

District 4

Service Guidelines

Area 11

01-JAN-2019

Contents

About These Guidelines	1
About District 4.....	1
General Service Representatives (GSRs).....	2
District 4 Meetings	2
Elections	3
District Sponsored Events	3
Area 11 and Regional Meetings	4
Area 11 General Committee	4
Area 11 Subcommittees	4
Assemblies.....	4
Regional Meetings.....	5
District Elected Positions.....	5
District Officers.....	6
District Chair.....	6
Treasurer.....	7
Alternate Treasurer.....	8
Recording Secretary	8
Registrar	9
District Committee Members (DCMs).....	9
District Sponsored Events	10
Clinton Alkathon	10
Gratitude Breakfast.....	11
District 4 Service Day	12
District 4 Representatives to Area 11 Special Service Subcommittees	12
Accessibilities	13
Alki-Line.....	13
Answering Service	14
Archives.....	15
Cooperation with the Professional Community (CPC).....	16

Corrections.....	16
Grapevine.....	17
Public Information (PI).....	18
Schedules.....	18
Treatment.....	19
Website.....	20
District 4 Representatives to Area 11 Event Subcommittees.....	21
Area 11 Convention.....	21
Connecticut State Conference of Young People in AA (CSCYPAA).....	21
Rompiendo Fronteras (Breaking New Frontiers).....	22
Roundup.....	23
Soberfest.....	23
General Finance.....	24
Annual Budget.....	24
Submitting Expenses.....	25
Seed Money.....	25
Safeguarding Treasury Monies.....	25
Creation of Ad-Hoc Committees.....	26
District 4 Trusted Servants (Emergency Response).....	26
Procedure to Amend these Guidelines.....	26
 <u>Appendices</u>	
Appendix A: Regional and International Meetings.....	27
Appendix B: AA Parliamentary Procedure.....	28
Appendix C: Sample Treasurer’s Report.....	29
Appendix D: Sample Request for Reimbursement.....	30

About These Guidelines

Like our 12 steps of personal recovery, AA abides by 12 traditions and 12 concepts. Our traditions describe the principles that ensure the unity of our fellowship while our concepts describe the principles upon which our service structure rests. All service members need to be knowledgeable of these two sets of principles. Our 12 Traditions are listed in the *Connecticut A.A. Meetings* pamphlet and the 12 concepts are described in our *A.A. Service Manual*. Seminars are available for gaining a detailed understanding of each of these sets of principles.

These traditions and concepts uphold the autonomy of each district; therefore, each district composes its own guidelines for self-governance. These guidelines are intended to serve as guidance only. In any service function of Alcoholics Anonymous (AA), common sense and practicality should prevail. A spirit of unity and cooperation with each other in the form of an informed group conscience is needed to meet our goal – to help the alcoholic obtain and maintain sobriety. These guidelines are designed for the orderly conduct of business and are not to be used to exclude the voice of pertinent concerns of individual representatives or the groups they represent.

About District 4

Throughout the USA and Canada, the service structure of AA is divided into areas. All areas meet yearly at the bi-national *Conference*, represented by each area's *delegate*, to conduct AA business and set policies. The General Service Office (GSO) in New York City serves as the "headquarters" for all areas, and therefore all groups in the U.S and Canada.

Our area, Area 11, includes the entire state of Connecticut except for the towns of Enfield and Somers.

Each area, in turn, is divided into districts. There are 10 districts in Area 11. Each district consists of all AA groups within it (except for District 10, which for is all Spanish speakers throughout Connecticut). Each group is autonomous and by such self-governance reaches group decisions by means of an informed group conscience.

Our district is District 4. District 4 is subdivided into sub-districts as shown below:

District 4 Sub-Districts	
Sub-District	Towns
4.1	Ansonia, Bethany, Derby, Hamden, Milford, Orange, Oxford, Seymour, Shelton, and Woodbridge
4.2	New Haven and West Haven
4.3	Branford, Clinton, East Haven, Guilford, Killings worth, Madison, North Branford, North Haven, and Westbrook

General Service Representatives (GSRs)

Each group in District 4 elects a general service representative (GSR), as well as an alternate GSR to fill in for the GSR when needed. As depicted in the *A.A. Service Manual*, groups, each represented by a GSR, are at the apex of our service triangle. Indeed, GSRs provide the basis for our worldwide fellowship by representing their group's informed conscience on AA matters. Qualifications for GSRs and their alternates are decided by the individual AA groups that elect them, but generally they are expected to have 2 years of continuous sobriety.

The main responsibility of a GSR is to represent their group by attending the monthly district meetings in West Haven, and area Assemblies in New Britain three times yearly. GSRs are voting members of both meetings. The GSR acts as a liaison between the group and district (or area). Problems and suggestions from the group are brought to attention of the district (or area) by the GSR, and information on service events and activities and other news from the district (or area) is brought to the group by the GSR.

GSRs are encouraged, like all service members, to choose a service sponsor. A service sponsor's role is to mentor their sponsee on service matters. Your district committee member (DCM) is also available for assistance.

Alternate GSRs attend monthly district meetings in the absence of the GSR. However, they are encouraged to attend these meetings, whenever possible. Upon an early resignation or termination of the GSR, the alternate automatically assumes the GSR position. The former alternate then ensures that their group elects a new alternate.

Alternative GSRs vote only in the absence of the GSR. Exception: if a GSR happens to serve as either an event chair or district representative *and* a GSR simultaneously, the regular GSR may vote as the chair or representative, and the alternate GSR may vote as the GSR, even in the presence of the regular GSR.

District 4 Meetings

Monthly district meetings are held on the 3rd Thursday of each month at 7:30 pm at the Elks Club on 265 Main Street in West Haven. These meetings are made up of district officers, district committee members (DCMs), and all GSRs in District 4. However, all AAs are welcome to attend and sometimes do so to see if they would like to become involved with service. Dinner is served at 7:00 pm at no charge. The main purpose of district meetings is to enable the GSR to do his or her job. This purpose is summarized in the GSR Preamble, which is read aloud at the beginning of each meeting:

GSR 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 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 whence they have something to share, and the wisdom to do what is right for our group as a whole.

Before each meeting, printouts of the agenda, treasurer reports, and other informational sheets are available at the distribution tables. All group flyers must identify the group(s) sponsoring the event.

Meetings are led by the district chair and follow a standard format, which includes: presentations by members on one tradition and one concept per month; officer, delegate, and DCM reports; old and new business; group concerns; and reports by committee chairs and representatives.

- Anyone wishing to introduce new business should notify the chair before the district meeting begins.
- New business must be sent to the chair at least one week before the district meeting for the new business to appear on the agenda.
- The chair or other meeting attendee will periodically review the procedures for making motions and other guidelines outlined in Appendix B to the district body.
- Attendees are encouraged to familiarize themselves with the parliamentary procedures in Appendix B.
- If a non-alcoholic visitor or speaker wishes to attend a District 4 business meeting, this should be brought to the attention of the body and voted on at least one month prior to the visitor's attendance.

Elections

Elections to fill District 4 positions for officers, DCMs, and subcommittee chairs and representatives are held yearly at the October Business Meeting. Terms for all newly elected positions begin the following January. If no nomination or volunteer comes forth for a vacancy, the position is tabled until the following meeting. In the event an elected person cannot complete a full term of office, an interim person is elected to complete the term. Following the completion of such a term of office, the interim person may stand for the upcoming full term.

