

Approved: April 2007

# **Minnesota Area Assembly of Crystalmeth Anonymous TRUSTED SERVANT GUIDELINES**

Service is an important part of recovery and there are a number of ways to be of service in CMA. Once an addict starts to accumulate some clean time, they can volunteer for a more significant position: Below is a list of positions to consider volunteering for the Minnesota CMA Intergroup. We recommend one year of clean time for the board positions:

1. Area Chairperson
2. Area Co-chairperson
3. Secretary
4. Co-Secretary
5. Treasurer
6. Co-Treasurer
7. Activities Chair
8. Activities Co-Chair
9. Public Information Chair
10. Public Information Co-Chair
11. Hospital & Institutions Chair
12. Hospital & Institutions Co-Chair
13. World Service Representative
14. World Service Delegate
15. Chips & literature Chair
16. Chips & literature Co-Chair

## **SUGGESTIONS FOR AREA OFFICERS**

It is to be noted that all service positions of leadership, whether elected or appointed, are considered "trusted servant" positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept. Each officer has responsibilities to CMA groups and to the Minnesota Area Assembly, and in some cases to the region and to the fellowship worldwide. The first activity of any trusted servant is to become informed as much as possible; not only with respect to their particular service responsibility, but all aspects of CMA service.

The following are some of the tasks entrusted to our area officers:

1. Attend all Area Committee Meetings, all Area Assemblies, Delegates Workshop, the Annual Area Service Conference
2. Attend monthly area officer meetings, sharing experience and information with other officers.
3. Attend Regional Forums and/or Conferences.
4. Serve on the Annual Area Service Conference Committee.
5. Provide encouragement and help to area Standing Committee chairpersons.
6. Provide leadership in the area. Read and become familiar with the area Financial Guidelines, Trusted Servant Guidelines, Past Actions and Recommendations and any other documents the area has developed from its experience.
7. Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of area funds.

8. Be available to committees, and groups to provide experience, strength and hope with respect to our third legacy of service.
9. When rotating out of office, help the incoming officers with sharing of experience, records, information and any helpful suggestions for serving as an area officer.

## **AREA CHAIRPERSON**

### **General Guidelines:**

The Area Chairperson is the only officer authorized to sign agreements with Service providers on behalf of the Area. Certain exceptions may apply for special services such as accounting and data processing, in which case, the appropriate officer will file with the Area Chair any agreements entered into.

### **Specific Suggestions:**

1. Arrange for reasonably priced meeting sites for the Area Assemblies, Area Committee, Delegates. Workshop, and Area Inventory. All facilities must be handicap accessible. Recommendations for meeting sites are submitted to the Area Officers for approval. Contracts should be signed and the calendar confirmed by June of the preceding year. May arrange for luncheons if it is an all day meeting. Familiarize the Alternate Chair with negotiations.
2. Publish the area calendar. This should be available no later than the last Area Assembly of the preceding year.
3. Preside at meetings of the Area Assembly, Area Committee, and Area Officers in an orderly fashion.
4. Schedule monthly officer meetings to ensure continuity, unity and effective communication.
5. Call additional meetings of the area if necessary.
6. With the assistance of the Area Committee, set the agenda for Area Assembly meetings and ensure that it is published and distributed within five (5) weeks of the Area Assembly meeting in order that all CMAs may become aware of the agenda.
7. In collaboration with the Area Officers, the Area Chair selects Standing Committee Chairs. Committee Chairpersons are subject to a two-thirds approval by Area Officers.
8. Meet with Area Standing Committees as needed, encouraging committee efforts and referring appropriate matters of Area concern to the pertinent Area Standing Committee for action and/or recommendations to the Area Committee and Assembly.
9. Obtain volunteers for coffee sales at all Area Assemblies and Area Committee Meetings.
10. Coordinate audio taping of all Area Assemblies and Area Committee Meetings.
11. □ Prepare articles/reports for the area newsletter.
12. Prepare Annual Budget.
13. Submit Annual Budget to the Area Committee Meeting prior to the October Assembly.
14. Review monthly financial statements and bank statements from the Treasurer, assuring as much as possible that Area funds are spent prudently and consistent with the area's purpose.
15. Review and approve Treasures requests to transfer moneys between Area fund accounts in accordance with the Area Financial Guidelines.
16. Appoint chairperson for Annual Area Service Conference.
17. Prepare articles/reports for the area newsletter.

