

FINAL: DISTRICT 1 SERVICE GUIDELINES

March 2023

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

GENERAL SERVICE REPRESENTATIVE (GSR) BUSINESS MEETING - Held on the last Monday of the month at the Knights of Columbus in Taftville, CT, beginning promptly at 7:30 PM and ending by 9:00 PM when possible. Refer to the Agenda for information to attend the meeting via the virtual platform; link is also available on the ct-aa.org/District 1 webpage. New GSR orientation is held at 7:00 PM prior to each regular District 1 GSR meeting. The December meeting will be held on the Monday before the Area 11 meeting at 7:30 PM. Every other month, on the odd number months, District 1 will have break-out sessions time permitting after routine business is finished. Call the AA answering service, (860-885-6151) to find out if the meeting has been cancelled due to weather.

The District 1 GSR Business Meeting will be conducted in accordance with Roberts' Rules of Order. Anyone wishing to introduce new business should notify the Chairperson one week before the GSR meeting begins. New business introduced during the meeting will be addressed after all agenda items are complete, provided a 2/3 majority is reached. If 2/3 majority is not reached, the item will be addressed as new business on next month's agenda.

COMMUNICATION

In order to be the voice for a group, committee or special event, it is expected that members will read and follow up on all email communications from District 1 including agendas, minutes, treasurer reports, budgets, guidelines, Area 11 delegate reports, Area 11 and GSO/GSC documents, and other documents and flyers attached to or linked via the emails sent. In keeping with our primary purpose, disperse information to groups and other interested AA parties in a timely fashion in order to keep AA groups and members informed of all District 1, Area 11 and GSO activities and business, as well as respond to requests for review and voting.

FLYERS

Flyers submitted for distribution at the District 1 Service Meeting should clearly state the name of the AA group publishing the flier. Groups should be careful not to include any websites/links that are commercial in nature unless necessary (i.e. Hotel reservations, etc.). Flyers should reference only AA activities. DCMs will check all fliers before they are placed for distribution.

Business Meeting Agenda: Items and sequence will be at the discretion of the District 1 Chair.

1. Welcome new GSRs and Alternate GSRs. Announce new GSR orientation.
2. Have a GSR read the GSR Preamble.
3. Recognize Anniversaries and Milestones.
4. Discussion of a Tradition and Concept.
5. Recording Secretary conducts Roll Call.
6. Vote to accept/change last (prior) month's minutes.
7. Group Announcements and Concerns.
8. New GSR introductions.
9. Vote to accept Treasurer's Report.
10. DCM Report.
11. Area 11 Report.
12. Old Business.
13. New Business.

14. Special Service Committee and Special Event Reports.
15. Break out session, if time permits.
16. Ask about Concerns, Illnesses and Deaths.
17. Close.

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 when we have something to share, and the wisdom to do what is right for our groups as a whole. ("A G.S.R. Preamble Stresses Group Conscience and Unity." *Box 4-5-9*, Aug.-Sep. 1989, p. 7)

GENERAL SERVICE REPRESENTATIVES (GSR's)

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. Each group should consider having an alternate GSR.

RESPONSIBILITIES: The GSR represents the voice of the group conscience, reporting the group's wishes to the District 1 committee members or to the Delegate, who passes them on to the Conference and to the fellowship. The GSR keeps the group informed of current AA events. This includes:

- 1) Attend the monthly District 1 meeting; if unable to attend have the alternate GSR attend.
- 2) Attend the Spring/Fall Assemblies and Area 11 activities.
- 3) Pick up meeting minutes, fliers, schedules, Alkaline, and envelopes for the Area 11 and District 1 contributions to bring back to the group.
- 4) Become acquainted with the AA Service Manual, Box 459, AA literature and District 1 Guidelines.
- 5) Know your GSO group number, or contact GSO, PO Box 459, Grand Central Station, New York, NY 10163.
- 6) Participate in local committees and workshops.
- 7) Learn everything they can about the Twelve Traditions and Twelve Concepts, and are familiar with the GSR Service Manual, the following books: "Twelve Steps & Twelve Traditions", "AA Comes of Age", "Twelve Concepts for World Service" and the pamphlets "The AA Groups", "AA Tradition – How it Developed", "The Twelve Traditions Illustrated" and "The Twelve Concepts Illustrated".
- 8) Attend District 1 GSR orientation within the first three visits.
- 9) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding GSR when possible.

VOTING: The GSR has one vote at the District 1 GSR meeting.

DISTRICT 1 COMMITTEE MEMBERS (DCM's)

QUALIFICATIONS: For this 2-year commitment, a suggested a minimum of 4 years continuous sobriety with previous experience as GSR, Alternate DCM, Chair or Committee member.

RESPONSIBILITIES:

- 1) The primary responsibility of the DCM is to support the GSR's and District 1 at the local and state level.
- 2) Have and maintain a current working knowledge of the GSO Service Manual and keep informed on current issues. For further detail refer to current "AA Service Manual", which will serve as the baseline for DCM's roles and responsibilities.

