

SETA 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. The District Committee Member is an essential link between the groups' GSRs and the Area Delegate to the service conference. He/she facilitates communications so that an informed group conscience can result, maintains district records, and facilitates monthly district meetings.

Voting Rights:

The DCM and Alternate DCM each have one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years of sobriety and previous service experience for a group, District or Area. Experience with general office experience and word processing and spreadsheet knowledge. This position requires organization and attention to detail.

Duties and Responsibilities:

- Act as guardian of the Traditions within the district
- Be knowledgeable of Policy and Procedures Manual
- Be knowledgeable of AA Service Manual
- Chair monthly district committee meetings
 - Prepare agendas and submit two weeks prior to district meeting
 - Manage time and discussion
 - Follow AA Traditions, AA Concepts and Parliamentary Procedures
- Act as liaison between Area and GSRs
 - Send any revised job descriptions to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the website
 - 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.
 - In the absence of a committee representative the DCM shall obtain minutes from regular meetings of area standing committees
- 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 SETA Registrar and GSO on meeting changes within the district as well as changes of GSRs and alt. 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 the 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 in district activities and being available for solutions to group problems
- Responsibilities to GSRs:
 - Orientate new GSRs about their function
 - Strive to increase attendance and participation at the district level
 - Encourage GSRs to attend Assembly quarterly meetings

SETA DISTRICT COMMITTEE MEMBER (DCM)
JOB DESCRIPTION CONTINUED

- Ensure that the district:
 - Plans and hosts service workshops
 - Hosts Assemblies
- Encourage participation of district AA members on Area Committees
- Orient new District Representatives on Area Committees
- Encourage effective committee work within the District

SETA ALTERNATE DISTRICT COMMITTEE MEMBER (DCM)

The alternate is a backup for the DCM. The alternate DCM is responsible for attending area meetings and assisting in other duties should the DCM be unable to perform such duties. If the DCM resigns or is unable to serve for any reason, the alternate steps in and assumes the duties of the position. Usually, the alternate is elected at the same time as the DCM.

DISTRICT REGISTRAR/ALTERNATE REGISTRAR

General Description:

The Registrar will execute the duties in accordance with the District Operating Guidelines and Procedures. This position is responsible for maintaining the confidential District Contact List comprised of the registered groups within District 70 as well as contact information for the District Officers, Standing Committee Chairs and GSRs. The Registrar is the custodian of the District Operating Guidelines and Job Descriptions.

Voting Rights:

The Registrar and Alternate Registrar will each have one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous service experience for a group, District or Area. Experience with general office experience and word processing and spreadsheet knowledge. This position requires organization and attention to detail. Updates to groups contact information changes constantly.

Duties & Responsibilities:

- New Registrars notify the Area with contact information to receive information regarding duties. (Area will forward the information on to the General Service Office)
- Perform roll call at each District Meeting to determine total attendees, voting members and visitors present. Voting members are determined based on the District Operating Guidelines and Procedures
- Provide a count of the number of attendees, voting and visiting members and report these numbers to the District as part of the Registrar's Report.
- Maintain the confidential District Contact List to include
 - Current District Officers and alternates including name, address, city/state/zip, email.
 - Current Standing Committee Chairpersons including name, address, city/state/zip, email.
 - Current GSRs, Alternate GSRs, and/or Group Contacts for each registered group regardless if the group is active or inactive. Contact information includes the group number, name, address, city/state/zip, email.
- Register new Groups/GSRs/Alternate G.S.Rs using the New Group Form or Group Information Change Form. Forward these completed forms to the Area Registrar. The Area Registrar will file the updates with G.S.O.
- Distribute the District 70 Contact List to the District Officers and Standing Committee Chairs within 10 days following the monthly district meeting if there are changes.
- When requested by members of District 70, provide copies of the District Operating Guidelines and Job Descriptions in a non-editable format (pdf).
- During the Officer/Chair election, be prepared to provide descriptions of the District positions.
- Work with the Alternate Registrar in training of Registrar duties.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Prepare a budget for the upcoming year as requested by the Finance and Budget Committee Chair (typically October/November)

ALTERNATE REGISTRAR

The alternate is a backup for the Registrar and is responsible for attending District and Area meetings and assisting in other duties should the Registrar be unable to perform such duties. If the Registrar resigns or is unable to serve for any reason, the alternate steps in and assumes the duties of the position. Usually, the alternate is elected at the same time as the Registrar.

DISTRICT SECRETARY/ALTERNATE SECRETARY

General Description:

The Secretary will execute the duties in accordance with the District Operating Guidelines and Procedures. This position is responsible for recording the discussions, actions and activities from the monthly District 70 meetings.

Voting Rights:

The Secretary and Alternate Secretary will each have one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous service experience for a group, District or Area. Experience with general office experience and word processing and spreadsheet knowledge. This position requires organization and attention to detail.

Duties & Responsibilities:

- Record the actions, discussions and motions as they relate to District business from the monthly meetings.
- Receive the Standing Committee monthly reports and retain these as part of the District minutes.
- Meeting minutes should include (but not limited to):
 - The number of attendees (voting members, GSRs, Alternate GSRs and visitors)
 - Approval of the prior meeting minutes and Treasurer Report
 - Summary Standing Committee Reports received from the Chairperson(s)
 - Results from discussion regarding District business matters
 - Motions and voting results for business items and elections
- Provide a summary of the meeting minutes to the D.C.M for approval prior to distribution to the members of the District 70 two weeks prior to the next scheduled meeting.
- Once approved, distribute the meeting minutes and all committee reports to the members listed on the District contact list that is provided by the District Registrar one week prior to the next scheduled meeting.
- Make the minutes available at the following District meeting for review.
- Make necessary changes as indicated from the District members required approval.
- Forward the District approved meeting minutes to the Area Secretary.
- Maintain records of District minutes. At the end of term, provide the minutes to the Archive Committee.
- District minutes may also include the minutes from the Area Assembly meetings and flyers for events occurring in the District.
- Be willing to assist District Officers who may require the skills of the Secretary.
- Work with the Alternate Secretary in training of the Secretary duties.
- The Alternate Secretary is responsible to record the meeting minutes in the absence of the Secretary.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Prepare a budget for the upcoming year as requested by the Finance and Budget Committee Chair (typically October/November)

ALTERNATE SECRETARY

The alternate is a backup for the Secretary and is responsible for attending District and Area meetings and assisting in other duties should the Secretary be unable to perform such duties. If the Secretary resigns or is unable to serve for any reason, the alternate steps in and assumes the duties of the position. Usually, the alternate is elected at the same time as the Secretary.

DISTRICT TREASURER/ALTERNATE DISTRICT TREASURER

General Description:

The District Treasurer will execute the duties in accordance with the District Operating Guidelines and Procedures. This position is responsible for maintaining financial records of the District. The funds received are the contributions from the groups within District 70. The District Treasurer is the custodian of the District checkbook and is responsible for paying the District expenses and ensuring those expenses are properly accounted for in the District Budget.

Voting Rights:

The Treasurer and Alternate Treasurer will each have one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous service experience for a group, District or Area. This position requires organization and attention to detail. The candidate should also have experience in working spreadsheets and accounting knowledge.

Duties & Responsibilities:

- Check the District post office box and reviewing the mail received.
- Using the District approved budget, record contributions and expenses on the appropriate line items.
- Deposit the checks in the District bank account. Ensure the amounts received are accurately recorded by group on the Treasurer's report.
- Disburse funds to pay for District expenses ensuring amounts paid are supported by invoices/receipts or other documentation. Checks require 2 signatures by authorized accounts signors. The check payee and signor may not be the same person.
- In the absence of a Budget and Finance Committee any budget request or modifications should be brought to the District for review and approval. Otherwise, modifications to the District Budget should be sent to the Finance & Budget Committee. The Finance and Budget committee will make a recommendation to the District regarding budget increases.
- Modify the Treasurer report to include any budget revisions approved by the District
- Reconcile the bank statement on a monthly basis. Follow-up as appropriate on checks outstanding and checks returned as NSF.
- Prepare a monthly report for each monthly District Meeting and submit to secretary two weeks prior to meeting. The report should include, but is not limited to:
 - Current bank balance Prudent Reserve
 - Available Funds (bank balance minus reserve funds such as prudent reserve/budget shortfall)
 - Contributions by group for the current month and year-to-date
 - The total budgeted contributions
 - Expenses by budget line item for current month, year today and budgeted amount District approved budget modifications
 - Amount for Net Income for the month (contributions minus expenses)
- The District Treasurer will also participate in the Finance & Budget Committee. Although the Alternate Treasurer is not required to be a member, it is recommended.
- The District Treasurer and Alternate District Treasurer will participate in the audit of the previous books as required by Finance & Budget Committee.

DISTRICT TREASURER/ALTERNATE DISTRICT TREASURER
JOB DESCRIPTION CONTINUED

- The District Treasurer and Alternate District Treasurer, DCM and Alternate DCM are authorized signors on the District Bank Account.
- Ensure bank signature cards are updated after changes of officers.
- Be custodian of any bank debit cards, with responsibility for possession of and authorized usage. Issue debit cards to authorized users per District policy
 - Collect/cancel debit cards as necessary after changes of officers
 - Change PIN numbers as necessary after changes of officers
 - Create online access to all accounts for Alternate Treasurer, DCM and Alternate DCM
- Work with the Alternate District Treasurer in training of the Treasurer duties.
- The Alternate District Treasurer is responsible to present the Treasury report at the monthly District meetings, making deposits and issuing checks in the absence of the District Treasurer.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Prepare a budget for the upcoming year as requested by the Finance and Budget Committee Chair (typically October/November). The District Treasurer will assist in preparing the budget as a member of the Finance and Budget Committee.
- It is recommended that each District position have an alternate to help execute the position duties and act for the District Officer when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the District Officer rotates out or resign

ALTERNATE DISTRICT TREASURER

The alternate is a backup for the Treasurer and is responsible for attending District and Area meetings and assisting in other duties should the Treasurer be unable to perform such duties. If the Treasurer resigns or is unable to serve for any reason, the alternate steps in and assumes the duties of the position. Usually, the alternate is elected at the same time as the Treasurer.

DISTRICT ARCHIVE COMMITTEE CHAIRPERSON

General Description:

The Committee will permanently document the work of District 70 to make its history accessible to members. This will provide a context for understanding A.A.'s progression, principals and traditions. This position is responsible to assemble the records for the business and events within District 70.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous General Service experience at a group or District level. The candidate should have some knowledge, interest, and/or experience in the area of Archives and the record retention process.

Duties & Responsibilities:

- Register with General Service Office (GSO) Archives Desk as District 70, Area 67 Archives Committee Chair.
- Have a working knowledge of the *Twelve Traditions* and their relation to service work.
- Frequently contact the groups in District 70 to promote the knowledge and understanding of the origins, goals and the purpose of preserving the A.A. history.
- Encourage groups to elect an Archives Representative to join the Committee.
- Provide Archive Committee contact information to the GSR for groups in District 70.
- Lead a committee that is responsible for gathering the various event records (display boards, CDs, files, flyers, group histories, tapes) that are related to the groups, district or A.A.
- Educate the District 70 members concerning the importance of preserving the past at the group and district level.
- Prepare letters or flyers for distribution to groups regarding matters of archival interest.
- Develop, present, and maintain the archival displays.
- Maintain ongoing records of the District's finances for purposes of having access to historical information and calculations.
- Maintain an ongoing record of the specific policies/procedures adopted by District 70 as related to Archives to make sure they are passed on to the future Committee Chairs.
- Actively support the Mission of the Joint Archives Committee, seeking input from other standing committees, if applicable.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting, District 70 Newsletter Editor and the District 70-82 Joint Archives Committee Secretary.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).

DISTRICT PUBLIC INFORMATION/COOPERATION WITH PROFESSIONAL COMMUNITY COMMITTEE CHAIRPERSON (PI/CPC)

General Description:

To inform the general public and non-alcoholic segments of society of what Alcoholics Anonymous is through such activities as talks to schools, civic organizations, meetings, etc. Provide A.A. literature to schools, offices, media and industry. Inform professionals and the public about what AA does and what it does not do. The work is carried out in such a matter as cooperation rather than affiliation.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous General Service experience at a group or District level. The candidate should have some knowledge, interest, and/or experience in the area of PI/CPC services.

