

MACAI
(Metropolitan Atlanta Cocaine Anonymous Inter-group)
District Service Committee (DSC)

Service Manual Addendum

November 7, 2001

1) Officers:

1. MACAI officers will be:

Chairperson and Assistant Chairperson
Secretary and Assistant Secretary
Treasurer and Assistant Treasurer

2. See World Service Manual, District level, for duties and qualifications.
3. Assistant Secretary qualifications shall be six months sobriety and three months of service in C.A.
4. Assistant Treasurer qualifications shall be one-year sobriety and six months of service in C.A.

2) Standing Committee Chairs:

Steering
Telephone (Helpline)
Hospitals & Institutions
Public Information
Chips & Literature
Newsletter
Activities
Unity

Note: Ad Hoc Committees may be formed – utilize the WSM.

Committee Chair Duties and Qualifications:

1. One year of continuous sobriety.
2. One year service commitment.

3. Six months active service in CA.
4. Committee Chairs will attend all monthly MACAI meetings.
5. Give brief oral reports monthly and submit written reports for inclusion into the MACAI minutes. If unable to attend a monthly meeting a written report will be given to the Chair or Vice-Chair prior to the meeting.
6. Attend all Steering Committee meetings.
7. Utilize CAWS Manual and approved MACAI addendum.

3) District Service Representatives (DSR):

1. See WSM for description of duties and qualifications.

4) Elections:

1. Nominations for MACAI Officers will be opened at the *September* meeting. They will be closed and voted on at the *November* meeting.
2. Nominations for Standing Committee Chairs will be opened at the *September* meeting. They will be closed and voted on at the *December* meeting.
3. Nominations for District Service Representatives will be opened at the *September* meeting. They will be closed and voted on at the *December* meeting.
4. When a MACAI Officer, Committee Chair or DSR resigns or is otherwise removed from office during the period between MACAI meetings, the MACAI Steering Committee may select a temporary replacement and this becomes the nominee of the Steering Committee at the next MACAI meeting. At the next regular MACAI meeting nominations will be opened and closed followed by a vote.
5. If no Steering Committee action is possible and/or taken, then nominations are opened at next MACAI meeting after such vacancy occurs, then close them and vote at the following MACAI meeting.

5) Budget:

1. The operating budget for MACAI will be maintained on a calendar year, January – December.
2. Standing Committee Chairs shall submit to the Treasurer the upcoming years budget at the September meeting.
3. The Treasurer shall provide a compiled budget to the Newsletter Chair for publication in the October Newsletter and for distribution at the October MACAI meeting.
3. The budget for the upcoming year will be voted on at the November meeting.

6) Groups:

A. Registration:

1. To be recognized as a member of MACAI, a group should be established within their District having held a minimum of six consecutive meetings and have met the group qualifications found in the CAWS Manual.
2. It is required that all CA Groups register with the Secretary of MACAI in January each year or when seeking recognition by the District or Area. This registration shall contain the name, address and phone number of all the elected group officers, the time and place of the meeting and meeting type. MACAI shall provide a form for this purpose.

B. Benefits and Suggestions:

1. Registration provides the Group with listings in all published meeting schedules.
3. Registered Groups have the opportunity to use the newsletter for communications.
4. Registered Groups have the right of participation and one vote that is exercised by the Group GSR, alternate GSR or Group Secretary at all MACAI meetings.

5. Purchase CA chips and literature that are available from the MACAI Chips & Literature Chairperson.
6. Finally, it is suggested that Groups adopt the 70/30 plan explained in the CA 7th Tradition pamphlet.

7) Committee Descriptions:

A. Steering

1. This Committee establishes the goals of MACAI and the plans for achieving them.
2. It is also responsible for developing and implementing administration procedures and policies.
3. It is intended this committee identify problems, develop corrective action and such recommendations to MACAI as necessary for the betterment of MACAI and the operation of C.A. in Atlanta.
4. This committee shall serve as a forum for the discussion of current operating problems, suggested improvements, prospective direction and overall management and guidance of MACAI.
5. This committee shall meet once per month with time and place being determined by MACAI Chair.
6. This committee will be comprised of all MACAI officers and Standing Committee Chairs.
7. The chair of MACAI shall preside with the Vice-Chair being the Reporting Secretary. In the absence of the Chair, the Vice-Chair will preside and the MACAI Secretary will be the reporting secretary.
8. Updates from all Committee chairs concerning any pending responsibilities and activities.

9. Agenda for the next MACAI meeting.

B. Telephone (Helpline)

1. See Area and District committee descriptions in the WSM.
3. Pager carriers should have at least six months of continuous sobriety and be suitably trained.
4. Introduce the suffering addict to CA meetings by providing and maintaining a Helpline Network.
5. Refer members of an addict's family to Coanon. Let them know that they are welcome at CA meetings.
6. This committee is not a crisis intervention service nor do we promote particular treatment programs.
7. We do not make Twelve Step calls or give rides to meetings.
8. Secure and maintain pagers.
9. Have available meeting schedules and directions along with telephone numbers to the other appropriate Twelve Step programs.
10. Inform the suffering addict by sharing one's own experience, strength and hope.
11. Responsible for providing Helpline Volunteers with annual review of Helpline Guidelines and providing revised meeting schedules and directions to all CA meetings.
12. Utilize WSO pamphlet (out in 1st quarter of 2002).

C. Hospitals and Institutions

1. To organize and maintain all Hospital and Institution meetings.
2. Arranges distribution of literature and supplies for these Hospital and Institution meetings.
3. To promote outside support for these meetings from C.A. members.

4. Utilize CAWS H&I guidelines.

D. Public Information

1. See Area and District Committee description in CAWS Manual
2. Utilize CAWS Public Information workbook.

E. Chips & Literature

1. Purchase chips and literature from the WSO.
2. Maintain an adequate supply of all CA approved chips and literature for immediate accessibility by the local CA fellowship.
3. Maintain accurate inventory and financial records of all goods and supplies sold.
7. The committee chairperson's operating inventory of supplies shall equal \$1,000 (at retail).
8. Supplies will be sold to recognized groups at the monthly MACAI meeting with monies being transferred to the Treasurer at end of meeting.
9. Responsible for providing "Starter Kits" for any new CA meeting in the District or Area. The starter kit should include – copy of the WSM and MACAI Addendum - \$25 worth of chips and the no charge CA literature pamphlets and suggested readings for CA meetings.

F. Newsletter

1. Report each month all C.A. news according to these; announcements, upcoming events, committee meetings, group birthdays and anniversaries, new groups and C.A. meetings, group announcements, service opportunities and meeting schedule changes.

2. The Newsletter Committee Chair and one other member of either the MACAI board or another Committee Chair must approve the Newsletter before printing.

G. Activities

1. To promote C.A. unity
2. Approval by MACAI is required prior to any commitments of money or the C.A. name and/or logo being associated with any event.
3. A minimum of four (4) events should be scheduled per year.
4. Gather all pertinent information for MACAI approval at least one (1) month prior to event (i.e. Date, total cost, description of activity, ticket cost to members etc.)
5. There will be \$500 available for seed money.
6. Money should be deposited with the MACAI Treasurer within three days of an event. In the event of advance sales, this should be done whenever more than \$300 has been collected.

G. Unity

1. Utilize WSO guidelines.