

Alcoholics Anonymous

Continental European Region



How it Works

*A quick reference guide
to service at Region*

Fifth Edition 2025

CER - How it Works

A quick reference guide to service at Region

Fifth Edition 2025



Continental European Region
of Alcoholics Anonymous Great Britain

www.alcoholics-anonymous.eu

For all enquiries, please contact the Secretary:

secretary.cer@aamail.org

A Declaration of Unity

This we owe to AA's future:
to place our common welfare first;
to keep our Fellowship united;
For on AA unity depend our lives,
and the lives of those to come.

I am Responsible...

When anyone, anywhere,
reaches out for help,
I want the hand of AA
always to be there.
And for that: I am responsible.

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1. Purpose and Target Audience

This document serves as a Quick Reference Guide for newly elected and serving trusted servants at the Continental European Region (CER). Its aim is to facilitate the induction of new members of the CER Assembly and to serve as a reference guide to support CER officers and Region Reps in their roles. The contents of this document are to be regarded as suggestions only. They are based on the experience of several generations of trusted servants at CER. In no way should it be implied that Region in any way wishes to prescribe the actions of any trusted servant of a Group, Intergroup or at Region.

How to use this document

For a start, all members of English-speaking AA in Continental Europe are invited to read this document, especially if they are active in service. This document may answer questions on the ways CER functions. It also offers information on the following situations:

- a) If you are attending a CER meeting as a Group or Intergroup representative:
 - Chapter 2 to learn about Region
 - Chapter 6 to understand how CER assembly meetings are conducted
 - Chapter 7 to ensure 7th Tradition contributions are administered correctly
 - Chapter 10 to ensure your Intergroup details are communicated to CER and AA GB
- b) If you want to take on a position at CER:
 - Review the entire document to be familiar with the detailed workings of CER
 - Chapter 7, reimbursement for travel and other agreed-upon expenses
 - Chapter 12, contacts list, to email others in CER
 - Chapters 4 (all positions) and 9 (Conference Delegates) for descriptions of positions,
- c) If you want to organise a CER meeting
 - Chapter 8, how to host a CER assembly

2. Aims of Region

The Continental European Region (CER) of the General Service Conference (GSC) of Alcoholics Anonymous Great Britain (AAGB) serves English-speaking AA Members, Groups, and Intergroups in Continental Europe.

CER, as guided by the Three Legacies of AA, Recovery, Unity and Service, and with a primary purpose of carrying AA's message to the still-suffering alcoholic, aims to:

1. Lead public information initiatives and cooperate with the professional community at the European level;
2. Facilitate the exchange of information and best practice experiences between AA Groups & Intergroups;
3. Provide alcoholics, both local and from abroad, with access to AA services and support, particularly in isolated and remote areas;
4. Represent and link the AA Groups & Intergroups with the annual General Service Conference;
5. Create opportunities for AA members to contribute to and gain experience in AA service; and
6. Encourage cooperation with each European host nation AA.

CER

CER (Region 15) is one of sixteen Regions that make up the General Service Conference of AA Great Britain and Continental Europe (in short, the GSC of AAGB). CER is the only region that encompasses such an expansive geographical area across dozens of countries, entrusting us with special responsibilities, as our services cover many different languages and cultures over vast distances.

The working language of CER is English, since the region is part of AA GB. Currently, various groups in CER use a bi-lingual format and several associate themselves with the national AA service structure as well as with AA GB.

Groups become part of the AA GB service structure by joining an Intergroup that is part of CER. According to our fourth Tradition of group autonomy, an AA Group can decide which Intergroup they want to join. In practice, many groups join an Intergroup in their geographical vicinity (e.g., an Intergroup in the same country) or with a similar format (e.g., European Online Intergroup).

Usually, the excess of a group's 7th Tradition contributions are passed down the service structure, from groups to Intergroup, to region. In the of an Intergroup a group may also send their 7th tradition contributions directly to CER. However, CER always encourages groups and Intergroups to spend their 7th tradition contributions locally first (e.g. for Public Information purposes).

What we do

Our actions include:

- managing our own AA website which includes a list of several hundred English Speaking AA meetings across continental Europe and online)
- responding to inquiries from people seeking help with their drinking and information about AA via our e-mail response team
- publishing and distributing a monthly newsletter
- representing AA at European professional community conferences
- coordinating public information programmes
- attending regional officer assembly meetings at GSO
- identifying cross-border best practices
- encouraging service at all levels of AA,
- representing the group conscience of the groups within Continental Europe at the annual General Service Conference

Contact Us

We welcome all English-speaking AA Intergroups in Continental Europe – and AA Groups without an Intergroup – to participate with us in service at Region. For more information on how we can help support your Intergroup or how to get involved in regional service, please visit www.alcoholics-anonymous.eu

3. History of CER

AA in Europe

AA was brought to Europe after World War II by members active in carrying the AA message:

- a) American servicemen stationed in Germany and elsewhere in Continental Europe;
- b) American, British, and Irish travellers and AA members employed in Western Europe; and

c) AA members working on seagoing vessels for long periods (Internationalists).

1946 – 1970

AA groups were started in Ireland, Italy, France, England, Norway, Sweden, Finland, Scotland, Holland, Denmark, Germany, Belgium, Spain, Greece, Austria and the Channel Islands (UK).

Most of the groups at that time were registered with GSO New York (US).

1971

First Intergroup-Area Meeting in Sembach, Germany (US Air Base near Kaiserslautern).

Six Areas geographically – each area was asked to elect its own secretary. Meeting held every two months.

Each year the Intergroup held a Roundup/Convention and AA members from all over Continental Europe were encouraged to attend. The AA message was carried back to the respective countries.

More and more English-speaking groups in Continental Europe joined Intergroup.

1985

By this time, the Intergroup expanded to 15 Areas. It was now called Intergroup Continental Europe.

August 1985, Nuremberg, Germany

This meeting had been called specifically to discuss the existing service structure in Europe which, due largely to problems of communication, had not been functioning well.

The General Secretary, Jack G. from GSO Great Britain in London, which had come into existence in 1957 through the rapid growth of AA in England, Wales, Scotland and Ireland, was invited to attend a meeting of the English-speaking Intergroup in Europe.

He shared how it works in Great Britain and suggested that Intergroup Continental Europe become a Region in the service structure of GSO Great Britain with 3 Intergroups.

1986

Intergroup Meeting in Lahr, Germany. A motion was made and seconded that the Intergroup Continental Europe become a Region in the Service Structure of Great Britain. A formal request was sent to GSO York (UK).

1988

European English-speaking Groups form a Region with the following three (3) Intergroups:

- İ Intergroup I: Northern Europe - Iceland, Sweden, Norway, Denmark, Belgium, Netherlands, France and Northwest Germany
- İ Intergroup II: Central Europe - mainly Central Germany
- İ Intergroup III: West and Southern Europe - Austria, Switzerland, Italy, Spain and Southern Germany

1995

At the General Service Conference in York, England, Intergroup Continental Europe is accepted as the fifteenth Region in the Service structure of Great Britain, becoming the Continental European Region (CER).

2001

CER receives full approval as REGION 15 in the Service Structure of GSC Great Britain.

Further information on the history of CER is maintained by the Archivist.

4. Getting Started

Your role as Region Representative/Group Service Representative (GSR)

It is often the case that someone attends their first Region Assembly as a newly elected representative of an Intergroup (as Region Rep) or a Group (as GSR). The following section specifically describes the role of Region Reps/GSRs and how they can serve at Region. If you are attending or have attended a Region Assembly as an observer, you might still find the following information useful for a better understanding of how to be active in service at the Region level. If you are new to Region and are serving as a CER Officer, we suggest you also consult the respective sections in the 'AA Great Britain Service Structure Handbook' for information about the responsibilities of your position.

Acting on behalf of your Intergroup or Group, your participation in the Region Assembly as Region Representative allows CER to carry out one of its main tasks, to better serve the needs of its IGs and subsequently local AA Groups in carrying the message. Region Reps/GSRs are encouraged to report on the activities of and share experience, strength and hope from their respective Intergroups and Groups. Through this exchange of information, IGs can support each other in carrying out our primary purpose, i.e., carrying the message to the still-suffering alcoholic.

