

## Inner Group Communication Committee Recommendations

The committee has met 4-5 times. We reviewed the notes from previous IG meetings and the comments that were made at those meetings regarding communication problems within AA. We also went through the suggestions that our committee made to IG in December that everyone voted on.

Our conclusions:

**Problem #1** The website isn't being updated regularly. If the website is not kept current, we are failing in our primary purpose—"to carry the message to the alcoholic who still suffers." This problem is two-fold: groups need to report events and meeting changes on a timely basis, and the website System Administrator needs to post the information monthly.

These are our suggestions regarding this issue:

We must have a responsible system administrator to keep the website updated monthly. That person must be proactive and not wait for email or phone requests in order to post new information to the website. We suggest that this be a paid position to insure accountability. In addition, we need a back-up administrator who can take over should the System Administrator be unavailable.

**Problem #2** All IG reps do not always attend the IG monthly meeting and therefore don't know what to report.

These are our suggestions regarding this issue:

Inner Group Minutes should be posted online by the Monday following the Wednesday Evening IG meeting. Also, on Monday, a sample Inner Group report based on the minutes should be posted so IG rep. non-attendees will have a report to make to their group. Further down the road, all past minutes will be archived on the website.

**Problem #3** IG reports are sometimes incomplete, or TMI is reported. Also there are not enough IG reps to cover all the meetings. And often no mention is made at the meetings about the [aasanjose.org](http://aasanjose.org) website or how a person can report AA activities using the online email link.

These are our suggestions regarding this problem:

The new IG rep. orientation should include instructions on:

- how to submit activities for publication using the online resource
- how to make an IG report including what to report (should include mention of the [aasanjose.org](http://aasanjose.org) website address & the submission procedure for open AA activities)
- how often to report and
- the importance of IG rep. commitments to: (a) attend the IG reps meeting every month and (b) recruit 2 new IG reps from unrepresented meetings.

Problem #4. Many AAers do not know about the website or have not used it and have not recommended it to newcomers.

These are our suggestions regarding these issues:

- The Outreach Committee presentation should include mention of the [aasanjose.org](http://aasanjose.org) website and reasons to access it.
- All IG reps should survey their meetings to find out how many members are accessing the website and recommending it to newcomers.