

DCM (District Committee Member)

Duties

The district committee member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the district committee, made up of all G.S.R.s in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee.

The D.C.M.'s job is primarily that of two-way communication. The D.C.M.:

- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.s 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.
- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

Guidelines

The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.

A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.

He or she also needs to have the time and energy to serve the district well.

District Secretary

Duties

Keeps a record of attendance at monthly district meetings.

Maintains an up-to-date copy of District 41 Guidelines.

Takes notes and writes up the minutes for each district meeting, distributing it to all officers and coordinators as well as any other interested parties in a timely fashion.

Maintains a current list of all District 41 Officers and Standing Committee Coordinators and their phone numbers/email addresses

Has a voice and a vote at all District meetings.

Guidelines

Suggested minimum of two (2) years of sobriety with a background in AA service.

The ability to keep clear and accurate records.

Access to a computer and the proficiency to send out emails with the typed minutes after each district meeting.

The time, energy, and desire to serve the District well.

TREASURER

Duties

Maintains a clear and accurate financial record of all District income and disbursements.

Attends District meetings.

Prepares a written monthly financial report of income and disbursements and provides copies to be distributed at District meetings.

Submits a financial report at the end of the year with sufficient copies to distribute to each group.

Collects and disburses all District funds per the District Guidelines and Budget.

Maintains the district checking account.

Guidelines

Suggested minimum of two years sobriety.

A responsible person with good record-keeping ability.

A background in service at the Group or District level.

The time and energy to do the job well.