

Officer and Chairperson Responsibilities

D7AIS Procedures

District Officers

District Representative

Meeting & Reports

- Attend district meetings
- Provide report at district meeting (35 copies)
- Email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties

- Welcome new groups
- Visit each meeting, once during the 3 years and as needed
- Work with treasurer to maintain Constant Contact subscription

District Functions

- Represent District at Birthday Celebration planning
- Chair District Serenity Weekend
- Chair Fall Service Workshop
- Chair Holiday Party

Service Center

- Attend Board of Trustees monthly meeting
- Responsible for keeping GR list and meeting schedule current at Service Center (Group Records accountable)

Area

- Attend Area meetings (5) January, March, *June, August, *October, with report (30 copies)
- Submit report to Area newsletter- February, May, August, November
- Responsible for ensuring Area website gets district event flyers
- Responsible for Alateen AMIAS Clearance forms to Area Chairperson (Alateen Chair Accountable)

Treasury/Oversight

- Co-sign on District, Birthday Celebration and Service Center accounts, checks over \$200 (shared with Treasurer and Chairperson)

- Sign card for safety deposit box access (shared with Treasurer and Alt Treasurer)
- Send capability via Constant Contact (shared with Alt DR, Newsletter Chair, and Group Records Chair)

Alternate District Representative

- Serve on budget committee
- Select AA Intergroup Banquet liaison
- April – Send thank-you card for Area Delegate (And Trustees) signed by Group Representatives
- Bring the Attendance log to district meeting
- Monitor voting counts
- Attend Board of Trustees meeting in DR’s absence
- Send capability via Constant Contact (shared with DR, Newsletter Chair, and Group Records Chair)
- Other duties as requested by DR

Chairperson

Meeting & Reports:

- Attend district meetings
- Provide agenda at district meeting (40 copies)
- Email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- Select monthly service workshop topics with DR
- January - Read and have copies of By-laws
- October - Schedule date of District meetings w/GRs
- Co-sign on District, Birthday Celebration and Service Center accounts, checks over \$200 (shared with Treasurer and DR)

Alternate Chairperson

- See chairperson

Secretary

Meeting & Reports:

- Attend district meetings
- Provide report at district meeting (40 copies)
- Email monthly minutes to newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- Retains meeting minutes for previous 2 terms and current term. Forward records from 2 terms ago to archivist at completion of term
- Compiles annual reports

Alternate Secretary

- See Secretary

Treasurer

Meeting & Reports:

- Attend district meetings
- Provide report at district meeting (40 copies)
- Email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Propose and maintain budget

Other Duties:

- Co-sign on District, Birthday Celebration and Service Center accounts, checks over \$200 (shared with DR and Chairperson)
- Sign card for safety deposit box access (shared with DR and Alt Treasurer)
- Registrar for Serenity Weekend
- Chair budget committee; prepare annual budgets
- Oversee yearly tax filing
- Retains treasurer reports, group contributions, and budget for previous 2 terms and current term. Forwards records from 2 terms ago to archivist at completion of term

Alternate Treasurer

Meeting & Reports:

- Attend district meetings
- Provide report at district meeting (40 copies)
- Email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- Serves as Treasurer for Service Center
- Attend BOT monthly meeting with report (7 copies)
- Sign card for safety deposit box access (shared with DR and Treasurer)

District Service Committee Chairpersons

Alateen

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- Keep AMIAS list up to date
- Promote Alateen (teens and AMIAS)
- Help Alateens with fundraising for their Serenity Weekend
- Work to unify district Alateen group AMAISs
- Attend Area Alateen Serenity Weekend
- Attend Area Alateen Safety and Behavioral Requirements Workshop
- AMIAS Clearance forms to Area Alateen Chairperson or DR

Answering Service

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties

- Annually update answering service volunteer list
- Contact answering service provider for monthly call numbers, concerns

Archives

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- Collect group histories, long term member biographies, flyers, photos
- Collect district meeting minutes and written reports

- Store items at the Service Center

Forum

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- District pays for your subscription
- Promote the Forum use at meetings
- Promote sales of subscriptions
- Promote writings to the Forum
- Host Forum writing workshops when requested

Group Records

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties

- Update Meeting Schedule regularly (English/Spanish)
- Print copies of up-to-date meeting schedules for district meeting quarterly
- Issue current copy to Area and District websites
- Keep GR/CMA list current with meeting changes, GR, Alt GR information; send changes to DR and Area Group Records Chair
- Keep Constant Contact updated with GR email addresses
- Send capability via Constant Contact (shared with DR, Alt DR, and Newsletter Chair)

Literature

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties

- Attend District events to display and sell CAL literature
- Attend Potlucks with literature as requested
- Promote/Sell literature at the District meeting

Purchase literature from D7AISC, reimbursed from District

Newsletter

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties

- Compile all district reports
- Distribute the newsletter electronically on a monthly basis
- Send capability via Constant Contact (shared with DR, Alt DR, and Group Records Chair)

Public Outreach

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair
- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties

- Order Public Service Announcements (Al-Anon Faces Alcoholism)
- Coordinate outreach with other entities such as institutions, treatment centers, and hospitals
- Keep district informed of Al-Anon in the news
- Look for Public Outreach opportunities such as public events and professional organizations
- Encourage members to participate in public outreach
- Cooperate with Area Public Outreach chair

Website

Meeting & Reports:

- Attend district meetings
- Suggested: email monthly report to secretary and newsletter chair

- Email annual report to secretary by December district meeting
- Submit expenses to treasurer
- Propose and maintain budget

Other Duties:

- Keep website up-to-date with newsletter, events, flyers and meeting schedules
- Coordinates the content of the pages with the district website committee
- Direct incoming emails to the appropriate officer or chairperson
- Conduct annual review of WSO website guidelines

Effective Date: 10/2/2016

Update Dates:

Review Date: