

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

# **SERVICE GUIDE**



**PUBLIC  
INFORMATION  
STANDING COMMITTEE  
CHAIR**

## **Requirements**

Two years continuous sobriety  
One year of active service experience in C.A.  
Working knowledge of *the Twelve Traditions*  
and *the Twelve Concepts of Service*

## **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**

- Teaches the roles and responsibilities required of the Public Information – Web Servant / IT Standing Committee Chair position to the Alternate Chair
- The Chair works in cooperation with the Alternate Chair to fulfill the duties listed below:
  - Provides a report of all Public Information (PI) activities and website changes at SABA business meetings
  - Performs all public outreach on behalf of SABA C.A. in cooperation and coordination with SABA standing committees including:
    - Speaking about the C.A. 12-step program, responding to questions from (and distributing information packages including local meeting lists to) police department community liaisons, schools, courts, and health professionals
    - Publication of CAWS approved Public Service Announcements (PSAs) and other approved announcements via public media
  - Responsible for matters relating to the creation, update, and maintenance of the SABA website, in accordance with the Area and/or WSC internet committee guidelines
  - Responsible for referring e-mail information requests to appropriate committees
  - Coordinating the editing, publication, and distribution of an Area-level Newsletter

## Helpful Resources

- Cocaine Anonymous World Service Public Information committee handbook

[https://ca.org/content/uploads/2015/07/2016\\_WSCPI\\_Committee\\_Handbook.pdf](https://ca.org/content/uploads/2015/07/2016_WSCPI_Committee_Handbook.pdf)

*The CAWS Public Information committee handbook is also available on the SABA C.A. Google Group mentioned below*

- SABA C.A. Google Group, accessible through the SABA Public Information committee chair's designated email

[sabaca.public.info@gmail.com](mailto:sabaca.public.info@gmail.com)

- Email address designated for SABA C.A. Newsletter submissions

[southernalbertanewsletter@gmail.com](mailto:southernalbertanewsletter@gmail.com)

*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.*