

APPENDIX A

RESPONSIBILITIES AND PROCEDURES FOR DISTRICT OFFICERS, SUB-COMMITTEE CHAIRS AND WEBMASTER

1. DISTRICT COMMITTEE MEMBER (DCM)

The DCM is the essential link between the District's groups and the Area Delegate to the General Service Conference. As Chair of the District Committee, made up of GSRs, Subcommittee Chairs and Officers, the DCM is exposed to the group conscience of the District. As a member of the Area Committee, they are able to pass on the District's thinking to the Delegate and the Committee.

Qualifications

- The DCM has usually served as a GSR or in another position at The Table.
- If a GSR is elected, it is expected that the person will resign their GSR seat.
- A minimum of five years continuous sobriety is required so that they are eligible for election as the Delegate.
- A working knowledge of the District 36 Operating Procedures and *Robert's Rules of Order*.
- The DCM is encouraged to visit all groups in District 36 at least once in their two-year term.

Responsibilities

- Passes information between District 36 and Area 83.
- Regularly attends and Chairs the District 36 Business Meetings.
- Prepares, and sends out, an Agenda for the Business Meeting.
- Opens the Business Meeting and ensures that Quorum is met.
- Chairs the meeting and maintains order while moving the agenda along in a timely manner.
- Lists and recognizes all those who wish to be heard at the Business Meeting.
- Makes sure all discussion is addressed to the Chair.
- Does not participate in discussion of any motion.
- Counts all votes taken at The Table and matches their tally with the ADCM.
- Ensures that all Quorum requirements for Motions are met.
- Votes only to break a tie, or to achieve a 2/3 Majority.
- Has a working knowledge of GSO materials dealing with Safety in A.A.
- Attends Area Assemblies and Area meetings, as required.
- Provides a written report on DCM activities to The Table and sends this report electronically to the Secretary/Registrar for inclusion in the Minutes.

- Interacts with the GSRs and has frequent contact with groups in the District.
- Keeps GSRs informed about Conference activities through email postings on the website. This may mean setting up an opportunity for the Delegate to give their report and giving the Delegate's report if they cannot be present.
- Keeps groups informed about new conference-approved books and pamphlets.
- Organizes a District Inventory.
- Brings any Traditions issues to the attention of the Delegate.
- Speaks to groups and individuals on the rewards and responsibilities of General Service Work.

2. ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM)

The ADCM steps in to Chair the District meeting if the DCM is not available. They also keep up to date with Area business.

Qualifications

- Minimum of five years of continuous sobriety.
- Experience at the District Table is helpful.

Responsibilities

- Attends all District 36 Business Meetings.
- Provides a written report on ADCM activities to The Table and sends this report electronically to the Secretary/Registrar for inclusion in the Minutes.
- The ADCM is a backup for the DCM.
- The ADCM is elected at the same time, and with the same procedures, as the rest of The Table.
- If the DCM becomes unavailable to continue in their role, the ADCM steps in.
- If the ADCM position becomes vacant, a call for nominations will go out and a new ADCM will be elected or acclaimed.
- Advises on requirements to ensure that Business Meeting Quorum is met and tallies the Roll Call with the DCM.
- Counts votes on all motions at The Table and compares results with the DCM.
- Advises on counts and requirements to ensure that Quorum is met on all Motions.
- Keeper of the current version of the District 36 Operating Plan and Service Guidelines; ensures they are accurate and up to date.
- Has a working knowledge of GSO materials dealing with Safety and A.A.
- ADCM is encouraged to visit all groups in the District at least once during their two-year term.

- The ADCM should attend the Area Assembly twice per year.

3. SECRETARY/REGISTRAR

The Secretary/Registrar has two main functions:

As Secretary, they are responsible for recording the Minutes of the District 36 Business Meetings, receiving electronic reports from all Table members and distributing the Minutes by email to all members of The Table within ten days of the most recent District meeting. The Secretary's report is usually a review of Minutes from the previous month (Errors and Omissions).

As Registrar, they support two Area 83 Assemblies held in Kingston each year.

Qualifications

- Two years of sobriety.
- Knowledge and familiarity with word processing and email.
- Strongly suggested they have a computer.
- Familiar with District 36 Operating Procedures and *Robert's Rules* for Minutes.

