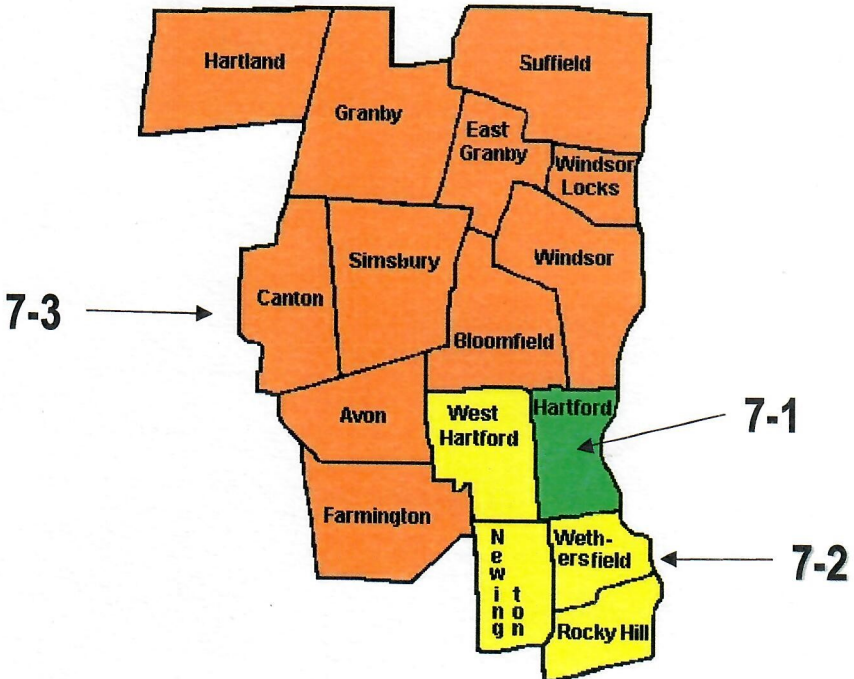


Connecticut

District 7

Service Committee Guidelines



The 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 A.A.

We realize the ultimate authority 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 can reach an informed group conscience. In passing along this group conscience, we are helping to maintain the unity and strength so vital to our fellowship.

Let us, therefore, have the patience and tolerance to listen while others share, the courage to speak up when we have something to share, and the wisdom to do what is right for our group and A.A. as a whole.

District Seven Service Committee Guidelines

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I. Introduction:

District 7 is one of ten Districts in Area 11 (Connecticut: except Enfield and Somers) which comprises nine geographical districts and one area-wide Spanish speaking district (District 10).

District 7 is subdivided into 3 sub-districts:

Sub-District 7-1 comprises Hartford.

Sub-District 7-2 comprises Newington, Rocky Hill, West Hartford, and Wethersfield.

Sub-District 7-3 comprises Avon, Bloomfield, Canton, Farmington, East Granby, Granby, Hartland, Simsbury, Suffield, Windsor, and Windsor Locks.

The District Service Committee conducts periodic meetings, generally once a month, in which the General Service Representatives (GSRs), representing the individual Groups of the District, participate to link his or her group to AA as a whole. This is a two-way communication, with the GSR reporting the Group's thoughts to District and bringing back to the Group knowledge about AA activities, including those that affect AA unity, health, and growth.

The purpose of the guidelines is to provide a reference for the basic operations of the District, as well as job descriptions for the various District service positions.

II. District 7 Service Committee: (District Committee)

A) Members- The members of the District Committee shall comprise:

1. Officers:
 - a. Chairperson
 - b. Recording Secretary
 - c. Registrar
 - d. Treasurer

2. Special Service Committee Chairpersons:
 - a. Accessibilities Chairperson¹
 - b. Alki-Line Chairperson
 - c. Answering Service Chairperson
 - d. Archives Chairperson
 - e. Cooperation with the Professional Community (CPC) Chairperson
 - f. Corrections Chairperson
 - g. Grapevine Chairperson
 - h. Literature Chairperson⁴
 - i. Public Information (PI) Chairperson
 - j. Schedules Chairperson
 - k. Treatment Chairperson
 - l. Website Chairperson

3. Area Event Representatives:
 - a. Connecticut State Conference of Young People in Alcoholics Anonymous (CSCYPAA) Representative
 - b. Convention Representative
 - c. Rompiendo Fronteras Representative
 - d. Round-up Representative
 - e. Soberfest Representative

4. District Service:
 - a. Alkathon Chairperson
 - b. Coffeemaker

5. District Committee Members (DCMs)

6. General Service Representatives (GSRs)

B) Meetings

Meetings are held on the third Thursday of the month beginning promptly at 7:30 PM and ending at 9:00 PM when possible.

