District 70 Job Descriptions

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 Registrar 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.
- Step in if the DCM is unable to attend a district meeting or area assembly.

Secretary

Duties

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

Treasurer

Duties

- Process cheques and cash received
- Make monthly bank deposits
- Write and distribute expense cheques
- Prepare monthly reconciliations and financial statements for district meetings

- Report on financial status to the District Committee
- Address financial questions or concerns from members and the district

Qualifications

- Have a solid period of sobriety
- Be organized and able to maintain accurate records
- Possess basic accounting or bookkeeping knowledge (helpful but not required)
- Learn District 70 accounting procedures with guidance from the outgoing Treasurer
- Be familiar with A.A. self-support resources (pamphlets, Final Conference Report, Box 459, etc.)

Time Commitment

- 1.5–2 hours per month when no district functions are scheduled
- 3–4 hours per month during active district functions, depending on meetings

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.

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

Service Committees (Group Committees)

Carry the Message Committee

Purpose

The Carry the Message Committee supports A.A. recovery, unity, and service by:

- Highlighting the 12 Steps and 12 Traditions through shared experience.
- Inviting speakers to relate their stories to specific steps or traditions.
- Broadening understanding of recovery for all who attend.

Responsibilities

- Organize and host the annual Carry the Message weekend.
- Report committee activity at District 70 meetings.
- Follow A.A. Guidelines for Conferences, Conventions, and Roundups (MG-4).

Hosting Committee

- Organize and host District 70 workshops, SC Mini-assemblies, and Area 79 events successfully bid on.
- Report activity at district meetings.

PI/CPC (Public Information / Cooperation with the Professional Community)

- Public Information: Carry the A.A. message to the alcoholic who still suffers.
- Convey A.A. information to the general public, including the media.
- Cooperation with the Professional Community: Provide A.A. information to professionals who interact with alcoholics.
- Report activity at district meetings.
- For guidance, see A.A. Guidelines MG-7 and MG-11, PI Workbook, and CPC Workbook.

Bridging The Gap

Purpose of BTG is to assist members to carry the message of AA to treatment facilities and outpatient settings. The BTG Chair for Area 79 will contact the Dist 70 BTG Chair who will intern contact volunteers to assist with person leaving treatment. The District Chair is responsible for recruiting and training volunteers and reporting monthly to District 70.

Round-Up

- Organize and host the annual District 70 Round-Up.
- Report activity at district meetings.

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

Social Committee

- Organize and host local social gatherings throughout the year.
- Ensure events meet A.A. criteria: put on by A.A.s, for A.A.s, and about A.A.; having an A.A. meeting or speaker satisfies this.
- Report activity at district meetings.

Treasurer - 2 years of sobriety requirement and to do reports and have oversee of finances.

Secretary - To take notes at the meeting and send them out to members, no sobriety requirement.

Chairperson - At least 1 year sobriety, preferably 2, to chair meetings, liaison with district, create agendas, ensure we are following traditions, guidelines and concepts and to make sure everyone is following through on their commitments so that the event works out.

All Other Members - They show up to meetings, vote and bring back information to their groups. Volunteer where they can (buying decorations, shopping for gifts and supplies, finding a speaker) each event provides a variety of fun and interesting tasks.