The Election Process

1. The chair announces the open position and reads the qualifications and responsibilities for the position.
2. The chair asks for volunteers for the position.
3. All interested candidates 'stand' for the position by indicating their interest by a show of hands.
4. Each candidate 'qualifies' by standing and stating their name, sobriety time, and experience.
5. The chair ensures there are no further volunteers.
6. If there is more than one candidate, those standing for office absent themselves from the room during the vote.
7. Voting takes place by a show of hands. All elections use the simple majority vote (50% plus 1).
8. If necessary, the chair calls back those who have left the room and announces the winner.

District Sponsored Events

Our district provides funds or partial funds each year for three yearly events: the Clinton Alkathon, the Gratitude Breakfast, and the District 4 Service Day. District 1 and 4 jointly provide seed money (initial funding) for the Clinton Alkathon. This event is planned and run by an independent Alkathon committee, which elects its own chair and otherwise organizes itself. Our district (as well as district 1) each elect a representative to serve on this Clinton Alkathon committee. District 4 provides the sole initial financial support for the Gratitude Breakfast and the District 4 Service Day. Chairs for these two subcommittees, and a representative for our district to serve on the Clinton Alkathon committee, are elected at the October District 4 Meeting.

Area 11 and Regional Meetings

District service members may be required to attend one or more area or regional meetings. Area meetings are meetings attended by service members from all districts in the area. When areas near one another meet, these are called regional meetings. Canada has two regions, and the U.S. has six; we are in the Northeast Region. This section serves as a brief overview of the area and regional meeting types. Consult the *A.A. Service Manual* for detailed meeting information.

Area 11 General Committee

The Area 11 General Committee is made up of the district committee members (DCMS) from all the districts, the *chairs* (or *co-chairs*) of the area subcommittees described below, and the area officers. Area officers include the chair, treasurer, alternate treasurer, registrar, and secretary. Area officers are elected at Fall Assemblies, described below.

Area 11 General Committee meetings are held on the 2nd Wednesday of each month at the First Baptist Church of Southington, 581 Meriden Ave, Southington, CT from 8:00 pm – 10:00 pm. These Area 11 meetings are led by the area chair. Typically, monthly area meetings cover area business and are called “business meetings.” Another type of area meeting, held less often but on a regular basis, are called “sharing sessions.” Sharing sessions are aimed at brainstorming ideas to improve service as well as to maintain good communication between the districts and the area.

Area 11 Subcommittees

A subcommittee is a subdivision of a committee organized for a specific purpose. There are two types of area subcommittees of the General Area Committee: Special Service and Event. Special service subcommittees are devoted to individual programs such as Cooperation with the Professional Community (CPC) and Public Information (PI). Event subcommittees plan and organize upcoming events such as our yearly Soberfest celebration.

Area subcommittee chairs are elected by the Area 11 General Committee (following nominations from each subcommittee). Our district elects the district representative to each of these special service and event subcommittees at the District 4 October meeting. Members of each subcommittee include the committee chair and other officers (elected by the subcommittee members) as well as a representative from each district.

All subcommittee meetings are also held at the area main office at the First Baptist Church of Southington, 581 Meriden Ave, Southington, CT. These subcommittees meet monthly at regularly scheduled times, which are stated below in each description of the position’s responsibilities and in our Service Calendar at ct-aa.

Assemblies

An assembly is a meeting that welcomes *all* AAs, regardless of if they are currently holding a service position. All AA members are welcome to attend; attending an assembly is a good opportunity for those considering entering a leadership position to get a “feel” for how service operates. Voting members include all GSRs, DCMs, area officers, and *chairs* of the area subcommittees. **It is important for GSRs to remember they vote at assemblies.** GSR’s thus have a role in choosing both AA leadership positions as well as policy. All positions that have an alternate or co-chair vote only in the absence of the person holding the regular position.

Assemblies are held three times a year on a weekend day, usually from 9:00 am to 3:00 pm. The table below provides an overview of the assemblies. Every other year, the Fall Assembly holds elections, which tend to be especially exciting (and may involve a hat!).

Assembly	Purpose	Format	Month
Pre-Conference	Research and discuss agenda items for the Area 11 Delegate’s input for the upcoming yearly bi-national service conference	Informational Presentations followed by small round table discussions by the body.	April
Spring	Discuss Area Business	Delegate, officer, and committee reports; GSR input; sharing sessions; the delegate’s GSO services summary; and more.	May
Fall	<u>Even-numbered years</u> : Elections of a delegate, alternate delegate, and area officers <u>Odd-numbered years</u> : Discuss area business	<u>Election assemblies</u> : are held by our unique “Third Legacy Procedure” (see Service Manual, Ch. 1) <u>Non-Election assemblies</u> : same as Spring Assembly	November
Location	VFW Hall 41 Veteran’s Drive New Britain. CT 06051		

Regional Meetings

Some officer-level district service members are required to attend regional meetings. However, any AA may attend these meetings; they provide a unique opportunity to meet with AAs in nearby states. They usually include food and fellowship time, as well as time to discuss, learn, and debate various AA service topics. These meetings include the Northeast Regional AA Service Assembly (NERAASA) and the Northeast Regional Forum (NERF). NERRASA is an especially popular since it provides a unique opportunity for exchanging creative ideas from other states on how to present service opportunities. For more information on regional meetings, see Appendix A.

Note: Appendix A also includes a brief description of international meetings that newcomers to service should be aware of and may want to attend.

District Elected Positions

In accordance with our traditions and concepts, our fellowship follows the **principle of rotation** (Concept XI) for all service positions. This means that when we take on a position (such as a treasurer, for example) we leave that position at the end of the stated term (such as two years). This is to guard against any one person gaining too much personal prestige in keeping with our “principles before personalities” maxim (see Tradition 11). This practice also encourages the

sharing of leadership positions. Except for the instance of a delegate or alternate delegate, all other positions may be held in the future by the same person as long as it is not consecutive to their previous term (“back to back”).

The following table provides an overview of the district positions and their term lengths. Special Service subcommittee representatives serve a two-year term, while event representatives serve for one year. District officers and DCMs serve a two-year term (except for alternate DCMs, who serve a one-year term).

District 4 Elected Positions	
Two Year Term	One Year Term
<p>District Officers</p> <ul style="list-style-type: none"> • Chair, Recording Secretary, Registrar, Treasurer, Alternate (Alt) Treasurer <p>DCMs (exception: alternate DCM 1 year)</p> <p>Area Special Service Subcommittee Reps</p> <ul style="list-style-type: none"> • Accessibilities Rep/Alt • Alki-Line Rep/Alt • Answering Service Rep/Alt • Archives Rep/Alt • Corrections Rep/Alt • CPC Rep/Alt • Grapevine Rep/Alt • PI Rep/Alt • Schedules Rep/Alt • Treatment Rep/Alt • Website Rep/Alt 	<p>District Event Reps</p> <ul style="list-style-type: none"> • Clinton Alkathon Rep • District 4 Service Day Chair • Gratitude Breakfast Chair <p>Area Event Subcommittee Reps</p> <ul style="list-style-type: none"> • Area 11 Convention Rep • CSCYPAA Rep • Rompiendo Fronteras Rep • Roundup Rep • Soberfest Rep

District Officers

The district provides laptops, if needed, for the treasurer and recording secretary.

