

Appendix A – Job Descriptions

District Committee Member (DCM)

Purpose: The DCM's job is primarily that of two-way communication. The DCM gets reports from the group level through GSRs and through frequent personal contact with the District groups. They help the Conference Delegate cover an area that the Delegate could not otherwise cover (on a group-by-group basis).

Duties:

- 1) Calls and presides over regular meetings for all GSRs and standing committee chairs in the District.
- 2) Receives reports from the groups through GSRs and frequent personal contact with the groups.
- 3) Helps GSRs report to their groups and encourages them to bring new AA members to District service.
- 4) Makes a regular practice of talking to groups on the responsibilities of general service work.
- 5) Regularly attends AREA 92 quarterlies and assemblies.
- 6) Keeps GSRs informed about Conference activities.
- 7) Helps the Conference delegate cover the District, which would be impossible for the delegate to do on an individual group basis.
- 8) Schedule delegate's Conference report, occasionally making the Conference report if the delegate cannot be present and inviting the delegate to regular District meetings.
- 9) sends district minutes to the delegate and alternate and exchanges them with other districts.
- 10) Makes sure that GSRs are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks, and guidelines from G.S.O., and any other service material.
- 11) Regularly keeps in touch with the Alternate DCM and the delegate.
- 12) Hold a key to the mailbox.
- 13) Have passwords to the District website and other Internet resources.
- 14) Updates, with help of the Secretary, the District 22 Service Handbook as appropriate, including Guidelines, in a timely manner.

Reference: Pages S31-33 of the 2018-2020 Service Manual and the pamphlet *Your DCM*.

Alternate District Committee Member (Alt. DCM)

Purpose: The Alternate DCM is a backup for the district committee member. If the latter resigns – or for any reason is unable to serve – the alternate steps in and should be kept up to speed by the DCM on all issues pertaining to our District.

Duties:

- 1) Assist, participate, and share in the DCM’s responsibilities depending upon local needs.
- 2) Regularly attend the monthly District business meetings
- 3) Attend area meetings when feasible and/or when the DCM is unable to attend.
- 4) Acts as the District Registrar by maintaining current records of the District Groups, group contacts (usually GSR and Alternate GSR) and working with the Area 92 Registrar (Alternate Delegate) to maintain currency with Area and GSO.
 - a) If any member brings a concern about a scheduled meeting not taking place, the Alternate DCM will attempt to verify the meeting. If unable to verify the activity of a meeting within 30 days, the meeting will be removed from the schedule. A group may appeal this.

Reference: Pages S33 of the 2018-2020 Service Manual.

Treasurer/Alternate Treasurer

Purpose: Treasurer is responsible for receiving, dispersing, and reporting on funds for the District. The District's funds are from local group 7th Tradition contributions. Funds are dispersed as directed by the District Service Committee.

Duties:

1. Regularly attend the monthly District business meetings.
2. Maintain an accurate, balanced, and up-to-date checking account.
3. Maintain a prudent reserve equal to the quarterly expense value
4. Pay all bills (see Budget Process section).
5. Prepare a monthly Treasurers report (including checking account balance, and itemization of group's contributions and outgoing funds) for the District business meeting, distributed via email to all voting members, with paper copies to be available on request.
6. Provide receipts to groups for their contribution.
7. Reimburse trusted servants as they present receipts for budgeted/approved expenses.
8. Distribute funds to Standing Committee Chairs for approved Budgeted Needs.
9. Check post office box weekly and distribute the mail appropriately to committees, officers, etc.
10. Coordinate the preparation of an estimated budget for the upcoming fiscal year, incorporating any motions and changing business needs, at least 2 months prior to yearend.

Reference: Page S47 of the Service Manual.

Secretary/Alternate Secretary

Purpose: To maintain accurate meeting minutes of District business meetings, and to keep accurate and up-to-date listings of District officers (GSR's, committee heads, DCM, etc.).

