

DISTRICT 11 POLICY & PROCEDURES

Version 1.3 (9/25)

Table of Contents

INTRODUCTION	3
DISTRICT 11 SERVICE STRUCTURE.....	3
1. DISTRICT COMMITTEE	3
2. VOTING MEMBERS	4
3. NON-VOTING MEMBERS	4
4. ELECTION OF DISTRICT OFFICERS.....	4
5. STANDING COMMITTEES	5
6. AD HOC COMMITTEES	6
DISTRICT 11 SERVICE GUIDELINES AND QUALIFICATIONS	6
GENERAL GUIDELINES	6
SUGGESTED GENERAL QUALIFICATIONS.....	7
SUGGESTED GENERAL GUIDELINES FOR SERVICE COMMITMENTS	7
G1. PUBLIC INFORMATION	8
G2. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC).....	9
G3. LITERATURE.....	10
G4. CORRECTIONS.....	11
G5. GRAPEVINE.....	12
G6. HOTLINE	13
G7. BRIDGING THE GAP (BTG).....	14
G8. ARCHIVES	15
G9. TREATMENT	16
G10. SECRETARY	17
G11. TREASURER	18
G12. ALTERNATE D.C.M.	19
G13. D.C.M.	20
FINANCIAL PROCEDURES	21
REIMBURSEMENT PROCESS	21
BUDGET PROCESS	21
FINANCIAL AUDIT PROCESS	21
TRAVEL SCHOLARSHIP POLICY AND PROCEDURE	22
PROCEDURE FOR OTHER TRAVEL APPLICATIONS	23
DISTRICT 11 TRAVEL SCHOLARSHIP APPLICATION.....	24
CURRENT COMMITMENTS IN DISTRICT 11	25
AREA 40 ROUNDUP ROTATION & SCHEDULE	26
SUGGESTED POSITIONS & DUTIES FOR AREA 40 ROUNDUP HOSTED BY DISTRICT 11.....	26
ROUNDUP CHAIR JOB DESCRIPTIONS.....	27
WEST CENTRAL REGION AA SERVICE CONFERENCE (WCRAASC) ROTATION.....	29
WEST CENTRAL REGIONAL FORUM (WCRF) ROTATION.....	29

INTRODUCTION

The purpose of this document is to provide a detailed explanation of the composition, basic policy and procedure of the service structure in District 11, to provide guidelines for trusted servants to utilize within that structure, and to assist District 11 attendees - voting and non-voting - in having a productive and positive experience while serving and participating in the business of the District. The District convenes monthly and is, for all practical purposes, the group conscience of District 11. We encourage all Groups in District 11 to participate in the business of their Groups, District 11, Area 40, the General Service Conference, the General Service Office, Grapevine/La Viña, and A.A. World Services.

The 12 Traditions and the 12 Concepts of Service set the guidelines for our policies and procedures. They serve as a platform upon which our Fellowship can best function and hold together in unity and service. The District 11 service structure is designed after the structure of AA service bodies in other parts of the country and takes its basis from the model of Area 40. The primary purpose of District 11 is to provide service to the Groups in the District, AA as a whole and, most importantly, to the alcoholic who still suffers.

DISTRICT 11 SERVICE STRUCTURE

1. DISTRICT COMMITTEE

1.1 The District Committee is composed of:

- A. District Committee Member (D.C.M.)
- B. Alternate District Committee Member (Alt. D.C.M.)
- C. Secretary
- D. Treasurer
- E. Standing Committee Chairpersons
- F. General Service Representatives (G.S.R.)

1.2 The DCM shall prepare an agenda for each District Meeting and provide copies of the agenda and chair the meeting. In the absence of the D.C.M. the Alternate D.C.M, Secretary, and Treasurer (in order) shall assume these duties.

1.3 The District shall use Parliamentary Procedure and follow Robert's Rules of Order when conducting business at District Meetings. These procedures and rules are to be guidelines and are not meant to be used rigidly. The final applicability of the guideline's rests with the chairperson of the District Meeting.

1.4 District Committee meetings are usually held the second Saturday of the month at 10 AM. But may be called at other times by the vote of the District. All members of A.A. are encouraged to attend any District Meeting as non-voting members.

1.5 The commitment for all District Committee positions is a full two (2) year service rotation.

2. VOTING MEMBERS

2.1 GSRs (or their Alternate) and Committee Chairs are the only voting members of the District. In the event of a tie, the DCM (or their Alternate) will be allowed to cast the deciding vote.

