



DISTRICT 52 JOB DESCRIPTIONS

District 52 Job Description
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DISTRICT COMMITTEE MEMBER (DCM)

General Description: The DCM is elected by the District that they represent to serve a two-year term that runs concurrent with the Area Officers. They are voting members of the Area Assembly and members of the Area Committee.

Position Description: The district committee member is an essential link between the group's GSR and the Area's Delegate to the service conference. He/she facilitates communications so that an informed group's conscience can result, maintains district records and facilitates monthly district meetings.

Duties and Responsibilities:

- Acts as guardian of the Traditions within the district
- Knowledgeable of Policy and Procedures Manual
- Knowledgeable of AA Service Manual
- Chair monthly district committee meetings
 - Prepare agendas
 - Manage time and discussion
 - Follow AA traditions, AA Concepts and Parliamentary Procedures
- Acts as liaison between Area and GSRs
 - Bring issues raised in the Area Assembly before the GSRs at district meetings
 - Bring issues raised by the GSRs at the district meeting to the Area Assembly
 - Carry the district's conscience to the Area Assembly
 - Maintain service to Area standing committees either with a representative to each committee or with a standing committee within the district
- Submit written reports to the Area Assembly and Newsletter on a quarterly basis regarding the district's activities during the past quarter
- Submit information to the Area Website Chairperson as is appropriate to the office

- **Maintain and update district records**
 - **Update the registrar and GSO on meeting changes within the district as well as changes of GSRs and alternate GSRs, groups, SETA rosters and mailing lists**
 - **Help define district lines**
 - **Update the Area Assembly on District conventions and events**
- **Have a working relationship with the Area Delegate and the Area Chairperson**
- **Attend Area Quarterly Assemblies**
- **Attend all Area Committee Meetings**
- **Attend Regional Forums and SWRAASA (or ensure that a representative from the district attends)**
- **Maintain contact with ALL groups in the district, encouraging participation at the district level in activities and being available for solutions to group problems**
- **RESPONSIBILITIES TO THE GENERAL SERVICE REPRESENTATIVE(S)**
 - **Orientates new GSRs about their functions**
 - **Put forth every effort to increase attendance and participation at the district level**
 - **Encourage GSRs to attend Assembly quarterly meetings**
 - **Ensures the district plans and hosts service workshops**
 - **Host Assemblies**
 - **Participates in the Area Gratitude Dinner**
- **Encourage participation of district AA members on Area Committees**
- **Orient new District Representatives on Area Committees**
- **Encourage effective committee work within the District**

ALTERNATE DISTRICT COMMITTEE MEMBER (ALTDCM)

General Description: The Alternate DCM is elected by the District that they represent to serve a two-year term that runs concurrent with the Area Officers. They are voting members of the Area Assembly in the absence of the DCM and members of the Area Committee.

Position Description: The Alternate DCM is a trusted servant that can step in and take full control of the DCM's duties if need be (see DCM job description); assisting the DCM.

Duties and Responsibilities:

- Chair an ad-hoc committee to review update the district 52 job descriptions each even number year in preparation for district elections.

- Maintaining District website
- Regularly attend District meetings
- Regularly attend Area Assembly
- Assist in obtaining group information in time to meet the deadline for the AA directory.
- Assist in orienting and keeping GSR's informed

- Organize workshops and/or sharing sessions on service activities.

- Assist in talking to groups on the responsibilities of service work.

- Job descriptions will be reviewed or revised by May of every odd year to reflect any necessary changes or additions to the position. In addition, file review the date of the file review or revision will be noted in footer of job description with year of review or revision.