Duties:

1. Attend and take minutes of the monthly District 22 business meeting. Other business meetings, (such as yearly District inventory), should be recorded as well. Take special care to note motions made, whether they pass or fail, and include an attendance list.
2. Type and distribute (via email) copies of the District business meeting minutes, within two weeks, to all District Officers and GSRs. Hard copies will be provided upon request.
3. Maintain an up-to-date record of all District 22 service committee members (name, email address, and phone number). Including DCM, alternate DCM, secretary, treasurer, GSRs, and all Committee chairpersons.
4. Create a compilation of prior year's motions no less than two (2) weeks prior to the first District meeting of every District rotation for inclusion in District Service Handbook and update corresponding sections, as necessary.
5. Pass on prior year's minutes to Archives as directed.
6. Update and maintain a digital copy of the District 22 Service Handbook with the help of the DCM, and/or their Alternate. Make and distribute via email copies to all new voting members of the District committee, with paper copy available on request.
7. The out-going District secretary shall provide an updated emailed District 22 Service Handbook to each Home Group, each GSR and each elected District 22 officer no less than two (2) weeks prior to the first District 22 meeting of every rotation, with paper copy available on request. Printing is funded by District 22.

Reference: Page S46 of the Service Manual.

Common duties of Standing Committee Members

- 1) District Meeting
 - a) Regularly attending the monthly District business meetings (or sending an alternate or a report to DCM) to report on Committee business and activities.
- 2) Area Meetings
 - a) Become familiar with availability of Area, virtual, and other workshops on the committee's subject. Attends such meetings to share experience with other districts in this service area, as possible and as budgeted. Reports back to their committee and the District.
- 3) Committees
 - a) Recruiting committee members as needed. from the district's AA groups and obtaining the services of an alternate Chairperson.
 - b) Holding regular Committee meetings at monthly intervals, or as needed.
 - c) Report on Committee activities and business at the District meetings.
 - d) Organizes workshops and/or sharing sessions on committee service.
 - e) Participate in District seminars and conventions.

Corrections Committee

Purpose: To facilitate taking AA meetings into the various correctional facilities within the district.

Duties:

1. Recruit volunteers that will take meetings into facilities, make applications available to members who are interested in volunteering.
2. Educate members of the fellowship about opportunities to carry the message into Correctional Facilities.
3. Educate fellowship about the Correspondence and Bridge programs.
4. Be available to speak to home groups about Corrections.
5. When necessary, work with Correctional Facility Coordinators to resolve any issues at their facilities.

Reference: Pages S47 and S62 of the Service Manual.

Treatment and Accessibility Committee

Purpose: Carrying the message of recovery by bringing AA speakers into the treatment facilities within the district. Provide information to these treatment facilities about local, area and national AA.

Duties:

- 1) Inform the local fellowship about opportunities to speak at treatment centers.
 - a) Recruit and train speakers and maintain a list of available speakers
- 2) Upon request, secure speakers for the local treatment facilities' outpatient clients or their Friends and Family weekend. Send reminders to these speakers a day in advance with:
 - a) date, time, place, phone number and contact person.
 - b) the type of group to be addressed (clients or friends and family).
 - c) a link to the GSO-approved "Speaking at Non-AA Meetings" pamphlet.
- 3) Keeping a copy of the Treatment Facilities Workbook and related materials for speakers as needed, to be passed on to the new Treatment and Accessibilities chair during District Committee rotation.
- 4) Educate fellowship about the Bridging the Gap Program,

Reference: Pages S47 and S63 of the Service Manual

Grapevine/Literature

Purpose: To maintain and manage Grapevine and AA Conference approved literature for availability to the groups and members of District 22.

Duties:

1. Maintaining an adequate literature inventory, to include Conference approved books, pamphlets, service manuals, etc.
2. Take literature orders and disperses literature to home groups, committees, and individual members of the district.
3. Making Grapevine subscriptions available to the District fellowship.
4. Accurate manage the Literature Budget.
5. Be available to set up displays and sell literature at District functions.
6. Educate the District members on different literature available.
7. Be available to attend District home groups and speak about our available literature.

Reference: Pages S47 and S62 of the Service Manual.

