trustees" should not be used at the Area service level.

AREA AND DISTRICT COMMITTEES

It is suggested that the following Committees exist at both the District and Area levels. When appropriate, Committees may be combined or added.

TELEPHONE (HELPLINE): Responsible for the provision of information and assistance to individuals seeking aid by phone, and with the communication of messages received for other committees.

HOSPITALS AND INSTITUTIONS: Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

PUBLIC INFORMATION: Responsible for the distribution of literature and information to the public.

ARCHIVES: Responsible for the collection, organization, categorization, copying, preserving, and electronically storing all of Cocaine Anonymous' historically valued documentation and memorabilia.

CHIPS AND LITERATURE: Responsible for the distribution of literature and chips to C.A. Districts, Groups, members and interested institutions.

FINANCE: Responsible for all matters relating to records, finances and expenditures. The committee makes recommendations on all matters pertaining to the administration and operation of finances and expenditures. The Finance Committee shall implement and oversee controls necessary to safeguard the assets of the Fellowship, including employment of a CPA (Certified Public Accountant) to make periodic audits.

CONVENTION: Responsible for the coordination of conventions to carry the message of recovery, unity and service to members of Cocaine Anonymous.

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC): Responsible for a unique brand of 12-Step work by carrying the message of recovery to professionals, who in their line of work, may have some sort of supervisory capacity over or direct contact with individuals who may have a problem with cocaine and all other mind altering substances. The committee informs the professional community about C.A.: what we are, where we are and what we can and cannot do to help the addict who still suffers. The committee attempts to establish communication between C.A. members and the professional community to find productive methods of cooperation, not affiliation, within the C.A. traditions.

C.A. UNITY COMMITTEE: Responsible for the communication and outreach among the diverse elements within the Fellowship at all levels, in the interest of carrying the C.A. message. It is also suggested that these committees sponsor annual workshops and other forums to promote C.A. unity.

INTERNET COMMITTEE: Responsible for matters relating to the creation, update and maintenance of Area and/or District websites, in accordance with the World Service Conference Information Technology Committee Workbook Guidelines.

C.A.'s First Tradition:

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