

**SERVICE MANUAL**  
**DISTRICT 11**  
**NEW HAMPSHIRE AREA 43**  
**ALCOHOLICS ANONYMOUS**

**Ashland, Belmont, Bristol, Campton, Center Harbor, Center Sandwich, Franklin, Gilford, Gilmanton, Laconia, Lincoln, Meredith, Moultonborough, New Hampton, North Woodstock, Plymouth, Tilton, Warren, and Woodstock.**

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**This document contains the current Charters, Service Structure Guidelines and other procedural and organizational documentation for District 11, Area 43, and NHAA. It is maintained by the Service Manual Committee of District 11 using guidelines set forth by the NH Area 43 Assembly Service Handbook and The General Service Conference Manual.**

**For information, questions, or copies, please see the DCM of District 11.**

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## DISTRICT CHARTER

### **Article 1 - Purpose**

The General Service Group of Alcoholics Anonymous, District 11 is the guardian of local services and of the Twelve Steps, Twelve Traditions and Twelve Concepts of Alcoholics Anonymous. The District shall be a service body only, never a government for Alcoholics Anonymous.

### **Article 2 - Composition**

The District shall be composed of all registered AA Groups and declared meetings located within the confines of the communities of District 11 as recognized by the New Hampshire Area Assembly.

The District Group shall be composed of the groups' General Service Representatives (GSR), Alternate GSR's, Acting GSR's, District Committee Chairpersons, Committee Members and Officers.

Individual members of Alcoholics Anonymous are invited to attend and participate in discussion at any or all District Group or District Committee meetings. Although they have no vote in the meeting, their input is needed and greatly appreciated.

Consultation and a lateral exchange of ideas among districts are encouraged. The primary responsibility of the District shall remain the guardianship of services within the confines, and related to the specific informed conscience of District 11.

The District shall relate its service voice and activities to the NH Area Assembly by means of its District Committee Member (DCM), GSR, Committee Chairpersons, and otherwise elected or appointed representatives. However, the District shall always exercise its own guided conscience voice in relation to other service entities based on the Twelve Traditions and Twelve Concepts of AA. It shall always carefully consider the intent and spirit of these principles when defining its place and actions within the service structure of the fellowship of Alcoholics Anonymous.

### **Article 3 - District Relations to AA**

The District will act for AA in the perpetuation and guidance of its world services, at the local level, and it will also be the vehicle by which the AA movement can express its view upon all matters of vital AA policy and all hazardous deviations from AA tradition.

District Group Members are free to vote as their conscience dictates, they are also free to decide what questions should be taken to the group level, whether for information discussion, or their own direct instruction.

### **Article 4 - District Relations to the Officers and Committees**

The District shall support their elected officers and committees in the exercise of the legitimate service responsibilities. The Officers and Committees shall keep the District informed of all service activities and expenditures they have undertaken or wish to propose.

It will be understood, as a matter of tradition, that a defined majority of District Members voting shall be considered binding upon the elected or appointed District Representatives and related service committees. This being provided the total vote constitutes a District quorum. A quorum shall consist of the voting members in attendance at any District meeting. Unless otherwise indicated by the recognized parliamentary of procedural authority, the District ought not to impair the ability of the District Representatives to conduct routine service business. Routine being that guided by the Twelve Steps, Twelve Traditions, Twelve Concepts, and Guidelines and related GSO approved AA literature, and District Guidelines.

A motion to reorganize the District may be made at any time by any voting member. A motion to reorganize the District may bring about a change in the District Charter, Officers, and /or Services and Committees. A vote to carry such a motion will require an affirmative vote of at least 3/4 of the General Service Representatives present when the vote on a motion to reorganize the District is taken. In order to assure proper communication, prudent discussion and full representation of the groups in District 11, a vote to reorganize shall occur no sooner than the next regularly scheduled District meeting after a motion to reorganize the District is presented to the District and seconded.

### **Article 5 - Voting Members of the District**

Members of the District who are eligible to vote on issues placed before the District shall be: all elected GSR's (alternate GSR in the absence of the GSR), acting GSR's, District Committee Chairpersons and District Officers. The DCM votes only to break a tie.

## **Article 6 - Elected Representatives of the Group**

The General Service Representatives (GSR's), Alternate GSR's and Acting GSR's are to be elected by the informed group conscience of their individual AA groups and meetings. The term for such positions is suggested as two years in duration.

The GSR's, Alt. GSR's, and Acting GSR's carry the conscience voice of the individual groups and meetings to the District. They work towards unity of purpose with the Officers and Committees in serving AA as a whole. We assume that, in the spirit of Concept III, the groups have endowed their representatives with a traditional "Right of Decision." Thus they may and, when needed, ought to qualify or depart from their group's opinions on District matters. Having participated in discussions at the district meeting, these participants are now part of a more informed group conscience. Being trusted servants of the groups, they should be free to decide what questions should be taken to the group level, whether for information, for discussion, or for their own direct instruction.