District Chair

Qualifications

A suggested minimum of 4 years of continuous sobriety. Has 2 years of district service experience. May not concurrently serve as a DCM, another officer, or GSR.

Responsibilities

- Ensures that the district obtains liability insurance as required by the landlord.
- Chairs monthly district meetings. (Arranges for a DCM to chair in his or her absence).
- Provides the agenda for each meeting.
- Schedules and chairs a monthly district officers' meeting, which meets prior to the district meeting.
- Ensures that new elections are held if a DCM or committee chair has 3 consecutive unexcused district meeting absences.
- Conducts elections at each October district meeting for officers and/or DCMs when required for rotation. New positions begin January 1st the following year.
- Attends all Area 11 Assemblies, NERAASA and NERF.
- At years end, ensures that the recording secretary turns over a hard copy of all meeting minutes for the current year to the Area 11 Archives chair.
- Orients his or her successor by providing the upcoming chair with copies of all meeting minutes and treasurer reports, and by sharing his or her experience and knowledge.
- If possible, attends Area 11 General Committee meetings to keep informed on area activities.

Voting

No vote at district meetings or officer meetings, except for when a tiebreaker vote is required. Votes at Area 11 Assemblies.

Treasurer

Qualifications

A suggested minimum of 4 years of continuous sobriety. Has service experience as a group treasurer or other financial experience. Cannot concurrently serve as DCM, another officer, or GSR.

Responsibilities

- Attends the monthly district meetings, district officer meetings, and area assemblies. If unable to attend, gives notice to the appropriate chair (district or area).
- Opens a non-interest-bearing checking account with bank signature cards individually signed by the current chair, treasurer, and alternate treasurer. Updates this requirement upon the resignation or termination of any of the above officers.
- Ensures that DCM's have password protected read-only status for on-line banking. This is done to ensure the integrity of the account(s). Updates passwords as necessary.
- Makes a record of deposits, contributions, and other monies received.
- Makes a record of and pays all authorized expenses.
- Balances checkbook and provides the monthly District 4 Treasury reports.
- Prepares and presents a budget for the upcoming fiscal year at the October district meeting.
- Provides contribution envelopes (for group contributions) and treasurer packets (for new group treasurers) at district meetings for GSRs to distribute at district meetings.
- Provides a printout of the most recent monthly bank statement for review at each monthly officer's meeting.
- When possible, attends area and district sponsored events.

Voting

Votes at district meetings and at area assemblies.

Alternate Treasurer

Qualifications

A suggested minimum of 4 years continuous of sobriety. Has service experience as a group treasurer, or other financial experience. Cannot concurrently serve as DCM, another officer, or GSR.

Responsibilities

- Assists the treasurer when needed.
- Assists the treasurer in preparing the annual budget.
- Takes over as treasurer if the current treasurer is unable to complete his or her duties.
- Signs checks if the treasurer and district chair are unavailable.

Voting

Votes at district meetings. Votes at area assemblies only if the treasurer is absent.

Recording Secretary

Qualifications

A suggested minimum of 2 years of continuous sobriety. Has 1 year of district experience. It is strongly suggested that candidates have secretarial skills and a working knowledge of computers. May not concurrently serve as a DCM, another officer, or GSR.

Responsibilities

- Attends the monthly district meetings, district officer's meetings, and area assemblies.
- Records and transcribes district meeting minutes, paying attention to the wording of motions and voting results.
- Takes roll call of district officers, DCMs, as well as subcommittee representatives and their alternates.
- Provides envelopes for any member of the district body to be filled out if needed for the mailing of minutes.
- Works closely with the district registrar to update all mailing and email addresses for correspondence with district body members.
- Mails minutes to those who have filled out envelopes, and emails meeting minutes to all members who have provided their email address.
- Answers all correspondence with the approval of the district chair or other pertinent officer or DCM.
- Provides district meeting minutes to the Area 11 General Committee.
- **Saves hard copies of monthly district meeting minutes for the Archives Committee and at years end, delivers these minutes to the Area 11 Archives Chair.**
- If possible, attends area sponsored events and district seminars.

Voting

Votes at district meetings and at Area 11 Assemblies.

Registrar

Qualifications

A suggested minimum of 2 years of continuous sobriety and 2 years district service experience. Cannot concurrently serve as DCM, another officer, or GSR. It is strongly suggested candidates have secretarial skills, and a working knowledge of computers.

Responsibilities

- Attends the monthly District 4 meetings, district officer's meetings district officers meetings, and area assemblies.
- Periodically reminds GSR's about their responsibility to inform the registrar of all new group information. New group information includes changes of group name, meeting days, times, location, handicapped accessibility status, and type of meeting (open or closed, discussion, step, big book, beginners, men's etc.), and current GSR and alternate GSR names.
- Provides DCMs with a list of groups not represented by a GSR. (This is done so DCMs can visit these groups to explain the benefits of having GSR representation.)
- Maintains a list of all group information for District 4 based on the GSR and DCM input described above.
- Forwards all such new information to the Area 11 Registrar and the General Service Office.
- Updates contact lists of all DCMs, alternate DCMs, district officers, and subcommittee representatives.
- Keeps a record of all changes to the above positions and near the year's end proofreads the entire page for District 4 in the confidential General Service Directory. Reports all needed changes to the Area 11 Alternate Delegate by the end of January. (The alternate delegate is responsible for publishing the directory.)
- If possible, attends district and area events.

Voting

Votes at district meetings and area assemblies.

District Committee Members (DCMs)

District 4 is divided into 3 sub-districts. Each sub-district elects two District Committee Members (DCMs) and one alternate DCM. The overall purpose of DCMs is to act as liaisons between the district and the area. At district meetings they report on area happenings and concerns; and at area meetings they voice their district's concerns and suggestions.

DCMs

Qualifications

4 years of continuous sobriety and 2 years of district service experience is suggested. Must not hold any other position on the district or area level. (Group positions such as group chair are okay.) Has knowledge of the 12 steps, traditions, and concepts, as well as the *A.A. Service Manual*. DCMs should be good listeners and respond to the concerns of GSRs.

Note that for alternate DCMs, 3 years of continuous sobriety is suggested, and the term is one year rather than two.

DCM Responsibilities

- Attends the monthly district meetings.

- Attends the monthly General Area 11 Committees.
- Attends all area assemblies (three each year).
- Each month meets with their fellow DCMs to prepare for the upcoming district meeting. (They decide on who will give the DCM report and, if needed, choose a GSR sharing session topic.)
- Acquaints themselves with the GSRs and the groups they serve and assists GSRs with group problems if needed.
- Assists the registrar in maintaining an up-to-date list of District 4 GSRs.
- Visits groups without a GSR (as informed by the registrar) to explain the benefits of having GSR representation.
- Provides new GSRs with an orientation to district service.
- When possible, attends district, area, and regional events, conventions, and conferences.

Voting

The DCM Votes at district meetings, area meetings, and assemblies.

In the absence of the DCM, the alternate DCM attends area assemblies, district meetings, and monthly DCM meetings. However, alternates are encouraged to attend these meetings as often as possible. The alternate can vote at meetings only in the absence of the DCM. The alternate assists the DCM as needed and increasingly shares responsibilities with the DCM as he or she becomes more knowledgeable.

