

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Officer Job Title: 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 list of the registered groups within District 81. Contact information regarding the District Officers, Standing Committee Chairs and GSRs is maintained by this position (District Contact List). These records are held in confidence in accordance with A.A.'s principal of anonymity. The District Contact List used by all District 81 members for the distribution of meeting agendas, meeting minutes and monthly treasury report. 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.

Experience & Qualifications:

It is suggested the candidate have a minimum 2 year 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:

This position is responsible to:

- New Registrars should 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 a list of current District Officers and alternates including name, address, city/state/zip, email.
- Maintain a list of current Standing Committee Chair persons including name, address, city/state/zip, email. Alternate Chair information is not required.
- Maintain a list of current General Service Representatives (G.S.R.s) and the Alternate G.S.R.s for each registered group regardless if the group is active or inactive. Contact information includes the group number, name, address, city/state/zip, email.
- Any member of A.A. may request to be added to the District Contact List for purposes of receiving District communications.
- Register new Groups/G.S.R.s/Alternate G.S.R 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 81 Contact List to the District Officers and Standing Committee Chairs within 10 days following the monthly district meeting.
- When requested by members of District 81, provide copies of the District Operating Guidelines and Job Descriptions in a non-editable format (pdf).

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- During the Officer/Chair election, be prepared to provide descriptions of the District positions.
- Work with the Alternate Registrar in training of Registrar duties.
- The Alternate Registrar is responsible for performing these duties in the absence of the Registrar.

District / Area Responsibilities:

- Attend monthly District 81 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)
- 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 resigns

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Officer Job Title: 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 81 meetings.

Voting Rights:

The Secretary and Alternate Secretary will each have one vote.

Experience & Qualifications:

It is suggested the candidate have a minimum 2 year 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:

This position is responsible to:

- Record the actions, discussions and motions as they relate to District business from the monthly meetings.
- Receive the Standing Committee monthly reports. Retain these as part of the District minutes.
- Meeting minutes should include (but not limited to):
 - The number of attendees (voting members, G.S.R.s, Alternate G.S.R.s 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 81 two weeks prior to the next scheduled meeting.
- Once approved, distribute the meeting minutes the members listed on the District contact list that is provided by the District Registrar one week prior to the next scheduled meeting.
- Present the minutes at the following District meeting for review. Make necessary changes as indicated from the District members required approval.
- Forward the District approved meeting minutes 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.

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Job Description

District / Area Responsibilities:

- Attend monthly District 81 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)
- 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 resigns

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Officer Job Title: 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 81. The District Treasurer is the custodian of the District check book 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.

Experience & Qualifications:

It is suggested the candidate have a minimum 2 year 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:

This position is responsible to:

- Checking 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.
- Funds should not be disbursed in excess of the budgeted line amount. 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
- Checks require 2 signatures by authorized accounts signors. The check payee and signor may not be the same person.
- Reconcile the bank statement on a monthly basis. Follow-up as appropriate on checks outstanding and checks returned as NSF.
- Present a Treasurer report at the monthly District Meeting. The report should include, but 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 to day and budgeted amount

District approved budget modifications

Amount for Net Income for the month (contributions minus expenses)

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Job Description

- A motion at the monthly District meeting is made to approve the un-audited Treasurer Report.
- 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 and required by Finance & Budget Committee.
- The District Treasurer and Alternate District Treasurer are authorized signors on the District Bank Account.
- The District Treasurer is responsible for ensuring the signature cards at the bank are updated after the elect of officer in September.
- 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 81 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 resigns

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: Archive Committee Chairperson

General Description:

The Committee will permanently document the work of District 81 to make its history accessible to A.A. 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 81.