## **Article 7 - Elected Representative of the District**

All District Representatives, (except registered committee staff members), are to be elected by the entire District Group at the District meeting. The election meeting will occur during the month of October, in the odd year, every two years. The duration of term of office for all District Representative shall be two years. Elected District Representative shall be all District Committee Chairmen, officers and any position the District deems necessary of this qualification.

Consecutive terms of office for a District Representative may be allowed if the representative has served only a portion of the full two-year term and only if the District at each specific election meeting grants approval of nomination.

If a District Representative leaves office for whatever reason, the District may approve a new nomination and proceed to a vote to fill the position at the next District meeting following notification to all District groups of a vacancy.

The District is at liberty to allow District Committee Chairmen to appoint assistant chairmen, treasurers and staffs of their committee. It may allow and call for an Instance of Approval, (in which voters can members for a number of candidates and the candidate with the most votes wins) of any appointments at the time of notification of such appointments at the District meeting.

Election of all District Representatives, at the regularly scheduled election meeting, shall be conducted according to the Third Legacy Procedure (AA Service Manual page s21), or as close to this as deemed practicable by the District. Election of District Representatives at any other District meeting (i.e. to fill a vacancy) shall be conducted by written ballot of two-thirds majority to carry if contested. Third Legacy procedure shall apply (see pages s20 & s21 in *The AA Service Manual*).

Election of a sitting GSR to any District Representative position carries with it a number of potential conflicts of interest. The GSO pamphlet entitled "*G.S.R. May be the most important job in A.A.*" addresses this question with the following text, "Active membership in a home group - yours-is also important, and your GSR should hold no other offices in any group." The candidate and the District should carefully weigh the impact the specific positions, potential conflicts of interest, and the individual candidates when considering electing a sitting GSR to an additional District Representative Position. Any GSR so elected to a District position shall hold the position in an acting capacity until a normal term is completed or until a candidate who can fill the position in a full time capacity is found and elected.

### **Article 8 - Officers, Committee Chairmen & Committee Members**

The District Officers, Committee Chairmen, and Committee staff members shall be the actual service arm of the District, whose duties are essentially custodial in character. Excepting for decisions upon matters of policy, finance, or AA Tradition, liable to seriously affect AA as a whole, these positions have entire freedom of actions in the routine conduct of the local policy and business affairs of the AA District. They may name suitable committee members and subsidiary committees in a pursuance of this purpose. The Officers are primarily responsible for the integrity of the policies and finances of the District, its subsidiary services, and for such other service entities that the District may desire to form.

Except in a great emergency, neither the District Officers, Committee chairmen, Committee staff members, nor any of the related services ought to ever take any action liable to greatly affect AA as a whole without first consulting the District.

It is nevertheless understood that the Officers shall at all times have the right to decide which actions or decisions may require the approval of the District.

### **Article 9 - The District**

The District will hear all financial and policy reports of the Officers, Committee Chairmen, and other related service entities. The District will advise with the Officers, service entities and staffs upon all matters presented as affecting AA as a whole as well as locally. The District will engage in debate, form necessary committees and pass suitable resolutions for the advice or direction of the Officers and service entities.

The District may also discuss and recommend appropriate action respecting serious deviations from AA Traditions and Concepts, or harmful misuse of the name "Alcoholics Anonymous".

### **Article 10 - District Meetings**

District Meetings shall be convened once during each month of the calendar year on a day and at a time deemed practical and effective by the District.

### **Article 11 - General Intent**

The District Charter, any subsequent Guidelines, and Policies and Procedures are not legal documents. They rely on tradition, unity and singleness of purpose within our local fellowship.

## **Article 12 - General Warranties**

In all its proceedings the District shall observe the spirit of the AA Tradition, taking great care that the District never becomes a seat of wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle, that none of the District members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and whenever possible, by substantial majority; that no District action ever be personally punitive or an incitement to public controversy, that though the District may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the District itself will always remain democratic in thought and action.

### **Service Structure Guidelines of the District**

1. That the voting members of the District have the sole authority for ratification and/or alteration of any bylaws governing said District.
2. That any declared members of AA District 11 may bring before the District a proposal for creation of or amendment to any existing bylaw.
3. That all bylaws considered for adoption abide by the spirit of the Twelve Steps, Twelve Traditions, Twelve Concepts and otherwise General Guidelines and chronicled experience of Alcoholics Anonymous.
4. That adoption or amendment of any service structure guideline be in the best interest of the Primary Purpose of AA in general and District 11.
5. That adoption, amendment or repeal of any service structure guideline be achieved by a two-thirds majority of the voting members of the District present, and only after adequate presentation, discussion, consideration and previous notice.
6. That all members of AA District 11, New Hampshire Area 43, consent, by their very presence at any District Meeting, to abide by the group conscience of the District as stated in the current governing service structure guidelines of such group until, any if they can, secure appropriate amendment or repeal of same.

