

# District 9 General Service Representative Guidelines

**AMENDED: Oct 2016**

*These Guidelines are intended to serve as guidance only. In any service function of AA, common sense and practicality need prevail. A spirit of unity and cooperation with each other in the form of an informed group conscience is primary in the service of meeting the needs of the alcoholic who still suffers.*

District 9 is part of Delegate Area 11. The District is comprised of three sub-districts. These sub-districts are each represented by a DCM (District Committee Member) and an Alternate DCM. The sub-districts are as follows:

Sub-district 9.1: Bridgewater, Brookfield, Marbledale, New Fairfield, New Milford and Sherman

Sub-district 9.2: Danbury

Sub-district 9.3: Bethel, Newtown, Sandy Hook, Georgetown, Redding and Ridgefield

The District meets as a body on the third Thursday of each month. During the year, there are two workshops, one general sharing session and 9 regular business meetings. At the regular business meetings, DCM meet with their sub-districts, Special Committee Members give reports to the body, and the regular business of the District is conducted.

The District committee is comprised of the three DCMs and officers. The District Officers include the District Committee Member-Chair, Treasurer, Corresponding Secretary and Recording Secretary.

**General Service Representative, (GSR), Business Meetings** – are held in Brookfield CT on the third Thursday of the month beginning promptly at 7:30 PM at the Congregational Church of Brookfield located at 160 Whisconier Rd, Brookfield, CT 06804.

The meetings in May and November will be workshops. The August meeting is a general sharing session. All meetings include group reports and concerns.

Anyone wishing to introduce new business should notify the District Committee Member-Chairperson (DCM-C) before the GSR meeting begins.

## **PART I -MEETING FORMAT:**

The meeting agenda is the responsibility of the District Committee Member-Chairperson. A suggested meeting format is shown in Appendix A. Each business meeting will include time for DCMs to meet with their sub-districts. Each workshop or sharing session will include time for group reports and concerns.

## **PART II - OFFICERS, VOTING MEMBERS, ELECTIONS.**

**Voting Members:** Individuals elected to the position of General Service Representative (GSR) by any registered group in District 9, Special Service Committee Chairpersons, Area Event Representatives and District Officers are voting members. Notwithstanding, in the event more than one position is held by the same individual concurrently, individuals with multiple positions are allowed only one vote. In

the event a principle position holder is not present for the vote, the position's alternate shall be the Voting Member.

**District Officers:** District Committee Member-Chairperson (DCM-C), District Treasurer, Corresponding Secretary, Recording Secretary and District Committee Members (DCMs) are District Officers. District Officers shall meet monthly outside of the District Meeting in furtherance of the interests of the District.

**Officer Elections:**

- (a) Elections to fill **District Committee Member-Chairperson (DCM-C)** and **Recording Secretary Officer** vacancies; created under the spirit of rotation, are held at the December business meeting in even numbered years for two (2) year terms of office, beginning in January of odd numbered years
- (b) Elections to fill **Treasurer** and **Corresponding Secretary Officer** vacancies; created under the spirit of rotation are held at the December business meeting in odd years for two (2) year terms of office beginning in January of even numbered years.
- (c) Elections to fill **District Committee Member (DCM)** and **Alternate DCM** vacancies created under the spirit of rotation are held at the December business meeting in even numbered years for two (2) year terms of office, beginning in January of odd numbered years
- (d) **Interim Officers:** In the event that an Officer cannot complete a full term of office, an interim Officer will be elected to complete the term of office. An interim officer may stand for nomination/ election to a full term of office.

**General Service Representatives (GSRs):** Each GSR is entitled to one vote without regard to their status as any other position holder in the District. Individuals elected GSR by a group should consult with the group's conscience before accepting additional titles as this (1) presents a conflict of interest, (2) fills a service position that could otherwise be filled by another AA, and (3) reduces the number of possible Voting Members at the GSR Meeting. The Term of a GSR is two (2) years. It is suggested that GSR terms coincide with the Area 11 Delegate term.

**Special Service Committee Chairpersons:** The terms for all Special Service Committee Chairpersons are for two (2) years with elections to be held at the October business meeting in even numbered years for two (2) year terms of office beginning in January of odd numbered years. Each of the Special Service Committees to have an "Alternate" to fill the responsibilities with and in the absence of a Committee Chairperson. The requirements for Alternate are the same as Chairperson.

**Area Event Representative and District Event Chairperson:** The Area Event Representative Positions for the Convention, Soberfest, Round-Up and CSCYPAA are one (1) year terms to be elected in October or when those committees form. District Event Chairperson positions cover Alkathon and Day of Sharing Event Chairpersons. Transition of newly elected positions takes place as soon as practicable.

**Excused Absences:** Fulfilling the responsibilities of each position is vital to the effective completion of District 9 business. If any District Officer or Special Committee Member cannot attend the GSR meeting, the Spring or Fall Assemblies or any other required meeting, they should send an alternate. If they are required to give a report and no one can attend, a written report may be sent. Failure to do any of the above will be considered an unexcused absence. The GSRs may vote to replace any District

Officer or Special Committee Chair who has 3 or more unexcused absences in a calendar year. In the event that no volunteers come forth for any vacancy, the vacancy will be tabled until the following meeting.

### **Election Procedure:**

The DCM-C presides over elections. The Recording Secretary records all votes. All elections use "Third Legacy Procedure" as outlined in the *AA Service Manual*. If there is only one person standing for an open position, the body may decide to elect by show of hands. Substantial unanimity (2/3 vote) is required to elect a trusted servant.

District 9 does not follow a nomination procedure. All persons interested in serving in a position "stand" or make themselves available when the DCM-C calls an open position.

