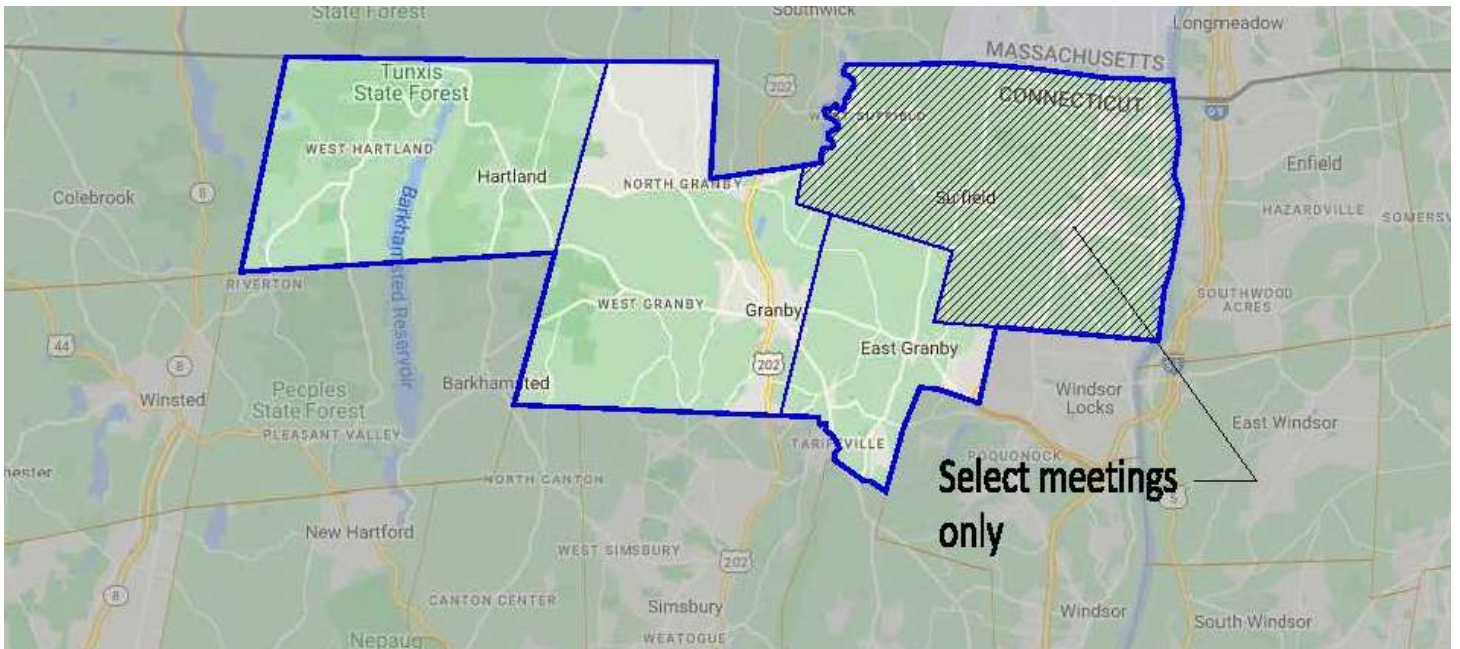


District 30

District Committee Guidelines

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District 30 Map

Introduction

District 30 is one of several Districts in Area 11.

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

The purpose of the guidelines is to provide a reference for the basic operations of the District, as well as job descriptions for the various District service positions. In addition to these guidelines, District Officers, Special Service District Committee Representatives, and GSR's (District 30 members) should refer to the A.A. Service Manual. New District 30 members should speak with the DCM to obtain a copy.

District 30 Safety Statement

Tradition Five states: "Each group has but one primary purpose — to carry its message to the alcoholic who still suffers."

Tradition Three states: "The only requirement for A.A. membership is a desire to stop drinking." Groups and members strive to create a safe environment for the alcoholic who still suffers.