Public Information Committee

Purpose: Carrying the message of recovery by informing the general public about the Alcoholics Anonymous program; by getting in touch with the media, schools, industry, and other organizations to report on the nature and purpose of AA and what it can do for alcoholics.

Duties:

- 1) The District meeting schedule
 - a) The PI chair along with the secretary, web servant and district registrar will ensure that an accurate schedule is available online and in printable form.
 - b) This will also include coordinating a regular review of any neighboring district, Area 92, and/or GSO publicly available meeting listings as well.
 - c) Coordinating with any other public listings of the schedule including local newspapers
- 2) The District hotline
 - a) The PI will coordinate the scheduling and maintenance of a hotline that will support connecting the public to our local fellowship
- 3) Other PI duties as they can sustainably be maintained
 - a) Placing literature racks in high schools, libraries, police stations, hospitals, colleges, etc.
 - b) Place PSA's (public service announcements) on the radio
 - c) Put meeting schedules at hotels/motels
 - d) Work with local media outlets to practice the traditions of anonymity
 - e) Make presentations in the community

Reference: Pages S47 and S63 of the Service Manual, committee workbook, and GSO guideline sheets.

Cooperation with the Professional Community Committee

Purpose: The CPC Committee informs professionals and future professionals about AA -what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between AAs and professionals, and to find simple, effective ways of cooperating without affiliating.

Duties:

- 1) Seeks new ways of carrying the message and sets an example of leadership for the group CPC representatives (committee members).
- 2) Coordinating efforts to provide information to the professional community, and to those who have contact with alcoholics through their profession, regarding where we are, what we are, what we can do, and what we cannot do. These could include:
 - a) Local law enforcement, probation and parole, Drug courts,
 - b) The legal system (Court officers, judges, lawyers
 - c) Local health care and counselling services
 - d) Professionals in training (at the universities)
 - e) Other local agency's that deal with alcoholism
 - f) Assists other committee chair with cross committee trainings and meetings

Reference: Pages S47 and S62 of the Service Manual, committee workbook, and GSO guideline sheets.

Archives Committee

Purpose: Maintain a physical and digital repository of district 22 (and the former district 20 before 1996) group, meeting and business documents. These document permanently the work of Alcoholics Anonymous in our district to help inform business decisions and provide context about our history of our experience to provide a blueprint for our future.

Duties:

- 1) Acquire and place a copy of all relevant materials from district meetings into the archives. Communicate that 2 copies for the secretary and 2 for archives should be provided at meetings.
- 2) Maintain our district 22 Digital archives and make available any past district information in a timely manner.
- 3) Coordinate with other district archivists and with the Area Archivist and Area Archives Chair.
- 4) Following the guidelines as outlined in the G.S.O. Archives Workbook (M-44), Guidelines (M-17), G.S.O. literature on digitizing archives, preservation guidelines, and aa.org archives section.

Reference: Pages S40-S41, and S84 of the Service Manual

Web Servant

Purpose: Maintain the district22aa.org web site with up-to-date information about meetings within the district and about Area 92 events.

Duties:

- 1) Knowledge of and willingness to learn and maintain the skills necessary to oversee management of a web site.
- 2) Be available to update district22aa.org as necessary, preferably daily, posting updated information. Remove outdated files on a regular basis.
- 3) Maintain the meeting schedule of in-person, online and hybrid meetings at district22aa.org. Review web generated Meeting Schedule (PDF) as changes are provided by Alt-DCM and/or PI Chair
- 4) Maintain files on District 22's web site, including maintenance of email aliases for our district's trusted servants, a copy of the current Handbook and District Committee job descriptions, as well as any other materials approved by the District Committee.
- 5) Learn and use the software used to submit information about District 22 meetings and events to WA Area East 92's web site.
- 6) Implement any changes to district22aa.org (layout, content) approved by the District Committee and report on site activity as requested.
- 7) Provide the DCM and PI Chair all passwords to the District website and other Internet resources.
- 8) Train the elected successor, including introducing the new web servant to the ISP, transferring any and all appropriate passwords, and being available to answer questions and offer support during the new servant's early days.

Reference: Pages S24, S41-S42 and S47 of the Service Manual