



C.A. ONLINE SERVICE AREA MANUAL

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Contents

The Twelve Steps, Twelve Traditions, and Twelve Concepts	3
The Twelve Steps of Cocaine Anonymous	3
The Twelve Traditions of Cocaine Anonymous	4
The Twelve Concepts of Cocaine Anonymous	5
Guidelines for Service in the Online Service Area of Cocaine Anonymous	7
Informed Group Conscience	7
Rotation of Service Commitments	7
Home Group	8
THE C.A. HOME GROUP	8
OSA Group Conscience Meeting	8
Group/Meeting Service Commitments	8
MEETING SERVANTS	8
GROUP SERVANTS	9
GROUP SERVICE REPRESENTATIVE (GSR)	9
ALTERNATE GSR	10
GROUP CHAIRPERSON	10
GROUP SECRETARY	10
GROUP TREASURER	11



AREA OFFICERS	11
AREA CHAIRPERSON	11
AREA VICE CHAIR /PARLIAMENTARIAN:	12
AREA SECRETARY:	13
AREA TREASURER:	13
OSA World Service Conference Delegate(s)/Alternate Delegate(s)	15
PROCEDURES FOR DELEGATE/ALTERNATE ELECTION TO THE COCAINE ANONYMOUS WORLD SERVICE CONFERENCE	15
OSA Delegate/Alternate Delegate Requirements & Responsibilities:.....	16
Area Non-Voting Positions.....	17
AREA WEB SERVANT:	17
OSA ARCHIVIST:	18
OSA Standing Committee Service Positions.....	19
General Guidelines.....	19
OSA Business Meeting Guidelines	19
OSA Financial Guidelines.....	21
OSA Standing Rules	22
APPENDIX 1 – COMMITTEE GUIDELINES	24
Meeting Services.....	24
Public Information	26
Fundraising & Special Events	28
Structures & By-laws.....	30
Helpline	30
Unity.....	32
Hospitals & Institutions.....	33
Information Technology	37



The Twelve Steps, Twelve Traditions, and Twelve Concepts

The Twelve Steps of Cocaine Anonymous

1. We admitted we were powerless over cocaine and all other mind-altering substances—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God, as we understood Him, praying only for the knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to Addicts, and to practice these principles

**The Twelve Steps are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Steps in connection with programs and activities which are patterned after A.A. but which address other problems does not imply otherwise. THE TWELVE STEPS OF ALCOHOLICS ANONYMOUS: 1. We admitted we were powerless over alcohol—that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Made a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs*



The Twelve Traditions of Cocaine Anonymous

1. Our common welfare should come first; personal recovery depends upon C.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for C.A. membership is a desire to stop using cocaine and all other mind- altering substances.
4. Each group should be autonomous except in matters affecting other groups or C.A. as a whole.
5. Each group has but one primary purpose — to carry its message to the addict who still suffers.
6. A C.A. group ought never endorse, finance or lend the C.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every C.A. group ought to be fully self-supporting, declining outside contributions.
8. Cocaine Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. C.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Cocaine Anonymous has no opinion on outside issues; hence the C.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of all public media.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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The Twelve Concepts of Cocaine Anonymous

As the Twelve Steps of Cocaine Anonymous are our recipe for individual recovery, the Twelve Traditions of Cocaine Anonymous are our recipe for group unity and the Twelve Concepts are our recipe for world service.

C.A. adapted Twelve Concepts short form

1. The final responsibility and ultimate authority for C.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The World Service Conference of C.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole Society in its world affairs.
3. To ensure effective leadership, we should endow each element of C.A. — the Conference, the World Service Board of Trustees and its service corporations, staffs, committees, and executives — with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.
6. The World Service Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the World Service Board of Cocaine Anonymous.
7. The Charter and bylaws of the World Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the C.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the C.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Fellowship it serves, it will always remain democratic in thought and action.

“The Twelve Concepts of Alcoholics Anonymous have been reprinted and adapted with the permission of Alcoholics Anonymous



World Services, Inc. ("A.A.W.S."). Permission to reprint and adapt the Twelve Concepts does not mean that Alcoholics Anonymous is affiliated with this program. A.A. is a program of recovery from alcoholism only – use of A.A.'s Concepts or an adapted version in connection with programs and activities which are patterned after A.A., but which address other problems, or use in any other non-A.A. context, does not imply otherwise." THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS: 1. Final responsibility and ultimate authority for A.A. World Services should always reside in the collective conscience of our whole Fellowship. 2. The World Service Conference of A.A. has become, for nearly every practical purpose, the active voice, and the effective conscience of our whole Society in its world affairs. 3. To ensure effective leadership, we should endow each element of A.A. — the Conference, the General Service Board and its service corporations, staffs, committees, and executives — with a traditional "Right of Decision." 4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge. 5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration. 6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board. 7. The Charter and bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness. 8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities. 9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees. 10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined. 11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern. 12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Society it serves, it will always remain democratic in thought and action.



Guidelines for Service in the Online Service Area of Cocaine Anonymous

This Manual is intended to provide guidance for service in the Online Service Area (OSA). Decisions by individuals, groups, and districts should be considered within the context of our Twelve Steps, Traditions and Concepts. We should remember that each group is autonomous and that the group conscience is the guiding principle. If you have any questions or concerns about its contents, please contact one of our Delegates or Area Officers.

Informed Group Conscience

- The term “informed group conscience” implies that relevant information has been studied and all views have become known before the group votes.
- Represents decisions made by a majority vote on an issue before taking definitive action
- Minority opinions should be taken into consideration before arriving at a decision
- It is suggested that the chairperson recognize each member in turn, allowing a few minutes for each to express themselves.

Rotation of Service Commitments

The concept *Spirit of Rotation* is an important one.

Service positions have a term of commitment as a guideline. This is to encourage members to stay in their positions for the full term of commitment and then rotate out to allow others to be of service.



