

“PASSING THE TORCH” TO ROOM SECRETARIES, TREASURERS, TRUSTED SERVANTS & ALL MEMBERS

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GA “MYTHS”

MYTH: *Hand-slamming a table* when someone reads aloud “has to be smashed” is a good idea.

FACT: Perhaps not. Please be aware that sudden and unexpected loud noises could easily trigger another member’s PTSD/Anxiety Disorder.

MYTH: *Virtual groups are exempt from participating in and donating to Intergroup.*

FACT: False. EVERY group should belong to and provide financial support to their area Intergroup (per Guidance Code, Article X, Sections 2 and 5 (#8)).

MYTH: A member *must have at least one (1) year of abstinence* to serve as a room **Treasurer**.

FACT: A room Secretary or Treasurer should have at least six (6) months continuous abstinence from gambling, unless it is a new group (per Guidance Code, Article VII, Section 3).

MYTH: A “Preferred Category” meeting may EXCLUDE someone via group conscience.

FACT: A member who does not match the room preference but who wishes to participate MUST be allowed to attend (Guidance Code, Article VII, Section 1A; Group Handbook, Section IV, Pg 7)

MYTH: *Every anniversary celebrant* is entitled to receive a pin or medallion.

FACT: Not necessarily. Continuous abstinence and regular attendance at a **minimum of 39 total meetings in the prior 12 months** is required; exceptions can be made (by group conscience) for medical reasons or active military duty. Date of abstinence starts from a member’s first GA meeting after his/her last bet (per Guidance Code, Article VII, Section 4).

MYTH: A competent Secretary or Treasurer may continue to serve in that capacity indefinitely.

FACT: Perhaps, but in the spirit of principles before personalities, a rotation of service every six months (January and July) is **strongly recommended** (per Guidance Code, Article VII, Section 3).

MYTH: A meeting that falls on a national holiday may be cancelled by a group conscience.

FACT: Yes, EXCEPT at least one member of the group must be at the scheduled meeting place for any newcomers, returnees, or members of other groups (Group Handbook, Section X, Pg 29).

MYTH: A Secretary or Treasurer who relapses may continue to serve in that capacity.

FACT: No. If a Secretary or Treasurer fails to maintain abstinence, **he/she must step down from the position** (Group Handbook, Section V, Pg 12) and **the room must elect his/her replacement.**

MYTH: A room Secretary can choose not to share GA-related announcements.

FACT: No. The Secretary is responsible for reporting (or designating someone else to report) **all GA-related announcements** provided by Intergroup, IG Committees, Trustees, Regents or ISO (per Group Handbook, Section V, Page 11).

Unity Step 4 reminds us that “each group should be self-governing **except in matters affecting other groups or GA as a whole.**” If /when questions or disputes arise, always check the **FACTS** in GA literature, especially in the most current Guidance Code and Group Handbook.

Still in doubt? Ask a Trustee (see **Important Contacts** on **Page 5** of this handout).