- The reviewed or revised job description will be sent to the Area Secretary for THE purpose of records and to the Information Technology Chairperson for purpose of posting to the web

SECRETARY

General Description:

- Record and distribute the minutes of the District Meetings
- Keep roster up to date and send out any mailings/emails related to the minutes and requests for reports
- An effective secretary needs to have the following attributes:
 - Strong organizational skills
 - Ability to capture the essentials of the meeting
 - Time management skills
 - Ability to meet deadlines

GRAPEVINE COMMITTEE CHAIR

Job Description:

- Act as a liaison between the Area Grapevine Committee and the District
- Communicate news to the District concerning Area Grapevine activity including subscription campaigns and events.
- Provide mailing address for District Grapevine subscriptions and disperse the subscriptions as agreed by the district
- Provide Grapevine display for requested district events
- Submit an electronic version of your committee report to the District DCM and Secretary prior to the District meeting
- Plan accordingly to spend within the yearly budget; submitted and approved by the committee every December.

SETA Grapevine Committee:

This committee coordinates the work of individual AA members, groups and districts to read, subscribe to and utilize the Grapevine/Grapevine produced materials. The committee also encourages individual AA members to contribute individual stories to the Grapevine for publication.

Chairperson:

Committee Meetings:

Literature Committee Chair

Job Description:

- Act as a liaison between the Area Literature Committee and the District
- Communicates news to the District concerning Area Literature Committee activity including new or revised literature
- Provide literature display for requested district events
- Submit an electronic version of your committee report the District DCM and Secretary prior to the District meeting.
- Plans accordingly to spend within the yearly budget; submitted and approved by the committee every December.

SETA Literature Committee:

The committee displays Conference-approved literature, discusses/reviews pamphlets and/or conducts a pamphlet challenge at each district meeting.

Chairperson;

Committee Meetings:

TREATMENT FACILITIES COMMITTEE CHAIR

Job Description:

- Acts as a liaison between the Area Treatment Facilities Committee and the District
- Communicate news to the District concerning Area TFC activity including Bridging the Gap within the District geographical boundaries
- Provide TFC display for requested district events
- Submit an electronic version of your committee report to the District DCM and secretary prior to the District meeting
- Plan accordingly to spend within the yearly budget; submitted and approved by the committee every December.

SETA Treatment Facilities Committee: The Treatment Facilities Committee leads and coordinates the work of AA members and groups in carrying the AA message to alcoholics in treatment facilities. If you would like to have the Treatment Facilities Committee make a presentation to your group or district, contact the committee chair to set it up. If you would like to be informed of opportunities to help out with committee work please contact the Area Committee Chair and you can be placed on our email update list so that you can be aware of opportunities to serve.

Bridging the Gap:

A Temporary Contact is an AA member who assists alcoholic patients Bridge the Gap between the treatment facility and outside AA meetings. Assisting the newcomer and demonstrating AA's singleness of purpose. The contact's primary purpose is to introduce the newcomer to AA meetings near the newcomer's home.

Chairperson: Pam Fraser, 919.624.1234

Committee Meetings: Every second Monday of the month, via Go-to-Meeting, with the exception of Area Assembly months when the committee will meet at 4:30 pm

CORRECTIONAL FACILITIES COMMITTEE CHAIR

Job Description:

- Act as a liaison between the Area Correctional Facilities Committee and the District
- Attend monthly District meetings and monthly Area Committee meetings
- Communicate news to the District concerning Area CFC activity including Correctional Facilities events, financial reports, meetings and/or correspondence within the District geographical boundaries
- Provide CFC materials or display for requested district events
- Provide “blue cans” when requested
- Collect old Grapevine copies from groups for Area donations
- Submit an electronic version of your committee report to the District DCM and Secretary prior to the District meeting
- Plan accordingly to spend within the yearly budget; submitted and approved by the committee every December.

SETA Correctional Facilities Committee:

CFC carries the message of Alcoholics Anonymous to the suffering alcoholic behind the walls of our jails and prisons; this includes local (county/city) as well as state jails. In addition to taking AA meetings into these facilities, they do various service functions. We disburse AA literature bought from generous donations to the Blue Can, we answer letters from incarcerated inmates through the Correspondence program, we set up contacts for pre-release inmates and they carry the message through setting up information tables at workshops and conventions.

Chairperson:

Committee Meetings: