

## **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. This position requires organization, attention to detail and 10 -15 hours per week outside of work/home life and personal recovery.

### **Voting Rights**

At the district level the DCM protects impartiality by exercising voting rights only when his/her vote would affect the outcome. In such cases the DCM can either vote and change the result, or can abstain, killing the motion.

As a member of the Area Committee, the DCM has one vote in Area matters.

### **Preferred Experience & Qualifications**

A minimum of 2 years of sobriety and previous service experience for a group, District or Area. General office, word processing, spreadsheet and G-Suite knowledge is preferred. In-depth knowledge of the 12 traditions and the General Service Manual.

### **Duties & Responsibilities**

- Act as guardian of the Traditions within the district
- Be knowledgeable of Policy and Procedures Manual
- Be knowledgeable of AA Service Manual
- Facilitate monthly district committee meetings
  - Prepare agendas and send to committee members one week prior to district meeting
  - Manage time and discussion
  - Follow AA Traditions, AA Concepts and District 70 Parliamentary Procedures
  - Present agenda items in February for GSO annual conference and submit responses to Delegate in March
- 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 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.
- Submit written reports to the Area Assembly and Area Newsletter on a quarterly basis regarding the district's previous and upcoming activities
- 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 alternate GSRs, groups, and SETA rosters

- Help define district lines
- Update the Area Assembly on District events
- Have a working relationship with the Area Delegate and the Area Chairperson
- Attend Area Quarterly Assemblies
- Attend 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 by visiting the groups' meetings and group conscious meetings and encourage participation in district activities. Be available to assist with solutions to group problems
- Actively support District GSRs:
  - Orientate GSRs about their function
  - Strive to increase attendance and participation at the district level
  - Encourage GSRs to attend quarterly Area Assemblies
- Ensure that the district hosts service workshops
- Ensure that the district hosts at least one Area Assembly during term
- Encourage participation of district AA members on Area Committees
- Encourage effective committee work within the District
- Arrange to be an authorized signor and Key Executor on District bank accounts
- Assist with changing authorized signors on bank accounts at end of service term

### **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.

#### **Specific Duties & Responsibilities**

- Serve on the Finance & Budget Committee.
- Arrange to be an authorized signor on District bank accounts

## **REGISTRAR/ALTERNATE REGISTRAR**

### **General Description**

The Registrar will execute the duties in accordance with the District Policy 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 Policy and Job Descriptions.

### **Voting Rights**

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

### **Preferred Experience & Qualifications**

A minimum of 2 years sobriety and previous service experience for a group, District or Area. General office, word processing, spreadsheet and G-Suite knowledge is preferred. This position requires organization and attention to detail. Group contact information changes frequently.

### **Duties & Responsibilities**

- New Registrars notify the Area with contact information to receive information regarding duties.
- Perform roll call at each District Meeting to determine and report total attendees, voting members and visitors present.
- Maintain the confidential District Contact List to include
  - Current District Officers and alternates including name, address, phone number, email.
  - Current Standing Committee Chairpersons including name, address, phone number, email.
  - Current GSRs, Alternate GSRs, and/or Group Contacts for each registered group whether active or inactive. Contact information includes the group number, name, address, phone number, email.
- Register new Groups/GSR'S/Alternate GSR's using the New Group Form or Group Information Change Form. Forward these completed forms to the Area Registrar.
- Distribute the District 70 Contact List to the District Officers and Standing Committee Chairs within 7 days following the monthly district meeting if there are changes.
- Provide job descriptions of the District positions during elections.
- Work with the Alternate Registrar in training of Registrar duties.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee 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**

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 of 2 years sobriety and previous service experience for a group, District or Area. General office, word processing, spreadsheet and G-Suite knowledge is preferred. 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 Committee 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 DCM for approval prior to distribution to the members of the District Committee 10 days prior to the next scheduled meeting
- Once approved, distribute the agenda, previous meeting minutes and all committee reports to the members listed on the District Contact List one week prior to the next scheduled meeting
- Make the minutes available at the following District meeting for review
- Correct or amend meeting minutes as necessary
- Forward the District approved meeting minutes to the Area Webmaster within 7 days following the monthly District meeting to be posted on the District webpage.
- Maintain records of District minutes. At the end of term, provide the minutes to the Archive Committee.
- Work with the Alternate Secretary in training of the Secretary duties.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee 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 TREASURER**

### **General Description**

The District Treasurer will execute the duties in accordance with the District Policy 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 and reported at each District meeting.

### **Voting Rights**

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

### **Preferred Experience & Qualifications**

A minimum of 2 years sobriety and previous service experience for a group, District or Area. General office, general accounting, word processing, spreadsheet and G-Suite knowledge is preferred. This position requires organization and attention to detail.