Duties & Responsibilities:

- Register with General Service Office PI and CPC desk as District 70, Area 67 Committee Chair.
- Have a working knowledge of the Twelve *Traditions* and the relation to service work.
- Frequently contact groups within District 70 providing education on the purpose of PI/CPC and encourage participation of group members.
- Encourage groups to elect a PI/CPC Representative.
- Lead PI/CPC committee meetings to inform and encourage participation.
- Study the 12 Traditions of AA at Committee meetings and how they apply to PI/CPC work.
- Study the PI and CPC Workbooks at Committee meetings.
- Help set up PI/CPC display at local conventions, workshops and health fairs.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting.
- Submit monthly written Committee report to District 70 Newsletter Editor, SETA PI and SETA CPC Committees.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).

DISTRICT CORRECTIONAL FACILITIES COMMITTEE CHAIRPERSON **(CFC)**

General Description:

The Committee facilitates the formation of A.A. groups inside the correctional facilities located in the boundary of District 70. These services are based on the cooperation and understanding between authorities and the members of A.A. as represented by the Correctional Facility Committee. Protect the A. A. traditions and members in all matters.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous service experience in a group, District or Area. The Candidate should have some knowledge of taking meetings into the Correctional Facilities.

Duties & Responsibilities:

- Lead a committee to support the cooperation of the officials of the institutions.
- Designation of the Meeting Contact Representing the Facility, Liaison and Secretary.
- Meet and educate the authorities on the purpose of A.A. to ensure a clear understanding of the services A. A. can provide.
- Ensure the services provided align with A.A. Traditions.
- Carry out the work within the established guidelines agreed upon with the officials.
- Host a Correctional Facilities Workshop (minimum 1 per year) to allow interested members to certify in taking meetings to the members behind the walls.
- Encourage members of the groups within District 70 to service opportunity provided by taking the responsibility for carrying the message to the alcoholic in jail.
- Coordinate the Bridge the Gap program to assist recently released inmates with assistance as appropriate.
- Coordinate the Correctional Correspondence program to provide to connect inmates with an outside A. A. member.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting
- Submit monthly written Committee report to the District 70 Newsletter Editor.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).

DISTRICT FINANCE AND BUDGET COMMITTEE CHAIRPERSON

General Description:

This position is responsible to assemble a committee of 4 District Members and the District Treasurer to study, analyze and report the financial health of the District as it relates to the 7th Tradition. The Finance & Budget Committee is responsible for preparing the proposed budget for the District each year.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and 2 years previous General Service experience for a group, District or Area. Candidate should have some knowledge of budgets and finance, be computer literate and a good leader.

Duties & Responsibilities:

- Establish and lead a Committee that is responsible to safeguard all the 12 Traditions while ensuring the financial health of District 70
- Work with the District Treasurer to prepare a budget work package for all eligible budget stakeholders and distribute at the District meeting to ensure approval before January of the upcoming year.
- Present the proposed budget for the succeeding year at the November District meeting for approval
- Study/review the needs of District 70 as they relate to income and expense
- Ensure a healthy but practical District financial status that honors the intent of the Seventh Tradition on self-support
- Recommend and report to the District Committee, for their approval, any financial matter it was given to review.
- Keep an ongoing record of the specific policies/procedures adopted by the Assembly as they relate to Finance to make sure they are passed on to future F&B Committee Chairs
- Maintain calculation or copies of the calculations of the prudent reserve records
- Recommend adjustments to the Prudent Reserve as deemed necessary
- Assist the Treasurer on any matters where help is sought
- Lead the Audit Group in review of the prior 2 years of Treasurer books/reports. The Audit group consists of the incoming Treasurer, Alternate Treasure, Alternate DCM and current members of the F&B Committee. The review is performed every 2 years at the beginning of the term.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting.
- Submit monthly written Committee report to the District 70 Newsletter Editor.

DISTRICT GRAPEVINE COMMITTEE CHAIRPERSON

General Description:

The Committee is responsible for spreading the word and creating enthusiasm for using the Grapevine or LaVina to carry the message of A.A. to members.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous General Service experience at a group or District level. The candidate should have some knowledge, interest, and/or experience with the Grapevine.

