

DISTRICT 8 OPERATING GUIDELINES

District 8, Area 27, Southeast Region

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DISTRICT 8, AREA 27, SOUTHEAST REGION
OPERATING GUIDELINES

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HISTORY

Members of the 2007-2008 District committee decided that guidelines might be a helpful way in which to “pass on” experience to the next committee.

An ad hoc committee was formed in July 2008 and charged with the writing and submission of the Guidelines to the District committee for approval by September 2008. The ad hoc committee consisted of two officers, two standing committee chairs and a GSR.

Using the AA Service Manual, AA Guidelines, guidelines used by District 81 of Area 67 Southeast Texas Area, and our own committee experience, the District 8 Operating Guidelines were formed.

PREFACE

These guidelines are intended to be a document for reference purposes defining the current operations of District 8. In order to keep the document timely and therefore useful as a reference source, subsequent amendments should be provided in appendices to this document with exact wording and date of adoption.

FOREWORD

There are no ruling bodies, but only trusted servants in Alcoholics Anonymous. It should, therefore, be recognized that the Operating Guidelines set forth here for District 8 simply consolidate in one place the suggestions ratified by the majority of the membership in 2007-2008. These guidelines are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Service Manual of Alcoholics Anonymous.

Subsequent District Committees, may, of course, decide to exercise their “right of decision” and amend the suggested guidelines. It is hoped, however, that each change will be as the result of an informed group conscience and in the spirit of true A.A. Unity, Service, and Recovery.

DISTRICT 8 GEOGRAPHIC BOUNDARIES

The District is a geographical territory within Louisiana, Area 27, of Alcoholics Anonymous. The definition and delineation of these boundaries requires agreement with bordering Districts and the approval of the Area 27 Assembly.

The District Committee is responsible to serve all the AA groups residing in this geographical territory. These groups are responsible to serve their District and participate in the activities conducted to help carry the message.

Any changes in the District boundaries deemed necessary should be carefully considered before enacting, keeping in mind that changes to Group, District or Area records requires a significant amount of work and expense for the District, Area and General Service of Alcoholics Anonymous.

District boundaries bordering the Area boundaries cannot be changed until the affected adjacent Area gives consent for the change.

Currently, our District covers the parishes of Beauregard, Calcasieu, Cameron, Jeff Davis, and Allen west of LA-26 NS US 167 and north to and including the town of Rosepine.
See map below



DISTRICT 8 COMMITTEE OFFICERS AND MEMBERS

The District 8 Committee shall consist of District officers and other members designated by their positions. The officers and other members serve as District leaders, but remain trusted servants.

The District 8 Officers are the :

- District Committee Member (DCM), designated as chairperson of the Committee
- Alternate District Committee Member (Alt. DCM)
- District Secretary
- District Treasurer

The other District Committee members are the :

- General Service Representatives (GSRs) of groups within the District boundaries
- Committee Chairpersons of all approved Standing Committees are:
 - o Archives
 - o Grapevine
 - o Public Information/Cooperation with the Professional Community (PI/CPC)
 - o Treatment Facilities/Correctional Facilities (TFC/CFC)
 - o Website
- Past DCMs
- Lake Area Roundup Liaison (non-voting)

It is recommended that each District Officer, GSR and Standing Committee Chairperson have an alternate to help execute the position duties and act in the absence of the primary committee member. Alternates are recommended to provide for continuity in carrying out District business

Alternates for District 8 Officer positions shall be sought by the District Committee and approved through the regular District election process.

Alternates for GSRs shall be elected through each group's regular election process for its officers.

Alternates for Standing Committee Chairpersons shall be sought by that standing committee among its members and approved by the District committee through its regular voting process.