C) Meeting Agenda⁸

1. Opening: The GSR Preamble and Serenity Prayer
2. Introduction of new GSRs, Alternate GSRs and service sponsorship
3. Roll Call of Officers, DCMs, Committee Chairpersons and Area Event Representatives
4. Tradition/Concept of the month. The tradition that coincides with the current month will be read by a GSR and the concept will be read by a DCM, Special Committee Member, or District Officer (5 minutes)
5. Minutes – vote to amend or accept last month's minutes (5 minutes)
6. Treasurer's Report – vote to amend or accept the treasurer's report (5 minutes)
7. Bi-monthly special service reports (during odd months: January, March, May, July, September, and November)
8. Breakout session (15 minutes) consisting of the DCMs meeting with members of their respective sub-districts, while Officers, Special Service Committee Chairs, and Area and District Event Representatives meet separately
9. Group concerns from the breakout session brought to the District as a whole
10. Delegate's Report (5 minutes)
11. DCM Report (5 minutes)
12. Old business/ad hoc updates
13. New business
14. Announcements/Poll for ill or deceased
15. Adjournment (thank yous, anniversaries, Responsibility Statement, Lord's Prayer)

Suggested outline: Subject to revision and/or additions each month by the Chairperson - see Dist. 7 Guidelines, **Sect. IV**, District Officers, Chairperson; Responsibilities (c).

D) Meeting Procedure

1. New Business - If possible the District Chairperson should be notified, in writing, before the start of the meeting of one's intention to introduce new business under "New Business" at that meeting. New business will generally be presented at one meeting and will be brought up at the next meeting for a vote under "Old Business". The Chairperson shall have the discretion to bring new business to a discussion and vote when initially presented, especially in the case of routine business matters.
2. Voting - All motions shall be decided by majority rule, except those requiring a 2/3 majority by Robert's Rules, always respecting the "Right of the Minority". In the case of elections, normally the "Third Legacy Procedure" (See "The AA Service Manual") shall be used, except when the Members of the District Committee decide, by a 2/3 majority, that a simple plurality shall determine the winner.
3. Any member wishing to speak should wait to do so until acknowledged by the Chairperson and should not speak out of turn. Members who wish to speak shall come forward and use the microphone for the benefit of all members. A member should not speak for a second time until all others who wish to speak have spoken.
4. All motions, items of business, and comments should be addressed to the Chairperson.

E) Attendance

1. Fulfilling the responsibilities of each position is vital to the effective completion of District 7 business. If any District Officer, DCM, Area Event Representative, or Special Service Committee Chairperson cannot attend a District Committee meeting, the Spring and Fall Assemblies, or any other required meeting, they should send a co-chair or alternate if available. Failure to do any of the above will be considered an unexcused absence.
2. In the event any District Officer, DCM, or Special Committee Chairperson or Representative has three or more unexcused absences in a calendar year, such fact may be brought to the attention of the District Chair (or other Officer, if it is the District chair who is in question) by any Member of the District Committee. The District Chairperson (or other Officer) shall contact that individual to determine if the individual can fulfill his/her responsibilities and report back at the next meeting.
3. In the event it is decided that the individual can no longer fulfill the responsibilities of the position, the Members of the District Committee may vote to replace the individual. In the event that no nominations or volunteers come forth for the position, the nomination will be tabled until the following meeting.