As Region Rep/GSR you also assume the vital role of expressing the group conscience of your IG and/or local AA Group at CER, which enables CER Delegates to bring that group conscience to the General Service Conference (or Conference). Conference makes recommendations based on the collective conscience, and as Region Rep you can ensure that this includes the group conscience of your Intergroup and Groups.

Preparation is key

As a newly-elected Region Rep it is advisable to prepare yourself for service at Region as follows:

- Please fill out and sign the Intergroup Officer Registration Form (be sure to tick the box "Please provide me with an AA Mail") and give it to your IG Secretary to pass on to GSO. If you do not have an IG Secretary, you can email it to the CER Secretary (secretary.cer@aamail.org). Once you have been given access to your AA Mail address you can also gain access to the AA Filestore. Go to <https://afiles.org/> and follow the directions for signing up. Indicate that you would like to request access to the CER Filestore.
- Subscribe to the ArenA Newsletter to receive communications on upcoming CER meetings, as well as regular updates on interesting articles, blog posts, upcoming events, workshops and more that you can share with your IG and local AA Groups. You can easily subscribe at the following weblink: <https://alcoholics-anonymous.eu/membership-of-a-a/arena/>
- Send an e-mail to the Region Secretary (secretary.cer@aamail.org) to request that your email address be added to the CER Assembly mailing list. That way you will receive all important communication regarding CER matters, including Region Assembly agendas and minutes.
- Go to the CER website, <https://alcoholics-anonymous.eu/>, where you can access all the materials that are referenced throughout this booklet and other important information. Also check that all information pertaining to meetings in your area are correct and up-to-date. Updates, modifications and additions can be provided using the online form at <http://alcoholics-anonymous.eu/update-meeting-information/>
- It is also important that you develop a firm understanding of the 'AA Great Britain Structure Handbook' and the 'AA Great Britain Service Handbook'. It is strongly suggested that Region Reps and GSRs have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for World Service. For additional literature, see Chapter 11 on "Further Suggested Reading"

As some of these materials may seem daunting at first, you are encouraged to contact other Region Reps and more experienced CER members during a Region assembly, as well as your sponsor or Group members that have attended CER meetings whenever questions arise. Please remember that no questions are too stupid to be asked; we have all been new to CER.

Your First Region Meeting

Before the meeting

Attending your first region meeting may be exciting and perhaps even intimidating. Nevertheless, you may find the following suggestions helpful to have a positive experience and make a valuable contribution:

Make your travel arrangements to the Region Assembly in a timely fashion. If you have been registered as Region Rep or GSR with the Secretary, you will receive, well in advance, information about accommodations, public transport and other important matters to consider when travelling to the host city. This information will usually also be listed on the www.alcoholics-anonymous.eu website.

As a Region Rep, you are eligible for reimbursement of travel and accommodation expenses by your Intergroup. Be sure to check with your IG Treasurer for reimbursement procedures, as well as ability of the Intergroups to refund you. In many cases, the IG has their own procedures to elect, send and reimburse their Region Reps.

Reports and other documents

As region Rep you are invited to prepare a report about the specific activities of your Intergroup, including but not limited to PI work, events hosted by your IG and any issues your IG might want guidance on and that might be of interest to other groups. The report template is found here: [Template for Intergroup Report](#) Please submit this report in writing (ideally as a .pdf) to the CER Secretary at secretary.cer@aamail.org at least two weeks in advance of the CER Assembly meeting. These and other reports are then made available on the online file-share-service (AA Filestore) available to all Assembly members prior to the quarterly meetings.

All documents that are relevant for the CER assembly are uploaded to AA Filestore, which is accessed via <https://aafiles.org/login-aa>. If you are a new user to this service, you may want to request access well in advance of the CER meeting that you will attend, since this process may take up to 10 working days. Please note, you need an AA Mail email address to access this service. . Please consider the confidentiality of these documents and their use according to Tradition 12.

If you wish to submit an agenda item, do so preferably six weeks in advance. Send your proposal along with some background information and the reason for including the item to the CER Secretary. Be prepared to provide sufficient information at the Region meeting and answer possible questions. For more information on the agenda, refer to Chapter 6.

Read through the agenda for the next Region Assembly and wherever possible discuss it with your Intergroup so you can bring your IG's group conscience to CER. This is a crucial part, which ensures that decisions reached at the Region Assembly reflect the Group Conscience of local AA Groups and Intergroups.

After your first Region Meeting

As the direct link between Intergroup and Region, the Region Rep relates important decisions, and the group conscience decisions made by the Region Assembly back to the Intergroup and local AA groups. Provide a report at your next IG meeting that includes all important matters discussed at the Assembly and guidance and solutions received on specific issues, where applicable. The following list of suggestions has proven useful in this respect.

- Let other members in your area know about service positions at CER and direct them to the CER website for further information.
- Each Region Assembly offers many opportunities to get involved and be of service. If you have taken up a specific task (e.g., joining a subcommittee) be sure to fulfil it by the next Assembly.
- Educate your IG and other members about the aims and function of Region to help them understand the importance of participating at Region meetings and serving in the AA structure.

- Explain the role of the General Service Conference and how the group conscience of your local AA groups is carried to Conference. Assist your IG and local Groups in understanding and actively participating in the process of submitting and answering Conference questions.

Always keep in mind that as a Region Rep you are an example of a trusted servant who can inspire other members to become and remain active in service and be part of the AA service structure. Through your work you are an attraction for other members to get involved in service and thus create strong and healthy groups that more effectively fulfil the primary purpose of carrying the message to the alcoholic who still suffers.

5. Region Assembly Composition

Region Assembly

The aims of the Continental European Region are implemented through the group conscience of the representative group known as the CER Assembly. Representatives may attend in person or online, as the represented entity sees fit.

Assemblies are held a minimum of four (4) times per year and attended by the following (all with voting rights except visitors & observers):

- Maximum of two Region Representatives from each Intergroup
- A representative (GSR) from any group in a geographic area not represented by an Intergroup
- Region Service Officer*
- Conference Delegates and Alternate Conference Delegates
- A General Service Board (GSB) Trustee
- Other designated members
- Visitors and observers

Region Representatives

Region Representatives are elected by their Intergroups as representatives to CER, and their specific responsibilities shall be defined by the respective Intergroups. In general, the service period is for three (3) years.

Region Officers

The Executive Officers of Region comprise the steering committee: Chair, Vice-Chair, Secretary and Treasurer. In addition, the following positions have been defined by the CER Assembly. It is recommended that these Officers serve a maximum of three years, except for the Trustee, which should serve 4 years. Please refer to Chapter 7, Finances/Reimbursement section, regarding which positions are reimbursable, and to Chapter 12 for CER Officer email contact details. Any member of English-speaking AA in Continental Europe may be elected by the Assembly to these positions:

- Public Information Liaison Officer (PIO)
- Health Liaison Officer (HLO)
- Region Electronic Communications Officer (RECLO)
- Young People's Liaison Officer (YPLO)
- Regional Armed Forces Liaison Officer (RASLO)
- ArenA Newsletter Editor
- Archivist
- Conference Delegates (6)
- Alternate Conference Delegates (3)
- Trustee (nominated by Region for election consideration by the General Service Board)

The duties of these Officers are briefly described below. Detailed descriptions are provided in the 'AA Service Handbook of Great Britain'.

CER Chair

The CER Chair is responsible for chairing CER meetings, setting the CER meeting agendas (with the assistance and guidance of the Steering Committee and input from CER Officers and members), chairing Steering Committee meetings, communicating as required with members, Groups, InterGroups, Officers, CERES* (the legal entity which supports CER in carrying out its activities), and outside entities, and to every extent possible facilitating CER's continued functioning as the AA service entity directly responsible to InterGroups, and in turn to Groups and members.

The Chair will be the "originator" for negotiating with venues and facilities for CER face-to-face meetings, such as at hostels, in those instances when CER makes its own arrangements for CER meetings. The Chair will consult, advise and assist local hosts when CER meetings are hosted by local AA InterGroups and/or Groups.

