

## **Where n When Chair**

### **Task: Where and When Committee**

#### **Composition:**

The Chair is the coordinator for the committee and is part of the Pinellas County Intergroup. There can be more than one member per group. Those who want to participate in the group must have at least 3 months continuous sobriety, computer savvy and sponsor approval. If the group has a large amount of members, an alternate chair may also be elected. The chair should have 1-year sobriety with knowledge of Steps and Traditions and 1-year D1 volunteer, or intergroup experience, and has volunteered in Central Office. Alternate chair should have 6 months sobriety with knowledge of Steps and Traditions, prefer volunteer experience and serviced central office. Chair is elected within the intergroup; ad-hoc chair shall staff and approve subsequent committee members. The Chair would need to be available to serve for the entirety of the task required. The Chair would need to be available to attend Pinellas County Steering Committee and Intergroup monthly meetings and routinely hold committee task meetings along with providing a summary report each month committee continues to perform. If ad-hoc chair is unable to attend a monthly meeting a report must be submitted to the Steering Committee Secretary via email or reported by a member of the adhoc Committee in attendance for the chair. The Chair would be required to have their own computer, have internet access via their computer and should have prior experience with the subjected task the committee is to undertake.

#### **Purpose:**

### **Task: Where and When Committee**

Pinellas County Intergroup Where and When Committee (the "Committee") reviews, updates, and improves the where and when for all of the AA meetings in PC. The purpose of the Where and When is to carry the message of Alcoholics Anonymous by simplifying the process of locating meetings for participation. The listing shall establish key codes that foster communication and promote collaboration among AA groups. The listing may incorporate conference approved literature and information about Alcoholics Anonymous in general and in relation to Area 15, District 1, and Pinellas County, Florida. The Where and When may also incorporate a decency code along with a platform for developing a phone listing for the newcomer. General Purpose of WW committee: To ensure PCI Where and when meeting list is in plain language, easy to follow format, and information is AA conference approved and presented correctly.

#### **Scope:**

The chair manages all elements of the Committee. The Committee manages all elements of the Pinellas County Intergroup Alcoholics Anonymous where and when format for publication. Working with others in Central Office, tech committee and web-chair, Where and When ad-hoc committee keeps content up to date in conformity with PCI website 'meeting update form'. In re-imaging where & when, the PCI website meeting form may require modification for updated key codes, etc. Hence, chair, shall collaborate on all digital meeting information tools as they apply to the committee's new format for

Where and When. In keeping with our 5th and 10th Traditions and PCI motion 3320, the where and when will only contain materials that discuss, explain, and relate to Alcoholics Anonymous. With respect to our 7th Tradition, the Intergroup will be responsible for paying any fees associated with the where and when within the ad-hoc Committee-approved budget. In keeping with our 11th and 12th Traditions, respecting anonymity at the public level, the Where and when will contain neither pictures, full names, nor telephone numbers of members of Alcoholics Anonymous. Personally identifiable e-mails on event flyers are not permitted. Every effort is made to provide an anonymous email address for Pinellas County intergroup standing committees, officers, and related others

**Procedure:**

Familiarize and adhere to all where and when procedures and by-laws of Pinellas County Intergroup. Maintain open communication between all committee members and encourage a spirit of helpfulness between committee members, central office and Intergroup Representatives (IGR's). Shall attend all required meetings such as Steering on 2nd Tuesday each month and Intergroup 3rd Monday each month and report to those served. The where and when committee may:

- Take regular inventory of where and when's
- Review/Research other where & when's from AA intergroup's/central offices for best practices.
- Review Sales history and Costs associated with PCI's where and whens and make recommendation to finance committee if appropriate for price change, etc.
- Review 'free' allocation distribution amounts of where and whens to PCI AA groups and make recommendations to steering committee as needed.
- Shall Develop where and when current practices (current motions for where and when's) and legacy of service (Policies and procedures).
- Make recommendations to steering and the PCI AA Business meeting for re-imaging the where and when.
- Assemble packs of meeting lists for distribution (as needed)
- Maintain and distribute finance, steering, and body approved price list (as needed)
- Price out production costs fo meeting lists, proofread prior to printing (quarterly)
- Verify & update meeting info with web-chair as needed.
- Write & present reports for Steering Committee & PCI IGR Business Meetings (Monthly)
- Attend Steering Committee & PCI IGR Business Meetings (Monthly)

Committee Positions:

Chair

Co Chair

Recording Secretary

## WW Reviewer Members

Web-chair (ad hoc attendance)

Central Office Manager (ad hoc attendance)

Plain and Straight Chair (ad hoc attendance)

Responsibilities of committee positions:

### **Chair:**

1. Schedules monthly Committee meetings and creates and distributes agendas for the meetings.
2. Chairs monthly committee meetings and/or teleconferences.
3. Attends PCI Steering Committee meetings and reports on Committee's activities to PCI Intergroup.
4. Keeps Committee aware of information from PCI Steering Committee meetings.
5. Creates and maintains a budget for the Committee in partnership with PCI Treasurer.
6. Works with other special service committee chairs and PCI officers to obtain and distribute service material and maintain communication between the Committee and other service committees and PCI officers.
7. Works with the Web-chair and PCI Secretary to maintain email addresses for committee and to administer changes to updates to meeting information on [aapinellas.org](http://aapinellas.org).
8. Ensures that the Committee performs its responsibilities according to Committee guidelines and to AA tradition.

### **Co-Chair:**

1. Maintains committee materials for Chair.
2. Primary researcher for best practices for reimagining where and when as tasked by chair.
3. Responsible for maintaining where and when design updates, content (as listed below), and meeting information updates as needed.
4. Fills in for the Chair when necessary.
5. Primary contact for professional IT Support and maintains tangible hard copy files of contact lists, user name, and passwords for all materials associated with where and when task.

### **Recording Secretary:**

1. Takes minutes at committee meetings and teleconferences.
2. Distributes meeting minutes to the committee.
3. Maintains a current list of Committee members and their contact information.

### **WW Reviewer:**

1. Periodically reviews each section of the Where and when, checking for broken webpage links (if applicable), spelling and grammatical errors, and any information posted that may conflict with the PCI Website meeting Guidelines.

**All regular Committee members are responsible for attending monthly website committee meetings and/or teleconferences.** If the chair is not present or unexcused in advance for two meetings in a row, the committee will notify the PCI Chairperson to approach the body for a replacement. If a committee member responsible for one of the other positions listed above is not present or unexcused in advance for two meetings in a row, the Committee will elect someone else to the position.

**Responsibility:**

It is the responsibility of all Committee members to insure we are doing a great job and that we are finding better ways to carry the message efficiently and effectively. If for any reason a chairperson or coordinator cannot meet an obligation, it is that person's responsibility to find an appropriate substitute. Each Chairperson should also "groom" someone to transition as they move on. Each coordinator should have an Alternate as well. The volunteers recruited should be called upon from time to time; they sign up to help and we should encourage them to get involved. We can't keep it unless we give it away