

DISTRICT GUIDELINES: ALT DCM

These guidelines are offered as a helpful resource for new District Committee chairs and those considering service within the District. They are not intended as rules, but as suggestions to guide you in your work. Their purpose is to provide direction and support, not to impose rigid policies. In the spirit of service, we trust these recommendations will help you find the best way forward.

QUALIFICATIONS

- Minimum 4 years of continuous sobriety.
- Have held the position of GSR.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.
- Able to assume duties of DCM if necessary.
- Expectation to rotate into DCM position if elected.

DUTIES

- Assist the DCM with District tasks as needed.
- Substitute for the DCM when necessary.
- Act as interim chair of vacant positions.
- Attend all District Committee meetings and District events.
- Contribute to an informed group conscience at District meetings and participate in voting.
- Attend Area Assemblies whenever possible.
- Coordinate with DCM to visit all groups in District 4.
- Properly train position replacement.

* The District Committee is made up of Officers (DCM, alt DCM, Secretary and Treasurer), GSRs, alt GSRs, and District Committee Chairs, or DCCs.

DISTRICT GUIDELINES: TREASURER

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QUALIFICATIONS

- Minimum 3 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.
- Should be financially stable.

DUTIES

- Keep accurate and permanent records of District funds.
- Attend all District Committee meetings.

- Contribute to an informed group conscience and participate in voting.
- Present or submit monthly Treasurer's Report to District Committee.

SPECIFICS

- Register as Treasurer with Area Registrar at bcyukonaa.org.
- Record expenses, credits, and operating balance in monthly Treasurer's Report.
- Provide the Secretary with a copy of the Treasurer's Report.
- Present monthly Treasurer's Report at District Committee meetings.
- Record donations to District using Group names.
- Deposit funds into District bank account.
- Maintain cheque book records and balance the District bank account.
- Maintain custody of Treasurer's records, supplies, and key to PO Box.
- Ensure District expenses are paid.
- Ensure the names of the DCM, alt DCM and Treasurer are placed on the District bank account.
- Properly train position replacement.

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DISTRICT GUIDELINES: SECRETARY

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QUALIFICATIONS

- Minimum 2 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.
- Basic computer skills and familiarity with pdf documents.

DUTIES

- Attend all District Committee meetings.
- Contribute to an informed group conscience and participate in voting.
- Take the minutes of District Committee meetings. Present minutes for approval at subsequent meetings.
- Announce the monthly business meetings online. Provide minutes and reports to all District Committee members.
- Maintain copies of all District minutes, agendas, and correspondence.
- Attend to correspondence as required.
- Keep a record of all motions for future reference.

SPECIFICS

- Register as Secretary with Area Registrar at bcyukonaa.org.
- Take over District Secretary Gmail account or create a new one.
- Check Secretary email at least once a week.

- Forward correspondence as required, usually from the DCM to the District Committee.
- Take minutes at monthly District meetings. The minutes must include: Time, date, location and attendees; District reports; Record of motions; Time, date and location of next meeting.
- Send minutes to the District Committee within two weeks of the meeting requesting response with any necessary corrections.
- Five days before monthly District meetings, check email for the Agenda and Reports from the DCM, Treasurer, and Literature.
- Forward agenda, reports, and minutes to the District Committee members, reformatting items into pdf as needed.
- Each month, create a Google Drive folder to store the agenda, minutes, and reports.
- Assist with District tasks as needed.
- Properly train position replacement.
- * The District Committee is made up of Officers (DCM, alt DCM, Secretary and Treasurer), GSRs, alt GSRs, and District Committee Chairs, or DCCs.

DISTRICT GUIDELINES: LITERATURE CHAIR

These guidelines are offered as a helpful resource for new District Committee Chairs and those considering service within the District. They are not intended as rules, but as suggestions to guide you in your work. Their purpose is to provide direction and support, not to impose rigid policies. In the spirit of service, we trust these recommendations will help you find the best way forward.

QUALIFICATIONS

- Minimum 2 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.
- Use of a credit card for literature orders.

DUTIES

- Maintain a local stock of AA and Grapevine literature for District members to purchase.
- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
- Ensure the District literature store is well stocked.
- Provide District with contact information where members may request literature. Respond to requests in a timely manner.
- Make arrangements to pick-up or drop-off of literature purchases. On occasion, post literature to neighbouring districts.
- Order literature from AAWS and Grapevine as required.
- Maintain a digital inventory of District stock.

- Issue receipts and keep records of all transactions.
- Set up literature stall at District events.
- Inform membership of new or updated Conference approved literature.
- Encourage members to purchase and read AA literature.
- Properly train position replacement.
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DISTRICT GUIDELINES: AA ANSWERING SERVICE CHAIR

These guidelines are offered as a helpful resource for new District Committee Chairs and those considering service within the District. They are not intended as rules, but as suggestions to guide you in your work. Their purpose is to provide direction and support, not to impose rigid policies. In the spirit of service, we trust these recommendations will help you find the best way forward.

QUALIFICATIONS

- Minimum 2 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.

