

**COCAINE ADDICTS ANONYMOUS  
SERVICE MANUAL**

**Adopted by the C.A.A. Intergroup, October 2009 revised  
November 2009 February March 2010, January 2014 and November 2016**

'The suggestions in this service manual are by no means rules of law, but they have come from our hard won experience. This manual came about as a result of what worked for us and what didn't. Its our hope that by working from this manual, those that come after us, wont have to make the same mistakes that some of us have.'

## **A FEW GUIDING PRINCIPLES FOR OUR FELLOWSHIP**

Cocaine Addicts Anonymous must always remain a cocaine specific fellowship, so that it never loses its singleness of purpose and identity. Changes to our traditions can only take place with the consent of three quarters of all C.A.A. groups. All addict members of the C.A.A. board of trustees, must be cocaine addicts. Intergroup approved literature; the big book of Alcoholics Anonymous {our adopted basic text} is our most valuable tool of recovery. If we replace the word alcohol with the word cocaine and substitute the word alcoholic with the phrase cocaine addict, it fit's us perfectly. As such, it is the opinion of Cocaine Addicts Anonymous that meetings should always have copies of this book available their for their members.

## **THE DEFINITION OF A COCAINE ADDICTS ANONYMOUS GROUP:**

A meeting is when two or more cocaine addicts gather together to share their experience, strength and hope with each other, for the purpose of recovery from cocainism.

### **A Meeting may call itself a C.A.A. Group when:**

- 1.The only requirement for membership is a desire to stop using cocaine.
- 2.It is fully self-supporting.
- 3.Its primary purpose is to help cocaine addicts recover through the Twelve Steps of C.A.A.
- 4.It has no outside affiliations.
- 5.It has no opinion on outside issues.
- 6.Its public relations policy is based on attraction rather than promotion.

## **THE C.A.A. GROUP:**

The basic unit in C.A.A. is the local Group, which is autonomous except in matters affecting other Groups or C.A.A. as a whole. The Group has one primary purpose, which is to help other cocaine addicts to recover through the Twelve Steps. Each Group is self-supporting through its own contributions. As the Twelve Steps are our guide to recovery, the Twelve Traditions are our guide to Group unity, growth and discipline. Its members maintain their personal anonymity at the level of press, radio, television and films. The Group's total responsibility is perhaps best expressed by the First Tradition: "Our common welfare should come first; personal recovery depends upon C.A.A. unity."

## **THE COCAINE ADDICTS ANONYMOUS HOME GROUP:**

**A Home Group may be defined as a meeting a member attends, come rain hail or shine. If a member is feeling good, he goes to his home group, if she is feeling bad, she goes to her home group. We let our home group members get to know us. The Home Group also provides an opportunity to be of service. In a Home Group members can participate in the business meeting and are able to cast their vote as a part of the group conscience {Though specific voting procedures are decided by each individual group}. Each meeting follows a set format, but there are different meeting styles. Eg: Big Book or Literature Study Meeting:** Participants study and discuss the Big Book or any piece of C.A.A. literature.

**Speaker Meeting:** One or more C.A.A. members share their personal experience, strength and hope with the meeting/group at length. At some time during the meeting, there is a period for C.A.A. related announcements of interest to the meeting. A collection is taken to cover rent, literature, chips, refreshments and contributions to C.A.A. as a whole. Many groups hold a business meeting monthly or at other intervals to discuss such items as: group finances, distribution of 7th Tradition, meeting format, election of trusted servants, etc. It is suggested that records be kept of group business meeting decisions. Each group is autonomous, and the group conscience decides how business meetings may be conducted. The Secretary\Group Rep should give a weeks notice before calling a business meeting.

## **MEETING TYPES:**

**Closed:** Attendance is limited to cocaine addicts only, or those who think they have a problem with cocaine.

**Open:** Attended by cocaine addicts, their families, friends and other interested people. In keeping with our 7th tradition, non cocaine addicts must not contribute to the meeting, in terms of finances, service, or sharing.

**H&I MEETINGS:** H&I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A.A. members through the H&I committee. H&I meetings are basically beginners meetings; with the secretary of each meeting providing the speakers. They are not usually listed in the meeting directory; and they do not observe the 7th Tradition.

## **GROUP BUSINESS**

While each group is autonomous and can run its business any way it chooses, experience has shown that the most effective and functional way for a group to run its business, is in a separate 'business meeting', rather than trying to conduct its affairs {elections etc} during the C.A.A. meeting itself.

## **BUSINESS MEETINGS**

The Secretary\Group Rep should give a weeks notice before calling a business meeting.

