

# DISTRICT 3 GENERAL SERVICE COMMITTEE HANDBOOK/GUIDELINES

**Responsibility Declaration:**

"When anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that: I am responsible."

While the individual group is the backbone of A.A., it has been understood from early in the Fellowship's history that individual groups needed to band together to be effective in extending the hand of A.A. Uniformity of literature, 12th step hotlines, providing information to the public and professional communities, and the Unity of A.A. as a whole are all enhanced by working together. As Bill W. put it, "We must hang together or die separately."

Participation in General Service is an action that demonstrates our commitment to fulfilling the Responsibility Declaration. Being at the door to greet a newcomer, making the coffee, offering to be a sponsor, these are all acts of service. General Service sees to it the greeter has a meeting schedule to give to the newcomer, that the ministers in the community know of A.A. and are willing to let the coffee maker have a key to open the church basement for the meeting, and General Service provides the literature the sponsor uses to guide a newcomer through the Steps and Traditions of A.A.

We are gathered here in the spirit of love and service to preserve and strengthen A.A. as a whole.

**District Structure:**

Term of Office:

District 3 holds elections in November each year for a term beginning January of the following year. There 2 DCM's for each sub-District; one is elected each year for a two year term. Terms for District Officers and Standing Special Service Committee Chairpersons are 2 years. Alternate DCM's and Event Representatives are 1 year terms.

There are varying amounts of sober time suggested for each position. But more important than the length of continuous sobriety is the desire to be of service to the Fellowship of A.A. That desire is best demonstrated by having worked the steps at least once with a sponsor as outlined in the Big Book. We cannot transmit what we haven't got.

Most find it helpful to also have some Group level or District level service experience. Obtaining a service sponsor is strongly recommended.

**Spirit of Rotation:**

Tradition Two states: "For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." As A.A. developed its own democracy, the principle of a rotating committee was formed, limiting its own authority. This principle of rotation allows our trusted servants to move on in service, giving newer members the privilege of serving. No one should hold on to a position of trust long enough to feel proprietary. This discourages newcomers from service. Better that a position remain open, affording an opportunity to a newcomer to service.

<b><u>Position - Term Begins Even Year</u></b>	<b><u>Suggested Sobriety</u></b>
District Chairperson	4 years
Corresponding Secretary/Registrar	4 years
Coffeemaker	2 years
DCM 3.1	4 years
DCM 3.2	4 years
DCM 3.3	4 years
Alki-Line Chair	3 years
Alki-Line Co-Chair	2 years
Answering Service Chair	3 years
Answering Service Co-Chair	2 years
CPC Chair	3 years
CPC Co-Chair	2 years
(Literature Chair)	3 years
(Literature Co-Chair)	2 years
Schedules Chair	3 years
Schedules Co-Chair	2 years
<b><u>Position - Term Begins Odd Year</u></b>	<b><u>Suggested Sobriety</u></b>
Recording Secretary	4 years

Treasurer	4 years
Alt. Treasurer	4 years
DCM 3.1	4 years
DCM 3.2	4 years
DCM 3.3	4 years
Archives Chair	3 years
Archives Co-Chair	2 years
C&T Chair	3 years
C&T Co-Chair	2 years
Grapevine Chair	3 years
Grapevine Co-Chair	2 years
Public Information Chair	3 years
Public Information Co-Chair	2 years
Special Needs Chair	3 years
Special Needs Co-Chair	2 years
Website Chair	3 years
Website Co-Chair	2 years

**One Year Positions**

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Alkathon Chair	2 years
Alt. DCM	4 years
CSCYPAA Rep.	1 year
Convention Rep.	2 years
Rompiendo Fronteras/Breaking Frontiers Rep.	2 years
Round-up Rep.	2 years
Soberfest Rep.	2 years

**GSR Orientation, DCM Reports, and Tradition and Concept of the Month:**

Each sub-District shares the responsibility for the DCM Report and GSR Orientation. They are also responsible for obtaining a volunteer to present the Concept and Tradition of the month. This is done on a rotating basis.

