

# What does our Central Office of 60+ Years Do for us?



- **The Public Face of AA - Accountability, credibility and responsibility for the Fellowship in Melbourne and Victoria.**
- **The First Point of Contact for the Sick and Suffering Alcoholic - Reliable 24 hour helpline with committed volunteer members.**
- **The Communication Link - Serving the needs of the Groups and Meetings of Alcoholics Anonymous in Victoria.**
- **150+ Active volunteer members answering phones 24 hours a day 365 days a year and passing the message on various rosters.**
- **1000+ Volunteer members listed in the 12 Step registers - to answer the needs of the sick and suffering alcoholic in the State of Victoria.**

1. Link and lifeline for sober members, including those newly sober members and those without a sponsor – the connection point.
2. A safe place for “walk ins” to receive immediate help from a sober member.
3. First point of contact for professional organisations, D & A support agencies, sporting organisations, government, corrections, doctors, concerned relatives etc.
4. Information exchange between Victorian Groups/members, Australian CSO's and other service entities – aids Groups to meet their primary purpose.
5. Distributes free literature to the public, doctors, hospitals, police stations, corrections, students and others through P.I. initiatives when available funding permits.
6. Sources, manages and provides literature to Groups/members.

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7. Prints and distributes P.I. material and vital resource information for newcomers/members/groups eg. wallet cards and Victorian Meetings Books, the monthly Calendar, "The News" for the News Group, Central Service Committee (CSC) and Delegates Bulletins, Group/Event Flyers, quarterly newsletter "Box 136" etc.
8. Liaise with the media.
9. Liaise with external organisations for P.I. eg. coordinate volunteer members to carry the message into schools, community organisations etc.
10. Organises significant AA Victoria events.
11. Professionally administers and manages the office – website, banking, databases, communications, responds to letters from the public/organisations etc. Ensures AA Victoria and RUSVIC meet their legal obligations.
12. Manages the Groups Archives from 1947 to today – sub committee of CSC.
13. Prepares all financials for the affiliated Groups on a monthly basis. To ensure accuracy and complete transparency financials are externally audited.
14. **Our office serves and is responsible to the affiliated Groups of AA Victoria through the CSC and the Victorian Delegate Body that created it.**

## **Central Office - Alcoholics Anonymous Victoria**

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