

DCM

District Job Description:

The DCM is the link between the district, the Area, and the General Service Office (GSO).

Duties: To chair the monthly District Meetings with the groups' GSRs and other trusted servants of the district; inform all GSRs and committee members of all district, area, regional, and conference activities; insure that group and district needs are communicated to the Area and beyond, and to attend area meetings each quarter and assemblies in the Spring and Fall.

A more complete explanation of the DCM's responsibilities may be found in the A.A. Service Manual, pages S28 – S31

Secretary

District Job Description:

The secretary is responsible for maintaining a written record of all district business and activities and communicating this record to all GSRs and committee members.

Duties: To create a written record of business conducted at each district meeting and make it available to all attendees. Keep and maintain the District Actions booklet. The Secretary will also assist the DCM as needed to keep the district meeting on track and on time.

Treasurer

District Job Description:

The treasurer is responsible for receiving, documenting, and disbursing of district funds. These revenues are most often generated from individual group contributions and are distributed as needed and as directed by district motion vote.

Duties: accurately account for and report on all contributions received by the district, pay all district bills on time, provide monthly reports to the district, disburse funds as needed and directed by the district.

Alternate DCM

District Job Description:

The Alternate DCM fills in for the DCM should he/she be unable to perform his/her duties as needed.

Duties: To attend all monthly district meetings as well as Area meetings each quarter and assemblies in the Spring and Fall.

Public Information (PI)

District Job Description:

The PI Chair is responsible for making AA accessible when anyone reaches out for help.

Duties: To attend all monthly district meetings, ensure meeting schedules are available and up to date, follow AA guidelines for PI. Also attend Area meetings each quarter and assemblies in the Spring and Fall.

Archives

District Job Description:

The archivist collects, organizes, and stores historical materials which are pertinent to the district.

Duties: To attend all monthly district meetings, reporting acquisitions, and providing access to materials when appropriate/requested.

Cooperation with the Professional Community (CPC)

District Job Description:

The CPC Chair provides the professional community (which comes into contact with alcoholics), with information about what AA is, what AA can & can't do, and how to contact local AA.

Duties: To attend all monthly District meetings, seek new ways of carrying the message, provide informed speakers for professional groups who wish to know how AA can help, and attend all Area meetings each quarter as well as assemblies in the Spring and Fall.

Corrections

District Job Description:

The Corrections Chair is the key link to getting meetings and literature to those inside local correctional facilities.

Duties: To attend all monthly District meetings, keep an inventory of correctional facilities within District 7 and the meeting schedule currently held in those facilities, actively seek volunteers who are willing to take applications and training in order to take meetings into those facilities, coordinate with the correctional facility official in charge of inmate programs, coordinate with other districts willing to take meetings into correctional facilities, and attend all Area meetings each quarter as well as assemblies in the Spring and Fall.

Grapevine & Literature (Gv&L)

District Job Description:

The Gv&L Chair informs the fellowship about AA literature, and how to obtain literature and service materials.

Duties: To attend all monthly District meetings, maintain an adequate supply of AA literature for sale, make the literature available at each District meeting, keep an account of inventory and money, provide information and order forms for groups, and attend all Area meetings each quarter as well as assemblies in the Spring and Fall.

Treatment Facilities

District Job Description:

The Treatment Chair provides hospitals and treatment facilities within District 7 with information and volunteers to assist patients in treatment and in the transition from treatment to AA.

Duties: To attend all monthly District meetings, maintain an accurate list of facilities within the district and what services District 7 provides, seek out volunteers to take meetings into treatment facilities and hospitals when requested, encourage participation in Bridging the Gap (BtG), keep a list of volunteers with which to bridge patients coming out of treatment, coordinate with other district chairs for BtG patients who are returning to District 7 from facilities in other districts, and attend all Area meetings each quarter as well as assemblies in the Spring and Fall.