

# District 2 Service Guidelines

## Service Position Descriptions & Qualifications

These guidelines are intended to serve as guidance only. In any service function of Alcoholics Anonymous (AA), common sense and practicality should prevail. A spirit of unity and cooperation with each other in the form of an informed group conscience is needed to meet our goal – to help the alcoholic obtain and maintain sobriety.

- Prepared by the District 2 Guidelines Ad-Hoc Committee
- 2011 Prepared by the District 2 Guidelines Ad-Hoc Committee
- 2017 Prepared, approved
- 2022 Reviewed and revised, approved and distributed by the District 2 Ad-Hoc committee
- 2024-01-25 Updated the District 2 Committee Meeting location

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## **District 2 Committee Meeting**

(General Service Representative (GSR) Business Meeting)

Held at Pathfinders Club 102 Norman Street Manchester, CT on the third Thursday of each month. Online and in person. Login is provided on District 2 page at [ct-aa.org](http://ct-aa.org).

Set-up begins 30 minutes prior to the meeting. Arrive early for registration assistance, and fellowship. The meeting begins promptly at 7:30 PM and ends by 9:00 PM, when possible.

The Recording Secretary will notify District members via email of cancellations of the monthly District meeting when necessary.

Anyone wishing to introduce new business should notify the Chairperson at least a week before the District meeting.

All flyers should be screened by the District chair. Non-AA related flyers (i.e.: dances, dinners, sport leagues etc, not sponsored by an AA (GSO registered) group and/or affiliated with an outside entity) should not be distributed at the District meeting.

## District Committee Meeting Agenda

- 1) Non-AA announcements.
- 2) Open with the Declaration of Unity followed by the AA Preamble, the GSR Preamble, and the Serenity Prayer. (See page 30.)
- 3) Poll for ill & deceased.
- 4) Welcome all the new General Service Representatives (GSRs): and ask them to stand and introduce themselves and their group.
- 5) Welcome all visitors.
- 6) District Committee Members (DCMs) & alternates introduce themselves.
- 7) District Committee Member (DCMs) - presents GSR orientation.
- 8) AA announcements.
- 9) Group Concerns: This is where groups can ask questions or express concerns regarding their group or AA, as-a-whole.
- 10) Tradition & concept of the month.
- 11) District Officers' reports Recording Secretary; Treasurer; Registrar; Chairperson
- 12) Area Delegate's reports.
- 13) Committee reports & open positions.
- 14) Reports are given in Alpha order in alternating order month to month A-Z and Z-A. Committee Chairs that need special consideration should approach the chair prior to the start of the meeting.
- 15) DCM reports.
- 16) Service event (When Applicable).
- 17) Old Business.
- 18) New Business; Open positions: nominate/volunteers &, close nomination, qualify, motion & second/vote.
- 19) Next meeting District 2.
- 20) Volunteers for next month's Tradition & Concept
- 21) Help with setup next month.
- 22) Contact for general info.
- 23) Anything missed? Motion to close, Close with anniversaries followed by the Responsibility Statement.

## Elections

Elections to fill Chairperson and Recording Secretary Officer vacancies, created under the spirit of rotation, are held at the November 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 November 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.

The District consists of three sub-districts, and will elect one DCM at the November meeting for each sub-district on an *even year* and one DCM from each sub-district on an *odd year*, for a total of six DCMs. The term of each DCM will be two years.

The terms for all Committee Chairpersons are for two years with elections to be held at the November business meeting in *even numbered years* for two-year terms of office beginning in January of odd numbered years.

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

In the District's best interest and to the fellowship, service positions are to be served on a one-time basis, so all may benefit from the experience of service. It is suggested that no one hold more than a single voting position within the District at one time.

Fulfilling the responsibilities of each position is vital to the effective completion of District 2 business. If any District Officer or Committee Member cannot attend the District Committee Meeting, the Spring and Fall Assemblies, or any other required meeting, the co-chair or alternate should attend in their absence. 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 General Service Representatives may vote to replace any District Officer or Committee Representatives who have 3 or more unexcused absences in a calendar year. If no nominations/volunteers come forth for any vacancy, the nomination will be tabled until the following meeting.

## **Voting**

Issues that are brought to a vote and a group conscience has been determined shall not be revisited for a minimum of four months.

Votes on issues affecting all AA groups need to be brought to individual groups by GSRs and may only be voted on by GSRs during the District 2 Committee Meeting, a minimum of one month after issue has been brought up for discussion.

