

District 8 Guidelines

Service positions:

DCM 5 yrs sobriety

The District Committee Member is an essential link between the group's GSR and the Area's Delegate to the General Service Conference. As leader of the District Committee, Made up of all GSR's in the district, The DCM is exposed to the group conscience of the district. The DCM is an AA man or woman who usually has served as a GSR and whom the other GSR's wish to make responsible to their district activities. The DCM cannot be a current GSR. Qualifications: (1) a background in AA service work that goes with the GSR job; (2) enough sobriety (say 4 to 5 years) to be eligible for election to Area Chair; (3) the time and energy to serve the district well. The DCM chairs the monthly district meeting, following the Guidelines and district meeting format. Assists Committee Chairs.

Alt DCM 3 yrs sobriety

Assist new GSR's and explain GSR District Information Packet.

Treasurer 5 years sobriety

Accepts the donations from the groups, pays the district bills, and maintains a bank account. Prepares a report monthly submitted to the GSR's at the district meeting.

Alt Treasurer 3 yrs sobriety

Secretary 2 yrs sobriety

Records the minutes from the district meeting, noting motions that pass and fail. Maintains a mailing list consisting of the district officers, GSR's, and group contact persons. Mails or e-mails a copy of the minutes each month to GSR's or group contact person and the District Committee Members.

Alt Secretary 2 yrs sobriety

Bridging the Gap Chair 4 yrs sobriety

Maintains a working relationship with the Area Bridging the Gap Chair, District Correctional Facility Chair and the District Treatment Facilities Chair. Maintains and list of alcoholics in our district that are willing to accept calls that come in from GSO and the Area for our district.

Alt Bridging the Gap Chair 2 yrs sobriety

PI/CPC Chair 4 yrs sobriety

Maintains a working relationship with the Area PI and CPC Chairs.

Public Information:

Committee members: The first qualification of doing PI, or any other service work is sound sobriety. All committee members need to be thoroughly familiar with the AA program and able to provide *consistent and accurate information about the Fellowship*. Experience in public relations is not essential. An understanding of the Twelve Traditions, including a firm grasp of the Anonymity Traditions is most important. This is often enhanced through committees studying basic PI material together.

PI visits: Some examples of visits might include schools, local businesses, church and civic groups. Where no CPC committee exists, PI committees might also be in contact with professionals; such as clergy, health care providers, lawyers and teachers. In advance of initial contacts, PI committees often distribute a simple letter describing their availability and how interested persons can make contact for more information. They might also plan a visit by two or more committee members.

A PI visit might include distribution of AA literature, a brief talk and/or showing an AA video. It is essential that participating AA's agree on the basic outline for the visit, and are familiar with the details in "Speaking at non-AA Meetings" and "Understanding Anonymity."

Cooperation with the Professional Community:

Members of these committees provide information about AA 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 do, and what we cannot do.

Alt PI/CPC Chair 2 yrs sobriety

Corrections Chair 4 yrs sobriety

Maintains a working relationship with the Area Corrections Chair. Coordinates with the county and state correctional facilities for AA meeting scheduling, clearances, and contact with the county and state correctional facilities.

The purpose of a correctional facilities committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger AA community through prerelease contacts.

Alt Corrections Chair 2 yrs sobriety

Telephone Answering Service Chair 4 yrs sobriety

Sharing on this question varies: one or two members who may be responsible; an answering service committee may handle matters; or the answering service may be the responsibility of the district general service committee. Even when the responsibility of the service is assumed by one or two members or a committee (regardless of what it may be called), it is suggested that one person appointed by the committee or group involved should make the arrangements, have all later contacts with the answering service, or pay the bills. This is to avoid confusing the answering service personnel. Maintains a list of AA's in the district that are willing to accept calls that come in to the answering service.

Alt Telephone Answering Service Chair 2 yrs sobriety

Treatment Facilities Chair 4 yrs sobriety

Treatment facilities committees are formed to coordinate the work of individual aa members and groups who are interested in carrying the message of recovery to alcoholics in treatment facilities, and to set up means of "bridging the gap" from the facility to an AA group in the individual's community.

Alt Treatment Facilities Chair 2 yrs sobriety

District Records Keeper/Archivist 2 yrs sobriety

Maintains past and present group and district information, group information forms and District Committee Information List. Submits group and/or GSR updates to the Area. Submits new Group Information Sheets to the Area and GSO.

Alt District Records Keeper/Archivist 2 yrs sobriety

These recommendations for the District Officers and Committee Chair job description and length of sobriety are taken from The World Service Handbook, GSO Guidelines, The Twelve Traditions, and the Twelve Concepts.

The district will attempt to conduct the district meeting utilizing Robert's Rules of Order.

All business will be as follows: First a MOTION is needed, a SECOND must be made (showing favor os said motion and the desire to discussion), DISCUSSION (once information is repeated in discussion, the DCM will halt discussion and ask the floor, "Is there any new ideas not yet discussed?" When there are no new ideas, the DCM will ask for a motion to table the vote until the groups conscience can be heard at the next district meeting.

MOTIONS without SECONDS die and there is no discussion.

Those eligible to make a motion:

DCM or alternate

Committee Chair or alternate is Committee Chair is not present

GSR or alternate is GSR is not present

Group contact

Once the groups have reached a Group Conscience and the tabled motion is brought up for vote, the DCM will once more ask for new ideas which have not been heard. Once there are no new ideas, the matter will be put to vote.

The following are eligible to vote:

GSR's or alternate if GSR is not present

Committee Chairs or the alternate if committee chair is not present

After the vote if there are any opposed they will be asked to give a MINORITY OPINION, stating why they disagree. Once finished, the DCM will ask if any that voted in majority would like to call for another vote. If no one who voted in majority wishes to call for another vote, the original votes stands.

Guidelines are a set of recommendations for the District to utilize in conducting business without getting bogged down in procedural issues that come up frequently. The Groups can change these to suit their needs by announcing for one month the desired change and then voting on it. Individual recommendations can be waved on a one time basis for the District to be able to conduct business.

The District will hold bi-annual election's for its officers and committee chairs. This timing is so that Area Officers and District Committee Chairs are not both newly elected at the same time thus ensuring support from the Area for newly elected District Committee Chairs. On even calendar years election of Committee Chairs will be held and District Officer's will be on od calendar years. District Officers are DCM, Treasurer, Secretary, Records Keeper/Archivist, and their alternates.

No Officer or Committee Chair may hold a position within the district for more than 2 years at the time of election, thus someone taking over mid-term may complete a full term in that office or the election of a new Committee Chair or Officer may be held at the scheduled interval.

Any Officer or Committee Chair that drinks or otherwise changes their sobriety date will be asked to step down and replaced.

New motions that are relevant to how the District conducts business will be added to the Guidelines.