

# **District 19 Operating Guidelines**

**District 19, Area 27, Southeast Region**

*Updated January 2021*

## **Preface**

These guidelines are intended to be a document for reference purposes defining the current operation of District 19. In order to keep the document timely and therefore useful as a reference source, subsequent amendments should be made to this document with exact wording.

## **Foreword**

There are no ruling bodies, but only trusted servants in Alcoholics Anonymous. It should therefore be recognized that the Operating Guidelines set forth here for District 19 simply consolidate in one place the suggestions ratified by the majority of the membership in 2012. 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, of course, decide to exercise their “right of decision” and amend the suggested guidelines. It is hoped, however, 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 19 Committee Officers and Members**

The District 19 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 19 Officers are:

- District Committee Member (DCM), the chair of the committee
- Co-District Committee Member (Co-DCM)
- Alternate District Committee Member (Alt. DCM)
- District Secretary
- District Treasurer

The other District Committee Members are:

- General Service Representatives (GSRs) of the groups within District 19
- Committee Chairpersons of all approved Standing Committees:
  - Treatment Facilities/ Correctional Facilities (TFC/CFC)
  - Public Information/Cooperation with the Professional Community (PI/CPC)
  - Grapevine
  - Special Events
  - Service Board Liaison
  - Accessibilities

Alternates:

- It is recommended that each District Officer, GSR, and Standing Committee Chair, have an alternate to help execute the position duties and act in the absence of the primary committee member. Alternates are recommended to provide for continuity in carrying out the district business.
- Alternates for District 19 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.
- Alternate for Standing Committee Chairs shall be sought by that standing committee among its members and approved by the District Committee through the regular voting process.

Standing Committees consist of:

- Standing Committee Chairperson
- Standing Committee Alternate Chairperson
- GSRs who volunteer or are assigned to that committee by the DCM
- Group-elected representatives (i.e. PI/CPC rep, T&C rep, Grapevine rep)

It is recommended that the Standing Committee Chairpersons meet with their committee at least once every month. Time may be allotted before the regularly scheduled district meetings or other times as the Standing Committee Chairs decide. New GSRs will be assigned to a Standing Committee to either serve or to find a representative from their group to serve.

## **District 19 Committee Operations**

The committee will meet monthly at a place selected and approved by the entire Committee.  
*The current designated meeting place is UNITY Church at 3303 Richland Ave., in Metairie.*

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 1 ½ hours (6:30-8:00 PM) seems to be sufficient.*

The District Committee meeting will be chaired by the DCM or Co-DCM, or in his/her absence, the Alt. DCM or a designated Officer.

The Secretary or the DCMs, will prepare an agenda of business and distribute to all the committee members in attendance.

- New business agenda items must be submitted to the DCM or the Secretary, prior to the district meeting to be included on the agenda.
- The agenda will consist of, as a minimum, introduction of members (roll call), reading and approval of the previous 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.
- It is recommended that a complete list of each year's agenda items and any vote taken shall be kept in a District 19 Archives Operations Binder as a convenient reference for the DCMs as future business is scheduled.

## **District 19 Voting**

The District Officers, through the Twelve Concepts, 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 include:

- Current District 19 Officers
- Standing Committee Chairpersons
- GSRs
- District service board liaison
- Alternates may only vote if the primary committee member is not present.

Non-voting attendees may include 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, when a vote is taken.

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 (or Co-DCM) shall follow the protocol used by the General Service Conference for conducting business. That procedure is:

1. Motion is made and seconded
2. Floor is opened for discussion to ensure all information is presented.

(At this point the DCM maintains decorum by keeping discussion to one person at a time and limiting each speaker to two minutes)

3. The question “is called” *if necessary*, to end discussion, then a vote is taken to invoke the procedure
4. Vote is taken, using the 51% simple majority standard unless otherwise specified
5. If not unanimous, offer for the “minority opinion” to be heard
6. If a minority opinion is given:  
The DCM asks if anyone from the majority wishes to change their vote  
If so, then a second vote is taken

**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 19 Elections**

DCM is elected in October every even year, and Co-DCM is elected every odd year. This way there is always a more experienced DCM serving while the newer DCM begins their term. Election of District 19 Officers and Standing Committee Chairs 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 (Except for the co-DCM, who begins their term in the even-numbered year).

