

DISTRICT 5

SERVICE GUIDELINES

AREA 11

2012

DISTRICT 5 SERVICE GUIDELINES

These Guidelines are intended to serve as guidance only. In any service function of AA, common sense and practicality need prevail. We, as District 5 of Area 11 of Alcoholics Anonymous, utilize AAs *12 Traditions and 12 Concepts for World Service* as guidance in making all decisions. 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. These Guidelines are designed to expedite the orderly conduct of business and are NOT to be used to exclude the pertinent concerns of individual GSRs or the groups they represent.

GENERAL SERVICE PREAMBLE

We are the General Service Representatives. We are the link in the chain of communication 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 information to our Groups, in order that they may reach an informed 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.

DISTRICT 5 PURPOSE

Our District 5 Service Meeting provides a forum of communication for all AA information from our Groups, Area 11, and AA World Services Inc. for our Groups and members of Alcoholic Anonymous.

The primary purpose of the District 5 Service Meeting is to conduct District 5 business and provide services to all members of Alcoholic Anonymous within our District, which is as follows: Trumbull, Fairfield, Bridgeport, Westport, Easton, Weston, Monroe, and Stratford.

District 5 has 3 Sub-Districts:

- 5.1 Bridgeport, Monroe, Stratford, and Trumbull
- 5.2 Fairfield, Easton
- 5.3 Westport and Weston

DISTRICT 5 MEETING LOCATION IS AT JESSE LEE UNITED METHODIST CHURCH, 25 FLAT ROCK ROAD, EASTON, ON THE 3RD TUESDAY OF THE MONTH AT 7:30 P.M.

All members of Alcoholic Anonymous are welcome to attend the District 5 Meeting. However, only GSRs or Alternate GSRs, District 5 Service Committee Members, District Representatives, Officers, DCMs or Alternate DCMs, have voting rights.

DISTRICT CHAIRPERSON HAS THE AUTHORITY TO CANCEL THE DISTRICT MEETING DUE TO INCLEMENT WEATHER OR EMERGENCY. PLEASE VISIT WWW.CT-AA.ORG WEBSITE TO CHECK IF A DISTRICT MEETING HAS BEEN CANCELLED.

District 5 Meetings are run by Robert's Rules of Order. The rules contained in the current edition of Robert's Rules of Order newly revised, shall govern District 5 in all cases to which they are applicable, and in which they are not inconsistent with these Guidelines and any special rules of order the District may adopt.

Anyone wishing to introduce new business, if possible, shall notify the Chairperson in writing before the start of the meeting. However, any motion to the floor can only be introduced by an Officer, GSR, Alternate GSR, Committee Chair, Committee Co-Chair, District Committee Member, or Ad Hoc member.

TERMS OF OFFICE

Elections to fill positions for District 5 Officers and Special Service Committees are to be held at the October Business Meeting. Elections for two (2) year commitments are voted on in even number years. All terms of office begin in January the following year.

No officer shall serve more than 2 terms consecutively in the same position.

ABSENCE

Fulfilling the responsibilities of each position is vital to the effective completion of District 5 business. It is suggested that a service worker be asked to resign if he or she is unable to carry out the responsibilities of their position. If any District Officer, Special Committee Member, or DCM cannot attend the District 5 Meeting, the Spring or Fall Assemblies or any other required meeting, they should send a co-chair or alternate. If no co-chairperson or alternate is available the District 5 Chairperson must be notified for qualification as an excused absence. If they are required to give a report and no one can attend, a written report may be sent to the District 5 Recording Secretary. Failure to do any of the above will be considered an unexcused absence. Any District Officer, Special Committee Chairperson, or DCM who has 3 consecutive unexcused absences in a calendar year will no longer hold their position and nominations/volunteers for the vacant position will be called for at that time. In the event no nominations/volunteers come forth for any vacancy, the nomination will be postponed until the following meeting.

In the event any elected person cannot complete a full term of office, or if a vacant position is filled after elections have taken place, an interim person will either volunteer or be nominated and then elected to complete the term. Following the completion of the term of office, the interim position holder may stand for a full term of office. In the event that no nomination/volunteer comes forth for any vacancy, elections for vacant position(s) will be postponed until the following District 5 Service Meeting.

THE ELECTION PROCESS

1. Chairperson announces the open position.
2. All interested candidates "stand" for the position by a show of hands.
3. The Chairperson reads the guidelines for the position.
4. All candidates "qualify" by stating their name, sobriety date and service experience.
5. Candidates will excuse themselves from the room while the vote is being taken.
6. Voting is by "Third Legacy Procedure" only as described in the *AA Service Manual*.

DISTRICT 5 SERVICE POSITIONS

| POSITION | TERM BEGINS | ELECTION HELD | SUGGESTED SOBRIETY | LENGTH OF TERM |
|---|-------------|---------------|--------------------|----------------|
| District Chairperson | Odd Year | Even Year | 4 Years | 2 Years |
| Recording Secretary | Odd Year | Even Year | 4 Years | 2 Years |
| Registrar | Even Year | Odd Year | 4 Years | 2 Years |
| Treasurer | Even Year | Odd Year | 4 Years | 2 Years |
| DCM 5.1, 5.2, 5.3 | Even Year | Odd Year | 4 Years | 2 Years |
| DCM 5.1, 5.2, 5.3 | Odd Year | Even Year | 4 Years | 2 Years |
| Alt. DCM 5.1, 5.2, 5.3 | Every Year | Every Year | 4 Years | 1 Year |
| Alki-Line Chairperson | Even Year | Odd Year | 2 Years | 2 Years |
| Alki- Line Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Answering Service Chairperson | Even Year | Odd Year | 2 Years | 2 Years |
| Answering Service Co-Chairperson | Every Year | Every Year | 2 years | 1 Year |
| Archives Chairperson | Odd Year | Even Year | 2 Years | 2 Years |
| Archives Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Coffee Maker | Every Year | Every Year | 6 Months | 1 Year |
| Convention Representative | Every Year | Every Year | 1 Year | 1 Year |
| Cooperation with the Professional Community (CPC) | Even Year | Odd Year | 2 Years | 2 Years |
| CPC Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Corrections Chairperson | Even Year | Odd Year | 2 Years | 2 Years |
| Corrections Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| CSCYPAA Representative | Every Year | Every Year | 1 Year | 1 Year |
| District 5 Service Night Chairperson | Every year | Every Year | 2 Years | 1 Year |
| Grapevine Chairperson | Odd Year | Even Year | 2 Years | 2 Years |
| Grapevine Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Public Information Chairperson | Even Year | Odd Year | 2 Years | 2 Years |
| Public Information Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Rompiendo Fronteras Representative | Every Year | Every Year | 1 Year | 1 Year |
| Round-Up Representative | Every Year | Every Year | 2 Years | 1 Year |
| Round-Up Co-Representative | Every Year | Every Year | 2 Years | 1 Year |
| Schedules Chairperson | Odd Year | Even Year | 2 Years | 2 Years |
| Schedules Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Soberfest Representative | Every Year | Every Year | 1 Year | 1 Year |
| Special Needs Chairperson | Odd Year | Even Year | 2 Years | 2 Years |
| Special Needs Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Treatment Chairperson | Odd Year | Even Year | 2 Years | 2 Years |
| Treatment Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |
| Website Chairperson | Even Year | Odd Year | 2 Years | 2 Years |
| Website Co-Chairperson | Every Year | Every Year | 2 Years | 1 Year |