- 3) Attend the monthly Area 11 and District 1 GSR meetings, District 1 Officers meetings, and workshops/sharing sessions.
- 4) On a rotating basis with other DCMs, report to GSRs about the Area 11 Service Committee meetings.
- 5) Bring copies of the Delegates Report and Area 11 Pre-Conference Assembly reports to the District 1 meeting for distribution.
- 6) All DCM's and Alternates are to attend the Area 11 Spring/Fall and Pre-Conference Assemblies and report back to the District 1 body at the monthly meetings.
- 7) In addition, it is suggested that DCM's and Alternates attend the following: Round Up, Soberfest, Area 11 Convention, Northeast Regional Forum (NERF) and the Northeast Regional Area Service Assembly (NERASA).
- 8) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 9) Assist the delegate in obtaining group information in time to meet the AA directory.
- 10) Keep groups informed about Conference approved books and pamphlets.
- 11) Hold two workshops/service events with the GSRs and any interested District 1 member each year (Spring & Fall).
Passing the Service Message. Form a planning committee including GSRs.
- 12) Make the Conference Reports to groups where the delegate cannot.
- 13) Assist the Alternate DCM in familiarization with their roles and responsibilities at the District 1 level.
- 14) Review materials given to the GSRs for distribution to the groups to ensure they are consistent with the Traditions of AA.
- 15) Conducts new GSR Orientation at District 1 meeting, explaining their duties, their sub-district, answering questions and supplying them with GSR packets.
- 16) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding DCM when possible.
- 17) Audit physical inventory of District's Literature every quarter. The Literature Chairperson's quarterly report needs to match the physical inventory.

ALTERNATE DCM QUALIFICATIONS: Three years of continuous sobriety with one year in a service position and is not currently serving as a GSR/DCM/ Area 11 representative. Term one year and will fill in for all functions in the absence of the DCM and will assume all responsibilities and voting privileges in the DCM's absence.

DISTRICT 1 OFFICER PROFILES

CHAIR

QUALIFICATIONS: For this 2-year commitment, a suggested minimum of 4 years continuous sobriety. Have 2 years of service as a Special Service Committee Chairperson, District 1 Committee Member or other Officer position on the District 1 level. Is not currently serving as a DCM, other Officer or GSR. Working familiarity with Twelve Traditions and Concepts of AA. Previous experience running a business meeting and become familiar with Roberts' Rules of Order in accordance with AA.

RESPONSIBILITIES:

- 1) The primary responsibility of the Chair is to ensure the monthly business meeting is conducted efficiently.
- 2) Coordinate the scheduling, set-up and breakdown of the meeting space and audio equipment; ensuring District 1 is on good terms with its landlord. This includes acting as custodian of the audio equipment between meetings.
- 3) Chair the monthly General Service Representative meeting in accordance with Roberts' Rules of Order, while keeping the meeting focus on AA's primary purpose of carrying the message to the still sick and suffering.
- 4) Prepare meeting agenda based on the previous month's minutes and the submission of new business proposals. Bring copies of the agenda to the District 1 meeting.
- 5) Schedule and chair a monthly District 1 Officers meeting which meets prior to the District 1 GSR meeting. (The District 1 Officers meeting discusses and reviews operational issues affecting the business of District 1, and reviews the upcoming agenda.)
- 6) Rely on AA's Traditions and Concepts to help resolve questions or conflicts which may arise.

- 7) Work closely with other Officers and District 1 Committee Members to:
 - a. Look for ways to continuously improve the operation of District 1.
 - b. Ensure that training and orientation materials are appropriate and on hand for new GSRs and other service volunteers.
 - c. Generate an annual list of all scheduled service meetings.
 - d. Ensure that up-to-date listings of current DCMs and Committee chairs are regularly distributed to GSRs.
- 8) Form Ad Hoc committees to review special concerns as required.
- 9) Maintain a file of important materials and reports, to turn over to a newly elected Chair. This file should contain at least:
 - a. Minutes and the agendas of all monthly meetings.
 - b. A copy of the most recent District 1 Guidelines document, Budget and Treasurer reports.
 - c. Copies of new business proposals as submitted for consideration.
 - d. Any helpful information on being a District 1 Chair or running a District 1 meeting accumulated during their term as chair.
- 10) Share experience, strength and hope with new elected Chair.
- 11) Attend Area 11 Assemblies.
- 12) Form and serve on the Finance Review Committee.
- 13) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 14) Maintain District 1 laptop computer.
- 15) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Chair when possible.

TREASURER

QUALIFICATIONS: For this 2-year commitment, a minimum of four years of continuous sobriety is suggested. Have two years of service as a Group Treasurer, and two years of service as a Special Service Committee Chairperson, District 1 Committee Member or other officer position on the District 1 level. Not currently serving as a DCM, other Officer or GSR.

RESPONSIBILITIES:

- 1) Attend monthly District 1 GSR, Area 11 Assemblies and District 1 Officers meetings.
- 2) Present monthly Treasurer's Report to the district. Provide copies of the report.
- 3) When possible, attend Area 11 sponsored events and District 1 Service Seminars.
- 4) Maintain a non-interest-bearing checking account requiring two signatures on checks over \$500.00 and one signature on checks up to \$500.00; submits and updates a signature card to authorize four signatures (Treasurer, Chair, Recording Secretary and Registrar).
- 5) Manage the PayPal Account in order to receive and provide on-line payments.
- 6) Provide contribution envelopes for distribution to groups.
- 7) Record and deposit moneys received; mail receipts to contributors in a timely manner. Receive reports from District 1 Committee chairpersons, and deposits all contributions in the District 1 checking account.
- 8) Record and pay all authorized expenses in a timely manner including the Answering Service.
- 9) Balance the District 1 check book. Prepare and distribute a monthly written Treasurer's Report which includes the "to date" budget line-item balances. Present the Treasurer's Report at the District 1 GSR meeting.
- 10) Prepare a semi-annual review of Records for the Finance Review Committee held prior to the June and December GSR meetings.
- 11) Maintain electronic files of important materials and reports on the District 1 issued laptop or similar hardware, as well as any helpful information to turn over to the next treasurer.
- 12) Host the annual budget meeting in November; create and revise the proposed budget for review at the December GSR meeting and for approval at the January District 1 GSR meeting. Prepare and distribute budget request forms. New budget goes into effect February 1st.