Process:

- 1) DCM-C announces the position to be elected and reads the guidelines for the position
- 2) All interested candidates "stand" for the position by indicating their interest by show of hands
- 3) All candidates "qualify" by stating their name, sobriety date and service experience
- 4) Voting is done on a paper ballot following Third Legacy Procedure or if only one candidate by show of hands
- 5) A candidate is elected when there is substantial unanimity (2/3) or is pulled from the hat

**Interim Elections:** Elections held for vacated or unfilled positions are held at each regular GSR meeting if there are interested candidates. The process and procedures listed above are followed.

If the Chair of a Special Service Committee resigns, the Alternate will be deemed Chair without election. If a DCM resigns, the Alternate DCM for the sub-district will complete the original term.

Any position election outside the normal election cycle will complete the original term and is then eligible to run for a full term.

**Unfilled or temporarily vacant positions:** In the event a position is left unfilled or in the case of an absence, the following succession plan is used:

**District Committee Member-Chair:** If the DCM-C position is unfilled or the DCM-C is absent from the GSR meeting, a DCM will fill the position. The DCMs and other officers will decide which DCM will preside over the meeting.

**Treasurer:** If the Treasurer position is unfilled, the Finance Committee will function as the Treasurer. If the Treasurer is absent from the District GSR meeting, the treasury report will be given by the DCM-C.

**Recording Secretary:** If the position is unfilled, the DCM-C will ask a GSR or Special Service Committee Chair to take the minutes for the meeting. In the event of an absence, the Corresponding Secretary will take minutes.

**Corresponding Secretary:** If the Corresponding Secretary role is unfilled or the Secretary absent, the DCMs will fulfill the Corresponding Secretary duties as it relates to their sub-districts.

**Special Service Committees:** If a Special Service Committee is unfilled, the DCM-C is the contact person for the District.

## **PART III - GENERAL FINANCE**

**Budget:** The Annual District 9 Budget covers the fiscal period January to December. The prospective budget for the new fiscal year is presented to the Voting Members at the December business meeting. The budget shall be passed by a simple majority of the Voting Members present at the meeting.

**Expenses:** All Voting Members submitting expenses for reimbursement to the Treasurer or to the Finance Review Committee are responsible for submitting expenses in a timely fashion and for keeping a record of their expenses to report to the District at budget year's end and a justification for the proposed budget.

- 1) All requests for additional funds for non-budgeted items by Officers, Special Service Committee Chairpersons are to be accompanied by a written request and approved by the District. Approved requisitions and checks for District purchases are to be paid directly by the District Treasurer
- 2) All Officers, Special Service Committee Chairpersons and Coffee Maker are expected to function within their budgets. Unforeseen expenses outside their budgets must be approved by the GSRs in advance whenever possible
- 3) All moneys realized over and above expenditures for services and events will be returned to District Treasury
- 4) All expenses should be backed with the appropriate receipts. Should mileage be extensive (at Treasurer's discretion) backup (i.e. "MapQuest") should be submitted

The Following is a general list of all expenses to be considered by Officers, Special Service Committee Chairperson, Event Chairpersons and DCMs when writing a budget proposal. This is not a complete list, it is only meant as a guideline

- 1) Mileage to and from committee meetings, Area meetings, and any mileage while doing service work, at a rate of \$0.25 per mile
- 2) Cost of A.A. approved literature
- 3) Telephone Expenses for committee work
- 4) The cost of printing flyers or pamphlets
- 5) Postage costs for mailings associated with committee work
- 6) Registration costs for Area events where the District Officer or Special Committee Chairperson is fulfilling a committee responsibility, such as setting up a display or participating in a workshop
- 7) Registration and mileage to support NERAASA (North East Regional Alcoholics Anonymous Service Assembly), NERF (North East Regional Forum) will be provided and any additional expenses will be presented to the District for approval

**Finance Review Committee:** The committee's purpose is to review the Financial Statements of the Treasurer to insure that the records are accurate, updated and in accordance with the specific guidelines of the Committee. The District Committee Member-Chair is responsible to constitute the Finance Review Committee. The Treasurer will present the budget to the Review Committee, comprised of volunteers with a working knowledge of finance. The reviews will be held at a time/date in October and April, based on the Committee's availability. Any non-compliance or inconsistencies will be reported at the following GSR meeting by the District Committee Member-Chair or their designee.

## **PART IV -POSITION GUIDELINES:**

### **OFFICERS:**

#### **DISTRICT COMMITTEE MEMBER – CHAIRPERSON (DCM-C):**

**QUALIFICATIONS:** A suggested minimum of 4 years of continuous sobriety. Have 2 years service at the District, usually as DCM or Alternate DCM. May not concurrently serve as a DCM, other District Officer or GSR. Working knowledge of Twelve Traditions and Twelve Concepts of A.A is required. Preferred experience includes previous experience running a business meeting and working knowledge of District Procedures in Appendix B.

**Responsibility:** The Primary responsibility of the DCM-C is to ensure that the monthly business meeting is conducted effectively and expeditiously.

