

# DISTRICT 12 POSITIONS AND GUIDELINES

## **DISTRICT COMMITTEE MEMBER (D.C.M.)**

The District Committee Member, or D.C.M., plays a vital role in general service. While the G.S.R. is the voice of a group, the D.C.M. is the voice of a district. The G.S.R.s will look to the D.C.M. for guidance and leadership on how to best serve their groups; they'll want to be inspired and encouraged, but not told what to do. The D.C.M. learns the thoughts, wishes and needs of the district's groups by setting aside time for G.S.R.s to give reports on what's happening in their groups. This gives the D.C.M. the opportunity to listen, ask questions and make suggestions (and to follow up to see if the suggestions helped). The D.C.M. also learns by visiting and communicating directly with the groups and serving as a resource. In groups without representation, the D.C.M. opens a line of communication to stimulate interest in electing a G.S.R. of their own.

### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
- Suggested length of sobriety is 3 years.
- Suggested that member has previous experience serving their homegroup as G.S.R.
- Experience serving as an Alternate D.C.M. is encouraged.
- Computer and/or internet access should not be a barrier.
- Has time available to contact and visit all groups and meetings in District 12.
- Is capable of setting their own opinions aside in favor of listening and supporting the District's G.S.R.s.

### Duties

- Attend all three Area 11 Assemblies.
  - Pre-Conference Assembly, Spring Assembly, Fall Assembly.
- Participate in all monthly Area 11 meetings.
- Chair all monthly District meetings.
- Visit all meetings and groups in District 12.
- Stay in constant communication with G.S.R.s and meeting contacts.
- Frequently check Fellowship Connection to ensure accurate group information.
  - Assist new groups in submitting New Group Forms.
  - Assist existing groups in submitting Group Change Forms.
- Set the monthly District 12 Committee meeting agenda.
- Help Delegate prepare for the annual General Service Conference.

- Familiarize themselves with Conference agenda items provided by the Delegate.
- Refer to the current Service Manual as a resource in assisting groups and meetings.
- Alert the District's G.S.R.s to new literature, service materials and technology applications from G.S.O and Grapevine.
- Make suggestions on Area business and propose new ideas.
- Help to inform the Alternate D.C.M. to ensure they are prepared to perform all duties.
- Encourage G.S.R.s to stand for D.C.M. during the next district elections.
- Lead by example and serve with humility.

#### Term/Eligibility/Election

- Election for the D.C.M. position will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The D.C.M.'s term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the D.C.M. position will be reserved for members that have not previously served a full 2-year term as a D.C.M.

#### **ALTERNATE DISTRICT COMMITTEE MEMBER (ALT-D.C.M.)**

The alternate D.C.M. serves as a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate rotates in. Likewise, if the D.C.M. is unable to attend a district meeting or area assembly, the alternate D.C.M. can step in. For these reasons, it is imperative the Alt-D.C.M. and D.C.M. work closely throughout the term.

#### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
- Suggested length of sobriety is 3 years.
- Suggested that member has previous experience serving their homegroup as G.S.R.
- Computer and/or internet access should not be a barrier.

- Has time available to assist D.C.M. in contacting and visiting all groups and meetings in District 12.

### Duties

- Attend all three Area 11 Assemblies.
  - Pre-Conference Assembly, Spring Assembly, Fall Assembly
- Attend all monthly District 12 and Area 11 meetings.
- Assist D.C.M. in visiting meetings and groups in District 12.
- Communicate with Standing Committee Chairs in between District 12 Committee meetings.
- Serve as substitute for the D.C.M. if they are unable to attend a District meeting or Area assembly.
- Resume the duties of the D.C.M. in the event that the D.C.M. is unable to complete their term.
- Assist D.C.M. in frequently checking Fellowship Connection to ensure accurate group information.
  - Assist new groups in submitting New Group Forms.
  - Assist existing groups in submitting Group Change Forms.
- Assist D.C.M. in setting the monthly District 12 Committee meeting agenda.
- Familiarize themselves with Conference agenda items provided by the Delegate.

### Term/Eligibility/Election

- Election for the Alternate D.C.M. position will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The Alternate D.C.M.'s term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the Alternate D.C.M. position will be reserved for members that have not previously served a full 2-year term as an Alternate D.C.M., or D.C.M..

**SECRETARY**

### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
- Suggested length of sobriety is 1 year.
- Experience has shown that service at the homegroup level as a Secretary will help.
- Relevant professional experience is useful.
- Computer and/or internet access should not be a barrier.

