

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

SERVICE GUIDE



**NON-PROFIT
ORGANIZATION
STANDING COMMITTEE
ALTERNATE CHAIR**

Requirements

Three years continuous sobriety
One year of active service experience in C.A.

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 Alternate Chair works in cooperation with the Non-Profit Organization Committee Chair to fulfill the duties listed below:
 - Research and compile all applicable paperwork required to be registered as a non-profit organization in Alberta
 - Present proposed position requirements and the number of Directors deemed necessary to sit on the Board, to the SABA service body for ratification
 - Ensure election of Board of Directors by SABA service body
 - File all applicable paperwork and organize payment of fees required to be registered as a non-profit organization in Alberta
 - Maintain non-profit organization registration status once achieved
 - Oversee and liaise between the Board of Directors and the SABA service body

Helpful Resources

- Cocaine Anonymous World Service Manual

<https://ca.org/content/uploads/2015/07/World-Service-Manual.pdf>

The CAWS Manual is also available on the Google Group mentioned below

- SABA C.A. Google Group, accessible via the SABA C.A. Non-Profit Organization Committee designated email

sabaca.n.p.o.alt@gmail.com

- SABA C.A. *Structure, Bylaws, and Standing Rules*, found on the SABA C.A. Google Group webpage mentioned above.

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

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