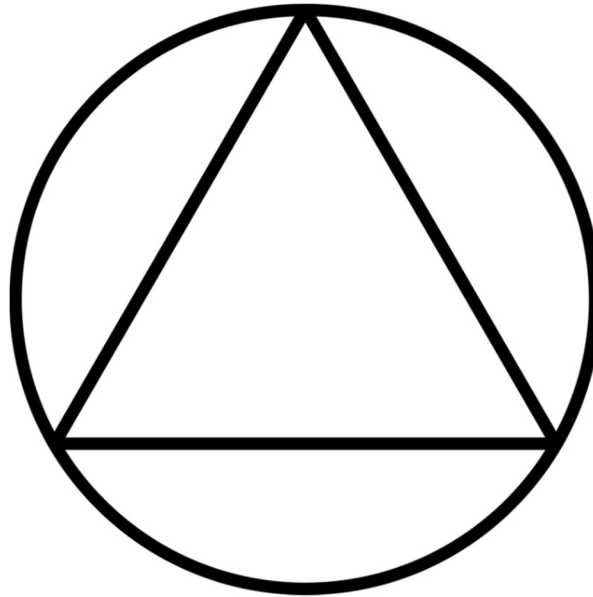


Alcoholics Anonymous: Area 11, District 8 Service Guidelines

Rev. 06/2023



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 in A.A. 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.

GENERAL INFORMATION

THE ANNUAL DISTRICT 8 FISCAL BUDGET IS JANUARY 1ST THROUGH DECEMBER 31st OF THAT YEAR. THE NEW PROPOSED BUDGET WILL BE PRESENTED AT THE NOVEMBER GSR BUSINESS MEETING. THOSE QUALIFIED TO VOTE WILL DO SO AT THE DECEMBER DISTRICT 8 GSR BUSINESS MEETING.

ELECTIONS AND TERMS OF OFFICE FOR ALL DISTRICT 8 GSR SERVICE COMMITTEE POSITIONS

Elections to fill Service Committee positions are held at the October GSR Service Meeting for all positions that require replacement due to rotation or end of service term. The newly elected persons will commence their respective service position the following January 1st. Some of the service positions require a one year term of service. Other service positions are for a two-year term as defined below. Note: Any position that becomes vacant due to Incompletion of its required term will be filled by election as soon as possible. The replacement shall be referred to as serving an "interim term." This will allow the interim person to finish off that term and run for the same position at the October District 8 GSR Service Meeting for the new full term.

TERMS OF SERVICE

One Year Elected Terms Service positions will be filled by election each year at the October District 8 GSR Service Meeting for the following fiscal year.	Two Year Positions for EVEN year election. The following Special Service Committee Chairs and Co- Chairs, (if that position has a Co-Chair)	Two Year Positions for ODD year election
Alt. DCM Sub-District One	DCM Sub-District One	Chairperson
Alt. DCM Sub-District Two	DCM Sub-District Two	Finance Chair/Co-Chair
Alt. DCM Sub-District Three	DCM Sub-District Three	Recording Secretary
Service Appreciation Workshop Chair/Co-Chair	Registrar	DCM Sub-District One
Convention Rep	Treasurer	DCM Sub-District Two
CSCYPAA Rep	Accessibilities	DCM Sub-District Three
NERAASA Rep	Alki-Line	Literature
Round-Up Rep	Archives	
Rompiendo Fronteras Rep	Area 11 Answering Service	
Soberfest Rep	Cooperation with the Professional Community (CPC)	
Coffee Maker	Corrections	
	Grapevine	
	Public Information (PI)	
	Schedules	
	Treatment	
	Website	
	Technology Coordinator	

**In the event that no nominations/volunteers come forth for any vacancy, it is then tabled until the following GSR meeting. **

All District Officers, District Committee Members, Special Service Committee Chairpersons, District 8 Committee Representatives to Area and other AA meetings, and the Coffeemaker are responsible for keeping a record of their expenses to report to the General Service Representatives at budget year's end and for justification of the following year's proposed budget. At the September GSR Service meeting, the Finance Chair is to supply all Committee Chairs, DCMs, and Officers with Budget Request forms for the next year's District 8 Budget. All will return budget requests along with written records of current year expenses to the Finance Chair at the October District 8 General Service Representative Business meeting.

