

## Know About the AA Literature

You will be better able to serve your groups, to answer questions and make recommendations if you are familiar with the content of most pamphlets, books and other materials now available.

## Update Your Group's Information

Make sure that the details of your group's meeting (days, times, location, etc.) are accurate at Central Office and in the meeting schedule by updating at least once every year or when changes occur. Be sure to notify the Central Office of changes in the names, addresses and phone numbers of your group officers.

Encourage members of your group to become readers of our newsletter *The Last Drop*. There is always a need for news about your group's activities. Ask your group members to write about their experiences with the steps and traditions of the AA program for publication in *The Last Drop*.

## Ask Questions

Sometimes the pressures of time and our zeal to get things done, cause us to move too quickly. If you don't get answers to things in your group members want to know, it is your privilege to ask questions and be heard. Problems in a group, as they pertain to AA, as a whole, are your concern also. You can help to see that the 12 Traditions and the 12 Concepts are adhered to in your group.

Alcoholics Anonymous is now making the greatest strides in its history in membership growth, service to the community and the respect of professions and the public. **Each and every group representative has a vital role to play in this process.**

**Why not invite members of the Operating Committee and other committee chairs to your group to explain their function in carrying the AA message?**

## What is Intergroup/ Central Office?

The primary purpose of each group is to carry the AA message to the still suffering alcoholic. Intergroups/Central Offices exist to provide AA services within a local area, which are not practical for each individual group to provide.

Their most important function by far is to provide the AA listings in local directories and make provisions for receiving calls, answering inquiries and discreetly referring requests for help to AA members who have agreed to take 12-step calls.

Intergroup/Central Office consists of and is operated by the groups within 4 zones with the dividing lines being Broadway to the East and West, and Ellsworth to the North and South.

Each group is asked to send a Central Office Delegate to the monthly meeting on the 1<sup>st</sup> Tuesday at 6:30pm, via Zoom. From among these delegates, zone representatives are elected and become the Operating Committee to administer the activities of the Central Office.

Intergroup and its office are supported by the voluntary contributions of the individual members and the AA groups.

## IS YOUR GROUP REPRESENTED?

If not, you should consider it so that your group can have the voice it deserves in operating our Intergroup/Central Office.

*ACKNOWLEDGEMENTS: We wish to thank the Central Offices in Tucson and South Florida for their contributions to this pamphlet.*

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Address change 1/2026*

## Being a Trusted Servant in the Denver Area Central Committee



What is it?  
Why is it?  
What part do you play?

24 Hour Hotline  
303-322-4440  
[www.daccaa.org](http://www.daccaa.org)

Central Office Hours:  
Tuesday - Friday  
9:00 am - 5:00 pm

3275 W. 14th Ave #101  
(enter through the garden gate)  
Denver, CO 80204

## Role of a Central Office Delegate

Serving as a Central Office Delegate (C.O.D.) offers you a rewarding opportunity to share in AA's Third Legacy – service. The purpose of the Central Committee (Intergroup) is to help the member and groups carry the message of AA in full accord with the 12 steps, traditions and concepts of Alcoholics Anonymous.

## What does the Central Office Delegate do?

- Conveys his or her group's conscience at the monthly Delegates meeting.
- Informs the home group of actions taken at the Delegates meeting and of Intergroup activities. • Votes in the election of officers and members of the Operating Committee (Zone Representatives), who in turn oversee the operations of the Central Office.
  - Urges home group participation in the 12-Step List, Night Watch and other functions and activities of the Central Office.
- Encourages home group to observe the 12 Traditions.

**How It Works** – The C.O.D. is elected by his or her group. The C.O.D. attends the monthly Delegates meeting (1<sup>st</sup> Tuesday, at 6:30 pm). The C.O.D. (or alternate) casts his or her group's vote on all matters requiring a group conscience. The Operating Committee, C.O.D.'s (or their alternates) can make motions, second motions and vote. Each group has only one vote.

Each group determines the qualifications and period of service for its Central Office Delegate. Experience has shown, however, that AA is best served when the C.O.D. has at least one year of continuous sobriety and serves for a term of two years.

## Attend the Delegates Meeting Regularly

Attendance at the Delegates meeting is important so that each group has a voice in reviewing the activities of all the committees and approving actions. The monthly Delegates meeting is also attended by officers and committee chairpersons.

If the Delegate meetings are to be effective, they should be well attended. Encourage groups to elect a C.O.D. and participate in the monthly Delegates meeting.

## Keep Your Group Informed

Arrange with your group secretary for a few minutes at each group business meeting to keep members informed about what is happening at Intergroup/Central Office.

## Know the Guidelines

Knowledge of the Procedure Guidelines will make your job much easier and will answer many of the questions you may have. Copies of the Guidelines are available at the Central Office and are provided in the Delegates packet.

## Help Keep AA Self-Supporting

One of the most important ways a C.O.D. can serve is to encourage his or her group to be consistent in making contributions to the Denver Central Office, the local district, Area 10 and the General Service Office (GSO, NY). Keep members aware that, on every level, AA is self-supporting through our own contributions.

“Is this or that service *really needed?* ... If it is, then support it we must or fail in our mission to those who want and seek AA.” \*

**\*Quote from Bill W., AA Comes of Age, page 140**

## Encouraging Volunteers

Being a C.O.D. brings you face-to-face with AA's overall activities. Encourage home group members to assist in our mission of “carrying the message”. Some of the activities we utilize to “pass it on” include:

1. Being on the 12-Step List to take calls from people who want to get sober.
2. Answering the Night Watch Hotline at your home after business hours.
3. Taking someone to their first AA meeting and answering any questions they may have.
4. Serving on other Committees for any of Central Office's other events (Longtimers or Unity Day)
5. Encourage members to read and subscribe to *The Last Drop* and the *AA Grapevine*.

All of these activities require volunteers. Most AA members need only to be reminded that their services are needed. All of the committees will welcome the help.

## Visit the Central Office

Drop in! Introduce yourself. Have a cup of coffee. Chat with the volunteers. Listen to the calls that come in and how the volunteers handle them. Watch the people who come through the front door. Note the variety and number of requests. This is the “heart line”, that first point of contact for newcomers and the general public, that point of new beginnings and direction.

Any AA member can be a phone volunteer. A year of sobriety is recommended but less time is acceptable if your sponsor agrees. It's a great experience. It gives you a chance to be personally (though anonymously) helpful to others.