## **Area Co-Chairperson**

### **General Suggestions:**

1. Work closely with the Area Chairperson, becoming familiar with all aspects of the job.
2. In the absence of the Area Chair, acts as Area Chair and presides at officer meetings, area committee meetings and area assembly meetings.
3. Should the Area Chair be unable, sign contracts for Services.

### **Specific Suggestions:**

1. Attend district meetings to provide leadership and information.
2. May chair special committees, such as the Annual Area Service Conference, as appointed by the Area Chairperson.

3. Work closely with all of the Area officers to assist them in whatever way proves helpful to them and the Assembly.
4. Assist the Area Chairperson in developing the annual budget.
5. Prepare articles/reports for the area newsletter.

## **SECRETARY**

Make available copies of the revised past Area Actions, Trusted Servant Guidelines, and Financial Policy at all Area functions. Let people know all of this information is available to them on the website. In addition, copies of the following items should be provided:

1. Area Assemblies Agenda
2. Area Calendar
3. Area Map
4. Review of Parliamentary Procedure
5. GSO Directories (display only)
6. Area Committee Meetings
7. Copies of prior minutes Agenda
8. Keep in your laptop carrying case a copy of the Trusted Servant Guidelines, a complete copy of the Area Actions, the current Financial Policy and the Service Manual. Have a notepad along just in case the computer has problems. Also keep in a plastic box a copy of all the past minutes from the last two years.
9. Assist Area Chair at meetings (you should arrive 30 minutes early).
10. Buy all of the tapes for recording the meeting. You are also responsible for keeping all of the signs and displaying them at assemblies and the inventory.
11. Request approval of prior meeting minutes during Secretary's Report at Assemblies and Area Committee meetings.
12. Take minutes of all Area Assemblies, Area Committee meetings, Area Officer's meetings, the Delegate's Workshop and the Area Inventory. E-mail these minutes to as many people as possible. Always coordinate with CMA newsletter editor about deadlines regarding minutes from past Assemblies. The minutes from Assemblies are published in the CMA newsletter. That deadline must be met so you won't need to have copies of Assembly minutes available at the Assemblies. Make sure to get mailing labels from the Group Records person. Currently you have to mail about 30 copies to Area Committee members. Make sure to check the postage before mailing these out. It can change frequently.
13. Copies of minutes should be burned onto two discs. One for Archives and the second for the Secretary.
14. Mail and e-mail minutes out within two weeks of the event. At the end of the minutes, secretary should list bullet points to clarify any Area Actions.
15. Mail the agenda for upcoming Area events to all members of the Area Committee and Past Delegates four weeks prior to the event.
16. Send information to Area Officers as needed. If possible, assist officers with projects as needed.
17. The Secretary signs Area checks when needed.
18. The Secretary annually updates past Area Actions (available on disk). This must be done immediately after the action has been passed. The updates also need to be sent to the web, and given to the Structure Committee at the end of the year for their review.
19. The Secretary works with the Web Committee in keeping the Area information on the website updated and current.
20. At some point during the rotation, the Secretary needs to review the documents we are using. Are they out of date? Do we still need them? Is there something else that we need that can be developed?
21. Prepare articles/reports for the area newsletter.

## **Co- Secretary**

### **General Suggestions:**

1. Work closely with the Secretary, becoming familiar with all aspects of the job.

2. In the absence of the Secretary, acts as Secretary and performs the secretaries duties at officer meetings, area committee meetings and area assembly meetings.
3. Assist the Secretary in their duties
4. The co-Secretary will usually be voted into the Secretary the following year if they are willing. This gives you a chance to become familiar with all aspects of the job and be more comfortable.