Chairs and candidates for Chair should be familiar with The Traditions and The Concepts, the CER Digest of Decisions, and service literature, including 'The AA Structure Handbook for Great Britain' and 'The AA Service Handbook for Great Britain'. Additional readings and resources that Chairs and potential Chairs may find useful include 'AA Comes of Age', 'AA Service News', the ArenA Newsletter, and annual reports of the General Service Conference.

The CER Chair usually responds to emails within 72 hours.

CER Vice-Chair

The Vice-Chair represents the CER Chair in her/his absence with respect to all duties outlined above. The Vice-Chair is a member of the CER Steering Committee. The sole explicit extra duty of the Vice-Chair is to coordinate the revision and, when necessary, the update of the 'CER – How it Works' document at least every two years and to seek the Assembly's approval of the revised document. The Vice-Chair may, at the discretion of the Chair, be tasked with *ad hoc* assignments as the need arises.

Vice-Chairs and candidates for this service position ought to be familiar with the same documents suggested for the position of Chair.

The CER Vice-Chair usually responds to emails within 72 hours.

CER Secretary

The Secretary is the primary communications facilitator within CER and crucial to the smooth running of a CER Assembly. The secretary's role involves activities before, during and after CER assemblies, communication with CER Officers, Region Reps/GSRs, other AA members within CER and the General Service Office (GSO).

Preparation for Assemblies:

The Secretary collaborates with the Steering Committee to determine what business requires discussion at the Assembly and what requires a decision by the Steering Committee. They consult with and assist the Chairperson in setting the meeting agenda.

The Secretary sends out invitations to the quarterly assemblies at least a month prior to assembly members and ensures the information is listed on the CER website. For face-to-face meetings, the Secretary liaises with the host committee to provide assembly members with information about the venue, how to book accommodations, and travel arrangements.

The Secretary also prepares and distributes the agenda for quarterly assemblies, along with minutes of the previous meeting, and any documents to be discussed at the meeting, making sure that reports or information requested at the previous meeting are available. The Secretary uploads all relevant

documents to the AA Filestore and assists new members with gaining access to the Filestore.

During Assemblies:

The Secretary takes the minutes of CER assemblies. The minutes ought to include a record of key points, all decisions and proposals, as well as the name of the person(s) responsible for carrying them out, clear action points and an attendance list.

The Secretary conveys and records apologies received from those absent and calls for approval of the minutes of the previous meeting. If approved, the Secretary will post the Minutes on the AA Filestore.

The Secretary will report on action or matters arising from the previous minutes, read any important correspondence that has been received, ensure that the Chairperson is supplied with all necessary information for items on the agenda, remind the Chairperson if an item has been overlooked, and assists with timekeeping.

For online assemblies the Secretary acts as meeting host and together with the RECLO ensures that only AA members participating in or observing the assembly are admitted to the meeting. The Secretary prepares in advance (where possible) any motions to be voted on so the voting can take place via polls.

The Secretary also appoints Co-hosts that will help with technical and security issues, so that they can focus on recording the minutes accurately and assisting the Chair with time keeping.

After Assemblies:

After a CER assembly, the Secretary prepares the draft minutes and consults the Chairperson for approval. The Secretary then distributes the draft minutes to assembly members within two weeks after the meeting and ensures that the draft minutes are updated with received amendments or corrections. The Secretary will also contact the relevant person(s) as a reminder of each decision requiring action.

Steering Committee:

The Secretary is a member of the CER Steering Committee and together with the Chair, sets the agenda for these meetings. The Secretary sets up the online meetings, distributes the access details and agenda. During the meeting the Secretary takes the minutes, which summarise the actions that were decided on and sends the minutes to the Steering Committee and all other present CER Officers.

As a member of the Steering Committee, the Secretary is also part of the CERES* board. The board composition will need to be confirmed each time a Steering Committee member rotates into the role.

Other Tasks:

- **Officer Registration at GSO:** The Secretary ensures that all CER Officers are registered with GSO and are provided with access to their AA email address. After elections the Secretary sends a 'Welcome To Region' email to the newly elected CER Officer that contains relevant information for the service position, as well as the "CER How It Works" Document and the Region Officers Registration form. The Secretary will then send the filled out, signed and dated form to GSO at groupinformation@gsogb.org.uk.
- **Confidential Mailing List:** The Secretary maintains and updates the confidential electronic CER General Assembly list for the purpose of distributing all official and approved CER announcements and documents, as described in the CER Digest of Decisions (June 2016 decision). The list ought to include the email address and service position (if known) of CER members and the official AA Mail address plus the dates of the service term for CER Officers.

- **Digest of Decisions:** The Secretary maintains the CER Digest of Decisions, which is updated after each assembly and provided on the CER website. <https://alcoholics-anonymous.eu/regional-public-documents/>
- **CER Website:** The Secretary also provides the RECLO and the Electronic Communications Committee (ECC) with the pertinent details for keeping the CER website up to date with regard to essential CER service information and will, if deemed appropriate by the RECLO and ECC, assist in those updates.
- **Registration of Conference Delegates:** Each fall the Conference Coordinator, Sharon Smyth, sends a Conference registration form for each Delegate to the Secretary. These registration forms need to be passed on to the Delegates, who will fill out the forms for their respective committee, sign them and send them back to the Secretary. The Secretary will send these forms back to Sharon so that all Delegates are properly registered for Conference the following year. The deadline for registration is usually in November.
- **Annual Report:** Each year the Secretary creates an annual report that showcases highlights of service at region to present at the December assembly. The Secretary can seek input from all service disciplines and ask officers to provide a short (no more than 150 words) report about their activities in the past year. The annual report is then posted on the CER website and hard copies will be given out at the March assembly in the following year.
- **General Communication:** The Secretary promptly sends all correspondence as decided by the full Assembly or Steering Committee. They are need to respond to inquiries from AA members and provide information about – but not limited to - how to set up a group or Intergroup, how to get a meeting listed on the CER website, how to get in touch with GSO, how to get access to the AA Filestore, how to get access to AA Mail, etc. The CER Secretary usually responds to emails within 48 hours.

Handover of the Secretary Position:

- The outgoing Secretary ought to assist the incoming Secretary with and pass on all important documents, contact email addresses for GSO and the current version of the CER mailing list. The outgoing Secretary will need to register the new Secretary as per the process described above. Once the new Secretary has access to the AA Mail account, they will need to reset their password for the AA Filestore and for the Zoom account.
- The outgoing Secretary ought to show the new Secretary all the processes described here, making sure that the tasks are clear, and the new Secretary is equipped with all the information needed to carry out the new role successfully.

CER Treasurer

- The responsibilities of the Region Treasurer are:
- To ensure that Tradition 7 contributions are properly received and acknowledged
- To verify expense claims (see reimbursement guidelines) and ensure that trusted servants are reimbursed promptly for service expenses.
- To maintain an accurate record of the CER accounts (“the books”) for audit by an independent accountant; consequently, the CER Treasurer is also the Treasurer for the CERES Association.
- To prepare and report to the Region Assembly the previous quarter's income and expenditure. To prepare any other relevant reports (e.g. face to face meeting costs, service disciplines budget vs actual report).

- To prepare and present the annual accounts and budget for approval of the Region Assembly (traditionally the December Assembly).
- To respond to reimbursement emails requesting any missing documentation and start the reimbursement process within 72 hrs of receipt of completed documentation. The reimbursement claim is then passed to the alternate treasurer (or Chair) for passing through the 4 eyes principle (see Chapter 7).
- The treasurer ought to reimburse claims, including international and non-Euro transfers, falling within the guidelines within 15 working days.
- To maintain a list of Intergroup Treasurers and to propose Treasury workshops as needed
- To serve as a member of the CER Steering Committee and board member of the CERES Association.
- When possible, attend the yearly Regional Treasury Liaison Officer meeting (currently 3rd weekend of January) in York and share experience, strength and hope.

The Alternate Treasurer

The responsibilities of the Alternate Treasurer are:

- Performs all the duties of the Treasurer in his/her absence
- Serves as a member of the CER Steering Committee and board member of the CERES Association.
- Provides a second signature on all transactions where possible
- Provides second pair of eyes on reimbursement claims, returning the claim to the treasurer within 72 hours.