Duties & Responsibilities:

- Display copies of the magazines at district meetings, workshops and conventions.
- Announce the arrival of each new issue
- Share about articles in the Grapevine
- Encourage individual/group subscriptions
- May hold workshops on submitting articles
- Coordinate with District Standing Committees to initiate efforts to donate subscriptions to school libraries, hospitals, prisons or groups as appropriate.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting.
- Submit monthly written Committee report to the District 70 Newsletter Editor.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).

DISTRICT LITERATURE COMMITTEE CHAIRPERSON

General Description:

The Committee is responsible for ensuring literature is available for A.A. groups, service meetings and other A.A. events. This is accomplished through displays, supplies of A.A. catalogs and order forms.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous General Service experience at a group or District level. The candidate should have some knowledge, interest, and/or experience in the area of A.A. Literature.

Duties & Responsibilities:

- Keep a stock of catalogs for A.A. literature.
- Set up material for viewing and sale (if appropriate) at District and Group functions including workshops, conferences, conventions, roundups and meetings.
- Order literature for District activities as needed.
- Become familiar with the general contents of literature in order to provide information as requested from groups.
- Consider suggestions regarding proposed additions to and changes in the Conference-approved literature and audiovisual material.
- Work with the Area Literature Chair as appropriate.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting
- Submit monthly written Committee report to the District 70 Newsletter Editor.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).

DISTRICT TREATMENT FACILITIES COMMITTEE CHAIRPERSON **(TFC)**

General Description:

The Committee is responsible for determining the types of treatment that exist within the boundaries of District 70 to effectively represent A.A. to the professionals who work in these settings and to the alcoholics seeking professional treatment.

Voting Rights:

The Committee Chair has one vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous General Service experience at a group or District level. The candidate should have some knowledge, interest, and/or experience in the area of Treatment Facility services.

Duties & Responsibilities:

- Participate in service workshops and give presentations when asked
- Coordinate a Bridging the Gap program for alcoholics in treatment facilities
- Supply A.A. literature and general information to District 70 treatment facilities.

Committee Meeting Schedule

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting.
- Submit monthly written Committee report to the District 70 Newsletter Editor.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November)

DISTRICT NEWSLETTER EDITOR/COMMITTEE CHAIRPERSON

General Description:

The Committee is responsible for creating a monthly newsletter to advise members of activities and events in District 70, pertinent district business and information from the Area and AA World Services.

Voting Rights:

The Committee Chair has one vote in District business matters

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous service experience for a group, District or Area. Computer skills are required to publish the newsletter.

Duties & Responsibilities:

- Create and distribute a monthly newsletter incorporating information pertinent to District 70
- Plan and organize content of the newsletter
- Edit/proof information, articles, reports, photographs, drawings, etc. for each publication from members, groups, Area contacts and AA World Services
- Keep apprised of events, activities and news from within the District, Area and AA World Services
- Inform groups of newsletter and deadlines and encourage them to submit information
- Forward electronic un-editable copies of the current Newsletter to the District 70 Officers, Committee Chairs, and district members listed on the District Contact List
- Provide hard copies of the current newsletter at the monthly District 70 meeting.

Committee Meeting Schedule:

The Committee will determine the meeting date/time. It is recommended the Committee meet at least monthly.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Obtain the District 70 Contact List for purposes of distributing the Newsletter on a regular basis.
- Submit the monthly Newsletter (via e-mail) to the District 70 Secretary two weeks prior to the meeting.
- Lead the Committee in preparation of the budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).

DISTRICT INTERGROUP LIASON

General Description:

The Intergroup Liaison serves as the contact between District 70 and Houston Intergroup.

Voting Rights:

The Committee Chair has no vote in District business matters.

Preferred Experience & Qualifications:

A minimum 2 years sobriety and previous service experience for a group, District or Area.

Duties & Responsibilities:

- Attend the quarterly Intergroup meetings.
- Obtain any newsletters, flyers and event information from other districts, meetings and Intergroup.
- Procure the Intergroup calendar for the next quarter.

District / Area Responsibilities:

- Attend monthly District 70 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written report to the District 70 Secretary two weeks prior to the meeting.
- Submit monthly written report to the District 70 Newsletter Editor.
- Prepare a budget for the upcoming year to be submitted as requested by the Finance and Budget Committee Chair (typically October/November).