

## **District 11 Service Positions**

### **Elected Officers**

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

Responsibilities include: Conduct monthly District meetings and provide agenda; carry the collective conscience of District Groups to Area Committee Meetings (ACMs); participate in all District workshops; keep District informed of all motions and/or recommendations made by Area Committee and Area Assemblies; forward all emails/communication/flyers from Area officers as pertinent; attend the four Area Assemblies; attend yearly PRAASA and Regional Forum if District budget supports; attend ACMs, normally 8 per year; acquaint GSRs with The A.A. Service Manual, Box 4-5-9, and other A.A. literature; maintain close liaison with Intergroup; try to make a regular practice of talking to Groups (new and old) on the responsibilities of general service work, particularly carrying the message of the 7th tradition to non-supporting AA Groups; hold sharing sessions on just about any service subject.

#### **Alternate District Committee Member (Alt. DCM)**

Responsibilities include: To perform the duties of the DCM when absent; oversee all District workshops; if requested, attend other community events; be familiar with the Service Manual; attend all District meetings.

#### **Recording Secretary**

Responsibilities include: Take minutes and maintain corrected minutes of all business at District 11 meetings (note: reports/status/etc are submitted digitally for minimum transcribing); assure that the minutes are sent to District officers and GSRs on time; be familiar with the Service Manual; attend all District meetings.

#### **Treasurer**

Responsibilities include: Receive, record, deposit, and report all income received by the District, acknowledging each in writing; to make disbursements for such purposes as determined by the approved District spending plan; maintain bank account; submit monthly operating statements; be familiar with the Service Manual; attend all District meetings.

#### **Registrar**

Responsibilities include: Maintain a data base of all District GSR's Contact information; maintain the District 11 Welcome Packet; maintain close liaison with Area Registrar to ensure submitted change request are processed; be familiar with the Service Manual; attend all District meetings.

### **Appointed Chairs**

#### **Bridging the Gap (BTG)**

Responsibilities include: Serves as District 11 resource for providing contact information for transitioning from treatment facilities and institutions, jails and prisons; maintains a District BTG Kit; forms a committee if desired; encourage and support BTG; if requested, attend other community events; maintain close liaison with Area BTG Chair; attend all District meetings.

#### **Grapevine Representative (GVR)**

Responsibilities include: Promote subscriptions; set up displays at District workshops; keep supply of related Grapevine material for sale; assist Group GVRs; forms a committee if desired; if requested, attend other community events; maintain close liaison with Area Grapevine Chair; attend all District meetings.

### **Other Tasks**

#### **Webmaster's Communication Liaison**

Monitor and maintain accuracy of District 11's page information on the [aanorcal.org](http://aanorcal.org) website about events in the North State; and important events in Area 07. Communicate any timely changes with the Intergroup Webmaster, and anything for the greater good of Alcoholics Anonymous. Note: Volunteer position exempt from rotation; may form committee.

**All Elected Officers and Appointed Chairs require the time and energy to serve District well; terms are geared to CNIA Panels duration (if possible, but not required). Must make themselves available (no nominations). Required travel expenses are reimbursed.**