

DISTRICT 14 GUIDELINES - 2012

District 14 is a registered AA district of Area 60, Western Pennsylvania and the General Service Office of AA. District 14 currently serves groups in Washington and Greene Counties. The District Committee is made up of all registered group GSRs, the elected officers and coordinators of the district. District meetings are held at 6:30PM, on the first Wednesday of each month at a locations decided by the district committee.

District Election Procedures:

All district offices and coordinators are elected for two-year terms with the election held in December on the even numbered year. The voting members of the district are registered Group Service Representatives (GSRs), current officers and current coordinators.

All elections are either by written ballot or show of hands, with a majority needed to elect. The district may also choose to follow Third Legacy Procedure (see A.A Service Manual p. S20), which requires a two-thirds majority. The method of election is decided by the district GSRs. The method chosen shall be used for all positions to be elected during that election (majority or Third Legacy).

If any position becomes vacant, a successor shall be elected by the GSRs to fill the remainder of that term. Such election shall be held no sooner than thirty (30) days after the meeting the position vacancy is announced. Candidates should have two years continuous sobriety to be eligible to elect, unless otherwise specified in the vacant position's eligibility. The person elected shall be eligible for the next full, two-year term in that position.

DISTRICT FINANCES

The district bank account(s) shall be held with a financial institute determined by the district committee and must have branch facilities in both Green and Washington Counties. Such accounts shall:

- Bear the signatures of two (2) district officers including the Treasurer. The second signatory may be determined by the district committee but it is suggested that this person be the DCM.
- Accounts are not to be established as "Online" accounts. If any account is inadvertently set up by the bank to be accessible online, the treasurer will immediately notify the bank and terminate online accessibility.
- District finance records and bank statements shall be maintained for two (2) years.
- District 14 is fully self-supporting, funding all positions and services from 7th Tradition group and member contributions.

THE DISTRICT COMMITTEE MEMBER (DCM)

The district committee member (DCM) is an essential link between the group G.S.R. and the Area 60 Delegate to the General Service Conference. As chairperson of the district committee, made up of all G.S.R.s in the district, the DCM is exposed to the group conscience of the district.

As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (The pamphlet "Your DCM" is available from the General Service Office, and provides basic information on this service position.)

Financial Support:

District 14 provides financial support for the D.C.M.s to (1) attend Area 60 service functions, (2) travel allowance, and (3) administrative expenses pertaining to his position. Service functions are usually known about before hand so the district committee is aware of those events. A travel allowance (currently \$25 per month) is provided for the DCM as he should be traveling between groups in the district and attending Area 60 meetings. An itemized list of expenses must be submitted monthly to the treasurer for reimbursement. All district officers are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications:

- The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position by that group. A DCM should have enough sobriety (generally four or five years), and be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

Duties:

- The DCM.'s job is primarily that of two-way communication.
- Regularly attends all district meetings and Area 60 meetings and assemblies. Currently, there are four (4) quarterly Area 60 meetings and three (3) assemblies that the DCM is expected to attend. The DCM votes as a representative for the district at these meetings. Additionally, the DCM is responsible for participating in district service events.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Keeps G.S.R.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.s are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material.
- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.

- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of *talking to groups* (new and old) on the responsibilities of general service work.
- Assists groups in submitting new group or GSR change forms.

THE ALTERNATE DCM

The Alternate DCM serves as a backup for the DCM If the DCM resigns or is unable to serve for any reason. Usually, the alternate is elected at the same time as the DCM. Alternate DCMs should be encouraged to assist, participate, and share in the DCM's responsibilities at district and area meetings.

Financial Support:

The Alternate DCM receives the same financial support as the DCM only while serving in the capacity of the DCM. An itemized list of expenses must be submitted monthly to the treasurer for reimbursement. All district officers are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications:

- The Alternate A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as DCM or Area Delegate.
- He or she also needs to have the time and energy to serve the district as needed.

Duties:

- The alternate regularly attends all district meetings as well as Area 60 meetings and assemblies.
- The alternate is responsible for attending any Area 60 meeting that the DCM cannot attend and to vote as the DCM to represent the district.
- The Alternate DCM is responsible to assume the duties of the DCM should the DCM be unavailable to perform their duties.