F) Elections

1. Elections to fill all District Committee Officer vacancies, created under the spirit of rotation, are held at the October business meeting in even numbered years for two-year terms of office beginning the following January.
2. In the event that an Officer cannot complete a full term of office, an interim Officer will be nominated and/or elected to complete the term. Following the completion of the term of office, an interim Officer may stand for nomination/election to a full term of office.
3. The Members of the District Committee will elect one DCM for each sub-district in October of an even year for a two-year term beginning the following January, and another DCM for each sub-district in October of an odd year for a two-year term beginning the following January. An Alternate DCM for each District will be elected by the Members of the District Committee in October of each year for a one-year term beginning the following January.
4. The terms for all Special Service Committee Chairpersons are for two years, with elections to be held at the October business meeting in even numbered years, for two-year terms beginning the following January.
5. The Area Event Representative positions for the Convention, Soberfest, Round-up, and CSCYPAA are one-year terms, to be elected in October or when those committees form.
6. The Alkathon Chairperson and Coffeemaker serve one-year terms and shall be elected in October of each year to start the following January.
7. In the spirit of rotation, service positions are to be served on a one term basis so that all may benefit from the experience of service.

G) Creation of Special Committees

1. The District Chairperson may create Special Ad-Hoc Committees provided that the need is approved by the Members of the District Committee with a majority vote. All Ad-Hoc Committees must be charged in writing, detailing the goals to be achieved and the period of time for the committee's existence. Committee expenses are to be reimbursed from the Miscellaneous budget category in the District Budget.

H) District Inventory

1. A group inventory or sharing session may be held by the District if approved by a majority of Members of the District Committee at a regularly scheduled District meeting. All Members of the District Committee are eligible to participate. Preferably, the group inventory or sharing session will be scheduled for either the May or November meeting to coincide within a month of an Area Assembly. The District Chairperson shall be responsible for organizing the group inventory or sharing session and shall attend to its follow-up.

III. Financial Matters:

A) Budget

1. The District 7 Budget covers the period from the date of the January District Meeting of the current year to the January meeting of the following year.
2. At the September District Committee Meeting, the District Treasurer will announce the date and place of the upcoming Budget Committee meeting.
3. The Budget Committee will meet in October to draft a proposed budget for the next year. The Budget Committee will be chaired by the District Treasurer and will be composed of District Officers, District Committee Members, Special Committee Chairpersons, Area Event Representatives, Coffee Maker, and Alkathon Chairperson. Each member of the Budget Committee will have a voice and one vote. Any other interested AA member may attend the budget meeting and have a voice, but they will not have a vote on the committee.
4. All District Officers, DCM's, Special Service Committee Chairpersons and Representatives, and Coffee Maker are responsible for keeping a record of their expenses for justification for the upcoming proposed budget.
5. Each member of the Budget Committee will submit their budget requests. The committee will then go through each budget request and develop a budget for District 7 that meets the needs of each Officer, Service Chairperson and Representative, DCM, Alkathon Chairperson, and Coffee Maker, including a miscellaneous category, while maintaining a prudent reserve of three months' worth of expenses². The amount of contributions in the previous year should be considered when determining the total amount of the budget proposal.
6. The final proposal will be presented to the Members of the District Committee at the November business meeting and voted on at the December meeting. Approval shall require a 2/3 majority.

7. On a periodic basis, the Treasurer shall present a proposal to the Members of the District Committee for their approval for the distribution, in accordance with GSO and Area guidelines, of excess funds over the prudent reserve.

B) Finance

1. Two signatures are needed on all checks over \$500.00; That of the District Treasurer and one other Officer.
2. Only non-interest-bearing bank accounts are to be used for District funds.
3. All requests for funds by Officers, DCMs, Special Service Committee Chairpersons and Representatives and Coffee Maker are to be accompanied by a written request. Approved requisitions and checks for District purchases are to be paid directly by the District Treasurer.
4. All Officers, Service Chairpersons and Representatives, DCMs and Coffee Maker are expected to function within their budgets. Unforeseen expenses outside their budgets must be approved by the Members of the District Committee in advance whenever possible.
5. All monies realized over and above expenditures for services and events will be returned to the District Treasury.