- 13) Drive to the District 1 Treasurer's Post Office Box at least once a month to collect bills and contributions.
- 14) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Treasurer when possible.

REGISTRAR

QUALIFICATIONS: For this 2-year commitment, a suggested minimum of two years continuous sobriety. Have one year of service on the District 1 level, and not currently serving as a DCM, other officer or GSR. It is strongly suggested candidates have some form of administrative skills or knowledge.

RESPONSIBILITIES:

- 1) Attend monthly District 1 GSR, Area 11 Assemblies and District 1 officers' meetings.
- 2) Attend Area 11 sponsored events and District 1 Service Seminars when possible.
- 3) Forward new meeting information and meeting/GSR changes and findings to the General Service Office and Area 11 Registrar.
- 4) Maintain a current listing of all the District 1 AA meetings, GSRs, Officers, DCMs and Special Service Committee Chairpersons.
- 5) Forward meeting changes, closures and new meeting information to the District 1 Schedules and District 1 Answering Service Chairpersons as well as the Area 11 Registrar.
- 6) Forward all changes of position, address and telephone numbers to the Area 11 Recording Secretary and District 1 Officers.
- 7) Serve on the District 1 Finance Review Committee.
- 8) Maintain a file of important materials and reports, as well as any helpful information to turn over to the next Corresponding Secretary.
- 9) Maintain the District 1 laptop computer.
- 10) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 11) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Registrar when possible.

RECORDING SECRETARY

QUALIFICATIONS: For this 2-year commitment, a suggested minimum of two years continuous sobriety. Have one year of service on the District 1 level, and not currently serving as a DCM, other officer or GSR. It is strongly suggested candidates have some form of office and administrative skills or knowledge.

RESPONSIBILITIES:

- 1) Attend monthly District 1 GSR, Area 11 Assemblies and District 1 Officers meetings.
- 2) When possible, attend Area 11 sponsored events and District 1 Service Seminars.
- 3) Record and transcribe minutes of the District 1 meeting, including results of roll call (present, excused, unexcused). When recording minutes pay particular attention to the wording of all motions, voting results and attendance. The minutes are to be completed and emailed prior to the Area 11 meeting.
- 4) Provide copies of the minutes (monthly) and copies of the District 1 Service Guidelines (yearly) to the District 1 meeting.
- 5) Maintain an up-to-date mailing list of GSR's, DCMs and Alternates, Special Service Chairpersons and Representatives, District 1 and Area 11 Officers.
- 6) Hold submissions for suggested changes to the District 1 Guidelines and presents documentation of changes in January to the District 1 Chair.
- 7) Take roll call at the monthly District 1 meeting.
- 8) Maintain an electronic copy of the District 1 Guidelines by sending the newest, dated version of the document to all District 1 Officers and the Website Chairperson for posting on the District 1 webpage.

- 9) Serve on the Finance Review Committee.
- 10) Maintain a file of important materials and reports, as well as any helpful information to turn over to a newly elected Recording Secretary.
- 11) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 12) Maintain District 1 laptop computer.
- 13) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding Recording Secretary when possible.

DISTRICT 1 SPECIAL SERVICE COMMITTEE CHAIRPERSONS

QUALIFICATIONS: Except as otherwise noted, all positions are a 2-year commitment with a suggested minimum of two years of continuous sobriety; have one year of service at the District 1 level; and are not currently serving as a District 1 DCM or Officer.

Hospitality Chairperson

PURPOSE: To provide coffee and refreshments for the District 1 GSR meetings and greet district members and guests.

RESPONSIBILITIES:

- 1) Attend the monthly District 1 GSR meeting.
- 2) Form a committee with at least one additional person to greet GSRs, DCMs, Officers, and visitors upon arrival.
- 3) Work within budget to purchase and keep an inventory of supplies which include: snacks, half-and-half, regular coffee, decaf coffee, tea, Styrofoam cups, sweeteners, plates, napkins, utensils, hot chocolate, and sugar.
- 4) Arrive at the meeting by 6 p.m. to make the coffee (needs an hour to perk), and set up snacks.
- 5) Request at the bar downstairs to have the meeting hall and coffeepot storage room unlocked.
- 6) Greet and welcome fellowship upon arrival of individuals to the District 1 meeting.
- 7) Begin passing of 7th tradition baskets to all in attendance at the District 1 meeting. Deliver baskets to the Treasurer.
- 8) Deliver clean supplies and utensils, snacks, coffee, beverages, etc. each month.
- 9) Clean up coffee area. Clean coffee pots and put away in storage room after each meeting.
- 10) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 11) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Accessibilities Chairperson