Each business meeting should begin with one minutes silence followed by a prayer, then a reading of the 12 Traditions short form.

It is suggested that at monthly business meetings, the Duties and Responsibilities of each group servant are read out one by one (providing the commitment holder is present). The group should ensure that each commitment is being fulfilled correctly in accordance with the Duties and Responsibilities listed in the CAA service manual.

## **READINGS**

Any new readings need to be approved by C.A.A. Intergroup, before being read out in meetings.

## **GROUP SERVANTS:**

**“For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.”**

C.A.A. groups may create such service positions, as they deem necessary to carry out the group functions. Such positions might include: Secretary, Group Representative, Literature Person, Tea and Coffee Person, Greeter, etc.

## **THE SUGGESTED GROUP SERVICE POSITIONS ARE:**

### **GROUP REPRESENTATIVE**

The Group Representative should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

Term: Two years.

The Group Representative represents the group at Intergroup, that is their primary function. This is the most responsible service position in CAA. Great care should be taken with this choice. The Group Rep is also the one who will carry information back to the Group as to what is going on in our Fellowship.

It should be understood that a Group Representative does not require Group approval to vote at Intergroup level on matters affecting the Group or C.A. A. as a whole, although it is the Group Representatives responsibility to vote **mindful** of the groups conscience. (See Concept 3). A good Group Representative is familiar with the C.AA. Service Manual, the 12 Traditions, and the Twelve Concepts of World Services.

If the Group Representative cannot attend a local Intergroup Committee, an Alternate should attend. The person elected Group Representative should be trusted with the Group vote. Before accepting a nomination for Group Representative, the nominee must consider the level of commitment, as well as the sacrifice of time involved.

**In Cocaine Addicts Anonymous, THE GROUP comes first, not Intergroup, not the H and I, or P.I. committees, THE GROUP. We believe in the upside down triangle – that the groups should have the power. The Group Representative IS the most responsible service position in C.A.A. because**

**the group is the highest authority in our fellowship, and the Group Representatives job is to represent the group. Great care should be taken in selection of our Group Representatives, they are ultimately the ones who will decide the fate of our fellowship.**

**Duties and Responsibilities:**

1. Sees that the Traditions are followed within the Group.
  2. Attends all business meetings, writes down Group Report and takes it to Intergroup.
  3. Conducts communication between the Group and Intergroup Committee.
  4. Relates all the communication to the group from the local Intergroup Committee {I.e: important subjects discussed at Intergroup - Public Information, H and I, new readings, social gatherings etc}.
- If the group are unaware of what is happening in C.A.A. responsibility rests with the Group Representative.
5. If you are unable to attend the C.A.A. meeting, the groups business meeting or Intergroup, it is your responsibility to let the secretary know and to find cover for your commitment. If you are a Deputy Group Rep' you should inform the Group Rep' as well as the Secretary.
  6. Attends all groups business meetings, provided he/she has worked up to step seven.

**Candidates should be aware that at each monthly business meeting, suggestions will be put forward from the rest of the group, as to how the Group Rep; can better perform their service commitment.**

**The Group Rep' and Deputy Rep' must understand that if they fail to attend three consecutive CAA meetings, they will lose the service position.**

**The Group Representative and Deputy should realise that in the event of him or her relapsing, they will no longer be able to perform the commitment.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

**DEPUTY GROUP REPRESENTATIVE:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the the purpose of the Deputy Group Representative to learn, assist and assume the responsibilities of the Group Representative when necessary. Suggested requirements and qualifications are the same as those for Group Representative.

**SECRETARY:**

The Secretary must be a cocaine addict and should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

Term: One year.

The Secretary is a trusted servant whose responsibility is to provide the Group with the leadership best suited to assist the recovery of the group members through utilisation of the C.A.A. Program.

**Duties and Responsibilities:**

1. Sees that the Traditions are being followed within the Group.
2. Follows the meeting format in accordance with the group conscience.
3. Updates the meeting script only accordance with the groups wishes.
4. Sees that the other group servants are properly fullfiling their service commitments.
5. See that Seventh Tradition contributions of the members are collected by the treasurer and that a record is kept of the Group's income and expenses.
6. Sees that the Group is represented at the local Intergroup Committee {by means of a Group Representative or similar}.
7. Ensures that the Treasurer pays the rent for the meeting space and that the Group's monthly contribution is paid into the CAA bank account.
8. Keeps an accurate, up-to-date record of changes in the group conscience.
9. Keeps a record of each group officers election date.