ROOM/GROUP SUGGESTED GUIDELINES

- A Room Secretary may be called upon to answer many questions about GA. Each group should have at least one copy of important GA literature available for reference (see **Suggested Group Literature** list on **Page 6** of this handout).
- Use GA's most current **Group Handbook** as a starting point for understanding the roles and allocating the responsibilities of secretary, treasurer, meeting chair, and other group functions. **The outgoing Secretary and Treasurer should meet with their incoming counterparts** to share information, provide guidance, review meeting materials, and present an accounting of room assets and disbursements (refer to the **GA Treasury Guideline** booklet).
- GA's **Group Handbook** suggests that each room have a **written meeting format**. A group statement empowers a secretary to maintain order. If your room does not have one, encourage members to discuss it, define the format by consensus, and make it known in writing (see **Anonymity & Unity Statement Sample** on **Page 8** of this handout). The statement should be read at every meeting.
- **Virtual Meetings:** Any new online group must fill out a Virtual Meeting Form (see **Page 10** of handout) **and submit it to ISO**. The group must follow Temporary Guidelines for Video Meetings (see **Page 11** of this handout) and read anonymity-related Items IIA & IIB at the start of each meeting.
- **Set the example!** Remind members to welcome newcomers. Distribute **Newcomer Kits** (see the **Checklist** on **Page 7** of this handout). Ask the group to elect a **Sponsorship Representative** and create a **Group Sponsorship Statement** to be read aloud at every meeting (see Group Sponsorship Statement Sample on **Page 9**). Encourage room members to become short- or long-term sponsors. Elect a **Pressure Relief Representative**, read aloud and distribute the Pressure Relief Flyer (see **Page 15** of this handout), and encourage all room members to have a Pressure Relief Group Meeting (PRGM). Invite a room member to maintain a **Room Telephone/eMail list** and update it monthly.
- Maintain a supply of **current** Valleywide Meeting and Telephone/eMail lists, Room Telephone/eMail lists, GA-related event flyers, and other GA-related or room announcements. Some items also should be included in your **Newcomer Kits**. If your group meets in person, display these items on your room's literature/announcements table; if your meeting is virtual, email these items to members.
- **Communicate any changes in your meeting status** (such as time, location, format, or closure) to the **GA Hotline coordinator, GA Arizona website administrator, and GA International Service Office** (see **Important Contacts** on **Page 5**). The information you provide will be included in the monthly GA meeting list, communicated to the GA Hotline Answering Service (API), and updated on the GA Phoenix and ISO websites. **Communicating these changes is one of your most important jobs!**
- **Maintain an inventory of room literature** (Combo books, Toward 90 Days, Beyond 90 Days) **and other meeting-related items** (keychains, pins, medallions). **Monitor and replenish items** that are in greater demand -- like the contents of Newcomer Kits, and 30-, 60- and 90-day key chains. Encourage milestone celebrants (one year or more) to become **GA Lifeliners** (see **Page 14** of this handout).
- **Think ahead!** Gather information on the upcoming month's birthdays and report it to the **Monthly Calendar Coordinator** (see **Important Contacts** on **Page 5** of this handout). Purchase medallions or pins early. Near the end of your term, prepare the group for nomination and election of new officers.
- If the group encounters **any** internal issues, these should be discussed and resolved at a business meeting. If further guidance is needed, contact a **Trustee** (see **Important Contacts** on **Page 5**).

ROOM/GROUP REPRESENTATION AT INTERGROUP

- **Arizona GA Intergroup** comprises local groups from Area 3D (Arizona/New Mexico). On a monthly basis, Intergroup allows group representatives to discuss topics of mutual interest, seek solutions, and work together for the common good of all (per Guidance Code, Page 13).
- **The room Secretary should attend Intergroup. If the Secretary is not available**, the group should designate another member (the Treasurer, or another Trusted Servant such as the Sponsorship Representative or the Pressure Relief Representative) to do so.
- It is suggested that **each individual group hold a monthly business meeting prior to Intergroup** to decide by majority vote how to allocate its discretionary funds (see **GA Treasury Guideline** booklet). Donations may be earmarked for one or more of the following funds administered by GA Arizona Intergroup: **General Fund, Pressure Relief, Social Activities, Sponsorship, Phoenix Mini-Conference, Tucson Mini-Conference and Trustees** (see **Page 12** of this handout for sending donations to Intergroup). Your group also may want to consider making a donation to the **GA International Service Office** by check or money order made payable to **GA ISO**. Send directly to **ISO** (see Important Contacts, Pg 5).
- Take notes during the Intergroup meeting regarding new business, old business, upcoming events, and any GA-related updates, including meeting cancellations or changes in meeting locations or times. **Share this information with your group!**
- **You may be asked to vote on issues raised at Intergroup.** There also may be times when you will be asked to take an issue back to your room and present it for a group conscience.
- If your room needs support or guidance, please mention it at Intergroup. **If your group is struggling financially, it may request assistance from Intergroup** (fill out and submit the **Room Assistance Request Form** on **Page 13** of this handout).
- Monthly Valley Wide Meeting Lists and Telephone/eMail Lists and any other GA-related announcements or flyers are distributed separately via email to the fellowship. If you or any other room members want to be included on the list to receive these mailings, please submit your name and email address to the **Meeting List Coordinator** (see **Important Contacts** on **Page 5** of this handout). **Share all information/announcements with your group.** If your group meets in person, make copies for your literature/announcements table.
- To receive monthly birthday calendars via email, please give your name and email address to the **Monthly Calendar Coordinator** (see **Important Contacts** on **Page 5** of this handout). Read the current monthly calendar at every meeting.