PURPOSE: It is the responsibility of the Accessibilities Chairperson to carry the message to the alcoholic who still suffers, including those with special needs. We define special needs as persons who are blind or visually challenged, deaf or hearing at low levels, chronically ill, physically disabled or homebound. We assist with Translation services. We also help those in remote communities, where it is difficult to carry the AA message because of language, culture, geography or life condition.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Accessibilities Committee meetings.
- 2) Function within the guidelines of an Accessibilities Representative as outlined in the GSO Accessibilities Workbook publication.
- 3) Form a committee to assist with Accessibilities responsibilities.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Must submit a budget to the District 1 Treasurer and attend the annual budget meeting.
- 6) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Alki-Line Chairperson

PURPOSE: The Alki-Line is an Area 11 bi-monthly publication. The Alki-Line Committee's purpose is to publish articles, information and news that support the experience, strength and hope of recovery. The Alki-Line encompasses the spirit of the Traditions of AA, particularly the primary purpose: "to stay sober and help other alcoholics to achieve sobriety." It encourages written contributions from the Area 11 Fellowship, such as personal stories regarding Recovery and it is used to help educate the AA member in Unity and Service.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Alki-Line Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Alki-Line responsibilities as applicable.
- 4) Solicit materials for Alki-Line publication on behalf of District 1.
- 5) Provide copies of the latest Alki-Line at the monthly District 1 meeting.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Answering Service Chairperson

PURPOSE: The Answering Service Committee provides a local and/or toll-free phone number throughout the state for people trying to find AA. Each District maintains a list of AA volunteers willing to perform 12-step calls. Each District uses AA volunteers or a professional answering service to answer phone calls to AA, providing meeting information, passing requests onto Public Information (PI) or Cooperation with the Professional Community (CPC) and connecting people looking for help to 12-step volunteers.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Answering Service Committee meetings.
- 2) Function within the guidelines of the Answering Service Representative as outlined in the GSO Answering Service Workbook publication.
- 3) Form a committee to assist with Answering Service responsibilities as applicable.
- 4) Report monthly to the District 1 GSR meeting, and provide an accurate accounting of call volume.
- 5) Submit invoices and any other expenses for payment to the District 1 Treasurer on a monthly basis.
- 6) Submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Archives Chairperson

PURPOSE: The purpose of the Archives Committee is to preserve the experience, history and historical memorabilia of the Fellowship throughout Area 11. The collection and preservation of notes, records and taped stories of early timers makes up the Committee's main efforts being mindful to maintain the anonymity of AA members. The Committee maintains the Archives Center, open to the Fellowship, which houses and displays the Archival Collection.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Archives Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Archive responsibilities.
- 4) Arrange for open houses at District 1 events when possible.
- 5) Must submit a budget to the Treasurer and attend the annual budget meeting.

- 6) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Bridging the Gap Chairperson

PURPOSE: The local Bridging the Gap program connects the new member being discharged from a facility in District 1 to AA in their community. Clients can request contacts through the AA Temporary Contact/Bridging the Gap Request form. AA members can serve as AA Temporary Contact/Bridging the Gap Volunteers.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Correction and Treatment Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Bridging the Gap responsibilities as applicable.
- 4) Work closely with the Corrections and Treatments Committee Chairpersons.
- 5) Interact with treatment facilities and detox centers during normal business hours.
- 6) Supply Corrections and Treatment committee chairpersons with Bridging the Gap cards.
- 7) Give presentations in local hospitals and detox centers.
- 8) Maintain a constant interaction with the Area 11 Bridging the Gap chairperson.
- 9) Keep an open dialog with the halfway houses in District 1.
- 10) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 11) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Cooperation with the Professional Community (CPC) Chairperson

PURPOSE: CPC is AA's official contact with members of the Professional Community. Professionals include Health Care professionals, Mental Health professionals, Social Workers, Human Resource professionals, Legal professionals, Treatment Center staff, Educators, members of the Clergy, and Law Enforcement professionals.

AA's local CPC committees provide information about Alcoholic Anonymous to members of the community whose profession may bring them in regular contact with anyone who may suffer from the disease of alcoholism. We offer information through a variety of methods, and seek to establish simple and effective ways to work with professionals' policy of "cooperation, but not affiliation."

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 CPC Committee meetings.
- 2) Function with the guidelines of a CPC Representative as outlined in the GSO CPC Workbook publication.
- 3) Form a committee to assist in CPC committee responsibilities.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 6) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Corrections Chairperson

PURPOSE: The purpose of the District 1 Corrections Committee chairperson is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in Department of Corrections (DOC) facilities in District 1, and to facilitate a smooth transition from a corrections facility to the larger AA community through prerelease contracts.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Corrections and Treatment Committee meetings on a regular basis.
- 2) Function within the guidelines of a Treatment & Corrections Representative as outlined in the GSO Corrections and Treatments Workbook publication.
- 3) Be available to contact all currently operational DOC facility officials during normal business hours.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Form a committee to assist in Corrections Committee responsibilities.
- 6) Organize and ensure that chairpersons and speakers are provided by District 1 groups for meetings held at DOC facilities within District 1.
- 7) Procure, store and distribute Conference approved literature, as needed, for District 1 DOC facilities.
- 8) Must submit a budget to the District 1 Treasurer and attend the annual budget meeting.
- 9) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Grapevine Chairperson

PURPOSE: The Grapevine is our meeting in print. The main purpose of this committee is to reach out to the District 1 community, in any way possible, to generate excitement and interest in the Grapevine/La Vina magazines and literature.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Grapevine Committee meetings.
- 2) Function within the guidelines of a Grapevine Representative as outlined in The A. A. Grapevine Workbook publication.
- 3) Attend and set up Grapevine table for GSRs at the District 1 GSR meeting monthly. Coordinate with the Literature chairperson.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Form a committee to assist with Grapevine responsibilities.
- 6) Arrange for Grapevine open houses in District 1 as requested.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Literature Chairperson

PURPOSE: To coordinate all efforts to have AA Conference Approved literature available for purchase by District 1 AA groups.