In keeping with these A.A. traditions, any person seeking help with a drinking problem is welcome at this district meeting. However, it is this district's conscience that if any person endangers another individual or disrupts the district's efforts to carry A.A.'s message, the district may ask that person to leave the meeting. Predatory behaviors and unwanted sexual advances are in conflict with carrying the A.A. message of recovery and with A.A. principles.

This district strives to safeguard the anonymity of A.A. members and attendees; however, keep in mind that anonymity in A.A. is not a cloak for unsafe and illegal behavior. Addressing such behavior and/or contacting the proper authorities when appropriate, does not go against any A.A. Traditions and is meant to ensure the safety of all in attendance.

Tradition One states: "Our common welfare should come first; personal recovery depends upon A.A. unity."

Recognizing the importance of unity, our district strives to create a safe meeting environment in which alcoholics can focus on achieving sobriety and service. If safety concerns arise, individuals should speak with a district officer to address the concern.

District 30 Service Committee: (District Committee)

1. **Members-** The members of the District Committee shall comprise:
 - a. Officers:
 - i. District Committee Member (DCM)
 - ii. Alternate DCM
 - iii. Recording Secretary
 - iv. Treasurer

 - b. Special Service District Committee Representatives:
 - i. Accessibilities Representative
 - ii. Answering Service Representative
 - iii. Cooperation with the Professional Community (CPC) Representative
 - iv. Grapevine Representative
 - v. Public Information (PI) Representative
 - vi. Treatment Representative
 - vii. Other potential District Committee Representatives as approved by the District

 - c. General Service Representatives (GSRs)

2. **Meetings**
 - a. Meetings are held on the third Thursday of the month beginning promptly at 7:00 PM and ending at 8:00 PM when possible.
 - b. Meetings are virtual. Login information will be sent in meeting agendas.

3. **Meeting Agenda**
 1. Open with Serenity Prayer
 2. Introduction of new GSRs & District members
 3. Learning Topic (As needed, per discretion of DCM)
 4. Group Concerns/Questions
 5. DCM Report
 6. Treasury Report
 7. Secretary Report
 8. District Committee Reports
 9. Old Business
 10. Open Positions
 11. Visiting Groups
 12. New Business:
 13. Announcements
 14. Anniversaries
 15. Adjournment – Responsibility Statement

Suggested outline: Subject to revision and/or additions each month by the DCM - see Dist. 30 Guidelines, District Officers, DCM; Responsibilities

4. **Meeting Procedure**
 - a. New Business - If possible, the DCM should be notified, in writing, before the start of the meeting of one's intention to introduce new business under "New Business" at that meeting. New business will generally be presented at one meeting and will be brought up at the next meeting for a vote under "Old Business". The DCM shall have the discretion to bring new business to a discussion and vote when initially presented, especially in the case of routine business matters.

- b. Any member wishing to speak should wait to do so until acknowledged by the DCM and should not speak out of turn. Members who wish to speak shall do so when recognized by the DCM. A member should not speak for a second time until all others who wish to speak have spoken.
- c. All motions, items of business, and comments should be addressed to the DCM.