C) Reimbursement for expenses

1. The following is a general list of expenses for which Officers, Service Committee Chairpersons and Area Representatives, DCMs and alternate DCMs will be reimbursed:
 - a. Mileage to and from Committee meetings, Area meetings and Assemblies, and any mileage while doing service work or attending required service events. Mileage rate for expenses reimbursement to be decided by committee³. Slight changes to responsibilities for Registrar and Recording Secretary to be coordinated with Area.³
 - b. Cost of A.A. approved literature.
 - c. Administrative Expenses such as telephone, copying, and office supplies necessary for performing the duties of the position.
 - d. Postage costs for mailings associated with service work.
 - e. District Officers and DCMs have the ability to claim mileage and registration at Area 11 events including Area 11 Convention, CSCYPAA, Soberfest, Roundup, Rompeindo Fronteras, and Grapejam. Mileage and registration for additional service events such as NERAASA and NERF must be approved in advance by District 7⁶.

D) Finance Review Committee

1. The purpose of the Finance Review Committee is to review the financial statements of the District Treasurer to ensure that the records are accurate and updated.
2. Makeup - The District Chair is responsible to put this Committee in place. The committee will be comprised of the District Chair, Registrar, Recording Secretary, and two volunteers from the District Meeting, preferably with a working knowledge of finance.
3. The review will be held prior to the regular District Committee meeting in September and such other time as the members of the District Committee may request by majority vote. Any non-compliance or inconsistencies will be reported at the following District Service Committee meeting.

IV. District Officers:

A) Chairperson

1. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service Committee Chairperson, District Committee Member, or other Officer position at the District level. May not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson or Representative or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.
2. Responsibilities: The primary responsibility of the Chairperson is to ensure the monthly business meeting is conducted efficiently. This includes:
 - a. Coordinating the scheduling, set-up and breakdown of the meeting place and audio equipment; ensuring that the District is on good terms with its landlord.
 - b. Chairing the monthly District Committee Meeting in accordance with the Concepts and Traditions and Robert's Rules of Order as applied in AA (See Meeting Procedure, Page 2).
 - c. Preparing a meeting agenda based on the previous month's minutes and the submission of new business proposals.
 - d. Scheduling and chairing a District Officers' meeting which consists of Chairperson, Treasurer, Registrar, Recording Secretary, DCMs, and Alternate DCMs.
 - e. Forming Ad Hoc committees to review special concerns as required.
 - f. Keeping a file of important materials and reports, to turn over to a newly elected Chairperson. This file should contain at least the following items accumulated during their term as chair:
 - Minutes and the agendas of all monthly meetings.
 - A copy of the most recent District Guidelines document, budget, and treasury reports.
 - Copies of new business proposals as submitted for consideration.
 - Any helpful information on being a District Chair or running a District meeting.
 - g. Sharing experience, strength, and hope with newly elected Chairperson.
 - h. Attending Area 11 Assemblies and Area Service Seminars.

3. Voting: The District Chairperson has one vote at Area Assemblies, but not at the District meeting, except in the event of a tiebreaker.

B) Recording Secretary

1. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service Committee Chairperson or Area Event Representative, District Committee Member, or another Officer position at the District level. It is suggested that some form of Group or Committee level secretarial skill or knowledge may be advantageous, as would a working knowledge of computer applications. May not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson or Representative or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.
2. Responsibilities:
 - a. Attends monthly District Committee meetings, Area Assemblies, Area Service Seminars, and District Officers' Meetings.
 - b. Takes roll call at the District Committee Meeting.
 - c. Records and transcribes minutes of the District meeting, paying particular attention to the wording of all motions, voting results and attendance.
 - d. Mails or emails copies of the minutes monthly to members of the District Committee and Area Officers and make written copies available at the District Service Committee Meeting, as needed.
 - e. Makes changes to the Guidelines as enacted in accordance with "The Procedure to Amend Guidelines". Keeps a copy on disk and maintains a backup disk.
3. Voting: Has one vote at Area Assemblies and District Committee meeting.