10. Books only cocaine addict speakers, ensures that they introduce themselves as cocaine addicts, and is responsible for keeping any drug related sharing in the meeting, cocaine specific. Makes sure the speaker has read and understood the Suggestions for Sharing reading.

11. If you are unable to attend the meeting, it is your responsibility to let the Group Rep {or a responsible member of the committee} know and to find cover for your commitment. If you are a Deputy Secretary you should inform the Secretary.

12. Secretary and Greeter/s should usher everybody into the meeting space three minutes before the meeting starts.

13. Attends all groups business meetings, provided he/she has worked up to step seven.

14. The full term of the commitment should be full filled regardless of commitments at other meetings.

**Candidates should be aware that at each monthly business meeting, suggestions will be put forward from the rest of the group, as to how the Secretary can better perform their service commitment.**

**The Secretary and Deputy Secretary must understand that if they fail to attend three consecutive CAA meetings, they will lose the service position.**

**The Secretary and Deputy should realise that in the event of him or her relapsing, they will no longer be able to perform the commitment.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

### **DEPUTY SECRETARY:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

The purpose of the Deputy Secretary is to to learn, assist and assume the responsibilities of the Secretary when necessary. Suggested requirements and qualifications are the same as those for Secretary.

### **GROUP TREASURER:**

The Treasurer should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

Term: One year.

Duties and Responsibilities:

1. Keeps an accurate bookkeeping system.
2. Gives financial reports to the Group regularly.
3. Pays all Group expenses.
4. Passes on contributions to the Intergroup committee, by means of the C.A.A. paying in book. It is not wise for groups to hoard sums of money. Funds over and above a months running costs, should be passed onto the next level of service (intergroup).
5. If you are unable to attend the C.A.A. meeting, or the groups Business Meeting , it is your responsibility to let the Secretary know and to find cover for your commitment. If you are a Deputy Treasurer you should inform the Treasurer and Secretary.
6. Attends all groups business meetings, provided he/she has worked up to step seven.
7. The full term of the commitment should be full filled regardless of commitments at other meetings.
8. At the Group level, it is recommended that two group members be accountable for Group funds (treasurer and deputy treasurer).

**At each monthly business meeting, candidates should be aware that suggestions will be put forward from the rest of the group, as to how the Treasurer can better perform their service commitment.**

**The Treasurer and Deputy Treasurer must understand that if they fail to attend three consecutive CAA meetings, they will lose the service position.**

**The Treasurer and Deputy should realise that in the event of him or her relapsing, they will no longer be able to perform the commitment.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

### **DEPUTY TREASURER:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the the purpose of the Deputy Treasurer to learn, assist and assume the responsibilities of the Treasurer when necessary. Suggested requirements and qualifications are the same as those for the Treasurer.

### **LITERATURE SECRETARY:**

The Literature Secretary should have worked through the 12 step process as outlined in the Big Book of AA, be making recovery the number one priority in their life, and have read and be familiar with all C.A.A. literature.

Term: One year.

#### **Duties and Responsibilities:**

1. Keeps an accurate inventory of the groups leaflets and Chips.
2. Prepares an order form, listing the groups chip and literature requirements as in advance of the groups business meeting and presents it to the group at the business meeting.
3. Makes sure the group has ample stock of literature, chips and big books.
4. Displays literature, books and chips in an attractive way no less than than thirty minutes before the meeting commences.
5. The Literature Secretary should stand by the literature display for at least thirty minutes preceding the meeting.
6. Makes sure newcomers are furnished with all C.A.A. literature and where possible, takes the time to explain the literature to the newcomer.

7. If you are unable to attend the meeting, it is your responsibility to let the Secretary know and to find cover for your commitment. If you are a Deputy Literature secretary you should inform the Literature Secretary and the Secretary.

8. Attends all groups business meetings, provided he/she has worked up to step seven.

9. The full term of the commitment should be full filled regardless of commitments at other meetings.

**Candidates should be aware that at each monthly business meeting, suggestions will be put forward from the rest of the group, as to how the Literature Secretary can better perform their service commitment.**

**The Literature Secretary and Deputy Literature Secretary must understand that if they fail to attend three consecutive CAA meetings, they will lose the service position.**

**The Literature Secretary and Deputy should realise that in the event of him or her relapsing, they will no longer be able to perform the commitment.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

#### **DEPUTY LITERATURE SECRETARY:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the purpose of the Deputy Literature Secretary to learn, assist and assume the responsibilities of the Literature Secretary when necessary. Suggested requirements and qualifications are the same as those for the Literature Secretary, although the Group may decide to appoint someone who has not yet completed the programme.

**GREETER {Male and Female}:**

The Greeters should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their lives.

Term: One year.

