

## **AREA SOUND GUIDELINES**

The MSCA should have sound equipment to enable its members to adequately hear all presentations and discussions at the Area meetings. This will include broadcast, recording, and translation equipment along with necessary support items. A staff of people to maintain and operate the equipment is also required. The Area will elect or appoint a Sound person, and assistants, as needed. The Area interpreters cooperate with the Sound person.

Duties of the Area Sound person:

- Attend all Area meetings
- Transport, set-up, monitor, and tear down the sound equipment at Area meetings.
- Maintain inventory of equipment and peripherals, including batteries, headsets, tape and safety materials, as well as repair tools.
- The checks and balances should include inventory and condition of loaned devices.
- Store and maintain the Area sound equipment.
- Record all Area meetings for use by the Secretary and Area Archives.
- Purchase equipment and supplies as needed within the budgetary limits of the MSCA.
- Act on behalf of the MSCA on matters affecting the Area's sound equipment.

Area Meetings: All Area Assemblies, Area Service Committee meetings, Servathon, Heritage Day, and the FORO require the sound equipment and knowledgeable people to set-up and operate the equipment.

Non-Area Meetings: MSCA receives requests from Districts, other Areas, Committees, and related AA service events for use of the Area sound equipment. The Area Assembly approves or denies all requests. Written requests, three months in advance, should be made to the area, so that the Assembly can take action in a timely manner. The Sound person is responsible for establishing checks and balances for Area sound equipment that is loaned to non-area meetings.

Submitted 12-9-12 by Jim B. Sound Dude

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