#### ***Specific***

7. That all persons in attendance at any District Meeting abide by procedures as defined in the current Parliamentary Authority as designated by the voting members of the District.
8. That all members of the district agree to perform the duties of their positions as defined in the AA Service Manual and AA pamphlets.
9. That all contents of the District 11 Service Manual are subject to amendment by a simple majority of the voting members of the District present during such a vote.
10. That no service structure guideline of the District ever be interpreted as to override the ultimate authority of the informed conscience of the AA Groups of District 11.



## **Service Manual**

### **Procedure for Amending District 11 Service Manual**

The District 11 Service Manual Committee shall meet once a year. The purpose of the committee will be to review the service manual and edit it as necessary so it continues to accurately reflect how business is conducted in District 11.

The committee should incorporate any changes in policy made during the course of the year by the District. The committee should also listen to and consider any suggested changes from any members of the District keeping in mind that the Service Manual committee is charged with ensuring that the Service Manual reflects what we do.

The committee should avoid matters that affect District policy. The Service Manual committee shall not make rules. The membership of this committee is open to any AA member with a suggested two (2) years of continuous sobriety.

The committee is encouraged to work by consensus, but in the event that a vote is necessary, a simple majority of those assembled should suffice. Once the District 11 Service Manual has been reviewed by the committee, it may be printed without further review. The Alternate DCM is the Chair of the Service Manual Committee and does not have a vote except to break a tie.

### **Parliamentary Authority**

District 11 has adopted Robert's Rules of Order as its parliamentary authority. This means that District Meetings are operated using the rules of procedure known as *Robert's Rules of Order*, or simply, *Robert's Rules*.

For many new members of the District, Robert's Rules may appear a bit autocratic and inflexible. They may even seem to some as an excuse for some members to exercise power over others. Experience has taught us, however, that for a meeting to proceed in an orderly manner and to be productive, the meeting MUST adopt some form of rules to operate by. A set of operating rules makes a meeting more predictable, less chaotic, can ensure that the business of the District is completed, and can protect the minority from the sometimes overwhelming will of the majority. Robert's Rules are the single most popular set of procedures for meetings and have stood the test of time.

This section of the Service Manual is intended to be a simplified guide to Robert's Rules. Every new member of the District should familiarize themselves with this information so that they can most quickly become productive participants in the business of the District.

## Basic Principles of Parliamentary Procedure

There are three (3) fundamental principles of democracy and parliamentary procedure that everyone needs to know before learning the specific rules. If you can remember these principles, you will be able to solve problems that come up in your business meetings even if you can't remember the specific rules.

1. The first principle is: business is taken up one thing at a time. This maintains order, expedites business and accomplishes the purpose of the business meeting.
2. The second principle is: to promote courtesy, justice, impartiality and equality. This ensures that everyone is heard; that members treat each other with courtesy; and that everyone has the same rights, and no special group or person is singled out for special favors.
3. The third principle is: the rule of the majority; while protecting the rights of the individual, minority and absent members. This principle ensures that, even though the majority rules, the minority have a right to be heard and its ideas are taken seriously. Similarly, the minority does not leave the group because it did not win; it knows that it may win another day. Following this principle preserves the unity and harmony of the group.

## How Robert's Rules Work.

A meeting that is run by Robert's Rules follows a simple, predictable format. The meeting has a chair and a group. An agenda is published before the meeting by the Chair. The agenda establishes the business of the meeting, and the order of business. At the meeting, the group discusses each agenda item in turn, reaching a decision on the questions posed by the agenda, identifying further work to be performed, or deferring further discussion to a later meeting. When all questions on the published agenda have been addressed, new business is entertained. When either all business has been completed, or an agreed upon hour is reached, the meeting is adjourned. Business not completed is carried over to the next meeting as "Unfinished Business."

## Who's Who?

The job of the Chair is to coordinate and facilitate the meeting. The Chair is not the "Head" of the District; he/she does not "run" the meeting. The Chair's job is to simply enforce the rules and to direct the flow of discussion during the meeting, consistent with the rules established by Robert's Rules. The Chair may not engage in debate. The Chair should not express an opinion on any issue under debate and may not be perceived to be steering the debate to the benefit of one position or another.

The District Meeting is the group of members of the meeting. Their job is to bring motions to the floor for discussion, to discuss those motions, and to vote on those motions when the rules allow such votes. Ultimately the District group, through their motions and votes, are in charge of the meeting and determine the course that a meeting will follow, consistent with the rules established by Robert's Rules.

## How It Works: Rules of Order

A meeting that is run by Robert's Rules is actually quite simple to follow and participate in.

### Debating and voting on Motions

Items of debate are introduced onto the floor of the meeting by something called a "motion". A motion is simply a proposal, stated by one of the members of the District Meeting. For example, someone might say "I move that this District host the Area 43 Assembly meeting in October." Generally a motion is made to start debate on a subject that is listed on the agenda, but motions can also be made on new subjects when the time for "New Business" is reached in the agenda. To make a motion the person who wishes to make a motion raises his or her hand and the Chair calls on this person.

Most motions must be seconded. This means that another member of the group must "second" the motion to indicate their support for debate to proceed on the motion. After a motion is made, the Chair will ask if anyone seconds the motion. You can second a motion by simply calling out "I second the motion", or simply "second".

Once a motion is made and seconded, debate may follow. Members of the group who wish to speak to the motion (either for it or against it) may do so by raising their hands and waiting for the Chair to call on them. It is suggested, although not called for by Robert's Rules, that the Chair ensure that everyone who wishes to have a chance to speak to the motion before someone is called upon a second time to speak.

There is one critical item about debate under Robert's Rules that may seem strange at first. That is all comments and questions are directed to the Chair, even if they are in response to a comment or question made by another member of the group. This is because debate can sometimes become heated and introducing the Chair as an intermediary can often calm debate, lessen personal attacks, and ensure good order to the meeting. The Chair can ask a member of the group to either answer the question or respond, if they wish to, but it is the Chairperson's choice to do this.

At any time during the debate, someone may make a motion to "Call the Question"; this is a motion to stop debate and vote on the original motion. A motion to "Call the Question" must be seconded and must be voted on. A majority of group members must approve a motion to "Call the Question" for debate to be stopped, and voting on the original motion to proceed.

If it appears that there is no further debate (possibly because no one has raised their hand to speak to the motion), the Chair can simply call for the vote on the motion.

In general, votes are passed by simple majority, but exceptions for 2/3 or 3/4 majority votes can occur.

An outline of the motion that is described above would look something like this:

1. The Chair introduces the topic from the agenda "The DCM would like to discuss the idea of the District sponsoring the Area 43 Assembly in October."
2. Someone introduces a motion to start debate. In this case it might be the DCM who makes the motion, since he or she is the one who probably put the item on the agenda. "I'd like to move that District 11 sponsor the Area 43 Assembly in October".
3. The Chair asks for a second and someone from the floor calls "Seconded".
4. The Chair opens the floor for debate. Anyone who wishes to say something about the motion raises their hand and the chair calls on them.
5. When it appears that all meaningful discussion has ended, someone from the floor raises their hand, and when called on by the chair, says Mr. Chairman, I'd like to call the question".
6. The chair asks for a second and someone from the floor calls "Seconded".
7. The Chairs calls for a vote. The vote may either be by raised hand or by voice note (i.e. "All in favor, say aye"). If the motion fails to pass, debate continues. If it succeeds, debate is ended.
8. The Chair calls for a vote on the motion made in item 2. If the vote succeeds, the motion passes, if not it is defeated.

### **Amending a Motion.**

Sometimes during debate on a motion, members of the group might wish to propose a change to a motion. This is done by making a motion to amend. To do this, the person raises their hand and waits to be called on by the chair. They then make a motion to amend the original motion. For example, let us say that the debate over the motion in the last section shows that there is some resistance to sponsoring the Area 43 Assembly in October, but the District seems to be agreeable to the idea of sponsoring an Area Assembly. Someone might raise their hand and say "I'd like to move that we amend the motion to sponsor the Area 43 Assembly in December, rather than in October."

A motion to amend is a normal motion. It must be seconded, debated, and voted on, but during the debate on the amendment, only the amendment may be commented on. Comments on other aspects of the original motion must wait till the amendment has been debated and voted on. Once the amendment has been voted on, debate returns to the original motion.

If the vote on a motion to amend succeeds, then the original motion is changed to reflect the amendment. If it fails, the original motion stands.

An amendment can be proposed to an amendment, but only one such amendment to an amendment can be open at any one time. This prevents debate from getting too confusing.

For example, the amendment might be proposed to change the meeting from October to December. After some discussion on the amendment, it becomes clear that September would be more agreeable to the majority. A motion to amend the amendment can be made to change the month to September. The District would then vote to accept the amendment to the amendment (changing the original amendment to be to sponsor the Area 43 Assembly in September, rather than in October). If that vote succeeds, the amendment is changed. At this point the debate could continue on the original amendment, or a vote on the amendment could be called for. If a vote is called for, and the amendment passes, then the original motion is modified to read "I'd like to move that District 11 sponsor the Area 43 Assembly in September."

Debate now continues on the original motion and any aspect of the original motion may now be discussed.

If amendments are made to the motion, the process might be as follows:

1. The Chair introduces the topic from the agenda. "The DCM would like to discuss the idea of the District sponsoring the Area 43 Assembly in October."
2. Someone introduces a motion to start the debate. In this case it might be the DCM who makes the motion, since he or she is the one who probably put the item on the agenda. "I'd like to move that District 11 sponsor the Area 43 Assembly in October."
3. The Chair asks for a second and someone from the floor calls "Seconded."
4. The Chair opens the floor for debate. Anyone who wishes to say something about the motion raises their hand and the Chair calls on them.
  - A. A member of the District moves to amend the motion to Sponsor the Area Assembly in December."
  - B. The Chair calls for a second, and someone calls "Seconded"
  - C. The District debates the idea of changing the dates from Oct. to Dec.
    - I. A member of the district moves to amend the amendment to "sponsor the Area 43 Assembly in September."
    - II. The Chair calls for a second and someone calls out "Seconded."
    - III. The District debates the amendment to change the date to September.

IV. The Chair calls for a vote when it appears that debate has reached a conclusion.

V. The amendment passes. The amendment is changed.

5. Debate continues on the original motion.

6. When it appears that all meaningful discussion has ended, someone from the floor raises their hand, and when called on by the Chair, says "Mr. /Ms... Chairman, I'd like to call the question."

7. The Chair asks for a second and someone from the floor calls "seconded."

8. The Chair calls for a vote. The vote may either be by raised hand or by voice vote (i.e. "All in favor, say aye.") If the motion fails to pass, debate continues. If it succeeds, debate is ended.

9. The Chair calls for a vote on the motion made in item 2. If the vote succeeds, the motion passes, if not it is defeated.

### **Tips, Hints and Words of Caution**

The motions and amendments described above are normal motions that address the business of the District. Other special motions may be made as well. A motion to "Call the question" or "Close debate", which was discussed above, is one such procedural motion, but there are others as well.

Remember, if you are confused at any time during a debate, you can simply raise your hand, and when called upon, "Rise for information" by asking the Chair for information to clarify what is happening or what procedural options exist next. Remember, the Chair may NOT take a position on the debate that is in process, but the chair MAY answer questions that you have about procedure. It is important that the chair be familiar with the parliamentary process in order to provide procedural guidance when needed.

In A.A., the minority opinion is important, and after a vote the chair may ask if there is anyone in the minority who wishes to address the majority. This is not discussion, and no rebuttal by a member of the majority is allowed. The only action that may take place, other than proceeding to the next item, is for a member of the majority to move to reconsider.

## **A.A.'s Single Purpose**

*Tradition Five: Each group has but one primary purpose, to carry its message to the alcoholic who still suffers.*

"There are those who predict that AA may well become a new spearhead for a spiritual awakening throughout the world. When our friends say these things, they are both generous and sincere. But we of AA must reflect that such a tribute amid such a prophecy could well prove to be a heady drink for most of us--that is, if we really came to believe this to be the real purpose of AA and if we commenced to behave accordingly."

"Our Society, therefore, will prudently cleave to its single purpose: the carrying of the message to the alcoholic who still suffers. Let us resist the proud assumption that since God has enabled us to do well in one area we are destined to be a channel of saving grace for everybody."

*AA co-founder Bill W., 1955*

## **Responsibilities and Guidelines for District Officers and Committee Chairs**

### ***General Guidelines***

#### **Terms**

All terms are for a duration of two years.

#### **Suggested Sobriety**

It is suggested that the DCM, Alt. DCM, and District Treasurer have achieved at least five (5) years continuous sobriety.

It is suggested that the District Secretary and Committee Chairs have achieved at least three (3) years continuous sobriety.

#### **Voting Status**

Voting status is defined by the District 11 Charter, Article 5 - Voting Members of the District.

#### **Attendance**

It is suggested that officers and committee chairs all attend regular District meetings. Three absences without contact may provide cause for removal from post.

#### **Financial Responsibilities**

All District Officers and Committee Chairs must submit an annual written budget request to the Finance Chairs to support the annual budget process. The request should list expected expenses with as much supporting detail as is reasonable to provide for review and approval of the requests by the district Finance Chairs and The District.