	<b>Concept/Tradition</b>	<b>DCM Report</b>	<b>GSR Orientation</b>
January	3.1	3.2	3.3
February	3.2	3.3	3.1
March	3.3	3.1	3.2
April	3.1	3.2	3.3
May	3.2	3.3	3.1
June	3.3	3.1	3.2
July	3.1	3.2	3.3
August	3.2	3.3	3.1
September	3.3	3.1	3.2
October	3.1	3.2	3.3
November	3.2	3.3	3.1
December	3.3	3.1	3.2

**Absence:**

Anyone elected to a service position in District 3 will be presumed to have resigned after three consecutive, unexcused absences. Each Trusted Servant should make arrangements in advance to be absent from a District meeting or other function. In the event of illness or emergency, a phone call to any other Officer or DCM is sufficient.

**Budget:**

Each Committee Chair and District Officer is responsible for submitting a proposed budget at the October meeting to the Treasurer. The Treasurer summarizes the proposal and distributes it at the November meeting. The budget is finalized and approved at the December meeting. The budget proposal should include supplies (literature, stamps, copies, etc.), fees and expenses (rental of equipment or space, registration and expenses for events), and expenses for mileage to attend committee meetings and other events as required by the position. Any Committee Chair may submit a request to the group for additional funds during the year to meet unforeseen circumstances.

Receipts for expenses should be submitted to the Treasurer as soon as is practical for reimbursement. The

District form may be used, or one similar in appearance. The receipts should be attached. If the exact amount of the expense is known in advance (i.e. a literature order), the Treasurer can be asked to issue the check made directly payable to the goods provider.

In accordance with A.A. Tradition, District 3 will make a quarterly distribution to Area 11 and to GSO. A line item "place holder" without the dollar amount will be shown in the budget. The amount will be determined by vote of the District 3 General Service Committee based on the budget surplus and prudent reserve available at the end of each quarter.

Prudent reserve will be no more than three months operating expenses, based on an average from the previous year's budget.

### **Voting Eligibility:**

Each GSR, DCM, Alternate DCM, Officer (except District Chair unless as tie-breaker), Coffee Maker, Committee Chair, Committee Co-Chair, and Event Representative has one vote at the District level. The Alternate GSR votes if the GSR is absent.

DCM's have one vote at Area Service Committee Meetings. The Alternate DCM does not vote unless the DCM is absent.

All Officers (including District Chair), GSR's, and DCM's have one vote at Area Assembly. The Alternate GSR and Alternate DCM do not vote unless the GSR or DCM is absent. Each person gets one vote. Even if both DCM's are absent, the Alternate only votes once.

### **Motions:**

All motions pertaining to District 3 policy or procedure are to be submitted in writing to the District 3 Chairperson prior to being entertained for action. If the request is submitted no later than 7 days prior to the District 3 General Service Committee Meeting, the request can be brought forth under New Business, where questions to clarify the motion will be entertained briefly. The motion will then be brought up under Unfinished Business at the next meeting to be discussed and voted on (see Voting Process). Motions received later than 7 days prior to the meeting will be put under New Business the following month.

The GSR may submit a motion from his or her group on matters affecting other groups or A.A. as a whole to the District for consideration and for elevation by the DCM's to the Area if appropriate.

### **Voting Process:**

We are a body of spiritual discernment, and in keeping with A.A. Tradition, the principle of substantial unanimity is to be observed during the voting process. A.A. experience suggests this be at least a **2/3 majority**. On any issue, the minority opinion will be considered.

In general, the District operates under the guidance of Robert's Rules of Order; however, use of common sense is preferable to strict adherence to Robert's Rules. Our objective is to maintain an orderly process of discernment, not to be Parliamentarians.

On matters that affect the District, the Area, or A.A. as a whole, the entire District 3 Service Committee will vote to express the group conscience. On matters internal to a specific committee, only the committee will vote. In the event of an emergency, the DCM's and District Officers may exercise "Right of Decision" on behalf of the District. The action taken will be presented to the entire District Committee at the following meeting for ratification, amendment, or rejection.

The **Voting Process** is as follows:

- Care should be taken by the Chairperson to ensure the motion is clear to all present, that discussion is to the point, and all questions are answered prior to the voting. Each member has **one** opportunity to state his/her opinion.
- The vote should be by show of hands.
- A 2/3 majority is needed, in accordance with the principle of substantial unanimity.
- The minority opinion will then be considered, having **one** opportunity to state his/her opinion. Then, the "body" will be asked if anyone wishes to change his/her vote. If yes, a simple majority vote will be taken on whether to have a 2nd vote.
- If required, a 2nd vote will follow.

