

9/11/00  
J. Baker

**Special Needs Committee Guidelines**  
**MSCA Area 9**

- 1) **A Committee on Special Needs** will be guided by the following principles:

“To carry the message to the alcoholic who still suffers.”

“While there are no special A.A. members, many members have special needs.”

For the purpose of those Guidelines, we define A.A.s with special needs as persons who are blind or visually impaired; deaf or hard of hearing; chronically ill or homebound, and those who are, physically or developmentally disabled.

- 2) **Purpose:**

A Committee on Special Needs is charged to explore, develop, and encourage avenues of participation for all AA members, regardless of their special need.

To inventory and make accessible special needs materials.

- 3) **Duties**

**3-A: Budget:**

Prepare an Annual Special Needs Committee Budget in conjunction with the Area Treasurer, and present it to the Executive Committee and Area for approval.

**3-B: Communication:**

Good communication and working together to keep area committees and local central/intergroup offices informed of our activities.

Insure sharing of Special Needs information to all districts within Area 9 and to provide support to District Special Needs representatives as requested.

**3-C: For members who are deaf or hard of hearing,** the use of a certified interpreter in American Sign Language (ASL) is encouraged. The Special Needs Committee will provide and maintain a list of meetings where ASL interpreters are available, as well as a list of ASL interpreters who are willing and able to sign at A.A. functions.

**3-D: Wheelchair accessibility:** Establish and maintain a list of wheelchair accessible meetings and forward updates to Central Offices.

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**4) Composition of Special Needs Committee:**

The Special Needs Committee is comprised of interested members of MSC Area 9. A quorum shall consist of 5 of members in attendance at Area Assemblies and Special Needs Committee meetings in accordance with MSCA recommendations.

Decisions affecting Special Needs Committee as a whole require review, discussion and agreement of a minimum of 5 Special Needs Committee members.

A SN Steering Committee has been implemented to assist with facilitation of projects and tasks for the Area. These volunteer coordinators will serve on an ad hoc basis.

**5) Officers:**

Area 9 Special Needs Committee consists of both English and Spanish Co-Chairs as elected by Third Legacy at MSCAA.

**6) Officers Duties:**

A) The Chairs or their designated representatives shall inform the Special Needs Committee members of the date and place of the next meeting; prepare an agenda to be used at the meetings; chair the meeting; insure that written recommendations are submitted to the Executive Committee; make overview reports at the Area Service Committee meetings and/or Area Assemblies.

B) The Co-Chair shall carry out the duties of the Chair when asked or when the Chair is unable.

**7) Term of Office:**

The Co-Chairs are elected for a two-year term of office by Third Legacy at MSCAA.

**8) Meetings:**

Committee meetings should be held at MSCAA. May also be held at a time as suggested by the Co-Chairs or as requested by Special Needs Committee members.

**9) Reports**

The Committee shall present to the Area Assembly and/or the Area Service Committee.

The Committee shall make written recommendations to the Executive Committee on all matters affecting Special Needs within MSCA.