2.2 No Proxy votes are allowed.

2.3 A quorum of voting members is established at every meeting. A Quorum shall be 2/3 of the qualified voters present. As long as the total votes on any motion, floor action or election is at least a quorum, this constitutes a valid vote.

2.4 More than ½ but not 2/3 of the vote will constitute a simple majority. 2/3 of the vote will constitute substantial unanimity. If there is a dissenting vote(s) then the minority opinion shall be called for.

3. NON-VOTING MEMBERS

While the following members do not have a vote, their - and all visitors' - input is vital to reaching an informed Group Conscience.

3.1 Non-voting members of the District Committee are: A. DCM and Alt. DCM (except in the event of a tie) B. Secretary C. Treasurer

3.2 Any member who is currently serving as a GSR may vote.

4. ELECTION OF DISTRICT OFFICERS

4.1 The election of District Officers; DCM, Alt. DCM, Secretary and Treasurer, are held at the October District Meeting of the even numbered year of the rotation. The slate of Officers assumes their duties in January of the following year. The commitment for all District Officers is a full two (2) year service rotation.

4.2 The DCM shall conduct the election of District Officers

4.3 The suggested requirements for Officers are:

DCM	5 years of sobriety, previous service as a GSR
Alt. DCM	5 years of sobriety, previous service as a GSR
Secretary	2 years of sobriety
Treasurer	5 years of sobriety

4.4 Elections will require substantial unanimity for each Officer position. (see Sect. 2.3) Third Legacy procedures will be applied to the election process. (see AA Service Manual)

4.5 Vacancies will be filled as soon as possible. The Alt. DCM will fulfill the duties of vacancies until such time as they can be filled by the District. Any vacancy will require a special election to take place at a District Meeting after notice of vacancy has been communicated to the Groups.

5. STANDING COMMITTEES

5.1 The following are Standing Committees for District 11:

- A. Public Information
- B. Cooperation with Professional Community
- C. Literature
- D. Corrections
- E. Grapevine
- F. Hotline
- G. Bridging the Gap
- H. Archives
- I. Treatment

5.2 Standing Committee Chairperson positions have a suggested two (2) years of sobriety, and the commitment is for a full two (2) year service rotation.

5.3 Elections of Committee Chairs are held at the October District Meeting in the even numbered year of rotation. The slate of Committee Chairs assumes their duties in January of the following year. Outgoing District Officer/Committee Chairperson shall acquaint incoming District Officer/Chairperson to the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Committee to him/her during this transition.

5.4 Standing Committee Chairs are elected by substantial unanimity. (see Sec. 2.4)

5.5 Committee formation and meetings are the responsibility of each Committee Chair. In the spirit of unity and so as to encourage participation of the entire District, it is suggested that each Committee be representative of as much of the District as possible by means of announcing any Committee openings District-wide.

5.6 Committee Chairs are required to provide oral and written reports at District meetings about the activities and finances of the committee on a monthly basis.

5.7 Committee Chairs shall surrender their position upon missing two (2) consecutive District Meetings or three (3) District Meetings in a calendar year without proper notification and proxy reporting.

5.8 It is highly suggested that all Committee Chairs become acquainted with their corresponding Area 40 Committees and Chairs.

5.9 It is highly suggested that all Committee Chairs become acquainted with their respective sections of the upcoming Area 40 Assembly agenda and the upcoming General Service Conference (GSC) agenda.

6. AD HOC COMMITTEES

6.1 Ad Hoc Committees are created by the District to complete a specific task usually within a specific time frame. When an individual is serving on an ad hoc committee, it is suggested that they do not serve on a second such committee until the first ad hoc committee is dissolved. The Ad Hoc committee shall be dissolved when its task is complete.

6.2 Upon creating an ad hoc committee, a chairperson and at least two members will be selected at that meeting.

DISTRICT 11 SERVICE GUIDELINES AND QUALIFICATIONS

The following set of guidelines, both general and by position, have been established as reference material for the successful operation of the District 11 service structure. While not intended to be all-inclusive, it is the desire of the District that these guidelines be used to provide avenues of communication between itself and the District's AA Groups. It is noted that all service positions of leadership are considered "trusted servant" positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

GENERAL GUIDELINES for District 11 Trusted Servants:

1. Attend all District Meetings and assume the responsibilities specific to their service position.
2. Provide an oral and written report at each District Meeting providing information on their activities relevant to their position since the previous meeting.
3. Provide leadership in District 11, especially in their respective committee.
4. Be available to the District, Groups, and members to provide experience, strength, and hope with respect to our third legacy of service.
5. Submit receipts of authorized service-related expenses for reimbursement, within 60 days of incurring them, to ensure consistent, predictable disbursement of District funds.

6. Read and become familiar with the District 11 Policy and Procedures Manual, the AA Service Manual, and corresponding committee Service Kits.
7. When rotating out of office, help the incoming Officers/Chairs with sharing experience, records, contact information, and any helpful suggestions for serving as an Officer/Chair.

The following sets of Qualifications supplement what is outlined in Chapters 5 & 6 of the AA Service Manual. They have been established as reference material for the successful recruitment of good leadership for the District 11 service structure. While not intended to be all-inclusive, it is the desire of the District that these Qualifications will be used to help select our “trusted servant” positions.

SUGGESTED GENERAL QUALIFICATIONS for District 11 Trusted Servants:

1. An interest in providing leadership in the District service structure.
2. Regular access to a computer and email.
3. Knowledge of the 12 Traditions and 12 Concepts and a willingness to learn more about how these principles can be applied to serve the fellowship is our primary purpose.
4. Organization and leadership skills.
5. Good written and oral communication skills.
6. Sufficient time available to fulfill the responsibilities of the position.

SUGGESTED GENERAL GUIDELINES for Service Commitments adopted by the District:

In accordance with our past actions, when a specific request for any 12th Step service commitment is officially agreed upon by vote of substantial unanimity; the District will assign, and share such responsibilities as follows:

1. These commitments will be assigned at the monthly business meeting in advance for each month. Each GSR present will be asked if they would like to be considered to take each commitment on behalf of their Group.
2. Any Group can hold only one (1) such service commitment per month.
3. Any such service commitments may not be taken by any Group for two (2) consecutive months.
4. The eligible Groups who accept consideration for such commitments will be entered into the “hat” and drawn by raffle to determine each commitment.
5. Each commitment’s designated raffle will take place after the respective committee’s report is concluded during District business.

G1. PUBLIC INFORMATION

G1.1 The purpose of the PI (Public Information) committee is to coordinate the activities in District 11 around:

PI: Keeping the District, Groups and A.A. members informed in overall public information guidelines and current issues suggested by the General Service Conference so that A.A. Groups and the District may more effectively carry the message to the alcoholic who still suffers.

G1.2 The PI Chairperson will form a committee to support their activities. They will chair all meetings of the committee, maintain minutes of the meetings, and provide an oral and written monthly report at each District meeting regarding their committee's activities and finances.

G1.3 The PI Chairperson will ensure that the volunteers are being supplied with literature and service commitments fulfilled properly.

G1.4 The PI Chair will read and become familiar with the PI workbooks and all GSO-related materials and resources and ensure such materials are being distributed/utilized to their fullest potential.

G1.5 The outgoing Chairperson of the PI Committee shall acquaint the incoming Chairperson with the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the PI Committee.

G1.6 The PI chairperson will use the PI workbook to create actions specific to District 11 to the professional community. For example, radio stations, television, and the general public. They will also work with the Billings Gazette and the meeting guides.

Suggested actions will also be noted in the workbooks.

The suggested qualifications specific for the position of PI Chairperson:

Q1.1 PI will have an interest in providing information about AA to the communities within District 11.

Q1.2 The ability to lead and facilitate a committee, presentation, or workshop.

Q1.3 The knowledge and application of the 12 Traditions and 12 Concepts when representing and relating A.A. to the public.

Q1.4 Strong computer skills including, but not limited to; email, social media, and internet navigation,

G2. COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)

To provide a clearinghouse of information within the District with respect to the professional community; coordinating the exchange of ideas and resources between Groups; concentrating on providing information about A.A. to those who have contact with alcoholics through their profession; and to provide experience and support in developing projects that will further the carrying of the A.A. message through cooperation with members of the professional community.

G2.2 The CPC Chairperson will form a committee to support their activities. They will chair all meetings of the committee, maintain minutes of the meetings, and provide an oral and written monthly report at each District meeting regarding their committee's activities and finances.

G2.3 The CPC Chairperson will ensure that the volunteers are being supplied with literature and service commitments fulfilled properly.

G2.4 The CPC Chair will read and become familiar with the CPC workbooks and all GSO-related materials and resources and ensure such materials are being distributed/utilized to their fullest potential.

G2.5 The outgoing Chairperson of the CPC Committee shall acquaint the incoming Chairperson to the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the CPC Committee.