This includes:

- 1) Chair the monthly District 9 GSR meeting in accordance with District 9 Procedures (Appendix B), guided by the *AA Service Manual, Twelve Traditions and Twelve Concepts for World Service*
- 2) Coordinate the scheduling, set-up and breakdown of the meeting space, ensuring the District is on good terms with the landlord of the meeting location
- 3) Prepare meeting agenda based on the previous month's minutes and the submission of new business proposals
- 4) Work closely with other Officers and District Committee Members to:
  - Look for ways to continuously improve the operation of the District
  - Ensure that training and orientation materials are appropriate and on hand for new GSRs and other service volunteers
  - Generate an annual list of all scheduled District meetings
  - Ensure breakout sessions at district meetings meet for a minimum of twenty (20) minutes
- 5) Visit the Area 11 Service Committee Meeting to keep informed of Area activities
- 6) Form Ad Hoc committees to review special concerns as required
- 7) Keep a file of important materials and reports, to turn over to a newly-elected chairperson. This file should contain at least:
  - Minutes and agendas for all monthly meetings for the most current three (3) years. Older minutes are to be provided to the District 9 Archive Chair annually (or as soon as practicable in the event of a prolonged vacancy)
  - A copy of the most current District 9 Service Manual, budget and treasury reports,
  - Copies of new business proposals as submitted for consideration, and
  - Any helpful information on being DCM-C or running a District meeting accumulated during their term as chair
- 8) Attend Area sponsored events, Spring and Fall Assemblies, District workshops, and Day of Sharing, reporting relevant information at the District meetings
- 9) Attend Area 11 assemblies
- 10) Constitute and lead the Finance Review Committee
- 11) Act as a point of contact for unfilled Area committee positions

**VOTING:** The District Committee Member-Chair has one vote at Area Assemblies.

### **TREASURER**

**QUALIFICATIONS:** A suggested minimum of 4 years of continuous sobriety. Have 2 years District service experience and not concurrently serving as a DCM or other District Officer.

#### **Responsibility:**

- 1) Attend monthly GSR, Area Assemblies and District Officer Meetings
- 2) Attend Area sponsored events, Spring and Fall Assemblies, District workshops, and Day of Sharing
- 3) Open a checking account consistent with AA guidance and traditions, requiring two signatures on all checks over \$500. Submit and update a signature card to authorize three signatures (Treasurer, District Committee Member-Chairperson, Recording Secretary)
- 4) Assist in the preparation and presentation of the annual budget. Prepare and distribute budget request forms to all committee chairs in September
- 5) Provide contribution envelopes for distribution to groups
- 6) Maintain a record of and deposit moneys received
- 7) Maintain a record of and pay all authorized expenses
- 8) Balance checkbook. Report monthly to GSR meeting
- 9) Is prepared for a semi-annual review of records by the Finance Review Committee held prior to the April and October GSR meetings
- 10) Keep a file of important materials and reports, as well as, any helpful information to turn over to the next Treasurer
- 11) Provide group Treasurer with written confirmation of all contributions received. Report total contributions monthly at District Meeting

**VOTING:** Has one vote at Area Assemblies and District GSR meeting

### **CORRESPONDING SECRETARY**

**QUALIFICATIONS:** A suggested minimum of two years of continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or other District Officer. It is suggested candidates have some form of office and secretarial skills. Access to e-mail is required.

#### **Responsibility:**

- 1) Attend monthly GSR, Area Assemblies and District Officer Meetings
- 2) Attend Area sponsored events, Spring and Fall Assemblies, District workshops, and Day of Sharing
- 3) Mail/Email monthly notices to District Officers and District Committee Members for the monthly District Officers meeting
- 4) Handle all miscellaneous correspondences, including sending District minutes to the Delegate and the alternate, and exchange them with other Districts
- 5) Forward The New Group Form and Group Information Change Form to the Area 11 Registrar, the District Schedule Chair, and the District Answering Service Chairperson
- 6) Maintain a current listing of all the AA meetings and GSRs in the District
- 7) Provide all changes of position, address, and telephone numbers to Area Recording Secretary, Registrar, and District Officers
- 8) Compile Special Service Committee reports prior to monthly GSR meeting for meeting distribution and forward to the Recording Secretary
- 9) Keep a file of important materials and reports, as well as, any helpful information to turn over to the next Corresponding Secretary

- 10) Ensure that up-to-date listings of current DCMs and Committee Chairs are regularly distributed to GSRs

**VOTING:** Has one vote at Area Assemblies and District GSR meeting.

### **RECORDING SECRETARY**

**QUALIFICATIONS:** A suggested minimum of two years continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or Officer. It is suggested candidates have some form of office and secretarial skills.

#### **Responsibility:**

1. Attend monthly GSR meetings, Area Assemblies and District Officer Meetings
2. Attend Area sponsored events, District workshops and Day of Sharing.
3. Record minutes of the GSR Meetings, paying particular attention to the wording of all motions, voting results and attendance
4. Provide copies of the monthly GSR meeting minutes promptly
5. Provide copies of the District 9 Service Manual to the GSR meeting
6. Keep a hard and electronic file of the District 9 Service Manual of Record for the Corresponding Secretary each time changes are made

**VOTING:** Has one vote at Area Assemblies and GSR meeting.

### **DISTRICT COMMITTEE MEMBERS**

The District Committee Member (DCM) is an essential link between the group GSR and the Area Delegate to the General Service Conference. As a leader of the District, made up of all GSRs 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.

**QUALIFICATIONS:** A suggested minimum of 4 years current continuous sobriety with previous District service experience, usually having served as a GSR. DCM must be able to attend the Area meetings and workshops/sharing sessions, the Area Spring/Fall and Pre-Conference Assemblies and report back to the District body at the monthly meetings. In addition, DCMs and Alternates should attend the following: Round-Up, Soberfest, Area Convention, North East Regional Forum (NERF) and the Northeast Regional Area Service Assembly (NERAASA). The DCM also needs the time and energy to serve the District well.

**Responsibility:** The primary responsibility of the DCM is that of two-way communication between groups and the Delegate. The DCM also supports the GSRs and the District at the group and Area. The DCM has a current working knowledge of the AA Service Manual and is informed on current issues. For further detail refer to current "AA Service Manual", which will serve as the baseline for the DCM's roles and responsibilities.

