

## **The Central Office**

The Central Office is an extension of the Intergroup and Steering Committee and employs an Office Administrator and Office Assistant who are both full-time paid employees. (Tradition Eight states "Alcoholics Anonymous should remain forever non-professional but our service centers may employ special workers.") They coordinate necessary service for A.A. members and groups.

Besides serving as a clearinghouse of information, answering the phones, and orchestrating the work of the committees, the office also sells books, literature, and meeting lists.

## **Self-Supporting**

The Seventh Tradition states, "Every A.A. group ought to be fully self-supporting, declining outside contributions." For support, the Pgh Central Office relies fully on the contributions of its groups and members. A quarterly contribution list is sent out monthly with the Newsletter of the groups that have contributed to the office.

to people familiar with endless drives for charitable funds, A.A. presented a strange and refreshing spectacle. Approving editorials here and abroad generated a wave of confidence in integrity of Alcoholics Anonymous. They pointed out that the irresponsible had become responsible, and that by making financial independence part of its tradition, Alcoholics Anonymous had revived an ideal that its era had almost forgotten.

Twelve Steps and Twelve Traditions, p. 165

# *WHAT IS THE STEERING COMMITTEE AND INTERGROUP?*

*Information on  
"The purpose of our Intergroup and  
Steering Committee Representatives."*

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## **What is a Steering Committee Representative?**

They provide an essential service to the A.A. community, linking the individual group conscience with the Pgh. Area Central Office. You are the link from your Home Group to the Central Office via Intergroup.

### **What does the SCR do?**

The duties of the Steering Committee Rep. Include:

- \*Attending the Quarterly Steering Committee meetings.
- \*Reporting the results of these meetings to your homegroups.
- \*Updating yourself with the Bi-Laws of the Pgh Steering Committee.

### **What takes place at the Steering Committee Meetings?**

At the Steering Committee meeting, Intergroup members give reports on the activities at the Pgh Central Office. S.C.R also discusses and votes on issues affecting the Pgh Central Office and the groups.

After each quarterly meeting there will be minutes from the meeting sent out to the Steering Committee Rep. When they sign the "Sign in Sheet." The minutes are also posted on the website.

### **What is the term of the Steering Committee Rep?**

Most groups have their Steering Committee Reps hold office for one year. It depends on the Group Conscience.

## **What is the "Steering Committee Chairperson"**

The one who schedules and conducts the meeting and makes sure the minutes are being taken.

### **Steering Committee Representatives Mission:**

\*The Primary Purpose is to be the conveyance of the groups pertaining to the Central Office.

\*To supply their group with the information that they obtained at the quarterly meetings.

\*To vote in the elections of the members of our Intergroup, who in turn will oversee the operation of the Pittsburgh Central Office.

### **What is Intergroup?**

The Intergroup is made up of nine people who are elected by the SCR at the quarterly meetings. They oversee the operation of the Pittsburgh Area Central Office, they are responsible for answering the calls when the office is closed.

Each Intergroup member is given one or more assignments that are in accordance with the office. They meet one week before the Steering Committee meeting each quarter or when deemed necessary.

The Intergroup gets their reports in conjunction with the Office Administrator. In turn the Office Administrator reports to the different Intergroup members.

Each Intergroup member is "on call", for one week six times a year. They answer the 12 step calls during the hours the office is closed. These calls are forwarded by the answering service to the Intergroup members.