Standing Committees consist of:

- Standing Committee Chairperson
- Standing Committee Alternate Chairperson
- GSRs who volunteer or are assigned to that committee by the DCM
- Group-elected Representatives (i.e. Archives, PI/CPC liaison, TFC/CFC liaison, GVR)

It is recommended that the Standing Committee Chairpersons meet with their committee at least once every quarter. Time may be allotted before the regularly scheduled district meetings or other time as the Standing Committee Chairperson decides so that these committees can meet to nominate an alternate, discuss projects and share information.

GSRs are welcome and encouraged to participate on a District Standing Committee.

DISTRICT 8 COMMITTEE OPERATIONS

This section is a compilation and processes that the 2007-2008 District Committee agreed to adopt or carried over from previous year's operation. It is the "who, what, where, when, why and how" of the conduct of District business.

The committee will meet monthly at a place selected and approved by the entire Committee. The current designated meeting day is the 3rd Wednesday of the month.

The meeting will be of sufficient duration to properly and effectively conduct the necessary business of the District committee. Beginning and ending times of the meeting will be determined by the District committee. Currently the Committee finds that two hours (6:30pm-8:30pm) seems to be sufficient. Some of the Standing Committees have chosen to meet just prior to the District meeting (6-6:30pm) for the convenience of members of both committees.

The District Committee meeting will be chaired by the DCM, or in his/her absence, by the Alternate DCM or a designated officer. The DCM will prepare an agenda of business and distribute to all District Committee members in attendance. New business agenda items must be submitted to the DCM prior to the district meeting to be included on the agenda.

The agenda will consist of, as a minimum, introduction of members (roll call), reading and approval of the previous meeting's minutes, review and approval of current monthly Treasurer's report, Group/GSR reports and Standing Committee reports. Additional items may include Standing Committee presentations, unfinished old business/new business, and/or GSR sharing if time permits.

It is recommended that a complete list of each year's agenda items and any vote taken shall be kept in a District 8 Archives Operations Binder as a convenient reference for the DCM as future business is scheduled for the meeting agenda.

DISTRICT 8 VOTING

The District Officers, through the Twelve Concepts of Alcoholics Anonymous, may exercise the rights, duties, and responsibilities of their positions outside a District Committee meeting, if the urgency of the situation requires such action.

Voting members include:

- Current District 8 Officers and past DCMs who are considered as ex-officio voting members
- Standing Committee Chairpersons
- GSRs

Alternates may only vote if the primary committee member is not present.

Non-voting attendees may include the Lake Area Roundup Liaison and any member of Alcoholics Anonymous who chooses to attend the District meeting.

The DCM shall take a count of eligible voters at each District business meeting.

District business requiring committee approval will be passed or failed by simple majority, i.e. at least 51% of the voting members present. However, the opportunity should always be available for the minority opinion to be heard.

The DCM shall follow the protocol used by the General Service Conference for conducting business. That procedure is as follows:

- motion is made and seconded
- floor is opened for discussion to ensure all information is presented
 - o at this point the DCM limits the discussion to two minutes by an individual
 - o a member may speak only once to the subject
- the "question is called" if necessary, to end discussion, then a vote is taken to invoke the procedure
- vote is taken using the 51% standard of "simple majority"
- if not unanimous, offer for the "minority opinion" to be heard
- if a minority opinion is given:
 - the DCM asks if anyone in the majority wishes to change their vote and
 - if so, then a second vote is taken, again using the "simple majority" standard

When a motion is made to amend these operating guidelines, a 2/3 vote shall be required of those present and voting in order to promote a greater consensus on the manner in which District business is conducted.

DISTRICT 8 ELECTIONS

Election of District 8 Officers and Standing Committee Chairpersons takes place every two years to coincide with Area 27 elections. Area 27 falls under the odd number Panels of the General Service Conference. That means the two-year term in which the officers and chairpersons serve begins in an odd-numbered year.

District 8 holds its elections in October of even-numbered years to allow the new committee to rotate comfortably in January of the following odd-numbered year and to allow new District committee members to attend Area Assembly, if possible, in November with outgoing members.