MORE GENERAL INFORMATION

1. Interest OR non-interest-bearing bank accounts are to be used for all District 8 funds.
2. District 8 GSR Fund account: 2 authorized signatures, Treasurer and Chairperson are needed on checks over \$600. (One signature on check < \$600)
3. District 8 prudent reserve: Maintained in a separate account equal to one fourth the District 8 annual budget, to be adjusted annually. Two Authorized signatures are always required to withdraw funds from this account.

4. All requests for funds by Officers, DCMs, Special Service Committee Chairs, and District Representatives are to be accompanied by a requisition form. (See form in Appendix 1) Approved requisitions for District 8 purchases (Including but not limited to mileage, copying fees, etc.) are to be paid directly by the District 8 Treasurer.
5. All Officers, DCMs, Special Service Committee Chairs, District Representatives, and the Coffee Maker are expected to function within their budgets. Unforeseen expenses outside of their budgets must be approved by the District 8 General Service Representative Service Body in advance, when possible.
6. All monies realized over and above expenditures for services and events will be returned to the District 8 General Fund.

DISTRICT 8 GENERAL SERVICE REPRESENTATIVE BUSINESS MEETINGS

District 8 General Service Representative Business meetings are held in Southington on the fourth Tuesday of the month at the 1st Lutheran Church, 232 Bristol St. beginning promptly at 7:30 PM and ending by 9:30 PM. Should discussion under new business continue past 9:15 PM, The Chairpersons calls to table the discussion until next month.

Prior to the start of the District 8 GSR Service meeting:

- Those attending should sign-in on the attendance sheets provided.
- Guests will sign-in on a pad provided for them on the table next to the regular sign-in sheets
- Group GSR's will pick up distribute to their groups a one month supply of Area 11 schedules, District 8 mini- Schedules, fliers, and newsletters. (Note updated District 8 mini-schedules are printed each month.)
- Attendees of the District 8 Service Meeting will pick up copies of the meeting's current agenda, new business motions (if any), past month's minutes, and treasurer's report.

BUSINESS MEETING AGENDA

- District 8 Chairperson opens the meeting with the GSR Preamble, and the Serenity Prayer.
- District 8 Chairperson Report. (Note: States what is planned ahead in new business)
- Recording Secretary's report. (After inviting corrections/additions, the Chair asks for all to accept the report.)
- Treasurer's written report explained to the GSR body
- Registrar's report
- Chairperson calls for group concerns, then calls for ill and deceased.
- Chairperson invites candidates to stand for each vacant District position. When anyone stands for a vacant position, the Registrar reads the guidelines for that position. If the candidate qualifies for that position, the chairperson calls for a vote of support from the GSR Service Body. A simple majority is needed to elect. This process is repeated until all vacant District 8 service positions are filled.
- Chairperson welcomes new GSRs and new Alternates asking each person to state name, group name, (GSR or Alt.). Asks to attend GSR orientation given by the DCMs.
- Discussion of a tradition, suggested that the tradition is presented by a GSR
- Discussion of a concept, suggested that the concept is presented by a DCM or Alt. DCM
- Delegates Report
- District 8 Committee Chairs bimonthly report.

- DCM report
- Old Business
- New Business
- Thank all special helpers
- Select those to be next month's Greeters. It is suggested that a GSR do the tradition and a DCM do the concept
- Move to adjourn
- Ask for Anniversaries and close with the Responsibility Statement

SERVICE POSITIONS

CHAIRPERSON OF THE DISTRICT 8 GSR SERVICE BODY

QUALIFICATIONS: A suggested minimum of four years continuous sobriety. Have two years of service as a Special Service Committee Chairperson, District Committee Member (DCM) or other Officer position on the District level and not concurrently serve as a DCM, other Officer or GSR. Strongly suggested that candidates have basic computer skills, organizational skills, and communication skills.

