

## **District Committee Member (DCM)**

*The District Committee Member (DCM) is an essential link between the group GSR and the Area Delegate to the General Service Conference. As leader of the district committee, made of all GSRs in the district, the DCM is exposed to the group conscience of the 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.*

*From Page S31 of the AA Service Manual*

### Qualifications

- It is recommended that that DCM have served as a GSR.
- 4-5 years sobriety is recommended.
- It is a challenging and time-consuming position that should not be undertaken lightly.

### Duties

- Represent District 32 on the Area 51 Committee.
- Serve on assigned Area Subcommittee.
- Attend all district meetings (six per year) and area assemblies (two per year) and area committee meetings. (Four per year)
- Acts as Chairman of the District Committee and all district meetings.
- Keep GSRs fully informed on all Conference and Area activities.
- An additional detailed list of the full responsibilities of a DCM can be found in your service manual on page S32.

### Term

- Two years

## **Alternate District Committee Member (Alt DCM)**

### Qualifications

- It is recommended that that the Alt-DCM has served as a GSR.
- 3-4 years sobriety is recommended.
- It is also challenging and time-consuming position that should not be undertaken lightly.

## Duties

- Stand ready to fulfill the DCMs responsibilities in the absence of the DCM.
- Serve on assigned Area Subcommittee.
- Attend all district meetings (six per year) and area assemblies (two per year) and area committee meetings. (Four per year)
- The Alternate DCM is charged with supporting and maintaining our Hotline Service.
- Keep a list of all Hotline volunteers.
- The Alternate DCM acts as Registrar, maintaining all group information with the Area, and GSO.

## Term

- Two years

## **District Treasurer**

### Qualifications

- It is recommended that that the Treasurer has served as a GSR.
- It is recommended that that the Treasurer has served as home group treasurer.
- 2-3 years sobriety is recommended.
- Experience with computers is a plus, but not a requirement.

### Duties

- The treasurer maintains the District's budget.
- Balances our checking account.
- Pays all bills on time and in full.
- Actively checks on and maintains our mailbox.
- Creates a clear and easily understandable report of District finances for each district meeting.
- Oversee the annual budgets for District committees.
- Reimburses expenses of the DCM and other district officers.
- At the end of each Treasurer's term, the Prudent Reserve be re-calculated based on the average six-month expenses incurred by the District over the previous two years.

### Term

- Two Years

## **District Secretary**

### Qualifications

- It is recommended that that the Secretary has served as a GSR.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- 2-3 years sobriety is recommended.
- Experience with computers is a plus, but not a requirement.

### Duties

- Maintain accurate minutes of each district meeting.
  - Per past Advisory Action minutes should reflect the format of Area 51.
- Call the role at each district meeting.
- Prepare a written copy of the minutes for distribution within 2 weeks of each district meeting.
- Maintain the archive of past minutes and up date the on going list of Advisory Actions.
- Maintain a master contact list of all district committee members.
- Ensure all members of the committee are receiving all information that is sent out.
- Print and mail hard copies of minutes and announcements to any committee member who does not have access to the Internet.

### Term

- Two years

## **Cooperation with the Professional Community/Public Information Chair (CPC/PI)**

### Qualifications

- It is recommended that that the Chair has served as a GSR.
- 2-3 years sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- The CPC/PI Chair should have knowledge of AA literature and service material or a willingness to learn it.
- Experience with public speaking is a plus, but not a requirement.

### Duties

- Manage \$450 Annual budget
- Acts as the chief point of contact between the larger community and AA in our district.
- Responds to all requests that come in to the district through our website or hotline.
- Chair manages a monthly meeting of the CPC/PI Subcommittee
- Attracts volunteers and home group representation to the Subcommittee.
- Makes the district and its groups aware of all opportunities for service within CPC, and PI.
- Works towards fulfilling the Subcommittee's purpose as detailed in the CPC and PI workbook and AA Guidelines for CPC and PI.
- Present a report to the District Committee at each meeting.

#### Term

- Two years

### **Alternate CPC/PI Chair**

#### Qualifications

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- The Alt Chair should have willingness to study AA literature and our service material.
- Experience with public speaking is a plus, but not a requirement.

#### Duties

- Support the Chair in their duties.
- Stand ready to fulfill the Chair's duties in absence of the chair.

#### Term

- Two years

### **Corrections Committee Chair**

#### Qualifications

- It is recommended that that the Chair has served as a GSR.
- 2-3 years sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.

- Experience with prison meetings is a plus, but not a requirement.
- You DO NOT need to have been in jail or prison to hold this position.

#### Duties

- Manage Annual budget of \$450
- Attends the annual Corrections convention.
- Chair manages a monthly meeting of the Corrections Subcommittee
- Attracts volunteers and home group representation to the Subcommittee.
- Makes the district and its groups aware of all opportunities for service with alcoholic prisoners in need.
- Acts as the chief point of contact between the prisons and jails that we carry meetings to.
- Assists in paperwork required for volunteers to participate.
- Looks for new opportunities to be of service to alcoholics in the corrections community.
- Works towards fulfilling the Subcommittee's purpose as stated in the corrections workbook and AA Guidelines for Corrections.
- Present a report to the District Committee at each meeting.

#### Term

- Two years

### **Alternate Corrections Committee Chair**

#### Qualifications

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- Experience with prison meetings is a plus, but not a requirement.
- You DO NOT need to have been in jail or prison to hold this position.

#### Duties

- Support the Chair in their duties.
- Stand ready to fulfill the Chair's duties in absence of the chair.
- Learn

#### Term

- Two years

### **Treatment Facilities Coordinator**

## Qualifications

- It is recommended that that the Coordinator has served as a GSR.
- 2-3 years sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- Experience with treatment meetings is a plus, but not a requirement.
- You DO NOT need to have been in treatment to hold this position.

## Duties

- Manage Annual Budget of \$200.00
- Acts as the chief point of contact for the treatment community in our district.
- Makes the district and its groups aware of all opportunities for service with treatment facilities.
- Attracts volunteers and home group participation to treatment work.
- Maintains up to date lists what groups are covering what meetings at all treatment facilities.
- Looks for new opportunities to be of service to alcoholics in the treatment community.
- Works towards fulfilling the purpose of a Treatment committee as stated in the Treatment workbook and AA Guidelines for Treatment Committees.
- Present a report to the District Committee at each meeting.

## Term

- Two years

## **Alternate Treatment Facilities Coordinator Qualifications**

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- Experience with prison meetings is a plus, but not a requirement.
- You DO NOT need to have been in treatment to hold this position.

## Duties

- Support the Chair in their duties.
- Stand ready to fulfill the Chair's duties in absence of the chair.
- Learn

## Term

- Two years

## **Webmaster**

### Qualifications

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- Experience with computers a must.

### Duties

- Maintain our District Website.
- Chair of the Website Sub-committee
- Update and keep current all announcements and information on our site.
- Update and keep current our Meeting Schedule.
- Work with the Secretary and the DCM to confirm all meetings on our schedule are active and accurately represented on the meeting list.

### Term

- Two years

## **Grapevine Representative**

### Qualifications

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.

### Duties

- Chair Grapevine Committee
- Manage annual budget of \$425.
- Perform a service for AA members – bringing them Grapevine literature
- Create awareness of the Monthly Magazine, Grapevine Books, and audio materials.
- Act as liaison with the Area Grapevine Rep
- Encourage AA member participation with the Grapevine.

### Term

- Two years