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# HEADQUARTERS HIGHLIGHTS



(The Alcoholic Foundation—A.A. "Headquarters"—is in effect a general service board for the AA movement. It publishes the book *Alcoholics Anonymous*, maintains the General Service Office in New York, guarantees the financial and traditional integrity of *The A.A. Grapevine*, and is responsible for AA public relations at the national and international level. Address: The Alcoholic Foundation, P.O.Box 459, Grand Central Annex, New York 17, New York)

A LITTLE less than a year ago, the General Service Office sent to the secretary of each AA Group a three-ring bound manual called "*Handbook For The Secretary*." It contains interesting material relating to AA background and experience and suggestions designed for the information and use of the secretary and the Group members. The Handbook is not, of course, a gift to any individual secretary who may be serving at the time, but is rather to be kept as a permanent source of reference for the Group as a whole, with each succeeding secretary acting as custodian of the manual.

In practice, the Handbook turns out to serve a further very helpful purpose: the various sections of the Handbook are being used as bases for discussion in closed meetings. It has been found that

this gives the newcomer an excellent grounding in AA history, general practice, and service activities. And it may also give some old-timers a bit or two of information they never knew before. A glance at the title of the various sections in the Handbook will indicate why and how the closed meeting use of the Handbook works so well; these are the titles: *Background, Traditions, Services, Meetings, Hospitalization, Newcomers, Group Organization* Sections are to be prepared from time to time and issued to the secretary for inclusion in the Handbook.

If your Group has not yet put the "*Handbook For The Secretary*" to work in closed meetings, why not try it? If the Handbook should be lost, a new copy may be obtained from the General Service Office for \$2.50.