

# SWRAASA Guidelines - Revised Oct. 2022

## General Guidelines for Southwest Regional AA Service Assemblies

### Purpose of Assembly

For those in the Southwest Region of Alcoholics Anonymous to learn and share about the General Service Structure at the Group, District, Area, and Conference levels. It is also to share information on the trusted servant positions within that framework.

### General Guidelines

- A. Historically, Southwest Regional AA Service Assembly (SWRAASA) is held on the second weekend in October on even number years.
- B. The SWRAASA is held on a rotational basis. The following is the pattern of rotation by Areas:
  1. Area 10 Colorado
  2. Area 46 New Mexico
  3. Area 68 Southwest Texas
  4. Area 04 Arkansas
  5. Area 39 Western Missouri
  6. Area 66 Northwest Texas
  7. Area 57 Oklahoma
  8. Area 65 Northeast Texas
  9. Area 67 Southeast Texas
  10. Area 25 Kansas
  11. Area 38 Eastern Missouri
- C. The Alternate Delegate has traditionally been the Chairperson for the Area's Host Committee. Also, the Alternate Delegate of each Area is traditionally the liaison between the Host Committee and their respective Area. The Host Committee will provide minutes to the Southwest Regional (SWR) Alternate Delegates and SWR Trustee at SWRDA and the Forum.
- D. The Host Committee is responsible to the Host Area Assembly.
- E. SWRAASA Business Meeting
  1. The outgoing chair facilitates the SWRAASA Business Meeting at the event on Sunday.
  2. The future Host Chairperson will bring a proposed meeting place/hotel for the following year to the SWRAASA Business Meeting.
- F. If an Area is unable to host the SWRAASA on its designated year, the SWRAASA will pass to the next in line.
- G. The Host Committee will provide written and oral translation to accommodate the Spanish-speaking members across the Southwest Region.
- H. Proposed changes to the guidelines should be brought to the Alternate Delegates meeting at SWRDA and/or the Forum for review and recommendations, which will be presented at the next SWRAASA business meeting.
- I. Area 57 is the repository of all SWRAASA archives. The Alternate Delegate of the Host Committee will ensure that the following archival material is delivered to the Area 57 (OK) Archives:
  1. SWRAASA Program
  2. SWRAASA Flyers
  3. Final SWRAASA Treasurer's Report
  4. Final SWRAASA Written Report and/or CD (or another electronic format) in English and Spanish.

## **Finances**

- A. There is \$2500 seed money available that should be passed from the current Host Area to the next Host Area.
- B. Suggested registration will be \$15.00 per participant.
- C. A preliminary financial report of expenses will be made by the Host Committee at the SWRAASA business meeting on Sunday. A final report will be submitted to the Alternate Delegates of the Southwest Region by December 15th.
- D. Any shortfall will be absorbed by the Host Area Assembly.
- E. All proceeds, after expenses, will be disbursed at the discretion of the Host Area Assembly.

## **Location**

- A. Hotel/motel accommodations and dining/food establishments should be near the event, if it is not being held in a hotel.
- B. It is helpful to have regional events near airports, when possible, due to the large number of participants who fly.
- C. Rooms:
  - 1. 1 large room with seating capacity for 800 plus.
  - 2. 2 to 3 rooms with seating capacity for 100.
  - 3. 6 to 7 rooms with seating capacity for 25 to 75.
  - 4. Hospitality room(s) will be at the discretion of the Host Committee.

## **Program**

- A. Topic Presentations:
  - 1. Topic presentations are held in the largest room for the Assembly as a whole.
  - 2. These are customarily held on Friday and Saturday nights, although they may be held at other times at the discretion of the Host Committee.
  - 3. Presentation topics will be General Service related (for example: Traditions, Concepts, and History).
  - 4. Topic presentations on the Traditions have usually been presented by current Alternate Delegates. Current Delegates present on General Service related topics (2nd year Delegates can share their farewells). However, presenter selections are left up to the Host Committee.
  - 5. A Trustee's Report will be given at each SWRAASA by the current Southwest Regional Trustee.
  - 6. A panel of current and past Trustees is traditionally held on Sunday morning to answer questions or make comments concerning service work or issues in the Fellowship.
- B. Workshops/Breakout Sessions:
  - 1. Workshops/breakout sessions will be scheduled on Saturday.
  - 2. Those workshops/breakout sessions will be on General Service positions, such as GSR, DCM, Liaison to Intergroups/Central Offices, Recording Secretary, Registrar, Area Chair, Delegate, and Committee Chairs.
  - 3. Workshops/breakout sessions will be held on each of the standing committees such as: PI, CPC, Literature, Treatment, Corrections, Conferences/Conventions, etc.
  - 4. At the discretion of the Host Committee/Chairperson workshops/breakout sessions may include other AA General Service related topics of interest.
  - 5. Host areas will have workshop/breakout session topics /presentation topics ready to be drawn by lot by Alternate Delegates at SWRDA in March before SWRAASA on even number years.

6. Once Alternate Delegates have chosen their presenters, contact information for presenters needs to be turned into Host Area by June 30. Highlights from all presenters are due by Aug
  1. *Contact information includes name, area position, phone number and email address.*

### **Printing and Distribution**

- A. Flyers will need to be mailed/emailed to all Areas in the Southwest region. (Suggested to bring copies of flyer to SWRDA and Forum)
- B. Suggested to have program available 30 days prior to event.
- C. Business Meeting should be listed on the Programs.
- D. Highlights:
  1. Should consist of a short summary of presentation.
  2. Have ready to handout at registration on Friday.
  3. Translated to Spanish.
- E. Final Report:
  1. Consists of information gathered by area volunteers (sometimes called cub reporters) during the presentation to go along with the highlights.
  2. Final Report should be mailed/emailed out no later than 30 days after SWRAASA.
  3. Translated to Spanish.

Updated October 9, 2022

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Secretary SW Region Alternate Delegate Committee.