

Springwood Group

of Alcoholics Anonymous (AA)

Group Handbook

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WELCOME

Information for Group members about how the Group operates

HISTORY

We think the Springwood Group first met on the 19th of May, 1960, under the guidance of AA members from the Leura Group. This date was inscribed in a Big Book along with the words 'donated to the Springwood Group.' This Big Book was used by the Group for regular meetings until about 1990 when, unfortunately, it was lost. In August, 1962, Geoff B. came to Springwood from Gordon and became the regular Meeting Secretary. The wooden plaque made when he died in 1979 honours him as the 'founder' of the Group. What we think was the first birthday meeting was held in May 1981 to mark 21 years of operation and birthday meetings have been held every year since then.

PRIMARY PURPOSE

The primary purpose of the Springwood Group (and AA as a whole) is to carry the message of Alcoholics Anonymous to anyone who suffers from the disease of alcoholism and, by doing this, to help our Group members themselves maintain an enjoyable and satisfying sobriety.

GUIDING PRINCIPLES

As a group we are guided by the Three Legacies of the AA Fellowship, which were given to us by the earlier members. These are:

First Legacy - **Recovery** - Based on the Twelve Steps;

Second Legacy - **Unity** – Based on the Twelve Traditions; and

Third Legacy - **Service** – Based on the Twelve Concepts.

More information about our Three Legacies can be found in AA literature that is available from the Group.

MEMBERSHIP

To become a member of the Springwood Group, assuming you have *a desire to stop drinking* (Tradition Three), all you need to do is attend the first available Group Conscience meeting and say that you would like to join the Group. You will be made welcome.

MEETINGS

The Group currently holds two meetings each week as follows:

Monday - 6.30 to 7.30 pm (Big Book Study)

Wednesday – 8.00 to 9.30pm (Closed ID Meeting)

The Monday Big Book meeting is held at the Neighbourhood Centre, 108 Macquarie Rd., Springwood.

The Wednesday Closed ID meeting is held at the Masonic Hall, 286-288 Macquarie Rd., Springwood.

There is also a Springwood Steps Group which holds a Steps meeting on Friday at 8.00 – 9.30 pm at the Presbyterian Church Hall, 160 Macquarie Rd., Springwood.

SPONSORSHIP

Our Group supports the idea of sponsorship and offers to provide you with a temporary sponsor to get you started if you wish.

The primary role of a sponsor is to share his or her experience with you in such a way as to introduce you to the Twelve Steps of AA taken from the basic text, *Alcoholics Anonymous*, generally referred to as the 'Big Book.'

GROUP CONSCIENCE MEETING

Our regular Group Conscience meeting is held on the first Wednesday of each month. This is the Group's 'business' meeting where all practical decisions about the Group's operation are made

guided by the Twelve Traditions and the Twelve Concepts. All Group service positions are elected at that meeting. The standard agenda for the Group Conscience is given on the back page of this Handbook. Members may add additional items to the agenda by notifying the Group Conscience Secretary or Chairperson or by raising items for General Business at the meeting.

The Group Conscience begins at 9.45 pm and should not generally go beyond 10.15 pm.

Occasionally Group Conscience meetings are held at other times

A Group Inventory is held at the Group Conscience in February each year to review operations and activities of the Group in relation to the Traditions and the fulfilment of our primary purpose.

GROUP SERVICE POSITIONS

These are checked at every Group Conscience and new people are elected when the maximum time period for that position has elapsed or sooner if a position becomes vacant. The reason for a maximum time period is to ensure rotation of service which avoids stagnation of the Group.

The Table below gives a list of the service positions or "jobs" available within the Group. We aim for each member to hold only one position at a time; otherwise some members may be deprived of this valuable opportunity. We have found that holding service positions is a useful adjunct to recovery.

Reasonable out-of-pocket expenses may be refunded to holders of these service positions at the discretion of the Group Conscience. This applies particularly to the supply of basic supper necessities. It is customary for members to donate their own time, travelling costs, stationery and extra supper items as part of their financial support for the Group.

Service Position	Maximum Time Period
Group Conscience Chairperson	6 months
Group Conscience Secretary	6 months
Meeting Secretary	6 months
Group Treasurer	1 year
General Service Representative (GSR)	2 years
Alternate GSR	2 years
Central Service Representative (CSR)	1 year
Literature Officer (CD's, tape library)	6 months
Catering Officer	6 months
Greeter (s)	6 months
Blue Mountains Rally Representative	1 year

Group Conscience Chairperson

The Group Conscience Chairperson conducts the Group Conscience meeting guided by agreed format (see back page) and the Twelve Concepts which ensure every individuals' 'right of decision,' 'right of participation' and 'right of appeal' (minority voice). If unable to attend a meeting, he or she will organise another Group member to do this.