**Duties and Responsibilities:**

1. Arrives at the venue at least thirty minutes before the start of the meeting.
2. Stands by the entrance and watches for any unfamiliar faces.
3. Greets them warmly, brings them over to the literature table, introduces them to the literature secretary, then to the tea person, then to other committee members and ensures that they generally feel welcome.
4. If you are unable to attend the meeting, it is your responsibility to let the Secretary know and to find cover for your commitment. If you are a Deputy Greeter you should inform the Greeter and the Secretary.
5. Greeter/s and Secretary should usher everybody into the meeting space three minutes before the meeting starts.
6. Attends all groups business meetings, provided he/she has worked up to step seven.
7. The full term of the commitment should be full filled regardless of commitments at other meetings.

**Candidates should be aware that at each monthly business meeting, suggestions will be put forward from the rest of the group, as to how the Greeter can better perform their service commitment.**

**The Greeter and Deputy Greeter must understand that if they fail to attend three consecutive CAA meetings, they will lose the service position.**

**The Greeter and Deputy should realise that in the event of him or her relapsing, they will no longer be able to perform the commitment.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

### **DEPUTY GREETER:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the the purpose of the Deputy Greeter to learn, assist and assume the responsibilities of the Greeter when necessary. Suggested requirements and qualifications are the same as those for the Greeter, although the Group may decide to appoint someone who has not yet completed the programme.

### **TEA PERSON:**

The Tea person should have worked through the 12 step process as outlined in the Big Book of AA, or at least be engaged in going through the process with a sponsor and be making recovery the number one priority in their life.

Term: One year.

Duties and Responsibilities:

1. Make sure the group has a stock of tea, coffee, biscuits etc, in accordance with the wishes of the group.
2. Arrives at the meeting place at least 30 minutes before the meeting commences
3. Makes sure those who want it are given tea or coffee.
4. Clears away all tea and coffee stuffs five minutes before the meeting commences, so as not to disturb the start of the meeting, and leaves out two teas and two coffees for latecomers.
5. Makes sure the kitchen space is left in at least as clean and tidy a state as it was found in.

6. Attends all groups business meetings, provided he/she has worked up to step seven.
7. The full term of the commitment should be full filled regardless of commitments at other meetings.

**The Tea person should realize that in the event him or her relapsing, their service position could be up for review by the group and may result in the service commitment being terminated.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

#### **DEPUTY TEA PERSON:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the the purpose of the Deputy to learn, assist and assume the responsibilities of the Greeter when necessary. Suggested requirements and qualifications are the same as those for the Tea Person.

#### **CLEAN TIME CELEBRATION SECRETARY:**

The Clean time Celebration Secretary should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

Term: One year.

It is critically important that the newcomer be shown that our programme works. Therefore, it is paramount that people with one year or more of recovery celebrate their C.A.A. birthdays at the meeting.

Duties and Responsibilities:

1. Keeps a log of all home group members clean time birthdays.
2. Buys the cake, appropriate amount of candles and card and presents the cake and card {Having ensured that as many members of the group as possible, have signed it} to the person celebrating their birthday, during the clean time celebration section of the meeting.
3. Attends all groups business meetings, provided he/she has worked up to step seven.
4. The full term of the commitment should be full filled regardless of commitments at other meetings.

**The Clean time Celebration Secretary should realize that in the event him or her relapsing, their service position could be up for review by the group and may result in the service commitment being terminated.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

#### **DEPUTY CLEAN TIME SECRETARY:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the the purpose of the Deputy Clean Time Secretary to learn, assist and assume the responsibilities of the Clean Time Secretary when necessary.

Suggested requirements and qualifications are the same as those for the Clean Time Secretary although the Group may decide to appoint someone who has not yet completed the programme.

### **TELECOMMUNICATION LINK UP PERSON:**

The Telecommunication Link Up Person should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

It is critically important that CAA members who are unable to attend a meeting can participate by way of phone or internet.

Term: One year.

Duties and Responsibilities:

1. Must be competent with whatever technology the group are currently using for the communication link up.
2. Has all communications set up and linked up well before the start of the meeting so it does not interfere with the meeting.
3. At the start of the meeting during round the room introductions he/she is to announce his/her service position and explain exactly to the rest of the group what the link up is. He/she should be at pains to point out that nothing is being recorded and to reassure the group that nobody's anonymity is being compromised by the link up.
4. He/she is responsible for the security for all communication equipment.
5. Attends all groups business meetings, provided he/she has worked up to step seven.
6. The full term of the commitment should be full filled regardless of commitments at other meetings.