Home Group

THE C.A. HOME GROUP

A Home Group may be defined as a meeting a member regularly attends. The Home Group provides an opportunity to begin to be of service. Experience shows a Home Group is one of the vital components to continuous sobriety. In a Home Group, members' can participate in the business meeting and are able to cast their vote as a part of the group conscience. When participating in several meetings on a regular basis members should only vote once when it affects the OSA or CA as a whole.

OSA Group Conscience Meeting

Each C.A. group should hold a regularly scheduled monthly business meeting or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Use of the "Suggested Group Business Meeting Format" from <https://ca.org> for conducting the group conscience is suggested. Each group is autonomous, and the group conscience decides how business meetings are to be conducted.

"For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." – Tradition Two

Group/Meeting Service Commitments

C.A. groups create service positions that they need to carry out the group functions. The suggested service positions of OSA groups/meetings are as follows:

MEETING SERVANTS

MEETING CHAIRPERSON

- See that the Traditions are being followed within the Group.
- Follow the format in accordance with the group conscience.
- See that the responsibilities of the other Group servants are met.



MEETING HOST

- Opens the meeting room
- Manages security

MEETING CO-HOST(S)

- Assists Host

MEETING SCREEN SHARER

- Shares Readings and Slides

MEETING GREETER(S)

- welcomes the people as they come in the room

GROUP SERVANTS

GROUP SERVICE REPRESENTATIVE (GSR)

Suggested Requirements:

- One year of continuous sobriety
- One year commitment

The GSR position is a very important service position.

The GSR does not require Group approval to vote on matters affecting the Group or C.A. as a whole, although it is the GSR's responsibility to vote mindful of the group conscience (See Concept 3). Great care should be taken with this choice; the quality of the Area Services and ultimately World Services can only be as good as those choices the individual Groups make. GSR candidates should only accept this position for a Group they regularly attend. A GSR should hold this position for one group only and in one area only. This is to ensure there is only one vote per GSR in the Area when it affects the OSA or CA as a whole, for example a Tradition change. A GSR is responsible for attending the Area Business meeting prepared, however, if they cannot attend the alternate can carry the group vote at the Area meeting. The GSR or Alternate carries the information back to the Group regarding what is going on in our Fellowship at the Area level as well as the World level; therefore the nominee should consider the level of commitment required for this position.



Duties and Responsibilities:

- Sees that the Traditions are followed within the Group.
- Stays current with both the C.A World Service Manual and OSA Service Manual and The Twelve Traditions
- Attends group business meetings and OSA business meetings
- Coordinates with appropriate committees to be added to all communication platforms
- Conducts communication between the Group and Area.
- Reads/reviews communications from the Area.
- Files monthly group report via the OSA website online form one week prior to the Area Meeting

ALTERNATE GSR

The purpose and responsibility of the Alternate GSR is to assist the GSR and to assume the responsibilities of the GSR when necessary. Suggested requirements and qualifications are the same as those for the GSR.

GROUP CHAIRPERSON

Suggested Requirements:

- Six months of continuous sobriety
- One year commitment

Duties and Responsibilities:

- Facilitates the business meeting
- Has a working knowledge of the 12 Steps and the 12 Traditions.
- Sees that the Traditions are being followed within the business meeting
- Responsible for putting together the agenda document for the business meeting
- Follows the agenda in accordance with the group conscience.
- Sees that the responsibilities of the other Group servants are met.
- Keep an accurate, up-to-date record of changes of the group conscience.

GROUP SECRETARY



Suggested Requirements:

- Six months of continuous sobriety
- One year commitment

Duties and Responsibilities:

- Keeps accurate minutes at each business meeting
- Basic understanding of the 12 Traditions.
- Keeps an accurate, up-to-date record of changes of the group conscience.
- Keeps a record of each trusted group servant's election date
- Assists in maintaining the service schedule of meeting servants and maintains the rotation of meeting servants.
- Keeps the slides and the script current in accordance with the group conscience

GROUP TREASURER

Suggested Requirements:

- One Year of continuous sobriety
- One year commitment
- Six Months of service experience
- Gainfully employed and/or financially solvent.

Duties and Responsibilities:

- Keeps an accurate financial record according to the group conscience
- Gives financial reports to the Group regularly
- Pays all Group expenses
- Passes on contributions to the Area and/or the World Service Office.
- Collects and documents 7th Tradition money.

AREA OFFICERS

AREA CHAIRPERSON:



Suggested Requirements:

- Two years of continuous sobriety
- Two-year commitment
- One year of active service in the OSA at an area level position
- Experience as a committee Chair in C.A.

Duties and Responsibilities

- Presides over (monthly/quarterly) meetings
- Responsible for putting together the agenda document for the group conscience per the needs of the group.
- Follow the agenda in accordance with the group conscience.
- Facilitates the Area Meeting to ensure business is conducted in a timely fashion
- Know the Parliamentary procedures in the WSM
- Only votes in case of a tie
- Encourages trusted servants to Chair various Standing Committees.
- To have all delegates attending WSC credentialed at a minimum 30 days prior to the WSC
- Assigned Owner of Communications Platform(s)
- Handles all communication through chair@ca-online.org
- Back up for the OSA Payment Platform Account
- Back up for the IT Chair in maintaining the Video Conferencing Platform(s) Accounts and OSA Storage/Communications Platform(s)
- Back up for the Treasurer to ensure timely filings with regulatory agencies at State and Federal level (e.g. state and local taxes, nonprofit corporation forms, etc.). (Article 3 Section 3 Structure and Bylaws)

AREA VICE CHAIR /PARLIAMENTARIAN:**Suggested Requirements:**

- Two years of continuous sobriety
- Two-year commitment
- Six months of active service in the OSA at an area level position
- Not to hold another voting position within the OSA unless chairing a standing committee

Duties and Responsibilities

- Attends the OSA Business meeting
- In the absence of the Chairperson performs the duties of the Chairperson
- Knows the Parliamentary procedures in the WSM
- Chairs a Standing committee when the chair position is vacant and is willing to vacate when a committee member wishes to hold the position
- Assigned Moderator of the OSA Storage/Communications Platform(s)
- Assists in handling all communication through chair@ca-online.org



