

GLASS HOUSE GROUP OF ALCOHOLICS ANONYMOUS STEERING COMMITTEE GUIDELINES

I. PURPOSE

The Steering Committee is to guide, in accordance with the Twelve Traditions of Alcoholics Anonymous, the daily operations of the Glass House Group of Alcoholics Anonymous . The members of the Steering Committee are but trusted servants; they do not govern and are ultimately responsible to the Glass House Group Conscience.

II. MEMBERSHIP

The Steering Committee is comprised of eight (8) members, four (4) men and four (4) women who are elected for one year terms.

III. TERM

Terms are staggered. Two men and two women are elected at the December Group Conscience and serve from January 1 through December 31 of the next year. Two women and two men are elected in the June Group Conscience and serve from July 1 through June 30 of the next year. Individuals may not serve consecutive terms, and must be off for one year prior to being elected to a subsequent term.

IV. ELIGIBILITY/NOMINATION

- Glass House Group Conscience members with at least two (2) continuous years of sobriety are eligible to serve on the Steering Committee.
- Nominations and elections are conducted during the regularly scheduled December and June Group Conscience meetings.
- Any eligible member of the Glass House Group Conscience may nominate themselves or any other eligible member for the Steering Committee.
- A member not present at the meeting may be nominated provided they provide a written statement and give it to a standing member of the Steering Committee before Group Conscience. The statement states length of sobriety and a willingness to serve and accept the responsibilities of Steering Committee service. The statement is read at Group Conscience meeting in which they are nominated .

V. ELECTION

- Steering committee members are elected by written vote. Nominees are asked to stand and all members present are given a ballot
- Two members of the Steering Committee tally the ballots. The four nominees acquiring the greatest number of votes are thereby elected.
- In the event that there are only four eligible nominees a show of hands for confirmation will suffice.

VI. VACANCIES

In the event that a duly elected Steering Committee Member must resign from their position , the Steering Committee may appoint a replacement who meets the qualifications for membership.

VII. OFFICERS

The Steering Committee has two officers, a chairperson and a secretary. The chairperson is nominated and elected by the members of the Steering Committee at the January and June Steering Committee new member orientation meetings. In the event that the chairperson or secretary cannot complete their term, the committee must elect a replacement.

VIII. DUTIES OF STEERING COMMITTEE CHAIRPERSON

The duties of the chairperson include:

- Appointing the secretary,
- Determining the agenda for, and chairing all Steering Committee meetings
- Determining the agenda for, and chairing or appointing a chair for all Group Conscience meetings
- Insure that signup sheets for Quarterly Chairpersons and Service Representative positions are posted in a timely fashion
- Insuring that all announcements for Steering Committee and Group Conscience meetings are posted at least two weeks prior to the meeting
- Calling any and all special Group Conscience meetings
- Review and present all written and signed member comments to the Steering Committee
- Attend Glass House Corporation board meetings in a non-voting capacity
- Make sure that all Steering Committee members are aware of their duties and have read the Glass House Steering Committee Guidelines
- Inform all Steering Committee Members as to the process for turning in receipts for repairs or purchases less than \$750.00 with the treasurer

IX. DUTIES OF SECRETARY

The duties of the Secretary include:

- Recording of the minutes of all Steering Committee meetings;
- Recording of the minutes of all Group Conscience meetings
- Posting the agenda for all regularly scheduled Group Conscience meetings one week prior to Group Conscience meetings
- Maintaining the minute books for both the Steering Committee and the Group Conscience
- Maintaining and updating Steering Committee notebook.

X. STEERING COMMITTEE MEETINGS

- An orientation meeting is scheduled on the first Monday of the months of January and July. Outgoing and incoming members of the committee are to attend; outgoing members are to educate new members on their duties
- The Steering Committee meets quarterly the Monday preceding the third Thursday of the last month of each quarter
- The meeting usually begins at 7:35 pm but may begin earlier at the chairperson's discretion. Any member of the group may attend the Steering Committee meetings, but may be asked to leave before conducting a vote.
- A vote may be conducted without a meeting only if the vote is unanimous, submitted in writing, and recorded by the secretary.
- Secretary records minutes. Agenda items are to be submitted in writing from a committee member to the chairperson

- Six of the eight members must be present to transact business.
 - Special meetings of the Steering Committee can be requested by any member of the Steering Committee and called by the Chairperson at such time as group business requires immediate attention.
 - Committee members should attend all Group Conscience Meetings
- **** *Any member may attend the Steering Committee meetings, but may be asked to leave before conducting a vote.*