#### ***Reference Material***

It is suggested that all Officers, Committee Chairs, and Co-Chairs familiarize themselves with the following material:

- The AA Service Manual
- The Twelve Steps of AA
- The Twelve Traditions of AA
- The Twelve Concepts for World Services
- The Legacies of AA as described in *AA Comes of Age*



- NH Area 43 General Service Assembly Service Handbook
- The District 11 Service Manual
- Service literature and service materials which are available from GSO
- Conference approved books and pamphlets of Alcoholics Anonymous

### ***District Committee Member (DCM)***

#### **Description**

The DCM position assumes ultimate responsibility for all District activities. Although the DCM is not personally involved in each and every instance, the District has entrusted this position with the burden of remaining informed of all current and upcoming issues.

The DCM is the primary channel between the District and Area Assembly. The DCM regularly attends the area meetings, reports there on the status of District 11 and its activities, and represents the voice of the District. The DCM delivers information from the Area and Area Assembly back to the District.

To qualify for the position a person needs:

1. A solid background in service work, preferably at both group and District level.
2. Enough continuous sobriety (suggested five (5) years).
- 3 The time to fulfill responsibilities to the District for the entire two-year term.

#### **General Duties**

The duties of the DCM are described in *The AA Service Manual* in the chapter entitled *The District and the DCM*. In addition to those duties, District 11 states the following requirements for the position:

1. Holds regular monthly meetings of all GSR's, Committee Chairs and interested AA's in the district.
- 2 Assists the delegate in obtaining group information and conscience voice.
3. Keeps the GSR's and others informed about Conference activities.
4. Encourages the GSR's, other officers and Committee Chairs to get acquainted with *The AA Service Manual*, *Box 459*, The 12 Traditions and other pertinent Conference approved books, pamphlets and occasional literature.
5. Encourage regular mini-workshops and a District wide event to be held at least once during the DCM's two - year term.

6. Makes conference reports to the groups when the delegate cannot.
7. Gets the GSR's and others acquainted with the Guidelines from GSO.
8. Makes a regular practice of visiting group meetings and talks to groups about the responsibilities of general service work.
9. Stays in regular contact with the Alt. DCM and the delegate.
10. Invites the delegate to specific District meetings.
11. Invites various Area Committee Chairs to speak at specific District meetings.
12. Attends all possible conferences and conventions and encourages the District to host one Area Quarterly Meeting during the tenure of the DCM.

### **Specific Guidelines**

The District, because of its makeup and specific needs, has formed some basic guidelines for its DCM. The list is not binding and each DCM will leave a particular stamp on the history of District activities.

Some stress certain areas of service over others. Some rely more on the District committee and group strengths to carry the load of activity. Whatever the course, each DCM must become aware, at least, of the points that the groups, their GSR's and the rest have come to expect be given due consideration.

1. Remain visible, attending major District as well as group events when possible.
2. Visit groups in the District in a timely manner.
3. Stress the importance of GSR representation to the groups.
4. Acquaint oneself with GSR and Committee duties and maintain the import of service at all levels.
5. Remain in regular and up-to-date contact with Committee Chairs, their functions and activities.
6. Bring Tradition problems to the attention of the District and encourage their discussion at the group level.
7. Work closely with the Alt. DCM and divide the myriad of District and area duties equitably with that person.
8. Share with the GSR's interesting and related information from other districts.
9. Promote current World Service awareness within the District.
10. Make sure that minutes from the District meetings are delivered to the area/delegate.
11. Attend all NHAA meetings possible, accurately and concisely reporting events back to the District.
12. Hold biennial District elections.
13. Past DCM will be available as a resource for the current DCM.

### ***Alternate DCM***

The Alt. DCM is directly responsible and answerable to the DCM concerning any and all District matters. The Alt. DCM fills in for the DCM in case the latter is unable to perform the duties of their office. Attendance at all District meetings is required.

This position must maintain a regular contact with all committees and be available to the GSR's for resolution of any questions they have that are of an immediate nature.

It is suggested that the Alt. DCM attend as many group meetings in the District as possible to maintain a feel for the atmosphere of AA locally. It is also of importance that during the two-year term the Alternate attends some NHAA monthly and quarterly meetings. A familiarity with the AA Service Manual is helpful, and a continued study to understand the Traditions, Concepts, Legacies and Guidelines of AA is recommended. Attendance at some group and District functions in the course of a year is also expected.

The Alt. DCM may make a report at each District meeting and is required to file a written quarterly report with the District. The Alt. DCM is also the Chair of the Service Manual Committee.

To qualify for this position the candidate should:

1. Have a solid background in service work in both the group and district level.
2. Have enough continuous sobriety (suggested five (5) years).
3. Have the time to fulfill responsibilities to the District for the entire two-year term.
4. Have the ability to smoothly conduct the District meeting, by applying a relatively thorough knowledge of the currently adopted parliamentary authority.

