

## DISTRICT 13 GUIDELINES - SERVICE POSITIONS

(updated February 2024)

SERVICE POSITION	Suggested Qualifications	RESPONSIBILITIES	TRUSTED SERVANT	DURATION	TERM OF SERVICE/ ELIGIBILITY
<p style="text-align: center;">GSR / ALT GSR (General Service Representative / Alternate General Service Representative)</p>	<p style="text-align: center;">Experience of the Fellowship suggests that the most effective GSRs:</p> <ul style="list-style-type: none"> <li>• Have at least 2 years of continuous sobriety (minimum 1 year)</li> <li>• Are familiar with their group's history, priorities, traditions, and procedures</li> <li>• Are able to listen to all points of view</li> <li>• Have the time to regularly attend district meetings, area assemblies and their group's business meetings</li> <li>• Have a working familiarity with the twelve traditions and twelve concepts</li> <li>• Have solid foundation of A.A. recovery and understanding of service literature</li> <li>• Are familiar with the G.S.O., Area and District websites</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all district meetings and area assemblies</li> <li>• Serve as mail contact for GSO, receiving GSO bulletin Box 4-5-9, and keep Group abreast of A.A. activities all over the world.</li> <li>• Serve as mail contact with district committee member (DCM) and with the area committee.</li> <li>• Supply DCM with up-to-date Group information, which is relayed to GSO's database for inclusion in directories and for GSO mailings.</li> <li>• Knowledgeable about material available from GSO - new literature guidelines, bulletins, pamphlets, etc. - and are responsible for passing such information on to the Group.</li> <li>• Learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with the A.A. Service Manual, the books <i>Twelve Steps and Twelve Traditions</i> and <i>A.A. Comes of Age</i>, and the pamphlets "The A.A. Group", "A.A. Tradition - How It Developed," "The Twelve Traditions Illustrated," and "The Twelve Concepts Illustrated," and "Where Money and Spirituality Mix."</li> <li>• Work with Group Treasurer to develop practical plans for group support of GSO, such as Regular Contribution Plan and The Birthday Plan.</li> <li>• Encourage Group to support the area and district committees.</li> </ul>		<p>2 Years</p>	<p>January 1, 2023 December 31, 2024</p>

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DCM (District Committee Member)	<ul style="list-style-type: none"> <li>• Minimum of 4 years of continuous sobriety</li> <li>• Experience as an Alt DCM and/or GSR preferred</li> <li>• Experience with another district or Area Service role is beneficial.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts.</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly attend all Area 11 meetings.</li> <li>• Become acquainted with relevant AA literature such as the AA Service Manual, AA Comes of Age, Language of the Heart, etc.</li> <li>• Encourage, educate and model participation in General Service through attending meetings of groups within the District.</li> <li>• Be available to assist GSRs with Group's issues/concerns.</li> <li>• Conduct monthly District meetings, trainings, and workshops with GSRs.</li> <li>• Conduct sharing sessions, workshops, and assemblies.</li> <li>• Be prudent and responsible with District's budget and accountable for all expenses incurred.</li> </ul>		2 Years	<p style="text-align: center;"><b>January 1, 2023 December 31, 2024</b></p> <ul style="list-style-type: none"> <li>• Term limit shall be two (2) years, running concurrently with the Area election of officers.</li> <li>• DCM will be elected in the fall of the year prior to the commencement of their term</li> <li>• Follow the "Spirit of Rotation". Exception - if the DCM is elected to fill the remainder of an existing vacancy, they may run for another full term.</li> <li>• Voting will follow 3rd Legacy Procedure.</li> <li>• An individual may not serve concurrently as a GSR, Alt GSR, or any other elected officer position at District or Area during their term.</li> <li>• Past Delegates are not eligible for the DCM position.</li> </ul>