RESPONSIBILITIES:

1. Chairs monthly District 8 General Service Representative Service Meeting.
2. No later than seven days after the previous monthly District 8 GSR Service Meeting, prepares the next month's meeting agenda and provides it to the District 8 Recording Secretary for distribution. At each month's Service meeting provides extra agenda copies for those attending.
3. Reviews all written requests for new business received in writing prior to the next District 8 GSR Service Meeting. No request for new business will be entertained until the District 8 Chairperson receives that request in writing. The Chairperson may ask for clarification of any request received. New business will be presented at the next District 8 GSR Service Meeting provided the District 8 Chairperson receives the final written request at Least seven days prior to the next meeting. Later requests will be deferred to the following month's meeting.
4. Prepares copies of new business proposals to be discussed at each monthly Service Meeting and provides copies to all meeting attendees.
5. Schedules and Chairs a monthly District Officers' meeting which meets prior to each District 8 GSR Service Meeting. Includes DCMs in these meetings at least twice in each calendar year.
6. Interacts closely with other District 8 Officers and District Committee Members (DCMs).
7. Visits the monthly Area 11 Service Committee Meeting to keep abreast of Area activities.
8. Forms ad-hoc committees to review special concerns as required.
9. Keeps a file of important material and reports to turn over to a newly elected Chairperson.
10. Shares experience, strength and knowledge with newly elected Chairperson.
11. Attends District 8 Service Committee meetings, District 8 Service Seminars and Area 11 Assemblies.

VOTING: Has one vote at Area 11 Assemblies. At the District 8 General Service Meeting, the Chairperson votes only when a tiebreaker is needed.

TREASURER

QUALIFICATIONS: A suggested minimum of four years continuous sobriety. Have two years of service as a Group Treasurer and two years of service as a Special Service Committee Chairperson, District Committee Member or other Officer position on the District level and not be concurrently serving as a DCM, other Officer or GSR. Strongly suggested candidate have some computer skills and record keeping knowledge.

RESPONSIBILITIES:

1. Attends monthly District 8 General Service Representative Service Meeting, District 8 Officers' meetings, District 8 Service Seminars, and Area 11 Assemblies.
2. Maintains a checking account for the District 8 GSR General fund with two authorized signatures, Treasurer and Chairperson.
3. Maintains the District's prudent reserve in a separate account with two authorized signatures: Treasurer and Chairperson. Target amount in this account shall be the greater of (a) one-fourth the annual budget, updated annually or (b) the amount necessary to avoid monthly bank service charges.
4. Records and deposits all District 8 income & pays all authorized District 8 expenses.
5. Provides reimbursement request forms for those requesting funds from the District 8 GSR General Fund.
6. Sends acknowledgements to all those sending donations to District 8 along with a new form with the group information on it for the group's next contribution. Maintains a list of all those groups that have contributed; includes that list in the monthly report described in #7.
7. Prepares a monthly District 8 report of financial transactions and provides copies for all who attend the monthly District 8 GSR Service meeting. (Copies may be placed on the flier table.)
8. Each month places on the flier table a supply of contribution envelopes for District 8, Area 11, and GSO for each GSR to carry back to his/her group.
9. Provides to the Finance Committee any records requested by them in order that they may carry out their required responsibilities for both the annual budget and the treasurer term ending audit.
10. Actively participates in the Finance Committee's preparation and presentation of the annual budget.
11. VOTING: Has one vote at Area Assemblies and District General Service Representative meeting.

DISTRICT 8 REGISTRAR

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one years' service on the District level. Not concurrently serve as a DCM, other Officer or GSR. It is strongly suggested candidates have computer skills & record-keeping experience.

RESPONSIBILITIES:

1. Attends monthly District 8 General Service Representative Service Meetings, District 8 Officers meetings, and Area 11 Assemblies
2. Attends Area sponsored events and District 8 Service Seminars.
3. Maintains a current District 8 database of all available information concerning the
4. A.A. District 8 Groups, Officers, DCMs, Alt. DCMs, GSRs, Alt. GSRs, Special Service Committee