### ***District Treasurer***

The District Treasurer is responsible for keeping track of all District financial matters, paying bills, and maintaining accurate records of the District's financial condition. This person will maintain accurate records showing the financial health of District 11. Some experience in accounting and bookkeeping is helpful but not required. The District Treasurer may assume other duties at the direction of the District

The District Treasurer will be the key holder of the District P.O. Box and will log donations from groups, and meetings, and process the funds to the District bank account.

The Treasurer will pay the bills of the standing committees and present a monthly report to the District. (I.e. month of January transactions presented at the February meeting, etc.) He/she will also deliver mail directed to other committees. The District Treasurer is expected to attend the District Service Meetings.

It is required that the District Treasurer will make sure that another officer (DCM or Secretary is recommended) is able to sign checks on this account. Three (3) continuous years of sobriety is suggested.

## ***District Treasurer Guidelines***

### **Article I - Purpose**

The District Treasurer shall oversee all financial matters so as to provide guidance and advice to the District when and where money is needed to provide service work. These guidelines will allow continuity and a path to follow for future financial leaders of District 11.

The most common responsibilities of the District 11 Treasurer are:

1. To actively seek help from any AA resource (from GSO to the individual AA) when an issue arises and to keep District 11 informed.
2. To be the advisor to the District when and where money is an issue or fiscal policy needs to be updated.
3. To make recommendations to add, change or delete any type of fiscal policy if the need arises.
4. To draft the yearly budget with an ad-hoc committee for approval and make recommendations at mid-year if financial changes are needed.

### **Article II-Scope**

The District 11 Treasurer will make him or herself available to all officers, committee chairs (and their members), GSR's and any District 11 member to answer any questions and will consider any good idea pertaining to finance. The fiscal year will begin on January 1. All financial books of District 11 will be open to all members.

### ***District 11 Financial Policies Based on Traditions and Concepts***

1. Inflows
  - A. Contributions from groups in District 11 to the General Treasury:
    1. The prudent reserve is three (3) months of operating expenses across all accounts.
  - B. Direct contributions from members of District 11:
    1. This may happen if an unexpected service need becomes clear.
  - C. Contributions received by sponsoring a special event such as a convention or conference to the General Treasury if there is a profit.
  - D. Interest from accounts.

## Outflows

### A. Budgeted money for AA Services including business expenditures:

1. DCM and Alt. DCM
2. PI/CPC
3. Corrections
4. Grapevine
5. Group Services
6. Registrar
7. Secretarial
8. Treatment
9. Operations (rent) cost.

### B. Other ways to spend money during year (Group Conscience needed):

1. Suggestions from any Committee

A. A good idea, even if going over budget, should be discussed.

2. Donations to Area and/or GSO.

3. A good idea from an AA member, GSR, or a group that helps to improve service to the groups and the newcomer.

4. Set aside unexpected windfall for a cause - we should be forever poor

A. Prudent Reserve Fund may be looked at if needed.

### C. Spend down due to an inflated Treasury.

1. Donate excess funds at year end to Area 43 and GSO.

This outline suggests way District 11 should manage its inflows and outflows. A simple majority from the voting body is needed for change which may come in the form of accepting a fiscal budget. The Prudent Reserve Fund ought not to exceed six (6) months of operating expenses for general treasury and functions combined. The District directs the Treasurer what to pay and the Treasurer writes the checks and advises.

### ***Secretary***

The primary responsibility of the District Secretary is to take minutes at District meetings and report them in a timely fashion (within two weeks) via current e-mail listings to District Group members (District Officers, GSR's, and Committee Chairs) and provide several hard copies at District meetings for members unable to be reached electronically. Secretary should also provide reports via U.S. Mail service to members requesting that method who provide their address information to the Secretary. The Secretary should retain all notes and written minutes and submit originals to the District Registrar regularly. The District will provide reimbursement for recorded expenses (paper, printing, postal costs, etc.).

### ***Functions Chair***

The purpose of the Function Chairperson of District 11, Area 43 of NHAA; shall be to plan, arrange and host dinners, workshops and other such activities as requested by the District for the benefit and unity of members of AA.

The Function Chairperson shall be elected by the District during the normal bi-annual District elections or by special vote when a vacancy occurs. In the case of a special election to fill a vacancy, the Function Chairperson shall serve out the remainder of the normal term.

### ***District Registrar***

This position is responsible for maintaining and disseminating all District group and meeting information. The District Registrar keeps an updated file listing each group's or meeting's name, location, time and day of meeting, current membership count, nature of meeting, GSO reference number, current GSR data and alternate GSR or contact person information. Changes are submitted to the District Registrar by the representatives of the group via the "Area 43 Alcoholics Anonymous Group Change Form". Changes are sent to NHAA and GSO directly.

