



Intergroup & Central Office

AREA 80

What is “Intergroup & Central Office?”

How does it function?

- Your intergroup, or central office, is often where the still-suffering alcoholic first calls or shows up for A.A. help.
- Although local intergroups operate independently of A.A.’s worldwide service structure, they are a vital part of the Fellowship. In most areas, any group that so wishes can belong to the local intergroup, which is supported by contributions from its member groups. These contributions are purely voluntary. In areas where it may not be practical to open a service office as such, groups sometimes set up joint committees for their Twelfth Step efforts and activities. They use central telephone answering service to take calls. Due to workload, a local service system of this type seems to work better if it is handled separately from the work of the area general service committee.
- Most intergroups function with only one or two paid workers (some have none) and so rely heavily on A.A. volunteers for help. Many A.A.s have found that serving at intergroup – answering calls from alcoholics and doing what else needs to be done – greatly enriches their sobriety and broadens their circle of friends.

Our Primary Purpose is to stay sober and to help other Alcoholics achieve sobriety

Our Twelfth Step- Carrying The Message

“Therefore, A.A. is more than a set of principles; it is a society of alcoholics in action. We must carry the message, else we ourselves can wither and those who haven’t been given the truth may die.

Hence, an A.A. service is anything whatever that helps us to reach a fellow sufferer”

- Bill W



What does an “Intergroup & Central Office” do?

An intergroup or central office is a vital A.A. service office that represents a partnership among groups in a community – just as A.A. groups themselves are a partnership of individuals. These offices are established to carry out common functions that are best handled by a centralized office, and it is usually maintained, supervised and supported by these groups for their common interest. The office exists to aid the groups in carrying the A.A. message to the alcoholic who still suffers.

Methods and goals vary from one area to another, but generally the intergroup or central office responsibility is to:

1. **Respond** to phone or walk-in requests for help from alcoholics and, when appropriate, arrange for A.A. volunteers (listed with the office) to meet with and accompany them to an A.A. meeting.
2. **Maintain** A.A. listings in local phone directories, handle phone and mail inquiries, and route them to local groups, thus distributing Twelfth Step work on a geographical basis so that newcomers are assured of help.
3. **Distribute** up-to-date meeting lists.
4. **Stock and sell** A.A. literature.
5. **Serve** as a communications center for participating groups – often issuing regular newsletters or bulletins to keep groups informed about one another.
6. **Arrange** systems for groups to exchange speakers.
7. **Coordinate** the efforts of intergroup committees.
8. **Sometimes provide** information on treatment facilities, hospitals and halfway houses.
9. **Handle requests**, through P.I and C.P.C committees, information about A.A. from local news media, arrange local radio or TV programs about A.A., and furnish speakers for schools and non-A.A. organizations.
10. **Cooperate** with local, district and area committees. (Some intergroups elect members to serve as area liaisons and welcome their participation in intergroup meetings.)
11. **Maintain communication** and cooperation – but not affiliation – with the community and helping professionals in the field of alcoholism.

Intergroup Functions at a glance

Receiving, arranging, and following up Twelfth Step calls

Answering inquiries about A.A.

Publishing local A.A. meeting lists

Ordering, selling, and distributing A.A. Conference-approved literature.

Liaise with the Area Website Committee

Winnipeg Intergroup Association & Manitoba Central Office

- The WIA was formed in the late 1940's, it is believed to be the oldest AA service structure in Western Canada!
- As stated previously...Your Central Office, and WIA purpose is to support our primary purpose: To Carry the Message to the Alcoholic Who Still Suffers
- Your "Central Office" is located 1856 Portage Avenue in Winnipeg
- Telephone: [204-942-0126](tel:204-942-0126) In Winnipeg
Toll Free [1-877-942-0126](tel:1-877-942-0126) In Rural Manitoba
- aambco@mts.net
- WIA employs 1 full time "special worker" our trusted servant and Office Manager "Brenda"
- Brenda is the first point of contact handling inquiries from the public, during office hours and the TAS (telephone answering service) is handled after hours completely by volunteers from the participating individual AA groups.

Into Action!



GET INVOLVED

- Any member from any group can sit in on an Intergroup Association Meeting!
- WIA meetings are held the first Monday of each month at 7PM at Central Office
- Currently being held on Zoom information on aamanitoba.org

Tradition 1: Our Common Welfare should come first;
personal recovery depends upon AA unity



Tradition 9: AA as such, ought never be organized; but we
may create service boards or committees directly
responsible to those they serve



WIA Service Structure



Positions at Winnipeg Intergroup Association

- Chairperson
- Secretary
- Treasurer
- Telephone Answering Service Coordinator
- Manitoba Keystone Conference Chairperson
- Central Office Manager (Employee)
- MGS Liaisons:
 - Corrections
 - Treatment Facilities
 - Public Information /Cooperation with the Professional Community
 - Remote Communities

Positions for Fall 2021 Election

Chairperson (2-year term)

- Monitors and directs the Central Office manager with the Intergroup Committee (IC) as per WIA decisions
- Prepares the agenda for the WIA meeting in consultation with the IC.
- Conducts monthly meetings for the IC and the WIA
- Has signing authority
- Attends Area 80 General Services Assemblies

Positions for Fall 2021 Election (Cont.)

Secretary (2-year term)

- Takes minutes at both IC and WIA meetings
- Sends a reminder to the IC a week prior to meeting
- Maintains roster of WIA and IC members
- Emails monthly minutes of WIA meeting and sends out agenda prior to meeting
- Maintains number of “Participating Groups” Rep in attendance at each WIA meeting for voting purposes
- Records amendments to and published WIA guidelines
- Sends out Newcomer Package (Guideline, Directory, TAS Kit)
- During roll call have Group Reps call their group and name.

Positions for Fall 2021 Election (Cont.)

Treasurer (2-year term)

- Attends monthly IC and WIA meetings
- Prepares annual budget and presents it at WIA meeting
- Signing authority, can distribute cheques as needed
- Reviews cash disbursements to ensure they are valid expenditures
- Assists central office manager with any financial issues
- Reviews monthly bank reconciliation
- Monitors the prudent reserve
- Reports financial status to WIA each month

Positions for Fall 2021 Election (Cont.)

TAS Coordinator (1-year term)

- Coordinator of a small committee of volunteers
- Attend IC and WIA meetings and provides monthly reports at both
- Schedule groups to answer calls outside of central office hours (evenings, weekends, holidays)
- Distribute TAS Kit

Shifts to be filled:

Monday- Friday- 5-10pm

Weekends and Holidays- 9am- 10pm

Excerpt from Dr Bob's Nightmare:

I spend a great deal of time passing on what I learned to others who want and need it badly. I do it for four reasons:

1. Sense of duty.
2. It is a pleasure.
3. Because in so doing I am paying my debt to the man who took time to pass it on to me.
4. Because every time I do it I take out a little more insurance for myself against a possible slip.



A Declaration of Unity

This we owe to A.A.'s future; to place our common welfare first; to keep our Fellowship united. For on A.A. unity depend our lives, and the lives of those to come.

Responsibility Statement

I am responsible,
when anyone, anywhere,
reaches out for help,
I want the hand of AA
always to be there,
and for that
I am responsible.

