

# Orientation for New Central Office Representatives

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Thank you for being a Central Office Rep, or "COR" for your home group! The Salt Lake Central Office of A.A. is here to serve the needs of all AA groups in our region. CORs provide the two-way connection between the AA groups and Central Office. Your attendance at both the COR meetings and your home group is the critical link that ensures Central Office is doing everything it can to support your group and its primary purpose.

Central Office COR meetings are held on the 2nd Tuesday of every month at 6:30 PM. Join us [in person or online](#). This is where you participate in the communication and decision making process that directs the Central Office.

## Becoming a Central Office Rep:

Home groups elect their COR. It is common that CORs serve for one year, have a minimum of one year of sobriety, and have done some group-level service prior to becoming a COR, though these may be different from group to group. We encourage groups to also have an 'alternate COR' who attends the monthly meetings if the COR is not able.

## What do Central Office Reps do?

- Attend the monthly COR meetings where you will hear updates from the service committees, learn about upcoming events and volunteer opportunities, vote on decisions being made, make motions, meet the board and committee chairs, etc.
- If you cannot attend a meeting, please send an alternate if possible. Each group has one vote.
- At your home group, report on these COR meetings, announce upcoming events, and any motions that are seeking input from the community.
- Encourage your home group members to volunteer at the central office, either by standing for any open service position, or participating in service committees.
- Check the [meeting schedule](#) and make sure your group's info is correct. Contact [webservant@saltlakeaa.org](mailto:webservant@saltlakeaa.org) if changes are needed.
- If your group likes paper copies of the meeting schedule or Lifeline newsletter, take some with you.
- Encourage your home group to hold business meetings and contribute financially to the Central Office.

## How does the Central Office operate?

The CORs elect a board of trustees and committee chairs to perform the day-to-day operations of the Central Office. The board makes necessary business decisions within the confines of the bylaws, and the chairs oversee specific service functions such as scheduling the telephone hotline, creating the monthly newsletters, coordinating volunteers, and organizing community events. These trusted servants serve two year terms. Every two years the bylaws are reviewed, revised if necessary, and voted on by the CORs. This structure is described in detail in the Bylaws available on our website.

## Ask Questions!

Please don't hesitate to ask questions at any time! We're here to help get you up to speed and engaged in the Central Office community.

# Additional Resources

## [Circles of Love and Service](#)

This GSO pamphlet explains how the role of the Central Office (also called Intergroup) fits into the AA service structure.

## [MG-02 A.A. Guidelines on Central or Intergroup Offices](#)

An overview of local A.A. service centers, including their function, organization and services.

## [Markings - Your Archives Interchange](#)

On the Origins of the A.A. Preamble, Responsibility Statement and Unity Declaration

The General Service Manual does not directly apply to Intergroups, but is very helpful in understanding the AA General Service structure in depth:

## [BM-31 A.A. Service Manual/Twelve Concepts for World Services](#)

Two titles in a single booklet. The A.A. Service Manual opens with a history of A.A. services, then explains the General Service Conference structure and its year-round importance. Chapters cover the roles of GSRs, DCMs, delegates, directors and trustees, as well as what happens at GSO and Grapevine. The Twelve Concepts for World Service, written by A.A. co-founder Bill W., are an interpretation of A.A.'s world service structure as it emerged through A.A.'s early history and experience.