Responsibilities

- Attends monthly District Business Meetings and performs Roll Call by Position and by Group Name.
- Records the Minutes of the monthly District 36 Business Meeting.
- Accurately records the precise wording of all Motions and Amendments and reads them back to The Table.
- Records results of all votes and reads them back to The Table.
- Attends Area Assembly two times per year to help with Registration and coordinate volunteers for Registration and Greeters.
- Sends District Minutes to the Area 83 Delegate, Alternate Delegate and Area Chairs within ten days of the monthly District Business Meeting.
- Maintains an up-dated list of important decisions made by the District and includes pertinent documents as an Appendix to these Operating Procedures.
- Sends approved changes of the District 36 Operating Procedures to The Table and Webmaster for posting on the website.
- Maintains District registration records, liaising with the Area Registrar and Webmaster and, when required, helping new groups to register with the General Service Office (GSO).

- Receives new group and meeting information and invites the new GSR or Meeting Representative to attend a District 36 Monthly Business Meeting to meet The Table.
- Adds new Groups to the roll call.
- Passes on new Group and/or new Meeting information to the Webmaster for webpage up-dates.
- Records all up-dated contact information for the in-coming District Committee and GSRs and sends it out to the present Table, the new Table and the Area Registrar.

4. TREASURER

The Treasurer keeps the financial records of District 36. There are 2 accounts, a Chequing Account and a Savings Account. Our Reserve/Savings Account maintains a minimum balance of \$1000.00 representing our prudent reserve. We are registered for on-line banking through our service provider.

Qualifications

- Minimum of two years sobriety.
- Knowledge of Excel is helpful.

Responsibilities

- Attends monthly District 36 Business Meetings.
- Provides a monthly written Financial Report to The Table and electronically to the Secretary/Registrar for inclusion in the Minutes, detailing the following:
 - Balance of the Chequing Account at the beginning of the reporting period.
 - All monies received from groups and from 7th Tradition at the District 36 Business Meeting for the reporting period.
 - All expenses of the District for the reporting period.
 - Up-dated balances for both accounts.
 - Bank statements showing account activity for the reporting period.
- Manages District funds as per group conscience.
- Provides The Table with information about funds needed for up-coming events.
- Makes recommendations on contributions to Area 83, GSO and special expenses.

4. SUB-COMMITTEE CHAIRS

A.A. Sub-committees are composed of the Chair, the Alternate Chair and representatives of groups in District 36. It is through the members of our Committees that the bulk of AA service work is done. All Sub-Committee Chairs are expected to carefully track budgeted expenditures and to provide receipts to the Treasurer for monies spent.

Operating Procedures

a) **PUBLIC INFORMATION/CO-OPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE (PIC/CPC) CHAIR**

The PIC/CPC Committee has 2 primary functions which are designed to facilitate carrying the message of A.A. to the public and to the alcoholic who still suffers.

- i) **PIC** - The first is to provide accurate A.A. information to the public, upon request, by visiting schools, businesses, community fairs and community meetings. The Committee also serves as a resource for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to the media. Information is provided about who we are, what we are, where we are, what we can do and what we do not do.
- ii) **CPC** – The second function is to provide information about A.A. to those who have contact with alcoholics through their profession - health care workers, educators, clergy, lawyers, police, the Courts, social service workers, union leaders, and industrial managers, as well as those working in the field of alcoholism, such as day treatment or residential treatment programs. Information is provided about who we are, what we are, where we are, what we can do and what we do not do.
- iii) **Qualifications**
 - Two years sobriety.
 - Knowledge of community resources is helpful.

