

Service Position Descriptions (All Positions are a 2-year Term)

District Committee Member (DCM)

Qualifications:

The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.

A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate. He or she also needs to have the time and energy to serve the district well.

Purpose: The DCM's job is primarily that of two-way communication. The DCM gets reports from the group level through GSR.s and through frequent personal contacts with the groups of the District. He/she helps the Conference Delegate cover an area that the Delegate could not otherwise cover (on a group-by-group basis). See, also, pages S31-33 of the Service Manual and the pamphlet Your DCM.

Duties:

1. Regularly attends all district meetings, area quarterlies, and area assemblies.
2. Receives reports from the groups through GSR.s and through frequent personal contacts with groups in the district.
3. Holds regular meetings for all GSRs and standing committee chairs in the District.
4. Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
5. Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
6. Keeps GSR.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular District meetings. A
7. Makes sure that GSR.s are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material.
8. Helps GSR.s make interesting reports to groups, and encourages them to bring new A.A.
9. Organizes workshops and/or sharing sessions on service activities.
10. Regularly keeps in touch with the Alternate DCM and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
11. Makes a regular practice of talking to groups (old and new) on the responsibilities of general service work.

Alternate District Committee Member (Alt.DCM) Qualifications:

- The alternate district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.
- A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

Purpose: The Alternate DCM is a backup for the regular district committee member. If the latter resigns – or for any reason is unable to serve – the alternate steps in and should be kept up to speed by the DCM on all issues pertaining to our District. See, also, page 33 of the Service Manual.

Duties:

1. Acts as the District Registrar by maintaining current records of the District Groups, group contacts (usually GSR and Alternate GSR) and working with the Area 41 Registrar (Alternate Delegate) to maintain currency with Area and GSO.
2. Assist, participate, and share in the DCM's responsibilities, attending district and area meetings where feasible, depending upon local needs.

Treasurer

Purpose: Treasurer is responsible for receiving, dispersing and reporting on funds for the District. These revenues are generated by donations from the groups. Funds are dispersed as directed by the District Service Committee. See, also, page S44 of the Service Manual.

Duties:

1. Maintain an accurate, balanced and up-to-date checking account.
2. Prepare a monthly treasurers report (including checking account balance, and itemization of groups donations and outgoing funds) for the District business meeting, making copies to be distributed to all voting members.
3. Provide receipts to groups for their donations.
4. Reimburse trusted servants as they present receipts for budgeted/approved expenses.
5. Check post office box weekly and distribute the mail appropriately to committees, officers, etc.
6. Organize and participate in a Budget Committee to prepare budget for upcoming year.
7. District treasurer will prepare an estimated yearly budget and submit at a business meeting at least 2 months prior to the beginning of the upcoming calendar year.
8. Maintain a prudent reserve.
9. Distribute funds to Committee Chairs for approved Budgeted Needs. 10. Pay all bills.

Secretary

Purpose: To maintain accurate meeting minutes of District business meetings, and to keep accurate and up-to-date listings of District officers (GSR's, committee heads, DCM, etc.). See, also, page S43 of the Service Manual.

Duties:

1. Taking minutes of the District 23 business meeting, and any other business (such as yearly District inventory) being conducted at those meetings. Special care should be taken to note motions made and whether they pass or fail.
2. Typing of minutes from the business meetings, and making copies for distribution. Minutes should include an attendance list from each business meeting.
3. Distributing completed copies of the District's business meeting minutes within two weeks following the meeting to all District Officers and GSRs.
4. Maintain an up-to-date record of all District 23 service committee members (name, address, phone number) to include DCM, alternate DCM, secretary, treasurer, GSRs, and all Committee chairpersons.
5. Passing prior year's minutes onto Archives as directed.
6. Maintain (on disk) and keep District 23 Meeting Minutes with the help of the DCM, and/or their Alternate, having copies available to all new voting members of the District committee.

Institutions Committee/ Bridging the Gap Committee

Purpose: To facilitate taking A.A. meetings into the various district correctional and facilities. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting volunteers that will take meetings into the facilities, and making applications available to members who are interested in volunteering; recruiting other Committee members as needed from the AA groups of the district, and appointing an alternate chairperson.
2. Attending each District 23 business meeting (or sending an alternate) and presenting a report to that body about current Corrections committee business, needs, and budget report.
3. Attend Area 41 Bridging the Gap Committee quarterlies and give a report. Takes notes on the Quarterly meeting and presents the information back to the District.
4. Educate fellowship about opportunities to carry the message into the correctional facilities.
5. Educate fellowship about Bridge the Gap.
6. Be available to speak to home groups about Bridge the Gap.
7. When necessary, work with Correctional Facility Coordinators to resolve any issues at their facilities.

Grapevine/Literature

Purpose: To maintain and manage Grapevine and AA Conference approved literature for availability to the groups and members of District 23. See, also, page S46 of the Service Manual.

Duties:

1. Maintaining an adequate literature inventory, to include Conference approved books, pamphlets, service manuals, etc.
2. Organizing and holding regular monthly Grapevine and Literature Committee meetings.
3. Takes literature orders and disperses literature to home groups, committees and individual members of the district.
4. Making Grapevine subscriptions available to the District fellowship.
5. Regularly attending all monthly District business meetings and providing a Committee report at that time.
6. Accurately managing the Literature Budget.
7. Attends Area 41 Grapevine/Literature Committee meetings.
8. Being available to set up displays and sell literature at District functions.
9. Educating the District members on different literature available.
10. Being available to attend District home groups and speak about our available literature.

