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A.A.	Alcoholics Anonymous
ADR	Alternate District Representative
AFG	Al-Anon Family Groups
AGR	Alternate Group Representative
AIS	Al-Anon Information Service
AAPP	Area Alateen Process Person
AMIAS	Al-Anon Members Involved in Alateen Service
AWSC	Area World Service Conference – Annual meeting of: OSA Executive, DR’s, Coordinators, AIS Chairpersons, Literature Office Committee (LOC) Members, LDC Office Manager, Ontario South Alateen Advisory Committee (OSAAC) Chairperson, and Trillium Chairperson.
CAL	Conference Approved Literature
CMA	Current Mailing Address
DR	District Representative
GR	Group Representative
ID#	Number assigned to every group when it registers with WSO Example: Area # 086 District # (1-32) Group ID# (8 digit number)
LDC	Literature Distribution Centre
LOC	Literature Office Committee
OSA	Ontario South Assembly (Area 86)
OSAAC	Ontario South Alateen Advisory Committee
PRC	Police Records Check
REP	Representative
WSC	World Service Conference
WSO	World Service Office – Virginia Beach, Virginia

**Commonly used terms**

AREA MANUAL	Ontario South Assembly Policy & Procedures Manual (this manual)
ASSEMBLY	Annual meeting of Al-Anon/Alateen members from groups in Ontario South including: Executive; Advisors; Coordinators; AIS Chairpersons, Ontario South Alateen Advisory Committee Chair, Trillium Chairperson; Literature Office Committee; Literature Office Manager; DR's; ADR's; GR's; AGR's and any Al-Anon/Alateen member that chooses to attend.
ELECTION YEAR ASSEMBLY	The year when new Executive members are voted in for a three-year term. (2020 was an election year)
EXECUTIVE	Members of the Area Executive Committee are Delegate, Alternate Delegate, Chairperson, Secretary, Treasurer and two Advisors. The term 'Executive' may also refer to the Committee of which they all are a part.
EXECUTIVE HANDOVER MEETING	A meeting of the newly elected Executive members and the past Executive members held in the January after an election assembly.
MAILING PACKAGE	AWSC: Information that is emailed, by the Executive, to members of AWSC prior to the annual AWSC meeting.  Assembly: Information that is emailed, by the Executive, to District Representatives for distribution to Group Representatives prior to Assembly.
OPEN LINES	Ontario South Assembly Newsletter.
PO	Public Outreach
POLICIES & GUIDELINES MANUAL	This manual, compiled by and maintained by the OSA Policies & Guidelines Manual Committee for OSA members.

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REACHING OUT	Ontario South Alateen Unity Executive Committee Newsletter.(Note: Feb.11 Reaching Out not available. Refer to Area Website, Co-ordinator's Corner, OSAAC)
REGISTRATION PACKAGE	Information given to attendees at AWSO and Assembly at time of registration.
SERVICE MANUAL	Al-Anon/Alateen Service Manual published by the WSO.
TRILLIUM	Ontario South Assembly Al-Anon/Alateen Family Groups Annual Convention.
UNITY	OSAAC Annual Alateen/Al-Anon Conference