

# **DISTRICT 8 OPERATING GUIDELINES**

**District 8, Area 27, Southeast Region**

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DISTRICT 8, AREA 27, SOUTHEAST REGION  
OPERATING GUIDELINES

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## **HISTORY**

Members of the 2007-2008 District committee decided that guidelines might be a helpful way in which to “pass on” experience to the next committee.

An ad hoc committee was formed in July 2008 and charged with the writing and submission of the Guidelines to the District Committee for approval by September 2008. The ad hoc committee consisted of two officers, two standing committee chairs and a GSR.

Using the AA Service Manual, AA Guidelines used by District 81 of Area 67 Southeast Texas Area, and our own committee experience, the District 8 Operating Guidelines were formed.

In March of 2018 a four member ad hoc committee was formed to make some needed updates to current practices.

## **PREFACE**

These guidelines are intended to be a document for reference purposes defining the current operations of District 8. In order to keep the document timely and therefore useful as a reference source, subsequent amendments should be provided in the appendices section of this document with exact wording and date of adoption.

***SEE APPENDIX 1***

## **FOREWORD**

There are no ruling bodies, only trusted servants in Alcoholics Anonymous. It should, therefore, be recognized that the Operating Guidelines set forth here for District 8 simply consolidate in one place the suggestions ratified by the majority of the membership in 2007-2008. These guidelines are, to the best of our knowledge, completely compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Service Manual of Alcoholics Anonymous.

Subsequent District Committees may decide to exercise their “right of decision” and amend the suggested guidelines. It is hoped that each change will be as the result of an informed group conscience and in the spirit of true A.A. Unity, Service, and Recovery.

## **DISTRICT 8 GEOGRAPHIC BOUNDARIES**

The District is a geographical territory within Louisiana, Area 27, of Alcoholics Anonymous. The definition and delineation of these boundaries requires agreement with bordering Districts and the approval of the Area 27 Assembly.

The District Committee is responsible to serve all the AA groups residing in this geographical territory. These groups are responsible to serve their District and participate in the activities conducted to help carry the message.

Any changes in the District boundaries deemed necessary should be carefully considered before enacting, keeping in mind that changes to Group, District or Area records requires a significant amount of work and expense for the District, Area and General Service of Alcoholics Anonymous.

District boundaries bordering the Area boundaries cannot be changed until the affected adjacent Area gives consent for the change.

Currently, our District covers the parishes of Beauregard, Calcasieu, Cameron, Jeff Davis, and Allen west of LA-26 NS US 167 and north to and including the town of Rosepine. See map below:



## **DISTRICT 8 COMMITTEE OFFICERS AND MEMBERS**

The District 8 Committee shall consist of District officers and other members designated by their positions. The officers and other members serve as District leaders, but remain trusted servants.

### **The District 8 Officers**

- District Committee Member (DCM), designated as chairperson of the Committee
- Alternate District Committee Member (Alt. DCM)
- District Secretary
- District Treasurer

### **District 8 Committee Members**

- General Service Representatives (GSRs) of groups within the District boundaries
- Committee Chairpersons of all approved Standing Committees are:
  - Archives
  - Grapevine (GVR)
  - Public Information/Cooperation with the Professional Community (PI/CPC)
  - Treatment Facilities/Correctional Facilities/Accessibilities (T/C&A)
  - Website
- Past DCMs (non-voting member)
- Lake Area Roundup Liaison (non-voting member)

To provide continuity it is recommended that each District Officer, GSR and Standing Committee Chairperson have an alternate to help execute the position duties and act in the absence of the primary committee member.

Alternates for District 8 Officer positions shall be sought by the District Committee and approved through the regular District election process.

Alternates for GSRs shall be elected through each group's regular election process for its officers.

Alternates for Standing Committee Chairpersons shall be sought by that standing committee, among its members, and approved by the District Committee with a simple majority vote.

### **Standing Committees consist of:**

- Standing Committee Chairperson
- Standing Committee Alternate Chairperson
- GSRs who volunteer or are assigned to that committee by the DCM
- AA-Group Representatives (i.e. Archives, PI/CPC liaison, T/C&A liaison, GVR)

It is recommended that the Standing Committee Chairpersons meet with their committee at least once every quarter. Time may be allotted before the regularly scheduled district meetings or as the Standing Committee Chairperson decides so that these committees can meet to nominate an alternate, discuss projects, and share information.

***GSRs are welcome and encouraged to participate on a District Standing Committee.***

## DISTRICT 8 COMMITTEE OPERATIONS

This section is a compilation of processes that the 2007-2008 District Committee agreed to adopt or carried over from previous year's operation. It is the "who, what, where, when, why and how" of the conduct of District business.

The Committee will meet monthly at a place selected and approved by the District 8 Committee. The current designated meeting day is the 3<sup>rd</sup> Wednesday of the month.

The meeting will be of sufficient duration to properly and effectively conduct the necessary business of the District Committee. Beginning and ending times of the meeting will be determined by the District Committee. Currently the committee finds that two hours (6:30pm-8:30pm) seems to be sufficient. Some of the standing committees have chosen to meet just prior to the district meeting (6-6:30pm) for the convenience of members of both committees.

The District Committee meeting will be chaired by the DCM, or in his/her absence, by the Alternate DCM or a designated officer. The DCM will prepare an agenda of business and distribute to all District Committee members in attendance.

The agenda will consist of, as a minimum, introduction of members (roll call), reading and approval of the previous meeting's minutes, review and approval of current monthly Treasurer's report, Group/GSR reports and Standing Committee reports. Additional items may include Standing Committee presentations, unfinished old business, new business, and/or GSR sharing if time permits.

- **Old Business will consist of discussion and vote on motions made at the previous month's meeting as well as the continuing discussion of ideas from a previous meeting that have not yet gone to motion. If a motion is made from a continuing discussion the motion will be considered as New Business and handled accordingly.**
- **New Business will be new ideas and new motions from those ideas. A brief explanation from the person presenting the idea and/or the motion can be made so the GSR's can bring it back to their business meetings. New Business ideas and/or motions will be placed on next month's agenda as Old Business. Concerning new motions to be voted on at next month's meeting - it is strongly suggested that the person making the motion is present at next month's meeting. If not, it should be tabled until that person is present.**
- **New Business can be submitted to the DCM prior to the district meeting to be included on the agenda in the New Business section. It will be presented using the format for New Business listed in the previous New Business bullet. It is strongly suggested the person submitting the business item for New Business be present at the meeting. If not, it should be tabled until that person is present.**

It is recommended that a complete list of each year's agenda items and any vote taken shall be kept in a District 8 Archives Operations Binder as a convenient reference for the DCM as future business is scheduled for the meeting agenda.

## **DISTRICT 8 VOTING**

The District Officers, through the Twelve Concepts of Alcoholics Anonymous, may exercise the rights, duties, and responsibilities of their positions outside a District Committee meeting, if the urgency of the situation requires such action.

Voting members are defined as:

- Committee Officers: DCM, Alt. DCM, Secretary, Treasurer
- Standing Committee Chairpersons or their alternates if the primary chair is absent
- GSRs or their alternates if the GSR is absent  
(*The DCM usually does not vote unless there is a tie.*)

Non-voting attendees may include the Lake Area Roundup Liaison and any member of Alcoholics Anonymous who chooses to attend the District meeting.

The DCM shall take a count of eligible voters at each District business meeting.

District business requiring committee approval will be passed or failed by simple majority, i.e. at least 51% of the voting members present. However, the opportunity should always be available for the minority opinion to be heard.

The DCM shall follow the protocol used by the General Service Conference for conducting business.

That procedure is as follows:

- motion is made and seconded
- floor is opened for discussion to ensure all information is presented
- at this point the DCM limits the discussion to two minutes by an individual
- a member may speak only once to the subject
- the “question is called” if necessary, to end discussion, then a vote is taken to invoke the “call the question” action. If the vote to invoke the “call the question” action passes, discussion is ended, if the vote to invoke the “call the question” action fails discussion continues.
- when discussion ends the vote is taken using the 51% standard of “simple majority”
- if not unanimous, offer for the “minority opinion” to be heard
- if a minority opinion is given:
  - the DCM asks if anyone in the majority wishes to change their vote
  - if so, then a second vote is taken, again using the “simple majority” standard

*SPECIAL NOTE: When a motion is made to amend these operating guidelines, a 2/3 vote shall be required of those present and voting in order to promote a greater consensus on the manner in which District business is conducted.*

## **DISTRICT 8 ELECTIONS**

Election of District 8 Officers and Standing Committee Chairpersons takes place every two years to coincide with Area 27 elections. Area 27 falls under the odd number Panels of the General Service Conference. That means the two-year term in which the officers and chairpersons serve begins in an odd-numbered year.

District 8 holds its elections in October of even-numbered years to allow the new committee to rotate comfortably in January of the following odd-numbered year and to allow new District Committee Members to attend Area Assembly in November with outgoing members.

All District 8 Officers and Standing Committee Chairpersons will be elected according to the Third Legacy Procedure as described and outlined in the A.A. Service Manual. The positions will be elected as listed in order on the Officers and Members page.

The Lake Area Roundup Committee Liaison is elected by that committee's members yearly.

GSRs of groups within the District boundaries are elected at their respective group elections. Groups are encouraged to hold their elections to coincide with the District and/or Area election schedule.

### **Qualifications of Candidates**

- By unanimous consensus, District 8 decreed that any past GSR with four or more years of continuous sobriety may stand for DCM or Alternate.
- Any past GSR or past Standing Committee Chairpersons with two or more years of continuous sobriety may stand for District Officer positions of Secretary and Treasurer.
- Standing Committee Chairpersons may be current or past GSRs or any active member of AA with two or more years of continuous sobriety.

### **Resignation of Officers**

Should an elected District Committee Officer resign, the following procedure is suggested. The Alternate to that position will immediately fill the position for the remainder of the term. Election of a new Alternate will be announced for a following District meeting, during which time eligible members may decide their willingness to stand as a nominee.

### **Resignation of Standing Committee Chairpersons**

The resignation of a Standing Committee Chairperson will be filled by the Alternate, if available. If no Alternate is available the vacancy will be announced to all members so potential candidates can be found within the fellowship and submitted for nomination at a future District meeting.

