

District 70 Service Position Descriptions

V: June 2026

District Committee Member (DCM)

Role: Carries the collective group conscience of District 70, linking GSRs with Area 79. Elected for a two-year term.

Responsibilities:

- Chair district meetings and hold workshops/sharing sessions.
- Attend Area 79 Quarterlies, Assemblies, SC Mini-assembly, and district functions.
- Maintain contact with groups; receive reports through GSRs.
- Carry district conscience to Area and Mini-assembly.
- Assist Area Delegate with group info for A.A. directories.
- Keep GSRs informed of Conference, Area, GSO, and Grapevine updates.
- Help GSRs use the Service Manual, 12 Concepts, Box 4-5-9, and other literature.
- Support GSRs with Pre-Conference Agenda items and Voting Assembly motions.
- Ensure current group info is sent to Area and GSO.
- Visit groups and service committees to strengthen connections.
- Use computer skills for communication and record-keeping (recommended).

Qualifications:

- Prior GSR experience; 4-5 years sobriety.
- Energy and commitment to serve District 70.
- Strong organizational and communication skills.

Support: District 70 provides financial assistance for attending Area service functions.

References: See *A.A. Service Manual* (pp. S31-35, 13-17) and pamphlet *Your DCM*.

Alternate DCM

- Serve as backup for the DCM.

By attending district meetings and events, stay familiar with the districts business and activities.

- Step in if the DCM is unable to attend a District meeting, an Area Assembly or a South Central Mini Assembly

Secretary

- Record minutes for all District meetings.
- Use a consistent meeting format
- Document Motions and upload into the Book of Motions in Google Drive
- Email the District Minutes to GSRs, Committee Chairs and the District Table Officers
- Maintain the confidential District Contact List, email it to District members monthly, and upload it into Google Drive
- Maintain the District Meeting List, email it to District members monthly, and upload it into Google Drive.

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- Work with the DCM to develop the District meeting agenda and email it to members.
- Send reminders for District meetings, information to assist GSRs in their responsibilities, and District events.

Qualifications

- Have experience in other service positions
- Be able to attend District meetings
- Have a computer and proficient computer skills
- Be able to work collaboratively with the DCM and all members
- know the 12 Traditions
- Practice principles above personalities

Time Commitment

- 6- 10 hours a month.

Service Committees (One-Person Committees)

Answering Service

- Ensure the Dist 70 account with Freedom Voice is in good standing order.
- Ensure volunteer list is current and accurate.
- Recruit and train volunteers as necessary.
- Be familiar with A.A. Guidelines for Answering Services (MG-12).
- Report answering service activity at monthly district meetings.

Archives

- Safely store District 70 archives.
- Gather current material of archival significance.
- Display archival material at district functions as requested.
- Be familiar with Archives Workbook (M-44I) and Archives Guidelines (MG-17).
- Report archive activity at district meetings.

Hospitals and Institutions (H&I)

- Maintain list of groups willing to chair hospital meetings each month.
- Confirm commitments and ensure groups are familiar with set-up.
- Maintain supplies of coffee, pamphlets, and meeting lists.
- Report activity at district meetings.
- Communicate with hospital staff, social workers, and psychiatric ward contacts to coordinate meetings and support.

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Literature

- Provide local source of A.A., Grapevine, and Area 79 literature.
- Maintain stock of commonly purchased books and pamphlets.
- Display and sell materials at district functions.
- Register as District Committee Chair with Area 79 and stay current with subscribing to newsletters from GSO and participation at the Area Literature Committee where possible.
- Report activity, including balances of finances and inventory, at district meetings.
- Basic book-keeping required, and computer skills are recommended, especially with spreadsheets.
- Three to Four Years minimum sobriety is recommended.

Website

- Keep vernonaa.org website information current (meeting and events tabs).
- Guard against anonymity breaks and copyright violations (see Service Manual pp. 64, 83).
- Ensure group conscience approves posted information.
- Obtain district approval for significant changes.
- Check website email regularly.
- Ensure website links function properly (monthly).
- Report activity at district meetings.
- For guidance, see FAQ about A.A. Websites (SM F-101) and A.A. Guidelines Internet (MG-18).
- Computer skills are REQUIRED