

I. Primary Aim

The purpose of the TAS is to help suffering alcoholics find their way into AA. The service shall operate a 24-hour response line connecting alcoholics with responsible members of the District 16 Twelve Step List.

II. Group Responsibilities

1. The AA Group is responsible for finding individuals to answer phones and to make Twelve Step calls. The names of responsible members should be passed to the TAS Chairperson.
2. As part of the yearly financial contribution requested to District 16, the groups will be supporting the operation of the TAS.

III. The Role of the TAS Chairperson

3. The TAS Chairperson should have a minimum of two years of sobriety. The Chairperson should have a working knowledge of the Twelve Traditions, the AA service structure, and the operation of the TAS, preferably having served at least one year on the TAS Committee.
4. The TAS Chairperson needs to have access to a computer or a smartphone/mobile technology to operate the Grasshopper system.
5. The TAS Chairperson should select an Alternate Chairperson from the current TAS committee member list or ask the TAS Committee to elect one.
6. The TAS Chairperson will select responsible members to serve on the TAS Committee. The Chairperson will regularly ask the groups for the names of responsible members who are willing to serve on the Committee (as per **Group Responsibilities**)
7. The TAS Chairperson is responsible for determining sobriety eligibility requirements, training new TAS members and coordinating the TAS schedule. The Chairperson may from time to time set up internal committees to respond to identified needs of the TAS
8. The TAS Chairperson will arrange to have meetings on a quarterly basis or as needed. Updated TAS phone schedules, Twelve Step Lists and Meeting Lists will be distributed, and problems identified by the Chairperson and the Committee as they affect the TAS will be discussed.
9. The TAS Chairperson is a liaison with the phone service carrier (currently Grasshopper). The Chairperson will ensure the service carrier meets the needs of the District, and that AA Traditions and concepts are adhered to.

10. The TAS Chairperson will submit a monthly report on current TAS activity at the monthly District 16 meeting.
11. The TAS Chairperson will attempt to the best of their ability so that the TAS Committee elects a nominee for the incoming TAS Chairperson. This election will take place at the TAS Committee meeting prior to the District 16 bi-annual sub-committee elections. The elected individual's name will be put forward as a nominee for TAS Chairperson at the District. The term of the TAS Chairperson is two years, beginning Jan. 1 following District 16 elections.

IV. The Role of the Alternate Chairperson

1. The Alternate TAS Chairperson should learn the job of the Chairperson.
2. The Alternate should be prepared to take over as TAS Chairperson, if the current Chairperson for some reason cannot continue in the position.
3. The Alternate TAS Chairperson will assist the TAS Chairperson in running the TAS and will take on responsibilities as designated by the TAS Chairperson.

V. Answering the Phones for A.A.

1. Those who undertake the job of answering the phones should have at least six months of sobriety.
2. Answering the phone calls for AA means that you are willing to abide by all TAS Guidelines.
3. This job involves answering a call from a suffering alcoholic and then arranging for a member from the Twelfth Step List to contact them, if requested. The time and location of AA meetings are also provided, as well as other frequently requested phone numbers, as supplied by the TAS Chairperson.
4. If you cannot answer the phone when you agreed to be available, inform the TAS Chairperson or Alternate TAS Chairperson so they have ample time to make other arrangements.
5. The TAS does not take the place of meetings, and our phone line is not for conversation. TAS Committee Members should try to keep the phones free for those who need our help. TAS Committee Members can refer callers who are seeking meeting and event info, to the AA website, www.windsoraa.org
6. Those answering the phones are not sponsors and should not spend too much time trying to convince someone to come to our fellowship.

VI. Twelve Step Calls

- 1.** Groups should arrange to provide the TAS Chairperson with the names of responsible members who have a minimum of one year of sobriety and are willing to do Twelve Step calls.
- 2.** Members going on Twelve Step calls shall be accompanied by another AA member.