

DISTRICT 12 OPERATING GUIDELINES

District 12, Area 21, East Central Illinois
Original publishing: August 2016
Approved by District conscience:

DISTRICT 12, AREA 21, East Central OPERATING GUIDELINES

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Purpose of Guidelines

The purpose of this document is to provide minimum guidelines for the administrative and operating procedures in coordination of activities of Southern Illinois Area 21, District 12 of Alcoholics Anonymous. The guidelines are suggestive in nature and subject to review, revision and exception at the will of the group conscience of District 12.

Much of the contents of these guidelines are based in the experience, strength, and hope of District 12 combined with the following A.A. Districts: District 4, Area 71 (WI), Northern IL Area 21, Akron Multidistrict (OH), District 8, Area 27 (LA) and, District 21, Area 58 (OR).

The purpose of these guidelines is to enable District 12 to conduct orderly and timely business meetings, provide an avenue for ideas to be expressed in a coherent manner and provide for change. These guidelines cover all aspects of District 12's business and related affairs.

District 12 shall be continually guided by the General Warranties contained in Concept XII of the Twelve Concepts, namely that the District shall observe the spirit of A.A. Traditions, taking care that the District "never become the seat of perilous wealth or power, that no District member ever be placed in a position of unqualified authority over any others; that all important decisions be reached by discussion, vote and wherever possible by substantial unanimity; that no District action be personally punitive or an incitement to public controversy; that it shall never perform any acts of government; and that it shall always remain democratic in thought and action".

PREFACE

District 12 has no authority on its own account; it is derived from the participating groups or A.A. as a whole. Decisions within District 12 shall be made by the group conscience of the District Members involved.

Ever mindful that the reason for A.A.'s General Service Structure is to be of service to the fellowship of Alcoholics Anonymous, the District shall always observe the spirit of the Twelve Steps, Twelve Traditions and Twelve Concepts for World Service. In the absence of specific indications in the Guidelines of District 12, the latest edition of the A. A. Service Manual may be relied upon.

DISTRICT 12 GEOGRAPHIC BOUNDARIES

The District is a geographical territory within Illinois, Area 21, of Alcoholics Anonymous. The District Committee is responsible to serve all the AA groups residing in this geographical territory. Currently, our District covers serving Champaign County and parts of Coles, DeWitt, Douglas, Ford, Piatt and Vermilion counties.

DISTRICT 12 COMMITTEE OFFICERS AND MEMBERS

The District 12 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 12 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:
 - Archives
 - Answering Service
 - Grapevine
 - Public Information/Cooperation with the Professional Community
 - Treatment Facilities
 - Correctional Facilities
 - Newsletter
 - Meeting List
 - Website
- Past DCMs

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.

- District 12 Officer and Alternate positions shall be sought by the District Committee and approved through the regular District election process.

- GSRs and Alternates shall be elected through each group's regular election process for its officers.
- Committee Chairpersons and Alternates shall be sought by that standing committee among its members and approved by the District committee through its regular voting process.

Special Committees

Additional ad hoc committees might be formed to address specific issues or help District 12 perform a special task. These committees do not have permanent standing and generally do not have budgeted funds. Formation of such a committee will be submitted to the DCM to be placed on agenda.

Absences of Officers or Committee Chair

If a District 12 Committee Officer or Committee Chair cannot attend a District meeting, it is suggested you notify the Secretary of your absence and give them your report so that the information can still be provided at the meeting. If you miss more than 4 meetings in a year or 8 meetings per term the member can be removed from that position upon a motion and simple majority vote.

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 Committee Chairpersons

The resignation of a Committee Chairperson will be filled by the alternate upon a motion and simple majority vote, 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 12 suggests that any elected Officer or Committee Chairperson who misses two consecutive meetings will be contacted by the DCM, Alternate DCM or another Officer before the next meeting. If there is no successful contact to reach that member, and the member does not come to the next meeting they can be removed from that position upon a motion and simple majority vote.

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

Elections

Officers shall be Nominated at the November meeting of even numbered years, the election will take place in December and shall take office on the following January 1. They shall hold office for their elected term, unless removed for cause or otherwise leave office.

ELIGIBLE VOTERS

1. Only duly elected GSRs, DCMs, Officers, Committee Chairs or alternates may vote in District 12 decisions or elections.
2. GSR's are afforded 1 vote per group properly represented and registered at the election. Alternate GSRs or DCMs may not vote if the GSR or DCM is voting.

THIRD LEGACY PROCEDURE

Elections shall be by Third Legacy Procedure as described in the AA Service Manual (p. S20).

1. The names of eligible candidates shall be posted. All eligible voting members cast written ballots, one vote per candidate.
2. The first candidate to receive two-thirds (67%) of the total vote is elected.
3. Withdrawals start after the second ballot. If any candidate has received less than one-fifth (20%) of the total vote, his or her name is automatically withdrawn, except that at least two candidates must remain on the ballot. (In the case of a tie, the top two candidates and all tied runners up remain on the ballot)
4. After the third ballot, candidates with less than one-third (33%) of the total vote will be withdrawn, except the top two candidates and any tied runners up must remain.
5. After the fourth ballot, if no candidate has two-thirds (67%) of the total vote, the candidate with the smallest total is automatically withdrawn, except the top two candidates and all tied second place candidates remain. At this point, the Chairperson shall ask for a motion, requiring a second, and with a simple majority vote (51%) a fifth ballot shall be conducted. If this motion is defeated, balloting is over and the choice is made by lot – “going to the hat.” If the motion carries, a fifth and final ballot is conducted.

6. If after the fifth ballot no candidate received two-thirds (67%) of the total vote, the Chairperson announces that the choice will be made by lot (from the hat). The top two candidates and any ties remain.
7. One name is drawn and the person chosen shall be elected

DISTRICT 12 COMMITTEE OPERATIONS

The committee will meet monthly on the 3rd Sunday at 1714 W. Springfield Ave., Champaign, IL at 2:00pm; the meeting will typically last until 3:00 pm but no later than 3:15 pm.

The District Committee meeting will be chaired by the DCM; or, in his/her absence, by the Alternate DCM or a designated officer. It will be conducted under parliamentary procedures. Prior to the meeting, the DCM will prepare an agenda of business that the Secretary will distribute to all District Committee members with the meeting minutes of the previous month. 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, welcoming of new members, reading and approval the previous meeting's minutes, review and approval of current monthly Treasurer's report, Group/GSR reports and Committee reports, unfinished old business/new business.

Suggested District 12 Meeting Format

The DCM should prepare an agenda in advance for the Secretary to distribute to all the district members.

The DCM may alter the order and procedure of the District Meeting format if necessary when special circumstances arise.

The DCM should strive to keep the District meeting limited to one hour, always remembering the trusted servants who attend district are volunteers and therefore to be respectful of their time.

All District Members and GSR's of the registered groups may vote. The Alternates are only allowed to vote in the event that the Committee Officer, Chair or GSR is not present.

- I. Moment of Silence, Serenity Prayer
- II. Read Short Form of Traditions 5, 7, 12
- III. Welcome New Members to District

- IV. DCM Report (does not require a motion to approve)
- V. Alternate DCM Report (does not require a motion to approve)
- VI. Secretary Report (requires a motion to approve minutes)
- VII. Treasurer Report (requires a motion to approve)
- VIII. Committee Chair Reports - (Limited to 2 minutes, does not require a motion to approve)
 - a. Answering Service
 - b. Archives
 - c. Correctional Facilities
 - d. Grapevine
 - e. Meeting List
 - f. Newsletter
 - g. PI/CPC
 - h. Treatment Facilities
 - i. Website
- IX. GSR Reports – (Limited to 2 minutes, or the DCM may simply ask if any GSRs have items to discuss, rather than calling each group individually)
- X. Ask everyone to turn in their reports
- XI. Old Business
- XII. New Business
- XIII. Close with the Responsibility Statement

Motions and Voting

I. Motions – a motion is a proposal that the District takes a specific action.

- a. Only voting members at District can make a motion.
- b. A motion must be followed by a second. The Secretary should record who made the motion and who made the second.
- c. If a motion is not seconded, the motion fails for a lack of a second.
- d. If seconded, the DCM or presiding officer shall ask for further discussion.
- e. Once further discussion has been held with a limit to 2 minutes per person, the motion is put to a vote.
- f. Motions pass or fail by simple majority.
- g. If a vote is not unanimous, the minority opinion is given a chance to make a point. Only those voting for the minority position may speak with a limit to 2 minutes per person; this should not be time for further discussion.
- h. Once the minority opinion has been given a chance to speak, the DCM will ask if anyone voting for the majority wants to change their vote.
- i. If no one changes their vote, the motion passes.
- j. If someone changes their vote, a new vote is held. The new vote passes or fails by simple majority. There is no third vote.