**The Telecommunication Link Up Person should realise that in the event him or her relapsing, their service position could be up for review by the group and may result in the service commitment being terminated.**

Each group is autonomous and can of course do as it pleases, but in our experience, the following practice has been useful.

The group servant who has relapsed is asked to attend a business meeting, it is explained to the person in question that they hold a serious commitment and it cannot be performed by anybody who is using. That is not negotiable. Of course it is up to the group whether the servant is allowed to continue with their commitment or not, but the group may want to ask the person this question:

***Are they back for GOOD this time and making recovery the number one priority in their life?***

The group may want to ask the individual to leave the room, whilst they decide the matter.

### **DEPUTY TELECOMMUNICATION LINK UP PERSON:**

*While the deputy system is useful to assist and cover for the main commitment holder, its ultimate purpose is to train up those with little experience so that they will be able to go off and start new groups.*

It is the the purpose of the Deputy Telecommunication Link Up Person to learn, assist and assume the responsibilities of the Telecommunication Link Up Person when necessary. Suggested requirements and qualifications are the same as those for the Telecommunication Link Up Person.

### **STARTING A NEW CAA MEETING:**

While CAA very much wants to encourage cocaine addicts to start new meetings, we want to stress how important it is that groups be strong. Starting a new meeting is a serious undertaking. Before starting a new group, please ask yourself these questions;

**Why do I want to start this meeting? Are there meetings locally that have vacant service positions? Would I be serving CAA better by helping to fill the vacant service positions that already exist?**

Experience has shown that its best to observe a few guiding principles before starting a new meeting.

1.Anybody starting a new meeting of Cocaine Addicts Anonymous, must be a cocaine addict and have worked through the 12 steps of recovery, as outlined in the Big Book of Alcoholics Anonymous.

2.There should be at least 3 people prepared to take service positions on the committee of the group, before the first new meeting actually takes place {H and I meetings are different and only require one CAA member}.

3.A venue should be found that is affordable {Not free - Tradition 7 states that we should pay our way} and sustainable {its not good for meetings to change venues - A first timer might find an old meeting list, with the wrong address on it}.

4. A rough format should be agreed in advance of the first meeting {This of course can always be changed later}.

5. At the first meeting, somebody should take \secretary\chair the meeting on a one off basis, then after the meeting has ended, a business meeting should take place {open to all who were at the meeting} and a committee should be elected from those present. In Cocaine Addicts Anonymous, the group comes first. Not the Intergroup Committee, not the H and I, or P.I. committees, the group. We believe in the upside down triangle – that the groups should have the power. In the groups, NOT the other way round. For example, there should never be a situation where a service committee {intergroup} has a full compliment of officers, while a local group doesn't have all its service positions filled. It doesn't matter if the intergroup has vacancies, its more important that the group has its positions filled. The groups are not there to feed intergroup Committees. It should be the other way around. The Group Representative IS the most responsible service position in C.A.A. because the group is the highest authority in our fellowship, and the Group Representatives job is to represent the group. Great care should be taken in selection of our Group Representatives, they are ultimately the ones who will decide the fate of our fellowship.

At this stage of CAAs development and in the interest of growth, it is recommended that, if possible, new meetings should be started in venues such as drug day centres\rehab etc etc - basically, places that will feed us cocaine addicts and also, places that currently house other fellowship meetings.

#### **GENERAL FINANCIAL GUIDELINES:**

- 1. Trusted servants elected to handle money should be chosen with care.**
- 2. Check book accounts should require two signatures.**
- 3. The treasurer shall report income and expenses on a regular (monthly) basis.**
- 4. Checks should not be pre-signed.**
- 5. Standard accounting procedures should be utilized to record all income and expenses.**
- 6. It is not wise for groups or intergroup to hoard sums of money. Funds over and above a months running costs, should be passed onto the next level of service or used to carry the CAA message to the cocaine addict who still suffers.**
- 7. Receipts and/or invoices should be maintained for all expenditures.**
- 8. At the Group level, it is recommended that two group members be accountable for Group funds |(treasurer and deputy treasurer)**

## **Intergroup**

**The basic purposes of Intergroup are:**

- 1)Communication
- 2)Coordination
- 3)Information
- 4)Consensus

Only at this level of Intergroup do we find service structures and bodies designed to deal with situations that involve our entire Fellowship. Even though all parts of the service structure affect and are affected by the C.A.A. fellowship, it is only at this level that decisions are made that affect C.A.A. as a whole.