### **Duties & Responsibilities**

- Check the District post office box by the 5<sup>th</sup> of each month.
- Using the District approved budget, record contributions and expenses on the appropriate line items. Maintain the original or copy of all expense receipts and contributions in the Treasurer Binder to be saved to archives.
- Deposit monies in the District bank account by the end of each month.
- Accurately record all monies received on the Treasurer's report.
- Disburse funds to pay for District expenses ensuring amounts paid are supported by invoices/receipts or other documentation.
- Modify the Treasurer report to include any budget revisions approved by the District. Requests for modifications to the District Budget should be sent to the Finance & Budget Committee for review and recommendation. In the absence of a Budget and Finance Committee, the Treasurer will submit any budget request or modifications to the District for review and approval.
- 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 District Meeting and submit to secretary one week prior to meeting. The report should include, but is not limited to:
  - Current bank and Prudent Reserve balance. Prudent Reserve is in separate savings account.
  - Available Funds
  - Contributions by group for the current month and year-to-date
  - The total budgeted contributions
  - Expenses by budget line item for current month, year-to-date and budgeted amount
  - District approved budget modifications
  - Amount for Net Income for the month

- Serve on the Finance & Budget Committee
- Participate in the audit of the previous books as required by Finance & Budget Committee
- Renew the District Post Office Box located at the Deer Park Post Office on an annual basis and be the primary contact for the Post Office.
- Arrange to be an authorized signor and Key Executor on District bank accounts
- Ensure bank signature cards, physical mailing address and email address are updated after changes of officers
- Obtain and keep original signed District Bank Card Policy agreements
- Collect/cancel debit cards as necessary after changes of officers
- Work with the Alternate District Treasurer in training of the Treasurer duties.
- Assist with changing authorized signors on bank accounts at end of service term

#### **District/Area Responsibilities**

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

#### **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/Area Responsibilities**

- Participate in the audit of the previous books as required by Finance & Budget Committee
- It is recommended but not required that the Alternate Treasurer participate in the Finance & Budget Committee's preparation of the District's annual budget



## **ARCHIVE COMMITTEE CHAIR**

### **General Description**

The Archive 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, principles, and traditions. This position is responsible for assembling and displaying 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 of 1 year sobriety and previous General Service experience at a group or District level. The candidate should have knowledge, interest, and/or experience in the area of Archives and the record retention process. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities:**

- Establish and lead a committee that is responsible for gathering the various event records (display boards, CDs, files, flyers, group histories, etc.) related to the groups, district or A.A. The committee will determine the meeting date/time. It is recommended the committee meet at least monthly.
- Register with General Service Office (GSO) Archives Desk as District 70, Area 67 Archives Committee Chair.
- 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.
- 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 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.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee Meetings
- Attend Area Archive Committee meetings to collaborate, learn and share activities and practices
- Submit monthly written Committee report (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).

## **COOPERATION WITH THE PROFESSIONAL COMMUNITY CHAIR**

### **General Description**

To provide information about AA to those who have contact with alcoholics and/or potential alcoholics through their profession, such as physicians, nurses, lawyers, social workers and those working in the field of alcoholism treatment. This committee works to improve communication between AA and professionals and to create effective cooperation without affiliating.

### **Voting Rights**

The Committee Chair has one vote in District business matters.

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and previous General Service experience at a group or District level. The candidate should have knowledge, interest, and/or experience in the area of CPC services. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Establish and lead a committee to liaison with the professional community. The committee will determine the meeting date/time. It is recommended the committee meet at least monthly
- Register with General Service Office CPC desk as District 70, Area 67 Committee Chair
- Have a working knowledge of the Twelve Traditions and the relation to service work
- Be knowledgeable of information in CPC Workbook.
- Coordinate with Districts and Area 67 for presentations and workshops

### **District/Area Responsibilities**

- Attend monthly District 70 Committee Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting
- Attend Area CPC Committee meetings to collaborate, learn and share activities and practices
- 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)

## **CORRECTIONAL FACILITIES COMMITTEE CHAIR**

### **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.

### **Voting Rights**

The Committee Chair has one vote in District business matters.

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and previous service experience in a group, District or Area. The candidate should have prior knowledge of the inner workings of CFC, including but not limited to training to enter facilities, facilitation of meetings and other duties that the CFC performs. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities:**

- Establish and lead a committee to support the cooperation of the officials of the institutions and AA members willing to participate. The committee will determine the meeting date/time. It is recommended the committee meet at least monthly.
- Be the designated liaison for correctional facilities
- 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 annually to allow interested members to become certified in taking meetings to the individuals in correctional facilities.
- Encourage AA members to participate in the committee's work.
- 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 AA member.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting
- Attend Area Correctional Facilities Committee meetings to collaborate, learn and share activities and practices
- 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).

## **FINANCE AND BUDGET COMMITTEE CHAIR**

### **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. The Finance & Budget Committee is responsible for preparing the proposed budget for the District each year. The committee will consist of the Chair, the Alternate DCM, the Treasurer and at least one additional member.

### **Voting Rights**

The Committee Chair has one vote in District business matters.