G2.6 The CPC chairperson will use the CPC workbook to create actions specific to District 11 and the communities they serve. Professional community meaning, hospitals, legal community, clergy, probation and parole, treatment facilities, churches, tavern association, tribal leaders, and possibly sober living houses. Thus, anyone who has contact with alcoholics.

Suggested actions will also be noted in the workbooks.

The suggested qualifications specific for the position of CPC Chairperson:

Q2.1 CPC: An interest in working with CPC to conduct 12th Step work in District 11.

Q2.2 The ability to lead and facilitate a committee, presentation, or workshop.

Q2.3 The knowledge and application of the 12 Traditions and 12 Concepts when representing and relating A.A. to professionals.

Q1.4 Strong computer skills including, but not limited to; email, social media, and internet navigation,

G3. LITERATURE

- G3.1 The purpose of this committee is to inform District through displays and other suitable methods of all available conference approved literature and audiovisual materials.
- G3.2 Become familiar with the information on the A.A. website. (www.aa.org)
- G3.3 Provide literature for District functions through cooperation with the Intergroup bookstore chair.
- G3.4 Inform District of proposed additions to and changes in Conference approved literature and audiovisual materials through workshops and events.
- G3.5 In cooperation with the bookstore, display conference approved literature for viewing and sale at A.A. functions, including workshops.
- G3.6 Order conference approved literature through the intergroup bookstore for District activities as needed.
- G3.7 Become familiar with the general contents of available conference approved literature in order to provide information to inquirers.

The Suggested Qualifications specific to the position of Literature Chairperson:

- G3.1 Suggested 4 years of continued sobriety.
- G3.2 Familiar with the A.A. service structure and general District procedures.
- G3.3 Knowledge of A.A. literature and how to order and purchase new literature.
- G3.4 Ability to cooperate with Intergroup Bookstore Chair
- G3.5 Ability to operate with the budget designated by District 11

G4. CORRECTIONS

G4.1 The purpose of the Corrections Committee is to lead and coordinate the work of individual AA members and Groups in carrying the A.A. message to alcoholics in the Corrections system located within District 11.

G4.2 The Corrections Committee Chairperson will form a committee to support their activities. They will chair all meetings of the committee, maintain minutes of the meetings, and provide an oral and written monthly report at each District Meeting of the committee's activities and finances.

G4.3 The Corrections Committee will communicate the need for Corrections related 12 Step work in District 11 to AA members, try to generate enthusiasm for this type of service work; as well as provide information, support, and training for Corrections related service work.

G4.4 The Corrections Committee Chairperson will coordinate to ensure AA literature is available for alcoholics who are detained in a lockdown facility within District 11 and will report to the District an accounting of those funds as used.

G4.5 The Corrections Committee will read and become familiar with the Corrections Workbook and all related materials and Corrections programs from the General Service Office, ensuring such programs/materials are being utilized.

G4.6 The Corrections Chair must have the ability to work with the personnel of the correctional facilities within the District. The Chair shall assist the facilities in the communication and maintenance of facility customs and rules.

G4.7 The outgoing Chairperson of the Corrections Committee shall acquaint the incoming Chairperson to the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Corrections Committee.

The suggested qualifications specific for the position of Corrections Chairperson are:

Q4.1 Previous Corrections Committee work is strongly encouraged.

Q4.2 An interest in working with correctional facilities to conduct Twelfth Step work in District 11.

Q4.3 The ability to lead and facilitate a committee, presentation, or workshop.

Q4.4 Strong computer skills including, but not limited to; email, word processing, internet navigation, PSA's, building of presentations.

Q4.5 The knowledge and application of the 12 Traditions and 12 Concepts when representing and relating A.A. to the public.

G5. GRAPEVINE

G5.1 The Grapevine Chairperson will chair all meetings of their committee, maintain minutes of the meetings, and prepare a written and oral and written report of committee activities and finances for the District.

G5.2 The purpose of the Grapevine Committee is to lead and coordinate the work of individual A.A. members and Groups to read, subscribe to, write for, and utilize the Grapevine (GV) /La Viña (LV). The committee shall be a clearinghouse of information in District 11 with respect to the GV/LV, coordinating the exchange of ideas and resources between Groups.

G5.3 The GV Committee shall read and become familiar with the GV workbook and all related materials from the General Service Office and GV/LV, ensuring such materials and services are being used in District 11.

