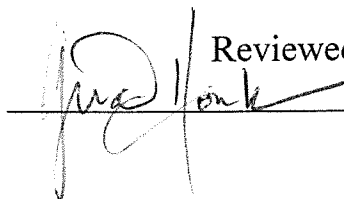


Orange County Intergroup Association  
of  
Alcoholics Anonymous

**Lifeline Committee  
Guidelines**

Approved by the Orange County Intergroup Association Service Board  
Original Edition: September 6, 2006

Approved by the Orange County Intergroup Association Service Board for  
posting on the Intergroup's Internet Web-Page: [www.oc-aa.org](http://www.oc-aa.org)

  
Reviewed: August 4, 2022  
Lifeline Committee Chair

Orange County Intergroup Association  
of  
Alcoholics Anonymous

Lifeline Committee  
Guidelines

Approved by the Orange County Intergroup Association Service Board  
Original Edition: January 1, 2003  
Revision A: November 1, 2006

## CONTENTS

		Page
<b>Article I</b>	Name . . . . .	1
<b>Article II</b>	Purpose . . . . .	1
<b>Article III</b>	<b>Members.</b> . . . . .	1
Section 1	Committee Member Positions . . . . .	1
Section 2	Membership Eligibility . . . . .	1
Section 3	Selection of the Lifeline Committee Chair . . . . .	1
Section 4	Selection of the Lifeline Committee Members . . . . .	1
Section 5	Lifeline Committee Members . . . . .	2
<b>Article IV</b>	<b>Meetings.</b> . . . . .	2
Section 1	Lifeline Committee Meetings . . . . .	2
<b>Article V</b>	<b>Lifeline Committee Activities.</b> . . . . .	2
Section 1	Background. . . . .	2
Section 2	Guidance. . . . .	2
Section 3	Subject Matter for Publication . . . . .	2
Section 4	Subject Matter not Published. . . . .	2
Section 5	Coordination. . . . .	2
Section 6	Timing Considerations. . . . .	2
Section 7	Annual Budget . . . . .	3
Section 8	Copies . . . . .	3
Section 9	References . . . . .	3
<b>Article VI</b>	<b>Parliamentary Authority.</b> . . . . .	3
<b>Article VII</b>	<b>Lifeline Committee Inventory.</b> . . . . .	3
Section 1	Background . . . . .	3
Section 2	Inventory Questions . . . . .	3
<b>Article VIII</b>	<b>Guidelines Amendment Process.</b> . . . . .	4
Section 1	Approval . . . . .	4
Section 2	Amendment Proposal . . . . .	4
Section 3	Proposal Format . . . . .	4
Section 4	Proposal Procedure. . . . .	4

# CONTENTS

	Page
Article IX Annual Guidelines Review . . . . .	4
Section 1 Purpose of Annual Guidelines Review . . . . .	4
Section 2 Preparation of Report . . . . .	4
Section 3 Delivery of Report. . . . .	4
Article X Duties and Tasks . . . . .	4
Committee Chair . . . . .	4
Lifeline Editor . . . . .	5
Historian/Archivist. . . . .	5
Distribution Manager . . . . .	5
Guidelines Change History . . . . .	6

**Orange County Intergroup Association  
Lifeline Committee Guidelines  
Revision A**

Reviewed and Approved  
by the Orange County Intergroup Association Service Board  
November 1, 2006

Larry E., Lifeline Committee Chair *Larry E.*

ORANGE COUNTY INTERGROUP ASSOCIATION OF  
ALCOHOLICS ANONYMOUS

Lifeline Committee  
Guidelines

ARTICLE I

Name

The name of this Committee shall be the Orange County Intergroup Association Lifeline Committee.