### **INTERGROUP MEETING:**

The Intergroup is the nerve center of our Fellowship. The Intergroup is the time each month when all our service branches come together. At the Intergroup, the Group Representatives, Sub Committee Chair people, World Servants and any other interested C.A.A. members, meet to discuss ideas and direction for the Fellowship of C.A.A. as a whole.

The Intergroup serves the Fellowship by distributing chips and literature, handling the financial contributions of the fellowship. The primary function of the Intergroup is to serve the common needs of its members and to facilitate unification. The Intergroup should establish a permanent mailing address and bank account. When the time comes, the World should also establish a World Central Office.

### **SUGGESTED WORLD FUNCTIONS:**

1. Coordinates telephone services.
2. Manufactures, distributes and/or sells literature and chips.
3. Standing Committees include:

- a, Telephone (Helpline)
- b, Hospitals and Institutions
- c, Public Information
- d, Convention
- e, Chips and Literature
- f, Finance
- g, Special Events
- h, Internet

5. Maintains and updates a list of meetings.
6. Maintains ongoing communications with the Groups.
7. Publishes and distributes Meeting Schedules.
8. Holds monthly Service Meetings.
9. Sponsors service days and workshops.
10. Sponsors Conventions.
11. Establishes and administers a Central Office, if appropriate.
12. Maintains a bank account.

### **A GUIDING PRINCIPLE FOR WORLD, AREA, OR DISTRICT SERVICE COMMITTEES:**

The World, Area and District committees, exist to serve the groups, NOT the other way round. For example, there should never be a situation where a service committee {World, Area or District} has a full compliment of officers, while a local group doesn't have all its service positions filled. It doesn't matter if the service committee has vacancies, its more important that the group has its

positions filled. The groups are not there to feed World, Area, or District Committees. It should be the other way around.

## **INTERGROUP MEETINGS**

World currently holds monthly Service Committee Meetings: These are administrative in nature where reports on day-to-day activities and issues are received, reviewed, and if appropriate, voted and acted upon.

### **Possible Voting Members:**

Group Representatives World Officers {Treasurer, Secretary etc} Committee Chairpersons {H and I, P.I., Convention Chair etc}, and other

trusted servants as decided by the Intergroup.

### **Voting Procedures:**

Determined by Intergroup. From the point that any service committee {World, Area, District} has 5 or more meetings, ONLY the Group Representative may vote at service committee meetings. There is a 3 month lock in on all decisions – if an issue has been voted on, it can not be put up for the vote again, until 3 months has elapsed. Decisions can be made, either by raised hands, or by general vocal agreement. In other words, if a decision is voted on or agreed on in some other way {EG: Vocal or nodded} it amounts to exactly the same thing. It is carried.

## **WORLD EXPENSES**

(May include):

- Costs for rent and tea and coffee for service meetings;
  - Chips and literature
  - Telephone; P.I. or H and I expenses, (e.g., costs of mailing, copying, etc.);
- Sponsoring conventions, service learning days etc

## **INTERGROUP OFFICERS:**

Chairperson

Vice Chairperson

Secretary

Treasurer

## **INTERGROUP OFFICERS; DUTIES & QUALIFICATIONS CHAIRPERSON**

The Chairperson should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

- a. Two years continuous cleantime.
- b. Two year commitment.
- c. At least one year of active service in C.A..A.
- d. Presides over monthly meetings and arranges agenda.
- e. Assumes responsibilities of coordinating all activities within the World Fellowship
- f. Encourages trusted servants to Chair various Service Committees. {H and I, P.II etc}
- g. Only votes in case of a tie.
- h. Prepares Committee Agenda
  
- i. Takes responsibility for ensuring that committee members fulfill their obligations.
- j. Should have a service orientated background

## **SECRETARY**

The Secretary should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life.

- a. One year continuous cleantime
- b. Two year commitment.
- c. Six months of active service in C.A. A.
- d. Keeps and distributes accurate minutes of each meeting.
- e. Is responsible for communications throughout the month with Intergroup members {keeps everyone in the loop}.

## **TREASURER**

The Treasurer should have worked through the 12 step process as outlined in the Big Book of AA and be making recovery the number one priority in their life

- a. Two years continuous cleantime.
- b. Two year commitment.
- c. One year of active service in C.A.A
- d. Gainfully employed and/or financially stable.
- e. Receives and deposits financial contributions from meetings and special events.
- f. Keeps an accurate bookkeeping system.

- g. Maintains bank account(s) with checks requiring two (2) signatures.
- h. Gives monthly financial report.
- i. Pays all expenses.

