



## **Pinellas County Intergroup Where and When Policies & Procedures Form WWPP v2.0**

Guidelines and Committee Duties  
Pinellas County Intergroup

### **General**

The Where & When is the list of all AA meetings held in Pinellas County. It is the printed version of the meeting list found on our website: [aapinellas.org](http://aapinellas.org). This version is updated and printed quarterly in January, April, July and October. The online version is updated daily.

### **Content**

The Where & When is a 5 ½" by 8 ½" booklet containing the following:

- Pinellas County Intergroup Central Office location, hours of operation and contact information
- Intergroup & Steering Committee meeting locations and times
- 12 Step Rooms' addresses, phone numbers and hours of operation
- District One monthly committee meeting dates, times and locations
- AA meeting days, times, locations and types
- Definition of all meeting type codes

### **Duties**

- Attend monthly Intergroup and Steering Committee meetings
- Retrieve (via email) updates from website and Central Office and make changes to online meeting list daily
- Confirm validity of updates via email, phone or personal attendance whenever possible
- On the 1<sup>st</sup> of each month, confirm that Plain & Straight Chairperson has correct changes for the month to be published (no changes are listed in the Plain & Straight during the months of new Where & When publications)
- Create and print new version each quarter
- Two weeks before January, April, July & November Intergroup meetings, hand-deliver camera-ready hard copy to the printing company. (Print-N-Time, 5528 58<sup>th</sup> St N, Kenneth City. Phone: 727-545-5199) They will deliver 7500 copies to Central Office.
- Immediately email new version to the webmaster to update PDF version on website with each printing

### **Requirements**

Sobriety requirement for the chairperson is 2 years. S/he should have a good knowledge of word processing and ability to print high quality,

camera-ready material for the printing company. S/he should also have access to e-mail and the internet.