**District 19 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 the new District Committee members to attend Area Assembly, if possible, in November, with the outgoing members.

All District 19 Officers and Standing Committee Chairs will be elected following 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.

Voting at elections requires a 2/3 substantial unanimity to pass, according to the Third Legacy Procedure.

If an Officer or a Standing Committee Chair has served a partial term (less than a two-year term), that Officer or Chair may stand for the same position in the subsequent election.

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

District 19 service board liaison can be elected following the third legacy procedure or appointed. The DCMs can decide which procedure to use according to willingness of members to serve.

## **Qualifications of Candidates**

- It is recommended that any past GSR with four or more years of continuous sobriety may stand for DCM/Co-DCM or Alternate DCM.
- It is recommended that any past GSR or past Standing Committee Chair with three or more years of continuous sobriety may stand for Treasurer.
- It is recommended that any past GSR or past Standing Committee Chair with two or more years of continuous sobriety may stand for Secretary.
- It is recommended that any current or past GSR or any active member of AA with group service experience may stand for a position as a Standing Committee Chair. (Two or more years of continuous sobriety is recommended)
- The District Committee reserves the right to elect any AA member to these positions if it so chooses.

## **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 Chairs**

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 19 suggests that any elected Officer or Standing Committee Chairperson who misses two consecutive meetings, shall be removed from that position upon motion and simple majority vote. The vacancy will be filled according to the procedures described above.

The philosophy of District membership is that:

- It is a privilege to serve in A.A.
- 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 19 Functions**

### **Inventory**

- 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.
- It is recommended that the District committee take inventory every even 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 District 19, preferably someone who is currently or has previously served at an 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 decided by the committee at a 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.

### **Post Office Box**

Post Office Box 113323, located at the 17th street post office in Metairie and is funded by the District Committee.

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.

### **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 committee

### **Amendment Procedure**

Proposed amendments to this document, (i.e. motions that are a matter of policy), shall be submitted in writing to the DCM, with a copy to the Secretary, in time to make it into the outgoing minutes. 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 the guidelines as well as in an Appendix to this document, noting the change to and from, with the approved date and vote tally.

### **District 19 Job Descriptions**

It is suggested that the descriptions included in this document 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 Job Descriptions that are circulated to district groups prior to the district elections.

## **DISTRICT 19 OFFICERS**

### ***Co-DISTRICT COMMITTEE MEMBER, Co-DCM/Co-DCM (two positions)***

Description: “The DCM 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 DCM 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 Co-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. Both Co-DCMs have the same qualifications and recommendations, both have equal authority and responsibility.

#### **Qualifications:**

- served as a GSR
- 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

The District reserves the right to elect any AA member to this position if it so chooses

#### **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 Co-DCM:**

- Attend all District meetings and area assemblies
- 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
- Encourage and/or assign GSRs to a District Standing Committee
- Organize District activities

- Prepare an agenda for each district meeting
- If needed, assist Alternate DCM in updating these guidelines.
- Keep Binder of archived minutes and brings to every meeting

**Supplies/Budget:**

Co-DCM expenses include

- Hotel and mileage for four assemblies
- 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

\$160 given for expenses for the Co-DCMs to attend the Area Assembly, whenever possible for the district committee member to attend.

***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:**

- served as a GSR
- 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

The District reserves the right to elect any AA member to this position if it so chooses

**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”

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

- Attend all District meetings
- 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 Currently the Alternate DCM serves also as Literature Chair:

- Keep GSRs informed of literature available through GSO
- Order literature as needed and requested by members of the district committee, as long as it is within the budget
- Responsible for updating any amendments to these guidelines

**Supplies/Budget:**

Alternate DCM expenses include

- a Service Manual
- the pamphlet, “Your DCM”
- hotel room and mileage consistent with the budget, in the event that the DCM cannot attend Area.