All District 8 Officers and Standing Committee Chairpersons will be elected according to the Third Legacy Procedure as described and outlined in the A.A. Service Manual. The positions will be elected as listed in order on the Officers and Members page.

The Lake Area Roundup Committee Liaison is elected by that committee's members yearly.

GSRs of groups within the District boundaries are elected at their respective group elections. Groups are urged to hold their elections to coincide with the District and/or Area election schedule.

Qualifications of Candidates

By unanimous consensus, District 8 decreed that any past GSR with four or more years of continuous sobriety may stand for DCM or Alternate.

Any past GSR or past Standing Committee Chairpersons with two or more years of continuous sobriety may stand for District Officer positions of Secretary and Treasurer.

Standing Committee Chairpersons may be current or past GSRs or any active member of AA with two or more years of continuous sobriety.

Resignation of Officers

Should an elected District Committee Officer resign, the following procedure is suggested. The Alternate to that position will immediately fill the position for the remainder of the term. Election of a new Alternate will be announced for a following District meeting, during which time eligible members may decide their willingness to stand as a nominee.

Resignation of Standing Committee Chairpersons

The resignation of a Standing Committee Chairperson will be filled by the alternate, if available. If no Alternate is available the vacancy will be announced to all members so potential candidates can be found within the fellowship and submitted for nomination at a future District meeting.

Removal of Officers and Chairpersons

District 8 suggests that any elected Officer or Standing Committee Chairperson who misses three consecutive meetings shall be removed from that position upon motion and simple majority vote i.e. at least 51% of the District members present and voting. The vacancy will be filled according to the procedures described above. The philosophy of the District membership is that:

- It is a privilege to serve in AA
- All service positions should be occupied and active for the good of the suffering alcoholic
- Inactive or absent officers and/or chairs deprives another member of the opportunity to serve

DISTRICT 8 BUDGET AND FINANCIAL MANAGEMENT

Budget

In keeping with the 7th Tradition of self-support, District 8 encourages the active participation of any committee member in service work on behalf of the District. To that end the District requires an expense budget to be prepared each year for the funding of this work.

It is recommended that the District 8 Committee develop and approve a yearly budget in which monies allotted consistent with the level of group contributions. The budget committee shall establish budgetary priority annually.

The 2007-2008 District committee has set budgetary priority as follows:

- Sending DCM to quarterly Area Assemblies to represent positions of District 8 Committee
- Maintaining a 24-hour Answering Service for the AA community and the public
- Maintaining a District P.O. Box to receive mail
- Providing an Annual Gratitude Dinner for the groups within District 8
- Reimbursement for copies, mailings, other miscellaneous expenses made by District Officers
- Providing annual operational budgets for the Standing Committees' projects

As funds become available to be budgeted and to the degree that there is interest of District 8 Committee members in being willing to work on such a project, the District 8 Committee will consider holding bi-annual service workshops in support of the groups in the district's geographic area.

The District budget committee consists of all District Officers and Standing Committee Chairpersons.

It is recommended that the budget committee hold a meeting separate from the monthly District meeting in September for the purpose of preparing the budget to be suggested for the following calendar year.

Each District Officer and Standing Committee Chairperson shall submit a proposed budget to the Treasurer prior to the annual budget meeting for consideration at that meeting.

The budget committee shall review the proposed budget items at which time the line items will be discussed and adjusted if necessary to achieve a balanced budget (projected income = estimated expenses). Budgetary adjustments shall be made in accordance with the District 8 Committee's list of priority budget items.

The proposed budget should be submitted by the Treasurer on behalf of the budget committee to the District committee for approval in the last quarter of each year. The approved budget would then become effective the first day of the following calendar year.

If a member of the District committee requires funding for an unbudgeted expense, the item should be brought before the District committee. The Treasurer shall advise if sufficient unrestricted funds are available. The Treasurer shall make the District committee aware of any financial consequences should they approve the unbudgeted expense. Approval of unbudgeted expenses shall simply add the new expense line item to the monthly report. The minutes will record the District committee action on the proposal and the monthly Treasurer's report will track the expense amount if it approved.