C) Registrar

1. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service Committee Chairperson or Area Event Representative, District Committee Member, or another Officer position at the District level. It is suggested that a working knowledge of computer applications would be advantageous. May not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson or Representative or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.
2. Responsibilities:
 - a. Attends monthly District Committee meetings, Area Assemblies, Area Service Seminars, and District Officers' Meetings.
 - b. Handles all miscellaneous correspondence and keeps supplies of orientation materials and guidelines for distribution.
 - c. Keeps an up-to-date mailing list of GSRs, DCMs, and alternates, Special Service Committee Chairpersons and Area Event Representatives, District, and Area Officers.
 - d. Provides meeting changes and new meeting information to the Recording Secretary, Schedules Chairperson and Answering Service Chairperson and DCMs.
 - e. Provides a list of District Officers, DCMs and Alternate DCMs, Service Committee Chairpersons, and Area Event Representatives.
 - f. Maintains an up-to-date list of all groups in the District, and its GSR, if any, using input from the DCMs, Schedules Chairperson, attendance sheets and the membership in general. Prepares attendance sheets for signing in by GSRs and Officers at District Meetings.
 - g. Forwards new meeting information and meeting GSR changes and findings to the Area Registrar, DCMs, and Recording Secretary.
3. Voting: Has one vote at Area Assemblies and District Committee meeting.

D) Treasurer

1. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service Committee Chairperson or Area Event Representative, District Committee Member, or another Officer position at the District level. It is suggested that two years' service as a Group Treasurer may be advantageous. May not serve concurrently as a DCM, other Officer, Special Service Committee Chairperson or Representative or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.

2. Responsibilities:
 - a. Attends monthly District Committee meetings, Area assemblies, Area Service Seminars, and District Officers' Meetings.
 - b. Opens a non-interest-bearing checking account; submits and updates a signature card to authorize four signatures (Treasurer, Chairperson, Recording Secretary, and Registrar).
 - c. Prepares and presents the annual budget for approval by the Members of the District Committee.
 - d. Provides contribution envelopes for distribution to the groups.
 - e. Maintains a record of and pays all authorized expenses.
 - f. Maintains a record of and deposits monies received.
 - g. Balances checkbook.
 - h. Is prepared for the annual review of records by the Finance Review Committee.
 - i. Provides an up-to-date written monthly Treasurer's Report for distribution to members at each District Meeting.

3. Voting: Has one vote at Area Assemblies and District Committee Meeting.

V. Special Service Committee Chairpersons⁷:

All Special Service Committee Chairpersons should meet the following qualifications: A suggested minimum of two years of continuous sobriety, have one year of service experience at the District level and not be concurrently serving as GSR, DCM, District or Area Officer or other Special Service Committee Chairperson or Area Event Representative. Would also benefit from having served on the specific committee of interest.

A Special Service Committee Chairperson serves for a two-year term and is expected to form a committee and select a co-chair and/or other committee officers, as needed, to perform the service work listed under each position. The committee chairperson is also responsible for operating within, and accounting for, the committee's budget, as voted on each year by the District, and submitting a request for changes as outlined in Section III (A).

All Special Service Committee Chairpersons will have one vote at the District Service Committee Meeting.

A) Accessibilities Chairperson¹

Responsibilities: Provides services to any persons who are blind or visually challenged, deaf, or hearing at low levels, chronically ill or homebound. Also assists in translation and reaches out to those in remote communities. Works closely with the Area Committee and other District Committees (particularly Treatment, Schedules, and PI), to plan and execute services for diverse needs in the District. Functions within the guidelines as outlined in the GSO Accessibilities Workbook. Attends the monthly Area Accessibilities Committee meetings on a regular basis and reports regularly to the District Committee meetings.

B) Alki-Line Chairperson

Responsibilities: Solicits materials for publication in the Alki-Line, a bimonthly newsletter, communicating events, opportunities for service, and A.A. wisdom on behalf of District 7. Attends the monthly Area Alki-Line Committee meetings on a regular basis and reports regularly to the District Committee meetings.

C) Answering Service Chairperson

Responsibilities: Solicits and coordinates volunteers for CT's toll-free phone number. Functions within the guidelines as outlined in the GSO Answering Service Guidelines. Attends the monthly Area Answering Service Committee meetings on a regular basis and reports regularly to the District Committee meetings.