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and 2 years previous General Service experience for a group, District or Area. Knowledge of budgets and finance. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Establish and lead a committee that is responsible to safeguard all the 12 Traditions while ensuring the financial health of District 70. The committee will determine the meeting date/time. It is recommended the committee meet at least monthly.
- Work with the District Treasurer to prepare a budget work package for all eligible budget stakeholders and 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
- 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 Treasurer, Alternate DCM, and current members of the F&B Committee. The review is performed every 2 years at the beginning of the term.

### **District/Area Responsibilities**

- Attend the monthly District meetings
- Attend Area Finance & Budget Committee meetings to collaborate, learn and share activities and practices
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting.

## **GRAPEVINE COMMITTEE CHAIR**

### **General Description**

The Committee is responsible for spreading the word and creating enthusiasm for using the Grapevine and 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 of 1 year sobriety and previous General Service experience at a group or District level. The candidate should have knowledge, interest, and/or experience with the Grapevine. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Form and lead a committee in sharing information about The Grapevine and LaVina to AA members in the district. The committee will determine the meeting date/time. It is recommended the committee meet at least monthly.
- Display copies of the magazines at district meetings, workshops, and conventions.
- Announce the arrival of each new issue
- Share about Grapevine literature and articles
- 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.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee meetings
- Attend Area Grapevine Committee meetings to collaborate, learn and share activities and practices
- Submit monthly written Committee report (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).

## **INTERGROUP LIAISON**

### **General Description**

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

### **Voting Rights**

The Intergroup Liaison has one vote in District business matters.

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and previous service experience for a group, District or Area. A good working knowledge of Houston Intergroup and the ability to attend their monthly meeting held for district liaisons. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Attend the regularly held Intergroup meetings.
- Obtain the Intergroup calendar for the next quarter and any newsletters, flyers and event information from other districts, meetings and Intergroup. Share this information with the District committee.

### **District/Area Responsibilities**

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

## **LITERATURE COMMITTEE CHAIR**

### **General Description**

The Committee is responsible for ensuring literature is available for A.A. groups, service meetings and other A.A. events through displays, supplies of A.A. catalogs and order forms. Keep groups in district informed about any new literature or proposed changes to literature.

### **Voting Rights**

The Committee Chair has one vote in District business matters.

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and previous General Service experience at a group or District level. Knowledge, interest, and/or experience in the area of A.A. Literature. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Establish and lead a committee to keep the district informed of AA literature availability.
- The committee will determine the meeting date/time. It is recommended the committee meet at least monthly.
- Keep a stock of AA literature catalogs
- 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.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee meetings
- Attend Area Literature Committee meetings to collaborate, learn and share activities and practices
- Submit monthly written Committee report (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).

## **NEWSLETTER EDITOR**

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

### **Voting Rights**

The Committee Chair has one vote in District business matters

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and previous service experience for a group, District or Area. Computer skills are required to publish the newsletter. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Create and distribute a monthly newsletter containing 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 within the District, Area, and AA World Services
- Inform groups of newsletter and deadlines and encourage them to submit information
- Provide hard copies of the current newsletter at the monthly District 70 meeting.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee meetings
- Submit an electronic un-editable copy of 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).



## **PUBLIC INFORMATION**

### **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, universities, civic organizations, medical facilities, etc. Provide A.A. literature to schools, universities, media outlets and the medical industry. Inform professionals and the public about what AA does and does not do. The work is carried out in such a manner as cooperation rather than affiliation.

### **Voting Rights**

The Committee Chair has one vote in District business matters.

### **Preferred Experience & Qualifications**

A minimum of 1 year sobriety and previous General Service experience at a group or District level. The candidate should have knowledge, interest, and/or experience in the area of PI/CPC services. General office, word processing, spreadsheet and G-Suite knowledge is preferred.

### **Duties & Responsibilities**

- Establish and lead a committee to liaison with the general public. The committee will determine the meeting date/time. It is recommended the committee meet at least monthly
- Register with General Service Office PI 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 and encourage participation of group members
- Be knowledgeable of information in the PI Workbook
- Help set up PI display at local conventions, workshops, and health fairs

### **District/Area Responsibilities**

- Attend monthly District 70 Committee Meetings
- Submit monthly written Committee report (via e-mail) to the District 70 Secretary two weeks prior to the meeting.
- Submit monthly report of committee activities to District 70 Newsletter Editor and SETA PI Committee.
- Attend Area PI Committee meetings to collaborate, learn and share activities and practices
- 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).

## **TREATMENT FACILITIES CHAIR**

### **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 of 1 year 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**

- Establish and lead a committee to liaison with local treatment centers, rendering support to clients and educating treatment center management and clients about AA services.
- The committee will determine the meeting date/time. It is recommended the committee meet at least monthly.
- 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.

### **District/Area Responsibilities**

- Attend monthly District 70 Committee meetings
- Attend Area Treatment Facilities Committee meetings to collaborate, learn and share activities and practices
- Submit monthly written Committee report (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)