### **Removal of Officers and Chairpersons**

District 8 suggests that any elected Officer or Standing Committee Chairperson who misses three consecutive meetings shall be removed from that position upon motion and simple majority vote i.e. at least 51% of the District members present and voting. The vacancy will be filled according to the procedures described above. The philosophy of the District membership is that:

- It is a privilege to serve in AA
- All service positions should be occupied and active for the good of the suffering alcoholic
- Inactive or absent officers and/or chairs deprives another member of the opportunity to serve



## **DISTRICT 8 BUDGET AND FINANCIAL MANAGEMENT**

### **Budget**

In keeping with the 7<sup>th</sup> Tradition of self-support, District 8 encourages the active participation of any committee member in service work on behalf of the District. To that end the District requires an expense budget to be prepared each year for the funding of this work.

It is recommended that the District 8 Committee develop and approve a yearly budget in which monies allotted are consistent with the level of group contributions. The budget committee shall establish budgetary priority annually.

The 2007-2008 District committee has set budgetary priority as follows:

- Send the DCM to quarterly Area Assemblies to represent the District 8 Committee
- Maintain a 24-hour Answering Service for the AA community and the public
- Maintain a District P.O. Box to receive mail
- Provide an Annual Gratitude Dinner for the groups within District 8
- Reimbursement for copies, mailings, and other miscellaneous expenses made by District Officers
- Provide an annual operational budget for the Standing Committees' projects

As funds become available to be budgeted and to the degree that there is interest of District 8 Committee members in being willing to work on such a project, the District 8 Committee will consider holding bi-annual service workshops in support of the groups in the district's geographic area.

**The District budget committee consists of all District Officers and Standing Committee Chairpersons.**

It is recommended that the budget committee hold a meeting separate from the monthly District meeting in September for the purpose of preparing the budget to be suggested for the following calendar year.

Each District Officer and Standing Committee Chairperson shall submit a proposed budget to the Treasurer prior to the annual budget meeting for consideration at that meeting.

The budget committee shall review the proposed budget items at which time the line items will be discussed and adjusted if necessary to achieve a balanced budget (projected income = estimated expenses). Budgetary adjustments shall be made in accordance with the District 8 Committee's list of priority budget items.

The proposed budget should be submitted by the Treasurer on behalf of the budget committee to the District Committee for approval in the last quarter of each year. The approved budget would then become effective the first day of the following calendar year.

If a member of the District Committee requires funding for an unbudgeted expense, the item should be brought before the District Committee. The Treasurer shall advise if sufficient unrestricted funds are available. The Treasurer shall make the District Committee aware of any financial consequences should they approve the unbudgeted expense. Approval of unbudgeted expenses shall simply add the new expense line item to the monthly report. The minutes will record the District Committee action on the proposal and the monthly Treasurer's report will track the expense amount if it approved.

**For the protection of the District, the membership has decreed unanimously to annually establish a prudent reserve of funds as first priority from available cash in the operating account. This prudent reserve of funds will be ½ of the operating budget expenses for the next fiscal year. These funds are to be set aside as a line item in the financial statement. These monies are to be used in the event of an emergency requiring the District to cover expense obligations without having the necessary income.**

Further in the sense of self-support of the District it is suggested that General Service Representatives encourage their respective groups to support their District's operational expenses within the group's budget.

### **Financial Management**

District 8 has elected to operate as a non-profit organization. Standard Form (501) c is on file and the State Registration Number is 72-1504031.

A bank account is established identifying the District 8 Committee as a non-profit entity. District 8's bank account requires two signatures on all checks. Those officers with authority to sign are the DCM and Treasurer.

After election of officers the new elects shall execute new bank signature cards, removing the former officers from signature authority. If the bank requires Board meeting minutes they shall be provided by the Secretary.

## **DISTRICT 8 FUNCTIONS IN SUPPORT OF GROUPS**

### **District 8 Hotline (via Google Voice)**

Google Voice is an answering service that connects a caller to a member of Alcoholics Anonymous. After a lengthy study conducted by a District 8 ad hoc committee, Google Voice was chosen, voted into service and became the District 8 Hotline on November 15, 2017. The professional answering service was discontinued as of November 30, 2017.

The work related to staffing and maintaining the District 8 Hotline has been added to the Alt. DCM's (Hotline Chair) duties as a result of a motion and a vote. This was done in the hopes that this position would always be filled, ensuring the maintenance of the Hotline. The District 8 Hotline is staffed by AA members who volunteer their time to take calls, on a rotating basis. The Hotline Chair is tasked with maintaining a list of volunteers to draw from to keep the positions filled. How often members are changed will be at the chair's discretion.

**How It Works** - When the hotline number is called, the volunteers' phone numbers, currently linked to the service, will get a call simultaneously. The first person to answer gets the call. All other phones will disconnect. If no one is available to answer the call, a message will be sent to the chair person to let them know a call was missed. A voicemail can be recorded to inform the caller someone will attempt to contact them or to tell them to try again later. The volunteers currently linked in to the hotline number will want to have a meeting schedule with them at all times. They will want to have phone numbers for other AA members who have volunteered to do twelfth step work to connect with the caller when the need arises.

***SEE APPENDIX II FOR MORE INFORMATION ABOUT GOOGLE VOICE***

### **Gratitude Dinner**

The Gratitude Dinner is an annual event held and funded by the District Committee. The purpose of this event is to show gratitude to the groups of District 8 for their support and continued 12<sup>th</sup> step work as well as provide information about and attract participation in general service work. It is usually held in October.