### **DCM and Officer's Meetings:**

The District Chair will hold a separate DCM and Officer's meeting at least quarterly to facilitate communication, planning, and information exchange. Any Officer or DCM may request additional meetings if necessary during the year.

### **Sharing Sessions:**

The March and September District meetings will primarily be used as sharing sessions. The DCM's will "round table" with their respective GSR's. Topics may be provided from suggestions at the DCM and Officer's meeting, or as

requested from the GSR's. Any motion for changes to the Handbook will be included as a topic for the March Sharing Session.

**Ad Hoc Committee:** Ad Hoc is a Latin phrase meaning "for this". An Ad Hoc Committee is a temporary committee that is formed for a specific task, and is dissolved after the task is completed.

**District 3 Emails:** District 3 emails are for District 3 and A.A. related correspondence only. These email addresses are the property of District 3, and District 3 reserves the right to monitor any email that uses these addresses. These email addresses are available to help you in your service to District 3 and your fellow alcoholics. In return, we hope that you will follow the Steps and Traditions in your usage.

### **General Service Representative (GSR) Qualifications and Responsibilities**

The GSR has the job of linking his or her group with A.A. as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the 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 any Conference Actions that affect A.A. unity, health, and growth back to their group. Only when the GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

The A.A. Service Manual suggests at least 2 years continuous sobriety, and have been active in Group Service or other service where they have developed a desire to serve. They must have the confidence of the group they represent, and an ability to listen to all points of view. Current experience indicates that many Groups provide financial support for their GSR's to attend service functions.

- GSR's attend District Meetings and Area Assemblies.
- Supplies their Group with schedule books, fliers on current A.A. events, and other pertinent A.A. information.
- Votes at District 3 General Service Committee Meetings and Area Assemblies.
- Serves as their Group's contact person for the District, Area 11, and GSO.
- Usually serve on their Group's steering committee.
- Works with their Group's Treasurer to develop practical plans for the 7th Tradition.
- Supplies the District with up-to-date Group information.
- GSR's familiarize themselves with the 12 Traditions and 12 Concepts.
- Report to their Group on the activities of A.A. as a whole.

### **Officer Qualifications and Responsibilities**

#### **District Chair: (districtchair@ct-aad3.org)**

- The experience of past District Officers and Committee Members suggests at least 4 years continuous sobriety, and experience in service at the Group and District levels.
- Chairs monthly General Service Committee meeting, guided by the Service Manual, Traditions, and Concepts for World Service.
- Coordinates with Recording Secretary to prepare agenda.
- Creates Ad-Hoc committees for special concerns, as required.
- Visits Area 11 Service meetings as needed to keep informed on Area activities.
- Assists DCM's, Officers, Committee Chairs, and GSR's with special concerns or needs, especially in the application of the Traditions, Concepts, and Conference Advisory Actions.
- Schedules and chairs DCM and Officer's meetings each quarter, or more often if requested.
- Votes at Area Assemblies. Does not vote at District level, as it may be disruptive to guiding the process of discernment by the group. There is no need for a "tie-breaker" as decisions are made by Substantial Unanimity, except for simple majority votes.
- Signer on the District 3 Checking Account.
- Submits budget for expenses to perform above tasks to the Treasurer in October.
- Keeps file of important material and reports to turn over to newly elected District Chair.

#### **Recording Secretary: (recsec@ct-aad3.org)**

- The experience of past District Officers and Committee Members suggests at least 4 years continuous sobriety, and experience in service at the Group and District levels.
- Records and transcribes minutes of District 3 General Service Committee Meetings, and provides same to Members and Area 11 Recording Secretary via email, USPS, or handout.

- Coordinates with District Chair and creates agenda for each GSC meeting.
- Provides copies of motions or other material that may be required by entire group.
- Keeps up-to-date list of all District Officers, DCM's, and Committee Chairs, with year rotation ends.
- Maintains a list of open positions for District 3.
- Votes at District Meetings and Area Assemblies.
- Submits budget for expenses to perform above tasks to the Treasurer in October.
- Keeps file of important material and reports to turn over to newly elected Recording Secretary.