5. Voting Procedure

- a. Making a motion
 - i. A motion is a proposal for the district to take in action
 - 1. The motion must be seconded.
 - 2. Discussion will begin after the DCM restates the motion.
- b. General rules of discussion and voting
 - i. Maker of the motion is allowed to speak first
 - ii. People who wish to speak raise their hand
 - iii. Comments are directed to the DCM
 - iv. Each person may speak for 2-3 minutes
 - v. No one may speak for a second time on a topic until all who wish to have spoken for the first time
 - vi. Full discussion on a motion should take place before each vote
 - vii. Everyone is entitled to express their opinion. However, if your perspective has already been stated by someone else, it is not necessary to say it again
 - viii. Calling the question should only be done after discussion has subsided
- c. Quorum
 - i. A quorum – at least two-thirds of the District 30 Committee – are required to conduct major District business (elections/motions). Eligible voting members include:
 - 1. Group GSRs
 - a. Alternate GSRs when GSRs cannot attend
 - 2. District 30 Officers
 - a. DCM
 - b. Alternate DCM (may vote even when not filling in for DCM)
 - c. Recording Secretary, Treasurer
 - i. May only cast one vote if also serving as a GSR.
 - ii. If a District 30 member is serving as a Committee Representative and GSR, the vote cast by that District 30 member MUST be cast as a GSR.
 - 3. Special Service District Committee Representatives:
 - a. Accessibilities Representative, Answering Service Representative, CPC Representative, Grapevine Representative, PI Representative, Treatment Representative
 - i. May only cast one vote if also serving as a GSR.
 - ii. If a District 30 member is serving as a District Committee Representative and GSR, the vote cast by that District 30 member MUST be cast as a GSR.
 - 4. Refer to individual position guidelines for more information on voting.
- d. Substantial Unanimity
 - i. Substantial unanimity is defined as at least two-thirds majority vote of District 30 voting members present, as long as the total vote constitutes the District quorum. All District 30 matters of business require substantial unanimity to be passed, including motions and elections.
- e. Minority Opinion
 - i. In accordance with Concept Five: “Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration”, everybody’s voice pro or con has a right to be heard. Because of this, after each vote, the non-prevailing side will be given an opportunity to speak their position.

- f. Reconsideration
 - i. Should a member from the prevailing side be swayed by the minority opinion, a motion to reconsider may be made and seconded by any voting member. A simple majority, more than fifty percent, is needed for the reconsideration to pass. If the motion to reconsider passes, full discussion – pro and con – of the original motion is resumed.
- g. Calling the question
 - i. A motion to call the question brings discussion to a halt while the District members decide whether to proceed directly to a vote (the question) or go on with the discussion. The DCM may entertain a second and move to vote to end the discussion.
 - 1. Only District 30 members are eligible to make a motion to call the question.
 - 2. Must be made after all opinions have been expressed during discussion.
 - 3. The motion must be seconded.
 - 4. Is not debatable.
 - 5. Requires substantial unanimity
- h. Tabling a motion
 - i. Tabling the motion postpones discussion until a later time.
 - 1. The motion must be seconded.
 - 2. It is not debatable.
 - 3. A simple majority is required to table a motion.

6. Attendance

- a. Fulfilling the responsibilities of each position is vital to the effective completion of District 30 business. If any District Officer or Special Service District Committee Representative cannot attend a District Committee meeting, they must:
 - i. Send an alternate if available
 - ii. Notify a District Officer in writing prior to absence (if not alternate is able to attend)
 - iii. Relay any pertinent reports or information to the alternate (or a District Officer if an alternate is not able to attend) in advance of the meeting.Failure to do the above will be considered an unexcused absence.
- b. In the event any District Officer or Special Service District Committee Representatives has three or more unexcused absences in a calendar year, such fact may be brought to the attention of the DCM (or other Officer, if it is the DCM who is in question) by any Member of the District Committee. The DCM (or other Officer) shall contact that individual to determine if the individual can fulfill their responsibilities and report back at the next meeting.
- c. A District 30 member is not eligible to vote on a motion if that individual has not attended the last three or more district meetings.
- d. In the event it is decided that the individual can no longer fulfill the responsibilities of the position, the Members of the District Committee may vote to replace the individual. In the event that no nominations or volunteers come forth for the position, the nomination will be tabled until the following meeting.

7. Elections

- a. Elections to fill all District Committee Officer vacancies, created under the spirit of rotation, are held at the October business meeting in even numbered years for two-year terms of office beginning the following January.
- b. In the event that an Officer cannot complete a full term of office, an interim Officer will be nominated and/or elected to complete the term. Following the completion of the term of office, an interim Officer may stand for nomination/election to a full term of office.