RESPONSIBILITIES:

- 1) Attend monthly District 1 GSR meeting and submit a monthly report to District 1, providing current inventory and sales.
- 2) When possible, attend Area 11 Literature and sponsored events and District 1 Service Seminars.
- 3) Attend and set up Literature table for GSRs at the District 1 GSR meeting monthly. Coordinate with the Grapevine chairperson.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Form a committee to assist with Literature committee responsibilities.
- 6) Order copies of the Conference-approved literature catalogues.
- 7) Become familiar with all Conference-approved literature and audio-visual materials.
- 8) Inform District 1 GSRs and DCMs through displays and other suitable methods of all Conference-approved literature, audio-visual material and other special items at District 1 meetings and at District 1 events (workshops, conferences, conventions, roundups and meetings).
- 9) Maintain an ample supply of current Conference-approved pamphlets, books, audio-visual material and catalogues, providing suitable dry storage space.

- 10) Inventory should be updated physically on a quarterly basis and should reconcile to last reported inventory. The inventory should be audited by a DCM volunteered at the prior District 1 GSR meeting.
- 11) Submit all money to the Treasurer on a monthly basis, and maintain an accurate receipt book for all transactions.
- 12) Maintain the District 1 literature email address and check two weeks prior to the next District 1 meeting for orders.
- 13) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 14) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Public Information (PI) Chairperson

PURPOSE: To carry the AA message to the alcoholic who still suffers by conveying AA information to the general public including the media. The committee may also act collectively to participate in Area-wide activities such as service round-ups and other workshops.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Public Information Committee meetings.
- 2) Function within the guidelines of a PI Representative as outlined in the GSO Public Information Workbook publication.
- 3) Form a committee to assist with Public Information responsibilities.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 6) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Schedules Chairperson

PURPOSE: To maintain an accurate, up to date, database of all AA meetings in District 1. Meeting times, places and type of meeting will be available on-line (ct-aa.org) and in the Meeting Guide app throughout the year.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Schedules Meeting.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with the Schedules committee responsibilities as applicable.
- 4) Educate and inform District 1 fellowship in printing meeting schedules off the ct-aa.org website.
- 5) Educate and inform District 1 fellowship in the use of the Meeting Guide phone app.
- 6) Maintain accurate and up-to-date meeting information for District 1 on CT's website.
- 7) Maintain email for communications to keep District 1 meeting information updated.
- 8) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 9) Maintain District 1 laptop computer.
- 10) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Treatments Chairperson

PURPOSE: To carry the message of recovery to those in treatment and transitional facilities. Maintains lists, arranges for people and/or AA groups to conduct meetings in facilities, and distributes Conference-approved literature. Facilitates contact with the local AA community.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Treatment Committee meetings on a regular basis.

- 2) Function within the guidelines of a Treatment & Corrections Representative as outlined in the GSO Corrections and Treatments Workbook publication.
- 3) Form a committee to assist in Corrections Committee responsibilities and outreach.
- 4) Report monthly to the District 1 GSR meeting.
- 5) Identify new treatment centers; facilitate communication and outreach.
- 6) Supply AA approved literature to outreach meeting commitment groups for distribution.
- 7) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 8) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

Virtual Meeting Committee Chairpersons

PURPOSE: The Virtual Meeting Committee facilitates the virtual portion of the District 1 GSR meeting by supporting accessibility to homebound district members.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Virtual Committee meetings.
- 2) Form a committee with at least one other person in order to provide support and backup for the virtual meeting activities.
- 3) Report monthly to the District 1 GSR meeting.
- 4) Set up and break down the laptop, hot spot device and speakers at each monthly District 1 meeting. Maintain equipment in a safe place in between district meetings.
- 5) Utilize the District hot spot to launch the virtual meetings at least 15 minutes prior to the start of the District meeting to insure technical stability.
- 6) Greet all virtual members and guests.
- 7) Facilitate communication with virtual attendees including group announcements, questions, motions, voting, committee reports, area reports, member concerns, anniversaries, etc.
- 8) Collaborate with the Treasurer to ensure monthly payment for the hot spot device and virtual meeting account.
- 9) Submit a budget to the Treasurer and attend the annual budget meeting.
- 10) In order to provide continuity and coverage, be willing to plan a smooth transition and train the succeeding chairperson when possible.

Website Chairperson

PURPOSE: The Area 11 Website facilitates the carrying of the AA message, as well as implementing on-line projects and initiatives directed by GSO, the Area 11 and District 1 on the Internet. Help to maintain a freely available website where information can be obtained about Alcoholics Anonymous in general and how it relates to Area 11 and District 1 events and activities in particular.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Website Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Website responsibilities as applicable.
- 4) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 5) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding chairperson when possible.

DISTRICT 1 SPECIAL EVENT REPRESENTATIVES

QUALIFICATIONS: Except as otherwise noted, all positions are a 1-year commitment with a suggested minimum of six months of continuous sobriety and service at a group or district level; and are not currently serving as a District 1 DCM or Officer.