ARTICLE II

Purpose

Section 1. The purpose of the Lifeline Committee shall be to: (a) Produce and distribute the *Lifeline* newsletter to the Orange County Intergroup Association and related A.A. organizations. (b) The Lifeline is supported solely through the contributions of the A.A. groups and members of Orange County A.A. to meet the following needs: (1) Inform the A.A. membership about A.A. service, A.A. events and A.A. announcements. (2) Share experience in recovery, unity and service. (3) Keep the A.A. membership informed about the actions, finances and meetings of the Orange County Intergroup Association and Intergroup standing committees.

ARTICLE III

Members

Section 1. Committee Member Positions. The membership of the Lifeline Committee shall include the Committee Chair and the Lifeline Committee members.

Section 2. Membership Eligibility. Any member of the Orange County Intergroup Association with a minimum of one year of sobriety may volunteer for service in the Lifeline Committee.

Section 3. Selection of the Lifeline Committee Chair. The Intergroup Service Board is made up of four officers and six standing committee chairs. Four members are elected in one year and five are elected in the following year. The Director of the Orange County Hospital and Institution Committee is automatically a member of the Service Board and serves as the Orange County H.&I. Committee Chair. The Service Board term of office is for two years, which may be served in two different positions or in one position. Each year the Service Board elects from its ranks for one year terms the Chair, Vice-Chair, Secretary and Treasurer. The new Chair—with Service Board approval—appoints the five remaining Standing Committee Chairs (Central Office Committee, Group Relations Committee, Lifeline Committee, Public Information Committee and Special Events Committee).

Section 4. Selection of the Lifeline Committee Members. The Lifeline Committee Chair is responsible for staffing the committee with volunteers from the Intergroup Association.

Section 5. Lifeline Committee Members. The Lifeline Committee includes the following positions. Chair; Lifeline Editor; Historian/Archivist; Distribution Manager and Speaker Committee, Alano Club and Fellowship Hall Liaison. When a defined need is demonstrated, additional members may be added to the Lifeline Committee. The Intergroup Service Board must approve such action.

#### ARTICLE IV

##### Meetings

Section 1. Lifeline Committee Meetings. The Committee shall meet at a regularly scheduled monthly meeting.

#### ARTICLE V

##### Lifeline Committee Activities

Section 1. Background. The Lifeline Committee collects A.A. and Orange County related news and information of current interest and disseminates it to members of the Orange County Intergroup Association and related organizations.

Section 2. Guidance. All members are responsible for maintaining the integrity of A.A. Traditions, Concepts, General Warranties of the Conference and other A.A. guidelines in the development and publication of the *Lifeline*.

Section 3. Subject Matter for Publication. The following examples of information may be collected for inclusion in the *Lifeline*. Service events, Twelve Steps articles, Traditions articles, Concepts articles, A.A. historical events, Orange County A.A. historical events, Central Office activity, club events, recovery related word puzzles, General Service Conference information, call-forwarding activity, A.A. member sobriety anniversaries, club anniversaries, timely annual theme stories, historic A.A. quotes, Lifeline stories from the archives, A.A. announcements, website information, personal experiences in A.A. service articles, stories about discovering A.A. service, Lifeline Committee information, Intergroup financial information, appropriate humor, group donations, editorials, speaker meeting information, Intergroup election information.

Section 4. Subject Matter not Published. In keeping with A.A.'s Tradition of nonaffiliation, no events specifically planned as fund raising events will be listed in the *Lifeline*. The only exceptions to this are when the Central Office, the Hospitals and Institutions Committee or a General Service entity are the sole beneficiaries of the funds.

Section 5. Coordination. Coordinate with the Central Office Manager in Lifeline Committee matters.

Section 6. Timing Considerations. The publication of regular periodicals is a business that demands close attention to critical due dates in the process schedule. Input material must be given to the Editor as early as possible so pages can be laid out. Editing must go through cycles until a final copy is made. Approval must be granted to meet the date the printer needs to receive the copy for printing. Printing must be completed to meet the ready for pick-up time. Delivery to the Intergroup meeting must be accomplished to meet the distribution time. Ignoring or missing any of these critical production and delivery schedule dates and times can result in a financial penalty if the printer has to work overtime to make the delivery date. It is the responsibility of the Lifeline Committee to ensure that the monthly *Lifeline* is delivered—ready for distribution—to the monthly Orange County Intergroup Association meeting.