District Sponsored Events

Clinton Alkathon

An alkathon is a gathering of AA's to share in fellowship, food, and marathon meetings (continual meetings on the hour for 22 hours) to remain sober during "the Bermuda triangle." The Bermuda triangle refers to the three holidays of Thanksgiving, Christmas, and New Year.

The Clinton Alkathon is held over the Thanksgiving Holiday each year. District 4 and 1 each provide seed monies to support for this event. These two districts, which share a border with one another, team up each year to create their own independent Clinton Alkathon committee. This is a popular, family friendly event. Our district provides a representative to the Clinton Alkathon Committee.

District 4 Clinton Alkathon Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on alkathon activities. If unable to attend, arranges for a substitute.
- Attends the Clinton Alkathon planning meetings and participates as needed.
- Attends local meetings to explain what alkathons are and invites attendees to the alkathon.
- Attends the Clinton Alkathon.

- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor along with an orientation of the job responsibilities.

Voting

Votes at district meetings.

Note concerning other alkathons: Some groups choose to self-sponsor alkathons for their local area. These group(s), each being autonomous, plan and hold their alkathons independently from district financial support. However, since District 4 represents and serves the interests of their groups, flyers for these self-supporting alkathons may be distributed at District 4 Meetings. Remember that all flyers should include an identification of the sponsoring group(s). Also, such Alkathons may be announced on our website (ct-aa.org) by following the guidelines for web submissions, also found at the website.

Gratitude Breakfast

The Gratitude Breakfast is a yearly event held each April sponsored by our district. This is a family-friendly event featuring an elaborate breakfast. This event is self-supporting by ticket sales at a modest cost.

District 4 Gratitude Breakfast Chair and Co-Chair:

Qualifications (both positions)

2 years of continuous sobriety and 1 year of district service is suggested. Has experience organizing an event for about 150 people.

Chair Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on relevant activities. If unable to attend, arranges for a substitute.
- Organizes a Gratitude Breakfast event committee to hold this one-day event. Selects a date, time, and a suitable location.
- Ensures there are no area events being held on that date and that it does not fall on a religious holiday. The date is usually the first Sunday in April, but no later than the end of April.
- Provides the website representative with an announcement of the upcoming breakfast for posting on the web.
- Provides the treasurer with a year-end expense report In December.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to his or her successor (or the district chair) along with an orientation of the job responsibilities.

Co-Chair Responsibilities

- Serves as a substitute when the chair is unavailable.
- Increasingly participates in chair responsibilities while being mentored by the chair.
- Usually rotates into the chair position when the current chair rotates out.

Voting

- Chair votes at district meetings; co-chair votes only in the absence of the chair.

District 4 Service Day

This event is sponsored by District 4 to provide an overview of all special service opportunities (such as opportunities to serve the Corrections subcommittee's correspondence program) and events available (such as attending the Soberfest) to all AAs in District 4. This service day also provides AAs with understanding of the roles that GSRs and DCMs play in service. This a free, approximately three-hour event which includes food, fun, and fellowship.

District 4 Service Day Chair and Co-Chair:

Qualifications (both positions)

2 years of continuous sobriety and 1 year of district service experience is suggested. Has the ability to organize an event for 150 people.

Responsibilities

- Attends the monthly district meeting and, if needed, presents a report on relevant activities. If unable to attend, arranges for a substitute.
- Creates and organizes the District 4 Service Day Event committee to plan and run this event.
- Selects the date, time, and location for the event ensuring there are no conflicts with other Area 11 events or religious holidays.
- Provides the website representative with a Service Day flyer for posting on the web.
- Each December provides the treasurer with a year-end expense report.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor along with an orientation of the job responsibilities.

Co-Chair Responsibilities

- Serves as a substitute when the chair is unavailable.
- Increasingly participates in chair responsibilities while being mentored by the chair.
- Usually rotates into the chair position when the current chair rotates out.

Voting

- Chair votes at district meetings; co-chair votes only in the absence of the chair.

District 4 Representatives to Area 11 Special Service Subcommittees

The district elects a representative and an alternate representative for each of the area special service subcommittees.

All Special Service Alternate Representatives:

- *Attend district and area subcommittee meetings in the absence of the representative, and present a report, if needed, at these meetings.*
- *May vote at district meetings only in the absence of the representative.*
- *Have the same sobriety and service qualifications as representatives.*
- *Are mentored by the regular representative and are encouraged to attend meetings not only when a substitute is needed, but whenever possible to gain knowledge and experience in the position.*

Accessibilities

We define AA's with accessibility needs as people who are blind or visually challenged, deaf or hearing at low levels, chronically ill, speak a different language from the majority of the district (other than English), homebound, and those belonging to remote communities, where it is difficult to carry the AA message because of language, culture, geography, or life conditions.

Accessibilities Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on new accessibilities information.
- Attends the monthly Area 11 Accessibilities subcommittee meetings in Southington at 6:30 pm on the first Wednesday of the month.
- If necessary, creates a list of available translators and signers.
- Updates this list as necessary.
- Assists other district reps and GSRs in scheduling translators or signers, when necessary, for district groups and district sponsored events.
- Ensures that costs for accessibilities professionals are incurred by the respective committee or group unless otherwise arranged.
- Encourages groups to reach out to their members who are visually or physically impaired, home or hospital bound, as well as those whose native language is not English.
- Maintains a file of important materials and reports.
- Turns this file over to his or her successor (or district chair) and explains what the job entails.
- Each December submits a budget to the district treasurer for expenses to perform the above tasks.

Voting

Votes at district meetings and the Area 11 Accessibilities subcommittee meetings.

Alki-Line

Alki-Line is a statewide newsletter published every other month that provides personal experiences and viewpoints of recovery, and information on upcoming events. This committee encourages all AA's to submit inspirational articles such as personal stories of recovery, essays, articles, and poetry. The back page of the newsletter contains an overview of upcoming events, new service openings, and directions for submitting content. Each issue contains an article in both English and Spanish. Members of the committee edit submissions for clarity and length. As a district committee representative, you may serve in editorial, graphic design, circulation, and/or as an accessibilities liaison for this area committee.

Alki-Line Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meeting and presents reports on Alki-Line happenings, when needed.
- Attends the monthly Area 11 Alki-Line subcommittee meetings in Southington at 7:30 pm on the first Tuesday of the month.
- Encourages AA members to submit articles and AA related announcements to the Alki-Line and explains how to make submissions (including acceptable types of content).
- Provides copies of the Alki-Line for all District 4 attendees at each monthly meeting.
- Keeps files important materials and reports.
- Provides their successor (or district chair) with the files above and provides a description of Alki-Line responsibilities.
- Each December submits a budget to the treasurer for expenses to perform the above tasks.

Voting

Votes at district meetings and the Area 11 Alki-Line subcommittee meetings.

Answering Service

Throughout Connecticut, residents may call AA anytime (24/7) for help or information for themselves or loved ones. This service is available in only a few areas in the U.S. The numbers to call for assistance are listed for both English and Spanish (Español) speakers in our *Connecticut A.A. Meetings* schedule booklet and on the web at ct-aa.org. This service is often the first point of contact for people desperately seeking help for their drinking problem. Our district hires an answering service, which can refer callers to a nearby meeting or to one of our 12 step volunteers for confidential, anonymous advice and support for a drinking problem. Other concerns are routed to the answering service representative, who answers their questions or refers them to the appropriate committee.