**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:**

- served as a GSR or previous service as a District Standing Committee chair
- a minimum of two years or more of 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
- access to a computer and email
- holds no other district committee service position

The District reserves the right to elect any AA member to this position if it so chooses

**It is recommended that the Secretary:**

- Attend all District meetings
- 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/or recorder, type the minutes of the meeting, in summary form
- Issue the minutes two weeks prior to the next scheduled 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

**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 7th tradition, and aids the District committee in making wise, prudent decisions regarding the expenses.

**Qualifications:**

- served as a GSR or previous service as a District Standing Committee chair
- a minimum of three 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

The district reserves the right to elect any AA member to this position if it so chooses

**It is recommended that the Treasurer:**

- Attend all District meetings
- 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 any approved budgets
- Checks the Post Office Box regularly
- Makes deposits and pays bills in a timely manner
- Have copies of and give a financial report at each District meeting

**Supplies/Budget:**

- copies of report
- key to the Post Office box

# **DISTRICT STANDING COMMITTEE CHAIRPERSONS**

## ***PUBLIC INFORMATION/COOPERATION with the PROFESSIONAL COMMUNITY***

Description: Public Information - The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. committees visit schools, business and community meetings for this purpose. They also 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. -A.A. Guidelines 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, 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:**

- Served or currently serving as a GSR or active member of AA with group service experience
- 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

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

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, group PI/CPC representatives and GSRs
- Meet with committee once a month
- 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, 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 the purpose of providing PSAs.

### **Supplies/Budget:**

- C.P.C. Kit
- Public Information Kit

Budget monies are set aside by the PI/CPC Committee and changes voted upon by voting members of the district. \$60 given for expenses for the chairperson to attend the Public Information and C.P.C. committees during assemblies, whenever possible for the district

chairperson to attend.

### ***TREATMENT FACILITIES AND CORRECTIONAL FACILITIES***

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

#### **Qualifications:**

- Served or currently serving as a GSR or active member of AA with group service experience
- 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

#### **It is recommended that the TFC/CFC Chair:**

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, group TFC/CFC representatives and GSRs
- Meet with committee once a month
- Has frequent and open communication with Area and GSO TFC/CFC Chairs
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Introduce AA literature and service pieces to GSRs and group TFC/CFC representatives
- Promote unity among groups
- Help to keep Correctional and Treatment meeting list updated

#### **Supplies/Budget:**

- Corrections Kit
- Treatment Kit

Budget monies are set aside by the TF/CFC Committee and changes voted upon by voting members of the district. \$60 given for expenses for the chairperson to attend the Area Treatment and Corrections committees during assemblies, whenever possible for the district chairperson to attend.

### ***GRAPEVINE***

Description: AA Grapevine is the international journal of Alcoholics Anonymous. Written, edited, illustrated, and read by AA members and others interested in the AA program of recovery from alcoholism, Grapevine is a lifeline linking one alcoholic to another. The District Grapevine Committee Chairperson serves as the link between group Grapevine representatives (GVRs) and the Area service structure.

#### **Qualifications:**

- Served or currently serving as a GSR or active member of AA with group service experience
- 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
- A working knowledge of the Twelve Traditions

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

- Attend all District meetings
- Has frequent and open communication with District officers, committee chairs, group Grapevine representatives and GSRs
- Meet with Grapevine committee once a month
- Has frequent communication with Area and GSO Grapevine Chairs
- Communicate with enthusiasm at all levels (individuals, Home Groups, Area, and General Service Office)
- Encourage Home Groups to use the Grapevine as a tool to pass the message of recovery (5th Tradition)
- Compile an up-to-date list of Grapevine representatives (GVRs) in the District
- Be familiar with the Grapevine workbook.