Section 7. Annual Budget. The Lifeline Committee Chair is responsible for preparing a budget for the forthcoming year. The budget will be presented to the Board no later than the September Board meeting date. After review by the Board, the budget will be presented to the Intergroup Association at the next scheduled meeting for questions and concerns.

Section 8. Copies. The Distribution Manager determines the total number of *Lifeline* copies required each month and provides the figure to the Central Office Manager. Service committees determine the number of copies they desire and provide the number to the Lifeline Committee Chair.

Section 9. References. *The A.A. Service Manual*.

## ARTICLE VI

### Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Lifeline Committee in all cases to which they are applicable and in which they are not inconsistent with these Guidelines, the Orange County Intergroup Association Bylaws, the *Twelve Traditions of Alcoholics Anonymous*, the *Twelve Concepts for World Service*, the *General Warranties of World Service* and any special rules of order the Orange County Intergroup Association may adopt.

## ARTICLE VII

### Lifeline Committee Inventory

Section 1. Background. The Lifeline Committee Chair shall conduct an inventory of the Committee in all even-numbered years. The Inventory will be held during the month of February apart from the regularly scheduled Lifeline Committee meeting. All Committee members will participate in the inventory meeting. The Committee Chair shall prepare a typewritten summary report of the inventory. After the report is reviewed and approved by the Committee, the Chair will distribute copies to all Lifeline Committee members, the Orange County Intergroup Association Chair and the Central Office Manager.

Section 2. Inventory Questions. The following questions—adopted from *The AA Group* pamphlet—will be the foundation of the Lifeline Committee inventory. Other questions may be added at the discretion of the Committee.

- What is the basic purpose of the Lifeline Committee? Is the Committee achieving that purpose?
- What more can the Committee do to accomplish that purpose?
- Do new service members stay with the Committee, or does the turnover seem excessive? If so, why? What can we do to retain service members?
- Do we practice service sponsorship with a goal of training new committee members? Do we explain things carefully and give the name of reference documents for further study?
- Are we careful to preserve the anonymity of our A.A. and Al-Anon members?
- Are all members given the opportunity to speak at committee meetings?
- Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers and committee members with care?
- Are we doing all we can to produce an attractive publication?
- Is the Committee doing all it can to produce a publication that relates to our Three Legacies of Recovery, Unity and Service?

## ARTICLE VIII

### Guidelines Amendment Process

Section 1. Approval. Amendments to these Guidelines may be approved by a two-thirds majority vote of the Orange County Service Board.

Section 2. Amendment Proposal. Any member of the Orange County Service Board or the Lifeline Committee may make a proposal to amend the Committee Guidelines.

Section 3. Proposal Format. The proposal shall be typed, clearly worded, legible and use the exact language that will appear in the Guidelines. Deleted text and new text shall be clearly identified. The reason for the change shall be stated.

Section 4. Proposal Procedure. The proposal shall be presented at a meeting of the Orange County Lifeline Committee. The Committee shall review the proposal and discuss it in detail. When the review is completed and all questions are answered the Committee shall vote on sending the proposed revision of the Guidelines to the Orange County Service Board for approval. A two-thirds majority vote is required to forward the Committee Guidelines.

## ARTICLE IX

### Annual Guidelines Review

Section 1. Purpose of Annual Guidelines Review. The purpose of the annual review is to keep the Guidelines up-to-date. Each year the Lifeline Committee Chair will appoint a Committee member to conduct a review of the Lifeline Committee Guidelines during the month of February. The report back is due the last day of March. A mandatory written report is required.

Section 2. Preparation of Report.