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Alternate DCM	<ul style="list-style-type: none"> <li>• Minimum 4 years of continuous sobriety</li> <li>• Experience as a GSR/Alt GSR is beneficial.</li> <li>• Experience with another District or Area Service role will be beneficial.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly attend all District 13 meetings</li> <li>• Assist DCM and chair meetings when DCM is unable.</li> <li>• Be able to step into the position of DCM in the event the current DCM is unable to fulfill their duties.</li> <li>• Become acquainted with relevant AA literature such as AA Service Manual, AA Comes of Age, Language of the Heart, etc.</li> <li>• Be available to assist GSRs with Group issues/ concerns.</li> <li>• Attend Area meetings, sharing sessions, workshops, and assemblies.</li> <li>• Be prudent and responsible with District's budget and accountable for expenses incurred.</li> <li>• Attend all Area 11 Assemblies</li> </ul>		2 Years	<p style="text-align: center;"><b>January 1, 2023 December 31, 2024</b></p> <ul style="list-style-type: none"> <li>• To be elected at the same time as the DCM and Area Officers. Follow the same procedure as outlined under DCM, for a period of two (2) years.</li> <li>• Follow the "Spirit of Rotation". Exception - if the Alt DCM is elected to fill the remainder of an existing vacancy, they may run for another full term.</li> <li>• An individual may not concurrently serve as a GSR/Alt GSR or other elected officer position at either District or Area during their term.</li> <li>• Past Delegates are not eligible to be Alt DCM.</li> </ul>

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Recording Secretary	<ul style="list-style-type: none"> <li>• Minimum two (2) years of continuous sobriety.</li> <li>• Experience as GSR/Alt GSR and/or has done service at the Group level.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly attend all District 13 meetings</li> <li>• Communicate meeting agenda including date, time, topics, and zoom info required to attend</li> <li>• Record and distribute minutes of District meetings.</li> <li>• Maintain a record of meeting attendees</li> <li>• Include committee reports in minutes.</li> <li>• Maintain all District member contact information.</li> <li>• Assist the DCM to maintain focused and efficient District meetings.</li> <li>• Ensure exact wording is recorded on paper before vote is taken.</li> <li>• Read Motion aloud for meeting attendees before a vote is taken</li> <li>• Count and record votes and maintain numbers of "for", "against" and "abstain" votes</li> <li>• Prepare and maintain communication that will be provided to the Area or to District Groups</li> <li>• Maintain a set of records such as District By-Laws, Service Guidelines, special rules of order, standing rules, motions, minutes, etc, as well as amendments to any of these documents</li> <li>• Provides minutes , etc. to Area Groups or District Archivist</li> <li>• Attend all Area 11 Assemblies</li> </ul>		2 Years	January 1, 2023 December 31, 2024

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Treasurer	<ul style="list-style-type: none"> <li>• Minimum two (2) years of continuous sobriety.</li> <li>• Experience as GSR/Alt GSR and/or has done service at the Group level.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly attend all District 13 meetings</li> <li>• Maintain an accurate , balanced and up-to-date District checking account.</li> <li>• Prepare monthly Treasurer's Report for presentation and discussion at District meeting. Include account balance, payment services, and itemization of group donations and outgoing funds.</li> <li>• Provide receipts to Group for their donations.</li> <li>• Reimburse trusted servants as they present receipts for approved expenses.</li> <li>• Check PO Box weekly and distribute mail appropriately to committees, officers, etc.</li> <li>• Organize and participate in the budgeting process and present annual budget at the November District meeting.</li> <li>• Maintain a prudent reserve of \$ _____</li> <li>• Distribute funds approved in the budget or as directed by a District Group Conscience.</li> <li>• Attend all Area 11 Assemblies</li> </ul>		2 Years	January 1, 2023 December 31, 2024