For the protection of the District the membership has decreed unanimously to annually establish a prudent reserve of funds as first priority from available cash in the operating account. This prudent reserve of funds will be ¼ of the operating budget expenses for the next fiscal year. These funds are to be set aside as a line item in the financial statement. These monies are to be used in the event of an emergency requiring the District to cover expense obligations without having the necessary income.

Further in the sense of self-support of the District it is suggested that General Service Representatives encourage their respective groups to support their District's operational expenses within the group's budget.

Financial Management

District 8 has elected to operate as a non-profit organization. Standard Form (501) c is on file and the State registration number is 72-1504031.

A bank account is established identifying the District 8 Committee as a non-profit entity. District 8's bank account requires two signatures on all checks. Those officers with authority to sign are the DCM and Treasurer.

After election of officers the new elects shall execute new bank signature cards, removing the former officers from signature authority. If the bank requires Board meeting minutes they shall be provided by the Secretary.

DISTRICT 8 FUNCTIONS IN SUPPORT OF GROUPS

Answering Service Hotline

AA Guidelines on AA answering services may be viewed and printed from the aa.org website or ordered through GSO.

The 24-hour answering service hotline is a hired professional service paid for by the District committee. The professional answering service connects incoming callers who wish to speak to an AA member to an AA contact who has volunteered to take calls. The AA contact list is maintained by and provided to them by the District PI/CPC Standing Committee Chair.

It is recommended that the call list be updated annually in the first quarter. Service as an AA contact requires 2 years or more continuous sobriety and is available to any member of a group who wants to volunteer for Twelve-Step calls. It is further recommended that the Answering Service be given at least two names of those given permission to make changes to the contact list (DCM and District PI/CPC Committee Chairperson).

Gratitude Dinner

The Gratitude Dinner is an annual event held and funded by the District committee. The purpose of this event is to show gratitude to the groups of District 8 for their support and continued 12th step work as well as provide information about and attract participation in general service work. It is usually held the 3rd weekend of October.

It is recommended that the DCM form an ad hoc committee of 4-5 District committee members in which to plan and schedule the Gratitude Dinner. The ad hoc committee should submit final ideas to the District committee for approval.

PLACE:

To be approved by the committee and accessible to all members

Should be able to hold at least 200 people

FOOD:

Main dish can be prepared by members of the District (gumbo, brisket, BBQ, etc)

Individual AA members can bring side dishes or desserts

Usually plan enough to serve 200 people

DRINKS:

Coffee, tea, and lemonade are usually served

SPEAKERS: as chosen by the DCM and Alternate or other as the committee decides

REGISTRATION:

There should be no charge to attend the dinner as group contributions to District help fund the dinner

SUPPLIES NEEDED:

Name tags

District 8 Coffee pot is kept at the South City group

Sign-in booklet for attendance count

Plates, napkins, cups, utensils

WORKERS: should be, but not limited to, District committee volunteers

Food Servers

Set-up crew

Clean-up crew

Registration

Coffee

Chairperson (usually the DCM or Alt DCM)

Speaker host (if speaker is from outside the District)

The place, main dish, supplies and drinks are supplied and funded by the District Committee. If the speaker is from outside the District, they should be reimbursed for travel at a cost decided and approved by the budget committee. Standing Committees may be asked to provide a display containing information about their committee for the Gratitude Dinner.

GSR Orientation

It has been found helpful to hold a GSR Orientation for new GSRs where former GSRs can share their experience with the new ones, the GSR packet may be reviewed and discussed in detail, and the video about the General Service Office may be shown.

It has been found to be a great way for new GSRs to get acquainted with each other and the DCM. It is usually best to hold the GSR Orientation before the first Assembly of each year.

The orientation can be held separately from a regularly scheduled District meeting, as the Committee decides.

