

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

# **SERVICE GUIDE**



# **WORLD SERVICE DELEGATE**

## **Requirements**

Four years continuous sobriety

Have a working knowledge of the *Twelve Steps*, the *Twelve Traditions*, the *Twelve Concepts of Service*, and the *World Services Conference Charter*

## **Term**

Four 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
- If a WSD must be absent he/she must ensure that another WSD or alternate WSD will be present at the SABA meeting
- Defaulting on attendance requirements will result in dismissal from one's service position

## **Responsibilities**

- Attend the WSC prepared in order to be able to vote knowledgeably. Each Delegate, after his/her election, will notify the World Service Office (WSO) in order to be placed on the mailing list and receive all conference materials (which require several hours of study)
- After the WSC, the Delegate transmits the information back to SABA through Area and District meetings as well as to individual groups. It is important that the information about the WSO and WSC be passed on with enthusiasm, encouraging the continued health and growth of C.A.

- Encourage their Area to generate funds to help support World Services
- Be prepared to attend District, Area, and Regional service meetings. They must understand the issues in their Areas to be better able to present them to the WSC
- Cooperate with WSO by providing local meeting schedules and local C.A. information numbers
- Provide C.A. leadership by helping to solve local problems involving the C.A. Traditions. In the spirit of this leadership need, it is suggested that, if possible, Delegates and Alternate Delegates not hold any other service commitments at the District or Area level. Further, in the spirit of rotation, wherever possible, Delegates should only serve one term and not consecutive terms
- Visit groups in Districts/Area and are sensitive to their needs and reactions. Learn how the groups have reacted to WSC reports.
- Serve on a WSC Committee and work closely with Committee members throughout the year. Keep Alternate Delegates fully informed so that the Alternate Delegate can replace the Delegate in an emergency
- Help all newly elected WSC Delegates from their Area by passing on knowledge of WSC procedures
- Responsible for contacting the Regional Trustee at least once per quarter to provide the Trustee with Area reports and updates

*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 World Service Delegate's designated email:

[sabaca.wsd1@gmail.com](mailto:sabaca.wsd1@gmail.com)

[sabaca.wsd2@gmail.com](mailto:sabaca.wsd2@gmail.com)

[sabaca.wsd3@gmail.com](mailto:sabaca.wsd3@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.*