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 Twelfth Step List.

II. Group Responsibilities

1. The AA Group is responsible for finding individuals to answer phones and to make Twelfth Step calls. The names of responsible members should be passed to the TAS Chair.

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 Chair

3. The TAS Chair should have a minimum of two years of sobriety. The Chair should have a working knowledge of the Twelfth 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 Chair needs to have access to a computer or a smartphone/mobile technology to operate the Grasshopper system.

5. The TAS Chair should select an Alternate Chair from the current TAS Committee.

6. The TAS Chair will select responsible members to serve on the TAS Committee. The Chair 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 Chair is responsible for determining sobriety eligibility requirements, training new TAS members, and coordinating the TAS schedule. The Chair may from time to time set up internal committees to respond to identified needs of the TAS.

8. The TAS Chair will arrange to have meetings on a quarterly basis or as needed. Updated TAS phone schedules, Twelfth Step Lists and Meeting Lists will be distributed, and problems identified by the Chair and the Committee as they affect the TAS will be discussed.

9. The TAS Chair is a liaison with the phone service carrier (currently Grasshopper). The Chair will ensure the service carrier meets the needs of the District, and that AA Traditions and concepts are adhered to.

10. The TAS Chair will submit a monthly report on current TAS activity at the monthly District 16 meeting.

11. To the best of their ability the TAS Coordinator will bring forward the name of a member (typically an active member of the TAS committee) as a nominee for incoming TAS Coordinator during District elections.

12. The term of the TAS Coordinator is two years, beginning Jan. 1 following District 16 elections.

IV. The Role of the Alternate Chair

1. The Alternate TAS Chair should learn the job of the Chair.

2. The Alternate should be prepared to take over as TAS Chair if the current Chair cannot continue in the position.

3. The Alternate TAS Chair will assist the TAS Chair in running the TAS and will take on responsibilities as designated by the TAS Chair.

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 Chair.

4. If you cannot answer the phone when you agreed to be available, inform the TAS Chair or Alternate TAS Chair 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. Twelfth Step Calls

1. Groups should arrange to provide the TAS Chair with the names of responsible members who have a minimum of one year of sobriety and are willing to do Twelfth Step calls.

2. People going on Twelfth Step calls shall be accompanied by another AA member