

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

# **SERVICE GUIDE**



# **VICE-CHAIR**

## **Requirements**

One year continuous sobriety  
Six months of active service 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
- Defaulting on attendance requirements will result in dismissal from one's service position

## **Responsibilities**

- In the absence of the Area Chair, the Vice-Chair performs the duties of the Chair, as listed below
  - Presides over the SABA meeting and arranges agenda (if not already prepared by Chair)
  - Only votes in the case of a tie (when chairing)
- Assists the Area Chair in coordinating / supporting all activities within the Area
- Encourages trusted servants to chair various standing committees
- Communicates with committee chairs and provides assistance if needed

*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

- 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, accessed through the vice-chair's designated email:

[sabaca.vice.chair@gmail.com](mailto:sabaca.vice.chair@gmail.com)

- SABA C.A. *Structure, Bylaws, and Standing Rules*, found on the SABA C.A. Google Group webpage mentioned above.
- Robert, H.M., et al. (2011), *Robert's Rules of Order Newly Revised* 11<sup>th</sup> ed.). Da Capo Press, Philadelphia: PA.

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