Note: Although simple majority is sufficient, at the District level, to pass a motion; the principle of substantial unanimity should be kept in mind. If a motion is truly controversial, it is sometimes best to table the issue for a month to give people a chance to reflect.

II. Amending a motion

- a. A motion can't be changed just by saying "oh yeah I meant something else" midway through the process. If a motion needs to be amended, the person who made the motion should do so. If the motion is amended, it needs to be seconded as well.

III. Tabling a motion

- a. Postpones the motion until the next meeting.
- b. A motion to table is not debatable.
- c. A motion to table requires a simple majority vote.

Table of Parliamentary Procedure

To do this:	You say:	When another has the floor?	Second required?	Discussion?	Amendable?	Vote
Make a motion	I move that...	No	Yes	Yes	Yes	Majority
Amend a motion*	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Withdraw a motion	I wish to withdraw my motion		No	No	No	Majority
End discussion**	Call the question	No	Yes	No	No	2/3
Object to an error in procedure	Point of order	Yes	No	No	No	No vote, Chair Decides
Table an item	I move we table this...	No	Yes	No	No	Majority
Bring back tabled item	I move we take from the table...	No	Yes	No	No	Majority
To nominate	I would like to nominate....	No	No	Yes	No	Majority
To close nominations	I move that nominations be closed for...	No	Yes	No	Yes	2/3
Send to committee	I move we refer this to a committee	No	Yes	Yes	Yes	Majority

Amendments to the Guidelines

The Guidelines may be amended at any District 12 Business Meeting, by a majority vote of the voting membership.

Officers and Committee Chairs

DISTRICT 12 OFFICERS, DISTRICT COMMITTEE MEMBER, and 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.

Qualifications:

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

Duties and Responsibilities: [Time Commitment: 20-40 hours a month]

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 recommended that the DCM:

- Attend all District meetings and area assemblies
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Frequently visits groups in the District, personally or with help from Volunteers, 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
- DCM Kit/Visitation Kits
- The Area Delegate will supply the DCM with the Conference report and other Area and GSO related information

DISTRICT 12 OFFICERS, ALTERNATE DISTRICT COMMITTEE MEMBER, and 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 DCM's responsibilities at District and area meetings." – AA Service Manual

Qualifications:

- Has usually served as a GSR
- Usually a minimum of four years of continuous sobriety
- the time and energy to serve the geographical district well
- the willingness and ability to serve a two year term
- holds no other District committee service position

Duties and Responsibilities: [Time Commitment: 15-30 hours a month]

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
- 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, personally or with Volunteers
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- 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,
Alternate DCM Kit
Visitation Kits

DISTRICT 12 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:

- Has usually served as a GSR or previous service as a District Standing Committee chair
- Usually a minimum of one year sound, continuous sobriety
- the time and energy to serve the geographical district well
- the willingness and ability to serve a two year term
- good organizational, communication, and basic computer skills including MS Word and Excel
- holds no other district committee service position

Duties and Responsibilities: [Time Commitment: 3-4 hours a month]

It is recommended that the Secretary:

- Attend all District meetings
- 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 and agenda to the all members of District to review for approval two weeks prior to the next scheduled district meeting.
- Distribute and collect all reports at each meeting

Supplies/Budget:

- Secretary expenses include copies of minutes, postage, envelopes, and CDs for keeping of audio minutes
- Secretary Kit
- Welcome Kits
- access to a computer and email
- Digital recorder for recording meeting minutes, recorder instruction booklet, and microphone (Archives may also use)

DISTRICT 12 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:

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

Duties and Responsibilities: [Time Commitment: 2-3 hours a month]

It is recommended that the Treasurer:

- Attend all District meetings
- Keep accurate account of all income and expenses
- Assist the DCM/Alt DCM to inform and encourage groups about self-support through contributions
- Pay District expenses as approved by the budget
- Uphold and assist the District Committee in adhering to the approved budget
- Checks the Post Office Box regularly for bills and contributions
- 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
- Treasurer Kit
- Key to the Post Office box
- access to a computer and email