- Back up for the OSA Payment Platform Account
- Back up for the IT Chair in maintaining the Video Conferencing Platform(s) Accounts and Storage/Communications Platform(s)

AREA SECRETARY:

Suggested Requirements

- One year of continuous sobriety
- Two-year commitment
- Six months of active service in the OSA at the Area level

Duties and Responsibilities

- Attends the OSA Business meeting
- Keeps accurate minutes of each meeting
- Should have prior experience as a Secretary taking minutes in C.A.
- Posts Area meeting invitation on the Area's communications platform(s)
- Archives Area Minutes on the Area's storage platform(s). (Must include Area Reports, and a summary of motions, except GSR Reports)
- Retrieves information about prior Area meetings when requested
- Coordinates with Meeting Services Chair to maintain current GSR information
- Creates a monthly flyer with area events, store flyer, meeting of the month and open area positions

AREA TREASURER:

Suggested Requirements

- Two years of continuous sobriety
- Two-year commitment
- One year of active service in the OSA at the Area level
- Served a full term as a group treasurer
- Gainfully employed and/or financially solvent

Duties and Responsibilities

- Attends the OSA Business meeting
- Assigned Owner of the payment platform
- Handles all communication through treasurer@ca-online.org
- Is one of the assigned Owners of the storage and communication platform(s) in order to back up the I.T. Chair in maintaining the platform(s)
- Monitors and manages payment platform contributions, 7th tradition donations from meetings, and fundraising activities
- Pays all expenses and reimbursements as authorized by the OSA
- Passes on contributions/donations to the World Service as authorized by the OSA
- Provides a monthly financial report at the area meeting as well as uploads the report to the



Area's storage and communication platform(s)

- Timely filings with regulatory agencies at State and Federal level (e.g. state and local taxes, nonprofit corporation forms, etc.). (Article 3 Section 3 Structure and Bylaws)
- Maintains Communication with Area Chair regarding all correspondence with the OSA's payment platform and Non-profit filings
- Maintains correspondence and payment with the Agent of Record Company in order to maintain our California Non-profit status
- When a new treasurer is elected all records need to be turned over to the new treasurer. The former treasurer should be available to assist the new treasurer in continuing a successful financial report for the OSA by the next reporting period following the new treasurer's election
- Upon election treasurer must provide the Chair and Vice Chair with contact information of the individual who has authority to provide a death certificate



OSA World Service Conference Delegate(s)/Alternate Delegate(s)

The Delegates' Job is a Spiritual One!

The World Service Conference (WSC) is the nerve center and voice of our Fellowship. The WSC is the one time each year when all our service branches come together.

Unlike all other branches of C.A. service, the WSC is not an entity, it is an event.

At the WSC, the Delegates, the World Service Board of Trustees, and the managers and Directors of the World Service Office (WSO) meet to discuss ideas and direction for the Fellowship of C.A. as a whole.

The WSC can last up to a week; however, the planning and implementation associated with the WSC is a year-round proposition.

Each Delegate must be knowledgeable about the needs of the OSA and the Region.

PROCEDURES FOR DELEGATE/ALTERNATE ELECTION TO THE COCAINE ANONYMOUS WORLD SERVICE CONFERENCE

1. Delegates and Alternate Delegates are to be elected to the WSC by each Area. Each Area shall have two (2) votes which may be carried by up to two (2) Area Delegates or Alternate Delegate(s), in person or by proxy, as set forth in the Standing Rules for the Cocaine Anonymous World Service Conference. If an Area has more than 25 meetings per week of its groups (excluding H&I), then that Area will be entitled to one additional vote for every fifty (50) meetings per week of its groups (or portion thereof). This takes effect after conference 2026 for all existing areas. If an Area has any question concerning the number of votes to which it is entitled, that Area should contact its Regional Trustee.

Areas should ensure that Groups and /or online groups are aligned with only one (1) Area, avoiding inaccurate Delegate counts, and permitted Area votes at Conference.

2. The purpose of the Alternate Delegate is to assist the Delegate and to assume the responsibilities of the Delegate when necessary. Suggested requirements and qualifications are the same as those for Delegates. Any Alternate who replaces the Delegate at the WSC will remain on the WSC and Regional mailing list as that Area's delegate for the balance of the unexpired portion of the original Delegate's term until the WSO and the Regional Trustee is informed otherwise by the Area Chairperson. Such an Alternate Delegate succeeding to a Delegate position is eligible to run for election to a full Delegate term.
3. The Area must decide at the Delegate election who is eligible to be a Delegate and who is eligible to vote for the Delegate. It is suggested that the GSR, District Officers, Service Committee



Chairpersons, Area Officers, and other members who are involved in C.A. service qualify for election. It is further suggested that Delegates have four years of continuous sobriety.

4. The Delegates and Alternate Delegates are to be elected for a term of four (4) conferences, within a period of four (4) consecutive conferences. It is suggested that the spirit of rotation be followed.
5. When necessary, Delegate elections are to be held 120 days prior to the World Service Conference. It is recommended that all new Delegates for the current WSC be elected prior to the Regional Service Assembly.