## **TREASURER**

### **General Suggestions:**

1. Handle all area moneys, keeping records of contributions and disbursements.
2. A knowledge of, or the willingness to learn, some simple bookkeeping techniques will greatly aid a person in satisfactorily fulfilling the duties of this office. The Area Financial Guidelines provide the Treasurer with specific procedures and area for handling area funds.

### **Specific Suggestions:**

1. Work closely with the Area Chairperson in disbursement of area funds. The Area Chairperson is the second signature on Area checks. In the absence or unavailability of the Area Chair, the Area Secretary should sign. The Area Chairperson should be notified of all checks signed in his or her absence.
2. Have envelopes printed with the contribution address, coordinating this with the Finance Committee.
3. Pick up contributions on a frequent basis, making all deposits as soon as possible. Send acknowledgments for contributions.
4. Pay bills promptly, (See Financial Guidelines).
5. Provide monthly statement(s) for our Trusted servants.
6. Transfer funds to reserve fund and delegate's fund when advised to do so. (See Financial Guidelines)
7. Provide cash box and change, tickets and ticket boxes for all Area Assembly and Committee Meetings (for coffee sales).
8. Submit records to an independent CPA on an annual basis. This should be a person or firm not associated with the Area Assembly in that the person or persons performing the review hold no position in the Assembly. The CPA is to be paid for their professional services and is to be asked to render a report, and to prepare the Federal and State Tax Forms.
9. Distribute the CPA's report and copies of the Federal and State Tax forms to the Area Officers and members of the Area Committee.
10. Complete the Annual Charitable Organization Report for the State of Minnesota. Submit to the Area Chairperson for review and signature.
11. Attend all Finance committee meetings and have the records available for review.
12. Forward any address changes to the Group Records Secretary.
13. On an annual basis, distribute copies of the Area Financial Guidelines and Policy regarding Prudent Reserve and Maximum Area Funds to the Area Committee. This may be conveniently done at the first Area Committee Meeting of each year. They may also be published in the Area Newsletter on an annual basis.
14. Have the following items readily available at all Area functions: Area check book, Area financial book, contribution envelopes, reimbursement forms, tax exemption certificates, and the Area Finance Guidelines.
15. Prepare articles/reports for the area newsletter.

## **Co- Treasurer**

### **General Suggestions:**

1. Work closely with the Treasurer, becoming familiar with all aspects of the job.
2. In the absence of the Treasurer, acts as Treasurer and performs the Treasurers duties at officer meetings, area committee meetings and area assembly meetings.
3. Assist the Treasurer in their duties.

4. The co-Treasurer will usually be voted into the Treasurer the following year if they are willing. This gives you a chance to become familiar with all aspects of the job and be more comfortable.

## **Activities Chair**

### **General Suggestions:**

1. Plan and organize local activities and events for the CMA fellowship to join in.
2. Creating flyers for these activities and events, distributing them to the GSR's and fellowship.
3. Plan and organize the annual picnic and delegating a picnic planning committee.
4. Ask the fellowship for suggestions regarding activities.
5. Coordinate local activities and events with the webmaster for CMAMN.org
6. Plan and organize the world service conference for 2009 and delegating a planning committee for it.
7. Serve on the Annual Area Service Conference Committee.

## **Activities Co-Chair**

### **General Suggestions:**

5. Work closely with the Activities chair, becoming familiar with all aspects of the job.
6. In the absence of the Activities chair, acts as Activities chair and performs the Activities chair duties at officer meetings, area committee meetings and area assembly meetings.
7. Assist the Activities chair in their duties.
8. The Activities Co-chair will usually be voted into the Activities chair the following year if they are willing. This gives you a chance to become familiar with all aspects of the job and be more comfortable.