- Chairpersons or Representatives, Co-Chairs or Alternates, and Coffeemaker. Includes in this database all available information on the Area 11 Officers.
5. Electronically transmits new meeting information and meeting / GSR changes and endings to the Area 11 Registrar for entry into the GSO database.
 6. Provides all changes in District 8 service positions (including position holders' names, addresses and telephone numbers) to the Area Recording Secretary, Area Registrar, and District 8 Officers.
 7. In January of each year, sends to the Area 11 Alternate Delegate an up-to-date list of names and phone numbers of all District 8 Officers, DCMs, Alt. DCMs, Special Service Committee Chairs/Co-Chairs, and District 8 Representatives to Area Service Committees. This data will be input to the Area 11 Directory for the upcoming year.
 8. Monthly, provides to the District 8 GSR Service meeting a list of all District 8 elective positions, including position or committee, term of office, term expiry date (month and year), and name of position holder. In addition provides to officers only the addresses, phone numbers, and e-mail addresses of those in the list of positions. Information is added to this list as new people are elected or resign.
 9. Maintains a secure list of E-mail addresses of all District 8 Officers, DCMs, Alt. DCMs, Special Service Committee Chairs/Co-Chairs, Representatives and Alternates to Area Committees, GSRs, and Alt. GSRs. Regularly sends an updated list to the recording secretary who keeps the contact list updated for e-mail account. Asks for new E-mail addresses as part of each monthly report. Provides forms for the new e-mail addresses and retains completed forms in a confidential file.
 10. Prepares a special list of all AA Group Meetings in District 8 and forwards it monthly to the District 8 Treasurer for record keeping. List to include the Group number, Group name, Group meeting location and current group treasurer, if known.
 11. Monthly, provides sign-in sheets to the District 8 GSR Service Meeting:
 - a. A sign-in sheet listing all District 8 Officer and Committee positions, both filled and unfilled.
 - b. Another set of sign-in sheets listing separately by Sub-District all the group meetings in District 8. Each Sub-District list, alphabetized by Name of Meeting, includes the meeting name, group number, meeting address, day, and time. List also includes the name of the GSR.
 - c. A separate sheet of paper for any visitors to sign in.
 12. Maintains an attendance record of all those that signed in as attending the Meeting.
 13. Monthly, provides each DCM with a list of all meetings in their Sub-District whose known GSR or Alternate GSR did not attend two District 8 GSR Service Meetings in a row.
 14. Monthly, provides each DCM with a current list of meetings in their Sub-District without a known GSR.
 15. Monthly, provides the District 8 Recording Secretary a set of labels for all those in the District 8 Database that have elected to receive District 8 Mailings via US MAIL within a week after the GSR meeting.
 16. When any AA member stands for election to a District 8 position, reads from the District 8 Guidelines the qualifications for that position.
 17. Maintains an ample supply of New Meeting forms, Meeting change forms, and all other forms needed to update District 8 records. Forms are to be compatible with electronic scanning.
 18. Handles all miscellaneous correspondence. Reads appropriate correspondence to the District 8 GSR Service body as part of the Registrar's report during the District 8 GSR Service Meetings.
 19. As needed, requests assistance to keep abreast of record keeping and meeting changes etc.

VOTING: Has one vote at Area Assemblies and District General Service Representative meeting.

RECORDING SECRETARY

QUALIFICATIONS: A suggested minimum of two years' continuous sobriety. Have one year's service on the District level. Not concurrently serve as a DCM, other Officer or GSR. It is strongly suggested that candidates have Computer skills and Secretarial skills or knowledge.

RESPONSIBILITIES:

1. Attends Monthly District 8 GSR Service Meetings, District 8 Officers meetings.
2. Attends Area sponsored Service Events and District 8 Service Seminars.
3. Records and transcribes minutes of the District 8 GSR Service meeting, paying particular attention to the wording of all motions and voting results. To ensure accurate minutes, each speaker is requested to supply the Recording Secretary with a written copy of any report given during the District 8 GSR Service Meeting.
4. Copies all paperwork collected from each monthly District 8 GSR Service Meeting and forwards it to the District 8 Chairperson to be retained in the District 8 Archives.
5. Within 7-14 days after each monthly District 8 Service Meeting or as soon thereafter as possible, distributes copies of the meeting minutes to all District 8 GSRs, DCMs, Alternate DCMs, Special Service Committee Chairpersons, Co-Chairs, Representatives, District 8 Officers, and Area 11 Officers. Distribution may be by e-mail, postal mail, or whatever method is acceptable to the recipient and approved by vote of the District 8 GSR Service body.
6. Along with the meeting minutes, also distributes the District Chair's written Agenda for the following month's District Service Meeting.
7. At each month's District Service Meeting, provides additional copies of the previous month's meeting minutes and the current month's agenda.
8. Maintains the District 8 Guidelines, ensuring that they are updated with any guideline changes as they are passed by the district body.

VOTING: Has one vote at Area Assemblies and District General Service Representative meeting.