### Duties

- Attend all monthly District 12 meetings.
- Take role call at monthly District 12 meetings.
- Take notes to summarize recording of District 12 meetings.
  - Purpose: To take note of all discussions, motions, reports, business and any other pertinent information for District 12 archival means.
  - Request if there is any opposition to the District 12 meeting being recorded for note taking purposes.
  - Delete audio recording of District 12 meetings once notations are complete.
- Distribute meeting minutes to all District 12 members.
- Prepare a Secretary's Report to be presented at the monthly District 12 Committee meeting.

### Term/Eligibility/Election

- Election for the Secretary position will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- G.S.R.'s are eligible to stand for the District Secretary position along with any member of District 12.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The Secretary's term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the Secretary position will be reserved for members that have not previously served a full 2-year term as a District Secretary.

## **TREASURER**

### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
- Suggested length of sobriety is 2 years.
- Experience has shown that service at the homegroup level as a Treasurer will help.
- Accounting or bookkeeping experience is useful.
- Computer and/or internet access should not be a barrier.

### Duties

- Attend all monthly District 12 meetings.
- Keeps track of financial records and group contributions to District 12.
- Must be familiar with or willing to learn Microsoft Word and Microsoft Excel.
- Inform and educate groups regarding the 7<sup>th</sup> Tradition and the various ways groups can contribute.
- Be able to check the District 12 P.O. box weekly.
- Prepare a Treasurer's Report to be presented at the monthly District 12 Committee meeting.
- Submit an annual budget to the District Committee for approval by the final district meeting of the calendar year.
  - The budget that is submitted will be the projection for the following year.
- Distributes reimbursement to the Officers and Committees for District expenses.

### Term/Eligibility/Election

- Election for the Treasurer position will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- G.S.R.'s are eligible to stand for the District Treasurer position along with any member of District 12.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The Treasurer's term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the Treasurer position will be reserved for members that have not previously served a full 2-year term as a district Treasurer.

## **PUBLIC INFORMATION (P.I.) COMMITTEE CHAIR**

Public Information in A.A. is the effort to share with the general public what A.A. is, what we do, and how to get in touch with us. The Public Information Chair informs the public and those in the fellowship about the importance of anonymity with all formats and platforms of media. Moved by the spirit of anonymity, we try to give up our natural desires for personal distinction both among fellow alcoholics and before the general public. The Public Information Chair helps to expand access to the A.A. message for those in remote communities who experience barriers of language, culture, and the ability to access meetings. The spiritual substance of anonymity is sacrifice of personal ambition.

### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
  - Familiarity with P.I. Workbook, Speaking at Non-A.A. Meetings pamphlets, G.S.O. Guidelines on Public Information.
- Suggested length of sobriety is 1 year.
- Previous experience with Public Information efforts is helpful.
- Computer and/or internet access should not be a barrier.
- Willing to work within the Traditions – specifically anonymity.

### Duties

- Attend the monthly Area 11 P.I. Committee meeting.
- Attend the monthly District 12 Committee meetings.
- Come up with new and creative ways to carry the A.A. message utilizing digital media.
- Be in open communication with the District 12 C.P.C, and Treatment & Accessibilities Chairs.
- Encourage groups in District 12 to have their own P.I. Chair/Committee.
- Create/Maintain a District 12 P.I. Committee.
- Consult with the District 12 Treasurer regarding intended expenses.
- Keep communication open with District 9 P.I. Chair/D.C.M.
- Function within the guidelines as outlined in the G.S.O. Public Information Workbook.
  - Specifically the “13 Suggested Goals” found on pages 7-8 in the P.I. Workbook.
- Prepare a monthly report for the District 12 Committee meeting including:
  - Information shared at the Area P.I. Committee
  - Any change to literature
  - Anonymity breaks
  - Committee activity
    - Presentations
    - Literature distribution

- Financial responsibility updates
- Consultation with District 12 Committee

#### Term/Eligibility/Election

- Election for the District 12 Public Information Chair will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- G.S.R.'s are eligible to stand for the District P.I. position along with any member of District 12.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The P.I. Chair's term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the District 12 P.I. Chair position will be reserved for members that have not previously served a full 2-year term as a District P.I. Chair.

