

# CENTRAL OFFICE

## THE HUB of AA...

**Carrying the Message  
In Area 55 Everyday**

***Thanks to your contributions!***

### **Why and How We Carry the Message**

Central Office exists to aid our area groups in their common purpose - to carry the AA message to the Alcoholic who still suffers, and to aid these groups in the most effective way possible. Our basis for doing this is suggested in Traditions 8 and 9. This is our primary purpose.

### **Telephone Calls**

"Alcoholics Anonymous, may we help you?" may be the first words of hope a distraught alcoholic hears. More than 1500 times during 2025, individual alcoholics, family members and friends heard our voice of understanding and compassion.

### **12 Step Calls**

Our most important phone calls come from the alcoholics themselves seeking help. Central Office maintains a 12 Step List by town and neighborhood of local members who are willing to follow up with a phone call or in person. 12 Step opportunities also walk through our doors.

### **AA Books and Literature**

Last year, Central Office purchased nearly \$22,000 worth of books, pamphlets, and other materials for distribution and resale to AA groups, individuals and outside institutions. An annual inventory of all literature is taken by the Central Office Committee.

### **Meeting Schedules**

At least twice a year Central Office updates and prints meeting directories for distribution to groups, individuals and outside entities, such as alcohol and drug treatment programs. During 2025, Central Office compiled and had printed approximately 4,500 meeting schedules for area distribution. Included are listings for over 470 weekly meetings, detailing the type of meeting, time and location. This is another critical service that requires contributions to Central Office on a regular basis. Not everyone has access to the internet or apps on a smartphone.

### **Information Clearinghouse**

Central Office has the responsibility of compiling a monthly mailing to all area groups who have contact information listed with the office. This informative mailing contains Central Office announcements, committee meeting times, information on Intergroup and General Service, meeting changes, group responsibilities, and special events flyers. Many of the flyers are produced by Central Office. Central Office serves as a clearinghouse for area activities with information and tickets readily available. Staff also maintains and updates information on our area websites.

### **In Support of Unity**

Your Central Office is responsible for supporting AA's two other entities - the area Intergroup and area General Service - including committee and financial reports for distribution at the monthly Intergroup meeting, as well as special mailings. The Central Office staff is always available to assist all committees in their work of carrying the message. This includes working with new committee chairs and assisting new Intergroup and General Service treasurers in their financial reporting.

### **Fiscal Management**

The Central Office Manager functions as a bookkeeper, maintaining monthly financial reports, and preparing a monthly Profit and Loss Statement for the Central Office committee, a committee of Intergroup, which oversees the office, including personnel, finances, purchases, policies and all other Central Office operations including annual audit committee reviews of the entire Central Office financial program.

### **More About Your Central Office**

Central Office has no authority on its own account. It is derived from Intergroup. Each group is expected to send a representative to voice the group's decisions at a monthly meeting. Officers and committee chairs are elected to assume their responsibilities in January. The Central Office committee meets the second Thursday of the month. The Central Office committee employs a part time office manager and part time assistant to manage the office. This committee reports monthly on the challenges and successes to Intergroup in order to keep a two-way communication flow between Central Office and Intergroup.

### **Three Separate Service Structures**

The 1st entity, Central Office, is the hub of all activity in our area of Northwest Ohio and Southeast Michigan. Intergroup, the 2nd entity, is the local service structure to deal with local area needs and activities. The 3rd entity, General Service, is the area service structure and vehicle with which local groups can communicate most effectively with the New York General Service Office on matters affecting AA "as a whole." Like Intergroup, representatives from each group meet monthly to voice their group conscience decisions. An annual Mini-Conference provides the structure to formally communicate local group decisions and concerns to New York World Service. Like Intergroup, General Service also sponsors committees that serve the area's needs.