## **Public Information Chair**

It is clear that we cannot be everything for everybody. We are a recovery organization whose members meet regularly to help each other stay clean. It is all right for us to decline a request that is outside our fellowship's primary purpose. It is also reasonable for us to decline a request that is within our purpose if we do not have the time, money, and members to honor the request. The important thing to remember is that we respond! Failure to respond, even if we intend to decline a request, demonstrates a lack of reliability on behalf of our fellowship. To carry a clear C.M.A. message to the public, we as members need to have a clear knowledge of our traditions. It takes practice to learn the traditions and understand how to apply them. We have reserved a portion of this guide for a discussion of the traditions and how they impact PI work.

Our objective in doing public information work should be simply to spread the word that the fellowship is available, that it works, and that it's free.

### **Here are some frequently used methods to accomplish this:**

1. Meeting List(s) — If there is more than one meeting in your community, creating and maintaining a listing of meeting information should be your highest priority. This list should contain information such as the day, time, and location (a street address is preferred), and whether the meeting is open to the public. It may also contain information such as the type of meeting (step study, speaker, or discussion, for example), whether it is smoking or non-smoking, and any other special information. Meeting lists should be updated on a regular basis. It's our responsibility to make sure that newcomers to our program are given accurate information on how to find us when they reach out for help.
2. Posters (Flyers) These are notices used to inform the public about how and where to contact us. It is critical that when we post these notices, we first obtain permission to do so. Some possible posting locations are detoxification facilities, hospitals, police stations, schools and universities, churches or missionary outreach offices, government service offices, drug treatment centers, or other places where addicts seeking recovery or people who help addicts might congregate. We need to stress that "attraction rather than promotion" is an important concept when doing public information work such as this. Good judgment should be used when creating and posting these notices. We need to refrain from provocative, promotional statements or artwork that may convey a negative image of C.M.A. or appear to be promotional. Even how and where we post notices should be evaluated before we follow through on the project. A simple message explaining that we are available and how to contact us is the desired

approach. Contents of printed media, such as bulletins, posters, and newspaper ads, usually consist of an attention-grabbing statement or question, followed by information on how to contact the local meeting, group, or phone line. As an example, a bulletin, poster, or newspaper ad might read as follows:

3. **Introductory Mailings** — We can introduce the program to professionals in health organizations and social services, and to others who deal with addicts, by mailing them information about our fellowship. A mailing should consist of a letter to explain who you are, where you can be contacted, and some basic information about Crystal Meth Anonymous in your community, including the fact that we are a part of a worldwide fellowship. Normally we include a local meeting list and, if possible, some C.M.A. pamphlets. If appropriate, the cover letter might also mention that members are available to speak with professionals and/or their staff, if your local C.M.A. community is able to fulfill this type of request. Pamphlets such as: What is the Crystal Meth Anonymous program, What is a Commitment? The Seventh Tradition and the C.M.A. White Booklet; are good choices to introduce others to our program. You may find that Am I a Tweaker? For the Newcomer, and Sponsorship are also helpful. We acknowledge that not all of these pamphlets may be available in your language. Use what you have. If you don't have any translated pamphlets available, you may be able to use pamphlets in another language for professionals. Your local PI committee can create a standard "packet" for mailings and for distribution during presentations. Be realistic regarding costs and choice of pamphlets, whether mailing them or just passing them out at a presentation.
4. **Presentations** — You may receive requests to give a presentation about Crystal Meth Anonymous to professionals at an institution or to an organization at a conference. You may also receive an invitation to set up booths or tables at a public event to provide some basic information about C.M.A. If you agree that it is appropriate and you have the resources to do it, remember: Do presentations with others. To help establish a good impression, start with a good appearance. Avoid using obscenities. Be aware of the composition of your audience. If you are addressing non-addicts, as is usually the case, remember that some C.M.A. language commonly used and understood by members of the fellowship in our meetings is not typical outside those meetings. Too much "program talk" or emphasis on the finer details of our recovery program is simply a foreign language to non-addicts and therefore should be avoided. While some personal disclosure is encouraged, the focus must remain on a clear C.M.A. message. What is important is not who we are as individuals but how we became clean addicts through the Twelve Steps and Twelve Traditions of C.M.A. Avoid telling "war stories." We are there to speak about how we found a new way to live free from active addiction through C.M.A., not how it was when we were using. Our attractions are: it works, it's free, and we are available to the crystal meth addict that still suffers.
5. **Public Service Announcements (PSAs)** — PSAs are notices that reach the public by way of press, radio, and television. Public service announcements are commonly posted or broadcast by various media in areas where members of the public are allowed to announce items of interest to the community, free of charge. This is an accepted method of informing the public about C.M.A. and is not viewed as a direct contribution by an outside source. However, announcements that must contain a sponsoring organization's name ("this ad presented by the ABC Company") are unacceptable in light of our traditions. Printed PSAs can be created by the local PI committee, but we caution local committees against creating their own videos. The cost and process involved in creating a video PSA can greatly distract a PI committee from carrying the message, as well as strain the resources of the local fellowship. C.M.A. World Services has conference-approved scripts for radio and television PSAs which can be adapted for use in your community. The scripts are contained in the Guide to Public Information, and are available through C.M.A. World Services.
6. **Phonelines** — A telephone number may be established in your community as a contact for addicts seeking recovery and for receiving inquiries about our fellowship from the public. You should establish a phoneline service only when you are physically and financially able to support it. A lot of hard work and responsibilities are involved with a phoneline, and the decision to start one should be taken seriously. Think of the consequences if an addict seeking recovery or a professional called and the telephone number was disconnected: an addict would continue to suffer, and a poor impression would be given to the professional. Information on starting and maintaining a phoneline is covered in a separate guide available from C.M.A. World Services.