INTERGROUP is held **virtually via Zoom** on the **third Monday of every month.**

Meetings start promptly at 6:30 pm.

NOTE: The Zoom link & meeting materials (Agenda, Minutes, Financials and other reports) are emailed the day prior to the meeting to everyone on the Area 3D (AZ & NM) Distribution List.

IMPORTANT CONTACTS

INTERGROUP OFFICERS

| | | | |
|---------------------|-----------|--------------|---------------------|
| Chairperson | Jim L | 480-980-4383 | azrealtorjl@aol.com |
| Recording Secretary | Teri E | 602-410-4825 | sirateri@yahoo.com |
| Treasurer | Theresa L | 480-388-9589 | thelovato@yahoo.com |

INTERGROUP COMMITTEES

| | | | |
|-------------------|----------------|--|------------------------|
| Pressure Relief | - Chair Open - | PRGM facilitators listed (*) on Telephone List | |
| Public Relations | Ryan P | 928-848-9414 | pienovi.ryan@gmail.com |
| Social Activities | Penny V | 602-434-6452 | ramp4vs@cox.net |
| | Marc L | 949-412-9322 | marcsiphone@gmail.com |
| Sponsorship | Pam K | 480-221-2092 | pkduckbug@yahoo.com |
| | Teri E | 602-410-4825 | sirateri@yahoo.com |

TRUSTEES

| | | | |
|----------------------------|-----------|--------------|-------------------------|
| Area 3D (AZ & NM) | Roxanne D | 520-661-5709 | rdurenwalters@gmail.com |
| Area 3D (AZ & NM) | Ryan P | 928-848-9414 | pienovi.ryan@gmail.com |
| Area 3F (Spanish-Speaking) | Julian F | 480-720-6053 | julio3513@aol.com |

GA MEETING INFORMATION UPDATES/CHANGES

PROMPTLY report any meeting updates/changes to **EACH** of the following contacts:
For GA Hotline or Meeting List - Pam K 480-221-2092 (vm/text); pkduckbug@yahoo.com
For GA Phoenix Website - Ken B 480-277-9281; xgambler04@yahoo.com
For GA International Service Office (ISO) 909-931-9056; isomain@gamblersanonymous.org

GA TELEPHONE/eMAIL LIST and/or AREA 3D DISTRIBUTION LIST UPDATES/CHANGES

Pam K 480-221-2092 (voicemail or text); pkduckbug@yahoo.com

GA MONTHLY CALENDAR (BIRTHDAYS/ROOM ANNIVERSARIES/EVENTS)

Austin L 623-238-1186; alindsay2a@gmail.com

ANNUAL BIRTHDAYS OF INDIVIDUAL MEMBERS (FOR PUBLICATION IN ISO BULLETIN)

Call 909-931-9056 or email: isomain@gamblersanonymous.org

PURCHASING GA LITERATURE, PINS AND MEDALLIONS

Using a credit/debit card? Order online at www.gamblersanonymous.org. Click on **GA Store**, select items to add to your cart, and follow the directions for payment.

Paying by check or money order? An order form/price list is available at www.gamblersanonymous.org (select **Life-Line Bulletin** and click on **Literature Order Form**). Print and fill out the order form and either mail it (to **GA ISO, 1306 Monte Vista Ave, Suite 5, Upland, CA 91786**) or fax it (909-931-9059).

SUGGESTED GROUP LITERATURE

(all items are available from ISO)

Because questions often arise, each Group should have **the most current versions** of the following literature on hand for the use and/or reference of its Trusted Servants and members:

GA Group Handbook (most current version)

GA Guidance Code (most current version)

GA Bylaws

GA: A New Beginning (aka the “Red Book”)

Sharing Recovery Through Gamblers Anonymous (aka the new “Blue Book”)

A Day at a Time Meditation Book (Hazelden)

GA Treasury Guideline Example

Public Relations Flyer

Towards 90 Days Booklet

Beyond 90 Days Booklet

Short-Term Group Sponsorship Approach

The Sponsor-Sponsee Relationship: HOW It Works

GA Sponsorship Manual

Writing the Steps Workbook

Guide to 4th Step Moral Inventory

Working the Steps Discussion Guide

GA Group Study Book on the Unity Steps

The Stock Market, Retirement Accounts & GA

Let It Stay Here (double-sided display card)

Pressure Relief (PRGM) Flyer

Pressure Relief Group Meeting Handbook

Pressure Relief Workbook & Manual

Using a credit/debit card? Order online at www.gamblersanonymous.org. Click on **GA Store**, select items to add to your cart, and follow directions for payment.