This includes:

- 1) Regularly attend all District meetings, Area meetings and assemblies
- 2) Receive reports from the groups through GSRs and through frequent personal contacts with groups in the District
- 3) Hold regular meeting of all GSRs in the sub-districts
- 4) Help the Conference Delegate cover the Area, which would be impossible for the Delegate to do on a group-by-group basis

- 5) Assist the Delegate in obtaining group information in time to meet the deadline for AA directories
- 6) Keep GSRs 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
- 7) Make sure that GSRs are acquainted with The AA Service Manual, the Twelve Concepts for World Service, the GSO bulletin Box 459, workbooks and guidelines from GSO and any other service material
- 8) Help GSRs make interesting reports to group, and encourage them to bring new AA members to service events
- 9) Keep groups informed about Conference approved books and pamphlets
- 10) Organize workshops and/or sharing sessions on service activities
- 11) Regularly keep in touch with the alternate DCM and the Delegate; familiarizing the Alternate DCM with their roles and responsibilities
- 12) Bring Traditions problems to the attention of the Delegate
- 13) Make a regular practice of talking to groups (new and old) on the responsibilities of general service work

**VOTING:** Has one vote at the District 9 GSR Meeting, one vote at Area meetings and one vote at Area Assemblies

### **ALTERNATE DCM**

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

**QUALIFICATIONS:** Two years of current continuous sobriety with one year in a service position and not currently serving as a GSR/ DCM/ Area Representative. The term is two years and the alternate will fill in for all functions in the absence of the DCM and will assume all responsibilities and voting privileges in the DCM's absence. The same responsibilities delineated for the DCM apply to the alternate DCM.

## **SPECIAL SERVICE COMMITTEES:**

### **ALKI-LINE REPRESENTATIVE**

The Alki-line serves as the Area newsletter informing the fellowship of events in the Area. It encourages written contributions from the Area Fellowship, such as personal stories regarding Recovery and it is used to help educate the AA member in Unity and Service.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or District Officer.

### **Responsibility:**

1. Attend Area Alki-line Committee meetings
2. Solicit materials for publication on behalf of District 9 and solicit submissions for inclusion in the Alki-Line
3. Report regularly to District 9 GSR meeting

4. Assist with the review of submissions for appropriateness and compliance to the Alki-Line Guidelines. Suggest revisions/ corrections to the Alki-Line committee, concentrating mainly on the length of submission, grammar, spelling and punctuation
5. May be assigned to cover and report on specific appointed event either in person or by proxy
6. Bring ideas for improvement to the content and/ or form of the Alki-Line to the committee

**VOTING:** Has one vote at the District GSR meeting.

### **ANSWERING SERVICE REPRESENTATIVE**

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or District Officer.

#### **Responsibility:**

1. Attend the Area Answering Service Committee meetings
2. Function within the GSO Telephone Answering Service Guideline publication
3. Report regularly to the District 9 GSR meeting
4. Keep a file of important materials and reports, which will be turned over to the next chairperson. Meet with the new chairperson to explain what the job entails
5. Submit a budget fixture for expenses to perform the tasks to the District Treasurer in December of each year
6. Recruit, train and support 12-step volunteers who agree to be available to the answering service to take calls. Maintain volunteer list (which can include first name, gender, times available, phones numbers, whether or not the person gives rides, language spoken) for the answering service
7. Maintain open dialogue with professional answering service, updates and sends updated schedules

**VOTING:** Has one vote at the District GSR meeting

### **ARCHIVES REPRESENTATIVE**

Archives help preserve the experience, history and historical memorabilia of the Fellowship throughout Area 11. This is accomplished by collecting and preserving notes, keeping a record of the taping of early timers, being mindful of a member's anonymity. The Committee maintains the Archives Center, open to the Fellowship, which houses and displays the Archival Collection.

**QUALIFICATIONS:** A suggested minimum of two years continuous sobriety. Have one-year District service experience and not concurrently serving as a DCM or District Officer.

#### **Responsibility:**

1. Attend the Area Archives Committee meeting and District 9 events
2. Encourage GSRs to contact the Archives Committee for a visiting schedule
3. Report regularly to the District 9 GSR meeting
4. Maintain District Archives

**VOTING:** Has one vote at District 9 GSR meeting.

### **COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)**

The Committee's purpose is to provide information about AA to professionals and future professionals who have contact with problem drinkers in the course of their work. By so doing, offers the hand of AA to help the still suffering alcoholic. Information is provided to health care professionals,

educators, clergy, lawyers, law enforcement personnel, judges, social workers, counselors, business managers and those working in the field of alcoholism. CPC works to establish better communication between AA and professionals and to find simple effective ways of cooperating without affiliating. AA literature describes what AA is, what we can do and what we cannot do.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of service at the District level and not concurrently serving as a DCM or Officer.

**Responsibility:**

1. Attend the Area CPC Committee meetings
2. Function within the guidelines of a CPC Representative as outlined in the GSO CPC Workbook publication
3. Report regularly to the District 9 GSR meeting

**VOTING:** Has one vote at the District 9 GSR meeting.

**CORRECTIONS AND TREATMENT REPRESENTATIVE**

The committee helps to carry the message of recovery to those in prison, treatment centers, hospitals and transitional facilities. The committee meets monthly to share information, solve problems and conduct internal business. The committee maintains meeting lists, arranges for people to conduct meetings, and distributes literature. The representative provides the initial point of contact for the institutions listed above for District 9. The representative also serves as acting liaison to Bridging the Gap. The main responsibility of the representative is to facilitate AA meetings in applicable institutions. AA literature describes what AA is, what we can do and what we cannot do.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or District Officer. Candidate must be able to contact prison officials during normal business hours.