Responsibilities

- Attends monthly District 36 Business Meeting.
- Provides a written report to The Table and electronically to the Secretary for inclusion in the Minutes.
- Maintains meeting list and arranges printing for distribution to the groups. ADDITIONS OF NEW GROUPS AND MEETINGS MUST BE APPROVED BY THE TABLE BEFORE BEING POSTED TO THE PRINTED MEETING LIST.
- Holds monthly or bi-monthly meetings for PIC/CPC representatives of groups to plan service activities such as mail-outs, meeting with outside agencies to provide them with literature and information, community fairs, etc.
- Attends all District special events with a display of literature.
- Liaises with community groups to inform them about A.A. and its various services.

b) CORRECTIONAL FACILITIES SUB-COMMITTEE CHAIR (CFC)

The purpose of the Corrections Sub-committee is to co-ordinate the work of individual A.A. members and groups who are interested in carrying the message of recovery to alcoholics behind the walls of local institutions. The Committee facilitates communication between District 36 and the Correctional Service of Canada. They also serve as a primary point of contact between the inmate and the A.A. community through meetings, pre-release correspondence programs and Bridging The Gap. Guarding anonymity, the Committee provides A.A. members who are being released into the District 36 area with contact to someone who is willing to take them to a meeting upon release.

Qualifications

- Minimum of two years of sobriety
- Having served as a volunteer at an institutional meeting is helpful.
- Must have appropriate clearance for entering institutions.

Responsibilities

- Attends the monthly District meeting; identifies any institutional group(s) present.
- Holds monthly or bi-monthly meetings for Corrections representatives from groups.
- Provides a written report to The Table, and electronically to the Secretary/Registrar, for inclusion in the Minutes.
- Liaises with Area Corrections Chair to facilitate entry of A.A. into any institutions currently without an A.A. meeting.
- Helps to carry the message to those who work with prisoners, prisons, detention centres, jails and probation officers in our District.
- Liaises with institutional staff to ensure good relationships between A.A. and the institutional facility to allow us to carry the message inside the walls.
- Facilitates the clearance process between CFC and an individual to allow them to go into the institutions.
- Helps carry the message to those in prisons, detention centres, jails and probation offices in our District.
- Supports existing A.A. Groups within local institutions, and facilitates registration of new groups with GSO and District 36.
- Co-ordinates any meetings held in correctional facilities in our District to ensure that these meetings are properly supported and attended.
- Solicits District 36 groups for donations of new and re-cycled A.A. medallions, chips, books, pamphlets and Grapevines that can be used in the institutions.

- Attends the Area 83 Assembly and attends any CFC workshops.
- **Bridging the Gap** – Coordinates Bridging The Gap requests from inmates being released into our District by arranging a temporary contact from an appropriate member of A.A. who is qualified to take them to a local meeting upon release. In order to escort parolees to meetings, a member must have two years of continuous sobriety if alone. It is recommended that two members of A.A. escort parolees to a meeting, and if so, each should have a minimum of one year of sobriety.
- **Corrections Correspondence Service Program** – CFC Chair seeks volunteers to correspond with A.A. members inside the walls through the Corrections Correspondence Service Program and provides appropriate guidelines.

c) TREATMENT FACILITIES SUB-COMMITTEE CHAIR

The Treatment Facilities Committee is made up of the Chair and individual representatives from groups in District 36.

Qualifications

- A minimum of two years of continuous sobriety.
- Public relations experience is helpful.

Responsibilities

- Attends monthly District 36 Business Meetings.
- Provides a written monthly report to The Table, with an electronic copy to the Secretary, for inclusion in the Minutes.
- Co-ordinates carrying the message to those in hospitals, detoxes and treatment centres in our District.
- Holds monthly or bi-monthly meetings for Treatment representatives of groups.
- Co-ordinates meetings in treatment facilities, detoxes and hospitals and ensures that these meetings are being well supported and attended.
- Solicits District 36 groups for donations of new and re-cycled A.A. medallions, chips, books, pamphlets and Grapevines that can be used in the institutions.
- Attends the Area 83 Assembly twice a year and participates in relevant workshops.
- **Bridging the Gap** – This program enables individuals in a treatment facility to have an A.A. contact to help them attend local meetings when they are discharged from treatment. The Treatment Facilities Chair will coordinate with the Area Treatment Chair to process Bridging the Gap requests. To escort a patient to a meeting you must have one year of continuous sobriety. It is recommended that two members of our Fellowship escort participants to a meeting.

d) GRAPEVINE SUB-COMMITTEE CHAIR

The Grapevine is A.A.'s "meeting in print". Grapevine publishes a monthly magazine and many other very helpful materials about recovery topics. The Grapevine Committee sets up and staffs displays at A.A. events and birthday celebrations when invited to participate.