## **Budget Process**

The annual District 2 Budget covers the period from the date of the January District meeting of the current year to the January meeting of the following year. A proposed budget is presented to GSRs at the December Committee meeting and the GSRs vote on the proposed budget at the January Committee meeting.

The District Treasurer will announce the date and place of the budget committee meeting at the November District meeting, usually the budget meeting is held the Thursday before the December District meeting.

The budget meeting will be chaired by the District Treasurer and will be composed with District Officers, District Committee Members, Special Committee Chairpersons. Each member of the budget meeting will have a voice and one vote. 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 next Committee meeting and voted on.

The purpose of the District 2 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 our district. 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 Officers, Special Event Representatives, District Committee Chairpersons 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.

## General Finance

- 1) Only non-interest bearing bank accounts are to be used for District funds.
- 2) All requests for funds by Officers and Service Committee Chairpersons are to be accompanied by a written request. Approved requisitions and checks for district purchases are to be paid directly by the District Treasurer.
- 3) All Officers, Service Committee Chairpersons are expected to function within their budgets. Unforeseen expenses outside their budgets must be approved by the General Service Representatives in advance whenever possible.
- 4) All monies over and above expenditures for services and events will be returned to the District Treasury.
- 5) Telephone Answering Service is financed directly by group contributions. All monies are received, expenses paid, and proper records maintained by the Treasurer.

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

- 1) Mileage to and from Committee meetings, Area meetings, and any mileage while doing service work, at a rate coinciding with the suggested mileage rate as stated on the I.R.S. website.
- 2) Cost of A. A. approved literature.
- 3) Telephone expenses for committee work.
- 4) The Cost of printing flyers or pamphlets.
- 5) Postage Costs for mailings associated with committee work.
- 6) Registration costs for Area events where the District Officer or Service Committee Chairperson is fulfilling a committee responsibility, such as setting up a display or participating in a workshop.
- 7) Registration and mileage to support NERAASA (Northeast Regional AA Service Assembly), NERF (Northeast Regional Forum) will be provided and any additional expenses will be presented to the District prior to the event for approval when required by the responsibilities of the service position.



## District Officer Profiles

### Chairperson

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of 4 years of continuous sobriety. Have 2 years of service as a Service Committee Chairperson, District Committee Member or other Officer position on the District level. May not serve concurrently as a DCM, District Officer, Committee Chair, Co-Chair or Alternate or GSR. Working familiarity with Twelve Traditions and Concepts of AA. Previous experience running a business meeting and to become familiar with Roberts' Rules of Order.

**RESPONSIBILITIES:** The primary responsibility of the Chairperson is to ensure the monthly business meeting is conducted efficiently.

This Includes:

- 1) Coordinating the scheduling, set-up and breakdown of the meeting space and audio equipment; ensuring the District is on good terms with its landlord.
- 2) Chairs the monthly District 2 Committee Meeting, while keeping the meeting focused on AA's primary purpose of carrying the message to the still sick and suffering. The Chairperson should use Robert's Rules of Order for conducting District 2's business meetings.
- 3) Prepares meeting agenda based on the previous month's minutes and the submission of new business proposals.
- 4) Schedules and chairs at least (2) District Officers' meetings, the first of which is the Budget meeting to be held in December and coordinated with the District Treasurer (The District Officers meeting discusses and reviews operational issues affecting the business of the District and reviews the upcoming agenda).
- 5) Relies on AA's Traditions and Concepts to help resolve questions or conflicts, which may arise.
- 6) Works closely with other Officers and District Committee Members to:
  - a) Look for ways to continuously improve the operation of the District.

- 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 meetings.
  - d) Ensure that up-to-date listings of current DCMs and committee chairs are regularly distributed to GSRs.
- 7) Visits the Area 11 Service committee Meeting, when possible, to keep informed of Area activities.
  - 8) Forms Ad Hoc committees to review special concerns as required. Continues or disbands previous Chairperson's outstanding Ad-Hoc committee.
  - 9) Keeps a file of important materials and reports, to turn over to a newly elected Chairperson. This file should contain at least:
    - a) Minutes and the agendas of all monthly meetings,
    - b) A copy of the most recent District Guideline document, Budget and Treasury reports,
    - c) Copies of new business proposals as submitted for consideration, and
    - d) Any helpful information on being a District Chair or running a District meeting accumulated during their term as chair.
  - 10) Shares experience, strength and hope with the new elected Chairperson.
  - 11) When possible, attends Special Service Committee meetings, Area sponsored events and District Service seminars, reporting relevant information at the District meeting as necessary.
  - 12) Attends Area 11 Assemblies,
  - 13) Must submit a budget to the Treasurer and attend the annual budget meeting.