#### **COOPERATION WITH THE PROFESSIONAL COMMUNITY (C.P.C.)**

A.A. has always valued friends in all professional fields. The District 12 C.P.C. Chair is responsible for carrying the message to still-suffering alcoholics through sharing information about the A.A. program with professional groups and individuals who have contact with alcoholics. Information is provided to healthcare professionals, educators, faith leaders, lawyers, law enforcement personnel, judges, social workers, counselors, business managers and the like. With the aim of cooperating, not affiliating, we inform these professionals of what A.A. is, where A.A. is, what A.A. does and what A.A. does not do.

#### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
  - Familiarity with the C.P.C. Workbook, Speaking at Non-A.A. Meetings pamphlets, G.S.O. Guidelines on C.P.C.
- Suggested length of sobriety is 1 year.
- Computer and/or internet access should not be a barrier.

## Duties

- Attend the monthly Area 11 C.P.C. Committee meeting.
- Attend all monthly District 12 Committee Meetings.
- Create/Maintain a District 12 C.P.C. Committee.
- Be in open communication with the District 12 P.I., and Treatment & Accessibilities Chairs.
- Consult with the District 12 Treasurer regarding intended expenses.
- Keep communication open with District 9 C.P.C. Chair/D.C.M.
- Be in communication with the professional community in District 12.
- Function within the guidelines as outlined in the G.S.O. C.P.C. Workbook.
- Prepare a monthly report for the District 12 Committee meeting including:
  - Information shared at the Area C.P.C. Committee
  - Any change to literature
  - Committee activity
    - Presentations
    - Literature distribution
    - Financial responsibility updates
    - Consultation with District 12 Committee

## Term/Eligibility/Election

- Election for the District 12 C.P.C. Chair will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- G.S.R.'s are eligible to stand for the District C.P.C. position along with any member of District 12.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The C.P.C. Chair's term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the District 12 C.P.C. position will be reserved for members that have not previously served a full 2 year term as a District C.P.C. Chair.



## **TREATMENT & ACCESSIBILITIES**

Within our community, there are many facilities offering help to the still sick and suffering alcoholic. These treatment facilities include rehabs, detoxes, hospitals, psychiatric units, crisis intervention units, homeless shelters, nursing homes, and assisted living homes. The Treatment & Accessibilities Chair coordinates the work of individual A.A. members and groups who carry the A.A. message into treatment facilities, as well as informs the staff at these facilities what we do, what we don't do, and how to get in touch with us. Likewise, Accessibilities is concerned with ensuring that those with accessibility challenges, including those who live in underserved communities, have access to the A.A. message.

### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
  - Familiarity with the Treatment Workbook, the Accessibilities Workbook, Speaking at Non-A.A. Meetings pamphlets, G.S.O. Guidelines on Treatment and Accessibilities.
- Suggested length of sobriety is 1 year.
- Computer and/or internet access should not be a barrier.

### Duties

- Attend the monthly Area 11 Treatment Committee meeting, as well as the Area Accessibilities Committee meeting.
- Attend all monthly District 12 Committee Meetings.
- Encourage groups in District 12 to participate in carrying the message in Treatment Centers and making their homegroups accessible.
- Be in open communication with the District 12 P.I., and C.P.C. Chairs.
- Create/Maintain a District 12 Treatment and Accessibilities Committee.
- Consult with the District 12 Treasurer regarding intended expenses.
- Keep communication open with District 9 Treatment Chair/D.C.M.
- Address Accessibility challenges, including those who face language barriers or have mobility related needs, by arranging interpretation and wheelchair access to all District 12 events.
- Be in communication with Treatment Centers in District 12.
- Function within the guidelines as outlined in the G.S.O. Treatment and Accessibilities Workbooks.
  - Specifically, the "16 Suggested Activities for Treatment Committees" found on page 6 in the Treatment Workbook.
- Prepare a monthly report for the District 12 Committee meeting including:
  - Information shared at the Area Treatment Committee

- Any change to literature
- Committee activity
  - Meetings brought into Treatment Centers
  - Presentations
  - Literature distribution
  - Financial responsibility updates
  - Consultation with District 12 Committee

#### Term/Eligibility/Election

- Election for the District 12 Treatment & Accessibilities Chair will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- G.S.R.'s are eligible to stand for the District Treatment & Accessibilites position along with any member of District 12.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The Treatment and Accessibilities Chair's term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the District 12 Treatment & Accessibility position will be reserved for members that have not previously served a full 2 year term as a District Treatment & Accessibility Chair.