Qualifications

- Minimum sobriety of two years.
- Knowledge of Grapevine publications is helpful.

Responsibilities

- Attends monthly District 36 Business Meetings.
- Provides a written report to The Table and sends it electronically to the Secretary for inclusion in the Minutes.
- Attends various A.A. functions and groups to display Grapevine publications, if invited and available.
- Liaises with the Area Grapevine representative.
- Attends the Area Assembly two times per year and participates in relevant workshops.
- Coordinates yearly group orders for Grapevine calendars and pocket planners for the coming year and provides ordering information to the groups through their GSRs.

d) ARCHIVES SUB-COMMITTEE CHAIR

The Archives Sub-committee is responsible for sourcing and collecting any items of historical significance in District 36 (event posters, group histories and anniversaries, photos of A.A. meeting places, oral history of long-timers (remember anonymity)). Works with the Area Archives Chair as well as the Area archivist to ensure historical accuracy of A.A. in District 36.

Qualifications

- Minimum of two years of sobriety.
- Interest in A.A. history would be helpful.

Responsibilities

- Attends the monthly District 36 Business Meeting
- Provides a written report to the Table and electronically to the Secretary/Registrar for inclusion in the Minutes.
- Attends various A.A. functions and group events when asked, and if available.
- Talks to members of the District with long-term sobriety and records their stories.

- Liaises with the Area archivist and the Area Archives Chair.
- Attends the Area 83 Assembly two times a year and participates in related workshops.
- May be compensated for travel to Area archives events.
- Collects duplicate archival materials to pass on to the Area 83 Archivist.

e) TELEPHONE LINK SUB-COMMITTEE CHAIR

The Telephone Link Committee is responsible for receiving information from our A.A. telephone line and service provider and setting up 12 Step phone calls and visits.

Qualifications

- A minimum of two years of sobriety.
- A working knowledge of our telephone system.

Responsibilities

- The Telephone Link Committee Chair recruits A.A. volunteers from the Groups and coordinates a schedule so the A.A. telephone line is always being monitored.
- Ensures that requests for telephone contact are filled in a timely manner by volunteer A.A. members.
- Ensures that telephone requests for 12 Step calls are filled in a timely manner by volunteer A.A. members.
- Prepares a written report for The Table and sends it to the Secretary electronically for inclusion in the Minutes.
- One year of sobriety is required to become a volunteer for the phone line.

f) ACCESSIBILITIES COMMITTEE CHAIR

- The Accessibilities Committee goal is to find solutions to help ensure every alcoholic can participate in A.A. meetings, Twelfth Step work, and A.A. service. The Chair shall support initiatives that help to maintain and improve Accessibility for members of A.A. at all levels of service. They will liaise with the GSRs and shall provide assistance, when requested, in accordance with the Area 83 Accessibilities Workbook.

Qualifications

- Two years sobriety.
- Knowledge of community resources is helpful.

Responsibilities

- Attends monthly District 36 Business Meeting.

- Provides a written report to The Table and electronically to the Secretary for inclusion in the Minutes.
- Identifies Accessibility issues and concerns within the District
- Assists anyone who approaches District for help with Accessibility issues
- Maintains a list of volunteers willing to help those within the District who have Accessibility issues, and special workers (ie ASL translators) who can be hired to perform tasks when needed
- Coordinates 'Meetings to Go' (bringing a meeting to an AA member who is house/hospital bound)

6. WEBMASTER

The Webmaster is responsible for the District website.

Qualifications

- A minimum of two years of sobriety.
- Must have a computer, access to the Internet and have a working knowledge of District 36 website programming languages.

Responsibilities

- Keeps the District 36 domain name current and registered.
- Updates and maintains the website.
- NEW GROUPS AND MEETINGS TO BE APPROVED BY THE TABLE BEFORE BEING POSTED TO THE WEBSITE.
- Makes website password available to the DCM and ADCM for updating purposes.
- Encouraged to attend monthly business meetings.
- Encouraged to attend Area 83 Assemblies and participate in digital media workshops.