- c. The terms for all Special Service District Committee Representatives are for two years, with elections to be held at the October business meeting in even numbered years, for two-year terms beginning the following January.
- d. The Principle of Rotation
 - i. Experience shows that after an individual has served a full term, regardless of how much time has passed, they should not stand for the same position again.
 - ii. As stated in the AA Group Pamphlet, we believe “To step out of an A.A. office you love can be hard. If you have been doing a good job, if you honestly don’t see anyone else around willing, qualified, or with the time to do it, and if your friends agree, it’s especially tough. But it can be a real step forward in growth—a step into the humility that is, for some people, the spiritual essence of rotation.”
 - iii. Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us “to place principles before personalities.”
 - iv. Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than any fame. With no A.A. “status” at stake, we needn’t compete for titles or praise—we have complete freedom to serve as we are needed.”

8. Creation of Ad-Hoc Committees

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

9. District Inventory

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

Financial Matters

1. Budget

- a. The District 30 Budget covers the period from the date of the January District Meeting of the current year to the January meeting of the following year.
- b. At the September District Committee Meeting, the District Treasurer will announce the date and place of the upcoming Budget Committee meeting. The Budget Committee meeting could also be done during a regular District Committee meeting per the DCM's discretion.
- c. The Budget Committee will meet in October to draft a proposed budget for the next year. The Budget Committee will be chaired by the District Treasurer and will be composed of District Officers and Special Service District Committee Representatives. Each member of the Budget Committee will have a voice and one vote. Any other interested AA member may attend the budget meeting and have a voice, but they will not have a vote on the committee.
- d. All District Officers and Special Service District Committee Representatives are responsible for keeping a record of their expenses for justification for the upcoming proposed budget.
- e. Each member of the Budget Committee will submit their budget requests. The committee will then go through each budget request and develop a budget for District 30 that meets the needs of each Officer and Special Service District Committee Representative, including a miscellaneous category, while maintaining a prudent reserve of three months' worth of expenses. The amount of contributions in the previous year should be considered when determining the total amount of the budget proposal.
- f. The final proposal will be presented to the Members of the District Committee at the November business meeting and voted on at the December meeting. Approval shall require a 2/3 majority.
- g. On a periodic basis, the Treasurer shall present a proposal to the Members of the District Committee for their approval for the distribution, in accordance with GSO and Area guidelines, of excess funds over the prudent reserve. The prudent reserve amount shall be three months' worth of expenses, or other amount approved during the Budget Committee.

2. Finance

- a. Only non-interest-bearing bank accounts are to be used for District funds.
- b. All requests for funds by Officers and Special Service District Committee Representatives are to be accompanied by a written request. Approved requisitions and checks for District purchases are to be paid directly by the District Treasurer.
- c. All Officers and Special Service District Committee Representatives are expected to function within their budgets. Unforeseen expenses outside their budgets must be approved by the Members of the District Committee in advance whenever possible.
- d. All monies realized over and above expenditures for services and events will be returned to the District Treasury.

3. Reimbursement for expenses

- a. The following is a general list of expenses for which Officers and Special Service District Committee Representatives will be reimbursed:
 - i. Mileage to and from District Committee meetings and any mileage while doing service work (such as travel to/from P.O. Box and bank) or attending required service events. Mileage rate for

expenses reimbursement to be decided by committee. Slight changes to responsibilities for Registrar and Recording Secretary to be coordinated with Area.

- ii. Cost of A.A. approved literature.
 - iii. Administrative Expenses such as printing and office supplies necessary for performing the duties of the position.
 - iv. Postage costs for mailings associated with service work.
- b. The following is a general list of expenses for which GSR's (if not also holding any Officer or Special Service District Committee Representative positions) will be reimbursed:
- i. Mileage to and from District Committee meetings.
- c. The District will reimburse for mileage and registration of the DCM to the following area events: (area 11 convention, CSCYPAA, Soberfest, Roundup, Rompiendo Fronteras, Grapejam). Should the DCM not be available to attend these events or, attend and voluntarily decline reimbursement from the district, the Alternate DCM will receive the reimbursement for travel and expenses. Should the Alternate DCM position not be filled, or the Alternate DCM not be available to attend these events or, attend and voluntarily decline reimbursement from the district, the District Committee may nominate and elect another District Committee member to attend the particular area event and receive reimbursement for mileage and registration.
- d. All mileage shall be reimbursed via the rated currently accepted in Area 11. The Area 11 mileage rate may not coincide with IRS rates.

