

District 30 - Area 75 - Alcoholics Anonymous

District Committee Handbook

Rev 4/04/13

The district committee is made up of the following elected positions and nominated committee chair positions. The elected positions (via Robert's Rules found in the AA Service Manual) serve a term of 2 years beginning January 1st of even number years and ending December 31st of the following odd number year. The committee chairs generally serve the same time frames. Committee chairs can be appointed or voted upon based on the DCM's discretion.

Elected Positions

DCM – District Committee Member

Suggested to have at least 5 years of sobriety, a working knowledge of the traditions, and have experience at the group and district levels of AA.

Schedule and lead the monthly district meeting (often called the GSR meeting).

Fill the committee chair positions by appointment or vote.

Attend all Area assemblies (Pre-Conference, Conference, Summer, Fall, and Winter) and encourage others to attend from the district including the district elected positions, committee chairs, and all district GSRs.

Attend the DCM Sharing session at the Area Winter Service Assembly.

Encourage groups within the district to participate in the service structure of AA by having an active GSR.

Ensure each group's information is correct at GSO.

Can be one of the three signers on the district checking account.

Alt DCM – Alternate District Committee Member

Suggested to have at least 5 years of sobriety, a working knowledge of the traditions, and have experience at the group and district level of AA.

Fill in when the DCM is absent. Serve as DCM in the event the current DCM steps down.

Attend the DCM Sharing Session at the Area Winter Service Assembly.

Can be one of the three signers on the district checking account.

Treasurer

Suggested to have at least 2 years of sobriety and a job.

Maintain the district checking account and be one of the three signers on the account.

Deposit donations into and pay district expenses/reimbursements out of the district checking account.

Record donations and expenses for monthly/annual reporting to the district.

Secretary

Suggested to have a laptop to take notes with.

Take notes (minutes) during the monthly district meeting. Incorporate reports from the committees into the district meeting minutes. Email out to the district contact list within 2 days after the district meeting.

Distribute a sign-in sheet (contact list) including name, position, group, email address, and phone number at each district meeting. Keep a spreadsheet of updated information that's included in the district meeting minutes email.

Have previous district minutes available (hardcopy or electronic) for reference during the district meetings.

Remove the treasurer's report and contact list from the version of the district meeting minutes that is provided to the district webmaster for posting on the district website.

Committee Chair Positions

Hotline

Manage the district virtual land line and prepaid cell phone setup to ensure the district hotline (answerable via pre-paid cell phone) is manned by either the hotline chair or volunteer(s). Monthly or bi-monthly rotation seems to work well.

Provide to whomever has the hotline phone updated meeting information (AA, Al-Anon and Al-ateen), 12-step call lists (both men and women) and detox information.

Make sure a call log is kept for reporting the monthly call volume and call type to the district.

Ensure sufficient service days and minutes are loaded onto the pre-paid cell phone.

Archives

Keep possession of district archives and add additional appropriate materials.

Display district archives at district conferences and workshops.

Record old-timer stories and speaker meetings.

Forward copies of district archives to Area archives chair and Area archivist upon request.

Grapevine/Literature

Maintain an inventory of back issued Grapevines for distribution to those heading to jail and treatment AA meetings.

Promote Grapevine subscriptions.

Keep AA literature order book/forms on hand.

Inform district of new GSO approved literature.

Corrections

Schedule AA members to lead the weekly men's and women's meeting at correctional facilities.

Maintain dialogue with the correctional facilities so the clearance process is up to date and any issues are being addressed by both ends.

Encourage additional AA members to apply for clearance and to attend the correctional AA meetings.

Treatment

Schedule AA speakers for weekly treatment AA speaker meetings.

Maintain dialogue with treatment staff so things continue to run smoothly.

Encourage additional AA members to attend and speak at these weekly meetings.

MAICO

Attend the monthly Maico Rep meeting in Madison and report back to the district what's going on with Maico.

Special Needs

Receive all district AA special needs requests and assist.

Maintain a contact list for foreign language, deaf, blind, etc resources.

Webmaster

Maintain the district AA website, currently www.rockcoaa.org

Post new event fliers and keep the meeting schedule up to date.

Keep domain registration and web hosting contracts up to date.

PI/CPC

Ensure the AA meeting information in the Saturday Janesville Gazette is up to date.

Be available to attend any professional fairs and assist with local governmental matters/committees when requested.

Get meeting schedules out to local churches, doctors offices, hotels, etc.