**Registrar: (registrar@ct-aad3.org)**

- The experience of past District Officers and Committee Members suggests at least 4 years continuous sobriety, and experience in service at the Group and District levels.
- Maintains "Master List" of all Groups, Officers, Committee Chairs, and DCM's. The list should be updated as frequently as possible, but at least quarterly. The list should include email addresses for all those that wish to use it.
- Notifies GSO of Group changes in the same month they occur. Coordinates with GSO, DCM's, and GSR's to resolve discrepancies in the Master List.
- Coordinates with Schedules Chair to maintain accuracy between schedules and Master List.
- Informs Area Registrar of changes in Officer, Committee Chair, and DCM information.
- Votes at District Meetings and Area Assemblies.
- Submits budget for expenses to perform above tasks to the Treasurer in October.
- Keeps file of important material and reports to turn over to newly elected Corresponding Secretary/Registrar.

**Treasurer: (treasurer@ct-aad3.org)**

- The experience of past District Officers and Committee Members suggest at least 4 years continuous sobriety, and experience in at least one of the following: Group Treasurer, District Service Committee Chair or Co-Chair, GSR, or District Representative. Would not currently be serving as GSR or DCM.
- Maintains District 3 checking account, including making deposits, writing checks, balancing account monthly. Coordinates the revision of signature cards so that the Treasurer, Alternate Treasurer, and District Chairperson are able to sign checks.
- Obtains second signature on all checks over \$500.00.
- Provides written record and report of all financial activity at each District meeting.
- Prepare budget proposal for upcoming year in November, to be voted on in December.
- Prepare final budget and distribute in January.
- Votes at District Meetings and Area Assemblies.
- Keeps a file of important material and reports to turn over to newly elected Treasurer.
- Enlists assistance from the Alternate Treasurer to carry out any or all of the above listed responsibilities.

**Alternate Treasurer: (altrreasurer@ct-aad3.org)**

- The experience of past District Officers and Committee Members suggests at least 4 years continuous sobriety, and experience in at least one of the following: Group Treasurer, District Service Committee Chair or Co-Chair, GSR, or District Representative. Would not currently be serving as GSR or DCM.
- Assists the Treasurer in performing all responsibilities required for that position.
- Votes at District Meetings and Area Assemblies.
- Keeps a file of important material and reports to turn over to newly elected Alternate Treasurer.

**Coffeemaker: (coffeemaker@ct-aad3.org)**

- The experience of past District Officers and Committee Members suggests at least 2 years continuous sobriety, and experience as Coffeemaker at the Group level. The Coffeemaker cannot concurrently serve in another District 3 position.
- Provides coffee and refreshments for the District 3 General Service Committee Meeting.
- Assists in setting up and cleaning up the hall for the District 3 General Service Committee Meeting.
- Submits monthly expenses to the Treasurer for reimbursement.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Provides training to newly elected Coffeemaker upon rotation.

**District Committee Member (DCM) Qualifications and Responsibilities**

- The experience of past District Officers and Committee Members suggests at least 4 years continuous sobriety and experience in at least one of the following: Group Treasurer, District Committee Co-Chair or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, Committee Chair or Co-Chair, or District

Officer.

- The specific outline of duties is provided in the Service Manual. In addition, since there are two DCM's and an Alternate for each sub-district, communication between them is also vital to a strong service structure. Attending Area meetings, assisting with Group inventories, visiting Groups, and assisting GSR's with application of the Traditions are some, but not all of the things a DCM may be called on to do. Much of the work of a DCM happens outside of the District meeting. In addition, the DCM should be a knowledgeable leader in the application of the Traditions, Concepts, and Conference Advisory Actions at the Area, District, and Group level.
- The DCM is expected to attend the regular monthly business meetings at the District and Area levels, as well as the Area Assemblies and one of the following Area events each year: CSCYPAA, Convention, Soberfest, Rompiendo Fronteras/Breaking Frontiers, or Round-up. Once during the two year rotation, the DCM attends one of the following: NERC, NERF, or NERAASA (this should go in the budget proposal in October).
- Maintains inventory and orders literature for New GSR packets.
- Votes at District Meetings, Area Service Meetings, and Area Assemblies.
- Submits budget request to perform above tasks to Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected DCM's.