Answering Service Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meeting and, if needed, presents a report on new answering service information.
- Calls in to the monthly Area 11 Answering Service teleconference subcommittee meetings at 8:00 pm on the first Thursday of the month. For details, see the service calendar at ct-aa.org; choose Members, then Area 11 Service Calendar, then Answering Service Committee Meeting.
- Carries the AA message by posting flyers in public places with the number to call for help with a drinking problem.
- Gathers all incoming sign-up sheets for new 12 step volunteers. Screens them and passes on the information for qualified volunteers to our hired answering service for placement on our volunteer calling list.
- Updates the 12 step volunteer list to remove those no longer available or interested in volunteering.
- Responds to calls from the hired answering service concerning various requests they receive such as how to start a new meeting, make donations, or request an AA speaker for an event.
- Keeps a file of important materials and reports.

- Meets with the new representative to explain what the job entails and turns over the files above to his or her successor (or the district chair).
- Each December submits a budget to the treasurer for expenses to perform the above tasks.

Voting

Votes at district meetings and the Area 11 Answering Service subcommittee meetings.

Archives

The purpose of our Area 11 Archives subcommittee is to preserve the experience, history, and historical memorabilia of our fellowship throughout Connecticut. Each district contributes their own material to our Archives Center; thus, our District 4 representative is responsible for collecting items throughout his or her district. This is accomplished by collecting and preserving notes and keeping a record of the taping of early timers while being mindful of members' anonymity. The Archives Center houses and displays our Archival Collection at our main Connecticut office located at the First Baptist Church of Southington, 581 Meriden Avenue, and is open to the fellowship.

Archives Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly District 4 meeting and, if needed, presents a report of archival activities.
- Attends the monthly Area 11 Archives subcommittee meetings in Southington at 7:00 pm on the third Wednesday of the month.
- Provides new groups with Group History sheets to record information on the origin and purpose of their new meeting that may be of historical interest, and to provide a starting point for recording ongoing group archival information.
- Provides established groups with no or little recorded history with Group History sheets to encourage long time members to provide a history of the origins of their group, and to provide a starting point for recording archival information going forward.
- Explains to district members suitable items for submission such as new meeting announcements, flyers for district 4 events, legacy items, treasury reports, as well as meeting minutes and guidelines.
- Preserves such archive materials donated from groups in District 4.
- Prepares displays of archive materials.
- Delivers these displays to authorized Area 11 or District 4 functions when requested.
- Each December submits a budget to the treasurer for expenses needed to perform the above tasks.
- Keeps a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or the district chair) along with an orientation of the representative's job responsibilities.

Voting

Votes at district meetings and the Area 11 Archives subcommittee meetings.

Cooperation with the Professional Community (CPC)

This subcommittee's purpose is to provide information about AA to professionals and future professionals who have or will have contact with problem drinkers during their work. CPC works to establish communication between AA and professionals and to find simple, effective ways of cooperating without affiliating. Information is communicated to healthcare professionals, educators, clergy, lawyers, law enforcement personnel, judges, social workers, counselors, business managers, and those working in the field of alcoholism. CPC district representatives are responsible for ensuring that professionals working in their district are provided with pertinent AA information. District representatives often prepare and present AA information at area professional conferences and conventions as well as in more informal settings.

CPC Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, when needed, presents a report of CPC activities.
- Attends (or calls in to) the monthly Area 11 CPC subcommittee meetings in Southington at 7:30 pm on the last Monday of the month. Teleconference details are available at ct-aa.org (choose Members, then Area 11 Service Calendar, then CPC...).
- Works with the area chair and other CPC colleagues from other districts.
- Recruits volunteers as needed.
- Follows guidelines outlined in the *General Service CPC kit*. This kit is available from GSO, if not from the former area CPC chair, or a previous district CPC representative.
- Studies the *A.A Service Manual*, the *CPC Workbook*, *CPC Guidelines*, and the many available CPC related AA pamphlets and other publications.
- Purchases literature as necessary for distribution.
- Follows up on requests from district members and Area 11 for CPC information and presentations.
- Sends letters with AA literature, makes phone calls, and makes presentations in person. Whenever possible, at least two presenters should be scheduled for each presentation.
- Coordinates and provides staff for information tables at district events such as the Gratitude Breakfast or workshops.
- Each December prepares year-end accounting and delivers it to the treasurer.
- Keeps a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or the district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 CPC subcommittee meetings.

Corrections

This area subcommittee helps to carry the message of recovery to those in prison and transitional facilities. The committee meets monthly at the area level to share information, solve problems, and conduct internal business. This

committee arranges for prison and other institutional AA meetings, maintains lists of such meetings, and distributes AA literature. Committee members provide the initial point of contact for the prisons and transitional facilities. This committee also works closely with the Treatment subcommittee, which runs the Bridging the Gap program. This program provides interested newly released prisoners with a personal, seamless welcome into the AA fellowship.

Corrections Representative:

- Attends the monthly district meetings and, when needed, presents a report of Corrections activities.
- Attends the monthly Area 11 Corrections subcommittee meetings in Southington at 10:00 am on the first Sunday of the month.
- Abides by the *Correction Kit* binder, which contains a comprehensive overview of useful correction issues.
- Collects donated and/or gently used books and *Grapevine* magazines to distribute to corrections facilities.
- Purchases additional literature as needed.
- Communicates with facility authorities to schedule meetings and to arrange distribution of AA materials.
- Provides facility meeting schedules to inmates on a timely basis.
- Each December submits a budget to the treasurer for expenses to perform the above tasks.
- Keeps a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or the district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 Corrections subcommittee meetings.

Grapevine

The *Grapevine* is our monthly meeting magazine in print. It carries the AA message to the alcoholic. As Bill W. stated, "The *Grapevine* is a magic carpet on which each of you can ride to the more distant reaches and watch new brothers and sisters emerge from darkness into light." This monthly magazine is also available in Spanish with the title "*La Vina*." AA's may subscribe to Grapevine on the web at aagrapevine.org.

Grapevine Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if necessary, reports on *Grapevine/La Vina* publications and activities
- Attends the monthly Area 11 Grapevine subcommittee meetings in Southington at 7:00 pm on the second Wednesday of the month and participates in area Grapevine activities.
- Follows the guidelines in the *AA Grapevine Workbook*, which is obtained from GSO, the area Grapevine chair, or a previous district Grapevine representative.
- Encourages district and group *Grapevine/La Vina* subscriptions.
- Encourages district groups to have a Grapevine Representative (GVR).
- Coordinates and provides staff information tables at district service events such as the Gratitude Breakfast, Roundup, or workshops.

- Each December submits an expense budget to the treasurer for the tasks listed above.
- Keeps a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or the district chair) along with an orientation of the Grapevine responsibilities.

Voting

Votes at district meetings and the Area 11 Grapevine subcommittee meetings.

Public Information (PI)

The area Public Information committee provides a forum to communicate facts about AA and the experiences of AA members. In keeping with our tradition of attraction and not promotion, our reach out to the public is informational and factual, rather than overtly sale-like or sensationally promotional.