DISTRICT 12 STANDING COMMITTEE CHAIRPERSON, ANSWERING SERVICE

Description:

"An A.A. Answering service offers a local gateway to reach Alcoholics Anonymous. The service receives inquiries from those seeking help and may refer callers to a nearby A.A. group or may have a twelfth stepper contact them."-- AA Guidelines

Qualifications:

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

Duties and Responsibilities: [Time Commitment: 4-6 hours a month]

It is recommended that the Answering Service:

- Attend all district meetings
- Has frequent and open communication with district officers, committee chairs, and GSRs
- Familiar with AA literature pertinent to Twelfth step work, Twelve Steps, Traditions and Concepts
- Responsible for updating the volunteer list quarterly to the Vendor
- Keep record of how many calls we receive to distribute a call statistics report to the District in June and December.
- Distribute Volunteer Sign up sheet's quarterly when updating volunteer list
- Maintain and accurate Hotline Resource sheet for Volunteers
- Update the Contract when you take office with the Vendor
- Follow the established AA guidelines for Answering Service

Supplies and Budget:

- Answering Service Kit
- Microsoft Excel and Word
- Computer and Email access
- Budget monies set aside for the committee by District.

DISTRICT 12 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:

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

Duties and Responsibilities: [Time Commitment: 4-6 hours a month]

It is recommended that the Archivist:

- Attend all district meetings
- Has frequent and open communication with district officers, committee chairs, group Archive representatives and GSRs
- 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
- Responsible for the collection, the documents and artifact 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 set aside for the committee by District.

DISTRICT 12 STANDING COMMITTEE CHAIRPERSON, CORRECTIONAL FACILITIES

Description:

"The purpose of a corrections committee is to coordinate the work of individual A.A. 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 A.A. community through prerelease contacts"-AA Guidelines

Qualifications:

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

Duties and Responsibilities: [Time Commitment: 6-8 hours a month]

It is recommended that the CFC Chair:

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, group CFC representatives and GSRs
- Has frequent and open communication with Area and GSO CFC Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs and group CFC representatives
- Help to keep Correctional meeting list updated
- Coordinate Volunteers for all Jail meetings in our District
- Conduct Outreach to all Correctional Facilities in our District for new opportunities to go "behind the walls"

Supplies/Budget:

- File box to keep extra pamphlets and literature
- Corrections Kit
- Budget monies set aside for the committee by District

DISTRICT 12 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 Givers 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:

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

Duties and Responsibilities: [Time Commitment: 2-3 hours a month]

It is recommended that the GV Chair:

- Attend all district meetings
- Has frequent and open communication with district officers, committee chairs, group Grapevine representatives and GSRs
- Has frequent and open communication with Area and GSO Grapevine Committee Chairs
- Familiar with AA Grapevine literature, Twelve Steps, Traditions and Concepts
- Introduce Grapevine literature and service pieces to GSRs and group Grapevine representatives

Supplies/Budget:

Grapevine Kit

Budget monies set aside for the committee by District

DISTRICT 12 STANDING COMMITTEE CHAIRPERSON, MEETING LIST

Description:

The Meeting List committee keeps accurate, up to date information on meeting list times and locations. Meeting Lists are printed on an as needed basis and brought to the fellowship corner for GSR's to disperse at meetings throughout the district. This committee also works with the website committee to ensure a printable PDF form is updated monthly and posted on the District 12 Website.

Qualifications:

- Has usually served or currently serving as a GSR or active member of AA with group service experience
- Usually a minimum of 6 months sound, continuous sobriety
- Time and energy to serve the Geographical district well
- Willingness and ability to serve a two year term

Duties and Responsibilities: [Time Commitment: 2-3 hours a month]

- The meeting schedule should identify meetings as open or closed, list meeting type/format and location address.
- Print and distribute a set amount of meeting lists quarterly, rotating colors and using the pre-determined format to be distributed to the GSR's.
- 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.