SECRETARY:

The Secretary is the official record keeper for the district of all non-financial correspondence, group information and all other administrative tasks.

Financial Support:

The Secretary shall be reimbursed for administrative expenses only. Such expenses are copies, postage and typical office supplies associated with performing district affairs. An itemized list of

expenses must be submitted monthly to the treasurer for reimbursement. All district officers are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications:

The secretary should have the same sobriety as suggested for GSRs (2 years). The secretary should have general typing and office skills.

Duties:

- The secretary needs to be computer-literate and have access to a computer and the Internet.
- Records the proceedings of all district meetings, either by written notations or voice recording.
- Prepares, maintains and distributes the Minutes of all meetings to the GSRs, officers and coordinators prior to the next regular scheduled district meeting for approval. The distribution of Minutes shall be either by U.S. Postal Service or E-mail.
- Addresses and changes will be shared with only the district officers and coordinators.
- Assists groups in submitting group or GSR changes.

TREASURER:

The treasurer is the chief financial officer of the district, bearing full responsibility for the safe-keeping of district funds, accounts, check books and debit cards if so issued.

Financial Support:

The Treasurer shall be reimbursed for administrative expenses only. Such expenses are copies, postage and typical office supplies associated with performing district affairs. An itemized list of expenses must be maintained and presented upon request by the district committee. Whereas no other authorization is required for reimbursement, the treasurer must list his/her expenses with the monthly report and maintain receipts for all expenses. All district officers are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications:

- The treasurer should have four to five years continuous sobriety.
- The treasurer should have a good working knowledge of banking skills and record keeping.
- Good computer skills are *highly suggested* as many reports are sent via e-mail. Additionally, a working knowledge of word processing and spread sheet applications is needed.

Duties:

- The treasurer is responsible for signature cards at a local bank of the district's choice.

- The treasurer is responsible for a full and accurate accounting of funds and reporting to the district committee at every regular meeting.
- The treasurer is expected to attend district meetings and to visit groups if asked for the purpose of addressing 7th Tradition questions, group financial questions and general service questions.
- Group contributions are to be deposited at least weekly.
- Maintain a statement for each group listing all contributions for the year, to date. Each group that has made a contribution shall be provided a quarterly statement for their records.
- The treasurer shall maintain an up-to-date listing of all expenses and prepare budget committee financial reports to prepare annual budgets. He is responsible for participating on budget committees and presenting district finance records.
- At the end of the term, the treasurer shall turn over all financial records to his successor.

TREATMENT COORDINATOR

- **HOW TO GET STARTED:** Since hospitals and treatment facilities do not permit unauthorized visitors to enter their facilities, the first step is to establish contact with administrators. A meeting to discuss ways A.A. can cooperate with the facility within our Twelve Traditions will help avoid numerous pitfalls later.
- The pamphlet “A.A. in Treatment Facilities” describes different types of meetings in treatment centers. In some instances, regular A.A. groups meet in facilities where they rent space in the tradition of self-support and function in the same way as groups which meet in church basements, schools, etc. The patients are welcome to attend the meetings and this is a practical and simple way of introducing patients to A.A. while they are still in treatment. “Treatment facility meetings” differ from those of the regular group. They are A.A. meetings held for patients and residents, and they are usually not open to AAs in the community. A.A. members are sometimes invited to arrange these meetings for the patients, and these members often bring in one or two other speakers.
- The Treatment Coordinator is currently responsible for arranging chairpersons and speakers for the Greenbriar Treatment meeting on Thursdays and Sundays. They may be responsible for other treatment activities or meetings as approved by the district committee.

Financial Support:

The Treatment Coordinator shall be reimbursed for (1) the purchase of literature for the patients, and (2) gasoline purchases used for performing their services. Literature is not to be purchased to supply the facility; only to help the patient. An itemized list of expenses must be submitted monthly to the treasurer for reimbursement. All coordinators are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications: The Treatment Coordinator have two (2) years continuous sobriety.

- The Treatment Coordinator should have two (2) years continuous sobriety.
- The Treatment Coordinator should be in regular attendance at District Meetings, Area 60 Meetings and participate in district service events.