DUTIES

- Maintain an AA telephone answering service which receives inquiries from those seeking help.
- May direct an AA member to contact caller or refer caller to a nearby AA meeting.
- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
- Encourage members to volunteer to answer 12 Step calls.
- Maintain up-to-date list of active volunteers.
- Consider providing training and a list of helpful tips.
- Coordinate volunteer schedule based on days and hours when individual volunteers are available for calls.
- Monitor commercial Answering/Forwarding service and keep record of calls.
- Properly train position replacement.

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DISTRICT GUIDELINES: WEBSITE CHAIR

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QUALIFICATIONS

- Minimum 2 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.
- Access to a personal computer and the internet.
- Intermediate computer skills, including basic programming.

DUTIES

- Maintain and manage the content of the District website, comoxvalleyaa.ca.
- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
- A webmaster may be appointed (or hired as needed) to manage technical aspects of the website and to provide consultation expertise.
- One or two web content volunteers may be appointed to manage the day to day maintenance of the website content. Experience indicates that managing the site and keeping local meeting information current can be time-consuming if only one person is responsible for the site.
- Act as primary contact between the Internet Service Provider and the website.
- Outgoing chair will provide incoming chair with service information including passwords and security information.
- Properly train position replacement.

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DISTRICT GUIDELINES: MEN'S/WOMEN'S TREATMENT CHAIR

These guidelines are offered as a helpful resource for new District Committee Chairs and those considering service within the District. They are not intended as rules, but as suggestions to guide you in your work. Their purpose is to provide direction and support, not to impose rigid policies. In the spirit of service, we trust these recommendations will help you find the best way forward.

QUALIFICATIONS

- Minimum 2 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.

DUTIES

- Coordinate AA members who volunteer to carry the message of recovery to alcoholics in treatment facilities.

- Facilitate the “Bridging the Gap” program by setting up temporary contacts for individuals leaving treatment centres, medical facilities, crisis centres, detox or other facilities.
- Facilitate the setting up of AA meetings in treatment settings.
- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
- Obtain Treatment Workbook from past chair, District Literature Chair or AAWS.
- Encourage District members to join roster of volunteers to chair meetings in treatment facilities.
- Maintain up-to-date list of active volunteers.
- Schedule volunteers from roster to fill chairing dates. Chairs then seek out speakers to accompany them to meetings.
- Women’s Chair: Amethyst House for bimonthly meetings. Men’s Chair: Comox Valley Recovery Centre, second Saturday of each month.
- Ensure facilities have access to AA literature and District meeting schedule.
- Act as point of contact between the District and treatment facilities.
- Act as representative of AA by providing information requested by treatment facilities.
- Properly train position replacement.
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DISTRICT GUIDELINES: PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIR(S)

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QUALIFICATIONS

- Minimum 2 years of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.
- Thorough familiarity with the AA program and a firm grasp of the Traditions.

DUTIES

- PI: Provide AA information to the public when requested, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation.
- CPC: Provide information about AA to those who have contact with alcoholics through their profession. Provide information about where we are, what we are, and what we cannot do.

- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
 - Obtain PI Kit and/or CPC Kit from past chair(s), District Literature Chair, or AAWS.
 - Become familiar with the content of PI/CPC kits.
 - Establish a PI/CPC committee and study the PI/CPC material in the kits before presenting information about AA to the public.
 - Maintain stock of PI/CPC pamphlets as suggested by AAWS.
 - After making initial contact with professionals (by email, etc.), offer to come and talk about what AA is and what it is not, and provide AA literature describing our program of recovery.
 - Properly train position replacement.
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DISTRICT GUIDELINES: ARCHIVES CHAIR

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QUALIFICATIONS

- Minimum 1 year of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.

DUTIES

- Collect, organize and preserve material of local, AA historical interest.
- Display local archived material at District events.
- Maintain and expand stock of archived material.
- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
- Obtain Archives Kit from past chair, District Literature Chair, or AAWS.
- Obtain entrance code and key to the District storage space and manage contents.
- Ask groups to complete Group History Forms to capture local AA history. Collect personal AA stories.
- Properly train position replacement.

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DISTRICT GUIDELINES: GRAPEVINE CHAIR

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QUALIFICATIONS

- Minimum 1 year of continuous sobriety.
- The time, energy and willingness to serve the District well.
- Actively using a sponsor.
- Availability to attend all District Committee* meetings, the third Wednesday of each month at 5:30 pm.

DUTIES

- To develop aware awareness of the Grapevine publication within the District.
- To encourage members or groups to subscribe to the Grapevine magazine, either in print or online.
- Present or submit monthly chair report to District Committee.
- Contribute to an informed group conscience at District meetings and participate in voting.

SPECIFICS

- Register as chair with Area Registrar at bcyukonaa.org.
- Register as Grapevine Rep at aagrapevine.org.
- Display Grapevine material at District events.
- Highlight the usefulness of Grapevine material for 12 Step work.
- Encourage members to contribute stories to the Grapevine magazine.
- Properly train position replacement.

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