Paying by check or money order? An order form/price list is available at www.gamblersanonymous.org (select **Life-Line Bulletin** tab and click on **Literature Order Form**). Print and fill out the order form and either mail it (to **GA ISO, 1306 Monte Vista Ave, Suite 5, Upland, CA 91786**) or fax (909-931-9059).

NEWCOMER WELCOME KIT CHECKLIST

- Twin-pocket Portfolio** (to hold Newcomer Welcome Kit contents)

- Suggested Booklets/Pamphlets (these may be ordered from ISO online or via mail or fax)**
 - Small Yellow Combo book
 - “Towards 90 Day” booklet
 - “Suggestions for Coping with Urges to Gamble” pamphlet
 - “A Newcomer Asks...?” pamphlet
 - “Short-Term Group Sponsorship Approach” pamphlet

- Monthly Lists**
 - Valley Wide Meeting List (current month)
 - Valley Wide Telephone/eMail List (current month)

- Room Handouts**
 - Room Telephone/eMail List (if the room has one)
 - Group Anonymity & Unity Statement (if the room has one)
 - Group Sponsorship Statement (if the room has one)
 - Pressure Relief Flyer (see **Page 15** of this handout)

ANONYMITY & UNITY STATEMENT SAMPLE

(Note: Actual wording/content should be determined by Room Conscience)

GA is a program of honesty, friendship and anonymity. It is very important that we respect the anonymity of every member. You may tell the whole world you are a member of GA if you wish. However, never give out the names or occupations of other members. A careless word could cause someone to leave the group.

WHOM YOU SEE HERE, WHAT YOU HEAR HERE, WHEN YOU LEAVE HERE, LET IT STAY HERE.

Anonymity and confidentiality are basic requirements but are not guaranteed. What is shared in the group should stay in the group. The only exception is when someone threatens to injure himself/herself or others.

Describe Your Meeting Type – open, closed, modified closed, combined – and what that means (ie Modified Closed = “Only gamblers who have a desire to stop gambling may attend, with the exception that a newcomer may bring outside support for his/her first meeting” or “A milestone celebrant may invite friends or family members to attend).”

Describe Your Meeting Format – Topic, Therapy, Topic/Therapy, Discussion, Comment.

Describe how your group wants its meeting to operate (ie “A member may give therapy on the announced topic or anything that pertains to personal experience, recovery or encouragement to newcomers” or “Comments are not encouraged and cross talk is not permitted” or “Comments are welcome within time limits to be announced before the Therapy portion of the meeting and monitored by the room secretary).”

Out of courtesy for the member who is sharing, please do not leave or enter the room until the person has stopped talking.

We suggest that no member have any financial dealings with any other members. **DO NOT LEND OR BORROW MONEY FROM ANYONE.**

If you have committed an illegal act that has not yet been discovered, but for which you could be prosecuted, it is suggested that you not mention it in a meeting. In spite of this Declaration, we cannot guarantee that a careless word outside of this room would not lead to your prosecution.

The opinions expressed here are strictly those of the individuals who give them. Take what you like and leave the rest. Talk with each other, but let there be no gossip or criticism of one another. Instead, let the understanding, love, and peace of the program grow in you **ONE DAY AT A TIME.**

GROUP SPONSORSHIP STATEMENT SAMPLE

(Note: Actual wording/content should be determined by Room Conscience)

To all members, particularly our new and returning members...

Page 17 suggests that each of us should get a sponsor. By sponsorship we mean one member helping another achieve a normal way of life through the 12 Steps. We also mean our responsibility as a Group to help our members live the GA program.