**DCM email addresses:**

**dcm3.1a@ct-aad3.org**  
**dcm3.1b@ct-aad3.org**  
**dcm3.1alt@ct-aad3.org**  
**dcm3.2a@ct-aad3.org**  
**dcm3.2b@ct-aad3.org**  
**dcm3.2alt@ct-aad3.org**  
**dcm3.3a@ct-aad3.org**  
**dcm3.3b@ct-aad3.org**  
**dcm3.3alt@ct-aad3.org**

**Standing Special Service Committee Chair Qualifications and Responsibilities**

**Alki-Line Chair:** (**alki-line@ct-aad3.org**) The Alki-Line serves as the Area's newsletter informing the Fellowship of events in the Area, prints notices of new meetings and meeting changes. It encourages written contributions from the Area Fellowship, such as personal stories regarding recovery. And it is used to help educate the A.A. member in Unity and Service.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with Area Alki-Line Committee monthly, at the Area Office or via teleconference. (Area Alki-Line Chair: **alkiline@ct-aa.org**)
- Assists in selection and layout of submissions for the newsletter.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Alki-Line Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Ensures that District events are put in the Alki-Line.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Alki-Line Chair upon rotation.

**Answering Service Chair:** (**answeringservice@ct-aad3.org**) This Committee provides a forum to manage the statewide toll-free number and to exchange best practices across districts. Our charter is to ensure that the telephone is answered effectively when anyone calls A.A. in Area 11.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with Area Answering Service Committee monthly, at the Area Office or via teleconference. (Area Answering Service Chair: **answeringservice@ct-aa.org**)
- Liaisons with the contracted District 3 Answering Service and the District Treasurer, keeping informed of rates and usage.
- Enlists volunteers as contacts for the Answering Service, and maintains the list.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Answering Service Committee activity as necessary, but at least quarterly.

- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Answering Service Chair upon rotation.

**Archives Chair: (archives@ct-aad3.org)** 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.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area Archives Committee monthly. (Area Archives Chair: archives@ct-aa.org)
- Assists with the collection and preservation of Group and Oral Histories, as well as the existing memorabilia.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Archives Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Archives Chair upon rotation.

**Cooperation with the Professional Community Chair (CPC): (cpc@ct-aad3.org)** The Committee carries the A.A. message of recovery to those who might not otherwise reach us, through enlisting the assistance of professionals, e.g. Doctors, Lawyers, Nurses, Judges, Labor Management, etc. It is an available resource on how we can be contacted. In the spirit of Tradition 6, the objective is cooperation, not affiliation. The Committee carries A.A. information to the professionals who are most likely to deal with the still suffering alcoholic.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area CPC Committee monthly, and participates in Area Committee activities. (Area CPC Chair: cpc@ct-aa.org)
- Performs committee-specific duties at the District level as indicated by the Area Committee.
- Contact professionals and receive inquiries from professionals within District 3, through mailings, phone, Internet, and one-on-one meetings.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on CPC Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected CPC Chair upon rotation.

**Corrections and Treatment Chair (C&T): (candt@ct-aad3.org)** The purpose of the Corrections and Treatment Committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in correctional facilities or in treatment centers, and to set up a means of "bridging the gap" from the facility to the larger A.A. community. The Committee, with the help of members, conducts A.A. meetings just like those held in our community.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area C&T Committee monthly. (Area C&T Chair: CandT@ct-aa.org)
- Liaisons with Corrections and Treatment facilities within District 3.
- Assists in setting up and maintaining meetings in facilities, including providing speakers and chairpersons as needed.
- Prepares speaker commitment cards monthly for distribution at the District meeting.
- Provides literature to facilities as needed.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on C&T Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected C&T Chair upon rotation.

**Grapevine Chair: (grapevine@ct-aad3.org)** The Grapevine is considered the monthly International Magazine of A.A. "A meeting in print." The Grapevine Committee makes available, to the individual members and groups, information on subscriptions and other related material, e.g. tapes, calendars, books, etc. The Committee encourages participation of groups through the Grapevine Representative.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area Grapevine Committee monthly. Functions within the guidelines of a Grapevine Representative as outlined in "The A.A. Grapevine Workbook" publication. (Area Grapevine Chair: grapevine@ct-aa.org)
- Attends Area events (such as the Convention, Assemblies, Soberfest, and others) to support the Area Grapevine Chairperson.
- Bring Grapevine materials to A.A. Groups or events within District 3 when requested - such as Group anniversaries.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Grapevine Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Grapevine Chair upon rotation.