GENERAL FINANCE

- The Annual District 5 Fiscal Budget covers January 1 to December 31 of the same year.
- District Officers, Special Service Committee Chairpersons, District Representatives, and District Committee Members are responsible for keeping a written record of their expenses.
- Each Officer, Committee Chair, District Representative or District Committee Member will furnish written records and a budget request to the Treasurer at the September District 5 Service Meeting for consideration into the next proposed fiscal year's budget.
- A proposed budget is presented to the GSRs by the Treasurer at the October meeting. Discussion of the proposed budget will take place at the November District 5 Service Meeting, and then voted on at the December meeting.
- At the December meeting, each Officer, Committee Chair, District Representative, and District Committee Member will furnish a record of complete expenses for the current fiscal year to be submitted to the Treasurer.
- At the December meeting all District Officers, Special Service Committee Chairpersons, District Representatives, and District Committee Members will give a verbal expense report for the current fiscal year to the General Service Representatives.
- All checks in excess of \$250.00 will require two signatures, which should be that of the Treasurer and District Chairperson.
- Only non-interest bearing bank accounts are to be used for District funds.
- All Officers, DCMs, Special Service Committee Chairpersons, District Representatives, and Ad Hoc Members are expected to function within their budgets.
- All requests for additional funds for non-budgeted items by Officers, DCMs, Special Service Chairpersons, District Representatives, and Ad Hoc Committee Chairpersons are to be accompanied by a written motion, submitted to the Recording Secretary and Chairperson prior to the start of the meeting, requesting additional funds, and will be addressed under new business.
- All expenditures/funds must be accounted for with a receipt and given to the Treasurer for reimbursement. The receipt must contain date, purpose, and requestors name for reimbursement.
- All approved requests for reimbursement will be paid directly by the Treasurer.
- The following expenses are approved for reimbursement by District 5. All additional expenses will be considered by the Finance Review/Budget Committee for approval. These expenses should be considered for inclusion in all budget requests.
 - Mileage to and from committee meetings, area meetings, and any mileage while doing service work.
 - Cost of Conference approved literature necessary to fulfill responsibilities of position held.
 - Telephone expenses for committee work.
 - Cost of printing associated with District 5 business.
 - Postage cost associated with District 5 business.
 - Registration costs for AA events when fulfilling responsibility of a District 5 position.
 - All budgeted monies over and above expenditures for services and events will be turned over to the District Treasurer.
 - Mileage for travel to and from District 5 business will be reimbursed at a rate determined at the beginning of each fiscal year by the Finance Review/Budget Committee.
 - The District shall maintain a prudent reserve equal to and no less than one third (1/3) of the annual budget.
 - At the January District 5 Service Meeting, the Treasurer will provide the GSRs with written copies of the Annual Year End Summary of all District 5 financial activity.
 - At the January District 5 Service Meeting, following AAs seventh tradition, all money in the District 5 Treasury above and beyond the established prudent reserve will be dealt with by a motion from the floor and disbursed by the Treasurer. *** Note for discussion ***
 - It is recommended District 5 should only fund District 5 sponsored events.

FINANCE REVIEW/BUDGET COMMITTEE

This committee's purpose is to review all financial records of the District 5 Treasury, Grapevine Committee, and Answering Service. They will also be responsible for preparing the annual District 5 budget. The work of this committee will allow the Treasurer and District 5 to be accountable and transparent to the Groups they serve within the District.

- The committee is comprised of the District 5 Chairperson, District 5 Treasurer, two (2) DCMs, and one (1) GSR with some accounting experience.
- The committee will be chaired by a DCM selected by the committee.
- Each committee member's term is 2 years, with the exception of the GSR, which will be a 1 year term.
- The rate for mileage reimbursement for travel to and from District 5 business will be determined at the beginning of each fiscal year by the Finance Review/Budget Committee.
- It is the responsibility of this committee to review all financial records of the District 5 Treasury, including but not limited to: reconciled monthly bank statements, deposits, group contributions, cancelled checks, receipts for checks written, annual year-end expense reports, accounting software data, and completed budget request forms. This will ensure financial records are updated, accurate, and reconciled.
- The committee will meet at least quarterly for the purpose of finance review, and will also meet as necessary to complete the District 5 budget.
- The committee will report their findings quarterly at the District 5 Service Meeting.
- The committee meets as necessary to prepare a proposed District 5 budget for the next fiscal year utilizing information from the past year's budget and the completed budget request forms.
- All expenses included in budget requests will be considered by the Finance Review/Budget Committee for approval.
- Grapevine
 - Review/reconcile inventory, ledger, and cash box quarterly, and also when a new Grapevine Chairperson takes over.
- * Answering Service

DISTRICT OFFICERS

CHAIRPERSON

QUALIFICATIONS

In order to qualify for this position, it is suggested to have a minimum of four years' continuous sobriety and also two years' service as a Special Service Committee Chairperson, DCM, District Representative, or other Officer position on the District level. They may not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson, or GSR. The Chairperson should have a working familiarity with AAs *12 Traditions and 12 Concepts for World Service*, previous experience of running a business meeting, and knowledge of (or the willingness to become familiar with) Roberts Rules of Order. This is a two year service commitment.

RESPONSIBILITIES

- Chairs the monthly District 5 Service Meeting. When Chairperson is unavailable a DCM will assume the position.
- Has the authority to cancel the District 5 Service Meeting due to inclement weather or emergency, and must announce at the beginning of the year where the information will be posted.
- Attends Area 11 Assemblies.
- Is a member of the Finance Review/Budget Committee.
- Prepares agenda, including all special rules-of-order and standing-rules (ex. elections, old business, and budgetary orders) for the meeting and gives it to the Recording Secretary for emailing with the minutes.
- Has a copy of the current Guidelines at each meeting.
- Is responsible for keeping a written record of their expenses for the current year.
- A copy of expenses will be passed on to the next Chairperson.
- Furnishes written records of their expenses for the current year and a budget request to the Treasurer at the September District 5 Service Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Attends Area 11 Service Committee Meetings, when possible, to keep informed of Area 11 activities.
- Forms Ad Hoc Committees to review special concerns as needed, and has the authority to appoint AA members of District 5 to the committee.
- Forms a Guidelines Review Committee in January, if necessary.
- Attends Area 11 sponsored events and District 5 service events.
- Keeps a file of ongoing business to turn over to a newly elected Chairperson.
- Shares experience, strength and knowledge with the newly elected Chairperson.
- Schedules and chairs quarterly District Officers Meeting which meets prior to the District 5 Service Meeting.
- Required to hold elections for any Officers, Committee Chairperson, DCM, or Alternate DCM who have had three (3) unexcused and consecutive absences, as well as any unfilled District 5 positions.
- Creates flyers for any unfilled District positions and distributes them at the District 5 Service Meeting.

VOTING

Has one vote at Area 11 Assemblies.