OSA Delegate/Alternate Delegate Requirements & Responsibilities:

Minimum Requirements:

- Delegates/Alternate Delegates must have four years of continuous sobriety
- Delegates/Alternate Delegates are to be elected for a term of four Conferences, within a period of four consecutive Conferences
- Delegates/Alternate Delegates should only serve one term and not consecutive terms
- Delegates/Alternate Delegates shall not hold any service commitments at other Area(s) and/or District(s)
- Delegates/Alternate Delegates shall not hold any other voting positions in the OSA
- Delegates/Alternate Delegates are required to have a working knowledge of the OSA service manual and the OSA Bylaws
- Delegates/Alternate Delegates are required to have a working knowledge of the World Service Manual, in particular the Twelve Steps, the Twelve Traditions, The Twelve Concepts, the Standing Rules for the WSC and the Conference Charter
- It is suggested to have previously served as an OSA Officer (Chair, Vice Chair, Secretary, Treasurer) or as an OSA standing committee Chair for the full term
- Delegates/Alternate Delegates should have an OSA home group

Recommended Qualifications:

- Ability to stay neutral
- Practices Love and Tolerance
- Willingness to let others be wrong



OSA Duties and Responsibilities:

- Attends both Monthly Delegate and OSA Area Meeting
- Monthly delegate meetings should include monthly traditions and /or concepts studies
- Delegates/Alternate Delegates visit Groups in the OSA and address the needs of the group.
- When requested Delegates/Alternate Delegates provide leadership with the GSR's in helping to solve group problems involving the Traditions.
- Delegates will be Assigned Moderators of the OSA Storage Platform(s)
- Delegates / Alternate Delegates are expected to participate at any event(s) that require Delegate participation unless written notification is given to the host of the event and/or another delegate
- Delegates/Alternate Delegates are allowed only three absences a calendar year of either the monthly Delegate meeting or the monthly OSA Business Meeting
- Notification of the absences from the OSA Business Meeting are to be given to the Area Chair and another Delegate/Alternate Delegate
- Notification of the absence is to be posted in the OSA communication platform(s) prior to its occurrence
- After more than three absences from OSA Business Meetings, a delegate/alternate delegate may be removed at the OSA Business Meeting
- Prior to the Conference, Delegates/Alternate Delegates transmit SR-14 material to the OSA through the OSA business meeting as well as to individual groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
- After the Conference, the Delegates/Alternate Delegates transmits the information back to the OSA through the OSA business meeting and District Meetings as well as to individual groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.
- The Area has delegated, for the time being, the approval of the C.A. Name, block letters, the logo and "WE'RE HERE AND WE'RE FREE" motto to the Delegates for their use thereof in accordance with the Policy Statement of the WSM

Area Non-Voting Positions

AREA WEB SERVANT:

Suggested Requirements:

- Two years of continuous sobriety
- Two-year commitment
- 3 months of active online service in C.A
- Web design skills made evident through a documented history of created websites, and an ability to demonstrate relevant technical knowledge

Duties and Responsibilities:

- Attends the OSA Business meeting



- To be the primary person responsible for the design and maintenance of the OSA website
- To keep the website information current, to adjust the website as directed by the OSA, to track website activity and provide reports at the monthly OSA business meeting, and to be accountable to the OSA for all website activity
- The webservant should collaborate with the designated member of a standing committee for event flyers and updates, and Meeting Services committee for group information and flyers to be posted on the website. Assists the Helpline committee with the AI and the live chat
- The webservant is responsible for updating the meeting database
- Back up for the IT Chair maintaining the Communications Platform(s)
- Assigned Owner of the Communications Platform(s)
- Creates and maintains the OSA email accounts

OSA ARCHIVIST:

The responsibility of the OSA Archivist is to collect, organize, categorize, copy, preserve and electronically store historically valued documents and items produced by the Online Service Area of C.A. and make the history of the organization accessible to C.A. members and to provide a context for understanding C.A.'s progression, principles and traditions.

Suggested Requirements:

- Two years of continuous sobriety
- Indefinite Term of commitment

Recommended Experience: A C.A. Member who is familiar with The Twelve Steps, Twelve Traditions and Twelve Concepts of Cocaine Anonymous and has good organizational skills, as well as excellent communication and interpersonal skills. Should have strong computer skills, both personal and server-side, as well as experience with office equipment—scanners, photocopiers, Optical Character recognition software (OCR). The Archivist ought to have a strong working knowledge of the policy, procedures and Guidelines of the Archive Committee. Archiving knowledge and practice is an asset.

Duties and Responsibilities:

- Attends and presents a written report at OSA Area Committee Meetings.
- Upholds The 12 Traditions And 12 Concepts.
- Responsible for collecting, preserving, cataloging and curating the OSA archives.
- Standing Committee Chairs for all materials including documents, flyers and reports.
- Repository and responsible for its protection, security, and maintenance.
- Mentor an Assistant Archivist, training them in all the duties of the OSA Archivist
- Document the work of the Online Service Area of Cocaine Anonymous , including making the history of the organization accessible to CA members.



OSA Standing Committee Service Positions

Standing committees may be formed by the OSA to serve the needs of the OSA and the groups they serve. These committees are established by 2/3 majority vote of the OSA. All committee chairs are elected at the OSA business meeting by a simple majority vote. Each committee will maintain regular minutes of their respective meetings and committee reports. All committee reports and any updated guidelines must be uploaded to the OSA storage platform(s) at least one week prior to the scheduled OSA business meeting. If a committee report is turned in late the Chair may choose not to recognize the report at the scheduled OSA business meeting.

Standing committees include:

Public Information (PI)
 Fundraising & Special Events (F&SE)
 Structure & Bylaws (S&B)
 Helpline (HL)
 Unity (U)
 Hospitals and Institutions (H&I)
 Meeting Services (MS)
 Information Technology (IT)

The committees are responsible for creating, updating or maintaining their guidelines. Once approved within the committee, they will be presented to the OSA business meeting for approval. It is suggested that committee business meetings take place on a regular basis. Committees are responsible for archiving their content within the OSA storage platform(s) on a regular basis.

Please see appendix 1 for Committee guidelines.