**Responsibility:**

1. Attend and report to monthly District 9 GSR meeting
2. Attend the Area Corrections and Treatment Committee meeting
3. Organize and ensure that chairperson and speakers are provided by District 9 groups for meetings held at correction and treatment facilities within the district
4. Contact all correction and treatment facilities within District 9 annually to help carry the message of AA recovery
5. Function within the guidelines of a Treatment Representative as outlined in the GSO Corrections and Treatment Handbook.
6. Order, store and deliver literature and books to all facilities served in District 9.
7. Keep an inventory of where the books are distributed for submission to Area 11
8. Knowledge of the Twelve Traditions and relevant pamphlets such as AA in Treatment Facilities and Bridging the Gap

**VOTING:** Has one vote at the District 9 GSR meeting

**GRAPEVINE CHAIRPERSON**

The Grapevine is our meeting in print. It carries the AA message to the alcoholic- as Bill W. stated, "The Grapevine is a magic carpet on which each of you can ride to the more distant reaches and watch new brothers and sisters emerge from darkness into light."

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of District service experience or one year service as a Grapevine Representative at the group level and not concurrently serving as a DCM or District Officer.

**Responsibility:**

1. Attend the Area Grapevine Committee meeting
2. Function within the guidelines of a Grapevine Rep as provided at [www.aagrapevine.org](http://www.aagrapevine.org)

**VOTING:** Has one vote at the District 9 GSR meeting

**LITERATURE CHAIRPERSON**

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of District service experience or one year service as a Literature Representative at the group level and not concurrently serving as a DCM or District Officer.

**Responsibility:**

1. Contact GSO to register as the District 9 Literature Chair and, orders copies of the Conference-approved literature catalogs and the free literature display package
2. Become familiar with all Conference-approved literature and audiovisual materials
3. Inform GSRs, through displays and other suitable methods, of all Conference-approved literature, audiovisual material and other special items
4. Become familiar with the information on GSO's AA Web Site ([www.aa.org](http://www.aa.org))
5. Consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual materials bringing suggestions from the District to GSO and changes considered elsewhere in AA to the District for discussion. Keep up with Box 459 to become aware of any changes proposed in AA literature. Read the Conference report to become aware of any proposed changes
6. Keep an ample supply of current Conference-approved pamphlets, books, audiovisual material and catalogs
7. Attend all monthly District meetings and set up a display at monthly District meetings and at District events
8. Attend Area Literature Committee meetings should such a committee be formed
9. Work with the DCMs to inform groups of the ability to order books through the District
10. Prepare a general monthly report to hand in at the District along with an updated inventory and sales
11. Hand in all money to the Treasurer monthly
12. Maintain an accurate receipt book for all transactions
13. Take order for any out-of-stock items at the District meeting
14. Maintain the District literature email address [district9literature@yahoo.com](mailto:district9literature@yahoo.com) and check two weeks prior to the next District meeting for orders. Any orders that cannot be filled through current inventory should be ordered at the same time with the orders taken at the District meeting and sent along to GSO no later than two weeks prior to the District Meeting. Contact the District Treasurer who forwards the money for the order to the Literature Chair. Pay the District Treasurer back at the next District meeting when the orders are filled and paid

**PUBLIC INFORMATION (PI) REPRESENTATIVE**

Working together, members of the local Public Information committees convey AA information to the general public and information to the media. The Committee provides a forum for communication of ideas and experiences of the members to each other. The committee may also act collectively to

participate in Area-wide activities such as service round-ups and other workshops. AA literature describes what AA is, what we can do and what we cannot do.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of service at the District level and not concurrently serving as a DCM or Officer.

**Responsibility:**

1. Attend the Area PI Committee meetings on a monthly basis
2. Function within the guidelines of a PI Representative as outlined in the GSO Public Information Workbook publication
3. Report to the District 9 GSR meeting

**VOTING:** Has one vote at the District 9 GSR meeting.

**SCHEDULES CHAIRPERSON**

To improve the process by which changes to the A.A. Meeting Schedule are received and handled.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of service at the District level and not concurrently serving as a DCM or Officer.

**Responsibility:**

1. Attend the Area Schedules Committee meetings
2. Function as suggested by the Area Chairperson and District 9 GSRs
3. Report to and distribute schedules to the District GSR meeting on a monthly basis
4. Responsible for the preparation and the printing of the mini schedule as information changes
5. Responsible for the annual financial statement for the collection of funds for the schedule

**VOTING:** Has one vote at the District GSR meeting.

**SPECIAL NEEDS, LANGUAGES AND REMOTE COMMUNITIES**

The Committee's purpose is to carry the message to the alcoholic who still suffers, including many members who have special needs. We define AAs with special needs as persons who are blind or visually challenged, deaf or hearing at low levels, chronically ill, speak a different language from the majority of the District (something other than English), homebound, and those who belong to remote communities, where it is difficult to carry the AA message because of language, culture, geography or life conditions.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of service at the District level and not concurrently serving as a DCM or Officer.

**Responsibility:**

1. Attend and report to the District 9 GSR meeting every month
2. Has access to Area translation equipment that consists of two transmitters and fifty-two headset-receivers, servicing simultaneous French and Spanish translations and also amplification of English for the hearing impaired, which can be provided for District events. Also has access to simultaneous translations in American Sign Language (SAL)
3. Responsible for providing books and pamphlets in languages other than English. *Alcoholics Anonymous* has now been translated into more than 50 languages. *The Twelve Steps and Twelve Traditions* is also available in several languages

4. Serve homeless shelters by delivering past issues of the Grapevine and La Vina on a periodic basis
5. Attend Area events during the year that require the translation equipment, translators, etc. Some of these events are Round-Up, the Area 11 Conventions of AA and Al-Anon and Connecticut State Conference of Young People in AA
6. Attend District events within Area 11 including 'Rompiendo Fronteras' held annually in District 4, The Legacy Breakfast held annually in District 6; and Day Of Sharing held annually in District 9.