Area 11 Convention Representative

PURPOSE: The Area 11 Convention is an annual 3-day weekend of sharing. The convention features speakers, workshops and other activities. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Convention Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Area 11 Convention responsibilities as applicable.
- 4) Attend the Area 11 Convention.
- 5) Provide a post-event update to the District 1 GSR Meeting including financials.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Christmas Alkathon Representative

PURPOSE: The Christmas Alkathon is a 24-hour event which features speakers, food and fellowship. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the Christmas Alkathon Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Christmas Alkathon responsibilities as applicable.
- 4) Attend the Christmas Alkathon.
- 5) Provide a post-event update to the District 1 GSR Meeting including financials.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

CSCYPAA (CT State Conference of Young People in AA) Representative

PURPOSE: The CSCYPAA Convention is an annual 3-day weekend of sharing. The convention features speakers, workshops and other activities. Its purpose is to carry the AA message and encourage young people in AA to become actively involved in service.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 CSCYPAA Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with CSCYPAA responsibilities as applicable.
- 4) Attend CSCYPAA.
- 5) Provide a post-event update to the District 1 GSR Meeting including financials.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Rompiendo Fronteras Representative

PURPOSE: The Convention is an annual 1-day bi-lingual day of sharing with Al Anon participation with the purpose of unifying the Spanish and English-speaking communities of AA. The event features speakers, workshops and other activities. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Rompiendo Fronteras Committee Meetings.
- 2) Report monthly to the District 1 GSR Meeting.
- 3) Form a committee to assist with Rompiendo Fronteras responsibilities as applicable
- 4) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 5) Attend the Rompiendo Fronteras event.
- 6) Provide a post-event update to the District 1 GSR Meeting including financials.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Round-Up Representative

PURPOSE: The event is an annual 2-day weekend of sharing for the AA community. The event features speakers, workshops and other activities. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Round-Up Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Round-up responsibilities as applicable.
- 4) Attend the Round Up event.
- 5) Provide a post-event update to the District 1 GSR Meeting including financials.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Soberfest Representative

PURPOSE: The event is an annual 3-day family fun weekend. The event features camping, lodging, swimming, and fellowship with Al Anon and Alateen participation.

RESPONSIBILITIES:

- 1) Attend the monthly Area 11 Soberfest Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Soberfest responsibilities as applicable.
- 4) Attend the Soberfest event.
- 5) Provide a post-event update to the District 1 GSR Meeting including financials.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

Thanksgiving Alkathon Representative

PURPOSE: The Thanksgiving Alkathon is a 24-hour event of sharing which is coordinated with District 4. The Alkathon features speakers, food and fellowship. Its purpose is to carry the AA message.

RESPONSIBILITIES:

- 1) Attend the Thanksgiving Alkathon Committee meetings.
- 2) Report monthly to the District 1 GSR meeting.
- 3) Form a committee to assist with Thanksgiving Alkathon responsibilities as applicable.
- 4) Attend the Thanksgiving Alkathon.
- 5) Provide a post-event update to the District 1 GSR Meeting including financials.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) In order to provide continuity and coverage, be willing to plan a smooth transition to and train the succeeding representative when possible.

DISTRICT 1 OPERATING PROCEDURES

Election Process

Elections to fill District Chair and Recording Secretary vacancies, created under the spirit of rotation, are held at the October business meeting in odd numbered years for two-year terms of office beginning in January of even numbered years.

Elections to fill Treasurer and Registrar 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 in January of odd numbered years.

In the event that an Officer cannot complete a full term of office, an interim Officer will be nominated/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.

District 1 will elect one DCM at the October meeting for each sub-district on an even year and one DCM from each sub-district on an odd year. The term of each DCM will be two years.

The terms for all Special Service Committee Chairpersons are for two years. Elections are held at the October business meeting in even numbered years, and terms of office begin the following January.

The Area 11 Special Event Representative positions for the Convention, Soberfest, Round-up, Rompiendo Fronteras, Thanksgiving Alkathon, Christmas Alkathon, and CSCYPAA are one-year terms, to be elected in October or when those committees form.

Fulfilling the responsibilities of each position is vital to the effective completion of District 1 business. If any District 1 Officer, Special Committee Member or Special Event Representative cannot attend the District 1 GSR meeting, the Spring and Fall Assemblies, or any other required meeting, they should send a co-chair or alternate. If they are required to give a report and no one can attend, a written report may be sent. Failure to do any of the above will be considered an unexcused absence.

The GSRs may vote to replace any District 1 Officer, DCM, Special Service Committee Chair or Special Event Representative who has 3 or more unexcused absences from the District 1 GSR Meeting in a calendar year. In the event that no nominations/volunteers come forth for any vacancy, the nomination will be tabled until the following meeting.

When someone stands or is nominated for a position, the District Chair will read the qualifications for that position. That nominee will then qualify for that position. The body will then have an opportunity to ask the nominee questions relevant to the position. The Chair will then ask those present if anyone else is willing to stand for the position. If someone stands then that person needs to qualify and answer questions. The Chair will call a vote and the person with a simple majority by show of hands will be elected to that position. In the event of a tie, the Chair can decide to use our Third Legacy Procedure.