General Guidelines

OSA Business Meeting Guidelines

The Online Service Area (OSA) shall hold a monthly meeting on the Video Conferencing Platform(s). The meetings will be held on the first Sunday of the month at 12:30 pm EST /5:30 pm U.K. Other regular Area meetings may be scheduled by a group conscience or Area Chair (seven day notice is suggested). The agenda includes:

1. Serenity prayer
2. Chair report (If any)



3. Establish Quorum
4. Secretary Minutes
5. Ratification
6. Treasurer Report
7. Web Report
8. Archivist Report
9. Committee Reports:
 - a) Meeting Services (MS)
 - b) Public Information (PI)
 - c) Fundraising & Special Events (F&SE)
 - d) Structure & Bylaws (S&B)
 - e) Helpline (HL)
 - f) Unity (U)
 - g) Hospitals & Institutions (H&I)
 - h) Information Technology (IT)
10. Delegate Report

5-minute Recess

11. GSR Reports
12. Old Business
13. New Business
14. Elections as needed
15. Closing prayer

- All OSA Officers, Delegates, Alternate Delegates and Committee Chairs are allowed only three (3) absences per calendar year. In the event of more than allowed absences the Area may decide by a group conscience to keep that individual in the position depending on the circumstances of the absence.
- Notification of the absence is to be given to the Area Chair prior to its occurrence at chair@ca-online.org or via the OSA communications platform(s)
- All Committee Reports should be submitted one week prior to the scheduled OSA business meeting. If a committee report is turned in late the Chair may choose not to recognize the report at the monthly area meeting
- If three (3) committee reports are not given in a calendar year then the committee chair may be removed at Area
- Agenda Items are ordered at the discretion of the Chairperson. The Chair does not create the agenda but orders it. It is suggested that the vast majority of Agenda items derive from the floor, in order to preserve the "inverted pyramid" nature of our Service Structure
- The Chair is not considered a voting member (voting only in case of a tie) and cannot make nor amend motions
- Points of Order take precedence over other discussion and should be addressed immediately



- A "Point of Information" is a request for information about a motion or the suspected impact of a motion being considered

OSA Financial Guidelines

1. Money Handling:

- Do not borrow funds from the treasury: There is no reason for anyone to borrow the OSA funds.
- Personal money and OSA money shall never be mixed

2. Prudent Reserve and Delegate Funds:

- The OSA shall keep a prudent reserve of \$1200 in accordance with the Area group conscience. The amount may be changed with the approval of a 2/3 majority group conscience vote of the OSA
- In the event that the 7th tradition funds are depleted; the order of spending from other area funds are to be as follows: 1) Prudent Reserve 2) Delegate Reserve
- The order in which funds will be replenished is as follows unless otherwise determined by 2/3 majority vote: 1) Operating Expenses 2) Prudent Reserve 3) Delegate Reserve
- Delegate reserve fund is set at \$6000, and after conference the Delegate fund is automatically replenished if there are appropriate funds. Otherwise, the fund is replenished in monthly increments
- Delegates must return any unspent seed and revenue money directly after conference
- Delegates should submit any conference related receipts for reimbursement to the OSA Treasurer as soon as possible

3. Financial Deposit Procedure:

- The OSA treasurer should keep monthly statements in the OSA storage platform and reconcile with the financial statement at the end of the month. All personal information should be redacted.

4. Area Fundraisers and Other Events:

- Every OSA event should have a treasurer. This individual is responsible to the event committee and the OSA Treasurer for timely financial reports. The OSA treasurer can also serve if necessary in this capacity
- At the end of the event a reconciliation of income and expenses needs to be forwarded to the OSA Treasurer along with any donations from that event to the Area. A copy of this reconciliation should be available to all members of the OSA

5. Financial Account Maintenance:

- Those authorized to distribute funds consist of the OSA Treasurer, Chair, and Vice Chair and they should have access to the OSA payment platform main account. These funds are distributed according to the Area group conscience.
- The Chair and Vice Chair should only act as backup for the Treasurer
- The Area Treasurer shall maintain the OSA payment platform account
- The Treasurer, Chair and/or Vice Chair will be responsible for changing the log in credentials for the payment platform main account whenever necessary



6. Request for Funds:

- All requests for funds from the OSA must have written verification i.e. receipts, quotes, invoices, etc. A receipt should accompany all requests for reimbursements
- For expenditures over \$300, there must be a three bid process to verify that the OSA is getting the best deal possible

7. Treasurer Replacement

- Upon the resignation or election of a new Treasurer, the new Treasurer should register on the OSA payment platform(s) and then assumes ownership of the OSA payment platform(s). The new Treasurer will get an OSA payment card in their name
- When the Treasurer is elected all the records in the OSA storage platform(s) needs to be turned over to the new Treasurer. The former Treasurer should be available to assist the new treasurer in continuing with the financial statement for the OSA by the next reporting period following the new Treasurer's election
- In case the former Treasurer is unavailable the Chair and Vice Chair will provide pass it on assistance to the new Treasurer. If the current Treasurer dies, the Chair or Vice Chair will follow up with the next of kin regarding the death certificate to change ownership of the OSA payment platform(s).

8. Financial Review:

A review of OSA financial records should take place once a year by the OSA Chairperson, Vice Chairperson, and Treasurer. The OSA may also use a third-party accountant

OSA Standing Rules

1. The Chair and Vice-Chair, in handing off the gavel to one another, must make an announcement to the floor.
2. The Vice-Chair shall not vote upon any matter over which they have the gavel.
3. Conflict of interest: No one shall vote upon a matter which they, as distinct from the rest of the general voting membership, shall particularly benefit or have had their own performance at issue.
4. A vote of No Confidence in an Officer shall be considered the same as any request, that they immediately resign from office. The voting members shall then be entitled to elect a new officer for that office or position. In the interim, the agenda and other duties of the Chair, if need be, shall be conducted by another officer selected for this purpose by the voting membership.



5 Due to the nature of the Online Service Area (OSA) not having boundaries; Area Officers and

Delegates shall not hold any other service commitments at any other Area(s) and/or District(s) level.

6. Every motion made at the Online Service Area Meeting shall be numbered with the corresponding month, year and then motion in order.