7. Learning Days and Workshops — These are an internal service offered to the members of our fellowship. Usually a few dedicated members will set aside time to share their experience with other interested members and C.M.A. groups on how to do some of the basic work of PI committees. One of the responsibilities of a PI committee is to inform the fellowship at large about the committee's function in service and how to get in touch with the committee if anyone is contacted by the public and the media. More information on this topic is contained in the Guide to Public Information.

## **Co-Public Information Chair**

### **General Suggestions:**

1. Work closely with the Public Information Chair, becoming familiar with all aspects of the job.
2. In the absence of the Public Information Chair, acts as Public Information Chair and performs the Public Information Chair duties at officer meetings, area committee meetings and area assembly meetings.
3. Assist the Public Information Chair in their duties.
4. The co- Public Information Chair will usually be voted into the Public Information Chair the following year if they are willing. This gives you a chance to become familiar with all aspects of the job and be more comfortable.

## **Hospitals and institutions chair**

### ***TREATMENT FACILITIES (TFC)***

#### **Purpose:**

1. To coordinate the work of individual CMA members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up a means of "bridging the gap" from the facility to the larger CMA community.
2. To provide a clearinghouse of information in the Area with respect to Treatment Facilities, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our CMA message in treatment facilities.

#### **Specific Suggestions:**

1. Obtain, read and use Treatment Facilities workbook and any related materials from G.S.O.
2. Keep current list of facilities including long term, short term, and outpatient treatment facilities, detox centers, and halfway houses.
3. Work with Groups on how to encourage meetings within the facilities.
4. Keep record of reports and lists of members in District willing to work on Committee.
5. Continually review methods of assistance to groups going into facilities.
6. Coordinate the work of CMA members and groups who are interested in carrying the CMA message into treatment centers.
7. Set up and maintain the means for patients to "bridge the gap" from treatment facilities into the larger CMA community' (Temporary Contact Program.)
8. Report committee activities and information in each issue of the Area Newsletter.
9. Prepare articles/reports for the area newsletter.

### ***CORRECTIONAL FACILITIES (CFC)***

#### **Purpose:**

To lead and coordinate the work of individual CMA members, groups and districts to carry the CMA message to alcoholics in correctional facilities located in our Area. To provide a clearinghouse of information in the Area with respect to correctional Facilities work, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our CMA message in correctional facilities.