**VOTING:** Has one vote at the District 9 GSR meeting.

### **WEBSITE CHAIRPERSON**

The Area 11 Website facilitates the carrying of the AA message, as well as implementing on-line projects and initiatives directed by GSO, the Area and District 9 on the Internet. Maintains a freely available website where information can be obtained about Alcoholics Anonymous in general and how it relates to Area 11 and District 9 events and activities in particular.

### **QUALIFICATIONS:**

A suggested minimum two years of continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or Officer. Strongly suggested that the candidate have at least some basic computer skills and access to a computer and the Internet.

### **Responsibility:**

1. Attend and report to the District 9 GSR meeting
2. Attend Area 11 Website committee meeting every fourth Thursday of the month at 8 PM in Meriden
3. Actively support Area initiatives and assist in gathering support for website activities
4. Attend Area events to help with the website table, which promotes knowledge and provides information about the website

**VOTING:** Has one vote at the District 9 GSR meeting.

## **AREA EVENTS**

### **AREA CONVENTION REPRESENTATIVE**

The Area Convention is an annual 3-day weekend of sharing. The convention features speakers, workshops and other activities. Its purpose is to carry the AA message.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of service at the District or Area level and not concurrently serving as a DCM or Officer.

### **Responsibility:**

1. Attend Area Convention Committee meetings
2. Report to the District GSR meetings

**VOTING:** Has one vote at the District GSR meeting.

### **CSCYPAA (CT STATE CONFERENCE OF YOUNG PEOPLE IN A.A.) REPRESENTATIVE**

The Committee carries the message of recovery to young people, plans and holds an annual conference to Area young people in AA, ever mindful of our primary purpose to stay sober and help other alcoholics to achieve sobriety.

**QUALIFICATIONS:** A suggested minimum two years of current continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or District Officer.

**Responsibility:**

1. Encourage young people in AA to become actively involved in service by providing growth opportunities. This will result in the satisfaction and rewards of seeing a commitment through from beginning to end
2. Actively participate in the coordination and cooperation necessary to provide a conference, which involves learning patience, tolerance, unity, responsibility and love through service
3. Make new friends and work together as a team
4. Attend and report to District 9 GSR meeting
5. Attend the Area CSCYPAA meetings, held the 4<sup>th</sup> Sunday of each month in Cromwell
6. Attend Area CSCYPAA Conference

**VOTING:** Has one vote at the District 9 meeting.

**ROUND-UP REPRESENTATIVE**

The Area 11 Round-Up is a day filled with workshops for the sharing of experience and knowledge about Recovery, Unity and Service. It is a forum to help acquaint the members of the Fellowship with all the activities available to them throughout the Area.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of service at the District level and not concurrently serving as a DCM or Officer.

**Responsibility:**

1. Attend the Area Round-Up Committee meetings
2. Report to the District 9 GSR meeting
3. Attend Round-Up
4. Generate enthusiasm and help obtain participation at the event from members of District 9

**VOTING:** Has one vote at the District 9 GSR meeting.

**SOBERFEST REPRESENTATIVE**

Soberfest is a family event that is held annually. This event offers camping, lodging and entertainment for all ages, with Al-Anon, Alateen and AA participation throughout the weekend.

**QUALIFICATIONS:** A suggested minimum two years of continuous sobriety. Have one year of District service experience and not concurrently serving as a DCM or District Officer.

**Responsibility:**

1. Attend the Area Soberfest Committee meetings.
2. Report to the District 9 GSR meeting.
3. Generate interest and enthusiasm for the event, and encourage others to participate.

**VOTING:** Has one vote at the District 9 GSR meeting.

## **DISTRICT 9 SPECIAL COMMITTEES**

### **ALKA-THON CHAIRPERSON**

#### **Year Long Duties:**

1. Draft budget based on prior year expenditures and submit to current District Treasurer for review no later than the beginning of June. If additional funding is needed for the expenditures, submit to the District for approval in or around the same period
2. Begin looking for and secure a venue by late summer
3. By September form sub-committee for the event (2 to 3 people ideally)
4. Post event on the AA Website by early October
5. Create and distribute event flyers by the beginning of November through District meeting and networking with others in the Fellowship
6. Begin time slot assignments by early November using the October District meeting as well as networking with area groups. Fill all Alkathon time slots for Thanksgiving, Christmas Eve and New Years Eve

#### **Event Duties:**

1. Purchase or delegate purchases for event supplies (i.e. paper goods, decorations, coffee supplies, etc.)
2. Arrive at venue 2 to 4 hours prior to beginning of start time with 4 to 6 volunteers for set up
3. As this is a District event and not an AA meeting, passing the basket is not required. A separate basket in the kitchen or around the event may be used. The money collected at each meeting shall be the hosting group's responsibility to get to the Chairperson of the Alkathon
4. Provide documented information to meeting chairpersons for coffee requirements & any venue-pertinent details
5. Alkathon chairperson should check in on the event periodically or ask another member to do so. Once the event is completed, break down decorations, clean up and remove all unused items
6. Event Times: 4:00 PM start, & 4:00 PM end time the following day

### **DAY OF SHARING**

The Day of Sharing is District 9's service event held annually the weekend immediately following Columbus Day (October). The purpose is to carry the message of service and inform AA members on general service and about the District's Special Service Committees. The day usually has speakers, workshops/panels and fellowship.

**QUALIFICATIONS:** A suggested minimum of two years continuous sobriety and service experience at either the group or the District level or as a member of a past Day of Sharing committee.