The Registrar also maintains an accurate list of current District officers and chairpersons, complete with their addresses, telephone numbers and email addresses. The District Registrar maintains the list of meetings within the District.

NHAA Area 43 will, annually, provide the District Registrar with a printed list of group information which it has received from GSO. The District Registrar is responsible for auditing this information to ensure its accuracy and return any corrections to NHAA Area 43 in the time frame specified by the NHAA Area 43.

The Registrar must supply a quarterly report to the District to keep that body informed of major changes and allow an opportunity to close any gaps in its information gathering process.

The Registrar is responsible for the meeting list for District 11.

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

The position is the foremost contact between AA District 11 and a long list of outside agencies. These include: area school administrators, lawyers, judges, doctors, churches, police, etc. The chair is the person who approaches these agencies or upon their request provides critical information only as to what AA can provide in the vein of cooperation without affiliation. Among the services the committee offers is AA literature, displays, and basic information that present AA for what it is in the fabric of any community.

The position provides accurate information for the media and answers inquiries from the general public.

The Chair puts together lists of volunteers, from the District, to speak at appropriate times and locations, participates in the presentation of conference approved radio and television spots and networks closely with the NHAA Chair for current information.

Solid contact with the NHAA Area 43 PI/CPC Chair(s) is required.

This position requires good judgment and a sound appreciation of AA Traditions.

The Chairs should be familiar with and take guidance from the various AA pamphlets and the AA Guidelines (yellow pages) which are available from GSO.

### ***Corrections Chair***

The Corrections Chair position ensures that AA meetings are provided to all corrections facilities within the district borders and cooperates with the NHAA Area 43 Corrections committee to supply meetings at State facilities outside of the District borders.

This position coordinates the meetings held at these locations through cooperation with the corrections officials. The Chair is also responsible for keeping these facilities supplied with AA pamphlets and books. This is done primarily through a budget allotted by the District and supplemented by donations of literature from groups within the District.

The Chair must stay in contact with the NHAA Corrections Chair on matters related to the State Prison system and its related impact on AA groups and speakers attending those facilities. The Chair should also work with the State representative on guidelines of listing contact people in AA District 11 for prisoners entering society after incarceration. A good understanding of AA Traditions and patience with a strict prison system are prerequisites to this role.

The Chair may visit groups within the District and speak on the need and purpose of service work regarding the prison system. In addition, the position is responsible for monthly reports to the District.

### ***Treatment Facilities Chair***

This position is responsible for bringing the message of AA to non-corrections related treatment facilities within District 11.

The Chair maintains a list of all treatment and related facilities within District 11. This contact list should include the names of all directors and/or program organizers within these facilities.

The Chair is responsible for communicating to these facilities the guidelines for AA assistance available to treatment programs. AA literature, as well as district meeting lists, may be provided to the facilities upon request. Meetings and special presentations may also be arranged according to AA Traditions. To accomplish this the Chair may request volunteer speakers from groups within the District.

The District chair should also be in solid contact with the NHAA state chair for Treatment Facilities. A sharing of information and experience is crucial to the success of this endeavor.

Responsibilities also include monthly reports to the District.

### ***Grapevine Representative***

This Chair is responsible for the general state of awareness of the Grapevine offerings on the group and District levels. The role is chiefly one of promoting Grapevine subscriptions by individuals and groups as well as presenting the myriad of other material, CD's and the like that the Grapevine produces.

Whenever requested, the Grapevine Representative also secures and presents Grapevine displays at District functions, meetings and workshops. The representative may also speak at individual groups in order to educate AA members on what is current in Grapevine material. The post should remain in regular contact with the NHAA Grapevine Representative and the Grapevine itself to keep up on changes and to share experience.

Responsibilities also include monthly reports to the District.

### ***Hot Line Representative***

The Hotline Representative has the job of linking volunteers in the District with 12 step calls made to the hotline. The Hotline Representative should have time available to attend District meetings and Area Hotline Committee meetings. The Hotline Representative attends meetings of the Area 43 Hotline Committee, receives group hotline volunteer lists from GSRs and provides them to the area, receives hotline report sheets from the area and reports the results to the District.



## *General Service Representative*

### **Job Description:**

The General Service Representative (GSR) has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the District Committee Member and to the Delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the group Conference Actions that affect AA unity, health and growth. Only when a GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for AA as a whole.

### **Qualifications:**

Experience shows that most effective GSR's have been active in group, intergroup or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems. Usually prospective GSR's have at least two years of continuous sobriety. They have time available for District meetings and Area Assemblies. They have the confidence of the group and an ability to listen to all points of view.

### **Duties:**

GSR's attend District meetings and also attend Area Assemblies.