## **WORLD SERVICE SUB COMMITTEES**

**{It is suggested that the following Committees exist at World level}.**

**LITERATURE AND DESIGN CHAIR\COMMITTEE: Responsible for the, design, manufacture and distribution of literature and chips to C.A.A. and interested outside organizations. Literature and design person is responsible for keeping and replenishing the stocks of chips and literature.** The World Service Literature and Chips Committee reviews, edits, and

submits literature to the Intergroup for approval. Any new items of literature put forward to the Intergroup for consideration, should meet the following requirements:

A. The proposed item should expand the inventory of materials adopted by the Fellowship and aid our members in understanding and application of the Twelve Steps of Cocaine Addicts Anonymous and the Twelve Traditions of Cocaine Addicts Anonymous as outlined in the big book of A.A.

B. The proposed item carries the message of C.A.A. to the cocaine addict who still suffers.

C. The proposed item supplies valuable information to the professional fields with whom addicts would most likely come in contact.

D. The proposed item clarifies the nature of cocainism to the general public and fellowship. The Literature and Design Chairperson\committee is also responsible for making sure all CAA fonts, colours and designs are uniform, the world over, as per the conscience of the Intergroup. The L and D committee \chair, also implements any WSC changes in CAA literature {including the World Service Manual} and oversees design and layout of website {layout is decided by the Intergroup}.

## **HOSPITALS AND INSTITUTIONS COMMITTEE:**

Responsible for the coordination of and active participation in Twelve Step work within hospitals and institutions.

**TELEPHONE (HELPLINE) COMMITTEE:**

Responsible for providing information and assistance to people who contact C.A.A. by phone.

**PUBLIC INFORMATION COMMITTEE:**

Responsible for the distribution of literature and information to the public. In all public relations, C.A.A.'s sole objective is to help the still suffering cocaine addict. Always mindful of the importance of personal anonymity, we believe this can be done by making known to the addict, and to those who may be interested in their problem, our own experience as individuals and as a Fellowship in learning to recover from cocaine addiction. We believe that our experience should be made available freely to all who express sincere interest. We believe further that all efforts in this field

should always reflect our gratitude for the gift of being clean. The Public Information Committee develops, initiates, and plans the means of communication to the public, which is presented to the Conference for approval.

**CONVENTION COMMITTEE:**

Responsible for the coordination of a convention to carry the message of recovery, unity and service to members of Cocaine Addicts Anonymous. The purpose of the World Service Convention is to promote enthusiasm and unity within the Fellowship of Cocaine Addicts Anonymous and financially support World Service efforts to carry the message..

**INTERNET COMMITTEE:**

Responsible for matters relating to the creation, update and maintenance of the website, in accordance with the wishes of the Intergroup.

## **PUBLIC INFORMATION**

Good Public Information work is essential if our fellowship is to grow and if we are to have new cocaine addicts to work with. One of the most effective ways to carry the CAA message, is via the professional community; treatment centers, doctors, the police, the clergy, the probation services etc. Here is sample letter that can be emailed, or posted to such an organization:



Cocaine Addicts Anonymous

Dear Sir or Madam,

As we are sure your aware, cocaine and crack addiction is having a devastating effect on communities and on the addicts themselves. Since Cocaine Addicts Anonymous is a young fellowship, we would like to introduce ourselves to you.

We are made up solely of cocaine addicts who have recovered by way of the 12 step programme {gratefully received from Alcoholics Anonymous}. We are not professionals, we are simply people with continuous abstinence from cocaine and all other mind altering substances, and we would like to help others who wish to quit their problematic cocaine use.

We are a non profit organisation. Our programme is totally free. The only requirement for membership is a desire to stop using cocaine and all other mind

altering substances.

We would be delighted to come to your facility and tell you more about ourselves and how we could help your clients\employees, either in the form of a 30\40\50 minute presentation {the time span is your choice}, or by way of an informal chat, in person, or on the telephone. If this would be of interest to you, please get in touch with us.

**Sincerely**

Cocaine Addicts Anonymous Public Information Committee

**[cocaineaddictsanonymous.com](http://cocaineaddictsanonymous.com)**

When dealing with the professional community, we observe the principle of cooperation but never affiliation {Tradition 6}. Also, we should explain to them during the presentation that we are fully self supporting {Tradition 7}. We keep in mind that we have no opinions on outside issues such as rehabs, cocaine addicts in society or anything outside of our program of recovery {Tradition 10}.

We keep our sharing to an explanation of CAA and our effectiveness and 'what we were like, what happened, and what we are like now'. We are representing CAA and accordingly, we should look presentable and avoid profanity. We should furnish the professional community with CAA pamphlets and meeting lists {They can help us carry the message}. When addressing such a presentation, remember they probably don't know anything about us, accordingly its useful to remember to refer to our fellowship as Cocaine Addicts Anonymous, not CAA. The initials CAA may mean nothing to most people, but the words Cocaine Addicts Anonymous are self explanatory.