4. Finance Review Committee

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

5. Contributions

- a. Contributions from groups to the District should be mailed to the District PO Box or may be sent electronically. Contact the District Treasurer for specifics.

General Service Representatives (GSR)

1. GSRs

- a. **Qualifications:** It is suggested that a GSR have two years of continuous sobriety and be willing to serve as representative of their Group. It is also suggested that GSRs serve a two-year term.
- b. **Responsibilities:** The GSR represents the voice of the group conscience, reporting the group's concerns and informed feedback to the DCMs or to the Delegate, who then passes them on to the Conference and to the Fellowship. The GSR keeps the group informed of current AA events. However, the GSR will not be able to consult with his/her Group on many of the issues. The GSR is a Trusted Servant of the Group and, in accordance with the "Right of Decision" as set forth in Concept III, must vote according to the best dictates of his/her own judgment and conscience at the time. For further detail, refer to current "AA Service Manual", which will serve as the baseline for GSR's role and responsibilities. Some of these include:
 - i. Attends Area Assemblies. If unable to attend, makes sure that the Alternate GSR attends.
 - ii. Attends the monthly District meeting. If unable to attend, makes sure that the Alternate GSR attends.
 - iii. Attends other District and Area activities. If unable to attend, makes sure that the Alternate GSR attends.
 - iv. Picks up meeting minutes, flyers, schedules, Alki-Lines, and envelopes for the Area and District contributions to bring back to the group.
 - v. Becomes well acquainted with the "AA Service Manual", Box 459, AA literature and Guidelines.
 - vi. Knows their group's number at GSO or contacts their DCM.
 - vii. Participates whenever possible in local committees and workshops.
 - viii. Is a leader within the Group, helping the Group to reach a well informed group conscience when necessary.
- c. **Rotation dates:**
 - i. GSR terms would commence October of even years and end with September GSRs of the next even year. It is suggested that the serving GSR locate their replacement by the end of the term. Outgoing GSRs would will be free to stand for and be elected to Special Service District Committee Representatives and or District 30 Officers held at the October District 30 meetings in even years.
- d. **Voting:** Has one vote at Area Assemblies and District Committee meeting. If a GSR is also serving as District Recording Secretary, District Treasurer, or Special Service District Committee Representative, they may only cast one vote.

2. Alternate GSRs

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

District Officers

1. District Committee Member (DCM)

- a. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service District Committee Representative, District Committee Member, or other Officer position at the District level. May not serve concurrently as any other Officer, Special Service District Committee Representative, or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.
- b. Responsibilities: The primary responsibility of the DCM is to ensure the monthly business meeting is conducted efficiently. This includes:
 - i. As applicable, coordinating the scheduling, set-up and breakdown of the meeting place and audio equipment; ensuring that the District is on good terms with its landlord.
 - ii. Chairing the monthly District Committee Meeting in accordance with the Concepts and Traditions and Robert's Rules of Order as applied in AA (See Meeting Procedure, Page 3).
 - iii. Preparing a meeting agenda based on the previous month's minutes and the submission of new business proposals.
 - iv. Scheduling and chairing a District Officers' meeting which consists of DCM, Treasurer and Recording Secretary.
 - v. Forming Ad Hoc committees to review special concerns as required.
 - vi. Keeping a file of important materials and reports, to turn over to a newly elected DCM. This file should contain at least the following items accumulated during their term:
 1. Copies of new business proposals as submitted for consideration.
 2. Any helpful information on being a DCM or running a District meeting, such as "cheat sheets".
 - vii. Obtains and distributes A.A. service manuals to new District members.
 - viii. Becomes well acquainted with the "AA Service Manual", Box 459, AA literature and Guidelines.
 - ix. Organizes an orientation for new District members.
 - x. Acquaints themselves with the GSRs and the groups they serve; assists in solving group problems and assists in group inventories.
 - xi. Visits the Groups in the district, especially those not having an active GSR or financially supporting the AA service structure, and reports changes at the District meeting.
 - xii. Assists the Area Registrar in obtaining current group information for the Fellowship Connection.
 - xiii. Assists the Alternate DCM in familiarization with their role and responsibilities at the district level.
 - xiv. Is knowledgeable in Area business and votes intelligently.
 - xv. Sharing experience, strength, and hope with newly elected DCM.
 - xvi. Attends Area 11 functions which include: Pre-conference assembly, Spring Assembly, Fall Assembly, Area 11 Annual convention, CSCYPAA, Soberfest, Roundup, Rompiendo Fronteras, and Grapejam.
- c. A GSR cannot also serve as the DCM.
- d. Voting: The DCM has one vote at District meetings and Area Assemblies.