Public Information Liaison Officer (PILO)

The PILO is responsible for ensuring that information about the AA message and programme of recovery is conveyed to outside organisations to the best possible advantage. Additionally, the PILO encourages PI activities at the group and intergroup levels, sharing best practices and fostering collaboration among PI officers. As a two-fold service position, the PILO helps build relationships with the outside world while serving the needs of member groups and intergroups. Duties often overlap with those of the HLO, RASLO, YPLO, and RECLO, who might find it beneficial to work as a team.

The main responsibilities of the PI Officer are to:

- Liaise with Groups & Intergroups, offering suggestions when necessary;
- Organise and conduct PI workshops and PI roadshows;
- Liaise with CER & GSO, York;
- Attend quarterly Assembly CER Meetings and provide a written report of PIO activities;
- Attend the annual meeting of Regional PI Officers in York;
- Attend Conferences and Conventions where and when appropriate; and
- Work with other Officers, Committees & Sub-Committees when appropriate.

The PI Officer usually responds to emails within 72 hours.

Regional Armed Forces Liaison Officer (RASLO)

The RASLO is responsible for ensuring that information about the AA message and program of recovery is conveyed to Military Organizations within continental Europe. Additionally, the RASLO coordinates with PI and if available Military Liaison at intergroup level the best practices to liaise with Military Organization. Duties often overlap with those of the PILO.

The main responsibilities of the ASLO Officer are to:

- Liaise with Military Organizations, offering resources and literature recommendations
- Engage with Chaplain Offices to provide resources and summary of AA program
- Attend quarterly Assembly CER Meetings and provide a written report of RASLO activities
- Liaise with CER & GSO, York
- Attend the annual meeting of Regional ASLO Officers in York
- Work with other Officers, Committees & Sub-Committees when appropriate
- The RASL Officer usually responds to emails within 72 hours.

Health Liaison Officer (HLO)

The role of the HLO is to establish contact and maintain communication with healthcare professionals on behalf of Alcoholics Anonymous. Reporting back to CER, the HLO should seek to promote AA externally as a means of carrying the message to the still suffering alcoholic.

The HLO should endeavour to promote Alcoholics Anonymous as a resource to healthcare professionals – one that is widely available and cost-free. Initially, the role might include providing information as to what AA is and does, always remembering that as a fellowship we are committed to remaining non-professional. In all its activities, the HLO should adhere to AA's Twelve Traditions.

The HLO should monitor national policies on alcohol and identify opportunities for AA to cooperate with services within the health sector.

Finally, the HLO should stimulate interest and encourage health liaison service throughout the fellowship.

The HLO usually responds to emails within 72 hours.

Regional Electronic Communications Liaison Officer (RECLO) et al

General requirements for the RECLO role include:

- Working understanding of the Traditions, and the Service and Structure Handbooks
- General competence with the use of computers, the internet and CMS (WordPress)
- Minimum of three years' sobriety

The RECLO's main responsibilities are to:

- Lead and assist the CER Help Response Service team
- Support communications between CER, Intergroup and Groups electronically through the use of AAMail, the CER website, and online video conferencing
- Stream quarterly face-to-face assemblies through online video conferencing equipment
- Liaise between the Intergroup ECLOs
- Attend the annual Regional ECLO meeting in York, linking CER to other Regions and the ECSC
- If required, support the CER Secretary in answering general enquiries and uploading assembly files, e.g. officer reports, agendas, minutes etc. to the online file store

- The RECLO usually responds to emails within 72 hours.

We would also like to refer to section 3.5 Electronic Communications Liaison Officer of the AA GB Service Handbook.

CER Help Response Service Team

CER operates an online email Help Responder Service (HRS) through our website. We have a team of Online Responders who monitor the inbox daily. All emails to help@alcoholics-anonymous.eu are answered within 24 hours. One member of the HRS team serves as the HRS Coordinator.

Qualifications for Online Responders are:

- Two years' continuous sobriety
- Experience of service within AA
- Experience with email

Web Updater Team

CER has a team of Web Updaters who are responsible for keeping our Meetings List and Events Calendar up to date by adding new meetings, deleting defunct meetings, and/or adding new events.

Qualifications for Web Updater are:

- Two years' continuous sobriety
- Experience of service within AA
- Computer literacy, ideally with some experience and familiarity with CMS (WordPress)

CER Webmaster

General requirements for the CER webmaster role include:

- Working understanding of the Traditions, and the Service and Structure Handbooks
- Technical competence with the use of computers, the internet and CMS (WordPress)
- Minimum of three years' sobriety

The Webmaster's main responsibilities are to:

- Ensure the CER website is online, accurate and maintained, especially our contact information, Meetings List and Events Calendar
- Lead and assist the CER Web Updater teams
- Support the RECLO and ArenA Editor as and when required
- Support the CER Secretary in ensuring all the latest and most pertinent information is available through our website, eg, service position vacancies and the dates/locations for upcoming CER assemblies
- If required, engage the services of an external consultant, within the budget approved by the assembly, to help with any necessary website technical administration

CER Young People Liaison Officer (YPLO)

The YPLO should have the following qualifications:

- Come into alcoholics anonymous at an age of thirty or younger
- Have a minimum of 3 years of continuous sobriety
- Have a strong AA service record
- Have a good working knowledge of the Twelve Steps and Twelve traditions
- Be willing and able to serve for 3 years

The main responsibilities of the YPLO are to:

- Share experience, strength, and hope about getting sober at a young age;
- Encourage young people in AA to enter into all aspects of service;
- Maintain open communication with intergroup, groups, and individuals so that they may better serve young alcoholics inside and outside of AA;
- Assist the PILO in presentations where the audience is likely to include a significant amount of young people;
- Support AA activities aimed at young alcoholics both within and outside the Region;
- Attend and participate in the General Service Board's Young People's project; and
- Prepare and submit an annual report on the Region's liaison activities to Board Trustees for YPLOs.

The YPLO usually responds to emails within 72 hours.

Additional information can be found in the Chapter 11.

ArenA Newsletter Editor

The ArenA Newsletter Editor produces and sends the monthly ArenA newsletter to CER subscribers, sharing news, articles, and event fliers. The role involves reviewing and editing submissions in consultation with the ArenA working group when needed, commissioning articles on the Twelve Steps, Traditions, and Concepts, adding suitable images, posting items on the CER website, and managing the subscriber list by removing unconfirmed subscribers older than three months. The Editor promotes the newsletter across Groups, Intergroups, and Regions, attends ECC and PI subcommittee meetings, responds to emails within 72 hours, and works in line with AA Traditions and Concepts.

Responsibilities of the ArenA Newsletter Editor include:

- Produce the ArenA electronic newsletter on a monthly schedule, distributing it to all subscribers via the CER website.
- Review and edit all submissions according to ArenA guidelines, in consultation with the ArenA working group when necessary.
- Commission written contributions, especially on the Twelve Steps, Traditions, and Concepts.
- Proofread and fact-check all texts to ensure clarity, accuracy, and adherence to AA Traditions and Concepts.
- Select and include images with articles, using submitted material or free stock images.
- Post approved articles and other items of interest to the CER fellowship on the CER website.
- Manage the subscriber list for the newsletter, removing unconfirmed subscribers older than three months.
- Compile and send out the newsletter, including fliers for upcoming events.
- Promote ArenA News in Groups, Intergroups, and Regions, soliciting new content from the CER fellowship.
- Participate as an active member of the Electronic Communications Committee (ECC) and the Public Information (PI) Committee, attending subcommittee meetings as applicable.
- Respond to email correspondence within 72 hours.

- Maintain a working knowledge of the AA service structure and uphold AA Traditions and Concepts in all editorial activities.

Archivist

Archives activity differs from other areas of the Fellowship in that **rotation of office is not considered desirable** for the role of an archivist:

- a) *“The main purpose of archive activity is to keep the record straight so that myth does not predominate.” – Bill W.*
- b) *“We need to preserve the richness of our heritage to ensure the future” – Bill W.*

Archivists comprise an informal network of enthusiastic members of AA whose aim is to preserve the fellowship’s past and to ensure that fact prevails over fiction or myth. The Region Archivist maintains a dialogue with other Archivists within the Region and attempts to develop archival contacts within each Intergroup.

