

DISTRICT POSITIONS OPEN FOR OCTOBER ELECTION

The positions listed in Sections A-L below are elected by the District 01 Committee. Each serves a two-year term with a maximum of two consecutive terms.

A. District Committee Member (DCM)

An eligible individual should have a minimum of four years of continuous sobriety, and will (preferably) have served as a GSR to serve as a DCM. The DCM chairs all District meetings and attends Area Assemblies, Area Committee meetings, and the annual Pre-Conference. The District Treasurer will reimburse the DCM for expenses incurred in attending these events. The DCM makes all available information pertinent to the District available to the GSRs and Alternate GSRs so that they may report to their Home Groups. The DCM will use GSO's Fellowship Connection or any successor database to periodically assess the status of District 01 Home Groups and meetings, and will help the Groups with status updates. At the end of their tenure, the DCM will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

B. Alternate District Committee Member

The Alternate DCM has the same eligibility requirements and rights and responsibilities as the DCM. The Alternate DCM assumes the responsibilities of the DCM when the DCM is unable to be present at District or Area meetings.

C. District Secretary

An eligible individual should have a minimum of two years of continuous sobriety to serve as District Secretary. The District Secretary takes the minutes of the District meetings, maintains records of all meetings and reads the minutes and other District-related information when requested. Minutes and agendas should be mailed/emailed one week prior to the next District Meeting. Mailing and copying expenses incurred by the Secretary are reimbursed by the District. Copies of all minutes will be provided to the District Archivist for preservation. The Secretary's responsibilities include emailing monthly agendas and minutes to the Committee members. The Secretary will maintain a current list of Committee members with their email addresses and telephone numbers and provide the list to all Committee members. The Secretary will update the District Guidelines as motions are made and approved that change the Guidelines. At the end of their tenure, the Secretary will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

D. District Treasurer

An eligible individual should have a minimum of two years of continuous sobriety to serve as District Treasurer. The Treasurer manages the District's finances including maintaining the checking and social fund accounts and provides written financial statements at all regular District Committee meetings. The financial statement includes itemized income and expenses. The Treasurer will maintain copies of all bank statements received during their tenure and will provide the DCM with a copy of the current bank statement at each District meeting. At the end of their tenure, the Treasurer will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

In addition to the Treasurer the District 01 DCM or Alternate DCM will be a secondary signatory on the District 01 checking account for emergency purposes. The secondary signatory may obtain copies of bank statements directly from the bank whenever necessary.

It is suggested that the coordinators listed below recruit additional committee members as needed to fulfill the duties associated with the positions.

E. Telephone Answering Service (TAS) Coordinator

An eligible individual should have a minimum of two years of continuous sobriety to serve as TAS Coordinator and be willing to share their name and phone number with other TAS Volunteers. TAS Volunteers should have a minimum of one year of continuous sobriety. It is the TAS Coordinator's responsibility to inform the Answering Service of meeting list changes. The TAS Coordinator will keep an updated list of Volunteer names and numbers. The list shall include the incoming and return call numbers which the answering service uses to contact Volunteers. Volunteers will be given a copy of the TAS Volunteer List with the understanding that this list is confidential and may only be used to assist in Twelfth Step calls. The names and phone numbers of Volunteers must never be given to TAS callers. The TAS Coordinator will keep records of charges and number of in-calls per month. At the end of their tenure, the TAS Coordinator will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

F. Public Information/Cooperation with Professional Community (PI/CPC) Coordinator

An eligible individual should have a minimum of three years of continuous sobriety to serve as the District's PI/CPC Coordinator. PI/CPC Volunteers should have a minimum of one year of continuous sobriety. The PI/CPC Coordinator provides information about Alcoholics Anonymous to the local media and coordinates distribution of GSO-Approved Public Service Announcements for local use. The PI/CPC Coordinator also provides resources and presentations to the local professional community. This includes physicians and other medical

providers, ministers, educators, law enforcement and others as appropriate. The PI/CPC Coordinator ensures that GSO-Approved literature is ordered and distributed in appropriate locations throughout District 01. Such locations include schools, hospitals, libraries, medical clinics, and other appropriate locations with the permission of those responsible for those areas. The PI/CPC Coordinator will liaise with the Area 51 PI and CPC Coordinators to exchange ideas and keep current with similar work being done in other areas of the state. At the end of their tenure, the PI/CPC Coordinator will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