TREASURER

QUALIFICATIONS

In order to qualify for this position it is suggested to have a minimum of four years' continuous sobriety and also two years' service as a Special Service Committee Chairperson, DCM, District Representative, or other Officer position on the District level. The Treasurer should have a working familiarity with AAs *12 Traditions and 12 Concepts for World Service*. They may not serve concurrently as a DCM, other Officer, Special Service Committee Member, or GSR. The Treasurer must be able to perform the responsibilities as listed below. Knowledge of accounting software is a must. This is a two-year service commitment.

RESPONSIBILITIES

Attend the monthly District 5 GSR meeting and presents the monthly Treasurer's Report. If unable to attend the meeting, inform the District Chairperson and arrange for someone else to give the report and /or perform the duties of the Treasurer during the GSR meeting.

- Attends monthly District 5 Service Meeting.
- Attends District 5 service events Area-sponsored events.
- Attends Area 11 Assemblies.
- Is a member of the Finance Review/Budget Committee. Is responsible for supplying all financial records including reconciled monthly bank statements, deposits, group contributions, cancelled checks, receipts for checks, written and completed budget request forms.
- Maintains a checking account with updated signatures of current District Chairperson and Treasurer.
- Maintains the Post Office box.
- Collects mail from Post Office box weekly. Give the *Grapevine* subscriptions to the *Grapevine* Chairperson monthly.
- Maintains a record of all Group contributions to District 5 by GSO number and Group Name.
- Deposits all contributions within seven days of receipt.
- Sends a written thank you (form letter) and contribution envelope to each contributing Group Treasurer within seven days.
- Pays all District 5 expenses within 30 days of receipt.
- Maintains a record of and pay all authorized expenses.
- Balances checkbook and reconciles bank statements on a monthly basis.
- Maintains a record of all deposits and expenditures using accounting software, and backs-up data as hard copy.
- Provides a written monthly report to District 5 GSR meeting to reflect status of the District finances including the following information:
 - All contributions listed by Group and amount.
 - Expenditures / disbursements.
 - Bank account balance.
- *January*—Provides the GSRs with written copies of the Annual Year End Summary of all District 5 financial activity which includes:
 - All contributions listed by Group and amount.
 - Committee /Officer expenditures.
 - All disbursements.
 - Bank account balance.
- Provides the GSRs with District 5 contribution envelopes for distribution to Groups.
- *August*—Provides all District 5 Officers, Special Service Committee Chairpersons, District Representatives, and District Committee Members with a budget request form.
- *September*—Receives returned request forms from District 5 Officers (including Treasurer Position), Special Service Committee Chairpersons, District Representatives, District Committee Members, for use in preparing proposed budget.
- *October*—Presents a proposed budget for the next fiscal year in writing for distribution at the District 5 Service Meeting.
- *November*—Makes necessary adjustments to the budget for final approval in December.

- *December*—Presents final budget and provide written copies to GSRs for approval. Receive annual year-end expense reports from all District 5 Officers, Special Service Committee Chairpersons, District Representatives, and District Committee Members.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses for the past fiscal year will be passed on to the next Treasurer and also to be included in the annual year-end summary.
- At the December meeting, give a verbal expense report for the current fiscal year, in regard to the Treasurer's position, to the General Service Representatives.
- Pays rent on a monthly/quarterly basis. Pay rent one week before due date.
- Turns over all records and information to the Incoming Treasurer at end-of-term, and assist new Treasurer in making Annual Year-End Summary for the January District 5 Business Meeting.
- In January, turns over all reconciled bank statements and annual year-end summary and expense reports to the District 5 Archives Chairperson.
- Shares experience, strength and knowledge with the newly elected Treasurer.

VOTING

Has one vote at District 5 Service Meeting and one vote at Area Assemblies.

RECORDING SECRETARY

QUALIFICATIONS

In order to qualify for this position it is suggested to have a minimum of four years of continuous sobriety. It is suggested they have two years' service as a Special Service Committee Chairperson, DCM, District Representative, or other Officer position on the District level. They may not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson, or GSR. The Recording Secretary should have a working familiarity with AA's *12 Traditions and 12 Concepts for World Service*. It is strongly suggested that candidates have some office experience and administrative skills. This is a two year service commitment.

RESPONSIBILITIES

- Attends monthly District 5 Service Meetings.
- Attends Area 11 Assemblies.
- Attends Area-sponsored events and District service events.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Recording Secretary.
- Furnishes written records of their expenses for the current fiscal year and provides a budget request to the Treasurer at the September General Service Representative Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report of the past fiscal year to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Takes attendance, noting excused and unexcused absences, and maintains attendance records for the Officers, Committee Chairs, Co-Chairs, and DCMs.
- Informs District 5 Chairperson of any District Officer, Special Committee Chairperson, or DCM, who has 3 consecutive unexcused absences in a calendar year.
- Keeps updated list of names, addresses, phone numbers, and email addresses of Officers, Committee Chairs, Co-Chairs, and DCMs.
- Records and transcribes the minutes of the District meeting, paying special attention to the wording of all motions and voting results.
- Retains copies of all Treasurer's Reports, Delegate's Reports, District 5 meeting minutes, Committee Reports, and DCM reports from each meeting. These records shall be held for two (2) years, at which time the oldest set of documents will be forward to the District 5 Archives Chairperson for retention.
- Brings copies of the past two year's minutes to the District 5 Service Meeting for reference or clarifications.
- Maintains a record book for each year, in which the special rules-of-order, standing-rules, and all motions, including voting results, are entered, with any amendments to these documents properly recorded, and to have the current record book on hand at every meeting.
- Makes available, via email, type-written minutes and the next month's agenda, including all special rules of order and standing rules (ex. elections, old business, and budgetary orders) to all GSRs, DCMs, Special Service Committee Chairpersons, Ad Hoc Members, District Representatives, and Area Officers. Provides written copies to the District meeting.
- Provides Area 11 Recording Secretary and Registrar updated information regarding all District 5 position changes, including name, address, phone numbers, and email.
- Turns over all records and information to the incoming Recording Secretary at end-of-term.
- Shares experience, strength and knowledge with the newly elected Recording Secretary.

VOTING

Has one vote at District 5 GSR meeting and one vote at Area 11 Assembly.

REGISTRAR

QUALIFICATIONS

In order to qualify for this position it is suggested to have a minimum of four years' continuous sobriety. It is suggested they have two years' service as a Special Service Committee Chairperson, DCM, District Representative, or other Officer position on the District level. They may not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson, or GSR. The Registrar should have a working familiarity with AAs *12 Traditions and 12 Concepts for World Service*. It is strongly suggested that candidates have some office experience and administrative and computer skills. This is a two-year service commitment.