XI. STANDING COMMITTEES OF THE STEERING COMMITTEE

There are six standing committees within the steering committee. Steering committee members serve as chairs of these committees. They are as follows:

1. Quarterly Chair Committee.
 - Maintain key inventory, dispense and retrieve keys as needed
 - Conduct Quarterly Chairs orientation meetings
 - Assist Quarterly Chairs in fulfilling their responsibilities
2. Engineering Chair
 - Monitor condition of facilities and equipment
 - Coordinates with the board in supervising repairs
 - Assures that no work on the facility violates the lease or is done without approval of either the steering committee or the Group Conscience
 - Assist/Chair weekly cleanup
3. Events Chair
 - Coordinate Group Events Christmas, Thanksgiving, and Group Anniversary
 - Provide hospitality services for Area or District events
 - Provide service opportunities for all members for each event held at the facility
4. Publications Committee
 - Publish and distribute schedules, phone lists, election sign-up sheets, collection envelopes, and event flyers in a timely fashion
 - Purchase materials and printing services, as needed
 - Insure web page content is up to date, and does not violate traditions
5. Literature Committee
 - Maintain inventory of AA approved literature, with prices marked and payment envelopes
 - Maintain inventory of Grapevine literature
 - Coordinate literature purchases with Central Office, monitor purchases
 - Special order items at members ' request
6. Supplies Committee
 - Purchase kitchen, coffee, and cleaning supplies; periodically shop prices
 - Inventory supplies and keep them safe, but accessible
 - Put out appropriate amounts of coffee and paper products in kitchen and restrooms

******* *For Further Clarification of Any of the Aforementioned Committees, Please Refer to Policies and Procedures*

XII. INTERACTION WITH THE FORT WORTH GLASS HOUSE CORPORATION

The Fort Worth Glass House Corporation Board (the Board) is responsible for the maintenance of the facility in accordance with the lease, collection and accounting of funds, and the distribution of any excess monies. The corporation has the following responsibilities:

- Lease agreements with the church
- Maintaining insurance coverage in accordance with the lease
- Utilities, beverage, and maintenance contracts
- Collecting and depositing money in a timely fashion (at least twice monthly), paying rent, utilities, contractual debts and any expenditures that are approved by Group Conscience
- Coordinate with the Steering committee on major capital improvements, in accordance with the lease, with the approval of group conscience (e.g., Heating and A/C, furniture, appliances, roof, parking lot, plumbing, painting, any structural problems, lawn maintenance)
- Posting financials and expenditures on a monthly basis
- Board president and treasurer or their designees attend all steering committee meetings in a non - voting capacity
- The treasurer or their designee will give a treasurer's report at each quarterly meeting and at all group conscience meetings

It is the responsibility of the steering committee to assure that there is clear communication with the board and that the two entities have a good working relationship under the authority of Group Conscience.

XIII. EMERGENCIES

The steering committee has the authority to address emergency situations. Emergencies such as broken windows, heating, air-conditioning, electrical or plumbing problems that adversely affect the ability of the Glass House Group of Alcoholics Anonymous to fulfill its purpose can be addressed by the committee.

XIV. INTERACTION WITH AL-ANON FAMILY GROUP

The Glass House Al-Anon Family Group has always been an integral part of the Glass House AA since its inception. It has been suggested that the quality of the Glass House Group can be linked in part to our strong Al-Anon program. It is the responsibility of the Steering Committee to maintain a strong, cooperative relationship between Glass House AA and the Al-Anon Family Group.

- The Glass House Al-Anon leases a room from Glass House AA.
- The Al-Anons share common areas with AAs.
- The Glass House Al-Anon Family Group interacts with the Steering Committee in the same way an AA member would.

XV. EXPENDITURES

The steering committee is authorized to coordinate with the board for expenditures related to the daily operation of the Glass House Group of Alcoholics Anonymous. Major expenditures and expenses over \$750.00--with the exception of emergencies--must be approved by Group Conscience. Periodically a finance or ad hoc committee will be established for any of the following: create and review budgets, consider various improvements within or to the facility, establish expense parameters for various committees, and consider bids for maintenance services. The recommendations of the committee are contingent on Group Conscience approval.

**** For Further Clarification of Any of the Aforementioned Guidelines, Please Refer to Policies and Procedures**