*VOTING: The District Chairperson does not have a vote at District meetings except in the event of a tie.*

*The Chairperson has one vote at the Area 11 Assemblies.*

## Recording Secretary

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

### **RESPONSIBILITIES:**

- 1) Attends monthly Committee meetings, Area Assemblies and District Officers meetings.
- 2) When possible, attends Area sponsored events and District Service Seminars.
- 3) Records and transcribes minutes of the District meeting, paying attention to the wording of all motions, and voting results. The minutes are to be completed at least one week after the District Committee meeting, and a copy forwarded to the Chairperson.
- 4) Provides copies of the minutes (monthly). Maintains emails for all District Committee members and updates from the District Registrar for distribution of the minutes via email at least one week after the District meeting.
- 5) Distributes monthly Agenda at least 3 Days Prior to the District Committee Meeting along with any Reports of Flyers.
- 6) Holds submissions for suggested changes to the guidelines and present documentation of changes in January to the Chair.
- 7) Makes changes to the Guidelines as stated on the Procedure to Amend Guidelines, keeps a copy and provides a backup to the Registrar each time changes are made.
- 8) Keeps a file of important materials and reports, as well as any helpful information to turn over to a newly elected Recording Secretary.
- 9) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting, and one vote at the Area 11 Assemblies.

## **Treasurer**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of four years of continuous sobriety, Have two years' service as a Group Treasurer, and two years' service as a Special Service Committee Chairperson, District Committee Member or other Officer's position on the District level and not concurrently serving as a DCM, Officer or GSR. Basic understanding of bookkeeping or accounting practices.

### **RESPONSIBILITIES:**

- 1) Attends monthly District Committee Meeting, Area Assemblies and District Officers meetings and when possible, attends Area sponsored events and District Service Seminars.
- 2) Maintains the non-interest-bearing checking account, submits and updates a signature card to authorize two signatures (Treasurer and Chairperson).
- 3) Assists in the preparation and presentation of the annual budget. Prepares and distributes budget request forms.
- 4) Maintains a record of deposits, monies received and pays all authorized expenses.
- 5) Balances checkbook. Reports monthly to the District Committee Meeting. Prepares and distributes a monthly written report which includes the "to date" budget line-item balances.
- 6) The Chairperson will countersign all Treasurer expense reports.
- 7) Three days before each District meeting, the Treasurer will email the other officers with a copy of both the treasurer's report and the bank statement for the prior month. Copies of monthly detail report to other District officers. The Treasurer will go through each budget request and develop a budget for District 2 that meets the needs of each officer and committee while maintaining a prudent reserve of six months' worth of expenses.
- 8) Check register with backup will be at meetings for any member's inspection.
- 9) Keeps a file of important materials and reports, as well as any helpful information to turn over to the next treasurer.

**VOTING:** Has one vote at the District Committee Meeting, and one vote at the Area 11 Assemblies.

## Registrar

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level, and not concurrently serving as a DCM, GSR, or other District Officer. It is suggested that the candidates have some administrative and/or computer skills particularly Microsoft Excel and Google Workplace or Sheets.

### **RESPONSIBILITIES:**

- 1) Maintains a current listing (District Database) of all the AA meetings, GSRs, and Officer/Committee Chairpersons within the district.
- 2) Forwards new meeting information and GSR changes to the Area Registrar for entry into Fellowship Connection/GSO.
- 3) Forwards all new meeting, and meeting change information to Schedules Chairperson.
- 4) Provides information on District Officer/Chairperson position changes, as well as address and telephone number changes to the Area Recording Secretary.
- 5) Manages district email account (registrar@ct-aa-d2.org), and handles all miscellaneous correspondences.
- 6) Attends and gives report at monthly District Committee meeting.
- 7) Attends Area Registrar meetings, Area 11 Assemblies and District officers' meetings. Attends District Service Seminars and when possible, attends Area sponsored events.
- 8) Provides all changes of position, address and telephone numbers to the Recording Secretary, Area Registrar and District Officers.
- 9) Keeps a record of forms and reports, as well as any useful information to transfer to the incoming District Registrar.
- 10) Submits a budget to the District Treasurer and attends the annual budget meeting.
- 11) Trains the incoming Registrar in the use of District Database.
- 12) Sends email addresses and physical addresses to the Recording Secretary one week after the District Meeting.