RESPONSIBILITIES

- Attends monthly District 5 Service Meetings.
- Attends Area 11 Assemblies.
- Attends Area-sponsored events and District service events.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Registrar.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, give a verbal expense report for the past fiscal year to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Takes possession of the District 5 computer from past Registrar and passes it on to next Registrar at end-of-term.
- Inputs the new GSRs information into the District 5 database and backups critical data
- Inputs information regarding new Groups into the District 5 database and backs up critical data.
- Prints out monthly attendance sheets for the District 5 meeting, including one for Guests, DCMs, GSRs, and Officers.
- Registers the new GSRs with Area 11 via the District 5 computer.
- Attends Area-sponsored events and District 5 service events.
- Orders and inventories literature for distribution to new GSRs from the Area 11 Registrar.
- Handles all miscellaneous correspondence.
- Forwards new meeting information and meeting/GSR changes to the Area 11 Registrar and General Service Office using the AA Group Information Change Form.
- Maintains a current listing of all AA groups and GSRs in District 5.
- Keeps an up-to-date listing of all DCMs, Alternate DCMs, District Officers, Special Service Committee Chairpersons, and GSRs.
- Solicits assistance from AA members in District 5 to keep abreast of records and meeting changes as needed.
- Turns over all records and information to the incoming Registrar at end-of-term.
- Shares experience, strength and knowledge with the newly elected Registrar.
- Is responsible for holding the supply of District 5 Guidelines and reordering when the supply is low.
- Gives all new GSRs and Committee Chairpersons, DCMs, and Officers a copy of the District 5 Guidelines.
- Brings ten (10) copies of the current Guidelines to the monthly District 5 Service Meeting.
- Provides the Alternate Delegate with all Officer's and DCM's current information including phone number, address, and email address.

VOTING

Has one vote at District 5 GSR meeting and one vote at Area 11 Assembly.

DISTRICT COMMITTEE MEMBERS

QUALIFICATIONS

A minimum of four years' continuous years of sobriety is suggested in order to qualify. It is suggested they have two years' service as a Special Service Committee Chairperson or a GSR. They may not serve concurrently as an Officer, GSR, or Special Service Committee Chairperson. The District Committee Member should have a working familiarity with AAs *12 Traditions and 12 Concepts for World Service*. This is a two year service commitment.

Each District in Area 11 can send up to 6 DCMs (or Alternate DCMs) to be active voting members of the Area 11 Service Committee. Each District is autonomous and can organize themselves as their group conscience wishes. Many Districts organize as follows:

1. Three sub-districts.
2. Each sub-district has two DCMs, elected in alternate years for two-year terms.
3. One alternate DCM per sub-district serving a one-year term.
4. The alternate DCM votes only in the absence of the DCM.

The DCM is elected by other GSRs to represent the Groups of the District at the Area level. A DCMs primary responsibility is that of communication. A DCM is responsible to communicate from the District to the Area, from the Area to the District, and to the individual GSRs that the DCM serves. On occasion, a DCM may be called upon to communicate directly with the General Service Office. Due to the level of responsibility the DCM assumes, it is strongly recommended they limit themselves to this position and not serve as Chairperson of any District or Area Service Committee.

RESPONSIBILITIES OF A DCM TO THE DISTRICT

- Each DCM shall lead a break-out session for their sub-district during the District 5 Service Meeting, at which time the DCM report will be given. Attendance will be taken by the DCM in order to keep track of Groups with GSR representation. Attendance sheets will be passed on to the Registrar.
- To attend all District 5 Service Meetings, service events and workshops.
- Orients new GSRs to their roles and responsibilities.
- May be called to be a member of the District 5 Finance Review Committee.
- Directs new GSRs to update their meeting's information with Schedules Chairperson, if necessary.
- Shares experience, strength and knowledge with the newly elected DCMs.
- Acquaints themselves with the GSRs and the Groups they serve.
- Reports to their District the happenings in other Districts and at the Area level.
- Assists in solving Group questions or concerns.
- Assists, when asked, in Group Inventories.
- Checks on Groups not having an active GSR.
- Checks on Groups not financially supporting the Area Service Structure by informing them of the 7th Tradition.
- Checks on Groups not financially supporting the General Service Office by informing them of the 7th Tradition.
- Takes a leadership role in fostering awareness of commitment to service, The Twelve Traditions, The Twelve Concepts, contribution priorities, voting procedures, *Box 459*, Conference-approved literature, the *Grapevine* and the Connecticut *Alki-Line*.
- Helps GSRs make reports to groups, and encourages them to bring new AA members to service events.
- Organizes workshops and/or sharing sessions on service activities, the *12 Traditions and 12 Concepts for World Services*.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.
- Brings to the Area any unresolved District questions or concerns.
- Assists District Officers and Service Committees.
- Maintains, with the District 5 Registrar, an up-to-date list of GSRs in District 5.

- Each DCM is responsible for keeping a written record of their expenses for the past fiscal year.
- A copy of expenses will be passed on to the next DCM.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- Furnishes written records of expenses from the current fiscal year, and a budget request to the Treasurer at the September General Service Representative Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report of the current fiscal year to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.

RESPONSIBILITIES OF A DCM TO THE AREA

- Attends all Area 11 Committee meetings and assemblies.
- Reports to Area 11 those problems and solutions that may be of interest to other Districts.
- Be knowledgeable in Area 11 business and to cast an informed vote.
- Assists the Area Delegate and Officers in Area 11.
- Attends the Round-Up, Soberfest, Area Convention, and if possible, the Northeast Regional Alcoholics Anonymous Service Assembly, Connecticut State Conference of Young People in Alcoholics Anonymous, and the Northeast Regional Forum.

RESPONSIBILITIES OF A DCM TO AA AS A WHOLE

Have a working knowledge of *The Twelve Steps*, the *Twelve Traditions*, the *Twelve Concepts*, the *AA Service Manual*, and *AA Guidelines* as published by the General Service Office.

RESPONSIBILITIES OF A DCM TO THEMSELVES

- Fulfill these responsibilities with willingness that will ensure continued growth in sobriety.
- For additional information go to www.ct-aa.org, under Service Committees and look for the DCM PowerPoint Presentation.

VOTING

Has one vote at District 5 GSR Meeting and one vote at Area 11 Assembly. Alternate DCMs will vote in the absences of the DCM.

GSR – GENERAL SERVICE REPRESENTATIVE

SPECIFIC PURPOSE

The General Service Representative (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's thoughts to the District Committee Members (DCM), and to the Delegate who passes them on to the Conference.

DUTIES

- Attends the monthly District 5 Service Meeting and service events.
- Attends the Area Spring and Fall Assemblies.
- Will be listed in the GSO Directory as a mail and phone contact for their Group.
- Provide their DCM with up-to-date Group information.
- Provide Schedule Chairperson with any meeting change information.
- Has an understanding of the *12 Traditions and 12 Concepts*, the *AA Service Manual*, and the books *Twelve Steps and Twelve Traditions*, *AA Comes of Age*, *Twelve Concepts for World Service*, and the pamphlets "The AA Group," "AA Tradition—How it Developed," "The Twelve Traditions Illustrated," and "The Twelve Concepts Illustrated."
- Works with the Group Treasurer to encourage participation and support to Area 11, District 5 and support services, GSO, Intergroup, and the Birthday Plan. Be familiar with the pamphlet "Self-Support: Where Money and Spirituality Mix."

VOTING

Has one vote at District 5 Service Meeting and one vote at Area 11 Spring and Fall Assembly. Has one vote where Guidelines and amended Guidelines are concerned. The Alternate GSR may vote in the GSRs absence.

SPECIAL SERVICE COMMITTEES

ANSWERING SERVICE CHAIRPERSON

PURPOSE

The Answering Service Committee provides a local and/or toll free phone number throughout the state for people trying to find AA. Each District maintains a list of AA volunteers willing to perform 12-Step Calls. District 5 uses AA volunteers to answer phone calls to AA, providing meeting information, passing requests onto Public Information (PI) or Cooperation with the Professional Community (CPC), and connecting people looking for help to 12-Step Volunteers. The Area 11 Telephone Answering Service committee meets monthly to report progress and share information between Districts.