7. Area meeting minutes are published no later than two weeks after the meeting adjourns

8. Observe a 5-minute recess after Committee Reports

9. An Area Officer, Delegates, Alternate Delegates, Committee Chairs will be removed by the Area in the event of any of the following reasons:

1. Violent Behavior

2. Relapse

3. Stealing

4. Any other behavior deemed inappropriate by a 2/3 majority OSA group conscience vote



APPENDIX 1 – COMMITTEE GUIDELINES

Meeting Services

“The Online Service Area (OSA) Meeting Services Committee assists existing groups or new groups seeking to join the Online Service Area.”

Chairperson:

Suggested Requirements:

- Two years of continuous sobriety
- One year of active online service experience in the OSA
- Two-year commitment
- Six months of active service in the committee
- Has worked the 12 steps and has a Working knowledge of the 12 traditions, and the OSA Service Manual

Responsibilities:

- Chairs the committee meetings, and arranges the agenda
- Only votes in case of a tie
- Teaches the roles and responsibilities required of the Chair position to the Vice Chair
- Maintains a current meeting directory document and collaborates with the web servant to ensure the OSA web site is up to date
- Helps OSA GSRs/Alt. GSRs get connected to OSA communications platform(s)
- Archives the GSR reports in the committee's subgroup on the OSA storage platform(s) on a monthly basis
- Manages and archives the group petitions
- Uploads committee reports, agendas, and committee minutes to OSA Communications platform (s)
- Responsible for the correspondence through the committee email
- Is the admin of the committee's subgroup on the OSA storage platform(s), and admin for the OSA messaging platform(s)
- Teaches the roles and responsibilities required of the Chair position to the Vice Chair
- Strives to have a working knowledge of 12 Concepts, The World Service Manual, and The OSA Bylaws
- Provides a report at each OSA business meeting, and submits a written report at least one week prior to the area business meeting



Vice Chair:

Suggested Requirements:

- Two years of continuous sobriety
- Six months of active online service experience in the OSA
- Two-year commitment
- Six months of active service in the committee
- Has worked the 12 steps and has a Working knowledge of the 12 Traditions ,
- Responsible for staying up to date on current committee business
- Stays up to date on current committee business

Responsibilities:

- Responsible for filling in for the Chair position if it becomes unexpectedly vacated
- Is a moderator in the committee's subgroup on the OSA storage platform(s), and assists the Chair in maintaining the committee's subgroup on the OSA storage platform(s)
- Maintains a current record of GSR/Alt. GSR contact info
- Strives to have a working knowledge of the 12 Concepts, The World Service Manual, The OSA Service Manual and The OSA Bylaws

Secretary:

Suggested Requirements:

- Six months of continuous sobriety
- Three months of active online service in C.A.
- Two months active service in the committee
- One year commitment

Responsibilities:

- Keeps accurate minutes of each OSA meeting services committee meeting
- Keeps a record of all the committee Officers' election dates.



Public Information

The purpose of the OSA Public Information committee is to carry the C.A. message of recovery to the still-suffering addict, and reach out through the media to those who have never heard of C.A.

Committee Chairperson:

Suggested Requirements:

- Two-year commitment
- One year of continuous sobriety
- 6 months of active service on a PI Committee
- Familiar with the World PI Handbook and the C.A. Brand Guide

Duties and Responsibilities:

- Conducts PI Committee meetings and keeps track of World PI activities
- Liaises with World PI Committee
- Works with PI Secretary to create Committee agenda and Area reports
- PI projects fund requests made at OSA business meeting
- Strives to have a working knowledge of the OSA Service Manual, The OSA Bylaws, and The World Service Manual
- Arranges the agenda at least one week prior to the area business meeting
- Only votes in the case of a tie
- Represents the committee at the monthly OSA business meeting
- Submits the monthly committee reports at least one week prior to the area business meeting
- Uploads agendas and committee minutes to OSA Communications platform (s)
- Responsible for the correspondence through the committee email
- Is the admin of the committee's subgroup on the OSA storage platform(s), and admin for the committee's messaging platform (s)
- Maintains usernames and passwords for OSA design program (s)
- Oversees all posting to the OSA Social Media Platforms
- Encourages service on the committee
- Teaches the roles and responsibilities required of the Chair position to the Vice Chair

Vice Chairperson:

Suggested Requirements:

- The same Qualifications as Chairperson



Duties and Responsibilities:

- Liaises with subcommittees as needed.
- Responsible for filling in for the Chair in their absence, and assumes the duties & responsibilities of the Chair position if it becomes unexpectedly vacated
- Is an admin in the committee's subgroup on the OSA storage platform(s), and assists the Chair in maintaining the committee's subgroup on the OSA storage platform(s)

Secretary:

Suggested Requirements:

- One-year commitment
- Six months of continuous Sobriety
- Three months of active online service in C.A.

Duties and Responsibilities:

- One-year commitment
- Six months of continuous Sobriety
- Keeps accurate minutes of each committee meeting
- Keeps a record of all the committee Officers' election dates

Project Lead:

Suggested Requirements:

- Term of commitment: One year
- Six months of continuous sobriety
- Six Months of active service on a PI Committee
- Familiar with the World PI Handbook and the C.A. Brand guide

Duties and Responsibilities:

- Strives to have a working knowledge of the OSA Service Manual, The OSA Bylaws, and The World Service Manual
- Schedules meetings for project work
- Recruits project members
- Makes sure minutes are taken and provides copies to the Secretary



Fundraising & Special Events

The purpose of the OSA Fundraising & Special Events Committee is to plan and implement fundraising activities and engage in contacting Conventions and other C.A. Special Event Committees about including the Online Service Area in their planning and programming.

Chairperson:

Suggested Requirements:

- Two years continuous sobriety
- One-year commitment

Duties and Responsibilities:

- Assumes the responsibilities of coordinating all Fundraising & Special Event activities within the committee.
- Keeps the Fundraising & Special Event calendar & flow charts.

Vice-Chairperson:

Suggested Requirements:

- One-year continuous sobriety
- One-year commitment

Duties and Responsibilities:

- Assists with coordinating Fundraising & Special Event activities within the Committee.
- In absence of Chairperson, performs the duties of Chairperson.