Inventory

The Twelve Concepts and Traditions checklists can be viewed and printed from the aa.org website. There is also information on district inventory currently included in the DCM kit available through GSO.

It is recommended that the District committee take inventory every other year after elections, to include all rotating committee members (those rotating off and those rotating on), as a means to determine areas in which the committee could function more effectively. All District Committee Officers, Standing Committee Chairpersons, and GSRs should attend the inventory. Other AA members are also welcome to attend and participate. Someone from outside of District 8, preferably someone who is currently or has previously served at an area level, should facilitate the inventory.

Minutes of the inventory should be recorded by the Secretary for review by the committee at a later monthly District committee meeting. Action items for improvement should be made and unanimously decided by the committee as a whole at that later monthly meeting when the inventory reviewed.

Follow-up of the inventory is found to be vital. An ad hoc committee on inventory may be formed or separate follow-up meetings planned if needed, as decided by the District Committee.

Meeting Schedule

It is recommended that the District 8 meeting schedule be updated regularly and posted on the District website to be available to groups, individual AA members, still-suffering alcoholics, potential professional referral sources and the general public. The meeting schedule should identify meetings as open or closed, list meeting type/format and location address including zip code. The District website and hotline number should also be included on the meeting schedule, as well as date of update and a disclaimer that the information listed is subject to change.

Post Office Box

Post Office Box 258 is funded by the District Committee and is located at the 921 Moss Street Post Office in Lake Charles. The DCM and District Treasurer will hold the keys to access the PO Box. It is recommended that the PO Box be used only for District mailings.

Website

The AA Guidelines on Internet may be viewed and printed from the aa.org website or ordered through GSO.

The District 8 Committee recommends that the aa-swla.org website include only information about AA as it specifically relates to our District. Its purpose is to inform AA members and the general public about AA meetings and events within District 8. It is also recommended that our spiritual principal of anonymity and all Twelve Traditions always be considered when adding information on the website as it is published on a forum available to the public. The site is funded by the District Committee and maintained by the elected District Webmaster. Any major changes to the site shall be submitted by the District Website Committee for approval by the District 8 Committee.

Workshops

The suggested workshop format can be viewed and printed from the aa.org website.

Workshops are usually held on AA service topics and may be held at a group's meeting place or other facility as chosen by the District Committee. Speakers chosen to be on the panel from outside the district should be reimbursed for travel at a cost decided and approved by the budget committee.

AMENDMENT PROCEDURE

Proposed amendments to this document shall be submitted in writing to the DCM, with a copy to the Secretary, at least one week prior to the next Committee meeting.

The DCM shall include the proposed amendment on the agenda of the next following District meeting. A copy of the proposed amendment will be provided to all GSRs in attendance. An explanation of the proposed change, sufficient to create an informed conscience, will be given and a vote taken.

A two-thirds majority of those voting shall constitute the adoption of the amendment.

The amendment will be recorded in an Appendix of this document noting the change from and to, with the approved date and vote tally.

APPENDICES

This section is set aside for any amendments to the District 8 Operating Guidelines.

DISTRICT 8 JOB DESCRIPTIONS

It is suggested that District 8 Job Descriptions included in this document be reviewed/updated by the occupant of that position at the close of the term served and any changes be submitted for approval to the District committee a month before elections.

Any changes should be included in the District 8 Job Descriptions that are circulated to district groups prior to the district elections.

DISTRICT 8 OFFICER, DISTRICT COMMITTEE MEMBER, DCM

Description:

"The DCM is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the District committee, made up of all G.S.R.s in the District, the DCM is exposed to the group conscience of that District. As a member of the area committee, he or she is able to pass on the District's thinking to the delegate and the committee." – AA Service Manual

The DCM's role as chair is to keep the meeting on track and focused to accomplish the agenda items avoiding sidebars and loss of interest by members. It is the DCM's responsibility to ensure that an informed committee is achieved.