G5.4 The Grapevine Chairperson shall keep in contact with the Area 40 GV Chair and GV, Inc. Staff, communicating timely and pertinent information regarding GV/LV to AA members in District 11.

G5.5 The outgoing Chairperson of the Grapevine Committee shall acquaint the incoming Chairperson with the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Grapevine Committee.

The suggested qualifications specific for the position of Grapevine Chairperson are:

Q5.1 Have a working knowledge of the A.A. Grapevine, Inc., and how it differs from A.A. World Services.

Q5.2 Have a working knowledge of the literature that is available from A.A. Grapevine, Inc.

Q5.3 The ability to lead and facilitate a committee, presentation meetings, and workshops.

G6. HOTLINE

G6.1 The Hotline Chair maintains/coordinates all of District 11's Hotline services and activities implemented through the use of the Area 40 Hotline. The Chair will provide an oral and written report of all hotline activities and finances at each District Meeting.

G6.2 The Hotline Chair will update and maintain all contact information for District 11's hotline volunteers on the Area 40 secure online repository. An annual update/sign up will be conducted by the Chair, and any necessary changes will also be made upon notice.

G6.3 The Hotline Chair will provide information to all District 11 Groups pertaining to the hotline service provided, allowing members who meet the sobriety requirements an opportunity to participate by signing up to volunteer. Any and all training necessary to serve as hotline volunteer will also be organized and conducted by the Chair.

G6.4 The Hotline Chair will ensure that all Area 40 guidelines pertaining to the Hotline are being observed, and fully communicated to the members and volunteers of the District. Any corrective actions on behalf of District 11 are the responsibility of the Chair to promptly amend.

G6.5 The Hotline Chair will communicate frequently with the Area 40 Hotline Chair regarding all business pertaining to the contracted hotline service provider. All communications will be channeled through the Area 40 PI Chair as Area 40 is the custodian of the contract for service.

G6.6 The Hotline Chair will make sure that any bills from the hotline service provider are presented to the District, and that Area 40 is reimbursed according to the District's usage.

G6.7 The outgoing Chairperson of the Hotline Committee shall acquaint the incoming Chairperson to the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Hotline Committee.

The suggested qualifications specific for the position of Hotline Chairperson:

Q6.1 An interest in providing suffering alcoholics with 24/7 access to recovered alcoholics for 12th Step call.

Q6.2 Motivation to coordinate hotline services with focus on education, maintenance, and consistency.

Q6.3 Outgoing, strong organizational skills, public speaking, effective communication skills, computer literate.

G7. BRIDGING THE GAP (BTG)

G7.1 The BTG Committee shall collaborate with Treatment and Corrections Committees.

G7.2 The BTG Committee shall facilitate the distribution, correct completion, and return of contact forms.

G7.3 The BTG Committee shall maintain a local database of District 11 contacts.

G7.4 The BTG Committee shall maintain the District 11 portion of Area 40 BTG TC database on Area 40 website.

G7.5 The BTG Committee shall coordinate the delivery, distribution, and collection of BTG Contact Request (Prospect) forms to/from Treatment and Corrections facilities/meetings.

G7.6 The BTG Committee shall attempt to make initial failsafe contact with prospect (i.e., email, if available)

G7.7 The BTG Committee shall pass along Contact Request (prospect) to arrival city BTG coordinator and verify that this request has been received.

G7.8 The outgoing Chairperson of the Bridging the Gap Committee shall acquaint the incoming Chairperson to the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Bridging the Gap Committee.

The suggested qualifications specific for the position of BTG Coordinator are:

Q7.1 A basic to intermediate knowledge of computers, internet, email, word processing, spreadsheets, etc.

Q7.2 Patience, persistence, diplomacy, awareness, and a careful sense of boundaries, presentation, and timing.

Q7.3 The time and energy required to coordinate BTG activities in collaboration with both Treatment and Corrections Committees.

Q7.4 General knowledge of hospital and institutional processes.

G8. ARCHIVES

G8.1 The main objective of the Archives Committee is to collect, organize, maintain, and administer all official documentation concerning District 11 business. (All personal items of significant historical value will be forwarded to the Area 40 Archives collection.)

G8.2 The Archives Chair will ensure that all materials be completely preserved and secured, while necessary material copies be accessible to members at the committee's discretion.

G8.3 The Archives Chair will manage a digital library of official documents accessible online to trusted servants of the District by invitation of the Archives Chair, and upon request, at the Chair's discretion.

G8.4 The Archives Chair will maintain an inventory catalog of all materials contained in the archives.