It is recommended that the DCM form an ad hoc committee of 4-5 District Committee members in which to plan and schedule the Gratitude Dinner. The ad hoc committee should submit final ideas to the District Committee for approval.

***SEE APPENDIX III FOR MORE INFORMATION ABOUT THE GRATITUDE DINNER***

### **GSR Orientation**

It has been found helpful to hold a GSR Orientation for new GSRs where former GSRs can share their experience with the new ones. The GSR packet may be reviewed and discussed in detail and the video about the General Service Office may be shown.

It has been found to be a great way for new GSRs to get acquainted with each other and the DCM. It is usually best to hold the GSR Orientation before the first Assembly of each year.

The orientation can be held separately from a regularly scheduled District meeting, as the Committee decides.

## **Inventory**

It is recommended that the District Committee take inventory every other year after elections, to include all rotating committee members (those rotating off and those rotating on), as a means to determine areas in which the committee could function more effectively. All District Committee Officers, Standing Committee Chairpersons, and GSRs should attend the inventory. Other AA members are also welcome to attend and participate. Someone from outside of District 8, preferably someone who is currently or has previously served at area level, should facilitate the inventory.

Minutes of the inventory should be recorded by the Secretary for review by the committee at a later monthly District Committee meeting. Action items for improvement should be made and unanimously decided by the committee as a whole at that later monthly meeting when the inventory is reviewed.

Follow-up of the inventory is found to be vital. An ad hoc committee on inventory may be formed or separate follow-up meetings planned if needed, as decided by the District Committee.

*The Twelve Concepts and Traditions checklists can be viewed and printed from the aa.org website. There is also information on district inventory currently included in the DCM kit available through GSO.*

## **Meeting Schedule**

It is recommended that the District 8 meeting schedule be updated regularly and posted on the District website to be available to groups, individual AA members, still-suffering alcoholics, potential professional referral sources, and the general public. The meeting schedule should identify meetings as open or closed, list meeting type/format, and location address including zip code. The District website and hotline number should also be included on the meeting schedule, as well as date of update and a disclaimer that the information listed is subject to change.

## **Post Office Box**

Post Office Box 258 is funded by the District Committee and is located at the 921 Moss Street Post Office in Lake Charles. The DCM and District Treasurer will hold the keys to access the PO Box. It is recommended that the PO Box be used only for District mailings.

## **Website**

The District 8 Committee recommends that the aa-swla.org website include only information about AA as it specifically relates to our District. Its purpose is to inform AA members and the general public about AA meetings and events within District 8. It is also recommended that our spiritual principal of anonymity and all Twelve Traditions always be considered when adding information on the website as it is published on a forum available to the public. The site is funded by the District Committee and maintained by the elected District Webmaster. Any major changes to the site shall be submitted by the District Website Committee for approval by the District 8 Committee.

*The AA Guidelines on Internet may be viewed and printed from the aa.org website or ordered through GSO.*

## **Workshops**

Workshops are usually held on AA service topics and may be held at a group's meeting place or other facility as chosen by the District Committee. Speakers chosen to be on the panel from outside the district should be reimbursed for travel at a cost decided and approved by the budget committee.

*The suggested workshop format can be viewed and printed from the aa.org website.*

## **AMENDMENT PROCEDURE**

Proposed amendments to this document shall be submitted in writing to the DCM, with a copy to the Secretary, at least one week prior to the next Committee meeting.

The DCM shall include the proposed amendment on the agenda of the next following District meeting. A copy of the proposed amendment will be provided to all GSRs in attendance. An explanation of the proposed change sufficient to create an informed conscience will be given and a vote taken.

A two-thirds majority of those voting shall constitute the adoption of the amendment. The amendment will be recorded in an Appendix of this document noting the change from and to, with the approved date and vote tally.

## **DISTRICT 8 JOB DESCRIPTIONS**

It is suggested that District 8 job descriptions be reviewed/updated by the occupant of that position at the close of the term served and any changes be submitted for approval to the District Committee a month before elections.

Any changes should be included in the District 8 job descriptions that are circulated to district groups prior to the district elections.

## **DISTRICT 8 OFFICER** **DISTRICT COMMITTEE MEMBER, DCM**

### **Description:**

“The D.C.M. is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the District Committee, made up of all G.S.R.s in the District, the D.C.M. is exposed to the group conscience of that 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.” – AA Service Manual

The DCM’s role as chair is to keep the meeting on track and focused to accomplish the agenda items avoiding sidebars and loss of interest by members. It is the DCM’s responsibility to ensure that an informed committee is achieved.

### **Qualifications:**

- Has usually served as a GSR
- Usually a minimum of four years or more sound, continuous sobriety to be eligible for election as a delegate
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Holds no other District Committee service position

### **Duties and Responsibilities:**

It is recommended that the DCM read and be familiar with the AA Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet, “Your DCM” and other items included in the DCM Kit.