Voting Rights:

The Committee Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have 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:

This position is responsible to:

- Register with General Service Office (GSO) Archives Desk as District 81, 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 81 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 group in District 81.
- 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 group, district or A.A.
- Educate the District 81 members on items concerning the importance of preserving the past at the group and district level at it pertains to A.A.
- 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 81 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 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

District / Area Responsibilities:

- Attend monthly District 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 81 Secretary, District 81 Newsletter Editor and the District 81-82 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).
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: Cooperation with Professional / Public Information 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 Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have 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:

This position is responsible to:

- Register with General Service Office PI and CPC desk as District 81, Area 67 Committee Chair.
- Have a working knowledge of the Twelve *Traditions* and the relation to service work.
- Frequently contact with groups within District 81 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 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee reports (via e-mail) to the District 81 Secretary, District 81 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).
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: 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 81. 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 Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have a minimum 2 year 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:

This position is responsible to:

- 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 service A. A. can provide.
- Ensure the services provided align with A.A. Traditions.
- Carryout 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 81 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:

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Job Description

- Attend monthly District 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 81 Secretary and the District 81 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).
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: Finance and Budget Committee Chairperson (F&B)

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.

Voting Rights:

The Committee Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have 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:

This position is responsible to:

- Establish and lead a Committee that is responsible to safeguard all the 12 Traditions while ensuring the financial health of District 81
- The Finance & Budget Committee is responsible for preparing the proposed budget for the District each year.
- Work together with the District Treasurer and prepare a budget work package for all eligible budget stake holders 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 81 as a whole 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 the F&B Committee Chair of the future
- Maintain calculation or copies of the calculations of the prudent reserve records
- Recommend adjustments to the Prudent Reserve as deemed necessary
- Assist the Treasure 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.

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Job Description

District / Area Responsibilities:

- Attend monthly District 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 81 Secretary and District 81 Newsletter Editor.
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: 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 Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have 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:

This position is responsible to:

- Make sure copies of the magazines are available and displayed at district meetings, workshops and conventions.
- Announce the arrival of each new issues
- 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 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 81 Secretary and the District 81 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).
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: 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 Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have 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:

This position is responsible to:

- 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 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 81 Secretary and the District 81 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).
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: Newsletter Editor Committee Chairperson

General Description:

The Committee is responsible for creating a monthly newsletter recapping the activity in District 81 including events and district business. The newsletter is distributed via email to members of District 81 and copies available at the monthly meeting.

Voting Rights:

The Committee Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have a minimum 2 year sobriety and previous service experience for a group, District or Area. Computer skills are required to publish the newsletter.

Duties & Responsibilities:

This position is responsible to:

- Request and received updates from members of District 81 for purposes of creating a consolidated newsletter of events in the District.
- Submissions should be received by the Newsletter Editor 2 weeks prior to the scheduled District 81 Monthly Meeting.
- The Secretary will forward copies of the current Newsletter to the District 81 Officers, Committee Chairs, Past D.C.M.s, G.S.R.s, and all Alternate members who are listed on the District Contact List.

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 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit the monthly Newsletter (via e-mail) to the District 81 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).
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.

DISTRICT 81, AREA 67, SOUTHEAST TEXAS OPERATING GUIDELINES AND PROCEDURES

Job Description

Job Title: Treatment Facility Committee Chairperson (TFC)

General Description:

The Committee is responsible for determining the types of treatment that exist within the boundaries of District 81 to effectively represent A.A. to the professionals who work in these settings and to the alcoholics seeking professional treatment.

Voting Rights:

The Committee Chairman has one vote in District business matters. For Standing Committee matters, a substantial unanimity (2/3 majority) among the members of the Standing Committee is suggested before presenting a recommendation to the District Committee.

Experience & Qualifications:

It is suggested the candidate have 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:

This position is responsible to:

- Participate in service workshops and give presentations when asked
- Coordinate a Bridging the Gap program for alcoholics in treatment facilities
- Supply A.A. literature to District 81 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 81 Committee Meetings
- Attend the quarterly SETA Assembly Meetings
- Submit monthly written Committee report (via e-mail) to the District 81 Secretary and the District 81 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)
- It is recommended that each District Standing Committee Chairperson have an alternate to help execute the position duties and act for the Chairperson when absent. Alternates are recommended in order to have a replacement, trained in the duties, when the Chairperson rotates out or resigns.