G8.5 The Archives Chair will file record of each final copy of District 11 Minutes as follows:

- A. One hard copy in the District 11 Archives
- B. One digital copy forwarded to Area 40 Archivist
- C. One digital copy filed into the online accessible library (Google Drive, etc.)
- D. One digital copy backed up on CD/DVD compilation (Annually)

G8.6 The Archives Chair shall maintain and update the District 11 Past Actions document summarizing all motions passed by vote. After each year's end, the new issue will be included in the official document.

G8.7 The Archives Chair shall conduct updates to the District 11 Policies & Procedures Manual as necessary, incorporating the past motion(s), reporting all changes made to the District for final review.

G8.8 The Archives Chair will provide an oral and written report of all current activities and finances at each District Meeting.

G8.9 The outgoing Chairperson of the Archives Committee shall acquaint the incoming Chairperson to the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Archives Committee.

The suggested qualifications specific for the position of Archives Chairperson:

Q8.1 Strong organizational skills including archiving, filing, and prioritizing.

Q8.2 Strong computer skills especially pertaining to word processing, file format, & digital storage.

Q8.3 A special interest in assisting with structural policy recording and communication for the District's committees in their efforts to provide services to reach the suffering alcoholic.

G9. TREATMENT

G9.1 The main objective of the Treatment Committee is to coordinate all 12-Step work to reach the still suffering alcoholic who is a patient/client of any medical treatment center/program within District 11.

G9.2 The Treatment Chair will maintain a working relationship and/or dialogue with the administrators of such medical treatment centers/programs to ensure that they are informed about AA, the services we can provide, and that any requests thereof be communicated to the District and handled accordingly.

G9.3 The Treatment Chair will establish a committee, facilitate committee meetings/business/activities, and provide an oral and written report of activities and finances at each District Meeting.

G9.4 The Treatment Committee will communicate the need for Treatment related 12th Step work in District 11 to AA members, try to generate enthusiasm for this type of service work; as well as provide information, support, and training for Treatment related service work.

G9.5 The Treatment Chair is responsible for ensuring that any of the District's Treatment related service commitments are being honored accordingly.

G9.6 The outgoing Chairperson of the Treatment Committee shall acquaint the incoming Chairperson with the position, as well as transferring all pertinent information, contacts, commitments, and practices regarding the Treatment Committee.

The suggested qualifications for the Treatment Chair include:

Q9.1 Previous Treatment Committee work is strongly encouraged.

Q9.2 An interest in working with medical treatment centers/programs to conduct 12th Step work in District 11.

Q9.3 The ability to lead and facilitate a committee, presentation, or workshop.

Q9.4 Strong computer skills including, but not limited to; email, word processing, internet navigation, PSA's, building of presentations.

Q9.5 The knowledge and application of the 12 Traditions and 12 Concepts when representing and relating A.A. to the public.

G10. SECRETARY

G10.1 The Secretary shall provide a sign-in sheet for District meetings and keep an ongoing record of District Meeting attendance.

G10.2 At the District Meeting, the Secretary shall count voting members in order to establish a quorum, and when voting takes place, shall include an account of the motion, voting record, etc. in the minutes.

G10.3 The Secretary shall provide and maintain a written record of the minutes for each District Meeting. The Minutes are to be disbursed within 10 days following each District Meeting. The Secretary shall provide three possible copies (depending on Group participation, contact information, etc.) to Groups, as such:

- A. One electronic version, emailed to GSR/Group Contact
- B. One version mailed to Group mailing address.
- C. One version provided at the next District Meeting

G10.4 The District Secretary shall maintain a current listing/database of contact information for all Groups; GSRs; and District and Standing Committees

G10.5 The outgoing Secretary shall acquaint the incoming Secretary with the position, as well as transferring all pertinent information, materials, electronics, etc. necessary for the position.

The suggested qualifications specific for the position of Secretary are:

Q10.1 A minimum of two (2) years of sobriety.

Q10.2 An interest in keeping a written record of District 11 Meetings and pertinent activities.

Q10.3 A sense of order and the ability to capture the salient points, topics of discussion, and the essentials of what is happening at a business meeting.

Q10.4 An above-average knowledge of computers, internet, email, word processing, spreadsheets, etc. is required.

Q10.5 Attention to detail, as well as sufficient time and energy to perform these duties.

G11. TREASURER

G11.1 The Treasurer will assume responsibility for the District 11 Checking account at the beginning of their rotation.