**Public Information Chair (PI): (pi@ct-aad3.org)** The Public Information Committee carries the A.A. message to the general public through the media (radio, TV, magazines, newspapers), and also through the schools. It functions within the guidelines of the 12 Traditions with careful consideration given to Tradition 11 - that of attraction rather than promotion. The Committee carries the A.A. 12 Steps of Recovery into the communities in a practical way; to extend the hand of A.A. to public and civic groups who might otherwise never hear of us.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area Public Information Committee monthly. (Area PI Chair: pi@ct-aa.org)
- Distributes literature through the Adopt a Rack Program.
- Provides volunteers to speak at schools.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Public Information Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Public Information Chair upon rotation.

**Schedules Chair: (schedules@ct-aad3.org)** The Committee publishes and distributes a list of all A.A. meetings in Area 11. The Committee maintains and updates the list of A.A. meetings within the Area in order to publish and distribute this list, in booklet form, through the utilization of the District Representatives. Each District also maintains and updates their own mini-schedule. They also proofread the galleys prior to printing.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area Schedules Committee monthly. (Area Schedules Chair: schedules@ct-aa.org)
- Maintains and updates the database for District 3, and provides the Area 11 Website Committee with the meeting information posted on the Area Website.
- Emails changes to the Area Schedules Chair monthly.
- Coordinates with the District Corresponding Secretary/Registrar to maintain accuracy between databases.
- Distributes Schedule Books and Mini Schedules at the District meeting.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Schedules Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Schedules Chair upon rotation.



**Special Needs/Language/Remote Communities Chair (SNLRC): (specialneeds@ct-aad3.org)** The purpose of this Committee is to attempt to reach members, or potential members, whose needs are not addressed by mainstream A.A.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area SNLRC Committee monthly. Functions within the guidelines of a SNLRC Rep. as outlined in the GSO Special Needs workbook. (Area SNLRC Chair: specialneeds@ct-aa.org)
- Attends Area events (such as Convention, Assemblies, Round-up, and others) to support the Area SNLRC Chairperson.
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on SNLRC Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected SNLRC Chair upon rotation.

**Website Chair: (website@ct-aad3.org)** The purpose of the Area 11 Connecticut General Service Committee, Inc. website is to carry the message of Alcoholics Anonymous by providing a resource on the Internet where information can be obtained about A.A. in general, and the Area 11 Special Service Committee events and activities in particular. The website is maintained by this committee and all content on the website will be pre-approved by the website committee group conscience, in keeping with our second tradition.

- Suggested 3 years sobriety (2 years for Co-Chair), and experience in at least one of the following: Group Treasurer, District Service Committee Co-Chair, or member of Committee, GSR, or similar service position. Would not currently be serving as GSR, DCM, or District Officer.
- Meets with the Area Website committee monthly, at the Area Office or via teleconference. (Area Website Chair: webchair@ct-aa.org)
- Monitors, edits, and posts District 3 website submissions.
- Administers District 3 email account, including establishing and updating contact lists for the District 3 General Service Committee.
- Attends District 3 General Service Committee Meetings monthly.
- Reports to District 3 General Service Committee on Website Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keeps a file of important material and reports to turn over to newly elected Website Chair upon rotation.

### **Area Event District Representative Qualifications and Responsibilities (One Year Positions)**

**Alkathon Chair for D3 Alkathon: (alkathon@ct-aad3.org)** The purpose of the Alkathons is to ensure a place for recovering alcoholics to find a meeting from Christmas Eve through Christmas Day and New Year's Eve through New Year's Day.

- Suggested two years sobriety. Would not be currently serving as GSR, DCM, Committee Chair of District Officer.
- Forms a committee responsible for obtaining a location for the Christmas and New Year's alkathons.
- For getting groups to volunteer in participating by taking time slots to host a meeting. For refreshments, distributing flyers and for other tasks necessary to the success of the events.
- Attends District 3 service committee meeting monthly and reports on Alkathon activity as necessary.
- Provides a written copy of monthly report to the Recording Secretary.
- Has a vote at District 3 General Service Committee Meetings.
- Prepares and submits budget request for upcoming year to the Treasurer in October.
- Keep a file of important material and reports to turn over to the newly elected Alkathon Chair upon rotation.

**CSCYPAA (Connecticut State Conference of Young People in A.A.) Rep.: (cscypaa@ct-aad3.org)** 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 A.A. 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 young people in A.A.