#### **Specific Suggestions:**

1. Obtain, read and use Correctional Facilities workbook and any related materials from GSO.

2. Work with CPC to develop necessary joint subcommittees (i.e: DWI programs, youth orientation programs, etc.).
3. Work with state and federal facilities to let them be aware of contact lists.
4. Work with state and county officials in coordination of Correctional Facility programs.
5. Assist in placing CMA literature in correctional facilities.
6. Coordinate the work of CMA members and groups who are interested in carrying the CMA message inside the walls.
7. Coordinate the means for inmates to "bridge the gap" from prison into the larger CMA community.
8. Maintain directory of all Area correctional facilities and ensure contact with all State corrections facilities in the Area.
9. Maintain contact list of groups and individuals currently bringing CMA to correctional facilities.
10. Maintain pre-release contact list.
11. Handle requests for pre-release contacts.
12. Report committee activities and information in each issue of the Area Newsletter
13. □Prepare articles/reports for the area newsletter.

## **Co- Hospitals and institutions chair**

### **General Suggestions:**

1. Work closely with the Hospitals and institutions chair, becoming familiar with all aspects of the job.
2. In the absence of the Hospitals and institutions chair, acts as Hospitals and institutions chair and performs the Hospitals and institutions chair duties at officer meetings, area committee meetings and area assembly meetings.
3. Assist the Hospitals and institutions chair in their duties.
4. The co- Hospitals and institutions chair will usually be voted into the Hospitals and institutions chair the following year if they are willing. This gives you a chance to become familiar with all aspects of the job and be more comfortable.

## **World Service Delegate**

### **General Suggestions:**

1. Provide leadership.
2. Provide the primary communication link between CMA as a whole and the Minnesota Area Intergroup

### **Specific Suggestions:**

1. Communicate information received in a timely manner to the area, making use of area assemblies and committee meetings, workshops, the area newsletter, and regular mailings to members of the area committee.
2. Prepare Delegate Workshop agenda with the help of the Alternate Delegate.
3. Attend area intergroup meetings when asked, provide reports and other information, and listen for area group conscience on material presented.
4. Become thoroughly familiar with the General Service Conference topics.
5. Get to know area trusted servants.
6. Arrange opportunities in advance for making conference reports to intergroup.
7. Coordinate annual group information updates with the Group Records Secretary.
8. Represent the area in regional matters.
9. Prepare articles/reports for the area newsletter.
10. Help Area Standing Committees understand how the Conference Advisory Actions apply to their committee activity.
11. Assist Area Standing Committee Chairpersons in forwarding requests or suggestions to the General Service Conference.
12. Encourage Area Standing Committees to discuss General Service Conference topics and to respond to advisory actions.



13. Keep the Alternate Delegate informed in the event that the Delegate is unable to attend the General Service Conference.

## **CHIPS AND LITERATURE CHAIR**

### **Purpose:**

To provide a clearinghouse of information in the Area with respect to Literature, coordinating the exchange of ideas and resources between districts. Provide experience and assistance in developing projects that will further the carrying of our CMA message using our literature. Maintain limited Area inventory per Assembly action.

### **Specific Suggestions:**

1. Become familiar with all available Conference-approved literature.
2. Take orders for sobriety chips through email or at the Intergroup meetings
3. Order sobriety chips from the world Service office.
4. Maintain Area Literature inventory.
5. Display literature at all Area service meetings.
6. Assist Area Standing Committees in developing displays pertaining to their committee.
7. Encourage awareness of new or recently developed literature and service pieces.
8. Have current literature order blanks at all Area functions.
9. Work with other standing committees to have available literature they might need in their committee activities.
10. Report activities or information in the Area Newsletter.
11. Prepare articles/reports for the area newsletter.