G11.2 The Treasurer will be authorized to disburse District funds as needed within the following guidelines:

- A. The rent of the meeting place for the District Meeting monthly.
- B. All funds spent by Officers and Chairpersons conducting District business.
- C. Place funds into appropriate checking and savings accounts when received.
- D. Place 10% of donations each month into the Prudent Reserve savings account until Prudent Reserve is reached.
- E. As directed by the Group Conscience of the District Meeting.

G11.3 Every October, the District Treasurer shall submit a proposed budget for the next year.

G11.4 The District Treasurer shall provide a report at each District Meeting of the District's finances.

G11.5 The outgoing Treasurer shall acquaint the incoming Treasurer with the position, as well as transferring all pertinent information, accounts, contacts, practices, etc.

Suggested qualifications specific to the Treasurer position:

Q11.1 A minimum of five years of sobriety.

Q11.2 Sufficient organizational skills to keep good records.

Q11.3 Accounting and budgeting experience

Q11.4 Basic computer skills - including spreadsheets is helpful.

G12. ALTERNATE D.C.M.

G12.1 The Alternate DCM shall attend all District meetings and assist the DCM in the maintenance and/or completion of his/her duties (see below).

G12.2 The Alternate DCM shall assume the title and duties of DCM in the event he/she is unable to perform his/her duties.

G12.3 The Alternate DCM shall serve as temporary Chairperson for any committee that loses its Chairperson until that position may be properly announced and filled by the District.

The suggested qualifications specific for the position of Alternate D.C.M.:

Q12.1 Understand and be in compliance with the suggested qualifications for the DCM (see below)

G13. D.C.M.

G31.1 The DCM shall attend all District Meetings (*1 per month*) Area Assemblies (*2 per year*). The DCM may represent the West Central Regional Service Conference (1 per year) and/or West Central Regional Forum (1-2 per rotation) at the discretion of the District.

G13.2 The DCM shall receive reports from the Groups through GSRs and through frequent personal contacts with Groups in the District.

G13.3 The DCM shall assist the Area Delegate and/or Secretary with obtaining Group information to be registered in Fellowship New Vision (FNV) in time to meet the deadline for A.A. directories.

G13.4 The DCM shall keep GSRs informed about both Area 40 and General Service Conference activities.

G13.5 The DCM shall make sure that GSRs and Committee Chairs are acquainted with *The A.A. Service Manual*, *The Twelve Concepts for World Service*, the G.S.O. bulletin Box 4-5-9, workbooks, pamphlets, guidelines from G.S.O., and any other service material.

G13.6 The DCM shall help GSRs report to Groups and encourage them to bring new A.A. members into service activities/events.

G13.7 The DCM shall keep Groups informed about Conference-approved books and pamphlets.

G13.8 The DCM shall organize workshops and/or sharing sessions on service activities.

G13.9 The DCM shall regularly keep in touch with the Alt. DCM, and the Area Delegate; see that District correspondence is sent to Area 40 Committee Members Delegate, Area Archivist, and other Area 40 DCMs.

G13.10 The DCM shall bring Traditions problems to the attention of the Area Delegate 14

G11.11 The DCM shall make a regular practice of talking to Groups about the responsibilities of general service work.

G13.12 The outgoing DCM shall assist the incoming DCM in the acquisition and transfer of all pertinent information, contacts, databases, commitments, and practices regarding District 11, its Groups, and Committees

The suggested qualifications specific for the position of D.C.M.:

Q13.1 Five (5) years of sobriety

Q13.2 Previous service as a District 11 GSR

Q13.3 Access to a computer and the internet, as well as at least a basic understanding of computers, internet, email, word processing, spreadsheets, etc. is highly suggested.

Q13.4 A Working knowledge of the Twelve Traditions, Twelve Concepts, both Area 40 and District 11 Policy & Procedures documents, District 11 past actions, and Robert's Rule of Orders

Q13.5 Sufficient time and energy to perform these duties.

FINANCIAL PROCEDURES

REIMBURSEMENT PROCESS

Members who spend money doing the business of the District will be reimbursed accordingly. To be reimbursed the member should provide the receipts associated with the business they conducted, and they will be reimbursed accordingly. If a member is given money prior to the event a receipt for the actual costs must be provided within 30 days of the event to the Treasurer for accounting purposes.