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Answering Service Committee meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Advises Area Chair of any problems or concerns related to the answering service that affects District 5 or Area 11.
- Provides a monthly report on Answering Service activities in the District at the Area 11 meeting.
- Provides a monthly written report to the District 5 Recording Secretary.
- Recruits, trains, and supports 12-Step Volunteers who agree to be available to the Answering Service to take calls, and updates the 12 Step Volunteer list bi-monthly. The 12-Step Volunteer list will include name, age, gender, times available, phone numbers, whether or not the person gives rides and languages spoken.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Answering Service Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Keeps a file of important materials and reports, which will be turned over to the next Chairperson and meets with the new Answering Service Chairperson to explain what the job entails.
- Provides critical information to the Answering Service, such as schedule updates and Alkathons.
- Works with District 5 to respond to any problems identified by callers.
- Performs committee responsibilities as assigned and accepted.
- Recruits, nominates and trains Answering Service Co-Chairperson as possible successor.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

ANSWERING SERVICE CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Answering Service Committee meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Answering Service Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Answering Service Chairperson.

ALKI-LINE CHAIRPERSON

SPECIFIC PURPOSE

The Alki-Line Committee's purpose is to publish articles, information and news that support the experience, strength and hope of recovery. The Alki-line serves as the Area 11 newsletter informing the Fellowship of events in the Area, and prints notices of new meetings and meeting changes. It encourages written contributions from the Area 11 Fellowship, such as personal stories regarding Recovery, and is used to help educate the AA member in Unity and Service. This is a two year service commitment.

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. A background in writing, editing and graphics is suggested; computer skills are needed. This is a two year service commitment.

It is suggested that there be a Chairperson and a Co-Chairperson for this position.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Alki-Line Committee meeting.
- The Alki-Line is published six times a year. The Alki-Line Committee meets in person every other month at Area 11 headquarters in Meriden to proof the current issue. On alternate months the Committee assembles via teleconference to choose from among the submitted articles, which of them will appear in the next issue.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Alki-Line Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson, meets with the new Alki-Line Chairperson to explain what the job entails.
- Recruits, nominates and trains Alki-Line Co-Chairperson as possible successor.
- Solicits submissions for inclusion in the Alki-Line.
- Distributes the Alki-Line at the monthly District 5 Service Meeting.
- Committee members are asked to help staff an Alki-Line table at the Area 11 Convention and at CSCYPAA.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

ALKI-LINE CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Alki-Line Committee Meeting .
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Alki-Line Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Alki-Line Chairperson.

ARCHIVES CHAIRPERSON

SPECIFIC PURPOSE

The purpose of the Archives Committee is to 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 and taping 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 minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Archives Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Encourages GSRs to contact the Committee for visit scheduling.
- Collects and preserve archive materials, including but not restricted to legacy items as well as Guidelines, reconciled bank statements, and year-end reports from the Treasurer, and District 5 meeting minutes as received from Recording Secretary.
- Scans and saves electronically all collected District 5 Guidelines, reconciled bank statements and year-end reports received from the Treasurer, and District 5 meeting minutes as received from Recording Secretary.
- Backs-up scanned files.
- Provides monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Archives Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson, meets with the new Archives Chairperson to explain what the job entails.
- Turns over all District 5 electronic files to new Archives Chairperson.
- Recruit, nominate and train Archives Co-Chairperson as possible successor.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

ARCHIVES CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Archives Committee meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Archives Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Archives Chairperson.

AREA 11 CONVENTION REPRESENTATIVE

SPECIFIC PURPOSE

The Area 11 Convention is an annual three-day weekend of sharing. It is for all AA members in Area 11 featuring speakers, workshops and other activities. Its purpose is to carry the AA message to a vast number of members in our fellowship.

QUALIFICATIONS

A minimum of one year continuous sobriety is suggested in order to qualify for this position, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Attends the Area 11 Convention Committee monthly meetings.
- Attends the Area 11 Convention.
- Assists the Area 11 Convention Chairperson in planning and carrying out assignments and representing District 5.
- Brings back current information, such as, registration forms, flyers, etc., for GSRs to distribute to their Groups.
- Provides a monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Convention Chairperson.
- Furnishes written records of their expenses for the past current year and a budget request to the Treasurer at the September District 5 Service Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Convention Representative.
- Meets with the new Convention Representative to explain what the job entails.
- Recruit, nominate and train Convention Co-Representative as possible successor.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

COFFEE MAKER

SPECIFIC PURPOSE

To have coffee, tea and cookies or snacks ready before the District 5 Service Meeting. To set up the meeting room before the meeting, and to supervise the cleanup of the meeting room after the District 5 Service Meeting.

QUALIFICATIONS

Suggested minimum of six months of continuous sobriety. Must be an AA member of District 5. This is a one year commitment.

RESPONSIBILITIES

- Attends District 5 service events.
- Get the key from the previous coffee maker.
- Open up and set up the meeting room.
- Have the coffee ready by the start of the District 5 Service Meeting.
- Clean up kitchen and meeting room.
- Remove all trash and place in dumpster.
- Lock-up and close-up the meeting room.
- Remove any District 5 meeting information/flyers that have been left behind.
- Show the new Coffee Maker how to make coffee and set up the room for the District 5 Meeting.
- Turn over the key to the new Coffee Maker.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 business meeting for consideration into the next proposed fiscal year's budget.
- A copy of expenses will be passed on to the next coffee maker.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

(CPC) CHAIRPERSON

SPECIFIC PURPOSE

AAs local Committees for Cooperation with the Professional Community (CPC) provide information about Alcoholics Anonymous to members of the community whose profession may bring them in regular contact with anyone who may suffer from the disease of alcoholism. We offer information through a variety of methods, and seek to establish simple and effective ways to work with professionals with a policy of "cooperation, but not affiliation."

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 CPC Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides AA information to Healthcare Professionals, Educators, Clergy, Lawyers, Law-Enforcement Personnel, Judges, Social Workers, Counselors, Business Managers, and those working in the field of alcoholism.
- Establishes better communication between AA and professionals and finds simple, effective ways of cooperating without affiliating. AA information describes what AA is, what we do, and what we cannot do.
- Provides AA conference approved literature, makes presentations, and participates in local conventions and conferences.
- Provides a monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next CPC Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson. Meets with the new CPC Chairperson to explain what the job entails.
- Recruits, nominates and trains CPC Co-Chairperson as possible successor
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 CPC Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the CPC Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the CPC Chairperson.

CORRECTIONS CHAIRPERSON

SPECIFIC PURPOSE

The AA Corrections Committee cooperates with institutions throughout the State of Connecticut by arranging meetings and resources to conduct meetings at prisons, jails and halfway houses. Meetings are chaired and run by individual AAs and AA Groups. The committee also purchases and distributes AA Literature for the patients at these institutions.

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. The candidate must be free of judicial system. The candidate must fill out an application for volunteers with the Connecticut Department of Correction (CT/DOC) and qualify to be approved as suitable for entry into correction facilities.