2. Recording Secretary

- a. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service District Committee Representative or Area Event Representative, District Committee Member, or another Officer position at the District level. It is suggested that some form of Group or Committee level secretarial skill or knowledge may be advantageous, as would a working knowledge of computer applications. May not serve concurrently as another Officer, Special Service District Committee

Representative or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.

- b. Responsibilities:
 - i. Attends monthly District Committee meetings, Area Assemblies, and Area Service Seminars.
 - ii. Takes roll call at the District Committee Meeting. Note: this may be done formally or informally per the Recording Secretary's discretion.
 - iii. Records and transcribes minutes of the District meeting, paying particular attention to the wording of all motions, voting results and attendance.
 - iv. Emails copies of the minutes monthly to members of the District Committee and make written copies available at the District Service Committee Meeting, as needed.
 - v. Keeping a file of important materials and reports, to turn over to a newly elected Recording Secretary. This file should contain at least the following items accumulated during their term:
 - 1. Minutes and the agendas of all monthly meetings.
 - 2. A copy of the most recent District Guidelines document.
 - 3. Any helpful information on being a Recording Secretary, such as "cheat sheets".
 - vi. Becomes well acquainted with the "AA Service Manual", Box 459, AA literature and Guidelines.
 - vii. Makes changes to the Guidelines as enacted in accordance with "The Procedure to Amend Guidelines". Keeps a copy on disk and maintains a backup disk.
- c. A GSR may also serve as the Recording Secretary.
- d. Voting: Has one vote at District Committee Meeting. Should the Recording Secretary also be serving as a GSR, they may only cast one vote in a District Committee meeting.

3. Treasurer

- a. Qualifications: A suggested minimum of four years of continuous sobriety. Have two years as a Special Service District Committee Representative or Area Event Representative, District Committee Member, or another Officer position at the District level. It is suggested that two years' service as a Group Treasurer may be advantageous. May not serve concurrently as a DCM, other Officer, Special Service District Committee Representative or GSR. Have a working familiarity with the Twelve Traditions and Twelve Concepts of AA.
- b. Responsibilities:
 - i. Attends monthly District Committee meetings, Area assemblies, Area Service Seminars, and District Officers' Meetings.
 - ii. Opens a new or maintains the current non-interest-bearing checking account; submits and updates a signature card to authorize two signatures (Treasurer and DCM).
 - iii. Prepares and presents the annual budget for approval by the Members of the District Committee.
 - iv. Maintains a record of and pays all authorized expenses.
 - v. Maintains a record of and deposits monies received.
 - vi. Balances checkbook.
 - vii. Is prepared for the annual review of records by the Finance Review Committee.
 - viii. Becomes well acquainted with the "AA Service Manual", Box 459, AA literature and Guidelines.
 - ix. Keeping a file of important materials and reports, to turn over to a newly elected Treasurer. This file should contain at least the following items accumulated during their term:
 - 1. A copy of the most recent District budget, and treasury reports.
 - 2. Any helpful information on being a Recording Secretary, such as "cheat sheets".
 - x. Provides an up-to-date written monthly Treasurer's Report for distribution to members at each District Meeting.

- c. A GSR may also serve as the Treasurer.
- d. Voting: Has one vote at District Committee Meeting. Should the Treasurer also be serving as a GSR, they may only cast one vote in a District Committee meeting.