# CAA Public Information Committee

## Public Information Sharing Guidelines.

### **Aim.**

To let people know;

**A)** Who we are

**B)** Why we exist

**C)** What we do

In light of the above, please be mindful.....

**This document is not intended as guidance on how to share in a normal CAA meeting.**

**It is however a considered public Info committee outline of the required nature of Sharing to the Community at large.**

### **Things to consider.**

**Description of problem** (as we see it, in relation to BB “diagnosis”)

- 1) How we (you) started using cocaine **NOT** why.

This is very important, as people's theories and actual reasons for starting / early using can and do vary greatly. and therefore hold **NO DIAGNOSTIC VALUE!**

2) What changed about your cocaine use?

## ***Remember***

We may have started off as moderate (**cocaine users**). We may or may not have become continuous hard (**cocaine users**); but at some stage of our (**cocaine using**) careers, we began to lose all control of our (**cocaine**) consumption, once we started to (**use cocaine**).

When / If, we tried to cut down ... What happened!

When / If, we tried to STOP ALTOGETHER..FOR GOOD..

What happened!!

## **How we found CAA**

What happened / What were we told, shown, when we got to CAA?

**What my life is like now** . . Both inside and outside of fellowship.

## ***Please Remember***

*Quote:*

**“The message which can interest and hold these (cocaine addicted) people must have depth and weight”**

## ***So Ideally.....***

***When a newcomer hears us, they should know they are coming to the right place and that we have a real solution for them and that their life is going to improve as a result of doing what we do.***

## ***And finally.....***

### ***Please Please Remember***

This is not intended as a meeting share, rather, it is a public Info personal statement. Hence, avoid stories of how, rehabs, counseling, therapy etc, failed you. You could be sharing to those very people, with in the hope that

they will carry the CAA message for us - the last thing we want to do is alienate them.

## **SUGGESTIONS FOR FLYERING**

The flyering of company's, shops, institutions and public services, is, 12th Step work {carrying the message}. Only those who have worked through the 12 Steps of CAA should undertake this service.

We are representing Cocaine Addicts Anonymous, and will probably be the general public's first experience of our fellowship, so we should look presentable and always be respectful {i.e, we never post flyers or deposit cards and flyers without first asking permission}.

### **What is our role?**

To let the general public know that we have a FREE and effective solution for cocaineism. The fact that it's FREE, is very important. Most establishments we visit {business's, shops and other organisations} will be experiencing a daily deluge of visitors trying to sell them something. So we should stress from the outset, that what we offer is FREE.

### **Where can we flyer and deposit cards?**

Absolutely anywhere; shops, bars, restaurants, cafes, business's, Police stations, Courts, Social Service buildings, hairdressers, chemists, community centres, clothes shops, gyms, etc etc}. But we must ALWAYS first get permission.

Our experience has shown that the most effective Public Informatuon tools for cold call flyering, are the combination of the CAA postcard size flyer, and the smaller CAA business card. We usually aim to deposit one flyer and twenty business cards

in each establishment.

### **Where do we want them displayed?**

Ideally, in the most prominent position possible - a flyer standing upright {against a till or the like, if its in a shop, or on a desk if its another organization} with 20 cards at the foot of the flyer, so that people can read the flyer and take a business card. Blue Tac {or similar} and drawing pins, will be useful, as there will be some establishments where you will need to pin or post the flyer on a notice board or shop window.

### **What do we say when we walk into an establishment for the first time?**

We've found that word 'free', attracts a lot of people and often immediately puts them at their ease, allaying any fears that we may be trying to sell them something. We've found it best to walk in {after saying a prayer} with a positive attitude, holding up a flyer, prominently, so that they can see it, and saying something like this;

*'Good morning\afternoon - free help for cocaine addicts! Im from Cocaine Addicts Anonymous. We offer free help for cocaine addicts. Would it be ok with you, if i leave a flyer and a few business cards please?'*

People are often obliging, but if they aren't, so be it. If they ARE happy to help us, we ask their permission to place the flyer in what we consider to be the most prominent position {easily readable} possible, and place approximately 20 cards at the foot of it {Some establishments, may have several counters and there may be an opportunity to leave several flyer and card combinations - for example, a betting shop with lots of counter space where people write out their bets, may give us permission to place flyers and cards at every station}.

After placing the cards and or flyer, we thank them and leave.

We call again on a regular basis, and ask them if we can top up their cards.