*** It is strongly recommended that the candidate be previously screened for approval by the CT/DOC as the approval process may take an extended period of time. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Corrections and Treatment Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Correction Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Corrections Chairperson. Meets with the new Corrections Chairperson to explain what the job entails.
- Recruits, nominates and trains Corrections Co-Chairperson as possible successor.
- Becomes familiar with the AA service manual, the C & T Workbook, C & T Guidelines, Twelve Steps and Twelve Traditions, and the many specific AA pamphlets and GSO service publications related to C & T.
- Becomes familiar with the AA pamphlet "Bridging the Gap". Circulates "Bridging the Gap" Volunteer Form to the GSRs to bring back to their groups.
- Purchases, stores, and distributes AA Conference approved literature, as necessary, for all correctional facility AA meetings through Intergroup of Fairfield County or GSO.
- Collects AA approved literature from GSRs and Groups for distribution to individuals in correctional facilities.
- Keeps an inventory of all purchased literature and where said literature is distributed. This information is to be included in their monthly report to the District 5 Service Meeting.
- Provides the initial point of contact for the prisons and corrections facilities within District 5.
- Facilitates and Coordinates AA meetings in applicable institutions within District 5.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

CORRECTIONS CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not be concurrently serving as a GSR, DCM, or Officer. The candidate must be free of judicial system. The candidate must fill out an application for volunteers with the Connecticut Department of Correction (CT/DOC) and qualify to be approved as suitable for entry into correction facilities.

*** It is strongly recommended that the candidate be previously screened for approval by the CT/DOC as the approval process may take an extended period of time. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Correction Committee meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Correction Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Correction Chairperson.

CT STATE CONFERENCE OF YOUNG PEOPLE IN AA **(CSCYPAA) REPRESENTATIVE**

SPECIFIC PURPOSE

The purpose of the Conference is to carry the message of Recovery, Unity and Service to a vast number of members; to encourage young people in AA to become actively involved in service; and to acquaint the members of the fellowship with all the activities available to them throughout the Area. The Committee plans and carries out an Annual Conference to Area 11 Young People in AA, ever mindful of our primary purpose to stay sober and to help other alcoholics achieve sobriety.

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify. Not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 CSCYPAA Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a monthly written report to the District 5 Recording Secretary
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next CSCYPAA Representative.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives, and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next CSCYPAA Representative. Meets with the new CSCYPAA Representative to explain what the job entails.
- Recruits, nominates and trains CSCYPAA Representative as possible successor.
- Attends Area 11 CSCYPAA Conference.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

DISTRICT 5 “SERVICE NIGHT” CHAIRPERSON

SPECIFIC PURPOSE

The purpose of District 5 Service Night is to create a social gathering in which AA members come together and learn about opportunities to be of service to the fellowship of Alcoholic Anonymous within District 5. The committee organizes an evening of food, speakers, and information on how to get involved in service commitments at the District level. This event should take place where the District 5 Service Meeting is located.

QUALIFICATIONS

A minimum of two years of continuous sobriety for this position. Suggested one year of service at the District level. Must be a member of AA in District 5 and be able to perform the duties below. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Organizes a committee to hold a one evening social service event.
- Committee will hold meetings to plan event including:
 - Choosing Speakers.
 - Planning menu.
 - Design and print flyers for distribution.
 - Create event name/title.
 - Promote event within the District
- Coordinates with Jesse Lee Church for date/ time availability.
- Event to be held in between the September and October District 5 Service Meeting.
- Checks with the Area calendar to make sure no other events are going on that night.
- Be sure that event does not fall on any religious holiday(s).
- Contacts District 5 Website Chairperson to post event information on Area 11 website.
- Contacts District 5 Officers and Committee Chairpersons to set up display tables.
- Provides monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next District 5 Service Night Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next District 5 Service Night Chairperson. Meets with the new District 5 Service Night Chairperson to explain what the job entails.
- Recruits, nominates and trains District 5 Service Night Chairperson as possible successor.

GRAPEVINE CHAIRPERSON

SPECIFIC PURPOSE

The Grapevine is a lifeline, linking one alcoholic to another. It is considered the monthly International Magazine of AA. It is a "meeting in print". The Grapevine Committee provides AA Grapevine literature for sale to AA Members and Groups, and provides information on subscriptions and other related materials (e.g. Grapevine tapes, calendars, books etc.). The Committee encourages the participation of AA Groups through their Grapevine representatives.

QUALIFICATIONS

A minimum of two years of continuous sobriety and experience in at least one of the following: Group Treasurer, District Committee Co-Chairperson, or member of committee, GSR, Group Grapevine Representative, or similar service position, and not concurrently serving as GSR, DCM, or Officer. It is suggested that there be a Chairperson and a Co-Chairperson for this position. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Grapevine Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting; arrives a half hour early to set-up Grapevine literature for sale.
- Attends District 5 service events.
- Provides monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Grapevine Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Keeps a file of important materials and reports which will be turned over to the next Grapevine Chairperson. Meets with the new Grapevine Chairperson to explain what the job entails.
- Recruits, nominates and trains Grapevine Co-Chairperson as possible successor.
- Restocks literature. Orders directly from Grapevine, or from Area 11 Grapevine Chairperson.
- Purchases 4 subscriptions to Grapevine to be delivered to District 5 Post Office box. Renews subscriptions as necessary.
- Records inventory when taking over the position, and reconciles the inventory with the out-going Grapevine Representative's records.
- Keeps track of sales, inventory and purchases by using a ledger book.
- Maintains petty cash box for sales.
- Submits ledger, cashbox, and inventory for inspection to the Finance Review/ Budget Committee quarterly and when transitioning to a new Grapevine Chairperson.
- Makes budget for upcoming year by October. Budget includes mileage to Area 11 and District Meetings, 4 Grapevine subscriptions, new literature and other AA Grapevine items for sale.
- Registers at www.aagrapevine.org to receive complimentary materials.
- Obtains and becomes familiar with Grapevine workbook and handbook.
- Attends AA functions when invited for the purpose of selling AA Grapevine literature.
- Functions within the guidelines of a AA Grapevine Representative as outlined in the AA Grapevine Workbook publication.
- Tries to get a Grapevine Representative at every AA meeting in District 5.

- Coordinates and staffs information tables at District 5 service events such as the District 5 Service Night.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING:

Has one vote at the District 5 Service Meeting.

GRAPEVINE CO-CHAIRPERSON

QUALIFICATIONS

It is suggested a minimum of two years of continuous sobriety and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Grapevine meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Grapevine Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Grapevine Chairperson.

PUBLIC INFORMATION (PI) CHAIRPERSON

SPECIFIC PURPOSE

The Public Information Committee carries the AA message to the General Public through the media (radio, TV, magazines, and newspapers), and also through schools. It functions within the guidelines of the Twelve Traditions with careful consideration given to Tradition Eleven—that of attraction rather than promotion. The Committee carries the AA Twelve Steps of Recovery into the communities in a practical way, to extend the hand of AA to Public and Civic Groups who might otherwise never hear of us.