Secretary:

Suggested Requirements:

- Six months continuous sobriety
- One-year commitment

Duties and Responsibilities:

- Keeps accurate minutes of each meeting.
- Handles correspondence and maintains the Groups.io file of business records and reports.



Treasurer:

Suggested Requirements:

- One-year continuous sobriety
- One-year commitment
- Gainfully employed and/or financially solvent

Duties and Responsibilities:

- Account for all monies of the committee.
- Keeps accurate accounting of monies received and distributed.
- Prepares profit & loss statements.
- Coordinates with the OSA Treasurer on planned/projected costs of fundraising.
- Assists Committee with project budget proposals and projected income goals.

Fundraising Project Lead:

Suggested Requirements:

- One-year continuous sobriety
- Single project commitment. Committee Members are welcome to step up to lead a specific project with group approval.
- Suggested six months continuous prior committee service.

Duties and Responsibilities:

- Submits reports to Secretary and Treasurer.
- Gathers committee members to serve as project secretary and additional support from the committee and elsewhere.

Special Event Project Lead:

Suggested Requirements:

- One-year continuous sobriety
- Single project commitment. Committee Members are welcome to step up to lead a specific project with group approval.
- Suggested six months continuous prior committee service.

Duties and Responsibilities:

- Submits reports to Secretary and Treasurer.
- Gathers committee members to serve as project secretary and additional support from the committee and elsewhere.

Merchandise Lead:



Suggested Requirements:

- One-year continuous sobriety
- One-year commitment
- Service experience of online meetings.

Duties and Responsibilities:

- Heads up Merchandise for the OSA store and liaises with webmaster to upload items to store.

Structures & By-laws

This Committee will be for the Creation of Bylaws and Structural Guidelines for the Online Service Area. Also we will be involved in any updates to the current OSA Bylaws, Structure and New Verbiage.

Helpline

Our mission is to serve addicts who reach out to us, by offering hope and encouragement.

Chair:

Suggested Requirements:

- Two years clean time
- One year active service in the OSA
- Two year term
- Working knowledge of the 12 Traditions

Duties and Responsibilities:

- To chair the committee meetings
- Only votes at committee meetings in case of a tie
- To respond to email inquiries



- To assist in improving our Live Chat feature, including training the AI
- To upload committee reports, Agendas, and Meeting Minutes to the OSA communications platform(s)
- To attend the OSA business meeting
- To teach the duties and responsibilities required of the Chairperson to the Vice Chair

Vice Chair:

Suggested Requirements:

- Two years clean time
- Six months active service in the OSA
- Two year term
- Working knowledge of the 12 Traditions

Duties and Responsibilities:

- In the absence of the Chairperson, performs the duties of the Chairperson, except responding to email inquiries and improving the Live Chat feature

Secretary:

Suggested Requirements:

- One year clean time
- Six months active service in the OSA
- One year term

Duties and Responsibilities:

- Take minutes of committee meetings and send them to the Chair within one week (7 days) of the committee meeting
- Keep a record of the Officers' election dates

Live Chat Responder:

Suggested Requirements:

- One year clean time
- Six months active service in the OSA
- One year term
- Worked the 12 Steps
- Working knowledge of the 12 Traditions



Duties and Responsibilities:

- To respond to inquiries through our Live Chat feature
- To inform the Chair if they notice any improvements needing to be made on the Live Chat feature

Unity

Reach out to the diverse elements in the fellowship in the interest of carrying our message.

Unity Chair:

Suggested requirements:

- Two years of continuous sobriety
- One year of active online service experience in the OSA
- Has worked the 12 steps and has a Working knowledge of the 12 Traditions
- Two-year commitment

Duties & Responsibilities:

- Chairs the committee meetings, and arranges the agenda
- Only votes in case of a tie
- Teaches the roles and responsibilities required of the Unity chair position to the Vice Chair
- Provides a report at each OSA business meeting, and submits a written report at least one week prior to the OSA business meeting
- Responsible for the communication and outreach among the diverse elements within the C.A. fellowship at all levels in the interest of carrying the C.A. message
- Is admin on the Unity subgroups of the OSA communication platform(s)
- Is responsible for the correspondence with the OSA through the committee email
- Facilitates traditions group inventory within the OSA as required

Unity Vice Chair:



Suggested Requirements:

- The same as for the Unity Chair

Duties & Responsibilities:

- Is admin on the Unity subgroups of the OSA communication platform(s)
- Responsible for filling in for the Chair in their absence.
- Assuming all Duties & Responsibilities of the Chair if that position becomes vacant

Unity Secretary:

Suggested Requirements:

- Six months of continuous sobriety
- Three months of active service in C.A.
- One year commitment

Duties & Responsibilities:

- Keeps accurate minutes of each OSA Unity committee meeting and have them submitted in a week after said committee meeting
- Keeps a record of the officers' election dates

Hospitals & Institutions

Responsible for the coordination and active participation in Twelve Step work within hospitals and institutions.

Committee Chair:

Suggested Requirements:

- Two years of continuous Sobriety
- Three Months of active service on an H&I Committee
- Two-year commitment
- Has been an online meeting chair, and has a working knowledge of the settings and how to use the OSA Video conferencing platform (s)
- Has worked the 12 steps and has a Working knowledge of the 12 traditions, and the OSA Service Manual



- Familiar with C.A. approved literature, meeting formats, and CA WSC H&I Committee suggested guidelines and information

Duties & Responsibilities:

- Strives to have a working knowledge of The OSA Bylaws, and The World Service Manual
- Chairs Committee meetings, arranges the agenda and submits the monthly area reports at least one week prior to the area business meeting
- Only votes in the case of a tie
- Represents the committee at the monthly area business meeting
- Uploads agendas and committee minutes to OSA Communications platform (s)
- Responsible for the correspondence through the committee email
- Is the admin of the committee's subgroup on the OSA storage platform(s), and admin for the committee's messaging platform (s)
- Encourages service on the committee
- Teaches the roles and responsibilities required of the Chair position to the Vice Chair
- Discuss and train the new Meeting Chairs the requirements, duties, and responsibilities of the position