Voting Process

- 1) Issues that are brought to a vote and a group conscience has been determined shall not be revisited for a minimum of four months.
- 2) Votes on issues affecting AA groups need to be brought to individual groups by GSRs and may only be voted on by GSRs during the District 1 meeting a minimum of one month after issue has been brought up for discussion.
- 3) After the proposed budget is brought back to the groups for their review and vote, the final vote will be by GSRs only.
- 4) Only the General Service Representatives (GSRs) will have a vote at the District 1 GSR meeting. If a group's GSR is absent, then the Alternative GSR will have one vote.
- 5) New business may be presented, but not debated until after a motion has been made and seconded by a member of the body.
- 6) Following a vote, the Chair should ask someone from the minority opinion to speak to their position. If someone from the majority opinion then votes for reconsideration and it is seconded then a second vote will be taken. This second vote is final.
- 7) Votes requiring a simple majority:
 - a. Election of a new District 1 Officer, DCM, Special Service Committee Chair, or Special Event Representative
 - b. Approving District 1's annual budget
 - c. Accepting meeting minutes and Treasurer's report
 - d. Reimbursement of expenses outside committee budgets
 - e. Making District 1 contributions to Area 11 and GSO
 - f. Tabling a motion
 - g. Vote Reconsideration
 - h. Adjourning the meeting
- 8) Votes requiring a 2/3 majority:
 - a. Changes to District 1 Guidelines
 - b. Creation of a new Special Service Committee
 - c. Introduction of new business (see pg. 2)
 - d. Determining if District 1 will take an inventory
 - e. Replacing any District 1 Officer, DCM, Special Service Committee Chair, or Special Event Representative
 - f. Redistricting

General Finance

- 1) Electronic payments – District 1, as an entity, will have and maintain a form of electronic payment that is not linked to any individual's personal account.
- 2) Two signatures are needed on checks over \$500.00.
- 3) Only non-interest-bearing bank accounts are to be used for District 1 funds.
- 4) All requests for funds by DCMs, Officers, Special Service Committee Chairpersons, and Special Event Representatives are to be accompanied by a written request.

Approved requisitions and checks for District 1 purchases are to be paid directly by the District 1 Treasurer.
- 5) All DCMs, Officers, Special Service Committee Chairpersons and Special Event Representatives are expected to function within their budgets. Expenses outside their budgets must be approved by the General Service Representatives in advance whenever possible.
- 6) All moneys realized over and above expenditures for services and events will be returned to the District 1 Treasury.
- 7) All A.A.W.S. literature for District 1, including Special Service Committee needs, will be purchased from the District 1 Literature Committee. Expenses incurred will be tracked by the Treasurer through the line-item budget.

The following is a general list of expenses to be considered by each DCM, Officer, Special Service Committee Chairperson, and Special Event Representative when writing a budget proposal. This not a complete list, it is only meant as a guideline:

- 1) Mileage to and from Committee meetings, Area 11 meetings, and any mileage while doing service work, at a rate of

\$0.40 per mile.

- 2) Cost of AA approved literature.
- 3) Telephone expenses for committee work.
- 4) The cost of printing fliers or pamphlets.
- 5) Postage costs for mailings associated with committee work.
- 6) Registration costs for Area 11 events where the District 1 Officer, DCM, Special Service Committee Chairperson, or Special Event Representative is fulfilling a committee responsibility, such as setting up a display or participating in a workshop.
- 7) Registration and mileage to support NERAASA (North East Regional AA Service Assembly), NERF (North East Regional Forum) may be provided, and any additional expenses will be presented to District 1 for approval. Hotel accommodations, meals, and other allowances should be approved by District 1 at a minimum 2 months before the event.

Finance Review Committee

The purpose of the committee is to review the Financial Statements of both the Treasurer and the Answering Service Committee to ensure that the Records are accurate, updated and in accordance with the specific guidelines of their respective Committees. The District 1 Chair is responsible for putting this Committee in place. The Committee will be comprised of the District 1 Chair, Registrar, Recording Secretary and two Volunteers from the meeting with preferably a working knowledge of Finance. The Finance Review Committee will meet at 6:30 PM prior to the regular District 1 GSR meeting in the months of June and December. Any non-compliance or inconsistencies will be reported at the following District 1 GSR Meeting.

Any recommendation to make contributions to Area 11 or GSO, should only be made from this Finance Review Committee. If a motion is made and seconded, that motion should go back to the groups and voted on at the following District 1 GSR meeting.

Budget Process

The annual District 1 Budget covers the period from February 1 of the current year to January 31 of following year. A proposed budget is presented to GSRs at the December business meeting, and the GSRs vote on the proposed budget at the January business meeting.

The District 1 Treasurer will pass out budget request forms at the October business meeting to all District 1 DCMs, Officers, Special Service Committee Members, and Special Event Representatives. At the October business meeting, the District 1 Treasurer will announce the date and place of the budget committee meeting, usually the last Monday in November. Also, at the October business meeting, one General Service Representative from each sub-district will be elected to the budget committee.

The budget committee will meet in November to draft a proposed budget for the next year. The budget committee will be chaired by the District 1 Treasurer and will be composed of District 1 Officers, District 1 Committee Members, Special Service Committee Chairpersons, and one General Service Representative from each sub-district. 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.

The committee will go through each budget request and develop a budget for District 1 that meets the needs of each DCM, officer, committee, and representative while maintaining a prudent reserve of 25% of the annual budget. The amount of contributions in the previous year should be considered when determining the total amount of the budget proposal. The final proposal will be presented to the Group Service Representatives at the December business meeting and voted on at the January meeting.

