

Review revision to the *Structure Handbook*, p.96

Background

Request from regional secretaries for more information in handbook on their role and the structure of assemblies.

2. The Regional Assembly

It is suggested that a regional assembly should comprise up to three regional representatives from each participating intergroup, who should be prepared to serve for a term of three years. Provision should be made for rotation to preserve continuity. It is recommended that regional representatives should have at least three years' continuous sobriety and sufficient intergroup experience. An important factor is the availability of elected members to devote time to the work without adversely affecting their family or careers.

Regional representatives should elect their officers from members of the Assembly. These should consist of:

- The Chair, who takes the meeting
- The Vice Chair deputizes for the chair and often takes responsibility for workshops and forums.
- The Treasurer, who attends to finance matters, more information on which is given in section (renumbered) 5, Region Money.
- The Regional Secretary is the channel of communication for their region. Suggested duties may be found in (new) section 3, Administrative Responsibilities

These officers, and others, if decided by a region, may form an Executive or Steering Committee that meets as required between assemblies to deal with urgent matters and to prepare for the assembly. Any one or more of these members may be a co-signatory for region funds.

The agenda for the regional assembly, the minutes, and other pertinent documents are reviewed collectively by this group. Executive committee members are jointly responsible for securing the venue, setting dates for, and ensuring the smooth running of regional assemblies, including the AGM, although this may be undertaken primarily by the regional secretary. They should participate in encouraging attendance at assemblies and act as service sponsors, by demonstrating the value of service.

In addition, members should be elected, taking into consideration their experience or interest, to the following positions:

- Archivist
- Armed Services Liaison Officer
- Electronic Communications Liaison Officer
- Employment Liaison Officer
- Health Liaison Officer

- Prison Liaison Officer
- Probation/Criminal Justice Liaison Officer (Scotland)
- Public Information Liaison Officer
- SHARE/Roundabout Liaison Officer
- Telephone Liaison Officer
- Young People's Liaison Officer

It is recommended that these officers should serve a maximum of three years and be confirmed annually.

The regional assembly may also co-opt a member of the region, not necessarily a regional representative, to carry out a specific task as a non-voting member of the assembly for the duration of the work involved (e.g., convention convenor, archivist).

Having served three years a regional representative should retire by rotation, thus providing a place for another to gain regional experience and so enrich experience of service in the Fellowship. He or she could then be eligible for re-election after a minimum period of one year. When the regional representatives of an intergroup are depleted because one of their number has been elected to serve as an officer, then another suitable member may be elected by the intergroup concerned to take their place.

It is suggested that a regional assembly should comprise two or three regional representatives from each of its constituent intergroups, together with its elected officers and General Service Board (GSB) member. These are the sole holders of voting rights. Observers and visitors are welcome but may not participate unless invited by the chair.

It is suggested that the assembly should meet 4 times annually. The meeting should be called in a proper manner with a settled agenda, and minutes should be circulated after the meeting with copies to interested persons such as General Service Office (GSO), the GSB and neighbouring regions for information as an additional means of sharing experience.

New section 3 below will precede current 3 (Conference Delegates/ Alternates), 4 (Region Money) and 5 (Regional Forums) to be renumbered 4, 5 and 6:

3. Administrative Responsibilities

A regional secretary is the channel of communication for the region, with its intergroups, with GSO, members of the regional assembly, or other regions. They also support the passage of relevant information between members and outside bodies with whom AA deals. The regional secretary should be approachable, use clear language, and keep within our Traditions.

They work with all regional liaison officers (LOs), passing on enquiries and communications such as AA Service News and notifications of regional LO meetings, and encourage timely reports for the regional assembly.

They maintain accurate records, observing GDPR (General Data Protection Regulations).

These may include:

- Regional assembly agenda and minutes (and forwarding copies to GSO)
- Summary from the regional assembly for intergroups and groups
- Register of regional officers and contact details
- Digest of decisions
- Register of members who have served at region, and of members who have served a full term at Conference.

The regional secretary is also responsible for:

- Regional officer registration with GSO (required for aamail.org email addresses and access to the Confidential Directory)
- Conference delegate and alternate delegate registration with GSO
- AAGB Sub Committee applications, GSB nominations, and letters of support

Any correspondence with outside organisations is usually in collaboration with the regional chair and other appropriate members – specific liaison officers or members of the executive committee.

The regional secretary establishes eligibility to vote and the quorum at the assembly and conducts ballots appropriately.

It is suggested that when time permits and business is completed a sharing session on some specific subject is held in which observers may participate, the object being to forward our primary purpose and improve services in the region.

It is suggested that:

1. Each region holds a regular inventory.
2. The regional inventory generates a list of ideas and actions to be used as a yardstick.
3. The region considers using the inventory list as a regular item on their agendas.
4. The inventory questions and answers of that region be shared with other regions and the GSO / GSB for wider distribution to the Fellowship, e.g., through AA Service News and the Regional Chairs' Meetings.

Service structure

Committees may be formed to support region officers in their roles, allowing for shadowing and sponsorship into service positions.

The formation of committees may be along the lines adopted by the GSB as listed in The General Service Board, section 1, or to address the region's requirements. Here are some examples:

- Finance
- External Communications
- Executive

There should be named liaison or contact officers for specific areas of service at all levels to enable contact with neighboring regions, as well as intergroups and GSO.