Qualifications:

- served as a GSR
- a minimum of four years or more sound, continuous sobriety to be eligible for election as a delegate
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- holds no other District Committee service position

Duties and Responsibilities:

It is recommended that the DCM read and be familiar with the AA Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet, "Your DCM" and other items included in the DCM Kit.

It is recommended that the DCM:

- Attend all District meetings and area assemblies
- Serve on the District budget committee
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Frequently visits groups, especially those who are not active in service, or who are struggling
- Promotes unity among groups
- Communicate with the area delegate and alternate delegate
- Keep organized records of updated group information for area and GSO
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs
- Help new GSRs, keeping them informed and hold a GSR orientation
- Encourage and/or assign GSRs to a District Standing Committee
- Organizes District activities
- Prepares an agenda for each district meeting

Supplies/Budget:

- DCM expenses include hotel and mileage for four assemblies and if funds are available, one regional conference and/or forum a year
- GSO will supply a subscription to Box 459 newsletter and a DCM Kit when registered as a DCM with them
- File box to keep group records and information, and other necessary information
- The Area Delegate will supply the DCM with the Conference report and other Area and GSO related information
- Extra GSR kits to give to new GSRs until they receive theirs in the mail from GSO (at which time they give back one, therefore keeping some in supply at all times)
- Key to the Post Office Box

DISTRICT 8 OFFICER, ALTERNATE DISTRICT COMMITTEE MEMBER, ALT DCM

Description:

"The alternate is backup for the DCM If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the DCM, by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the DCMs responsibilities at District and area meetings." – AA Service Manual

Qualifications:

- served as a GSR
- a minimum of four years or more sound, continuous sobriety
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- holds no other District committee service position

Duties and Responsibilities:

It is recommended that the Alternate DCM read and be familiar with the AA Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet, "Your DCM"

It is recommended that the Alternate DCM:

- Attend all District meetings
- Serve on the District budget committee
- Chair District meetings, and attend area assemblies when the DCM cannot attend, should attend at least one area assembly with the DCM
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Aids the DCM in visiting groups
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts

Currently the Alternate DCM serves also as Literature Chair:

- Keep GSRs informed of literature available through GSO
- Order literature as needed and requested by members of the district committee, as long as it is within the budget

Supplies/Budget:

- Alternate DCM expenses include hotel and mileage consistent with the budget, a Service Manual, and pamphlet "Your DCM"

DISTRICT 8 OFFICER, SECRETARY

Description:

The Secretary serves as a District officer, keeps record of District meeting minutes through recording and written documentation, finalizes minutes in a typed report, makes copies and distributes to members of the District committee, keeps close record of agenda items and keeps District committee information updated.

Qualifications:

- served as a GSR or previous service as a District Standing Committee chair
- a minimum of two years sound, continuous sobriety
- working knowledge of the Twelve Traditions of AA
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- good organizational, communication, and basic computer skills including MS Word and Excel
- access to a computer and email
- holds no other district committee service position

Duties and Responsibilities:

It is recommended that the Secretary:

- Attend all District meetings
- Serve on the District budget committee
- Has open communication with group secretaries
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Communicate with and aid the DCM in setting the agenda for each District meeting
- Using notes and recorder, type the minutes of the meeting, in summary form
- Issue the minutes to the DCM for approval two weeks prior to the next scheduled district meeting
- Upon approval by the DCM, distribute the minutes by email or the postal system at least one week prior to the scheduled monthly District meeting
- Assist the DCM/Alt in following approved voting procedures and protocol
- Assist the DCM/Alt in obtaining and keeping record of members of the District Committee for district contact list, revise as necessary
- Assist the DCM/Alt in obtaining and keeping record of group information, revise as necessary
- Assist the DCM/Alt in obtaining and keeping record of group's meetings for the District meeting schedule, revise as necessary – currently revised once a year
- Assist the DCM/Alt in distributing other AA information as necessary.