DISTRICT COMMITTEE MEMBER

It is suggested that:

- This committee consists of two DCMs and one Alternate DCM from each of the three sub-districts in District 8.
- The DCMs as a body meet with the District 8 officers a minimum of twice annually to discuss issues concerning the interests of District 8.
- Each sub-district meets briefly prior to the District 8 GSR Service Meeting each month to discuss District 8 service work yet to be done.
- Any A.A. group meeting changes resulting from direct action of a DCM would be followed up by the DCM turning in a change form to both the District 8 Registrar and Schedules.

QUALIFICATIONS: A suggested minimum of four years of continuous sobriety. Have two years of service as a District 8 GSR or Special District 8 Service Chairperson. And not currently serving as an Officer, GSR, or a member of a District 8 GSR Service Committee.

RESPONSIBILITIES:

1. Primary responsibility is to serve District 8 and perform their duties in the best interest of District 8.
2. To attend all District 8 level service meetings and workshops.
3. To acquaint themselves with District 8 GSRs and the groups they serve.
4. To assist in solving group problems.
5. To assist, when asked, in group inventories.
6. To check on groups not having an active GSR.
7. To check on groups not financially supporting District 8.
8. To inform GSRs of their responsibilities.
9. To conduct orientation to new GSRs as per District 8 developed guide.
10. To assist District 8 officers and service committees.
11. To inform District 8 of important happenings at the Area level.
12. To carry to the Area all District 8 unresolved problems.
13. To forward in writing any meeting changes to both the District 8 registrar and the District 8 schedules chair.
14. To present a discussion on the concept monthly at the GSR meeting.
15. To send one DCM to attend the North East Regional Service Assembly (see NERAASA write up in Committees.)
16. To comply with all responsibilities to Area 11 as listed in the Area 11 Guidelines.
17. Orders and inventories literature for new General Service Representatives. (GSRS)
18. Ensures that there are ample copies of the District 8 Guidelines

VOTING: All DCMs have one vote at the District 8 GSR Meetings. Alternate DCMs vote in the absence of their DCM

SPECIAL SERVICE COMMITTEE CHAIRPERSONS AND REPRESENTATIVES

ALKI-LINE REPRESENTATIVE

It is suggested there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years' continuous sobriety. Have one year's service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Alki-line Committee meetings at the Area 11 office to select the materials for publication in the bimonthly Alki-line newsletter. Solicits materials for publication in the Alki-line. Reports bimonthly to the District 8 GSR Service Meeting. Actively seeks an Alternate to train to be elected the next Alki-line Committee Chair.

VOTING: Representative has one vote at the District 8 GSR Service Meeting.

ARCHIVES REPRESENTATIVE

It is suggested there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years' continuous sobriety. Have one year's service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Archives Business meetings and open house days at the Area 11 Archives office where the Archive materials are stored. Reports bimonthly to the District 8 GSR Service Meeting. Actively seeks an Alternate to train to be elected the next Archives Representative from District 8

VOTING: Representative has one vote at the District 8 GSR Service Meeting.

CORRECTIONS CHAIRPERSON

It is suggested there be a Chairperson and Alternate Chairperson.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year service on the Corrections Committee and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area 11 Corrections and Treatments Committee meetings at the Area. Functions within the guidelines of a Corrections Representative as outlined in the G.S.O. Corrections and Treatments Workbook publication. Reports bimonthly to the District 8 GSR meeting. Actively seeks an Alternate to train to be elected the next Corrections Chairperson.

VOTING: Chairperson has one vote at the District GSR meeting.

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) CHAIRPERSON

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

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year's service on the CPC Committee and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area CPC Committee meetings at the Area 11 office. Functions within the guidelines of a CPC Representative as outlined in the G.S.O. Cooperation with the Professional Community Workbook publication. Reports bimonthly to the District GSR meeting. Actively seeks a Co-Chair to train to be elected the next CPC chairperson.

VOTING: Chairperson has one vote at the District GSR meeting.

CONVENTION REPRESENTATIVE

It is suggested there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years' continuous sobriety. Have one year's service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Convention Committee meetings currently at the designated location. Reports bimonthly to the District GSR meeting. Actively seeks as an alternate to train to be

elected the next convention representative.

VOTING: Representative has one vote at the District GSR meeting.

CSCYPAA REPRESENTATIVE

It is suggested that there be a Representative and an Alternate for this Position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year of service at the District level. And not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area CSCYPAA meetings. Reports bimonthly to the District 8 GSR Service Body. Actively seeks an alternate to train to be elected the next CSCYPAA Representative.