Our Group supports the practice of short-term sponsorship, whereby each newcomer or returnee is connected with another member for support and guidance in the early days of recovery.

If you are a newcomer or returnee, our Sponsorship Representatives (*insert names of your representatives here*) will ask for your contact information, follow up with you, and connect you with a member who is willing to serve as your temporary sponsor.

If you have more than 90 days of abstinence and are willing to be a short-term sponsor, please give your contact information to one of our Sponsorship Representatives. Note: this temporary arrangement may or may not result in a long-term relationship; the two individuals involved are the only ones who can make that decision.

We hope **all** of our members will follow the suggestion on Page 17 and eventually find long-term sponsors (either from within this Group or through other meetings). We strongly encourage all members who have achieved a mature understanding of the 12 steps to become long-term sponsors. We become stronger when we share the gifts of the GA program with other members.

VIRTUAL MEETING FORM

The Board of Trustees of Gamblers Anonymous has approved Virtual Meetings as a platform to conduct your G.A. meeting and be listed on the Gamblers Anonymous website (www.gamblersanonymous.org).

Please fill out the needed information below and return it by emailing to:
isomain@gamblersanonymous.org

Thank you for your anticipated help towards this entire process.

Day:

Time:

Time Zone:

Meeting location City/State:

Meeting ID:

Access Code/Password:

Any additional Info regarding this meeting:

TEMPORARY GUIDELINES FOR VIDEO MEETINGS

I. Protocol for entering and staying in video meetings using platforms such as Zoom, WebEx, etc. and video meetings in which members can attend either by video or telephone.

A. Attendance only by video

1. In order to enter the meeting, members should first be placed in a “waiting room” if the platform has this type of functionality. The purpose of the waiting room is to quickly determine the identity of the attendees and let them into the meeting either one at a time or en masse. When the waiting room feature is utilized, it is recommended that the meeting consider having at least two facilitators, one to monitor the waiting room and one to facilitate the meeting.
2. If the platform does not have this type of functionality, the meeting secretary or facilitator must assume the duty of identifying all attendees before the meeting begins as well as any attendee who arrives after the meeting has begun.
3. Attendees who are not known to the waiting room facilitator should be further questioned as to the reason for their attendance. If they identify themselves as compulsive gamblers in need of a meeting or as new members, they should be taken at their word and admitted to the meeting. The nature of the meeting (open or closed) will also determine the admission of those other than compulsive gamblers, and the final say on admission will rest with the waiting room facilitator.
4. If anyone refuses to identify themselves to the waiting room facilitator, they should immediately be dropped from the waiting room.
5. The meeting, through a group conscience, may elect to have attendees turn their cameras off.
6. If #5 above does not occur, attendees should still be given the option of turning off their cameras and appearing on screen as a “placeholder” or avatar.
7. Attendees should caption their pictures, “placeholders,” or avatars with their first name and last initial only, or any other caption that masks their true identity.
8. Virtual backgrounds that may camouflage others who are sharing the member’s meeting space should not be used

B. Attendance by telephone

1. Members who wish to attend a video meeting by telephone must be screened using the same methods as above so their identity is known to the waiting room facilitator and/or meeting facilitator.
2. Callers who refuse to identify themselves or whose caller ID is either blocked or shows “anonymous” shall not be allowed to attend.

II. The following announcements should be read before each and every meeting (if not already included in that meeting’s customary announcements).

- A. There will be absolutely no video or audio recording of any kind, including screenshots.
- B. Our meeting facilitators have done everything humanly possible to ensure that this is a secure meeting. However, because of the nature of the media we are working with, we cannot guarantee absolute security and thus, anonymity. Therefore, we ask that members not discuss...
 1. Any crimes for which they may still be prosecuted.
 2. Anything of such a sensitive nature that it could potentially harm that member or any other members should that information be surreptitiously recorded and leaked.
 3. Members who are especially concerned about their anonymity are invited to turn their cameras off and/or change their screen name.

DONATING TO INTERGROUP

Arizona Intergroup accepts donations through PayPal, Cash App, and USPS.
*Donations may be designated for one or more of the following funds:
General Fund, Pressure Relief, Social, Sponsorship, Trustees.*

PayPal - Use PayPal Donation Button at www.gaphoenix.org/intergroup or use PayPal app available through Google Play store, Apple App Store, or online at paypal.com.