Supplies/Budget:

- Secretary expenses include copies of minutes, postage, envelopes, and cds for keeping of audio minutes
- Digital recorder for recording meeting minutes, recorder instruction booklet, and microphone (Archives may also use)
- Backpack for keeping notes and other supplies

DISTRICT 8 OFFICER, TREASURER

Description:

The Treasurer serves as a District officer, keeps record of District monies and bank account, makes deposits and writes checks as approved, checks Post Office box regularly, prepares a monthly typed report, makes copies and distributes to members of the District committee, upholds the 7th tradition, and aids the District committee in making wise, prudent decisions regarding the expenses.

Qualifications:

- Served as a GSR or previous service as a District Standing Committee chair
- a minimum of two years sound, continuous sobriety
- working knowledge of the Twelve Traditions of AA
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- good organizational, communication, and basic computer skills including MS Word and Excel
- access to a computer and email
- holds no other district committee service position

Duties and Responsibilities:

It is recommended that the Treasurer:

- Attend all District meetings
- Serve and chair the District budget committee
- Has open communication with group treasurers
- Keep accurate account of all income and expenses
- Assist the DCM/Alt to inform and encourage groups about self-support through contributions
- Pay District bills as approved by the budget committee, having the DCM sign outgoing checks for expenses
- Uphold and assist the District Committee in adhering to the approved budget
- Checks the Post Office Box regularly
- Makes deposits and pays bills in a timely manner
- Distribute the financial report to the committee members by email in advance of the meeting
- Have copies of and give a financial report at each District meeting

Supplies/Budget:

- Treasurer expenses include copies of report, postage and envelopes
- Key to the Post Office box
- Briefcase in which to hold reports and supplies

DISTRICT 8 STANDING COMMITTEE CHAIRPERSON, ARCHIVES

Description:

The Archives of Alcoholics Anonymous is the repository of personal collections, manuscripts, publications, photographs and memorabilia related to the origin and the development of the A.A. Fellowship.

-- AA Guidelines

Qualifications:

- Served or currently serving as a GSR or active member of AA with group service experience
- a minimum of two years sound continuous sobriety
- the time and energy to serve the district well
- the willingness and ability to serve a two year term

Duties and Responsibilities:

It is recommended that the Archivist:

- Attend all district meetings
- Serve on the District budget committee
- Has frequent and open communication with district officers, committee chairs, group Archive representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Archives Committee Chairs
- Familiar with AA literature pertinent to Archive work, Twelve Steps, Traditions and Concepts
- Introduce Archive literature and service pieces to GSRs and group Archive representatives
- Provide Archive display for all District activities (roundup, workshops, etc.)
- Responsible for the collection, the documents and artifactual items of the district
- Keep record of agenda action items from previous years as a reference for the District Committee in the Archives Operations Binder
- Responsible for the care and maintenance and the physical integrity of the collection
- Ensuring the protection of the anonymity of the members, and the confidentiality of the District records
- Categorically classify items following established AA guidelines

Supplies and Budget:

- Archive kit
- File box to keep extra literature, CDs and pamphlets
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district
- Archives Operations Binder

DISTRICT 8 STANDING COMMITTEE CHAIRPERSON, GRAPEVINE

Description:

“Grapevine Representatives act as advocates for the Grapevine and La Vina at the (district) level, alerting their groups to the use of the magazines as recovery tools. It is, many say, the best service job they’ve ever had. Originally GvRs focused on the Grapevine, and RLVs on La Viña. But as awareness of the needs of Spanish-speaking AAs throughout the United States has grown, some reps have begun to work with both magazines and refer to themselves as GvR/RLVs.”