G. Correctional Facilities Coordinator (CFC)

An eligible individual should have a minimum of two years of continuous sobriety to serve as CFC. This position serves as a liaison between the District and the correctional facilities. The District recommends that the elected Correctional Facility Coordinator arrange for meetings to be taken into the Prison in Newport and the Detention Center in Beaufort. The CFC will liaise with the Area 51 Corrections Facilities Coordinator to exchange ideas and keep current with similar work being done in other areas of the state. If District funding is available, the CFC will attend the annual Freedom from Bondage Conference. At the end of their tenure, the CFC will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

H. Grapevine Coordinator

An eligible individual should have a minimum of one year of continuous sobriety to serve as Grapevine Coordinator. This position serves as a liaison between the District and the groups. It is suggested that the Grapevine Coordinator visit each District 01 Group every six months with a display of available Grapevine materials and publications. It is the Grapevine Coordinator's responsibility to maintain this display. The Grapevine Coordinator will liaise with the Area 51 Grapevine Coordinator to exchange ideas and keep current with similar work being done in other areas of the state. At the end of their tenure, the Grapevine Coordinator will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

I. Treatment Facilities Coordinator

An eligible individual should have a minimum of two years of continuous sobriety to serve as Treatment Facilities Coordinator (TFC). This position serves as the liaison between the District and treatment facilities. The TFC contacts and, when appropriate, provides resources and presentations to such facilities, which may include halfway and three-quarter houses; crisis centers and safe houses; sober living transitional homes; nursing homes; retirement communities and assisted living facilities; Veterans Administration facilities; homeless shelters and detoxification centers. The TFC may also facilitate the organization and operation of a Bridging the Gap program to connect new members being discharged from a facility to AA in

our community. The TFC should coordinate with the PI/CPC Coordinator to eliminate possible overlap in their responsibilities. The TFC will liaise with the Area 51 Treatment Facilities Coordinator to exchange ideas and keep current with similar work being done in other areas of the state. At the end of their tenure, the TFC will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

J. Archivist

An eligible individual should have a minimum of one year of continuous sobriety to serve as Archivist. This individual is responsible for collecting, arranging, preserving, and providing access to permanent historical records of District 01 groups. At the end of their tenure, the Archivist will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

K. Website Coordinator

An eligible individual should have a minimum of one year of continuous sobriety to serve as Website Coordinator as well as have access to the necessary equipment to fulfill the following requirements: Maintaining the District website (including Domain, Proxy and Web hosting), ensuring current local District 01 events are listed, ensuring the online and print District 01 Meeting Directory is updated and current, and ensuring the *Meeting Guide App* contains District 01 meetings, and responds to emails received via the website. The Website Coordinator is also responsible for publishing and distributing the printed District 01 Meeting Directory. Changes to the printed Meeting Directory should be reviewed by the District Committee prior to printing. At the end of their tenure, the Website Coordinator will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.

L. Social Coordinator

An eligible individual should have a minimum of one year of continuous sobriety to serve in this position. The Social Coordinator will be responsible for coordinating the *Coastal Plains Fellowship, Founders Day Picnic, and Thanksgiving, Christmas, and New Years Round Robins* and any other social events officially sponsored by the District. The Social Coordinator will collaborate with GSRs to obtain volunteers to put on these events and will have access to funds from the District Social Fund to provide for these events. The Social Coordinator will maintain records of all receipts and expenditures and return any unused funds to the Treasurer. At the end of their tenure, the Social Coordinator will assist the transition of their successor into the position and will pass on to the successor any accumulated information and materials.