

**SPECIAL NEEDS COMMITTEE GUIDELINES**  
**Mid-Southern California Area 9 (MSCA)**

**The Committee on Special Needs** will be guided by the following principles:

**“To carry its message to the alcoholic who still suffers”**

- Twelve Steps and Twelve Traditions page 150

**“While there are no special AA members, many members have special needs”**

- Serving Alcoholics with Special Needs Pamphlet F107

For the purpose of these guidelines, alcoholics with special needs are people who are blind, visually impaired, hearing impaired, chronically ill, homebound, and those who are physically or developmentally disabled.

**Purpose:**

The committee on Special Needs is charged with exploring, developing, and encouraging avenues of participation for all AA members regardless of their special need, and to inventory and make accessible special needs materials.

**Duties:**

**A) Budget:**

Prepare an annual Special Needs Committee Budget in conjunction with the MSCA Treasurer, and present to the Executive Committee review, and to MSCA Assembly for approval.

**B) Communication:**

Maintain communication with MSCA Committees and local central/intergroup offices, keeping them informed of the committee's activities.

Ensure distribution of Special Needs information to all districts within MSCA and provide support to district Special Needs Representatives as requested.

**C) For hearing impaired members, the use of a certified interpreter in American Sign Language is encouraged. The Special Needs Committee is encouraged to 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 AA functions.**

**SPECIAL NEEDS COMMITTEE GUIDELINES (cont'd)**  
**Mid-Southern California Area 9 (MSCA)**

**Duties (cont'd):**

**D) Wheelchair Accessibility:**

Establish and maintain a list of wheelchair accessible meetings and forward updates to central/intergroup offices.

**Composition of Special Needs Committee:**

- A) The Special Needs Committee is comprised of interested AA members of MSCA. A quorum shall consist of a majority of members in attendance at Area Meetings, and any other Special Needs Committee Meetings.
- B) Decisions affecting the Special Needs Committee as a whole require review, discussion, and agreement of a quorum of Special Needs Committee Members.

**Special Needs Committee Officers:**

MSCA Special Needs Committee consists of both English speaking chair and Spanish speaking co-chair as elected by MSCA.

**Special Needs Committee Officers Duties:**

The following is a list of suggested duties of the chair and/or their designated co-chairs:

- 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
- Make written overview reports at the MSCA Service Committee meetings and/or Area Assemblies.

In the event that the chair is unable to execute their duties, or at their request, the co-chair shall perform the duties of the chair.

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**Term of Office:**

The Officers are elected for a two year term of service in January of even numbered years.

**Meetings**

It is suggested that committee meetings be held at MSCA meetings, but may also be held at a time as suggested by either Chair, or as requested by Special Needs Committee members.

**Reports**

The Special Needs Committee is urged to present regular reports to the Area Assembly and/or the Area Service Committee on its activities.

The Special Needs Committee is requested to make written recommendations at the request of the MSCA Officers on all matters affecting Special Needs within MSCA.

**Vacancies:**

If a chair or co-chair does not attend three consecutive Area meetings, the position will be considered vacant, and another chair / co-chair will be appointed to fill the un-expired term.