- Grapevine Workbook

Qualifications:

- served or currently serving as a GSR or active member of AA with group service experience
- a minimum of two years sound continuous sobriety
- the time and energy to serve the district well
- the willingness and ability to serve a two year term

Duties and Responsibilities:

It is recommended that the GV Chair:

- Attend all district meetings
- Serve on the District budget committee
- Has frequent and open communication with district officers, committee chairs, group Grapevine representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Archives Committee Chairs
- Familiar with AA Grapevine literature, Twelve Steps, Traditions and Concepts
- Introduce Grapevine literature and service pieces to GSRs and group Grapevine representatives
- Provide Grapevine display for all District activities (roundup, workshops, etc...)

Supplies/Budget:

- Grapevine workbook
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district

DISTRICT STANDING COMMITTEE CHAIRPERSON,
PUBLIC INFORMATION/COOPERATION with the PROFESSIONAL COMMUNITY

Description:

Public Information - The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. committees visit schools, business and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations

- A.A. Guidelines

C.P.C. - Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism, information is provided about where we are, what we are, what we can do, and what we cannot do.

- A.A. Guidelines

Qualifications:

- served or currently serving as a GSR or active member of AA with group service experience
- a minimum of two years sound, continuous sobriety
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- group and/or other AA service experience

Duties and Responsibilities:

It is recommended that the PI/CPC Chair:

- Attend all District meetings
- Serve on the District budget Committee
- Has frequent and open communication with District officers, committee chairs, group PI/CPC representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Grapevine Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a PI/CPC display for District activities (Roundup, etc.)
- Introduce AA literature and service pieces to GSRs and group PI/CPC representatives
- Promote unity among groups
- Promote unity between the professional community and AA
- Help to keep Answering Service call list updated
- Maintain inventory (pamphlets) at District rack locations
- Monitor inventory of District racks
- Provide assorted District (professional business) locations with schedule
- Maintain contact with radio and television stations for purpose of providing PSAs.

Supplies/Budget:

- File box to keep extra pamphlets and literature
- C.P.C. Kit
- Public Information Kit
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district

**DISTRICT 8 STANDING COMMITTEE CHAIRPERSON,
TREATMENT FACILITIES AND CORRECTIONAL FACILITIES**

Description:

Coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment and correctional facilities, and to set up means of “bridging the gap” from the facility to an AA group in the individual’s community.

--AA Guidelines

Qualifications:

- Served or currently serving as a GSR or active member of AA with group service experience
- a minimum of two years sound, continuous sobriety
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- group and/or other AA service experience

Duties and Responsibilities:

It is recommended that the TFC/CFC Chair:

- Attend all District meetings
- Serve on the District budget Committee
- Has frequent and open communication with District officers, committee chairs, group TFC/CFC representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO TFC/CFC Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a TFC/CFC display for District activities (Roundup, etc.)
- Introduce AA literature and service pieces to GSRs and group TFC/CFC representatives
- Promote unity among groups
- Help to keep Correctional and Treatment meeting list updated

Supplies/Budget:

- File box to keep extra pamphlets and literature
- Corrections Kit
- Treatment Kit
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district

DISTRICT 8 STANDING COMMITTEE CHAIRPERSON, WEBSITE/WEBMASTER

Description:

The website chair serves as webmaster of the District website, keeping the site updated on a month to month basis.

Qualifications:

- Served or currently serving as a GSR or active member of AA with group service experience
- a minimum of two years sound, continuous sobriety
- the time and energy to serve the District well
- the willingness and ability to serve a two year term
- group and/or other AA service experience
- good organizational, communication, and computer skills including MS Word and Excel
- access to a computer and email
- experience with website design or willingness to learn

Duties and Responsibilities:

It is recommended that the Website Chair:

- Attend all District meetings
- Serve on the District budget Committee
- Has frequent and open communication with District officers, committee chairs, group representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Website Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a Website display for District activities (Roundup, etc.)
- Introduce AA literature and service pieces to GSRs and group representatives
- Promote unity among groups
- Promote unity between the professional community and AA
- Update website (meeting schedule, events calendar, group information, etc.)

Supplies/Budget:

- Domain
- Web Hosting Site
- Website Editor
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district