PI Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on PI activities.
- Attends the monthly Area 11 PI subcommittee meetings in Southington at 10:00 am on the first Sunday of the month.
- Recruits volunteers for speaking commitments and literature distribution.
- Contacts schools, police stations, libraries, and other public places to see if they are interested in having an AA literature rack display in their facility.
- Coordinates any requested presentations.
- Collaborates with Cooperation with the Professional Community (CPC) chair when needed.
- Studies the service literature, district and area guidelines, and *PI Workbooks* provided by GSO.
- Each December submits a budget to the treasurer for expenses to perform the above tasks.
- Maintains a file of important PI materials and reports.
- When rotating out of the position, provides this file to the successor (or the district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 PI subcommittee meetings.

Schedules

This area subcommittee's purpose is to maintain an accurate, up to date database of all AA meetings in Area 11. Meeting names and times, locations, handicapped access, and meeting types (discussion, speaker, and so on) are published yearly in our *Connecticut A.A. Meetings* schedule booklets, which are informally known as "schedule books." Schedule books also contain general pertinent information for newcomers that the committee may choose to evaluate periodically to suggest improvements in content or layout. The District 4 rep works with their counterparts from other districts to participate in the committee's responsibilities.

Schedules Representative:

Qualifications

A suggested minimum of 2 years of continuous sobriety and 1 year of district service experience. Has a basic knowledge of Excel (or other spreadsheet) and Word or a willingness to learn.

Responsibilities

- Attends the monthly district meetings and provides stacks of the *Connecticut A.A. Meetings* schedule booklets for GSRs to bring back to their groups.
- Attends or phones in to the monthly Area 11 Schedules subcommittee meetings. Odd months: attends in person at 12:00 pm on the second Sunday of the month in Southington. Even months: teleconference meetings, same day and time; for details, see the service calendar at ct-aa.org; choose Members, then Area 11 Service Calendar.
- Obtains the district's allocation of new schedule books when available for each new year. You may need a large car for pick up.
- Provides storage room for booklets throughout the year.
- Attends monthly district meetings and regularly reminds GSRs and DCMs to submit all schedule changes, including new and extinct meetings.
- Informs the registrar of any changes you receive. (The registrar will also inform you of any changes he or she receives).
- Each December submits a budget to the treasurer for expenses to perform the above tasks.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to their successor (or district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 Schedules subcommittee meetings.

Treatment

This subcommittee helps to carry the AA message of recovery to those in treatment centers, hospitals, and transitional facilities in District 4. This includes arranging for meetings to be held at these facilities and distributing literature. The representative provides the initial point of contact for these institutions. The Bridging the Gap program is also run by the treatment committee. This program provides those leaving institutions with a temporary personal AA connection for interested patients to be seamlessly welcomed into the AA fellowship. The Bridging the Gap program also works with the Corrections Committee to provide newly released prisoners with the same welcoming.

Treatment Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on treatment activities.

- Attends the monthly Area 11 Treatment subcommittee meetings in Southington. For details, see the service calendar at ct-aa.org; choose Members, then Area 11 Service Calendar.
- Studies the *Treatment Committee Workbook*, provided by GSO, which provides a comprehensive guide to serving treatment facilities. This workbook includes many AA literature pamphlets and other publications useful to committee members including a list of AA approved literature in the last section of the Workbook.
- Purchases literature as necessary for distribution.
- Collects Big Books and pamphlets to distribute to treatment facilities.
- Communicates with facility authorities to schedule meetings and arranges distribution of AA materials.
- Participates in the Bridging the Gap program and works with the Corrections Committee to provide this service as needed.
- Each December submits a budget to the treasurer for expenses to perform the above tasks.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or the district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 Treatment subcommittee meetings.

Website

The Area 11 Website (ct-aa.org) subcommittee's aim is to carry the AA message to others online. This includes implementing new on-line projects and initiatives directed by GSO, the area, and the District 4. The District 4 Website representative's responsibility is to ensure district events and activities are maintained and updated on this site. Additionally, each district rep is encouraged to work with the area committee to improve the web's layout and design.

Note: Our *national* website is aa.org.

Website Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed presents a report on website activities.
- Attends the monthly Area 11 Website subcommittee meetings in Southington at 7:45 pm on the second Tuesday of the month.
- Follows the Area 11 web guidelines at ct-aa.org (choose *Members*, then *Service Committees*, then *Website Committee*. Additional information for Area 11 in general is available at aa.org).
- Communicates with the district Schedules rep to keep the online meeting schedule up to date.
- Accepts and posts announcements of upcoming events submitted by other subcommittee representatives.
- Assists in flyer publications for the website.
- Each December submits a budget to the treasurer for expenses to perform the above tasks.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 Website subcommittee meetings.

District 4 Representatives to Area 11 Event Subcommittees

Those serving as both an events subcommittee representative *and* a GSR simultaneously may cast only one vote at district meetings. However, if the regular GSR votes as a subcommittee representative, the alternate GSR can vote as the GSR even in the regular GSR's presence.

Area 11 Convention

The Area Convention is a three-day weekend of sharing for all AAs throughout Connecticut. This convention gives members the opportunity to get acquainted with AAs outside of their districts while participating in workshops, meetings, speaker presentations, and more. It is held at various Hotel locations each year. Our District 4's representative conveys input from our district to the area Convention subcommittee. He or she also works with representatives from other districts at the area Convention meetings to coordinate a successful convention.

Convention Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report or announcement. If unable to attend the meeting, arranges for a substitute.
- Attends the monthly Area 11 Convention subcommittee meetings in Southington at noon on the third Sunday of the month.
- Ensures that new GSRs understand what the convention is.
- Provides the district Website representative with timely convention announcements for posting on the web.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or district chair) along with an orientation of the job responsibilities.
- If possible, attends the convention.

Voting

Votes at district meetings and the Area 11 Convention subcommittee meetings.

Connecticut State Conference of Young People in AA (CSCYPAA)

CSCYPAA is a popular one-day yearly event to carry the message of recovery, unity, and service for all AAs while encouraging young people in AA to become active service members. This includes presentations and workshops that aim to provide attendees with a comprehensive overview of all the service activities available to all AAs in the fellowship. This event is typically held the weekend after Thanksgiving.

CSCYPAA Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on upcoming CYSYPAA activities and plans. If unable to attend, informs the chair and arranges for a substitute to give a report or announcement.
- Attends the monthly Area 11 CSCAA subcommittee meetings in Cromwell at 11:00 am the fourth Sunday of the month. For details, see the service calendar at ct-aa.org; choose Members, then Area 11 Service Calendar.
- Ensures that new GSR's understand what CYSYPAA is and who can attend.
- Provides the district Website rep with an upcoming CSCYPAA event notification for posting on the web.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or district chair) along with an orientation of the job responsibilities.
- If possible, attends CSCYPAA.

Voting

Votes at district meetings and the Area 11 CSCYPAA subcommittee meetings.

Rompiendo Fronteras (Breaking New Frontiers)

Rompiendo Fronteras is an annual bilingual and popular sharing day for better uniting Spanish and English-speaking AAs with strong Al-Anon and Alateen participation. This event is sponsored by the Area 11 General Committee and centers around a unique theme each year. For example, in 2018 the theme was "Spirituality with No Boundaries." This event has workshops on various topics relating to the year's current theme. This event is entirely bilingual so both English and Spanish speaking AAs can participate fully. Our district's representative helps to plan and execute this all day (9:00 am – 3:00 pm) area event held at various Connecticut locations. A Spanish lunch is included.

Note: Speakers of languages other than Spanish and English are encouraged to participate. Translators can be provided with advanced notice.