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<p>Web Committee Representative</p>	<ul style="list-style-type: none"> <li>• Minimum two (2) years of continuous sobriety.</li> <li>• Experience as GSR/Alt GSR and/or has done service at the Group level.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts</li> <li>• Strong computer skills are important, including experience setting up and maintaining Websites.</li> <li>• At present, familiarity with WordPress is helpful.</li> <li>• Beneficial to have familiarity/experience with Photoshop, HTML coding, and a basic understanding of how a website works</li> </ul>	<ul style="list-style-type: none"> <li>• Manage District 13 page on ct-aa.org and any other webpage/site the District deems necessary for carrying the A.A. message and providing information about the A.A. Fellowship to the public.</li> <li>• Regularly attend all District 13 meetings</li> <li>• Update information and implement changes to website content as requested by District 13 DCM and its officers.</li> <li>• Ensure all information on the website is accurate, current and corresponds with the Twelve Traditions.</li> <li>• Update the District's leadership relative to changes on ct-aa.org.</li> <li>• Actively participate as a member of the Area 11 Web Committee.</li> <li>• Inform Area 11 Web Committee of any technical issues noted by District 13 body.</li> <li>• Obtain approval from District and Area for significant changes in content or design to website.</li> <li>• Make every effort to maintain website as user friendly as possible.</li> </ul>		<p style="text-align: center;">2 Years</p>	<p style="text-align: center;">January 1, 2023 December 31, 2024</p>

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<p style="text-align: center;">Public Information Committee Representative</p>	<ul style="list-style-type: none"> <li>• Minimum two (2) years of continuous sobriety.</li> <li>• Experience as GSR/Alt GSR and/or has done service at the Group level.</li> <li>• Is not concurrently serving as a DCM or any other District Officer.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the Area 11 PI Committee meetings on a monthly basis</li> <li>• Attend all Area 11 Assemblies</li> <li>• Regularly attend all District 13 meetings and provide a report / update on activity.</li> <li>• Function within the guidelines of a PI Representative as outlined in the GSO Public Information Workbook.</li> </ul>		2 Years	January 1, 2023 December 31, 2024
<p style="text-align: center;">Cooperation with the Professional Community Committee Representative</p>	<ul style="list-style-type: none"> <li>• Minimum two (2) years of continuous sobriety.</li> <li>• Experience as GSR/Alt GSR and/or has done service at the Group level.</li> <li>• Is not concurrently serving as a DCM or any other District Officer.</li> <li>• Has completed the Twelve Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge or the willingness to learn the Twelve Traditions and Twelve Concepts</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the Area 11 CPC Committee meetings on a monthly basis</li> <li>• Attend all Area 11 Assemblies</li> <li>• Regularly attend all District 13 meetings and provide a report / update on activity.</li> <li>• Function within the guidelines of a CPC Representative as outlined in the GSO Public Information Workbook.</li> </ul>		2 Years	January 1, 2023 December 31, 2024

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Accessibilities Committee Representative	<ul style="list-style-type: none"> <li>• Experience suggests that solid sobriety, a working knowledge of A.A. Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge - or willingness to learn the Twelve A.A. Traditions and the A.A. Twelve Concepts</li> <li>• Dependability</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the Area 11 Accessibilities Committee meetings on a monthly basis.</li> <li>• Attend all Area 11 Assemblies</li> <li>• Regularly attend all District 13 meetings and provide a report/updates on activity.</li> <li>• Function within the guidelines and suggestions of an Accessibilities Committee Representative as outlined in the GSO Accessibilities Workbook.</li> </ul>		2 Years	January 1, 2023 December 31, 2024
District Alcathon Committee Chair	“	TBD		2 Years	January 1, 2023 December 31, 2024



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District Grapevine Representative	<ul style="list-style-type: none"> <li>• Experience suggests that solid sobriety, a working knowledge of A.A. Steps and continues to work with a sponsor.</li> <li>• Has a working knowledge - or willingness to learn the Twelve A.A. Traditions and the A.A. Twelve Concepts</li> <li>• Dependability</li> </ul>	<ul style="list-style-type: none"> <li>• Attend the Area 11 GV/LV Committee meetings on a monthly basis</li> <li>• Attend all Area 11 Assemblies.</li> <li>• Regularly attend all District 13 meetings and provide a report / update on activity.</li> <li>• Assist Groups in District in understanding and participating in GV/LV activities and programs.</li> <li>• Increase awareness within District of GV publications and subscriptions.</li> <li>• Encourage GV/LV publications and subscription giving within District.</li> </ul>		2 Years	January 1, 2023 December 31, 2024