D) Archives Chairperson

Responsibilities: Organizes and maintains Connecticut A.A. history and provides displays at events and at our Area office. Functions within the guidelines as outlined in the GSO Archives Workbook. Attends the monthly Area Archives Committee meetings and Area open houses on a regular basis and reports regularly to the District Committee meetings. Attends District 7 events, when invited.

E) Cooperation with the Professional Community (CPC) Chairperson

Responsibilities: Informs professionals about what A.A. does and does not do. Functions within the guidelines as outlined in the GSO CPC Workbook. Attends the monthly Area CPC Committee meetings on a regular basis and reports regularly to the District Committee meetings.

F) Corrections

Responsibilities: Provides literature and service to institutions for inmates. Functions within the guidelines as outlined in the GSO Corrections Workbook. Attends the monthly Area Corrections Committee meetings on a regular basis and reports regularly to the District Committee meetings.

G) Grapevine Chairperson

Responsibilities: Provides subscription forms & literature for sale at events. Functions within the guidelines as outlined in the AA Grapevine Workbook. Attends the monthly Area Grapevine Committee meetings on a regular basis and reports regularly to the District Committee meetings. Attends District events, when invited.

H) Literature Chairperson⁴

Responsibilities: Provide literature for sale at District meetings. Functions within District guidelines as outlined in the District 7 detailed documentation for this position. Reports regularly to the District Committee meetings. Attends District events, when invited.

I) Public Information (PI) Chairperson

Responsibilities: Puts literature in libraries, informs public in schools and other venues as to what A.A. does and does not do. Functions within the guidelines as outlined in the GSO Public Information Workbook. Attends the monthly Area PI Committee meetings on a regular basis and reports regularly to the District Committee meetings.

J) Schedules Chairperson

Responsibilities: Offers state-wide meeting-place schedules at no cost to members. Distributes schedules at the District Committee meetings. Responsible for collecting updated meeting information at the monthly District Committee meeting and forwarding that information to the Area Schedules and Website Committees and the Recording Secretary. Attends the monthly Area Schedules Committee meetings on a regular basis and reports regularly to the District Committee meetings.

K) Treatment Chairperson

Responsibilities: Provides literature and services to institutions for patients. Functions within the guidelines as outlined in the GSO Treatment Committee Workbook. Attends the monthly Area Treatment Committee meetings and reports regularly to the District Committee meetings.

L) Website Chairperson

Responsibilities: Solicits District 7 information for submission to the Area 11 Website Committee. Attends the monthly Area Website Committee on a regular basis and reports regularly to the District Committee meetings.

VI. Area Event Representatives:

Area Event Representatives should meet the following qualifications: A suggested minimum of two years of continuous sobriety, have one year of service experience at the District level, and not be concurrently serving as a GSR, DCM, District or Area Officer, or other Special Service Committee Chairperson or Area Event Representative.

All Area Event Representatives serve for a one-year term. Also, are responsible for operating within, and accounting for, the budget allotted, as voted upon each year by the District, submits any requests for changes as outlined in **Section III** (budget). Reports regularly to the District Committee meetings. All Area Event Representatives will have one vote at the District Service Committee Meeting.

A) Connecticut State Conference of Young People in Alcoholics Anonymous (CSCYPAA) Representative

Responsibilities: Helps plan the Area's annual Young Peoples conference. Attends the Area CSCYPAA Committee meetings on a regular basis. Reports regularly to the District Committee meetings.

B) Convention Representative

Responsibilities: Helps plan the Area's annual convention. Attends the Area Convention Committee meetings on a regular basis. Reports regularly to the District Committee meetings.

C) Rompiendo Fronteras Representative

Responsibilities: Helps plan the Area's annual Spanish speaking bilingual service day. Attends the monthly Area Rompiendo Fronteras Committee meetings on a regular basis. Reports regularly to the District Committee meetings.

D) Round-Up Representative

Responsibilities: Helps plan the Area's annual service day. Attends the Area Round-Up Committee meetings on a regular basis. Reports regularly to the District Committee meetings.