VOTING: Representative has one vote at the District 8 GSR Service Meeting.

DISTRICT 8 ANNUAL SERVICE APPRECIATION DAY CHAIR

It is suggested there is to be a Chairperson, and a Co-Chair for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year service on the district level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must schedule and chair their committee meetings. Functions within a budget. Additional expenses must be approved ahead of time. The committee organizes a day of service-related activities for group members of District 8 meetings and other interested AA members. The committee may decide what format to use for this event such as speakers, workshops, etc. Chairperson plans and organizes event with committee with the intent of increasing interest and participation in service work.

Reports bimonthly to the District 8 GSR Service Body as the event approaches and will prepare a written report about the workshop to the District 8 GSR Service Body at the next meeting following the workshop.

Any remaining funds from the workshop should be returned to the District 8 GSR General Fund. Chairperson actively seeks a Co-chair to train to be elected the next Workshop Chairperson and seeks committee members. Chairperson is responsible for getting all needed materials for the service workshop.

VOTING: Chairperson has one vote at the District 8 GSR Service Meeting.

NERAASA (North East Regional Alcoholics Anonymous Service Assembly) REP

This annual regional event is held in a different location each year, so expenses vary.

District 8 sends two members of the District 8 GSR Service Body annually. Both need to express a desire to learn more about service and be willing to relay the information learned to the District 8 GSR body. Attendees are selected at the October GSR Service meeting. One attendee is a DCM or Alt. DCM and is funded from the DCM annual budget. A second attendee is from the District 8 GSR Service Body and expenses paid from the District 8 General Fund. Therefore, an estimate of the second attendee to

NERAASA ought to be listed in the District 8 GSR annual budget.

RESPONSIBILITIES: To attend the NERAASA 3-day event and report back to District 8 GSR Service body.

ROMPIENDO FRONTERAS REP

It is suggested there is to be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year service on the district level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Rompiendo Fronteras/Breaking Frontiers meeting. Reports bimonthly to the District 8 Service Body. Actively seeks an alternate to train to be elected the next Rompiendo Fronteras Representative.

VOTING: Chairperson has one vote at the District 8 GSR Service Meeting.

AREA 11 TELEPHONE ANSWERING SERVICE REP

It is suggested that there be a Chairperson and a Co-Chairperson for this position. The Chairperson may elect to add other supporting members as required. The Chairperson for this position may stand for a second term with District 8 GSR Service Body approval.

QUALIFICATIONS: A suggested minimum of three years continuous sobriety. Have two years of service as Chairperson of a District or Area Committee and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Answering Service Committee meetings at the Area 11 office Functions within the G.S.O.Telephone Answering Service Guideline publication.

Reports bimonthly to the District 8 GSR Service meeting. Seeks new District 8 AA members to receive help calls from the Answering Service. Actively seeks to train a Co- Chair to be elected as the next Answering Service Rep.

VOTING: Rep. has one vote at the District GSR meeting.

FINANCE COMMITTEE CHAIRPERSON

It is strongly suggested there be a Committee consisting of Finance Chairperson, a Co- Chair, the current District 8 Treasurer and other interested persons.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year's service on the Finance Committee and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES:

1. Schedules and conducts committee meetings.
2. Responsible for evaluating and recommending an annual budget for District 8.
3. Supplies at the September District 8 GSR Service Meeting, budget request forms to each of the Special Committee Chairs, Officers, DCMs, Coffeemaker, and the representative of the GSR

meeting location.

4. Collects these filled out forms at the October GSR Meeting. Then presents a proposed annual budget to the GSR meeting for review and discussion in the month of November. The District 8 GSR Service Body will vote on the District 8 GSR budget at the December GSR Meeting.
5. Keeps informed of the current financial status of the District.
6. Reviews the records of the District 8 Treasurer in the 4th quarter and report the audit findings at the following month GSR Meeting. The Finance Committee Chairperson with the assistance of the Finance Committee will audit all financial transactions of the District 8 General fund and Prudent Reserve fund in December of even numbered years before the newly elected District 8 treasurer takes over.

VOTING: Chairperson has one vote at the District GSR meeting.