QUALIFICATIONS

A minimum of two years of continuous sobriety is suggested in order to qualify and not concurrently serving as GSR, DCM, or District Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 PI Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Public Information Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson. Meets with the new PI Chairperson to explain what the job entails.
- Recruits, nominates and trains PI Co-Chairperson as possible successor.
- Purchase the PI Kit from GSO and becomes familiar with various publications contained within the kit.
- Functions within the AA PI Guidelines as outlined by GSO.
- Has an understanding of the *12 Traditions and 12 Concepts for World Service*, including a firm grasp of the anonymity traditions.
- Collaborates with the Cooperation with the Professional Community (CPC) Chairperson when needed.
- Forms a PI committee comprised of AA members from District 5.
- Meets with committee members to:
 - Organize speaking engagements (middle/high schools and colleges).
 - Provide literature via literature racks to the general public, including libraries, police stations, schools, community centers and other locations, and refills racks on a regular basis.
 - Places AA approved Public Service Announcements (PSAs) on Cable/TV, radio, and in newspapers always being mindful of AAs anonymity traditions.

VOTING

Has one vote at the District 5 Service Meeting.

PUBLIC INFORMATION (PI) CO-CHAIRPERSON

QUALIFICATIONS

It is suggested a minimum of two years of continuous sobriety and not concurrently serving as a GSR, DCM, or District Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 PI meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the PI Chairperson and is a member of the PI Committee.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the PI Chairperson.

ROMPIENDO FRONTERAS/BREAKING FRONTIERS

REPRESENTATIVE

SPECIFIC PURPOSE

This event is a one day, completely bi-lingual sharing day with Al-Anon participation. The goal is to unify the Area 11 Spanish and English speaking communities of Alcoholics Anonymous, in the spirit of AAs three legacies.

QUALIFICATIONS

It is suggested a minimum of one year of continuous sobriety. Not concurrently serving as GSR, DCM, or District Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends Area 11 Rompiendo Fronteras/Breaking Frontiers Committee meeting, and participates in Area 11 Committee activities.
- Attends District 5 Service Meetings.
- Attends District 5 service events.
- Reports to District 5 Service Meeting on Rompiendo Fronteras Committee activity as necessary.
- Provides written copy of report to Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Rompieno Fronteras/Breaking Frontiers Representative.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson, meets with the new Rompiendo Fronteras Representative to explain what the job entails.
- Recruits, nominates and trains Rompiendo Fronteras Co-Representative as possible successor.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

ROUND-UP CHAIRPERSON

SPECIFIC PURPOSE

The AA 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 of two years of continuous sobriety. Have one year's service on the District level and not concurrently serving as a GSR, DCM, or Officer. It is suggested that there be a Chairperson and a Co-Chairperson for this position. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Round-Up Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides monthly written report to the District 5 Recording Secretary
- Is responsible for keeping a written record of their expenses for the current fiscal year a copy of expenses will be passed on to the next Round-Up Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson. Meets with the new Round-Up Chairperson to explain what the job entails.
- Recruits, nominates and trains Round-Up Co-Chairperson as possible successor.
- Attends the Area Round-Up.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

ROUND-UP CO-CHAIRPERSON

QUALIFICATIONS

A suggested minimum of one year of continuous sobriety, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Round-Up Committee Meeting.
- Attends and reports to the monthly District 5 GSR Service Meeting.
- Attends District 5 service events.
- Works directly with the Round-Up Chairperson.
- Attends the Area Round-Up.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Round-Up Chairperson.

SCHEDULES CHAIRPERSON

SPECIFIC PURPOSE

Maintains an accurate, up to date, database of all AA meetings in Area 11. Meeting times, places, and type of meeting will be published in a yearly Connecticut AA Meeting Schedule Book in order that anyone interested in attending can use this book to locate meetings of Alcoholic Anonymous in Area 11.

QUALIFICATIONS

A minimum of two years of continuous sobriety is suggested, and one-year's service on the District level and may not be concurrently serving as a GSR, DCM, or District Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Schedules Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Schedules Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson. Meets with the new Schedules Chairperson to explain what the job entails.
- Recruits, nominates and trains Schedules Co-Chairperson as possible successor.
- Has Group Information Change Forms available.
- Maintains and updates the schedules database for District 5. Backs-up data as a hard copy.
- Emails changes to the Area Schedules Chairperson monthly.
- Provides Area 11 Website Committee with any meeting change information.
- Coordinates with District 5 Registrar and appropriate DCMs to maintain accuracy between databases.
- Provides information on printing Mini-Schedules for District 5.
- Provides an average of four boxes of schedules for the GSRs to bring back to their home group.

VOTING

Has one vote at the District 5 Service Meeting.

SCHEDULES CO-CHAIRPERSON

QUALIFICATIONS

It is suggested a minimum of two years of continuous sobriety and not concurrently serving as GSR, DCM, or District Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Schedules meeting.
- Attends and reports to the monthly District 5 Service meeting.
- Attends District 5 service events.
- Works directly with the Schedules Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Schedules Chairperson.

SOBERFEST REPRESENTATIVE

SPECIFIC PURPOSE

The Area 11 Soberfest is our other annual three-day weekend of sharing. It is also for all AA members in the Area and features speakers, workshops and many outdoor activities. Its purpose is to carry the AA message to a vast number of members in our fellowship.

QUALIFICATIONS

A suggested minimum of one year of continuous sobriety, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Soberfest Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Soberfest Representative.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Soberfest Representative. Meets with the new Soberfest Representative to explain what the job entails.
- Recruits, nominates and trains Soberfest Representative as possible successor.
- Attends Area 11 Soberfest.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

SPECIAL NEEDS/LANGUAGES/REMOTE COMMUNITIES

(SNLRC) COMMITTEE

SPECIFIC PURPOSE

The Committees 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, homebound, and those who belong to remote communities. We assist with Translation Services when they are requested.

QUALIFICATIONS

A minimum of two years of continuous sobriety is suggested, and one-year's service on the District level. May not be concurrently serving as a GSR, DCM, or District Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 SNLRC Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next SNLRC Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson. Meets with the new SNLRC Chairperson to explain what the job entails.
- Recruits, nominates and trains SNLRC Co-Chairperson as possible successor.
- Order Special Needs/Accessibilities Kit from GSO and becomes familiar with contents.
- Compiles information on members in District 5 who speak other languages and are willing to interpret or translate for other members of the fellowship and shares that information with the Area SNLRC Committee.
- Encourages GSRs to check the wheelchair accessibility of meeting sites (there is a checklist on the SNLRC page of the Area Website), and share their findings with the Schedules Committee.
- Encourages groups hosting special events at places other than their normal meeting site to check the wheelchair accessibility of that site and include that information in event announcements.
- Compiles information on members in District 5 who are willing to assist other members who have special needs and share that information as needed. Such assistance might include:
 - Taking meetings to people who are homebound or in a nursing home, hospice or other similar care facility.
 - Giving rides to meetings to persons who cannot drive because of a disability.
- Make literature available to homeless shelters, truck stops, and other places in the District not covered by PI or CPC.
- Delivers literature in other languages (from inventory maintained by the Area SNLRC Committee) to members when so requested.
- Supports Area events, such as the Area Convention and CSCYPAA, where the Committee has a literature table.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

SPECIAL NEEDS/LANGUAGES/REMOTE COMMUNITIES

(SNLRC) COMMITTEE CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years of continuous sobriety is suggested, and one-year's service on the District level. May not be concurrently serving as a GSR, DCM, or District Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 SNLRC meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the SNLRC Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the SNLRC Chairperson.