**VOTING:** Has one vote at the District Committee Meeting, and one vote at the Area 11 Assemblies.

## District Committee Members (DCM's)

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

### RESPONSIBILITIES:

- 1) The primary responsibility of the DCM is to support the GSRs and the District 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 the current AA Service Manual, which will serve as the baseline for DCMs roles and responsibilities.
- 3) DCM will attend the Area meetings and workshops/sharing sessions.
- 4) All DCMs and Alternates are to attend the Area Spring/Fall and Pre-Conference Assemblies and report back to the District body at the monthly meetings.
- 5) It is suggested that DCM's and Alternates attend the following: Round Up, Soberfest, Area Convention, Northeast Regional Forum (NERF) and the Northeast Regional Area Service Assembly (NERASA).
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 7) Attend monthly meetings of all GSR's in the district.
- 8) Assist the delegate in obtaining group information in time to meet the AA directory.
- 9) Keep GSRs informed about Conference activities.
- 10) Get the GSR's acquainted with "*The AA Service Manual*".
- 11) Keep all informed with *Box 459* publications.
- 12) Keep groups informed about Conference approved books and pamphlets.
- 13) Hold monthly orientation with the GSR's at the District meeting, passing the Service Message.
- 14) Make the Conference Reports to groups where the delegate cannot.
- 15) Get GSR's acquainted with the Guidelines from GSO, "*Twelve Concepts for World Service* " and the special committee workbooks such as Treatment & Corrections and Public Information.

- 16) Assist the Alternate DCMs in familiarization with their roles and responsibilities at the district level.
- 17) On a rotating basis with other DCMs, reporting to GSRs about the Area Service Committee meetings.
- 18) Review materials given to the GSRs for distribution to the groups to ensure they are consistent with the Traditions of AA.
- 19) Search out meetings without GSRs, bring literature and suggest that they send a representative to the District.
- 20) Assist District 2 Schedules Chair and District 2 Registrar in maintaining Group information and accuracy in the Meeting Guide and Fellowship Connection and submit respective changes.
- 21) Proficient with the Fellowship Connection and downloads.

*VOTING:* Each DCM has one vote at the District Committee Meeting, and one vote at Area 11 Assemblies.

### **Alternate DCMs**

***QUALIFICATIONS:***

For this one-year commitment a suggested minimum of three years of continuous sobriety with one year in a service position and is not currently serving as a GSR/DCM/ Area representative. 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.

No voting Rights at ANY level if the DCM for your section is present!

## General Service Representatives (GSR's)

**QUALIFICATIONS:** It is suggested that a GSR has 1 year of continuous sobriety.

### **RESPONSIBILITIES:**

- 1) The GSR represents the voice of the group conscience, reporting the group's wishes to the district 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:
  - a) Attend the monthly District meetings, if unable to attend, have the alternate GSR attend.
  - b) Attend the Spring/Fall Assemblies and Area activities.
  - c) Pick up meeting minutes, flyers, schedules, Alkaline, and envelopes for the Area and District contributions to bring back to the group.
  - d) Become acquainted with the AA *Service Manual*. Box 459, AA literature and Guidelines.
  - e) Know your group's number from GSO or Contact GSO, PO Box 459, Grand Central Station, New York, NY 10163.
  - f) Participate in local committees and workshops.

**VOTING:** Has one vote at the District Committee Meeting, and one vote at the Area 11 Assemblies.

\*If a group has an Alternate GSR, he or she may vote only in place of the GSR, but not along with GSR if both are in attendance of any meeting – District or Assembly



## **Accessibilities Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Accessibility Committee meetings. Function within guidelines of the Accessibility Rep as outlined in the GSO Accessibility workbook.
- 2) Reports regularly to the District Committee Meeting.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Alki-Line Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level, and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Alki-Line Committee meetings.
- 2) Requests materials for publication on behalf of District 2. Reports regularly to the District Committee Meeting.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Answering Service Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of three years of continuous sobriety. Have two years of service as Chairperson of another District or Area Committee and not concurrently serving as a DCM or Officer

### **RESPONSIBILITIES:**

- 1) Attend the Area Answering Service Committee meetings.
- 2) Reports Answering Service activity regularly to the attendees at the District Committee Meeting.
- 3) Promotes and accepts volunteers with contact information. This information is forwarded to the Area Answering Service.
- 4) Obtains records of Answering Service calls and no-response volunteers. Reports to Area and modifies the volunteer list.