It is recommended that the Meeting List Chair:

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, and GSRs.
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Checks and reply to emails on District12 meeting list email account on a regular basis
- Has frequent and open communication regarding meeting list changes with the website committee.
-

Supplies/Budget:

- Meeting List Kit
- Access to computer, email and Microsoft word programing
- Budget monies set aside for the committee by District

DISTRICT 12 STANDING COMMITTEE CHAIRPERSON, NEWSLETTER

Description:

The Newsletter Committee welcomes articles from the fellowship of District 12. They select articles for publication, and reserve the right to edit them for grammar, readability, and content.

Qualifications:

- Has usually served or is currently serving as a GSR or active member of AA with group service experience
- A minimum of one year sound, continuous sobriety
- The time and energy to serve the geographical district well
- Willingness and ability to serve a two year term
- Strong writing and editing skills
- Strong time management skills, in particular, the ability to work on a deadline

Duties and Responsibilities: [Estimated time commitment: 6-8 hours per issue]

- Recruits other committee members to provide the following types of content: gathering/producing original articles, summaries of AA history, Anniversaries of members in the District, and announcements about local meetings
- Solicits article contributions from members within the district
- Communicates with other committee members by phone or email concerning newsletter content and deadlines for submission
- Edits content using a desktop publishing program
- Ensures that the newsletter's content always conforms with A.A.'s 12 Traditions
- Proofreads content prior to submission of electronic copy to printer
- Provides the Website chair with a PDF of each issue to post on the district website
- Picks up and distributes printed newsletters from the printer, or recruits a committee member for that duty
- Communicates with District Treasurer regarding billing by the printer

It is recommended that the Newsletter Chair:

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, and GSRs
- Has frequent and open communication with Area and GSO Newsletter Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts

Supplies/Budget:

- Access to computer with word processing/desktop publishing software (Open Office or Microsoft Office) and internet/email access
- Newsletter Kit

- Budget monies set aside for the committee by 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:

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

Duties and Responsibilities: [Time Commitment: 6-8 hours a month]

It is recommended that the PI/CPC Chair:

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, group PI/CPC representatives and GSRs
- Has frequent and open communication with Area and GSO PI/CPC Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs and group PI/CPC representatives
- Promote unity between the professional community and AA
- 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 set aside for the committee by District.

DISTRICT 12 STANDING COMMITTEE CHAIRPERSON, TREATMENT FACILITIES

Description:

“Coordinate the work of individual AA members and groups who are interested in carrying our 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.”--AA Guidelines

Qualifications:

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

Duties and Responsibilities: [Time Commitment: 6-8 hours a month]

It is recommended that the TFC Chair:

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs and GSRs
- Has frequent and open communication with Area and GSO TFC Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs
- Help to keep Treatment meeting list updated
- Coordinate volunteers for “Bridge the Gap” or A.A. Orientation at all available Treatment Center in our District.
- Conduct Outreach to all Treatments Facilities in our District for new opportunities to “Bridge the Gap” or “A.A. Orientation.

Supplies/Budget:

File box to keep extra pamphlets and literature

Treatment Kit

Budget monies set aside for the committee by District

DISTRICT 12 STANDING COMMITTEE CHAIRPERSON, WEBSITE/WEBMASTER

Description:

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

Qualifications:

- Served or currently serving as a GSR or active member of AA with group service experience
- A minimum of one year sound, continuous sobriety
- Time and energy to serve the geographical district well
- Willingness and ability to serve a two year term
- Attention to detail, strong organizational, communication, and computer skills
- Experience with website design or willingness to learn

Duties and Responsibilities: [Time Commitment: 3-4 hours a month]

- Contacts GSRs or group contacts on a rolling basis for speaker meeting information
- Accesses Webmaster email daily for messages
- Adds Area and GSO events to Speaker Meeting & Events page
- Posts newsletter PDFs, meeting list PDFs and other media files as needed
- Updates Meeting List page as meeting information changes
- Updates content on other pages as needed
- Ensures that site content conforms with A.A.'s 12 Traditions
- Updates WordPress software and plugins as needed
- Contacts site host company if necessary to resolve any technical issues
- Maintains Google email client for district email addresses for officers and committee chairs (password and permissions changes)
- Works with District Secretary to provide email login and use information for kits

It is recommended that the Website Chair:

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, group representatives and GSRs
- Has frequent and open communication with Area and GSO Website Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts

Supplies/Budget:

- Access to a computer with internet access and email
- Website Kit
- Domain & Web Hosting Service (provides CMS)
- Budget monies set aside for the committee by District