#### **It is recommended that the DCM:**

- Attend all District meetings and Area Assemblies
- Serve on the District budget committee
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Frequently visits groups, especially those who are not active in service, or who are struggling
- Promotes unity among groups
- Communicate with the area delegate and alternate delegate
- Keep organized records of updated group information for area and GSO
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs
- Help new GSRs, keeping them informed and hold a GSR orientation
- Encourage and/or assign GSRs to a District Standing Committee
- Organizes District activities
- Prepares an agenda for each district meeting

### **Supplies/Budget:**

- DCM expenses include hotel and mileage for four assemblies and if funds are available, one regional conference and/or forum a year
- GSO will supply a subscription to Box 459 newsletter and a DCM Kit when registered as a DCM with them
- File box to keep group records and information, and other necessary information
- The Area Delegate will supply the DCM with the Conference report and other Area and GSO related information
- Extra GSR kits to give to new GSRs until they receive theirs in the mail from GSO (at which time they give back one, therefore keeping some in supply at all times)
- Key to the post office box

**DISTRICT 8 OFFICER**  
**ALTERNATE DISTRICT COMMITTEE MEMBER, ALT DCM**

**Description:**

“The alternate is backup for the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the DCM, by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the DCMs responsibilities at District and area meetings.” – AA Service Manual

**Qualifications:**

- Has usually served as a GSR
- Usually a minimum of four years or more sound, continuous sobriety
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Holds no other District committee service position

**Duties and Responsibilities:**

It is recommended that the Alternate DCM read and be familiar with the AA Service Manual, specifically the section on The District and the DCM, as well as the information listed in the pamphlet, “Your DCM”

Currently the Alt. DCM serves as the chair for the District 8 Hotline (via Google Voice)  
(Refer to page 10 and Appendix II for more information on the hotline)

**It is recommended that the Alternate DCM:**

- Attend all District meetings
- Serve on the District budget committee
- Chair District meetings, and attend area assemblies when the DCM cannot attend, should attend at least one area assembly with the DCM
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Aids the DCM in visiting groups
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts.
- Keep GSRs informed of AA Literature available through GSO.

**Supplies/Budget:**

Alternate DCM expenses include hotel and mileage consistent with the budget, a Service Manual, and pamphlet “Your DCM”

## **DISTRICT 8 OFFICER** **SECRETARY**

### **Description:**

The Secretary serves as a District officer, keeps record of District meeting minutes through recording and written documentation, finalizes minutes in a typed report, makes copies and distributes to members of the District Committee, keeps close record of agenda items and keeps District Committee information updated.

### **Qualifications:**

- Has usually served as a GSR or previous service as a District Standing Committee chair
- Usually a minimum of two years sound, continuous sobriety
- Working knowledge of the Twelve Traditions of AA
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Good organizational, communication, and basic computer skills including MS Word and Excel
- Access to a computer and email
- Holds no other District Committee service position

### **Duties and Responsibilities:**

#### **It is recommended that the Secretary:**

- Attend all District meetings
- Serve on the District budget committee
- Has open communication with group secretaries
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Communicate with and aid the DCM in setting the agenda for each District meeting
- Using notes and recorder, type the minutes of the meeting, in summary form
- Issue the minutes to the DCM for approval two weeks prior to the next scheduled district meeting
- Upon approval by the DCM, distribute the minutes by email or the postal system at least one week prior to the scheduled monthly District meeting
- Assist the DCM/Alt in following approved voting procedures and protocol
- Assist the DCM/Alt in obtaining and keeping record of members of the District Committee for district contact list, revise as necessary
- Assist the DCM/Alt in obtaining and keeping record of group information, revise as necessary
- Assist the DCM/Alt in distributing other AA information as necessary.

### **Supplies/Budget:**

- Secretary expenses include copies of minutes, postage, envelopes, and cds for keeping of audio minutes
- Digital recorder for recording meeting minutes, recorder instruction booklet, and microphone (Archives may also use)
- Backpack for keeping notes and other supplies

## **DISTRICT 8 OFFICER** **TREASURER**

### **Description:**

The Treasurer serves as a District officer, keeps record of District monies and bank account, makes deposits and writes checks as approved, checks post office box regularly, prepares a monthly typed report, makes copies and distributes to members of the District Committee, upholds the 7<sup>th</sup> tradition, and aids the District Committee in making wise, prudent decisions regarding the expenses.

### **Qualifications:**

- Has usually served as a GSR or previous service as a District Standing Committee chair
- Usually a minimum of two years sound, continuous sobriety
- Working knowledge of the Twelve Traditions of AA
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Good organizational, communication, and basic computer skills including MS Word and Excel
- Access to a computer and email
- Holds no other District Committee service position

### **Duties and Responsibilities:**

#### **It is recommended that the Treasurer:**

- Attend all District meetings
- Serve and chair the District budget committee
- Has open communication with group treasurers
- Keep accurate account of all income and expenses
- Assist the DCM/Alt to inform and encourage groups about self-support through contributions
- Pay District bills as approved by the budget committee, having the DCM sign outgoing checks for expenses
- Uphold and assist the District Committee in adhering to the approved budget
- Checks the post office box regularly
- Makes deposits and pays bills in a timely manner
- Distribute the financial report to the committee members by email in advance of the meeting
- Have copies of and give a financial report at each District meeting

### **Supplies/Budget:**

- Treasurer expenses include copies of report, postage, and envelopes
- Key to the post office box
- Briefcase in which to hold reports and supplies



## **DISTRICT 8 STANDING COMMITTEE CHAIRPERSON ARCHIVES**

### **Description:**

The Archives of Alcoholics Anonymous is the repository of personal collections, manuscripts, publications, photographs and memorabilia related to the origin and the development of the A.A. Fellowship. -- AA Guidelines