*Note:* All monies received will be turned over to the District Treasury.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Archives Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one-year of service on the District level, and not concurrently serving as a DCM or Officer

### **RESPONSIBILITIES:**

- 1) Attends the Area Archives Committee meetings and, when possible, open houses at District 2 events.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Cooperation with the Professional Community (CPC) Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the district level, and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area CPC Committee meetings. Functions with the guidelines of a CPC Representative as outlined in the GSO CPC Workbook publication.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Corrections Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the district level, and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Corrections Committee meetings on a regular basis. Functions within the guideline of a Corrections Representative as outlined in the GSO Corrections Workbook publication.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Grapevine Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level, and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attend the Area Grapevine Committee meetings. Functions within the guidelines of a Grapevine Representative as outlined in The AA Grapevine Workbook publication.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 4) Attends Area functions to support Area Grapevine Chairperson at events such as State Convention, Assemblies, Soberfest, Roundup, CSYPAA and other Area events.
- 5) Bring Grapevine materials to AA Groups when requested by the groups generally at annual anniversaries.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Hospitality Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the district level, and not concurrently serving as a GSR or Officer.

### **RESPONSIBILITIES:**

- 1) Prepares Coffee and other beverages as well as snacks for all GSR district 2 meetings.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 4) Support District 2's Annual Gathering as a committee member who is knowledgeable with food vending as well as the kitchen facility.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Public Information Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level, and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attend the Area Public Information Committee meetings. Functions within the guidelines of a PI Representative as outlined in the GSO. Public Information Workbook publication.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Schedules Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Schedules Committee meetings. Functions as suggested by the Area Chairperson and District GSR's.
- 2) Actively updates and maintains online meeting directory for District 2.
- 3) Reports regularly to and distributes schedules information/materials to the District 2 Committee.
- 4) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Treatment Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the district level, and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 4) Attends the Area Treatment Committee meetings on a regular basis. Functions within the guidelines of a Treatment Representative as outlined in the GSO Treatments Workbook publication.
- 5) Reports regularly to the District Committee.
- 6) Must submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## Website Committee Chairperson

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Website Committee meetings. Reports regularly to the District Committee.
- 2) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 3) Bring District concerns and/or information about service events to the Website Committee.
- 4) Coordinates all requests (Event Changes, Schedules Reports, Flyer postings) from District Officers and Committee Chairs to the Area Website Committee.
- 5) Updates District subpages under the Area 11 Website.
- 6) Manages District Officer and Committee Chair's email accounts on the District Supplier's network.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.

## **Virtual Meeting Committee Chairperson**

**QUALIFICATIONS:** For this 2-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Virtual Meeting Committee facilitates the virtual portion of the District 2 Committee meeting by supporting accessibility to homebound district members.
- 2) Attends and Reports monthly to the District Committee meeting.
- 3) Set up and break down the equipment at each monthly District 2 meeting. Maintains equipment in-between district meetings.
- 4) Utilize the Virtual Application and Wi-Fi to launch the meeting 30 minutes prior to the start of the District meeting to ensure technical stability.
- 5) Facilitate communication with virtual attendees including group announcements, questions, motions, voting, committee reports, area reports, member concerns, anniversaries, etc.
- 6) Submit a budget to the Treasurer and attend the annual budget meeting.

**VOTING:** Has one vote at the District Committee Meeting unless serving concurrently as a GSR, and no Vote at the Area 11 Assemblies.



## Special Event Representative Profiles

*All Special Event Representatives have no voting rights at either District or Area meetings.*

### Area Convention Representative

**QUALIFICATIONS:** For this 1-year commitment, have one year of service on the District level, and not concurrently serving as a DCM or Officer. A suggested minimum of two years of continuous Sobriety.

#### **RESPONSIBILITIES:**

- 1) Attend the Area Convention Committee meetings.
- 2) Reports regularly to the District Committee .
- 3) Attend the Convention and report to the District Committee the wrap up results.
- 4) Must submit a budget to the Treasurer and attend the annual budget meeting.

### Christmas / New Years Alcahthon Representatives

**QUALIFICATIONS:** For this annual commitment, a suggested minimum of two years of continuous sobriety. Suggested one year of service on the District level and not concurrently serving as a DCM or Officer. Position(s) should be filled by July to secure location, nominate a Co-Chair and organize a committee.