4. Alternate DCM

- a. Qualifications: Three years of continuous sobriety with one year in a service position and not currently serving as a DCM, Officer or other Special Service District Committee Representative or Area Event Representative. Term is two years.
- b. Responsibilities:
 - i. Fill in for all functions in the absence of the DCM and will assume all responsibilities in the DCM's absence.
 - ii. The Alternate DCM is expected to attend all District meetings as well as all Area functions that the DCM attends. Refer to DCM responsibilities for a list of Area functions (section 1, b, xvi).
- c. The Alternate DCM cannot also serve as a GSR or Special Service District Committee Representative.
- d. Voting: The Alternate DCM has one vote at District meetings, regardless if filling in for the DCM or not). The Alternate DCM has one vote at Area Assemblies only if filling in for the DCM.

Special Service District Committee Representatives

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

A Special Service District Committee Representative serves for a two-year term and is expected to form a committee and may select an alternate and/or other committee officers, as needed, to perform the service work listed under each position. The committee representative is also responsible for operating within, and accounting for, the committee's budget, as voted on each year by the District, and submitting a request for changes as outlined under "Financial Matters, Budget". A GSR may also serve as a Special Service District Committee Representative.

All Special Service District Committee Representatives will have one vote at the District Service Committee Meeting unless they are also serving as a GSR. In that case, they may only cast one vote.

All Special Service District Committee Representatives should become well acquainted with the "AA Service Manual", Box 459, AA literature and Guidelines.

1. Accessibilities Representative

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

2. Answering Service Representative

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

3. Cooperation with the Professional Community (CPC) Representative

- a. Responsibilities: Informs professionals about what A.A. does and does not do. Functions within the guidelines as outlined in the GSO CPC Workbook. Develops guides to be used when speaking with the outside community; this may include cards. Attends the monthly Area CPC Committee meetings on a regular basis and reports regularly to the District Committee meetings.

4. Grapevine Representative

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

5. Public Information (PI) Representative

- a. Responsibilities: Puts literature in libraries, informs public in schools and other venues as to what A.A. does and does not do. Functions within the guidelines as outlined in the GSO Public Information Workbook. Develops guides to be used when speaking with the outside community; this may include cards. Attends the monthly Area PI Committee meetings on a regular basis and reports regularly to the District Committee meetings.

6. Treatment Representative

- a. Responsibilities: Provides literature and services to institutions for patients. Functions within the guidelines as outlined in the GSO Treatment Committee Workbook. Develops guides to be used when speaking with the outside community; this may include cards. Attends the monthly Area Treatment Committee meetings and reports regularly to the District Committee meetings.

7. Other Representatives for District Committee(s) created by the District.

Redistricting

The number of groups in a district is usually determined by how many groups a district committee member, or DCM, can reasonably be expected to keep in touch with, learn their problems, and find ways to contribute to their growth. When the district becomes too large or too small for the DCM to effectively carry out their responsibilities, redistricting is recommended (reference timeline). Either a motion is made to create an ad-hoc committee to look into redistricting, or a motion is made to redistrict. Either way, the DCM will be responsible for assembling a committee of open-minded District 30 members to figure out how to go about redistricting.

Some things to consider:

1. How many groups is reasonable for the DCM to keep in frequent contact with?
2. Depending on the number of groups, new districts may not adhere to the typical geographical boundaries (town/city lines).
3. Will any of these new districts need to account for online only groups?
4. How will the existing treasury and assets be allocated amongst the new districts? (reference timeline).
5. Consultation amongst AA members inside and outside of Area 11 with experience with redistricting is essential.
6. Take it slow. The process of redistricting is invaluable - the slower it is taken, the more district members become educated, the more assurance there is that future districts will be set up for success.

Procedure to Amend the Guidelines

1. A motion to amend the District 30 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 DCM.
3. Should the proposed change propose involved revisions other than minor edits, the DCM will create an ad hoc committee to coordinate the proposed changes.

Revision History

1. First Publication: November 18, 2024