### **Qualifications:**

- Has usually served or currently serving as a GSR or active member of AA with group service experience
- Usually a minimum of two years sound continuous sobriety
- The time and energy to serve the district well
- The willingness and ability to serve a two year term

### **Duties and Responsibilities:**

#### **It is recommended that the Archivist:**

- Attend all district meetings
- Serve on the District budget committee
- Has frequent and open communication with district officers, committee chairs, group archive representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Archives Committee Chairs
- Familiar with AA literature pertinent to Archive work, Twelve Steps, Traditions and Concepts
- Introduce Archive literature and service pieces to GSRs and group archive representatives
- Provide Archive display for all District activities (roundup, workshops, etc.)
- Responsible for the collection, the documents, and artifactual items of the district
- Keep record of agenda action items from previous years as a reference for the District Committee in the Archives Operations Binder
- Responsible for the care and maintenance and the physical integrity of the collection
- Ensuring the protection of the anonymity of the members, and the confidentiality of the District records
- Categorically classify items following established AA guidelines

### **Supplies and Budget:**

- Archive kit (*supplied by the General Service Office to incoming chair upon notification*)
- File box to keep extra literature, CDs and pamphlets
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district
- Archives Operations Binder

## **DISTRICT 8 STANDING COMMITTEE CHAIRPERSON** **GRAPEVINE**

### **Description:**

“Grapevine Representatives act as advocates for the Grapevine and La Vina at the (district) level, alerting their groups to the use of the magazines as recovery tools. It is, many say, the best service job they’ve ever had. Originally GVRs focused on the Grapevine, and RLVs on La Viña. But as awareness of the needs of Spanish-speaking AAs throughout the United States has grown, some reps have begun to work with both magazines and refer to themselves as GVR/RLVs.” Grapevine Workbook

### **Qualifications:**

- Has usually served or currently serving as a GSR or active member of AA with group service experience
- Usually a minimum of two years sound continuous sobriety
- The time and energy to serve the district well
- The willingness and ability to serve a two year term

### **Duties and Responsibilities:**

**It is recommended that the GV Chair:**

- Attend all district meetings
- Serve on the District budget committee
- Has frequent and open communication with district officers, committee chairs, group Grapevine representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Grapevine Committee Chairs
- Familiar with AA Grapevine literature, Twelve Steps, Traditions and Concepts
- Introduce Grapevine literature and service pieces to GSRs and group Grapevine representatives
- Provide Grapevine display for all District activities (roundup, workshops, etc...)

### **Supplies/Budget:**

- Grapevine workbook
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district

**DISTRICT 8 STANDING COMMITTEE CHAIRPERSON**  
**PUBLIC INFORMATION/COOPERATION with the PROFESSIONAL COMMUNITY**  
**PI/CPC**

**Description:**

**Public Information** - The purpose of P.I. service work is to:

- Provide accurate A.A. information to the public when requested
- Visit schools, business and community meetings for this purpose
- Serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations

**C.P.C.** - Members of this committee 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, union leaders, and industrial managers, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do. - A.A. Guidelines

**Qualifications:**

- Has usually served or currently serving as a GSR or active member of AA with group service experience
- Usually a minimum of two years sound, continuous sobriety
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Group and/or other AA service experience

**Duties and Responsibilities:**

**It is recommended that the PI/CPC Chair:**

- Attend all District meetings
- Serve on the District Budget Committee
- Has frequent and open communication with District officers, committee chairs, group PI/CPC representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO PI/CPC Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a PI/CPC display for District activities (Roundup, Gratitude Dinner, Workshops, etc.)
- Introduce AA literature and service pieces to GSRs and group PI/CPC representatives
- Promote unity among groups
- Promote unity between the professional community and AA
- Maintain inventory (pamphlets) at District rack locations
- Monitor inventory of District racks
- Provide assorted District (professional business) locations with schedule
- Maintain contact with radio and television stations for purpose of providing PSAs.

**Supplies/Budget:**

- File box to keep extra pamphlets and literature
- C.P.C. Kit (*supplied by the General Service Office to incoming chair upon notification*)
- Public Information Kit (*supplied by the General Service Office to incoming chair upon notification*)
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of The District 8 Committee

**DISTRICT 8 STANDING COMMITTEE CHAIRPERSON**  
**TREATMENT FACILITIES/CORRECTIONAL FACILITIES/ACCESSIBILITIES**  
**T/C&A**

**Description:**

Coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment and correctional facilities, and to set up means of “bridging the gap” from the facility to an AA group in the individual’s community. -- AA Guidelines

Accessibilities Committees assist A.A. members who have a variety of challenges in accessing the A.A. message in A.A. meetings, Twelve Step work and other A.A. service.

**Qualifications:**

- Has usually served or currently serving as a GSR or active member of AA with group service experience
- Usually a minimum of two years sound, continuous sobriety
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Group and/or other AA service experience

**Duties and Responsibilities:**

**It is recommended that the T/C&A Chair:**

- Attend all District meetings
- Serve on the District budget Committee
- Has frequent and open communication with District officers, committee chairs, group T/C&A representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO T/C&A Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a T/C&A display for District activities (Roundup, Gratitude Dinner, Workshops, etc.)
- Introduce AA literature and service pieces to GSRs and group T/C&A representatives
- Promote unity among groups
- Help to keep Correctional and Treatment meeting list updated

**Supplies/Budget:**

- File box to keep extra pamphlets and literature
- Corrections Kit (*supplied by the General Service Office to incoming chair upon notification*)
- Treatment Kit (*supplied by the General Service Office to incoming chair upon notification*)
- Accessibilities Kit (*supplied by the General Service Office to incoming chair upon notification*)
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of district

## **DISTRICT 8 STANDING COMMITTEE CHAIRPERSON** **WEBSITE/WEBMASTER**

### **Description:**

The website chair serves as webmaster of the District website, keeping the site updated on a month to month basis.