Public Information Committee

Purpose: Carrying the message of recovery by informing the general public about the Alcoholics Anonymous program; by getting in touch with the media, schools, industry, and other organizations to report on the nature and purpose of A.A. and what it can do for alcoholics. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting committee members as needed from the A.A. groups of the district, and appointing an alternate chairperson.
2. Organizing and holding regular monthly P.I. committee meetings.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Placing literature racks in high schools, libraries, police stations, hospitals, colleges, etc.
5. List open meetings in the newspapers.
6. Put meeting schedules at hotels/motels
7. Attend the Area 41 quarterly Public Information meetings
8. Participate in District and Area seminars and conventions
9. Work with local TV, newspapers, and radio to practice the traditions of anonymity
10. Let the Fellowship know how to reach the hearing impaired
11. Make presentations in the community
12. Hold workshops to better inform the district Fellowship about Public Information issues.

Cooperation with the Professional Community Committee (CPC/PI)

Purpose: The CPC Committee informs professionals and future professionals about A.A. -what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.'s and professionals, and to find simple, effective ways of cooperating without affiliating. See, also, page S46 of the Service Manual.

Duties:

1. Recruiting committee members from the district's A.A. groups, and obtaining the services of an alternate Chairperson.
2. Holding regular Committee meetings at monthly intervals, or as needed.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Attend four area quarterly meetings to share experience with other districts in this service area.
5. Following the guidelines as outlined in the Cooperation with the Professional Community Workbook from G.S.O.
6. Coordinating efforts to provide information to the professional community, and to those who have contact with alcoholics through their profession, regarding where we are, what we are, what we can do, and what we cannot do.
7. Seeks new ways of carrying the message and sets an example of leadership for the group CPC's representatives (committee members).

Archives Chairperson

Duties:

1. Recruiting committee members from the district's A.A. groups, and obtaining the services of an alternate Chairperson.
2. Holding regular Committee meetings at monthly intervals, or as needed.
3. Regularly attending the monthly District business meetings to report on Committee business and activities.
4. Acquire and place a copy of all relevant materials from district meetings into the archives.
5. Attend two area quarterly meetings to share experience with other districts in this service area.
6. Coordinate with other district archivists and with the Area Archivist.
7. Following the guidelines as outlines in the G.S.O. Archives Workbook (M-44), Guidelines (M-17), G.S.O. literature on digitizing archives, preservation guidelines, and aa.org archives section.

Event Chairperson Duties:

1. Contact venue and secure dates for Spring Sponsorship & Service Workshop and Feast, Fling & Fellowship (and any other events District 23 may have).
2. Schedule and prepare for the event planning meeting for each event
3. Invite people to attend the event planning meetings and to volunteer to help with the event, including chairing different committees.
4. Attend each District 23 business meeting (or sending an alternate) and presenting a report to that body.
5. Have fun!

Website Chairperson

Purpose: To serve as a trusted servant, responsible for helping to keep its members informed through the District website d23ne.org.

Duties:

1. Carry the message through D23NE.org website by providing information for members and the public.
2. Communication items include: current meeting list, service committee resources and activities, monthly newsletter and upcoming events.
3. Coordinates with Webmaster for technical administration.
4. Collaborates with District members on content, policy and procedures.
5. Attending each District 23 business meeting (or sending an alternate) and presenting a report to that body.
6. Attend each District 23 business meeting (or sending an alternate) and presenting a report to that body.

Intergroup Representative

Purpose: Trusted servant to report information from Intergroup to District 23 and vice versa.

Duties:

1. Attend the Intergroup Meeting the first Monday of every month.
2. Type the report and email it to the District 23 Secretary to be included in the minutes for the monthly District 23 meeting.
3. Also, make a copy and email it to the District 23 Newsletter Chairperson to be included in the newsletter for District 23.
4. Attend the District 23 Meeting the first Thursday of every month.
5. Bring any information from District 23 to Intergroup Meeting.

Newsletter Chairperson

Purpose: To provide a monthly newsletter to District 23 and the website

Duties

1. Must have access to a computer and have minimal typing skills.
2. Attends District 23 monthly meetings or sends an alternate.
3. Solicits articles from AA members for use in the newsletter.
4. Electronically sends the newsletter to the printer in a pdf format and in a timely manner.
5. Physically picks up the newsletter for distribution at the monthly District 23 meeting so GSRs can take back to their groups.
6. Electronically sends the newsletter to the webmaster for uploading to the website. This should be done shortly after the monthly meeting allowing district committee chairs and GSRs to have access first. The remainder of the newsletters are taken to Chapter VI and placed in the literature racks.
7. Previous journalism experience is not necessary, only a willingness to carry the message.
8. The Newsletter belongs to all members of District 23. Therefore, it must at all times seek to enlighten, entertain, educate, and inform the members of the District in an honest straightforward manner.
9. The time to do this job depends on how many fingers that you can type with. It usually takes about 2 hours per week. For each issue, the work typically adds up to about 8 hours. Please note that issues are currently monthly.

Mini-Workshop Chairperson

Purpose: To provide regular fellowship sponsored by the District

1. Organize and provide 9 Workshops/year which includes lunch and speaker.
2. Provide information about recovery and service to members.
3. Create a fun afternoon of fellowship that enhances members sobriety
4. Attending each District 23 business meeting (or sending an alternate) and presenting a report to that body.