

**Southern Alberta Area of Cocaine Anonymous
SABA C.A.**

SERVICE GUIDE



CHIPS & LITERATURE ALTERNATE CHAIR

Requirements

Three years continuous sobriety
One year of active service experience in C.A.
Gainfully employed and/or financially stable

Term

Two year commitment

Attendance

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- Either the Chair or Alternate Chair of each standing committee must be present at every SABA business meeting
- Defaulting on attendance requirements will result in dismissal from one's service position

Responsibilities

- The Chips and Literature Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
 - Provides report at all SABA meetings, listing available funds, literature, and chips
 - Places and pays for orders through CAWS for shipment of C.A. books, pamphlets, chips, and medallions
 - Purchases “Big Book” and “Twelve and Twelve” at Alcoholics Anonymous (A.A.) Central Office
 - Responsible for the distribution of literature and chips to SABA C.A. H&I, Districts, groups, and members upon receipt of orders and payment
 - Oversees the Chips and Literature financial account in accordance with the World Service Conference (WSC) C.A. financial guidelines

The information contained within this Service Guide is derived from the CAWS “World Service Manual” and the SABA “Structure, Bylaws, and Standing Rules”. This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.

Helpful Resources

- C.A. approved literature
 - *Hope, Faith, and Courage – Vol I*
 - *Hope, Faith, and Courage – Vol II*
 - *A Quiet Peace*
 - *Alcoholics Anonymous* (the Big Book)
 - *Twelve Steps and Twelve Traditions*
 - Over 25 pamphlets
- CAWS Chips and Literature online order form
<https://ca.org/shop/>
- Cocaine Anonymous World Services (CAWS)
Financial Guidelines for Groups, Districts, and Areas

<https://ca.org/content/uploads/2015/04/WSC-Finance-Committee-Guidelines.pdf>

The CAWS Financial Guidelines for Groups, Districts, and Areas can also be found on the SABA C.A. Google Group mentioned below.

- SABA C.A. Google Group, accessible through the Chips and Literature alternate's designated email

sabaca.chips.and.lit.alt@gmail.com

- A.A. Central Office

Calgary: <http://calgaryaa.org/central-office/>

Lethbridge: (403)327-8049

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.