

District Job Descriptions (Draft)

DCM (District Committee Member) - Chair the district meeting.

- Attend Area Quarterlies and Assemblies as well as the SC Mini-assembly and district functions.
- Visit groups and district service committee meetings.
- Carry district conscience to the Mini and Area.
- Help GSR's become familiar with the Service Manual / 12 Concepts.
- Keep GSR's fully informed of developments at Area and GSO and Grapevine.
- Ensure that Area and GSO have current group meeting and contact information.
- Assist GSR's with the Pre-Conference Agenda items as well as the Voting Assembly motions.
- Computer skills are highly recommended.
- For more details, please see P. 13 – 17 of the current Service Manual.

Alternate DCM - Serves as backup for DCM. If the DCM is unable to attend a district meeting or area assembly, the alternate DCM can step in.

Secretary - Take and distribute minutes of the district meetings.

- Distribute agenda for the district meeting.
- Maintain and distribute current District Contact List and Meeting List.
- Computer skills are highly recommended.

Treasurer - Receive donations to district and pay district bills as required.

- Keep our district informed of our financial position through a monthly report and balance sheet at the district meeting.
- Computer skills, especially with spread sheets, are highly recommended.

Service Committees (One Person Committees)

Answering Service - Ensure that the list of volunteers is current and accurate.

- Recruit and train volunteers as necessary.
- Be familiar with the current A.A. Guidelines A.A. Answering Services (MG-12)
- Report answering service activity at the monthly district meeting.

Archives - Safely store District 70 archives.

- Gather current material of archival significance.
- Display a selection of material at district functions as requested by district.
- Be familiar with the Archives Workbook (M-44I) and the Archives Guidelines (MG-17)
- Report on archive activity at the district meeting.

Hospitals and Institutions - Maintain a list of groups willing to chair the hospital meeting each month.

- Confirm that the group hasn't forgotten their commitment and that they are familiar with the set-up including coffee and checking with psych ward for suffering alcoholics.
- Maintain adequate supplies of coffee and recovery pamphlets and current meeting lists.
- Report on activity at the district meeting.

Literature - Serve our district members, groups and service committees by providing a local source of A.A., Grapevine and Area 79 literature.

- Maintain a reasonable stock of commonly purchased books and pamphlets.
- Display and sell a selection of material at district functions as requested by district.

- Register as a District Committee Chair with Area 79 and stay current through the Area 79 Literature Tool.
- Report on activity, including finances at the district meeting.
- Computer skills, especially with spread sheets, are highly recommended.

- Website**
- Keep information on our **vernonaa.org** website current, especially the meeting tab and the events tab.
 - Guard against anonymity breaks and copyright violations. (See A.A. Service Manual P. 64 and P. 83 for A.A. and Grapevine copying policies.)
 - Ensure that a group conscience has approved information to be posted on the website.
 - Significant changes to the website should have district approval.
 - Check email sent to website regularly.
 - Ensure that all website links still function on a regular basis (Monthly?)
 - Report on activity at the district meeting.
- (For guidance see FAQ about A.A. Websites ([SM F-101](#)) and A.A. Guidelines Internet ([MG-18](#)) available from GSO.)
- Computer skills are highly recommended.

Service Committees (Group Committees)

Carry the Message - Organize and host the annual Carry the Message weekend.

- Report on activity at the district meeting.
- (For guidance see A.A. Guidelines Conferences, Conventions and Roundups [MG-4](#).)

Hosting Committee - Organize and host District 70 workshops as well as SC Mini-assemblies and Area 79 quarterlies and assemblies that we have successfully bid on.

- Report on activity at the district meeting.

PI/CPC - **Public Information**: The primary purpose of members involved with Public Information service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of local Public Information committees convey A.A. information to the general public, including the media.

- **Cooperation with the Professional Community**: Members of this committee provide A.A. information about where we are, what we are, what we can do, and what we cannot do to those who have contact with alcoholics through their profession.

- Report on activity at the district meeting.

(For Guidance see A.A. Guidelines [MG-7](#) and [MG-11](#) as well as PI Workbook and CPC Workbooks.)

Round-Up - Organize and host our annual District 70 Roundup.

- Report on activity at the district meeting.

(For guidance see A.A. Guidelines Conferences, Conventions and Roundups [MG-4](#).)

Social Committee - Organize and host local social gatherings throughout the year.

- The criteria generally in place for an event to be considered “an A.A. event” is that it be put on by A.A.s, for A.A.s and about A.A.; having an AA meeting or an AA speaker would satisfy this criterion.

- Report on activity at the district meeting.

Note: A.A. Guidelines are available in pdf format from aa.org.