GRAPEVINE CHAIRPERSON

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

QUALIFICATIONS: A suggested minimum of two years' continuous sobriety. Have one year's service as a Grapevine Representative on the Group level or one year service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Grapevine Committee meetings at the Area 11 office. Functions within the guidelines of a Grapevine Representative as outlined in The A. A. Grapevine Workbook publication. Reports bimonthly to the District GSR meeting and informs the GSR body of new or interesting materials. Actively seeks a Co-Chair to train to be elected the next District 8 Committee Chairperson

VOTING: Chairperson has one vote at the District GSR meeting.

LITERATURE CHAIRPERSON

It is suggested there be a Chairperson and an Alternate Chairperson for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year service on the district level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Keep appropriate inventory of conference approved literature and pamphlets, handles and records sales, gets to district meeting early to display literature, facilitates storage of inventory.

VOTING: Representative has one vote at the District GSR meeting.

PUBLIC INFORMATION (P.I.) CHAIRPERSON

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

QUALIFICATIONS: Suggested a minimum of two years continuous sobriety. Have one year of service on the PI or CPC Committee. Not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area PI Committee meetings at the Area 11 office. Functions within the guidelines of a PI Representative as outlined in the G.S.O. Public Information Workbook publication. Seeks ample personnel to pass literature to public locations and to give talks at various schools and senior centers. Actively seeks a Co- Chair to train to be elected to be the next Public Information Chairperson. Reports bimonthly to the District GSR meeting. Relays to the District 8 GSR Meeting the actions and activities involving P.I. since last District 8 report.

VOTING: Chairperson has one vote at the District GSR meeting.

ROUND-UP REPRESENTATIVE

It is suggested there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year of service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Round-Up Committee meetings in the host district for that year. Actively seeks an Alternate to train to be elected the next years' round-up representative. Reports bimonthly to the District GSR meeting. Encourages District 8 Members to attend the Round-up.

VOTING: Representative has one vote at the District GSR meeting.

SCHEDULES CHAIRPERSON

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

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year of service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Schedules Committee meetings at the Area office. Chair and/or Co-Chair attend all District 8 GSR Service Meetings. Functions as suggested by the Area Schedules Chair and District 8. Updates District 8 Mini-Schedules monthly. Reports bimonthly to the District 8 GSR Service Meeting those items that concern the schedules publications. Distributes Area 11 Schedules and District 8 Mini-Schedules at the District 8 GSR meeting. Actively seeks to train a Co-Chair to be elected the next district 8 schedules chairperson.

VOTING: Chairperson has one vote at the District GSR meeting.

SOBERFEST REPRESENTATIVE

It is suggested there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year of service on the District level and not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area 11 Soberfest Committee meetings. Reports bimonthly to the District GSR meeting and encourages members to attend the Soberfest. Actively seeks to train an

alternate to be elected to be the next Soberfest Representative.

VOTING: Representative has one vote at the District GSR meeting.

ACCESSIBILITIES

It is suggested that there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year of service at the District level. Not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area Accessibilities Committee meetings at the Area 11 office. Solicits assistance to collect names and phone numbers of those who speak languages other than English and willing to translate at AA activities. Maintains a list of all the A.A. materials in various languages that is available to us through the Special Needs-Languages-Remote Communities Committee. Reports bimonthly to the District 8GSR meeting. Encourages others to get involved. Actively seeks to train an Alternate to be elected the next District 8 Committee Representative

VOTING: Representative has one vote at the District GSR meeting.

TREATMENT CHAIRPERSON

It is suggested there be a Chairperson and an Alternate for this position.

QUALIFICATIONS: Suggested a minimum of two years continuous sobriety. Have one year of service on the Treatments Committee. Not concurrently serve as a DCM or Officer.

RESPONSIBILITIES: Must attend the Area 11 Corrections and Treatments Committee meetings. Functions within the guidelines of a Treatments Representative as outlined in the G.S.O. Corrections and Treatments Workbook publication. Reports bimonthly to the District 8 GSR Service Meeting. Encourages others to get involved in this Committee. Actively seeks to train an Alternate to be elected as the next Treatments Chair.

VOTING: Chairperson has one vote at the District General Service Representative meeting.

WEBSITE REPRESENTATIVE

It is suggested there be a Representative and an Alternate for this position.

QUALIFICATIONS: A suggested minimum of two years continuous sobriety. Have one year's service on the District level and not concurrently serve as a DCM or Officer. It is strongly suggested that the candidates have some basic computer skills and access to both a PC and the Worldwide Web.