Group Conscience Secretary

The Group Conscience Secretary takes minutes of the monthly Group Conscience meetings and puts a typed copy of these in the Group Conscience folder by the time of the next meeting so they are available for any member to read. If unable to attend a meeting, he or she will organise another Group member to do this. This person also checks the Group's PO mailbox each week and attends to any correspondence that the Group sends or receives.

The Group Conscience Secretary also maintains an up-to-date list of Group members and their sobriety dates for liaison with the Catering Officer regarding individual birthday celebrations.

Meeting Secretary

The Monday meeting and the Wednesday meeting each has its own Secretary who uses that Meeting's agreed format as a guide. He or she chooses a Meeting Chairperson for that meeting and conducts the opening and closing procedures according to the agreed format.

The Secretary generally opens the building at least 15 minutes before the meeting starts and organises the setting up of the room also ensuring that facilities for tea, coffee etc. are available as members arrive. If unable to open a meeting for some reason he or she will arrange for another Group member to do this.

Group Treasurer

The Group account is currently at the Westpac Bank in Springwood.

The Treasurer is responsible for the collection and banking of all funds received and the payment of expenses as approved by the Group Conscience (see Use of Funds on the back page).

The Treasurer provides a financial report detailing income, expenses and bank balance, together with a bank statement, at each monthly Group Conscience Meeting. These details are recorded in the minutes.

Contributions at each meeting are counted and recorded in the Meeting Book by the Treasurer or their nominee after each meeting.

The Treasurer needs to be a signatory for cheques on behalf of the group and other signatories are as decided by the Group Conscience. At present the Treasurer is the sole operator of the account to facilitate online transactions.

General Service Representative (GSR)

The GSR's position is for two years as specified in the Australian Service Manual and requires attendance at the Area Assembly meetings of Area H, which are normally held in February, May, August and November. If the GSR cannot attend one of these meetings, he or she will arrange for the Alternate GSR or another Group member to do so.

GSR's are expected to report to the Group Conscience on matters discussed at the Area H Assembly and also any other interaction he or she has had with the Area H Committee. The GSR also takes to the Area Assembly anything that our Group Conscience wants AA as a whole to hear. In other words the GSR is the 'voice' of the Group in AA. The GSR puts a copy of the minutes from Area Assemblies in the Area folder for members to read.

The GSR should make announcements where necessary at the end of AA meetings to keep the Group informed of what is happening in AA beyond the Group. Occasionally the GSR may need to call a special Group Conscience meeting for an urgent matter on which action is required. The GSR provides the crucial link between our Group and the rest of AA to ensure that AA as a whole can continue.

Alternate GSR

The Alternate GSR provides support for the GSR as required and will stand in if that person can't attend an Area Assembly. Generally this person will be prepared to rotate into the GSR role when it becomes vacant, subject to the decision of the Group Conscience, so it is a training ground for future GSR's.

Central Service Representative (CSR)

The CSR attends the monthly meetings of the Blue Mountains and Western Sydney CSO, reports all matters of relevance from this meeting to the monthly Group Conscience and takes to the CSO meeting any matters the Group Conscience wants to bring to the attention of the CSO. The CSR puts a copy of the minutes from CSO meetings in the CSO folder for members to read.

Literature Officer

The Literature person is responsible for setting up the literature display at each meeting (or delegating someone to do this) and maintaining the stock of books, pamphlets and magazines.

When necessary the Literature Officer informs the Group Conscience of the need to order more literature and obtains its approval to do so. The Literature Office is responsible for placing orders for

literature and liaising with the Treasurer to ensure payment.

Literature orders are generally placed with the Blue Mountains and Western Sydney CSO unless items that are not available there are deemed by the Group Conscience to be required.

Catering Officer

The Catering Officer acts according to guidelines set by the Group Conscience to ensure that tea, coffee and supper are freely available both before and after the meeting. This person also arranges the purchase of a birthday cake when a Group member is known to be going to celebrate a sobriety anniversary at that meeting.

Greeter(s)

One or more Greeters meet and welcome people as they arrive and record their names in the Meeting Book.

Blue Mountains Rally Representative(s)

There should always be at least one person from the Group on the Organising Committee for the Blue Mountains Rally each year and this person keeps the Group informed of ways it can contribute to the success of the Rally.

USE OF FUNDS

All decisions relating to the use of funds are made by the Group Conscience and are subject to change as circumstances change.

Apart from a prudent reserve of \$150 and after paying the Group expenses, our funds are currently distributed according to the 40:30:30 plan (40% to the BMWSCSO; 30% to the NOAA (National Office); 30% to Area H).

INSURANCE

Due to our registration with the National Office we are fully covered with public liability insurance.

GROUP CONSCIENCE STANDARD AGENDA

All read aloud Tradition Two:

For our group purpose there is but one ultimate authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.

Attendance:

Apologies:

Reports:

Meeting Secretary

Treasurer

GSR

CSR

Literature Officer

Catering Officer

Other reports

Any matters arising from previous Minutes not yet addressed

General Business

Close with Serenity Prayer