**Supplies/Budget:**

- Grapevine workbook
- District 19 Grapevine display

Budget monies are set aside for the Grapevine Committee, and changes are of the District. \$60 given for expenses for the chairperson to attend the Area Grapevine committees during assemblies, whenever possible for the district chairperson to attend.

***WORKSHOP AND SPECIAL EVENTS***

Description: The District's workshop and special events are designed for the purpose of outreach, fellowship, and education among the individual AA members and the groups. The Chairperson will work with a committee to plan, coordinate, and be present for these events.

**Qualifications:**

- served or currently serving as a GSR or are an active member of AA with group service experience
- a minimum of two years of 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 AA service experience

**It is recommended that the Workshop and Special Events Chair:**

- Attend all District meetings
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Has frequent and open communication with District treasurer regarding expenditures and budgets for the events
- Meet with a committee once a month
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts

- Offer suggestions and ideas for prospective workshops and events
- Follow group conscience decisions for workshops and events, when District requests
- Maintain a calendar of conferences, roundups, assemblies, and group activities; share dates/information for these events with District members at monthly meeting
- Plan District workshops and events so that they do not conflict with other events or activities
- Procure venues, purchase needed supplies and food, set up/clean-up for each event, with the assistance of a committee
- Develop flyers, distribute flyers, place dates and information on website in bulletin
- Maintain a method of recording information that can be used for the event planning during the two-year panel and then passed on to Chairperson of the following panel
- Centralize inventory in an accessible location

**Supplies/Budget:**

- Budgets for workshops and events will be voted upon by voting members of District
- Supplies and food will be purchased and organized by Chairperson, following the budget guidelines that have been voted on

***ACCESSIBILITIES CHAIR (Being Created\*\*)***

Description:

**Qualifications:**

- served or currently serving as a GSR or are an active member of AA with group service experience
- a minimum of two years of 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 AA service experience

**It is recommended that the Workshop and Special Events Chair:**

- Attend all District meetings
- Has frequent contact and open communication with District officers, committee chairs, and GSRs
- Has frequent and open communication with District treasurer regarding expenditures and budgets for the events
- Meet with a committee once a month
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts
- Offer suggestions and ideas for prospective workshops and events

**Supplies/Budget:**

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***DISTRICT 19 SERVICE BOARD LIAISON***

Description: The District 19 Service Board Liaison attends both the district meetings and the service board meetings monthly. The purpose of this position is to better communicate with the service board and to keep the GSRs in the district more informed about what is happening at the



service board and vice versa. District 19 felt that this position was needed because of the proximity of the service board and the district. The Service Board Liaison is neither an officer or a standing committee chair in the district; they do, however, get a vote at the district level, as the Right of Participation dictates.

“Communication is the key to working together- Central Office and the General Service Area Committee or the District Committee. Try to find out what is going on by getting together from time to time with corresponding committees in your area. It is important to share ideas and discuss activities so as to avoid duplication of effort. It is not important who does the work (the General Service Committee or the Central Office) but that the work gets done-that help is there for the next alcoholic who needs us and our Fellowship.” – AA Guidelines

**Qualifications:**

- Active member of AA with some group service experience
- The time and energy to serve the district well
- The willingness and ability to serve a two-year term
- A working knowledge of the Twelve Traditions

**Duties and Responsibilities:**

- Attends all service board and district meetings (usually both hold meetings once a month).
- Reports to the district on the initiatives and activities of the service board.
- Brings minutes and Treasurer’s reports, as well as any other pertinent information from the Service Board meetings to the district meetings.
- Informs the district and the service board about any schedule conflicts in planning workshops/events, if they arise.
- Has frequent and open communication with all members of the district and the Service Board!
- Promotes unity between the district and the Service Board.
- Is familiar with the Service Board bylaws and the District 19 guidelines.
- Shares information between the corresponding service committees.

**Supplies/Budget:**

- None