

CPC

1. As soon as you have accepted the position, contact the current CPC Chair to obtain information on any upcoming commitments. A November/December meeting with the outgoing CPC Chair is very helpful. They can get you up-to-date information about events and specific requests that have already been made, progress notes on any ongoing projects, etc. You may also request that the outgoing CPC Chair provide any remaining literature and lists of interested members for the various cities in our area. If she has a CPC workbook, it would be good to get that and review it as it takes a while for GSO to get that material out to you. Inventory the leftover literature you receive and distribute anything you don't need to the district.
2. In December, contact GSO with all new contact information. This allows for updating the mailing list and contact information. If a request comes to GSO from a national organization to have a display at an event, GSO will contact you and make the necessary arrangements to deliver a display. You are responsible for set up and staffing at these conferences [usually held in New Orleans]. Get to know who the GSO staff member is that is covering the CPC desk. It is helpful to save his/her information in your contacts so that when you need to email or call, they are easy to reach. You will be communicating with them possibly throughout the whole year.
3. Ask the new Area Chair what expectations they have for CPC in the Area.
4. Speak to the newly appointed Public Information Chair as you will be working closely with each other. You might also wish to contact the Treatment Chair. Often requests come from professionals through the Treatment Committee, and they can be very helpful in directing CPC to people we might provide information to.
5. At the first assembly after your appointment, begin to compile a list of members willing to participate in CPC activities in various cities in the state. Have both an email and phone list that includes district numbers and cities. It would be helpful to appoint a secretary to take notes at committee meetings. You will also need to find a co-chair (or alt.) at some point, this person can chair the meeting if you are out one month, and will hopefully be available when you rotate out, to take your place. This would be a good time to form a committee to ask for feedback on what needs currently exist. Your main job is to support the district committees who will be contacting professionals throughout the year - share your experience with them and facilitate them to share their experiences with each other. A good place to start when you don't know where, is to focus on literature. Go over the CPC workbook or kit with the committee. Pick a specific pamphlet (such as "speaking at non AA meetings"), and review it during your committee meeting. Point out which pamphlets used in CPC work are free. Encourage each district committee that is present to pick one initiative (usually from the pi or cpc workbook) at a time and focus on that. So you can use your committee time for district reports, but also to talk about specific initiatives.
6. The area cpc committee meeting is a great place to introduce the traditions to potential CPC committee members. Familiarity with the 12 traditions and the preamble are essential to do this kind of work, educating the members of your committee as best you can on how to do that can be a great use of your time. An open discussion of this issue at committee level will be very helpful in keeping your committee focused and effective.
7. Offer and encourage workshops in districts around the state and ask which conferences CPC will be expected to attend and/or provide displays. Make sure that Central Offices have contact information for Area CPC, or ideally a local contact on the Area committee.
8. Work with the budget & finance chair, and submit budget requests on time.