- a. Conduct an overall review and prepare any suggested changes.
- b. Examine references for current dates. If any of the references in the Guidelines are outdated, procure the current edition of the document and determine if the quotation used is still valid. If not, write change proposals to update the text where needed.
- c. Prepare and submit a written report—including typed recommended changes, additions or deletions—in accordance with Article VIII, Section 3 Proposal Format. One change proposal per sheet of paper. [Proposals may be voted on individually or all at one time.]

Section 3. Delivery of Report. The reviewer will deliver the report and proposals for revisions to the Lifeline Committee Chair who will review them and take appropriate action.

## ARTICLE X

### Duties and Tasks

#### Committee Chair.

- Manage the overall operations of the Lifeline Committee.
- Serve on the Orange County Intergroup Board.
- Coordinate with the Central Office Manager in Lifeline Committee matters.
- Conduct the monthly Lifeline Committee business meeting.
- Carefully monitor the preparation of *Lifeline* each month to ensure that all of the critical—time sensitive—



scheduled events are met. If at any time the Editor becomes unable to complete the production tasks and the delivery date of the *Lifeline* to the printer or to the Monthly Intergroup meeting is imperiled, immediately advise the Service Board Chair and take prompt corrective action including recommending a replacement editor to the Board for approval if necessary.

- Determine the total number of *Lifeline* copies required each month.
- Supervise delivery of the *Lifeline* to the monthly Orange County Intergroup meeting for distribution.
- Prepare the annual Lifeline Committee budget.
- Report on Lifeline Committee activities at the Intergroup Board meeting and the Orange County Intergroup Association meeting.
- Select volunteers to serve on the Lifeline Committee.
- Ensure that the *Lifeline* recipient mailing list is kept up-to-date.
- Train Committee members to be responsible for accomplishing Lifeline Committee tasks.
- Maintain secure custody of the master copy of the Lifeline Committee Guidelines including the printed and the electronic media versions.
- Attend all Lifeline Committee meetings.

Lifeline Editor. [Subject to confirmation by the Orange County Intergroup Association Service Board. Because of the critical time sensitive nature of the service provided by the Editor of the *Lifeline*, only those with experience, access to, and familiarity with a computer and word processing/desktop publishing software, will be considered by the Board for this position.]

- Serve as the primary contact for materials submitted for publication in the *Lifeline*.
- Ensure that the content of the *Lifeline* reflects the purpose of the Lifeline Committee as shown in Article II.
- Obtain lists of speakers to include in the *Lifeline* from speaker meeting secretaries and chairs. [Since the *Lifeline* is distributed at the monthly meeting of the Orange County Intergroup Association, only speakers scheduled to speak after the day of the Intergroup Association meeting will be listed in the *Lifeline*.]
- Serve as the news contact between the Alano Clubs and Fellowship Halls.
- Prepare and edit the *Lifeline* each month.
- Prior to sending the monthly copy of the *Lifeline* to the printer; give a prepublication copy to the Central Office Manager for review and comment. When approved the Central Office Manager will transmit the final copy electronically to the printer.
- Attend all Lifeline Committee meetings.

#### Historian/Archivist.

- Provide articles selected from the *Lifeline* Archives to the Editor.
- Maintain the Orange County archives at the Central Office.
- Develop and maintain a digital archive of all *Lifeline* issues.
- Ensure that a backup copy of the digital archive is maintained offsite from the Central Office.
- Attend all Lifeline Committee meetings.

#### Distribution Manager.

- Maintain the mailing list of *Lifeline* recipients (including names and addresses).
- Provide a copy of the updated mailing list to the Central Office Manager.
- Provide the Central Office Manager with the number of *Lifeline* copies required to meet the distribution schedule each month.
- Attend all Lifeline Committee meetings.

#### Guidelines Change History

- |             |   |
|-------------|---|
| Jan 1, 2003 | New. Approved by the Intergroup Board Sep 10, 2003; effective Jan 1, 2003.  |
| Nov 1, 2006 | Revision A. Added Articles: Name, Members, Meetings, Lifeline Committee Activities, Parliamentary Authority and Annual Guidelines Review. |