

SETA DISTRICT COMMITTEE MEMBER (DCM)

JOB DESCRIPTION

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

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

Duties and Responsibilities:

- The DCM will:
 - Act as guardian of the Traditions within the District.
 - Be knowledgeable of Area and District Policy and Procedures Manuals.
 - Be knowledgeable of AA Service Manual.
 - Have knowledge of or be willing to learn Parliamentary Procedures.
- Chair monthly District committee meetings.
 - Prepare agendas.
 - Manage time and discussion.
 - Follow AA Traditions, AA Concepts and Parliamentary Procedures.
- Act as liaison between Area and GSRs.
 - Bring issues raised in the Area Assembly before the GSRs at District meetings.
 - Bring issues raised by the GSRs at the District meeting to the Area Assembly.
 - Carry the District's conscience to the Area Assembly.
 - Maintain service to Area standing committees either with a representative to each committee or with a standing committee within the District.
- Submit written reports to the Area Assembly and Newsletter on a quarterly basis regarding the District's activities during the past quarter.
- Submit information to the Area Website Chairperson as is appropriate to the office.
- Maintain and update District records:
 - Update the Registrar and GSO on meeting changes within the District as well as changes of GSRs and 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.

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JOB DESCRIPTION CONTINUED

- The DCM will:
 - Attend Area Quarterly Assemblies.
 - Attend Area Committee Meetings.
 - Attend Regional Forums and SWRAASA (or ensure that a representative from the District attends) as District finances dictate.
- Maintain contact with all groups in the District, encouraging participation in District activities and being available for solutions to group problems.
- Responsibilities to GSRs:
 - Orients new GSRs about their function.
 - Put forth every effort to increase attendance and participation at the District level.
 - Encourage GSRs to attend Assembly quarterly meetings.
- Ensure that the District:
 - Plans and hosts service workshops.
 - Hosts (or co-hosts) Assemblies as District finances dictate.
 - Encourage participation of District AA members on Area Service Committees.
- Orient new District representatives on Area Service Committees.
- Encourage effective committee work within the District.
- Job Descriptions will be reviewed or revised by April of every even-numbered year to reflect any necessary changes or additions to the position. In addition file review or revision will be noted in the footer of job description with year of review or revision.
- The reviewed or revised job description will be sent to the Area Secretary for purpose of records and to the Information Technology Chairperson for purpose of posting to the web.