Rompiendo Fronteras Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested. Fluency in speaking Spanish is preferred but not required. Translation equipment is available.

Responsibilities

- Attends the monthly district meetings and, if needed, presents a report on Rompiendo Fronteras activities.
- Attends the monthly Area 11 Rompiendo Fronteras subcommittee meetings in Southington at 6:30 pm on the third Saturday of the month.
- Ensures that new GSRs understand the nature and purpose of the event, including its bi-lingual nature.
- Provides the district Website rep with an upcoming Rompiendo Fronteras event notification for posting on the web.

- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or district chair) along with an orientation of the job responsibilities.

Voting

Votes at district meetings and the Area 11 Rompiendo Fronteras subcommittee meetings.

Roundup

Roundup is an all-day event that provides a comprehensive overview of all AA sponsored activities throughout Connecticut. This includes an introduction to service activities held once yearly (events) as well as regularly ongoing activities provided by the special service committees. The format includes workshops, round table discussions, and closes with a speaker. Working with the area Roundup subcommittee, our district's representative helps to plan and implement this event. Roundup is usually held in August at our Connecticut headquarters in Southington (usually 8:00am – 3:00pm). A modest registration fee is required to attend which includes a continental breakfast and lunch.

Roundup Representative:

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meeting. If unable to attend the meeting, arranges for a substitute.
- Attends the monthly Area 11 Roundup subcommittee meetings in Southington at 7:00 pm on the second Tuesday of the month and brings back information and flyers for GSRs to distribute to their groups.
- Provides the district Website representative with an upcoming Roundup event notification for posting on the web.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or district chair) along with an orientation of the job responsibilities.
- If possible, attends Round Up.

Voting

Votes at district meetings and the Area 11 Roundup subcommittee meetings.

Soberfest

Soberfest is our popular and fun family fun-filled weekend three-day camping event. It takes place in June at the Odetah camping resort in Bozrah, Connecticut. Amenities include a heated pool, large lake, boating, fishing, fire pits, safari sites, kid playgrounds, volleyball, basketball courts, horseshoe, tennis, mini-golf, Friday and Saturday dances, and more. You can bring your RV, stay in a tent, a cabin or yurt site with electricity and water. Hotel suggestions are provided for non-campers. The Soberfest committee provides marathon meetings as well as keynote speakers each evening.

Soberfest Representative:

Qualifications

2 years of continuous sobriety and 1 year of district service experience is suggested.

Responsibilities

- Attends the monthly district meeting and, if necessary present a report on Soberfest activities. If unable to attend, arranges for a substitute.
- Attends the monthly Area 11 Soberfest subcommittee meetings in Southington at noon on the first Sunday of the month.
- Obtains Soberfest information from the area meetings, such as registration forms and flyers, and provides them to GSRs at district meetings.
- Provides the district website representative with a timely upcoming Soberfest event notification for posting on the web.
- Maintains a file of important materials and reports.
- When rotating out of the position, provides this file to the successor (or district chair) along with an orientation of the job responsibilities.
- If possible, attends Soberfest.

Voting

Votes at district meetings and the Area 11 Soberfest subcommittee meetings.

General Finance

A prudent reserve will be maintained on an ongoing basis except for truly extraordinary and short-term circumstances, as determined by the treasurer with district approval. Excess funds should be used either for district service work (new ideas are always welcome) or to donate to the area and/or GSO (General Service Office in New York).

Note to GSRs: Expenses you incur for group activities (such as purchasing supplies) are paid by your group treasurer. District expenses (such as mileage) are paid by the district treasurer. Additionally, the district treasurer provides GSRs with contribution envelopes (for group contributions) and treasurer packets (for new group treasurers) at each district meeting.

Annual Budget

District 4's fiscal year is January to December. The proposed budget for the upcoming year is presented by the treasurer at the October district meeting. Time for questions and discussion is allotted at the October and, if necessary, November meetings. Final vote for the entire budget is held in December using a simple majority (50% +1).

The proposed budget is prepared by the treasurer, officers, committee chairs, and DCMs. Records for current year expenditures should be available to justify the proposed next year's budget. The following are typical expenses included in the budget.

- Mileage to and from district, area, and regional meetings; and performing other service work at a rate of \$0.54 per mile. The treasurer has the discretion to require backup such as MapQuest if mileage seems excessive.
- Cost of AA approved literature.
- Cost of printing flyers or pamphlets.
- Postage costs for mailings associated with committee work.
- Registration costs for area events where the district officer or committee representative is fulfilling a committee responsibility, such as setting up a display or participating in a workshop.
- Registration and mileage to attend NERAASA (North East Regional AA Service Assembly), NERF (North East Regional Forum), and any additional related expenses must be presented to the district for approval.

Additional expenses may be requested as your position requires.

Submitting Expenses

Anyone may request reimbursement for district related expenses.

- All expenses, backed by appropriate receipts, should be submitted in a timely manner using vouchers. Voucher request forms are provided by the treasurer.
- Approved requisitions and checks for purchases are to be paid directly by the treasurer.
- A record of all expenses should be kept for the report to the district at the budget year's end.
- Officers, committee chairs, food providers, and coffee makers are expected to remain within their budgets. Unforeseen expenses outside their budgets must be approved by the district in advance whenever possible.
- Requests for additional funds for non-budgeted items are to be accompanied by a written request and approved by the district.
- All moneys realized over and above expenditures for services and events will be returned to the district treasury.

Seed Money

In keeping with our 7th Tradition, our district should only provide up-front funds (“seed money”) for initiating district sponsored events. As trusted servants we are fiduciaries of funds received from individual groups and as such the district should not “lend” money to fund group sponsored activities or events. Groups seeking money from the district, area, or World Services should also be mindful of the 7th Tradition.

Safeguarding Treasury Monies

It is imperative that we ensure that each group's contributions are respected, and therefore safeguarded by our district. To this end, at each monthly district officers' meeting, the treasurer provides a computer printout of the previous month's bank statement to verify the accuracy of the upcoming district meeting's treasurer's report. This means that before each district meeting, the treasurer's report will be verified by the district chair, alternate treasurer, recording secretary, and registrar. Additionally, DCMs will have read-only access to district accounts.

Remember, only the chair, treasurer, and alternate treasurer have authorization (as allowed by the bank's signature cards) to use the district account. Other officers and DCM's have view-only online banking access; they are not authorized to make any changes to the account.

Additionally, whenever there is a turnover of the chair, treasurer, or alternate treasurer, it is imperative that bank signature cards are updated for the new position: the old signature must be removed, and the new signature added. This must be done not only bi-annually when these new positions are regularly installed, but any time any such new position is replaced.

Creation of Ad-Hoc Committees

An ad-hoc committee is a temporary committee created for a specific topic as a need arises. Ad-hoc committees are contrasted to standing committees, which are intended to be permanent (such as our general area committee and their subcommittees). The district chair may create special ad-hoc committees when needed. For example, the chair may suggest a need for updating the guidelines for our district, or a need to examine redistricting possibilities. Such committees must submit a written report of their suggested conclusions to the recording secretary and the district body, to be voted on at the following month's meeting. Upon completion of business, the committee is terminated.

District 4 Trusted Servants (Emergency Response)

Trusted servants consist of the district chair, recording secretary, registrar, treasurer, alternate treasurer, and all DCMs. 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 the district. The chair will present a report on the action taken and its justification at the next regularly held district meeting.