#### **RESPONSIBILITIES:**

- 1) Secures a location for Event.
- 2) Fills hourly commitments for the duration of the event.
- 3) Attends events and delegates responsibilities accordingly.
- 4) Prepares Flyers.
- 5) Organizes Refreshment/Food Schedule/Donations (i.e. Makes sure there is coffee always available at least)
- 6) Attends and Reports monthly to the District Committee.
- 7) Must submit a budget to the Treasurer.
- 8) Returns all donations and/or unused budget to the District and provides receipts with a final report to the District Treasurer.

## **CSCYPAA Representative**

(CT State Conference of Young People in AA)

**QUALIFICATIONS:** For this 1-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area CSCYPAA Committee meetings.
- 2) Reports regularly to the District Committee.
- 3) Attends CSCYPAA convention and reports back to the District Committee the wrap-up results.
- 4) Must submit a budget to the Treasurer and attend the annual budget meeting.

## **The Gathering Representative**

**QUALIFICATIONS:** For this annual commitment, a suggested minimum of two years of continuous sobriety. Suggested one year of service on the District level and not concurrently serving as a DCM or Officer. Position(s) should be filled in September prior to the Event year to secure location, nominate a Co-Chair and organize a committee.

### **RESPONSIBILITIES:**

- 1) Secures a Location and Date for the event.
- 2) Organizes a committee to help plan activities and schedule.
- 3) Attends event and delegates responsibilities accordingly,
- 4) Prepares Flyers.
- 5) Reports and attends the District Committee meetings.
- 6) Must submit a budget to the Treasurer.
- 7) Returns all donations and/or unused budget to the District and provides receipts with a final report to the District Treasurer.

## **Rompiendo Fronteras Representative**

**QUALIFICATIONS:** For this 1-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer. Speaking Spanish is NOT a requirement.

### **RESPONSIBILITIES:**

- 1) Attend the Area Rompiendo Committee meetings.
- 2) Reports monthly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 4) Attend Rompiendo Fronteras event and report to the District meeting the wrap-up results.

## **Round-Up Representative**

**QUALIFICATIONS:** For this 1-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Round-Up Committee meetings.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 4) Attends the Round-Up event and reports to the District meeting the wrap-up results.

## **Soberfest Representative**

**QUALIFICATIONS:** For this 1-year commitment, a suggested minimum of two years of continuous sobriety. Have one year of service on the District level and not concurrently serving as a DCM or Officer.

### **RESPONSIBILITIES:**

- 1) Attends the Area Soberfest Committee meetings.
- 2) Reports regularly to the District Committee.
- 3) Must submit a budget to the Treasurer and attend the annual budget meeting.
- 4) Attends Soberfest event and reports to the District meeting the wrap-up results.

## **Procedure to Amend Guidelines**

These District 2 Guidelines will be considered for amending in the following manner.

### **Procedure to Pro Tempore Amend the District 2 Guidelines**

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

### **Yearly Guideline Review**

Thereafter, the procedure to amend the Guidelines is as follows:

The Guidelines will be considered for formal thorough review at one time only during the year, at the March District meeting.

A proposal to amend the District 2 Guidelines may come from a GSR, DCM, Officer or Special Committee Member from District 2. A proposal may be submitted at any time during the year to the District Chairperson. The proposal must be in writing and must indicate the reasons for the proposed change.

- 1) For any changes to be considered for the March District meeting, the written proposal and reason must be submitted to the District Chairperson no later than the January District meeting.
- 2) A Guidelines Review Committee will be formed each January and will comprise 8 individuals; two District Officers, two Committee Chairs, 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 meeting. If there are no proposals the committee shall not be formed.

- 3) A brief discussion will be held on the proposed changes at the February district meeting.
- 4) Voting on the proposed changes will be at the March district meeting.
- 5) Each revision will be marked accordingly i.e. December 2009 revised, etc.

### **District Inventory**

A yearly group conscience vote will be held by the District, if so voted by 2/3 votes of those present at a regular scheduled District meeting. It will be chaired by an AA member not involved in district business; someone such as a past or present Area Officer, or another AA with an understanding of the Traditions and Concepts. *All* District GSRs, DCMs and their Alternates and Committee Members are eligible to participate. Separate inventory guidelines will be provided to support the event.

## **AA Preamble**

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

## **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.

## **Declaration of Unity**

This we owe to AA's future; to place our common welfare first; to keep our fellowship united. For on AA unity depend our lives, and the lives of those to come.

## **Serenity Prayer**

God grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.

## **Responsibility Statement**

I am responsible... when anyone, anywhere, reaches out for help, I want the hand of AA always to be there, and for that, I am responsible.