The function of this informal network of Archivists is to further and facilitate the identification, recording, and securing of archival material, as well as stimulating interest in archival activity by carrying the message “don’t throw me away, I belong to AA”. The Archivist attends Region meetings at the invitation of Chair.

- Be willing to make a long-term commitment to the position
- Be willing to develop the history of AA within the Region
- Encourage Intergroups to appoint archivists or to ask for volunteers to act as temporary contacts
- Raise the profile of ‘Archives’ within their Region and constituent I/G’s, and report regularly to the Regional Assembly.
- Act as a channel of communication between the Archives Committee and I/G Archivists
- Maintain regular contact with our Fellowship Archivist
- Be willing to attend the annual meeting of Regional Archivists
- Maintain (or create) an inventory of archival items within the Region and encourage each I/G archivist to do the same
- Have a working knowledge of the 12 Traditions and 12 Concepts and the relationships that exist within our service structure
- Become a named person in the Confidential Directory

The Archivist usually responds to emails within 1 week.

Delegates & Alternate Delegates

See Chapter 9.

Trustee

More detailed information on the Trustee role can be found in the following documents:

- The AA Structure Handbook for Great Britain (2017) pp.109-113.
- Recommendations to Regions for the Nomination of Candidates for Election by The General Service Board to Serve as Trustees (2013)
- Introduction to the Board (2012)

The General Service Board (GSB), the full title of which is “The General Service Board of Alcoholics Anonymous (Great Britain) Limited”, consists of both alcoholic and non-alcoholic members. The

Board is responsible to the General Service Conference for carrying into effect the decisions taken by the Conference on service matters and is required to give an account of its stewardship to the Conference annually.

A Trustee is an alcoholic member of the GSB and is appointed on the basis of one from each of the 16 Regions. Therefore, CER may have one Trustee on the board at any one time.

The GSB is the custodian of the Twelve Traditions of Alcoholics Anonymous in Great Britain. As such, he/she has a responsibility to ensure that the Traditions are preserved intact and that the Fellowship of AA in Great Britain acts in accordance with the Traditions.

A Trustee's responsibilities as a GSB member are grouped into four distinct areas:

1. Service responsibilities to the Fellowship
2. Responsibilities under the Companies Acts
3. Responsibilities under the Charities Acts
4. Responsibilities as employers

The levels of time commitment and the personal responsibility demanded of General Service Board members far exceed those at any other level of service in Alcoholics Anonymous. Board members take on these responsibilities voluntarily on behalf of Alcoholics Anonymous in Great Britain.

CER Standing Committees

CER Steering Committee

The Steering Committee is made up of the CER Chair, Vice Chair, Secretary, and Treasurer. The Alternate Treasurer is copied on email correspondence to the CER Steering committee.

The function of the Steering Committee is to:

- Monitor and coordinate ongoing CER projects;
- Act on behalf of CER when matters arise that must be handled between CER Region Assemblies;
- Act as liaison between CER and other AA service bodies; and
- Carry-out specific delegated tasks set by the Assembly, the sanction of which should be recorded in the Assembly Minutes.

The Chair may invite further CER Officers to attend Steering Committee Meetings at her/his discretion.

Electronic Communications Committee

If desired, a committee of technically-skilled members could be formed to assist the RECLO in setting up, maintaining and updating any local website with the RECLO acting as Chair of this committee. Such a committee would provide an opportunity for less experienced but technically skilled members to engage in service.

Ad Hoc Committees

Ad hoc committees can be formed at the discretion of the Region Assembly to serve until dissolved by the body. Membership on ad hoc committees does not carry Region Assembly voting privileges.

The Region Assembly may also ask a member of the Region, who is not necessarily a Regional Representative, to carry out a specific task as a non-voting member of the Region Assembly for the duration of the work involved.

6. Region Assembly Procedures

Elections of Officers

To the extent possible, all open service positions are announced six months in advance (i.e., two Region meetings) prior to the election. Position announcements and descriptions are included in the Region minutes and are also announced in the ArenA Newsletter and posted on the CER website.

Candidates are asked to submit a written service résumé 30 days prior to the Region Steering Committee for distribution at the CER meeting three months prior to the election.

This service résumé should include the candidate's name, sobriety date, and a list of AA service positions held. A nomination form is available on the website, which may be used in lieu of a service résumé. Bearing in mind the financial burden that travel to the CER meeting may impose, candidates are encouraged but not required to attend the meeting at which the election takes place. Qualified candidates may come forward on the day prior to the election (e.g., as a nomination from the floor) and such candidates will of course be considered.

Elections

CER elects all officers using the Third Legacy procedure outlined in the 'The AA Service Manual'. For details on the Third Legacy procedure, please see same.

Resignations

CER recommends that terms of office be served in full. However, once a resignation is submitted, the office becomes vacant and elections to fill the office are held at the next Assembly, understanding that there should be sufficient time for notice of the opening to be announced and for nominations to be solicited from Intergroups.

Region Assembly Meetings

Region Assemblies (CER meetings) are held 4 times per year, generally during the first or second weekend of March, June, September and December. Agenda items are addressed during face-to-face assemblies (March and September) or online assemblies (June and December). In person assemblies are held on Saturday from 12 noon to 6 PM¹ and Sunday from 9 AM until 1 PM at a location determined approximately 1 year to 6 months in advanced based on proposals submitted by English-speaking AA groups or intergroups in host countries. Information about how to submit a proposal to host a CER Assembly can be found in Chapter 8 of this document.

¹ or extended, if the workload requires and the Chair requests same.

Assembly meetings held online are hosted by the CER Steering Committee, using the technology best suited to accommodate a large number of attendees. The invitation for this meeting specifies the details for each online meeting. Individual groups do not need to make special arrangements to attend online meetings. Depending on the necessary items to address, an online assembly may be held over one or two days.

These assemblies help to reduce CER costs and make participation in regional assemblies open to all intergroups and groups, regardless of their ability to support travel for their representatives, and for interested members across the region.

Regional Assembly agendas are set by the Steering Committee and made available on the CER website under Upcoming Events (<https://alcoholics-anonymous.eu/events>) along with information about the location, venue and other travel details/recommendations for face-to-face meetings or in the case of assemblies held online, steps for how to attend online.

Agenda

The Steering Committee shall review both New & Postponed Business Items from previous assemblies, and any newly submitted agenda items are prioritized to determine which will be included in the agenda for an upcoming CER assembly.

Any member of English-speaking AA in Continental Europe (CER) can submit an item for the agenda. Send potential agenda items, preferably six weeks prior to the meeting, to the CER Secretary. The CER Steering Committee will determine what will be included in the upcoming CER meeting, what might best be addressed by the Steering Committee, or put on the agenda of a later meeting. If the item is not placed on the agenda, the Secretary is obliged to inform the member submitting the item of the decision and why. For AAs whose Groups are served by participating Intergroups, an Intergroup Region Representative can submit a proposed Agenda item on behalf of a Group or individual AA Member.

Background information should be provided for proposed agenda items, as appropriate. This information should include reasons for including the item on the agenda, where it originated, and the desired outcome – in other words, sufficient information for the Region to come to an informed group conscience, including answers to possible questions and the financial impacts of the proposed solution. For agenda items that are submitted as motions, please see the section on Motions, below.

Meeting Ground Rules

Meeting participants shall be recognised by the Chair before speaking. When speaking for the first time, participants should state their name, along with any service position they may hold. This will not only help other participants and visitors but will also facilitate the recording of the minutes. It is also requested that speakers try to limit their sharing to two minutes to allow adequate time for full participation by everyone present. Common courtesy should be observed at all times.

Conversations when others are talking, interruptions, and other similar disruptions are discouraged. When discussing a motion, an attempt should be made to avoid repeating what has already been said, as this provides no new facts to aid in arriving at an informed group conscience. To ensure that meetings are conducted under a common set of procedures, CER adopts modified (appropriately simplified) “Robert’s Rules of Order”, which are widely used parliamentary procedures.