TREATMENT CHAIRPERSON

SPECIFIC PURPOSE

Treatment Committees are formed to coordinate the work of individual AA members and Groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of "Bridging the Gap" from the facility to an AA Group in the individual's community.

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Corrections and Treatment Committee Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a monthly written report to the District 5 Recording Secretary
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Treatment Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year end summary.
- Keeps a file of important materials and reports which will be turned over to the next Treatment Chairperson. Meets with the new Treatment Chairperson to explain what the job entails.
- Recruits, nominates and trains Treatment Co-Chairperson as possible successor.
- Orders Treatment Committee Special Literature package as well as Treatment Committee Kit from GSO.
- Becomes familiar with the AA Service Manual, the Treatment Committee Workbook, AA Guidelines on Treatment Facilities, Twelve Steps and Twelve Traditions, and the many specific AA pamphlets and GSO service publications related to Treatment Committees.

- Becomes familiar with the AA pamphlet “Bridging the Gap”. Circulates “Bridging the Gap” Volunteer Form to the GSRs to bring back to their groups.
- Purchases, stores, and distributes AA Conference approved literature, as necessary, for all treatment facility AA meetings through Intergroup of Fairfield County or GSO.
- Collects AA Conference approved literature from GSRs and Groups for distribution to individuals in treatment facilities.
- Keeps an inventory of all purchased literature and where said literature is distributed, this information is to be included in their monthly report to the District 5 Service Meeting.
- Provides the initial point of contact for the treatment facilities within District 5.
- Facilitates and coordinates AA meetings in applicable institutions within District 5.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING:

Has one vote at the District 5 Service Meeting.

TREATMENT CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years continuous sobriety is suggested in order to qualify, and not concurrently serving as a GSR, DCM, or Officer. This is a one year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Correction and Treatment Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Correction and Treatment Chairperson.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Treatment Chairperson.

WEBSITE CHAIRPERSON

SPECIFIC PURPOSE

The purpose of the Area 11 Website is to carry the message of Alcoholics Anonymous by providing a resource on the Internet where information can be obtained about Alcoholics Anonymous in general and the Area 11 Special Service Committee events/activities in particular. District 5 has its own page within the website, District 5 Events and Group News, and is available for posting. The website is maintained by the Area 11 Website Committee, and all content on the website will be screened and approved by the Website Committee Group Conscience, in keeping with AAs Second Tradition.

QUALIFICATIONS

A minimum of two years of continuous sobriety is suggested, one-year's service on the District level, and may not be concurrently serving as a GSR, DCM, or District Officer. It is strongly suggested that the candidate have at least some basic computer skills and access to a computer and to the Internet. This is a two year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Committee Meeting. The Website Committee Meetings alternate monthly between teleconference and in person.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Provides a monthly written report to the District 5 Recording Secretary.
- Is responsible for keeping a written record of their expenses for the current fiscal year.
- A copy of expenses will be passed on to the next Website Chairperson.
- Furnishes written records of their expenses for the current fiscal year and a budget request to the Treasurer at the September District 5 Business Meeting for consideration into the next proposed fiscal year's budget.
- At the December Meeting, gives a verbal expense report to the General Service Representatives and a written copy to the Treasurer for inclusion in the annual year-end summary.
- Keeps a file of important materials and reports which will be turned over to the next Chairperson. Meets with the new Website Chairperson to explain what the job entails.
- Recruits, nominates and trains Website Co-Chairperson as possible successor.
- Reports any District concerns about the website to the committee during the meeting.
- Each District has a page on the Area website containing District events, group anniversaries, meeting changes or the like which they are responsible for soliciting, but not posting. The Website Chairperson will be responsible for ensuring the District 5 page is updated monthly.
- Takes notes during the meeting and brings pertinent information back to District 5, which they relay via their Website Report.
- District Website Reps have the option of getting more involved with the website in many different aspects and working on the actual ct-aa.org website if they so choose.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting.

WEBSITE CO-CHAIRPERSON

QUALIFICATIONS

A minimum of two years of continuous sobriety is suggested, and one-year's service on the District level. May not be concurrently serving as a GSR, DCM, or District Officer. It is strongly suggested that the candidate have at least some basic computer skills and access to a computer and to the Internet. This is a one-year service commitment.

RESPONSIBILITIES

- Attends and reports to the monthly Area 11 Website Meeting.
- Attends and reports to the monthly District 5 Service Meeting.
- Attends District 5 service events.
- Works directly with the Website Chairperson and is a member of the Website Committee.
- Has an understanding of AAs *12 Traditions and 12 Concepts for World Service*.

VOTING

Has one vote at the District 5 Service Meeting in the absence of the Website Chairperson.

CREATION OF SPECIAL COMMITTEES

The District Chairperson may create Special Ad Hoc Committees provided that there is a need. The District Chairperson will provide a specific charge of duties to be performed by the committee. All Ad Hoc Committees must provide in writing to the Recording Secretary and the District 5 Service Meeting (the GSRs) the outcome of said committee, to be voted on at the following months District Meeting. Upon completion of said charge, the Chairperson will then disassemble the Ad Hoc Committee.

DISTRICT 5 TRUSTED SERVANTS

These shall consist of District Chairperson, Recording Secretary, Registrar, Treasurer, and one (1) DCM from each sub-district.

RESPONSIBILITIES

In the event of urgent District matters where a prudent decision of action is necessary, and the District body cannot be assembled in a timely manner, the Trusted Servants will vote or act in the best interests of District 5.

FLYERS

For the purpose of distribution at the District 5 Service meeting, flyers must meet the following criteria:

- Must be a registered AA group sponsored event/function/meeting.
- Any AA event.
- No identifiable photographs.
- Must include the name of the registered AA group that is sponsoring event.
- All flyers must be submitted to the District 5 Chairperson for approval prior to the District 5 Service Meeting.

VOTING

GSRs, Officers (with the exception of the Chairperson), Special Committee Chairpersons and Representatives, and DCMs all have voting rights at the District 5 Service Meeting. Alternates and Co-Chairpersons may vote in the absence of their respective Committee Chairperson, DCM, or GSR. Only GSRs, or alternate GSRs in the absence of the GSR, may vote on Guidelines' amendments.

PROCEDURE TO AMEND GUIDELINES

The procedure to amend the Guidelines is as follows:

- The Guidelines will be considered for amending one time only during the year at the October District 5 Service Meeting.
- Proposal to amend the District 5 Guidelines may come from an Officer, DCM, GSR, or Special Committee member of District 5. A proposal may be submitted at any time during the year to the District Chairperson, and the Recording Secretary. The proposal must be in writing and must indicate the reasons for the proposed change.
- The written proposal and reason must be submitted to the District 5 Chairperson no later than the August District 5 Service Meeting.
- All proposed Guidelines changes will be given to the GSRs at the August District 5 Service Meeting and a brief discussion will be held on the proposed changes.
- Voting on the proposed changes will be held at the October District 5 Service Meeting.
- A 2/3 majority vote will be required for approval for all changes to District 5 Guidelines.

These Guidelines were prepared by cross referencing the AA Service Manual, the Area 11 General Service Committee Guidelines, AA's various Guidelines for Special Service Committees, other district's guidelines and trusted servants from the District and Area levels.