### **Qualifications:**

- Has usually served or currently serving as a GSR or active member of AA with group service experience
- Usually a minimum of two years sound, continuous sobriety
- The time and energy to serve the District well
- The willingness and ability to serve a two year term
- Group and/or other AA service experience
- Good organizational, communication, and computer skills including MS Word and Excel
- Access to a computer and email
- Experience with website design or willingness to learn
- Assist the DCM/Alt in obtaining and keeping record of group's meetings for the District meeting schedule, revise as necessary

### **Duties and Responsibilities:**

It is recommended that the Website Chair

- Attend all District meetings
- Serve on the District budget Committee
- Has frequent and open communication with District officers, committee chairs, group representatives and GSRs
- Meet with committee once a quarter
- Has frequent and open communication with Area and GSO Website Committee Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Provide a Website display at District activities like the Roundup, Gratitude Dinner, Workshops, etc.
- Introduce AA literature and service pieces to GSRs and group representatives
- Promote unity among groups
- Update website as needed (meeting schedule, events calendar, group information, etc.)

### **Supplies/Budget:**

- Domain
- Web Hosting Site
- Website Editor
- Budget monies are set aside by Budget Committee and changes voted upon by voting members of District 8

# APPENDICES

- **Appendix I - Update History**
- **Appendix II – Google Voice**
- **Appendix III – Gratitude Dinner**

## APPENDIX I – UPDATE HISTORY

### **February 2012**

- In District 8 Elections “past DCM’s could vote” was removed. This was voted on and unanimously approved February 15, 2012.

### **October 2012**

- In District 8 Job Descriptions under the heading **Qualifications**, the word “Usually” was added to each of the Officer and Committee Chair pages in the sobriety time recommendations. This was voted on and approved October 17, 2012 with a 2/3 majority vote.
- In District 8 Job Descriptions under the heading **Duties and Responsibilities**, the line that says “Update website (meeting schedule, events calendar, group information, etc.)” was moved from the District Secretary’s duties to the District Webmaster’s duties. This was voted on and unanimously approved October 17, 2012.

### **April 2018 – An ad hoc committee was formed to update the existing written guidelines with past and current District 8 Committee approved actions. These actions have been added and unanimously approved October 18, 2018.**

- In Functions in Support of Groups, the heading, **Answering Service Hotline**, was changed to **District 8 Hotline (via Google Voice)**. All the language pertaining to the professional paid answering service was replaced with the language for the District 8 Hotline (via Google Voice). This amendment took effect on November 15, 2017 with a majority vote. **Housekeeping**
- In DISTRICT 8 OFFICER, ALTERNATE DISTRICT COMMITTEE MEMBER, ALT DCM under the heading **Duties and Responsibilities**, serves as the Literature Chair was changed to, serves as the chair for the District 8 Hotline (via Google Voice). This amendment took effect on November 15, 2017 with a majority vote. **Housekeeping**
- In DISTRICT 8 STANDING COMMITTEE CHAIRPERSON - **TREATMENT FACILITIES/ CORRECTIONAL FACILITIES**, added **/ACCESSIBILITIES**. Under the same heading the language to explain accessibilities was added. Every place where TFC/CFC was, now reads T/C&A T=Treatment, C=Corrections, A=Accessibilities. This change was made, voted on and approved by the 2015 / 2016 District Committee. **Housekeeping**
- In DISTRICT 8 VOTING, added **(The DCM usually does not vote unless there is a tie.)** and procedure details added for clarification purposes. **Housekeeping**
- In DISTRICT 8 COMMITTEE OPERATIONS, written instructions were added to explain how the committee handles OLD and NEW BUSINESS. **Housekeeping**
- The APPENDICES has been moved to the end of the guidelines with more detail. **Housekeeping**
- The suggested instructions for the Gratitude Dinner were moved from the section DISTRICT 8 FUNCTIONS IN SUPPORT OF GROUPS Gratitude Dinner to Appendix III - Gratitude Dinner. **Housekeeping**
- In District 8 Budget & Financial Management the prudent reserve was changed from ¼ of the annual budget to ½ by a 2/3<sup>rd</sup> majority vote on September 19, 2018.

## **APPENDIX II – GOOGLE VOICE**

### **What is Google Voice?**

An AA answering service that offers a local gateway to reach members of Alcoholics Anonymous. The service requires a chair (Alt. DCM) and at least 6 committee members to be on a rotating basis of calls. All members on the list should stand on a rotating basis and how often members are changed should be at the chair's discretion. An AA hotline is established when the District members activate a google number and subsequently add member's numbers to the call list.

When the answering service is called, all members' numbers (that are currently linked to the hotline number) will ring simultaneously. When a member answers the phone, all other phones will disconnect. If something happens and no one is available to answer the call, a message will be sent to the chair so they may be prompted to call the individual back. The callers info will be saved and the chair can get back to them as best as they see fit. Also a voicemail of the chairs choosing can be recorded to best fit our district suggestions. All 6 committee members and chair should have copies of a list of volunteers with them at all times.