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Motions

“The group conscience is the collective conscience of the group membership and thus represents substantial unanimity (or a substantive majority) on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points-of-view, and the practice of AA principles. To be fully informed requires a willingness to listen to minority opinions with an open mind.” [From the pamphlet “The AA Group”, pages 34-35]

A motion is a formal proposal put before the Region Assembly, which will be subsequently discussed and voted upon by the Assembly.

How to put a motion before CER

Motions for new business should be submitted in writing and should include background information. Motions and background material should be submitted no later than 30 days in advance of the Region Assembly. Motions made in the course of the Region Assembly are to be submitted in writing to the CER Secretary before discussion or vote. Motions must be seconded before discussion. When discussing a motion, sufficient time should be allotted to allow and encourage all Assembly participants to participate fully. The Chair (or whoever is leading the discussion) shall endeavour to keep the discussion focused on the motion at hand.

Discussion participants are urged not to repeat what has already been said. Voting members are

further urged not to voice agreement or disagreement with a motion during the discussion, as agreement or disagreement is more appropriately expressed through the vote, which shall follow the discussion.

Voting Procedures on Motions

“On sensitive issues, the group works slowly — discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a ‘yes’ or ‘no’ count — precisely because it is the spiritual expression of the group conscience. The term ‘informed group conscience’ implies that pertinent information has been studied and all views have been heard before the group votes.” [From the pamphlet “The AA Group”, pages 34-35]

The three general types of votes are as follows:

1. Housekeeping issues: For housekeeping and other general decisions, a simple majority is sufficient for a motion to pass; however, the Chair can decide before a vote that a given issue should have a substantial majority (defined as at least two-thirds of votes cast).
2. Matters having financial considerations: For issues with financial implications a substantial majority (two-thirds of votes cast) is required.
3. Elections of Officers: For elections, voting is done by paper ballot; the Third Legacy Procedure is generally followed.

Calling the Question

A motion to call the question or close debate asks that debate be halted while the meeting decides whether or not to proceed to the vote on the question. The Chair may disallow such a motion if it appears premature. After a motion to call the question has been seconded, the original motion is not open to further debate and the motion to call the question requires a substantial majority (two-thirds of votes cast) to pass.

The outcomes of votes are based on the number of “eligible voters voting”. Abstentions are not counted either as “yes” or “no”. In the case of substantial abstentions (20-25%), the Chair may poll the abstainers for clarification and if necessary, reopen the discussion on the motion.

Strictly speaking an abstention is not a vote, but a refusal to vote. An abstention can be cast as a soft, polite “no” in the case of elections. They can also be cast to express “I don’t understand the question”, “I don’t care either way”, or “I don’t have enough information”. Minority opinions, if expressed, will be noted in the minutes.

Minority Opinions

After a vote on the motion, the minority is given the opportunity to speak to raise new information not previously covered during discussion of the motion. The majority is then asked if anyone wishes to make a motion to reconsider. If seconded, the motion to reconsider is debated. A motion to reconsider is decided by a simple majority. If the motion to reconsider passes, Assembly returns to discussion of the original motion. If the motion to reconsider fails, there will be no further reconsideration of the same question in the current meeting.

CER maintains a digest of all its decisions, which is regularly updated to reflect new and ongoing Group Consciences as part of the responsibilities of the CER Secretary. The Digest of Decisions is found on the CER Website in the Regional Documents “Members” section:

<https://alcoholics-anonymous.eu/regional-public-documents/>

Region Inventory

The Region conducts an inventory about every 1.5 years during an in-person assembly. Ideally a

member with past service experience at CER is invited to facilitate the inventory. Any travel costs incurred will be reimbursed. The inventory can be based on the Aims of Region or the person facilitating the inventory can be asked to pick questions for discussions, keeping in mind that any discussion would ideally result in actionable steps CER could take to better fulfil its aims. The results of the inventory, as recorded by the Region Secretary, are included in the minutes of that assembly.

7. CER Finances

There is a vast array of these services, rolling endlessly from emptying ashtrays, through telephone calls, travel, meeting places, literature, delegates, committees, Conference and on to the General Service Office. They add up to our Third Legacy. Without its essential services, AA would soon become a formless, confused and irresponsible anarchy.

It is agreed that no expenses are paid for individual face-to-face Twelfth Step work. But it is also widely held that trusted servants should be reimbursed for reasonable expenses even if they are subsequently returned to the pot. Such claims should be made and accepted lest the less privileged feel denied the right of participation.” (AA Service Structure Handbook, p.73)

CERES*

For the purposes of the CER assembly and its officers to handle the amount of money that is involved with organizing CER Assembly meetings, reimbursing its officers, funding its projects and forwarding excess 7th Tradition contributions to AA GB, the Region has created a non-profit organization in Switzerland that serves as an umbrella organization to enable CER to obtain financial and tax clearance for all its transactions. It is a structure CER has decided to install in compliance with European law. Additionally, as no individual ought to sign contracts in their own name, CERES* is used to enter into contractual agreements with third parties (e.g. webhosting providers for our website, booking agreements for face-to-face assembly venues, etc...)

The CERES* Board is comprised of the members of the Steering Group (the Chair, Vice-Chair, Secretary, Treasurer and Alternate Treasurer). It meets as necessary during the year and is ultimately accountable for ensuring all financial transactions are performed according to ruling tax-regulations. Without this non-profit organization, it would be very difficult, if not impossible, to viably maintain and support the CER operations in a legal and practical manner.

For more information about CERES bylaws go to the CER Website and visit the Regional Documents “Members” section. <https://alcoholics-anonymous.eu/regional-public-documents/>

CER Budget

The Region budget is financed by voluntary contributions (to be marked as ‘Donation/Spende’) from member Intergroups, Groups and Individuals in accordance with Tradition 7. ^{2,3}

These funds are used to:

- Pay CERES* expenses (e.g., insurance, tax audit, certain travel)
- Cover meeting rooms and travel costs to attend Region Assemblies
- Pay online meeting platform subscription fees
- Fund CER’s participation at the annual General Service Conference (6 Delegates + Conference fees)
- Cover Officer travel to annual Liaison Officer (LO) meetings at GSO York (max 3 per year)
- Pay for website hosting
- Fund outreach initiatives by the Health, Public Information and Young Persons Liaison committees; and
- Fund other projects as voted by the CER Assembly

The CER Financial Year runs from December 1st to November 31st of the following calendar year.

The Annual Budget document, prepared by the Treasurer in consultation with CER members, is based on activities that the Region has elected to fund and is to be finalized and approved of at the December CER meeting at the latest (the first weekend of the new financial year). The budget may be revised as necessary during the financial year. In this way, the membership makes the financial decisions by giving the Treasurer a mandate to pay out specific expenses. The CER Treasurer implements the financial transactions required to support CER carrying the AA message. Further, the Annual Budget communicates to the Region's Intergrups the use by CER of members' 7th Tradition contributions.

In accordance with best practice, the CER accounts (CERES Association) should be audited or independently checked by one of the other Regions of AA GB and then presented to the Region Assembly.

Intergroup contributions should be clearly listed in the accounts so that Region Representatives can confirm that their Intergroup's contributions (clearly marked as 'Donation' for statutory reasons) have been received. This is a fundamental part of the audit trail. Any CER money surplus to a prudent reserve (€15,000 in 2025) should be forwarded promptly to GSO, Great Britain.

See 'Structure Handbook of AA, GB', pp. 94 & 95.

² Tradition 7: see Big Book, Appendix 1, also General info on AA Finance: <http://www.alcoholics-anonymous.org.uk/Members/Service/Disciplines/Finance>: CER document based on 'The Pot': How 7th Tradition Money Flows through AA Great Britain, also see the pamphlet:

'The Pot' <http://www.alcoholics-anonymous.org.uk/Shop/Categories/Products/AA-Unity-and-Service/The-Pot>

³ How to send your donation to AA CER, currently available on the website <http://alcoholics-anonymous.eu/wp-content/uploads/2015/08/How-To-Send-Your-Donation-to-CER.pdf>

Reimbursement

Group and Intergroup Region Representatives are reimbursed by their respective Groups and Intergrups. All other Officers are reimbursed by the Region. ⁴ CER reimburses travel and accommodation costs as well as reasonable incidental costs accrued while doing service. Please consult the [reimbursement guidelines](#) that outline the type of costs and amounts that are reimbursable by CER.