Duties:

- The Treatment Coordinator is responsible for arranging, participating in and attending meetings in local treatment centers. They should attend district meetings, Area 60 meetings and participating in district service events..

COOPERATION WITH THE PROFESSIONAL COMMUNITY & PUBLIC INFORMATION (CPC-PI) COORDINATOR

Qualifications: The CPC / PI Coordinator should have two (2) years continuous sobriety.

Financial Support:

The CPC / PI Coordinator shall be reimbursed for (1) the purchase of literature for the professional’s waiting rooms and other informational locations, as needed, and (2) gasoline purchases used for performing their services. An itemized list of expenses must be submitted monthly to the treasurer for reimbursement. All coordinators are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications:

- The CPC / PI Coordinator should have two (2) years continuous sobriety.

Duties:

- C.P.C.—Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, and industrial managers, government officials, as well as those working in the field of alcoholism.
- PI: The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. coordinators may visit schools, businesses and community meetings for this purpose. emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation
- The CPC / PI Coordinator is responsible for attending District Meetings, Area 60 meetings and participating in district service events.

CORRECTIONS COORDINATOR

Financial Support:

The corrections coordinator shall be compensated for expenses directly related to (1) administrative costs, (2) gasoline purchases used for performing their services and (3) literature for inmates as necessary. An itemized list of expenses must be submitted monthly to the treasurer for reimbursement. All coordinators are responsible for maintaining their budgets and are accountable for district money and property entrusted to them and to a regular report of their funds.

Qualifications:

- The Corrections Coordinator should have three (3) years continuous sobriety and be able to pass background checks for access to local correction centers. Such background checks include their criminal history/probation/parole record for the past three years.
- The coordinator should also have the time and energy to participate in correction's meetings.

Duties:

- The Corrections Coordinator provides a vital link between AA and prisons and jails in the District by providing corrections professionals in the facilities with information about AA. Literature and guidelines for setting up AA groups in the facilities.
- Maintains such services to inmates as necessary and within the Area 60 and AA Guidelines.
- The Corrections Coordinator is responsible for attending District Meetings, Area 60 meetings and participating in district service events.

GRAPEVINE COORDINATOR

Financial Support:

The Grapevine Coordinator shall be reimbursed for (1) administrative and (2) gasoline purchases used for performing their services. An itemized list of expenses must be submitted monthly to the treasurer for reimbursement. All coordinators are responsible for maintaining their budgets and are accountable for district money and property entrusted to them.

Qualifications:

The Grapevine Coordinator should have two (2) years continuous sobriety.

Duties:

- The primary function of the Grapevine Coordinator is to educate groups and members of the materials available from the Grapevine and to distribute Grapevines to treatment and recovery facilities. The district committee shall determine the facilities for Grapevine

distribution. The coordinator is responsible for determining the number of Grapevines needed for treatment and for the distribution to those facilities.

- The coordinator is responsible for reporting to the district committee of changes to the (1) Grapevine pricing and (2) changes to the facilities where Grapevines are donated.
- The coordinator is responsible for maintaining a Grapevine display and a supply of Grapevine publications at all district meetings.
- Coordinator is responsible for attending District Meetings, Area 60 meetings and participating in district service events.

ALTERNATE GRAPEVINE COORDINATOR

Financial Support: The Alternate Grapevine Coordinator receives no direct financial support.

Qualifications: The Alternate Grapevine Coordinator should have two years continuous sobriety.

Duties: The Alternate Grapevine Coordinator assists the Grapevine Coordinator as needed.

LITERATURE COORDINATOR

Financial Support: The Literature Coordinator currently does not receive financial support.

Qualifications: The Literature Coordinator should have two (2) years continuous sobriety.

Duties:

- Purchase and maintain a literature supply totaling \$400.00 in combined cash and literature.
- Provide a literature display at all district meetings and have available all district literature for sales to members or groups. Literature shall be purchased from GSO when orders and cash equal \$200 or more. All member or group orders are to be pre-paid or paid for at time of receipt.
- Reports to the District Committee on a regular basis the cash and inventory on hand.

Approved 1/4/2012 by District Committee Members present and voting.