RESPONSIBILITIES: Must attend the Area Web Site Committee meetings at the Area 11 office. May also take part in some computer or telephone interaction with other members of the Website committee. Reports bimonthly to the District 8 meeting. Solicits material for inclusion on the website. Actively seeks an Alternate to train to be elected as the next Website Representative

VOTING: Has one vote at the District GSR meeting

TECHNOLOGY COORDINATOR

QUALIFICATIONS: A suggested minimum of two years of continuous sobriety. Term is two years and rotates with all other district committee positions. Knowledge of audio/video and computer equipment is highly suggested.

RESPONSIBILITIES: Arrive before District Meeting begins. Set up audio/video equipment for the main meeting room. Connect to a virtual meeting platform. Act as liaison between the virtual side of meeting and in-person meeting. Monitor virtual meeting chat and raise hand feature to allow for full participation of virtual attendees. Close virtual meeting after a brief conversation period following the close of the District meeting. Shut down and transport and/or store equipment for the next meeting. Assist District Officers as needed.

VOTING: Has one vote at the District GSR meeting

VOTING RIGHTS

Who can vote?

- Officers with the exception of the chairperson who votes only as a tie-breaker
- GSRs only, Alternate GSRs can vote when the GSR is absent
- DCMs only, Alternate DCMs can vote when the DCM from his/her Sub-District is absent
- Special Service Committee Chairpersons only, alternates or Co-Chairs vote when in the Chair is absent
- Committee Representatives only, Alternate Representatives vote when the Representative is absent
- Coffeemaker (only one coffeemaker votes if there is more than one coffeemaker)
- In order to ensure voting rights, an AA member should not hold more than one elected service position in the District 8 GSR Service Body
- If GSRs are voting in a dual role as a service committee chair, their alternate may vote in their role as a GSR

PROCEDURE TO AMEND GUIDELINES

Amending the District 8 Guidelines requires the following steps. Please note that the process for amending the guidelines varies slightly from the process used when a motion involves typical District 8 business.

- A proposal to amend the District 8 Guidelines may come from a GSR, DCM, Officer or Special Committee Chair or Representative from District 8. A proposal may be submitted at any time during the year to the District 8 Chairperson. The proposal must be in writing and must indicate the reasons for the proposed change.
- For any changes to be considered for new business at a District 8 GSR Meeting, the written proposal and reason must be submitted to the District Chairperson no later than (7) Seven Calendar Days Prior to the District 8 GSR Service meeting.
- Proposed Guideline changes will then be read at the District 8 GSR Meeting and a brief

discussion will be held on the proposed changes for clarity of the intent of the proposed changes. (No discussion or vote taken.)

- Discussion and voting on the proposed changes will then occur at the next District 8 GSR Meeting. Except in the event that discussion continues past 9:15 pm then the discussion will be tabled until next District 8 GSR Service Meeting.

Please see attached Business Procedures for reference in conducting regular District 8 Business.

These guidelines were initially approved for use by the District 8 General Service Representative body on October 25, 1994.

Revisions were made as follows:

- October 1996: Revised
- October 2000: Web Site Representative was incorporated into these Guidelines.
- October 2002: Added CSCYPAA Committee, Special Needs Committee, and the District 8 Annual Service Workshop into the Guidelines.
- October 2004: Deleted Service Seminar Representative and outdated wording in procedure to amend Guidelines.
- March 2005: Wording changes made due to new meeting location.
- December 2005: changes due to fiscal year change & Procedure to amend guidelines.
- February 2006: Revision to include District 8 DCM duties for District 8.
- June 2006: Revision to reflect the change in the District 8 Answering Service to permit all expenses to be paid from the District 8 GSR General Fund..
- September 2008: An ad hoc committee rewrote the District 8 Guidelines for update and ease of understanding.
- January 2013: Revisions for update and ease of understanding approved by GSR body
- November 2019: An Ad Hoc committee rewrote the District 8 Guidelines to add Rompiendo Fronteras, Literature Chair, and updated voting guidelines
- March 2023: Amended to add Technology Coordinator
- May 2023: Amended to close with the Responsibility Statement, change the assignment of the monthly tradition and concept readings to add the word suggestion to the GSR and DCM assignments, add maintaining the District 8 Guidelines to the Recording Secretary's responsibilities.
- June 2023: Amended to change treasurer's guidelines to allow keeping enough in the prudent reserve account to avoid interest charges.