It is the task of the Treasurer to reimburse trusted servants upon submission of a completed and signed reimbursement Claim Form and original receipts for expenses. Receipts need to be submitted only digitally. Photocopy any hard copy receipts and submit them digitally as well.

Reimbursement forms can be found on the website, <http://alcoholics-anonymous.eu/wp-content/uploads/2015/08/Reimbursement-Claim-Form-Oct12.pdf>, or obtained from the Treasurer (treasurer.cer@aamail.org).

All reimbursements are first reviewed by the CER/CERES* Treasurer and then forwarded to the CERES* Chair (or their designated CERES* officer) for final review and approval. This procedure is following to allow for more transparency and to ensure that invoices and copies of expense reimbursements are stored in separate locations for tax reporting purposes in the event of missing and/or inaccessible documents.

⁴ The following CER service positions are reimbursed for travel to Region Assembly meetings: Chair, Vice-Chair, Secretary, Treasurer, Alternate Treasurer, Delegates and Alternate Delegates, PILO, HLO, YPLO, RECLO, Webmaster, ArenA Editor, Archivist, and Invitees at the discretion of the Chair. Delegates are also reimbursed for travel to Conference.

8. Hosting a CER Meeting

To bring CER assembly meetings to its members and allow more alcoholics to participate in service, there is an open bidding process for hosting upcoming meetings. All proposals with support from an active European AA fellowship will be considered. Should the assembly decide to hold an upcoming meeting in the proposed location, CER will cover the costs of the venue.

The role of the local AA fellowship hosting CER is to liaise between the venue and present relevant information about the location. Additionally, AA groups and intergroups have found it beneficial to organise service workshops and fellowship related activities.

CER meetings are held four times per year. They generally take place on the first weekends of March, June, September, and December, with March and September being face-to face, and June and December taking place online. Completed proposals for hosting a face-to-face assembly should be sent to secretary.cer@aamail.org. It is recommended that the submitting members be available to present their proposal at the next CER assembly meeting. Ideally local groups and/or intergroups wanting to host a CER assembly meeting should make a proposal at least one year in advance. In some cases, proposals provided 6 months in advance of the proposed date will also be considered.

Information on what to include is found below.

Requirements

Location

CER assembly meetings can be held anywhere in Europe with an active AA fellowship. When considering a location, the two most relevant factors tend to be venue cost and host city accessibility from other parts of Europe. If reaching the location requires more than one airline transfer, it typically becomes both cost and time prohibitive for officers and members.

Venue

The meeting room should accommodate at least 35-45 people, preferably with a small kitchen (or snack provides by the venue) and access to toilets. A strong Wi-Fi connection, ideally tested in advance, is essential for a successful CER assembly meeting to allow all AA members, groups, and intergroups to participate, particularly for those lacking the ability to send a representative in person. CER will only accept venues with a strong Wi-Fi connection capable of hosting video conferencing technologies). As CER hosts a video conference for anyone to join, the acoustics of the room are important to reduce echo. The venue should be centrally located and easily accessible from most major transport hubs.

Proposal Contents

A written proposal to host an upcoming CER assembly meeting should include the following:

- ☐ Short description of the planned location
- ☐ Venue summary
- ☐ Summary of expected costs for hosting the meeting, such as
 - Rent
 - Facilities
 - Catering* see information below
 - Block room rates, if venue has an on-site hotel
- ☐ Estimated costs for air, train, and coach transport from various European locations – this should include a mix of major and medium sized cities
- ☐ At least five average lodging rates for hotels near the venue
- ☐ AirBnB and hostel rates
- ☐ Additional information, like reaching the venue from the nearest air, rail, and coach hubs, and
- ☐ public transport availability and prices
- ☐ Local AA meeting schedule
- ☐ If possible, home-stay options (where local AA members host travelling fellows)

CER wants to assist local English-speaking fellowships to strengthen their ties with the local host nation. Therefore, organizing members are highly encouraged to reach out to the host nation and invite representatives to attend the CER assembly as observers. Additionally, the contact information for officers at the host nation can also be forwarded to the CER Chair or CER Secretary so that they

may send an official invitation to the host nation.

Information on Catering

If possible, it is suggested to have members of the host AA group or intergroup create a simple buffet lunch on the Saturday to include tea, coffee, soft drinks, and water. All reasonable costs incurred will be reimbursed by CER. It is generally wise to discuss expected costs with the Treasurer in advance, and budget €5-10 per person. If this option is not available, it is highly suggested to explore other options, including on-site venue catering. At a minimum, it's advised to provide coffee, tea, water, and snacks.

If Your Proposal is Approved

Once the CER assembly has accepted the invitation to host a face-to-face meeting by a local AA group or intergroup, the necessary information about attending the meeting needs to be made available to all planned and potential attendees. In addition to the required information listed above, the following should be included:

- ☐ Address details of the meeting location
- ☐ For recommended hotel venue, any special room reservation information (i.e. contact person, etc)
- ☐ Detailed instructions on how to get there (air, train and car)
- ☐ Ample information on places to stay and eat
- ☐ Information on local AA meetings
- ☐ Contact information for additional questions

The host committee and the CER Secretary can work together to prepare an invitation that will be sent out the assembly and posted on the CER Website.

9. Conference & Delegates Guide

What is Conference?

The General Service Conference (GSC) of AA Great Britain (AA GB) is held when Delegates from all Regions that make up the service structure in GB, which includes CER, come together every April in York, England to review annual reports and discuss future matters. Conference therefore defines both the service structure of AA and is the annual meeting of its representatives.

Conference is the practical means by which the group conscience of AA can express itself and deal with questions that affect AA as a whole. The Conference structure was created when Bill W. and Dr. Bob wanted to retire from actively leading AA. They turned over to the fellowship the task of answering questions pertaining to the running of AA, in a format that is still used today.

Conference is the time when the General Service Board (GSB) of the AA Structure (the Trustees, employees and GSO Management) report to the fellowship about the previous year's activities and is the Annual General Business Meeting of Alcoholics Anonymous GB. Refer to the Process Map below for more details, with the latest PDF and animated versions available on our website.