#### **Responsibility:**

1. Recruit and maintain a sub-committee consisting of approximately six people, including a District Officer or DCM. The committee should be from different AA groups, i.e. diverse
2. Arrange for the event venue, food, greeters and 7th tradition

3. Recruit and ensure participation of District AA members, especially those active in general service
4. Invite trusted servants to share about their service positions
5. Visit groups and generate interest, excitement and participation at the event
6. Create fliers for distribution to groups, at the Area meeting, Area 11 Website, timely notification to Area Registrar for inclusion on the calendar, timely notification to Alki-line and other interested parties
7. Host the day

### **DANBURY HOSPITAL LIAISON**

Danbury Hospital Liaison exists for the hospital to have a single phone number that any staff member can call to get help from AA. That makes it important that the liaison be familiar enough with the AA service structure that he or she can call upon CPC, PI, C&T, or Special Needs when the services of any one of these committees would be appropriate for the hospital request.

**QUALIFICATIONS:** A suggested two years of continuous sobriety, be willing to be a registered hospital volunteer, available to take/return calls in a timely manner (calls may be received outside regular business hours).

#### **Responsibility:**

1. Be familiar with AA service structure, particularly CPC and PI and C&T
2. Be familiar with AA traditions
3. Maintain a current list of qualified volunteers (with successfully completed hospital training)
4. Create quarterly schedule of volunteers to lead the Wednesday 7PM and the Sunday 4PM meetings on the Psychiatric Ward (6W). Ideally, the meeting should be chaired by one woman and one man
5. Receive calls from hospital personnel for AA assistance, information, and to arrange visits to alcoholics in the hospital.
6. Facilitate educational and informational sessions with hospital personnel and AA Special Service Committees (CPC, PI and C&T)
7. Order and co-ordinate delivery of AA literature to 6W and for volunteers who are visiting patients

## **GSR**

### **GENERAL SERVICE REPRESENTATIVES (GSRS)**

The GSR has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group thoughts to the District Committee Member (DCM) and to the Delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the group Conference Actions that affect AA unity, health and growth. Only when a GSR keeps the group informed and communicates the group conscience, can the Conference truly act for AA as a whole.

**QUALIFICATIONS:** It is suggested that a GSR have 1 year of current continuous sobriety.

**Responsibility:** The GSR represents the voice of the group conscience, reporting the group's wishes to the District Committee Members or to the Delegate, who pass them on to the Conference and to the fellowship. The GSR keeps the group informed of current AA events. Responsibilities include:

- 1) Attend the District 9 GSR meeting, if unable to attend, have the alternate GSR attend
- 2) Attend Spring/Fall Assemblies and Area Activities
- 3) Bring back to your group the information shared at the GSR meeting including open committee positions and upcoming events, flyers and schedules and envelopes for Area and District contributions
- 4) Report to your group the Conference Actions that affect AA's unity, health and growth
- 5) Function within the chapter addressed to the GSR located in the AA Service Manual on page S25-S30 (2008-2009 edition)
- 6) Help plan Area get-togethers and conventions
- 7) Serve as the mail contact with the General Service Office (GSO) and be listed in the AA directories as the contact for your home group
- 8) Provide the DCM with up-to-date group information (group #, GSR's name and address and any changes)
- 9) Have knowledge about material available from GSO including new literature, guidelines, bulletins, videos, tapes, kits, etc. and be responsible for passing on the information to your group
- 10) Become aware/ acquainted with the "AA Service Manual" and "Box 459", AA literature and guidelines
- 11) Learn about Twelve Traditions and Twelve Concepts for World Service
- 12) Know your group's Group Service Number

## **PART V - PROCEDURE TO AMEND GUIDELINES**

These District 9 guidelines will be considered for amending in the following manner:

- 1) A proposal to amend the District 9 Guidelines may come from a GSR, DCM, Officer or Special Committee Member from District 9. A proposal may be submitted at any time during the year to the DCM-C. The proposal must be in writing and must indicate the reasons for the proposed change.
- 2) Discussion on suggested amendments following a motion to amend. Extensive or material revisions must be distributed to the Voting Members at the meeting prior to any motion to amend being discussed.
- 3) Vote on suggested changes at the District meeting following completion of discussion.
- 4) Each revision will be marked with the date accepted by Voting Members

## **PART VI - DISTRICT INVENTORY**

A bi-annual District inventory will be held at the November meeting in odd numbered years. The inventory will be held in lieu of the workshop. It will be chaired by the DCM-C and facilitated by a trusted servant chosen by the District Officers. It is suggested that the trusted servant be a Past Delegate or Area Officer. All District GSRs, DCMs, Special Committee Members and Officers and their alternates are eligible to participate. All AA members in District 9 are invited to attend and observe the inventory. Separate inventory guidelines will be provided to support the event.

# Appendix A

## Area 11 - District 9 Business Meeting Agenda

Day/ Date/ Year

### GENERAL

Meeting Opened: PM

- We are the General Service Representatives. We are the link in the chain of communications for our groups with the General Service Conference and the world of AA. We realize the ultimate authority in AA is a loving God as He may express Himself in our group conscience. As trusted servants, our job is to bring information to our groups in order that they may reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, have the patience and tolerance to listen while others share the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole.
- Serenity Prayer
- New GSR Introduction & Orientation
- Tradition reading: NAME Volunteer for next meeting's Tradition: NAME
- Concept reading: NAME DCM for next meeting's Concept: NAME
- Thanks to Coffee Maker(s): NAME Volunteer for next meeting's Coffee: NAME
- Polling for Ill or Deceased:
- Visitors:
- Roll Call of Eligible Voters: **PLEASE SIGN IN PRIOR TO THE MEETING**