The purpose of the District 1 budget is to finance efforts to reach out to the alcoholic who has not found Alcoholics Anonymous yet, and to ensure that no financial burden is placed on anyone elected to serve District 1. This guarantees that no one is denied

the opportunity for service due to financial considerations. In keeping with this spirit, receipts for mileage reimbursement from anyone fulfilling their elected responsibilities will always be honored.

All District 1 Officers, District 1 Committee Members, Special Service Committee Chairpersons, and Special Event Representatives are responsible for keeping a record of their expenses to report to the General Service Representatives at budget year's end and for justification for the proposed budget.

Procedure to Amend District 1 Guidelines

These District 1 Guidelines will be considered for amending in the following manner:

- 1) The Guidelines will be considered for amending at one time only during the year at the March District 1 meeting.
- 2) A proposal to amend the District 1 Guidelines may come from a GSR, DCM, Officer or Special Committee Member from District 1. A proposal may be submitted at any time during the year to the District 1 Chair. The proposal must be in writing, must indicate the reasons for the proposed change and be submitted no later than the January District 1 meeting
- 3) A Guidelines Review Committee will be formed each January and will be comprised of 8 individuals: two District 1 Officers, two Special Service Committee Chairpersons, two DCMs or Alternates, and two GSRs. Its purpose is to review all proposals submitted to the Chair, to review the current guidelines, and make recommendations for any changes. This committee will prepare a written list of proposed amendments to the guidelines, paying strict attention to the exact wording of any proposed changes, and provide a copy of this list to GSRs at the February District 1 meeting.
- 4) A brief discussion will be held on the proposed changes at the February District 1 meeting.
- 5) Voting on the proposed changes will be at the March District 1 meeting.
- 6) Each revision will be marked accordingly i.e. December 2001 revised, etc.

Procedure to Create a New Special Service Committee

To add a new Special Service Committee to the District 1 Service Structure, the following process will be followed:

- 1) A written motion will be presented to the District 1 Chair for consideration by the body of the District 1 meeting.
- 2) If seconded, the motion will be discussed.
- 3) The District 1 Chair may form an ad hoc committee to investigate the need, cost and function of the proposed committee.
- 4) The committee will investigate and provide a written report to the District 1 meeting, including a recommendation to form or not form the new committee.
- 5) The GSRs will bring the report back to their groups for discussion and vote.
- 6) Two months after the written report is presented, a vote will be held at the District 1 meeting. A 2/3 majority is needed to approve the formation of a new special service committee.

District 1 Inventory

In June, a group conscience will be held to determine if an inventory will be taken. A 2/3 majority vote is required for approval. If approved, the scheduling of an inventory is added to the agenda for the next District 1 meeting.

It will be chaired by an AA member not involved in District 1 business; someone such as a past or present Area 11 Officer, or another AA with an understanding of the Traditions and Concepts. All District 1 GSR's, Officers, DCM's and their Alternates, Special Services Committee Members, and Special Event Representatives are eligible to participate. Separate inventory guidelines will be provided to support the event.

Opening Section

1. “Communication” statement added.

Business Meeting Agenda section

1. “Items and sequence will be at the discretion of the District 1 Chair” statement added.
2. Removed “Read Charlie F. statement” and the statement.
3. #4 added “and Milestones”
4. #8 updated to “Group Announcements and Concerns.”
5. “Vote to accept Treasurer’s Report” added under #9 Treasurer’s Report.
6. “Flyers” paragraph given a bolded heading.
7. Spelling updated from Fliers to Flyers.

District Committee Member section

1. #11 updated to - Hold two workshops/service events with the GSRs and any interested District 1 member each year (Spring & Fall). Passing the Service Message. Form a planning committee including GSRs.

Treasurer section

1. Added to #11 “or similar hardware.”

Election Process section

1. Added “Thanksgiving Alkathon” and Christmas Alkathon” to the Area 11 Special Event Representative positions for the Convention, Soberfest, Round-up, Rompiendo Fronteras, Thanksgiving Alkathon, Christmas Alkathon, and CSCYPAA are one-year terms, to be elected in October or when those committees form.
2. Added “DCM”, “Service”, “or Special Event Representative”, and “from the District 1 GSR Meeting” to – “The GSRs may vote to replace any District 1 Officer, DCM, Special Service Committee Chair or Special Event Representative who has 3 or more unexcused absences from the District 1 GSR Meeting in a calendar year. In the event that no nominations/volunteers come forth for any vacancy, the nomination will be tabled until the following meeting.”
3. Added – “When someone stands or is nominated for a position, the District Chair will read the qualifications for that position. That nominee will then qualify for that position. The assembly will then have an opportunity to ask the nominee questions relevant to the position. The Chair will then ask those present if anyone else is willing to stand for the position. If someone stands then that person needs to qualify and answer questions. The Chair will call a vote and the person with a simple majority by show of hands will be elected to that position. In the event of a tie, the Chair can decide to use our Third Legacy Procedure.”

Voting Process section

1. First line changed to #1 which re-sequenced 2 and 3.
2. Added items 4 – 8 to clarify voting process.

General Finance 2nd section

1. Mileage reimbursement changed from \$.25 to \$.40 per mile.

Finance Review section

1. Changed “Telephone Answering Committee” to “Answering Service Committee.”
2. Added “Any recommendations to make contributions...” paragraph.

Budget Process section

1. In 4th paragraph, updated prudent reserve amount from 33% to 25%.