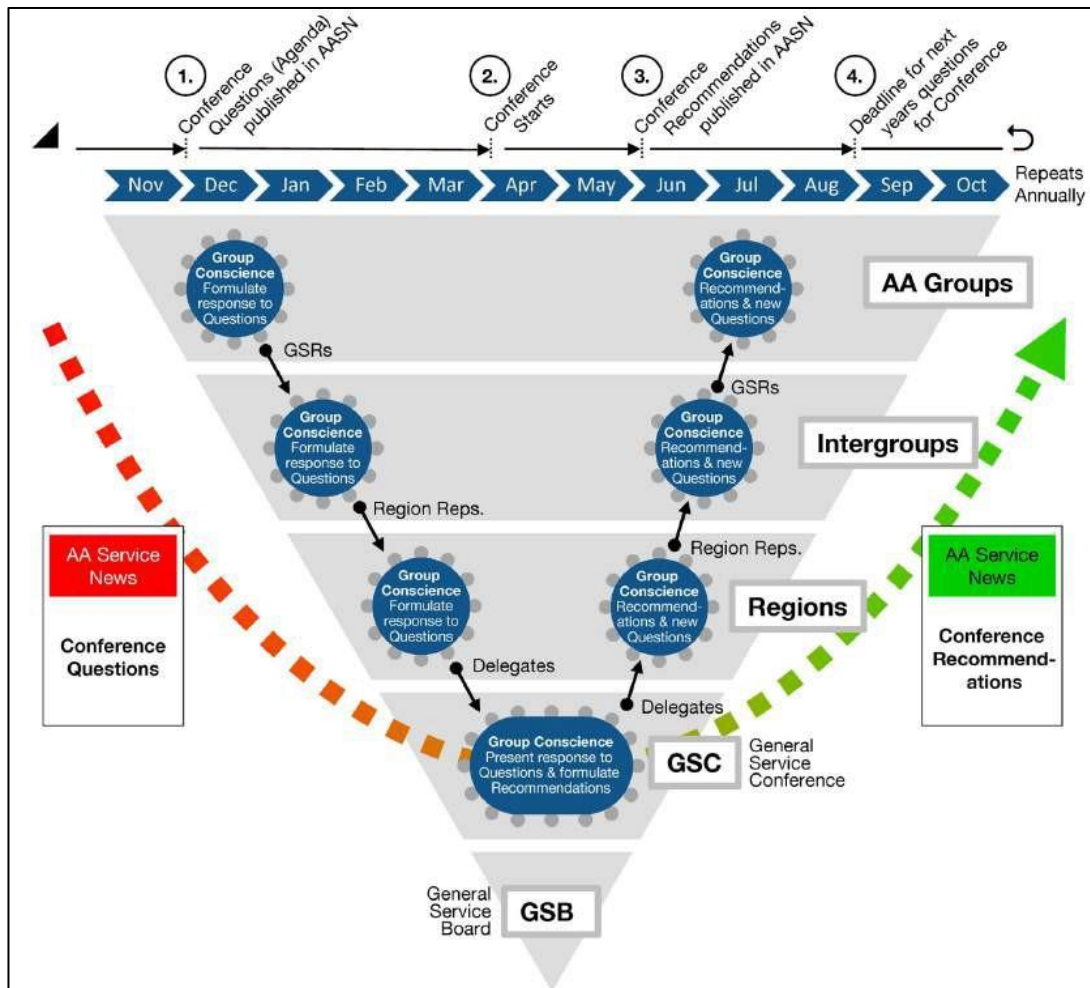


Figure 1: The GSC Annual Process Map

The Role of Delegates

Each Region within the AA GB service structure is invited to send 6 Delegates to the annual General Service Conference. The agenda for Conference and Conference Questions are announced via AA Service News, the ArenA Newsletter and on the GB & CER websites in December. Delegates are tasked with soliciting, gathering and collating opinions from AA Groups, InterGroups and individual members and making reports in the March Region Assembly concerning the issues before Conference in a given year. The group conscience of Region is then taken to Conference in York. Conference attendees form 6 working groups (Committees) made up of a Delegate from each of the 16 Regions, plus Trustees plus Observers. Each Committee typically deals with 1 or 2 Conference Questions which have been allocated by the Conference Steering Committee (and had been published at the beginning of that respective year). The final output of each Committee is put before the Plenary of Conference on the final day for approval. Thus, the sum of all Group Conscience in AA Great Britain has the final decision on all issues.

Delegates are expected to come informed about their Regions' Group Consciences with regard to the Conference Questions, to keep their minds and hearts open, to take in the information from the Board Reports, and to vote according to their conscience.

The Delegates then report back to the Region, InterGroups, Groups and Members.

Delegates also help AA members formulate and submit questions (which affect AA as a whole). The following activities, which are being carried out in some Regions, may be useful:

- ☐ Sponsoring into the role by someone who has experienced Conference.
- ☐ Service workshops run by the Region/InterGroup after delegates and alternates have been elected.

- ☐ Delegates should be aware of their responsibility and be familiar with the relevant handbooks and literature.
- ☐ Some Regions hold up to 7 additional meetings during the year for Delegates and alternates to discuss questions and Conference agenda items, and to share experience.
- ☐ The experience of some Regions in using video and/or telephone conferencing has proven very useful, in particular for areas where meeting face-to-face is difficult for such reasons as geography.
- ☐ Pre- and post-Conference meetings to gather responses and to report back to Groups, Intergroups and Regions.
- ☐ Delegates should be aware that support from experienced delegates, past and present, is always available.

Complete Conference documentation can be found in the Members Document Library at <http://www.alcoholics-anonymous.org.uk>

10. How to Register Groups & Intergroups

It is important that all Groups and Intergroups are registered with **AA Great Britain**. This can be done through the website: www.alcoholics-anonymous.org.uk. Every registered Group & Intergroup receives the Quarterly 'AA Service News' by post. *Registration must be renewed on an annual basis and/or when service positions are re-assigned.*

If there is no suitable Intergroup to join, a group may directly join CER and be represented at CER through their GSR (Group Service Representative). Like Region Reps from Intergroups, GSRs are eligible to participate and vote at meetings of the CER Assembly or its committees.

In addition, it is strongly recommended that groups list their meeting(s) on the CER website, www.alcoholics-anonymous.eu, primarily to ensure the meeting can be found through the global mobile app AA Meeting Guide. Please recognize that this is a different registration procedure – please follow the instructions on the website using the online form, "[List a New Meeting On CER](#)".

It is imperative that the information we provide to the public with respect to meeting locations, times and contact persons is always up-to-date and accurate. For this reason, please also check that all the information pertaining to meetings in your area are correct and up-to-date F

11. Further Suggested Reading

The following is by no means a comprehensive list of further suggested reading but simply a reflection of some of the literature past and current serving members at CER have found useful. These suggestions may serve as a starting point to familiarise yourself with how and why service in AA works.

For information more specifically related to a certain topic, please consult the multitude of existing AA approved books and pamphlets.

- ☐ Alcoholics Anonymous – Big Book
- ☐ The Twelve Steps and Twelve Traditions
- ☐ The CER 'Aims of Region' brochure
- ☐ The AA Service Handbook for Great Britain
- ☐ The AA Structure Handbook for Great Britain
- ☐ AA Comes of Age
- ☐ Pass It On
- ☐ Dr. Bob and the Good Oldtimers
- ☐ The Language of the Heart
- ☐ AA Service News (GSO, Great Britain)
- ☐ ArenA Newsletter

- ☐ The Pot (GSO, Great Britain)
- ☐ Many of these are available as .pdf files to download and print. See the respective sections of the website
- ☐ The following online resources may also be visited for further reading:
- ☐ Third Legacy Procedures
- ☐ Modified Robert's Rules of Order

Other referenced resources:

Website description of YPLO:

<http://www.alcoholics-anonymous.org.uk/Members/Service/Disciplines/Young-People's-Liaison>

Chapter 12 as it appears in the Structure Handbook is in the Document Library here:

<http://www.alcoholicsanonymous.org.uk/download/1/Library/Documents/Young%20People%20LO/Chapter%2012%20Young%20Peoples%20Liaison%20Officer.pdf>

12. Regional Officer Contact Emails

The following email addresses are used by CER Officers through AA Mail service.

secretary.cer@aamail.org

chair.cer@aamail.org

vice-chair.cer@aamail.org

treasurer.cer@aamail.org

treasurer-alt.cer@aamail.org

health.cer@aamail.org (HLO)

pi.cer@aamail.org (Public Information)

youngpersons.cer@aamail.org

arena.cer@aamail.org (ArenA Editor)

trustee.cer@gsogb.org.uk

archives.cer@aamail.org

ecomm.cer@aamail.org (RECLO)

aservices.cer@aamail.org (RASLO)

confdel.cer@aamail.org (all Conference Delegates)

Eliminate “Annexes” FROM this document AND as Filestore folder.

As an alternative...

- A. “CER How It works” doc:
 - i. Put final PDF on CER Website “public docs” section <https://alcoholics-anonymous.eu/regional-public-documents/>
 - ii. Vice Chair keeps “working copy” for future updates

- B. “CER Digest of Decisions” doc:
 - i. Put final PDF on CER Website “public docs” section <https://alcoholics-anonymous.eu/regional-public-documents/>
 - ii. Advise people to go to CER Website and visit the Regional Documents “Members” section to see complete “CER Digest of Decisions” doc **SEE PG 12**
 - iii. Secretary keeps “working copy” for future updates

- C. CERES DOCS: RFQ’s and bylaws (in English and German)
 - i. Put PDF on CER Website “public docs” section
 - ii. Advise people to go to CER Website and visit the Regional Documents “Members” section for more information about CERES RFQ’s and bylaws (in English and German), **SEE PG 22**
 - iii. The responsible party (Chair or Secretary) keeps “working” copy



Continental European Region
www.alcoholics-anonymous.eu