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**Below are service positions that are available to the fellowship. These positions will not be voted on. If you are interested in any of these contact the Public Information Chair.**

## **SUGGESTIONS FOR**

### **AREA STANDING COMMITTEE CHAIRPERSONS**

It is to be noted that all service positions of leadership, whether elected or appointed, are considered "trusted servant" positions. The authority required for these trusted servants to carryout their assigned responsibilities is given to them in accordance with our Tenth Concept. The standing committee chairpersons of the Minnesota Area are appointed by the Area Chairperson. The Area Chairperson may replace or remove any committee chairperson if he or she finds it necessary. Each committee chair is responsible for the following in serving the Area Assembly:

1. Attend all Area Committee Meetings, all Area Assemblies, Delegates Workshop, the annual Area Service Conference, and the Area. Attend Regional Forums and/or Conferences.
2. Provide leadership in the area.
3. Read and become familiar with the Area Financial Guidelines, Trusted Servant Guidelines, Past Actions and Recommendations and any other documents the area has developed from its experience.
4. Submit committee budget information as requested by the Area Chairperson to help in planning the area budget.
5. Manage committee activities within the Area Budget and Financial Guidelines, requesting additional funds if necessary. Any expenditure over \$100.00 must be cleared with the Area Treasurer prior to incurring the expense.
6. Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of area funds.
7. Be available to committees, intergroup, and groups to provide experience, strength and hope with respect to the committee chair position.

8. Request and encourage each district to elect or appoint a representative to the committee, preferably the chairperson of the corresponding district standing committee.
9. Hold regular meetings with the committee. These may be in addition to the regularly scheduled meetings provided for prior to each area committee meeting. Inform each representative of time and location of meetings.
10. Exchange information with other committees in the region, particularly those areas in which some committee work may overlap the boundaries of delegate areas.
11. Coordinate with the Area Chairperson in the appointment of an alternate committee chairperson.
12. Report committee activities and information in each issue of the Area Newsletter.
13. When rotating out of office, help the incoming chairperson with sharing of experience, records, information and any helpful suggestions for serving the area. Prepare articles/reports for the area newsletter.

## **CMA NEWSLETTER COMMITTEE CHAIR**

### **Purpose:**

To coordinate the work of individual CMA members, groups, and intergroup to read, subscribe to and utilize the CMA newsletter and CMA newsletter-produced materials. To encourage individual CMA members to contribute written material to the CMA newsletter for publication. To provide a clearinghouse of information in the Area with respect to the CMA newsletter, coordinating the exchange of ideas and resources between groups. Provide experience and assistance in developing projects that will further the carrying of our CMA message through the CMA newsletter.

### **Specific Suggestions:**

1. Obtain, read and use the CMA newsletter workbook and any related materials.
2. Maintain adequate inventory at Area functions and workshops.
3. Have guidelines for writing articles on hand at all displays, encouraging Area participation in the CMA newsletter through the submission of articles.
4. Encourage CMA newsletter subscriptions throughout the Area.
5. Encourage CMA newsletter meetings and workshops.
6. Encourage each group to get a CMA newsletter Representative (GVR).
7. Handle revenue from CMA newsletter subscriptions and materials.
8. Report committee activities and information in each issue of the Area Newsletter.
9. Prepare articles/reports for the area newsletter.

## **CMA Public Information Committee member**

### **Purpose:**

Introductory Mailings — We can introduce the program to professionals in health organizations and social services, and to others who deal with addicts, by mailing them information about our fellowship. A mailing should consist of a letter to explain who you are, where you can be contacted, and some basic information about Crystal Meth Anonymous in your community, including the fact that we are a part of a worldwide fellowship. Prepare articles/reports for the area newsletter. See Public Information Chair Info. Or contact the Public Information Chair for more details.

Website: [cmamn.org](http://cmamn.org), Email: [info@cmamn.org](mailto:info@cmamn.org) ,

Helpline Phone #612-558-5655,

or write: CMA Minnesota Area Intergroup 13651 Hematite Circle NW, Ramsey, MN 55303

Thank You,

Local Inter-group

Prepared by:

Mike C, Public information Chair