Procedure to Amend these Guidelines

Proposals may be submitted by GSRs, DCMs, officers, district event chairs, or subcommittee representatives.

- A written proposal, that includes justification, is required.
- Proposals must be submitted to the chair and recording secretary no later than the August district meeting.
- Proposed changes will be given to the district body no later than at the October district meeting.
- Discussion and debate will take place at the November meeting after which a two-thirds majority vote is required for approval of these guidelines.
- Approved guidelines will take effect in January of the new year.

These guidelines were prepared the Ad-Hoc Committee for District 4 Guidelines in 2018 and by cross referencing the AA Service Manuel, The Area 11 General Service Committee Guidelines, other district's guidelines, and trusted servants from both district and area levels.

Appendix A: Regional and International Meetings

Northeast Regional AA Service Assembly (NERAASA)

This assembly is for GSRs, DCMs, and area committee members to discuss conference related issues as well as pertinent aspects of recovery, unity, and service common to our region. This is a comprehensive as well as fun weekend event. It includes panels covering a variety of topics by multiple presenters, round table discussions and reports, AA meetings, delegate highlights, and more. Each year this event is hosted by alternating areas within our region. For example, our area, Connecticut, hosted NERRASA in 2018. The web address is *neraasa(current year).org*; the email address is *neraasa(current year)@gmail.com*.

Northeast Regional Forum (NERF)

A forum is a meeting in which ideas and concerns can be freely exchanged. AA's General Service Board (GSB) originated and sponsors these weekend long forums, which requires no registration fees. Representatives of the GSB and the General Service Office (GSO) attend to answer questions and listen to suggestions of attendees. This exchange of ideas includes sharing sessions to maintain good *communication* throughout AA; no formal action is taken. Forums are held in our region, the Northeast, on a regular basis. Forum Final Reports provides a summary of the discussions held and are available online.

General Service Conference

The General Service Conference is an annual business meeting of AA delegates from all areas in the US and Canada. Chapter Seven in The A.A. Service Manual is devoted to this conference. This is the most important meeting of the year. This conference is a meeting of the US and Canadian areas collective group informed conscience that sets the agenda for the coming year. Our Delegate, elected at the Fall Assembly every other year, attends this conference to represent our area, Area 11. A *General Service Conference Report* is published each year.

International Convention

These conventions are weekend long celebrations of AA anniversaries attended by AAs and guests from around the world every five years. These celebrations include an impressive international flag opening ceremony and center around a unique theme, such as "Love and Tolerance is our Code," for each convention. Conventions include many stadium size meetings and many other AA activities. They are often described by attendees as a once in a lifetime experience.

Appendix B: AA Parliamentary Procedure

1) MOTION

- A motion can be made from the floor by any voting member of the Assembly so long as there is no other issue already being considered. The magic words are “I move”
- An Area Committee recommendation is considered seconded already. This is because committees consist of more than one voting member.

2) SECOND (If there is no second, the motion dies.)

3) CHAIR RESTATES MOTION “It has been moved and seconded that”

4) DISCUSSION BEGINS

- If all comments favor the motion, the Chair may ask “Is it the sense of the Assembly that the motion be adopted?” If there is no opposition, a vote should be taken. If there is opposition they need to speak to the motion.
- A reasonable opportunity is given for all to speak on the motion.
- As discussion dies, the Chair states: “There being no further discussion we will vote on the motion ...”
CALLING THE QUESTION. After discussion has begun, any voting member may Call the Question. A second is required and there is no discussion. The Chair will ask for a vote on the Motion to Call the Question. If adopted, the Assembly will move to VOTE on the question, otherwise DISCUSSION resumes. Please remember that a reasonable opportunity should be given to all to speak before making a Motion to Call the Question.

Not all MOTIONS result in a VOTE. Subsidiary motions requiring a second include:

- (1) It can be AMENDED. The amendment is discussed and voted on, or accepted by the originator as a friendly amendment. Then discussion of the original motion resumes.
- (2) It can be TABLED, or postponed, either definitely to a set time or place, or indefinitely with no set time or place.
- (3) It can be REFERRED TO COMMITTEE with or without instruction.

5) VOTE Chair should restate the motion, then choose a verbal or hand roll call vote. If a verbal roll call is difficult to determine, a show of hands should be taken and counted. In general a majority (1/2) vote is required to adopt a motion. The Chair announces the outcome of the vote.

6) MINORITY OPINION The Chair asks, “Does anyone in the minority wish to speak?” Only those who voted in the minority may speak, defined by the following criteria:

- If a motion has passed, only those who voted against may speak.
- If a motion has failed, only those that voted in favor may speak.
- If a person abstained from voting, they do not speak at this time.

7) MOTION TO RECONSIDER The Chair asks, “After hearing from the minority, is there anyone who wishes to change their vote?” OR “Do I hear a Motion to Reconsider?”

- This motion must be seconded and is then discussed. After reasonable discussion, the Chair will call for a vote. Only a simple majority (over 50%) is necessary to reconsider.
- If a Motion to Reconsider is passed, resume DISCUSSION.
- A motion cannot be reconsidered twice.

Appendix C: Sample Treasurer's Report

District 4 Treasurer Report

Summary:

Beginning balance				
Total income (see back) +		10,000		
Total expenses -		1,000		
Ending balance		10,000	Reserve 6,000	Surplus 4,000

Expenses:	Budget 2018		Total 2018	Under / (over) Budget
Special Committees:				
Alki-Line	200		0	200
Answering service	2,200		2,550	(350)
Frontier 203-624-6063	1,000	88.25	471	529
Archives	200	121.80	220	(20)
Area 11 Convention Rep.	200		0	200
Area 11 Roundup Rep.	250		0	250
Cooperation with the Prof. Comm.	500		0	500
Corrections	2,000	451.23	451	1,549
CSCYPAA Rep.	200		56	144
Grapevine	200		200	0
Public Information	2,800		2,651	149
Schedules & Mini Schedules	200		84	116
Soberfest Rep.	200		32	169
Accessibility	1,000	13.30	685	315
Treatment	3,000		0	3,000
Website	200		0	200
District Four Expenses:				
Coffee and Food Items	2,000	128.87	1,195	805
DCM's	2,000	124.00	764	1,236
DCM's - New GSR Materials	500		109	391
DCM events - NERAASA / NERC	1,000		0	1,000
Miscellaneous	400		2	398
District Chair	500	18.00	110	390
Insurance	300		300	0
Recording Secretary	500	52.71	165	335
Registrar	300		0	300
Rent	2,100		1,050	1,050
Treasurer	500	2.00	188	312
Seeded Event Expenses:				
Gratitude Breakfast	1,200		1,200	0
District 4 Service Event	1,000		0	1,000
District 1 & 4 Alkathon	500		0	500
Total Committee & District:	27,150	1000.16	12,485	14,665

Contributions from District 4 (unbudgeted):

Traditions Workshop				0
Contributions to GSO				3,000
Contributions to Area				3,000
Total Expenses:		1,000	12,485	

District 4 Treasurer, 2018: (Treasurer Name) email address:d4a11treasurer@gmail.com

Appendix D: Sample Request for Reimbursement

D4 A11 Request for Reimbursement

Name: Jane Doe

Date: 1/3/2019

Committee: Corrections

Check#

Items:

1) 23.87 copies

4)

2)

5)

3)

6)

Total: 23.87