Committee Vice Chair:

Suggested Requirements:

- Same as committee Chair

Duties & Responsibilities:

- Responsible for filling in for the committee Chair in their absence, and assumes the duties & responsibilities of the Chair position if it becomes unexpectedly vacated
- Assists the Committee Chair with their duties & Responsibilities
- Is a moderator in the committee's subgroup on the OSA storage platform(s), and assists the Chair in maintaining the committee's subgroup on the OSA storage platform(s)
- Strives to have a working knowledge of The OSA Bylaws, and The World Service Manual

Secretary:

Suggested Requirements:

- Six months of continuous Sobriety



- Three months of active online service in C.A.
- One year commitment

Duties & Responsibilities:

- Keeps accurate minutes of each OSA H&I committee meeting
- Keeps a record of all the committee Officers' election dates

Outreach Chair:

Suggested Requirements:

- 18 Months of continuous sobriety
- Six months of active service in an H&I committee
- One year commitment
- Should be an active committee member and knows how to pass on the necessary information about the committee and its services
- Has a working knowledge of the Traditions in order to communicate effectively with the public about C.A.
- Previous experience in chairing online meetings
- Previous experience of doing service on an OSA sub committee

Duties and Responsibilities:

- Contact institutions to establish new meetings and liaison with present ones
- Arranges meetings with institutions via Video conferencing platforms as needed
- Gives a report at the monthly committee meeting
- Keeps a current list of all institutional contacts
- Facilitates the outreach sub committee as needed
- Responsible for the correspondence through the committee email

Meeting Chair:

Suggested requirements:

- One Year of continuous sobriety (unless otherwise specified by facility)
- Three Months of previous service on an H&I Committee
- Term of commitment six months
- Has been an online meeting chair, and has a working knowledge of the settings and how to use the OSA Video conferencing platform (s)
- Has worked the 12 steps and has a Working knowledge of the 12 traditions, and the OSA Service Manual
- Familiar with C.A. approved literature, meeting formats, and CA WSC H&I Committee



suggested guidelines and information

Duties and Responsibilities:

- Coordinates the activities and attends the scheduled H&I Meeting. If unable to attend, arrangements must be made through the Meeting Vice Chair.
- Notify the Committee of any problems encountered at the H&I meeting
- Attend the regular H&I Committee meeting
- Obtain speakers for the meeting. Speakers should meet the minimum sobriety requirement required by the facility, and been through the 12 steps
- Also, it is imperative to be knowledgeable of each facility's rules and regulations, and respect these when doing a meeting in their facility.
- Review meeting and institutional requirements with speakers prior to the scheduled H&I meeting.
- Acts as a liaison between the H&I Committee and their assigned facility.

Meeting Vice Chair

Suggested Requirements:

- 6 Months of continuous sobriety (unless otherwise specified by facility)
- Three Months of previous service on an H&I Committee
- Term of commitment six months
- Familiar with C.A. approved literature, meeting formats, and CA WSC H&I Committee suggested guidelines and information
- Has been an online meeting chair, and has a working knowledge of the settings and how to use the OSA Video conferencing platform (s)
- Has worked the 12 steps and Strives to have a working knowledge of the 12 traditions, and the OSA Service Manual

Duties and Responsibilities:

- Notify the Committee of any problems encountered at the H&I meeting
- Attend the regular H&I Committee meeting
- Obtain speakers for the meeting. Speakers should meet the minimum sobriety requirement required by the facility, and been through the 12 steps
- Also, it is imperative to be knowledgeable of each facility's rules and regulations, and respect these when doing a meeting in their facility.
- Review meeting and institutional requirements with speakers prior to the scheduled H&I meeting.



Information Technology

To maintain, support and oversee all IT related matters in the Online Service Area of Cocaine Anonymous, and cooperate with other OSA committees.

Chairperson:

Suggested requirements

- Two years of continuous sobriety
- One year of active service in OSA
- Two-year commitment
- Familiar with IT and related subjects/applications
- A working knowledge of the 12 traditions and Robert's rules of order

Duties and Responsibilities:

- Presides over the meetings and arranges agenda
- Only votes in case of a tie
- Responsible for the correspondence through the committee email
- Uploads committee reports, agendas, and committee minutes to OSA Communications platform (s)
- In absence of a committee Secretary or volunteer, compiles the minutes for the committee
- Encourage being of service on the committee
- Interact with groups, other committees and the Area Officers
- Coordinates tasks of the committee
- Represents the committee on the Area business meetings and submits a written report at least one week prior to it.
- Responsible for the scheduling, and execution of Area decisions regarding area video conferencing platform(s)
- Responsible for the administration of the OSA Video conferencing platform (s), as well as its related email account(s), including updating the access information whenever necessary. Area Chair and Area Vice Chair have login credentials and act as backup.
- Strives to have a working knowledge of the 12 Concepts, The World Service Manual, OSA Manual, and The OSA Bylaws
- Responsible for the administration of area communications platform (s). Area Chair, Area Treasurer, and web servant have login credentials and act as backup.
- Is the admin of the committee's subgroup on the OSA storage platform(s), and admin for the OSA messaging platform(s)
- Teaches the roles and responsibilities required of the Chair position to the Vice Chair

Vice-Chairperson:

- The same Qualifications as Chairperson



- In absence of Chairperson performs the duties of the Chairperson, except for the administration of the Area video conferencing platform(s) and area communications platform(s)
- Coordinates tasks of the committee
- Is a moderator in the committee's subgroup on the OSA storage platform(s), and assists the Chair in maintaining the committee's subgroup on the OSA storage platform(s)

Secretary/Co-Secretary:

Suggested requirements

- Six months of continuous sobriety
- Three months of active online service in C.A.
- One year commitment

Duties and Responsibilities:

- Keeps accurate minutes of each meeting
- Keeps a record of all the committee Officers' election dates.