E) Soberfest Representative

Responsibilities: Helps plan the Area's three-day family event which is held at a campground. Attends the monthly Area Soberfest Committee meetings on a regular basis. Reports regularly to the District Committee meetings.

VII. District Service:

Qualifications: A suggested minimum of two years of continuous sobriety. Term is one year.

A) Alkathon Chairperson

Responsibilities: Organizes and runs the annual Alkathon, fulfilling the requirements as outlined in the District 7 detailed description for this position. Coordinates Alkathon committee meetings. Reports regularly to the District Committee meetings.

B) Coffee maker

Responsibilities: Makes coffee for the District Committee meeting. Provides cookies, snacks, beverages, pizzas and paper goods. Collects contributions to cover pizza expenses. Arrives early to help set up the District meeting.

VIII. District Committee Members (DCMs):

A) DCMs

1. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years' service experience as a GSR or Special Service Committee Chairperson on the District level and not hold any other position on the District or Area level. Have knowledge of the Steps, Traditions, Concepts, AA Service Manual, and Guidelines of the General Service Office, and have the time and energy to effectively serve the District. DCMs serve a two-year term.
2. Responsibilities: The primary responsibility of the DCM is communication. A DCM is responsible to communicate from the District to the Area and from the Area to the District and the GSRs the DCM serves. The DCMs support the GSRs and the District at the local and Area level. For further detail, refer to the current "AA Service Manual", and "Area 11 General Service Committee Guidelines" which will serve as the baseline for a DCMs role and responsibilities. Some of these include:
 - a. Attends Monthly Area meetings and workshop/sharing sessions.
 - b. Attends the Area Spring/Fall and Pre-Conference Assemblies.
 - c. Attends the monthly District Committee Meetings.
 - d. Reviews flyers given to GSRs for distribution to the Groups to ensure they are consistent with the Traditions of AA.
 - e. Acquaints themselves with the GSRs and the groups they serve; assists in solving group problems and assists in group inventories.
 - f. Visits the Groups in his/her sub-district, especially those not having an active GSR or financially supporting the AA service structure, and reports changes to the District Registrar.
 - g. Assists the Area Delegate in obtaining group information for the group printouts from GSO.

- h. Presents a “Topic of the Month” at the District Committee Meeting to educate and keep the GSRs aware of AA matters such as Box 459 issues, the AA Service manual “Twelve Concepts for World Service”, current issues and other subjects of importance.
 - i. Assists the Alternate DCM in familiarization with their role and responsibilities at the district level.
 - j. Maintains with the Registrar an up-to-date list of GSRs in their sub-district.
 - k. Is knowledgeable in Area business and votes intelligently.
 - l. Provides a greeter for the District Committee Meeting and assists in the use of the Attendance sheets.
 - m. Provides an orientation for new GSRs and Alternate GSRs.
 - n. Presents a monthly report on the Area Meeting to supplement the Delegate’s report.
 - o. Presents a “sample” GSR report at the end of the District Meeting.
3. Voting: Has one vote at Area Assemblies and District Committee meeting.

B) Alternate DCMs

1. Qualifications: Three years of continuous sobriety with one year in a service position and not currently serving as a DCM, Officer or other Special Service Committee Chairperson or Area Event Representative. Term is one year.
2. Responsibilities: Fill in for all functions in the absence of the DCM and will assume all responsibilities and voting privileges in the DCM’s absence. If a GSR is also serving as an Alternate DCM, he or she may only cast a single vote on any question before a District 7 Service Committee Meeting or Area 11 Spring or Fall Assembly.

IX. General Service Representatives (GSR):

A) GSRs

1. Qualifications: It is suggested that a GSR have two years of continuous sobriety and be willing to serve as representative of their Group. It is also suggested that GSRs serve a two-year term.

2. Responsibilities: The GSR represents the voice of the group conscience, reporting the group's concerns and informed feedback to the DCMs or to the Delegate, who then passes them on to the Conference and to the Fellowship. The GSR keeps the group informed of current AA events. However, the GSR will not be able to consult with his/her Group on many of the issues. The GSR is a Trusted Servant of the Group and, in accordance with the "Right of Decision" as set forth in Concept III, must vote according to the best dictates of his/her own judgment and conscience at the time. For further detail, refer to current "AA Service Manual", which will serve as the baseline for GSR's role and responsibilities.