### DISTRICT

- Corresponding Secy: NAME TELEPHONE NUMBER [district\\_9@yahoo.com](mailto:district_9@yahoo.com) /[district9corsec@ct-aa.org](mailto:district9corsec@ct-aa.org)
- Recording Secy Report: NAME TELEPHONE NUMBER [district9recsec@ct-aa.org](mailto:district9recsec@ct-aa.org)
- Treasurer Report: NAME TELEPHONE NUMBER [district9treasurer@ct-aa.org](mailto:district9treasurer@ct-aa.org)

Opening Balance	Contributions/Income	Total Expenses	Prudent Reserve	Total Available
			\$ 3,000	

Mail Group Contributions to: *Please include Group name and number*

District 9 Service Committee- Treasurer  
 PO Box 5263  
 Brookfield, CT 06804

AND

GSO  
 PO Box 459  
 New York, NY 10163-0459

### AREA 11

- Delegate's Report
- Area 11 Treasury Summary Report: As of DATE

Opening Balance	Contributions/Income	Total Expenses	Prudent Reserve	Total Available
			\$47,000	

Mail Group Contributions to: *Please include Group name and number*

Area 11 Service Committee  
 112 E Main St  
 Meriden CT 06450

### OPEN POSITIONS:

- 3rd legacy procedure if 2 or more candidates

### BREAK INTO SUB-DISTRICTS

D-1 (Bridgewater, Brookfield, New Fairfield, New Milford, Sherman)		D-2 (Danbury)		D-3 (Bethel, Georgetown, Newtown, Ridgefield, Sandy Hook)	
DCM NAME	TELEPHONE NUMBER	DCM NAME	TELEPHONE NUMBER	DCM NAME	TELEPHONE NUMBER
ALT NAME	TELEPHONE NUMBER	ALT NAME	TELEPHONE NUMBER	ALT NAME	TELEPHONE NUMBER

- DCM Report
- Group Reports/ Concerns

**Reconvene and Report to assembly. Submit Sub-district Minutes to Recording Secretary**

**COMMITTEE REPORTS:**

<b>Alki-line</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Answering Service</b>	NAME	TELEPHONE	Rep.	E-MAIL
<b>Archives</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>CPC</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Corrections &amp; Treatment</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Grapevine</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Literature</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Public Information</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Schedules</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Special Needs</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Website</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Area Convention</b>	NAME	TELEPHONE	Rep.	E-MAIL
<b>CSCYPAA</b>	NAME	TELEPHONE	Rep.	E-MAIL
<b>Round-Up</b>	NAME	TELEPHONE	Rep.	E-MAIL
<b>Soberfest</b>	NAME	TELEPHONE	Rep.	E-MAIL
<b>Alka-thon</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Danbury Hospital Liaison</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Day of Sharing</b>	NAME	TELEPHONE	Chair	E-MAIL
<b>Insert Alternate Chairs as Applicable</b>	NAME	TELEPHONE	Alt.	E-MAIL

**OTHER REPORTS**

- New Milford Answering Service

**NEW BUSINESS**

**ANNIVERSARIES**

**CLOSE**

## Appendix B

### Summary of District 9 Procedures

We follow *Robert's Rules of Order*, and proceed on as informal a basis as possible consistent with the rights of all concerned. However, to help proceed more closely in accord with the Traditions, there are exceptions to *Robert's Rules*. A summary of the rules and procedures used by the District are below.

Please remember that the purpose of rules of order is to make it easier for the District to conduct its business and reach an informed group conscience.

<p><b>Making a Motion</b> A motion is a proposal for the member to take an action. The motion should be made in a positive statement (“Move to...” instead of “move not to...”)</p> <ul style="list-style-type: none"> <li>• Any member may make a motion</li> <li>• The motion must be seconded.</li> <li>• Debate will begin after the chair restates the question</li> </ul> <p><b>Amendments to Motion</b> Based on debate, motions may be amended.</p> <ul style="list-style-type: none"> <li>• Amendments to motions will be considered and do not need to be approved by the mover</li> <li>• The members must vote to accept the amendment prior to continuation of debate. A simple majority is required.</li> <li>• Debate resumes on amended motion (if approved) or original motion if amendment is rejected.</li> </ul> <p><b>General Rules of Debate</b></p> <ul style="list-style-type: none"> <li>• All comments are directed to the chair</li> <li>• The mover is the first to speak</li> <li>• People who wish to speak will raise their hands</li> <li>• Each person may speak for 2-3 minutes</li> <li>• No one may speak for a second time on a topic until all who wish to have spoken for the first time.</li> </ul> <p><b>Calling the Question (requesting a vote)</b> Calling the question brings the debate to a halt while District members decide whether to proceed directly to a vote (the question) or go on with the debate. The chair may ask the members</p>	<p>if they are ready for the question and end debate. Alternatively, a motion to call the question may be made. A motion to call the question:</p> <ul style="list-style-type: none"> <li>• Must be made in order</li> <li>• Requires a second</li> <li>• Is not debatable</li> <li>• Requires a 2/3 vote</li> </ul> <p><b>Voting</b> Voting can be either show of hand or written ballot. Only eligible voters participate (as outlined in the guidelines; the District Officers, DCMs, GSRs, and most special committee chairs). Majority is determined by number of members voting (including abstentions).</p> <p><b>Substantial Unanimity</b> Matters requiring substantial unanimity require a 2/3 vote. The 2/3 vote is taken to mean 2/3 of members voting.</p> <p><b>Minority Opinion</b> After voting, the losing side will be given an opportunity to speak to their position. If as a result of hearing the minority opinion, a member wishes to change his/her vote, the entire membership will re-vote. (this replaces the motion to reconsider).</p> <p><b>Tabling a Motion</b> Tabling a motion postpones discussion until a later time:</p> <ul style="list-style-type: none"> <li>• Requires a motion and a second</li> <li>• Is not debatable</li> <li>• Needs a simple majority to pass</li> </ul>
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