### **Following is a list of methods in handling a twelfth step call:**

- The chairperson (Alt. DCM) and committee members should have a list of volunteers and members willing to participate in this type of twelve step work.
- Times should be also recorded on this list of availability of each person and when are most available to receive calls.
- Experience suggests there should be separate lists for men and women for first time contact that we provide to a caller in need. If a person calls and is inquiring about general AA information and meeting times/locations, it is not entirely necessary that they speak with an AA member of their sex. However, for more in depth, personal conversations a member of their sex should be contacted so they may speak with the alcoholic in need.
- If a member calls and we are not immediately available to help, we should refer to our list and attempt to help if/whenever (reasonably) possible.
- In some instances, we can refer the caller back to the chair for next steps to be taken if we cannot be of service.
- After taking the name and number of the caller we immediately attempt to find a solution (example: meeting schedules, locations, possible ride, etc.) so we can transfer this information back to them.

### **When an alcoholic calls for help...**

- Answer by saying "AA Hotline Service"
- Try to find out what the caller wants
- If the caller is reluctant to give their name don't insist.
- If you are unable to answer the phone when it rings as you are currently occupied, DO NOT reject the call. Instead, silence the call (if you are busy) so another committee member has an opportunity to assist the caller in need. If the call is rejected by one committee member, the call is disconnected for everyone.
- Never argue with the caller and remember we are representing AA as a whole and that our primary purpose is to help the alcoholic that still suffers.

Remember that alcoholics and members of their families who call are sick people; being of service to them can sometimes be challenging so it can be helpful to keep this in mind.

A few things to keep in mind: "how can WE best be of service" and "the hand of AA should always there to help"

- If you are criticized tell the caller you are acting on instructions from the answering service guidelines.
- Problems or questions should be referred to the chairperson and committee for guidance or resolution.
- Sometimes a caller will ask for a ride to a meeting. We should be careful not to put ourselves in risky situations. It is entirely up to the committee member on whether he/she feels comfortable giving a stranger a ride, whether he/she should ask another committee member (or AA member), or if he/she should discuss the situation with the committee chair. It is recommended that if a member does decide to give a caller a ride, a friend or additional AA member should accompany the committee member.

**APPENDIX II – GOOGLE VOICE (continued)**

**Starting an answering service with google**

Sometimes an answering service must be started by a group or district who feels the need for such a service to better serve the suffering alcoholic. As the service begins to feel the need and as AA grows locally, other groups and members will join in and become willing to support these services.

General Service district committees sometimes are responsible for starting an answering service. If possible, before making such a decision, the group conscience of all groups in the district should be consulted; having support and volunteers to keep this type of service available is highly important.

When groups are informed of the need of this fulfilling type of service they are usually willing to support. It is important to stick with this type of answering service until it has had a chance to catch on and prove its worth.

*{The importance of keeping the list of volunteer twelve step workers up to date cannot be over-emphasized.}*

**A few helping suggestions:**

- Start small and remember “easy does it”
- Abide by the conscience of the district and take care to separate individual opinions from those of the district committee members.
- It is best to communicate to PI/CPC, T/C&A, and the Website chair so the google number is broadcasted in such a way that local people in need can call the service.
- Remember this position has a chair but it is the responsibility of our district members to be of service and help be productive upstanding AA members.

**Volunteer support of AA members**

1. Consider the need for a responsible person to take charge
2. In areas that use volunteers we have many options available; call forwarding, voice-mail, a google number, a cell phone passed amongst members, and a voice-activated prompt system that gives callers options.
3. A man and a women, each with a reasonable amount of sobriety should be minimum for starting this endeavor.
4. It is suggested that volunteers have a minimum of 6 months sobriety and state the days and times they are available to take calls.
5. Be sure to keep the list of AA volunteers current and active.
6. Consider providing a sharing session or volunteer training, and a list of suggested tips for all involved in this type of twelve step work



## **APPENDIX III – GRATITUDE DINNER**

### **PLACE:**

To be approved by the committee and accessible to all members  
Should be able to hold at least 200 people

### **FOOD:**

Main dish can be prepared by members of the District (gumbo, brisket, BBQ, etc)  
Individual AA members can bring side dishes or desserts  
Usually plan enough to serve 200 people

### **DRINKS:**

Coffee, tea, and lemonade are usually served

**SPEAKERS:** as chosen by the DCM and Alternate or other as the committee decides

### **REGISTRATION:**

There should be no charge to attend the dinner as group contributions to District help fund the dinner

### **SUPPLIES NEEDED:**

- Name tags
- District 8 coffee pot is kept at the South City group
- Sign-in booklet for attendance count
- Plates, napkins, cups, utensils

**WORKERS:** should be, but not limited to, District Committee volunteers and others to serve as:

- Food Servers
- Set-up crew
- Clean-up crew
- Registration
- Coffee
- Chairperson (usually the DCM or Alt DCM)
- Speaker host (if speaker is from outside the District)

The place, main dish, supplies and drinks are supplied and funded by the District Committee. If the speaker is from outside the District, they should be reimbursed for travel at a cost decided and approved by the budget committee. Standing Committees may be asked to provide a display containing information about their committee for the Gratitude Dinner.