Some of these include:

- a. Attends the monthly District meeting. If unable to attend, makes sure that the Alternate GSR attends.
- b. Attends the Spring/Fall Assemblies and Area activities.
- c. Picks up meeting minutes, flyers, schedules, Alki-Lines, and envelopes for the Area and District contributions to bring back to the group.
- d. Becomes well acquainted with the "AA Service Manual", Box 459, AA literature and Guidelines.
- e. Knows their group's number at GSO or contacts their DCM.
- f. Participates whenever possible in local committees and workshops.
- g. Is a leader within the Group, helping the Group to reach a well-informed group conscience when necessary.

3. Rotation dates⁵:

GSR terms would commence October of even years and end with September GSRs of the next even year. It is suggested that the serving GSR locate their replacement by the end of the term.

Outgoing GSRs would will be free to stand for and be elected to Special Service Committee Chairs and or District 7 Officers held at the October District 7 meetings in even years.

4. Voting: Has one vote at Area Assemblies and District Committee meeting.

B. Alternate GSRs

1. Qualifications: It is suggested that each Group have an Alternate GSR who has at least two years of continuous sobriety.
2. Responsibilities: Fills in for all functions in the absence of the GSR; and will assume all responsibilities and voting privileges in the GSR's absence.

X. Procedure to Amend the Guidelines:

1. A motion to amend the District 7 Guidelines may come from any member of the District Committee and may be submitted at any time during the year.
2. The motion must indicate the reasons for the proposed change, and the motion and reasons must be reduced to writing and presented to the Chairperson.
3. During the meeting in which the motion is made, there will be no discussion of the motion. The GSRs shall take the motion back to their groups for consideration.
4. At the following meeting, the motion will be brought up for discussion, after which the GSRs will again take the motion back to their Groups for further consideration.
5. At the third meeting, the motion, in the exact form decided upon at the second meeting, will be voted on. A 2/3 majority vote is required for approval of any changes to these Guidelines.

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Revision History

Adopted May 19, 2005

① Amended February 2008:

To revise name of Special Needs/Languages/Remote Communities Committee. [to “Accessibilities”]
{Section **V A**}}

② Amended March 2008:

To reduce prudent reserve of District 7 Treasury from 6 months to 3 months of operating expenses.
{Section **III A** 5.}

Complete revision July 2009

③ Amended May 13, 2014:

Mileage rate for expenses reimbursement to be decided by committee. Slight changes to responsibilities for Registrar and Recording Secretary to be coordinated with Area. {Section **III C** 1a.}

④ Amended August 21, 2014

Literature Chair – Position created. {Section **V H**}}

⑤ Amended December 17, 2015

GSRs: Motion to set rotation dates for District 7 GSRs. {Section **IX A** 3}

1-GSR terms would commence October of even years and end with September GSRs of the next even year.

2-It is suggested that the serving GSR locate their replacement by the end of the term.

3-Outgoing GSRs would will be free to stand for and elected to Special Service Committee Chairs and or District 7 Officers held at the October District 7 meetings in even years.

⑥ Amended January 19, 2017

District Officers and DCMs have the ability to claim mileage and registration at Area 11 events including Area 11 Convention, CSCYPAA, Sober Fest, Roundup, Rompiendo Fronteras, and Grapejam. Mileage and registration for additional service events such as NERAASA and NERF must be approved in advance by District 7. {Section **III C** 1 e.}

⑦ Amended May 17, 2018

Add a brief description in the District Guidelines to the Special Service Committee Positions for the purpose of providing further information to those interested in serving. These descriptions will be taken from the Open Service Position handout provided to the fellowship by the District Chair. {Section **V, A** – **L**}}

⑧ Amended November 29, 2018

Amend the District 7 Service Committee Meeting agenda, as found in the District 7 Service Committee Guidelines manual. {Section **C**}

Revision History

(2nd page)

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Revised, Printed Dec. 2018