- Suggested 1 year sobriety. Would not currently be serving as GSR, DCM, or District Officer.
- Attends Area CSCYPAA Committee meeting monthly, and participates in Area Committee activities. (Area

CSCYPAA Chair: [cscypaa@ct-aa.org](mailto:cscypaa@ct-aa.org))

- Attends District 3 General Service Committee monthly.
- Reports to District 3 General Service Committee on CSCYPAA Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Budget is prepared and submitted by District Treasurer.

**Convention Rep.:** ([area11convention@ct-aad3.org](mailto:area11convention@ct-aad3.org)) The Area Convention is an annual three-day weekend of sharing. It is for all A.A. members in the Area, featuring speakers, workshops, and other activities. Its purpose is to carry the A.A. message to a vast number of members in our fellowship.

- Suggested 2 years sobriety. Would not currently be serving as GSR, DCM, or District Officer.
- Attends Area Convention Committee meeting monthly, and participates in Area Committee activities. (Area Convention Chair: [area11convention@ct-aa.org](mailto:area11convention@ct-aa.org))
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Convention Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Budget is prepared and submitted by District Treasurer.

**Rompiendo Fronteras/Breaking Frontiers Rep.:** ([rompiendofronteras@ct-aad3.org](mailto:rompiendofronteras@ct-aad3.org)) This event is a one day, completely bi-lingual sharing day with AI-Anon participation. The goal is to unify the Area 11 Spanish and English speaking communities of Alcoholics Anonymous, in the spirit of A.A.'s three legacies.

- Suggested 2 years sobriety. Would not currently be serving as GSR, DCM, or District Officer.
- Attends Area Rompiendo Fronteras/Breaking Frontiers Committee meeting monthly, and participates in Area Committee activities. (Area Rompiendo Fronteras Chair: [rompiendofronteras@ct-aa.org](mailto:rompiendofronteras@ct-aa.org))
- Attends District 3 General Service Committee Meetings monthly.
- Reports to District 3 General Service Committee on Rompiendo Fronteras Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Budget is prepared and submitted by District Treasurer.

**Round-up Rep.:** ([roundup@ct-aad3.org](mailto:roundup@ct-aad3.org)) The Area 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 activities available to them throughout the Area.

- Suggested 2 years sobriety. Would not currently be serving as GSR, DCM, or District Officer.
- Attends Area Round-up Committee meeting monthly, and participates in Area Committee activities. (Area Round-up Chair: [roundup@ct-aa.org](mailto:roundup@ct-aa.org))
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Round-up Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Budget is prepared and submitted by District Treasurer.

**Soberfest Rep.:** ([soberfest@ct-aad3.org](mailto:soberfest@ct-aad3.org)) The Soberfest is our other annual three-day weekend of sharing. It is also for all A.A. members in the Area and features speakers, workshops, and many outdoor activities. Its purpose is to carry the A.A. message to a vast number of members in our fellowship.

- Suggested 2 years sobriety. Would not currently be serving as GSR, DCM, or District Officer.
- Attends Area Soberfest Committee meeting monthly, and participates in Area Committee activities. (Soberfest Chair: [soberfest@ct-aa.org](mailto:soberfest@ct-aa.org))
- Attends District 3 General Service Committee Meeting monthly.
- Reports to District 3 General Service Committee on Soberfest Committee activity as necessary, but at least quarterly.
- Provides written copy of report to Recording Secretary.
- Votes at District 3 General Service Committee Meetings.
- Budget is prepared and submitted by District Treasurer.

### **Changes to the District 3 Handbook:**

The voting for changes to the handbook will take place at the April meeting each year. Changes to the Handbook can be requested by any member of the District 3 General Service Committee. The motion for change should be in writing and include the current wording (if applicable) and the proposed revision. The motion may be presented at any time throughout the year, but not later than the February meeting. Any motion for change to the Handbook will be included as a topic for the March Sharing Session.

#### **District 3 Key Dates:**

January	DCM and Officers meeting
February	Deadline for Handbook changes
March	Sharing session/Area Pre-Conference
April	DCM and Officers meeting/Vote on Handbook changes
May	Area Assembly
June	
July	DCM and Officers meeting
August	
September	Sharing session
October	DCM and Officers meeting/Budget requests submitted
November	Elections/Area Assembly/Budget Proposal presented
December	Budget voting

Revised April 2010  
Revised April 2012  
Revised March 2013  
Revised May 2014  
Revised October 2016  
Revised October 2018