#### **TECHNOLOGY HOST / WEBSITE CHAIR**

The Technology Host / Website Chair is not only responsible for maintaining District 12's virtual presence, but also has the opportunity to present innovative ideas which will improve communication and twelve step work through the use of technology. As the world around A.A. continues to pioneer, so does the means in which the A.A. message can be carried. The Technology Host / Website Chair plays an integral role in maintaining the safety and anonymity of A.A. members in the virtual space, while also informing the general public about A.A. through District 12's website.

#### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
- Suggested length of sobriety is 1 year.
- Comfortability navigating a computer is necessary.
- Relevant professional experience is useful, such as web design, navigating a remote platform, IT etc.
- Computer and/or internet access should not be a barrier.

### Duties

- Attend the month Area 11 Website Committee meeting.
- Attend all monthly District 12 meetings.
- Maintain District 12 website.
  - Update Service calendar.
  - Post event flyers / relevant District 12 documents.
  - Update meeting lists to ensure accuracy.
  - Update literature page to include any new and relevant literature.
- Open and close all remote District 12 Committee meetings, as well as all other District 12 hosted events.
  - Admit participants into virtual meeting space.
  - Remove disruptive participants from virtual meeting space.
  - Monitor chat functions for inappropriate comments / questions.
- Maintain inventory of technology owned by District 12.
- Serve as District 12's point of contact for technology related needs of special committees within the District.
- Familiar with / willing to become familiar with other AA technology services and resources.

### Term/Eligibility/Election

- Election for the Technology Host / Website Chair position will be held at the same time as elections for the rest of the District Officers; after G.S.R. elections and before the Area 11 Fall Election Assembly.
- G.S.R.'s are eligible to stand for the District Technology Host / Website Chair position along with any member of District 12.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.
- The Technology Host / Website Chair term of office will be 2 years.
- The term of office will coincide and begin with the 2-year term of the Area Officers, and District 12 Officers.

In accordance with the principle of rotation, eligibility for the Technology Host / Website Chair position will be reserved for members that have not previously served a full 2-year term as a District Technology Host / Website Chair.

## **ALKATHON COMMITTEE CHAIR**

The Alkathon is a marathon of meetings during the holiday season, typically held on Thanksgiving (the fourth Thursday of November), Christmas (December 24 - 25) and New Years (December 31 - January 1). The purpose of the Alkathon is to provide accessible meetings to the fellowship during the holiday season, as it can be a challenging time for recovering alcoholics. District 12 may decide to cooperate with the Alkathon committees of surrounding districts, or host one separately. The Alkathon Committee organizes and ensures that the marathon meetings are provided.

### Qualifications

- Knowledgeable of / willing to learn the 12 Traditions and 12 Concepts with a service sponsor.
- Suggested length of sobriety is 1 year.
- Previous experience at the homegroup level is suggested.
- Knowledgeable of the meetings that exist within District 12.
- Computer and/or internet access should not be a barrier.

### Duties

- Attend all monthly District 12 Committee meetings.
- Consult with the Alkathon Chairs from Districts 9, 11, 13 and 14 if necessary.
  - Secure a venue to host the Alkathon
  - Obtain insurance for the event if it is not included in the venue contract
  - Ensure that hybrid technology is available should the event have virtual accessibility.
- Consult with the District 12 Treasurer regarding intended expenses for the event budget.
- Communicate with groups within District 12 to fill available time slots.
- Help create and distribute event flyers both online and in person.
  - Remain mindful of Tradition 6 and non-affiliation (“Holiday Alkathon”)
- Inform the fellowship that the Alkathon is supported by the groups within the Districts, therefore the basket will *not* be passed during the Alkathon.

### Term/Eligibility/Election

- Election for the District 12 Alkathon Chair will be held annually at the November district committee meeting.
- G.S.R.'s are eligible to stand for the District Alkathon position along with any member of District 12.
- The Alkathon Chair's term of office will be 1 year, and will begin January 1<sup>st</sup> after the November election takes place.
- With respect to the spirit of rotation, a member shouldn't hold this position at the same time as another district officer, area officer, or area service committee chairperson position.

In accordance with the principle of rotation, eligibility for the District 12 Alkathon position will be reserved for members that have not previously served a full 1 year term as a District Alkathon Chair.

**\*Please note that these Guidelines were greatly inspired by the 2021-2023 Revised and Updated Edition of The A.A. Service Manual.**