- Use the following link to make your donation:
https://www.paypal.com/donate?hosted_button_id=P9JDLRUBKFEGS
- Designate to which Fund your donation should be credited.

Cash App - Cash App is available through the Google Play Store and the Apple App Store; it is usable only on mobile devices.

- Use “\$phxga3d” to identify **Gamblers Anonymous Phx** as the donation recipient.
- Cash App will provide a transaction in your app history. If you want a receipt from the Intergroup Treasurer, provide a mailing address in the “For” section of Cash App located under the “To/\$CASHTAG” area.
- In the “For” section, provide donor information (room or individual member) and for which fund(s) the donation is intended

MAIL (USPS) – In “For” section of check or money order, provide donor information (room or individual member) and specify for which fund(s) the donation is intended (ie “Thursday, Mission Bell Church, \$20 to General Fund,” OR “Harry B, \$10 to Social and \$10 to Trustees. Send check or money order to:

Gamblers Anonymous AZ
P.O. Box 54999
Phoenix, AZ 85078-4999

ROOM REQUEST FOR ASSISTANCE FROM INTERGROUP

Room name:

Location:

Meeting Day:

Meeting Time:

Secretary name and contact info:

Treasurer name and contact info:

State for what purpose you are requesting assistance (ie to purchase literature, keychains and/or medallions, to help with room rent):

Explain special hardship circumstances:

HOW TO BECOME A GA LIFELINER

*A **Lifeline** is a member of the GA fellowship who cares enough about the financial well-being of GA to make a monthly donation to Gamblers Anonymous International Service Office (I.S.O.). This donation helps to ensure that GA will always be there for the compulsive gambler who still suffers.*

You will benefit by becoming a Lifeline because...

- ... it offers you a way to give back to the program that has given you so much.
- ... it allows you to make a commitment to the program in a more direct way.
- ... it helps the International Service Office spread the message to those who haven't yet been as blessed as you.
- ... it makes you one of a special group of people who do a little extra for the program that saved their lives.
- ... it gives you a sense of responsibility.
- ... it helps you remember that GA needs you as much as you need GA.

We are self-supporting through our own contributions.

How often have you thought or heard: *"Gamblers Anonymous saved my life; I can't do enough to repay the program for what it has done for me."*

One of the ways you can give is by becoming a Lifeline. **Simply fill out the bottom of this page and send it to I.S.O. with your personal monthly tax-deductible contribution.** You will receive a receipt by return mail along with an envelope for your next month's contribution. It's that easy!!

Do it today – it's the right thing to do!

I PLEDGE A MONTHLY CONTRIBUTION AMOUNT OF: _____

NAME _____

ADDRESS: _____

CITY & STATE: _____ ZIP: _____

Please mail this with your initial contribution to:

GAMBLERS ANONYMOUS I.S.O.
1306 MONTE VISTA AVE., STE. 5
UPLAND, CA 91786

Thank you for your support!!

PRESSURE RELIEF

Do your pressures include debt collectors, damaged relationships, health concerns, or family or employment issues? A Pressure Relief Group Meeting (PRGM), facilitated by members of the GA fellowship, will help you address and relieve the pressures caused by your gambling.

Due to their own gambling, each of our facilitators experienced pressures similar to yours. Through a PRGM, they found solutions to their crushing financial problems, family stress, and upside-down priorities.
Now, they want to share those solutions with you!

Pressure Relief isn't about judgement, embarrassment, lectures, or demands.

We are not here to shame you.

Our role is to guide you toward a "normal way of thinking and living."

Your willingness to be open and honest -- with yourself, family, friends, employer, and creditors -- will be your foundation for change.

The PRGM will include you, your GA sponsor, temporary sponsor or accountability partner, two PRGM facilitators, and whomever else you choose (significant other, family member, friend).

Free yourself from the turmoil caused by your gambling...reach out now!

For additional information or to schedule your in-person PRGM, contact one of the GA PRGM facilitators listed in the Telephone List with an asterisk (*)
Any member desiring virtual assistance may contact Bruce W at brucelaw8@mac.com.
Bruce will reply by email (or phone if you provide your number).