BUDGET PROCESS

The annual Budget process will begin in October of each year with the Treasurer providing a draft budget to the District. The GSRs will take the draft budget to their Groups for review and comment. The Committee Chairs will provide proposed committee budgets to the Treasurer by the end of September to be included in the draft. The November meeting will be used to have the GSR's bring their comments to the Treasurer for discussion and inclusion in the final budget draft. The finalized budget will be brought to the December meeting for a vote of ratification. The goal is to have the budgeting process completed by December for next year's budget.

FINANCIAL AUDIT PROCESS

As part of the rotation process a review of the District's financial position will be done with the outgoing DCM and Treasurer meeting with the incoming DCM and Treasurer. At this meeting, the records of the previous rotation will be reviewed to insure that accounts are true and correct. The review will consist of a random records audit until the incoming DCM and Treasurer are satisfied that the account balances are true and correct. This should happen within 30 days prior to, or 30 days after the beginning of each rotation.

TRAVEL SCHOLARSHIP POLICY and PROCEDURE

ALL Travel scholarships are contingent on the availability of District funds.

ELIGIBILITY FOR AREA ASSEMBLY SCHOLARSHIP:

1. The recipient must be a current General Service Representative (GSR) who is active in District 11 by attending district meetings and an active member of a District committee.
2. Travel plans must include sharing a room and car-pooling unless health issues are of concern.
3. Annually, a GSR is limited to \$300.00.
4. If applications for travel scholarships exceed available funds for a particular assembly, preference will be given to first time attendees and those interested in future Area, Regional, or GSO service.

SCHOLARSHIP COMMITTEE: DCM, Alt-DCM, Secretary, Treasurer, GSR at-large

PROCEDURE:

GUIDELINES FOR AREA ASSEMBLY APPLICATIONS:

Spring Assembly – Applications must be received by February 1. Applications will be voted on at the February District meeting.

Fall Assembly – Applications must be received by August 1. Applications will be voted on at the August District meeting.

Prior to the District meeting, the Scholarship Committee will meet to decide the number of scholarships to be funded and for how much.

At the February and August business meetings, the Committee will inform District of the number of scholarship applications received. The Committee will recommend the number of scholarships to be funded. District has the ultimate authority to fund more or fewer than the number recommended by the Scholarship Committee or none at all.

The DCM will notify all applicants immediately after the District meeting.

Upon request, the Treasurer will provide scholarship funds in advance of the event. The scholarship recipient will then submit receipts within 10 days after the event and return any unused portion of the funds to District. Alternatively, the scholarship recipient will submit receipts within 10 days after the event for reimbursement.

If awarded funding, the recipient will be required to report in writing to District on the activities and discussions at the Area committee meeting corresponding with their service position.

PROCEDURE FOR OTHER TRAVEL APPLICATIONS

ELIGIBILITY:

1. Recipient must be a current, active District 11 Committee Chair.
2. Annually, a Committee Chair is limited to \$300.00.
3. The application must be submitted 45 days prior to the event.

SCHOLARSHIP COMMITTEE: DCM, Alt-DCM, Secretary, Treasurer, GSR at-large

Upon request, the Treasurer will provide scholarship funds in advance of the event. The attendee must submit receipts within 10 days after the event and return any unused portion of the funds to District. Alternately, attendees will submit receipts within 10 days after the event for reimbursement.

If awarded funding, the recipient will be required to report in writing to District on the activities and discussions at the meeting/event.

DISTRICT 11 TRAVEL SCHOLARSHIP APPLICATION

Give your completed application to the District Committee Member.

EVENT:

DATE OF EVENT:

Name:

Phone:

Home Group:

District Service Position:

Do you currently participate in District 11 service work? Yes ☐ No ☐

Are you willing to reduce costs by sharing a ride and/or a hotel room?

Yes, to a sharing room OR if unwilling to share a room, please explain why:

Do you agree to write a report and deliver it at the next scheduled District 11 meeting?

Anticipated Costs

Room:

Food:

Ride:

TOTAL:

Filling out an application does not guarantee receiving a scholarship. The Scholarship committee meets and decides which scholarships they will recommend to the District Committee. The entire District Committee will then vote on those recommendations.

If applications for travel scholarships exceed available funds for a particular event, preference may be given to first time attendees; those interested in future Area, Regional, or GSO service; and/or those willing to share hotel rooms or rides to reduce costs.

If you are awarded funding, you must submit receipts for travel, lodging, and food within 10 days of the event for reimbursement, or you may request that the Treasurer provide you in advance of the event with an estimated amount to cover the costs of attendance. If you accept funds in advance of the event, you will need to provide receipts to the Treasurer within 10 days of the event and to return any unspent portion of the funds to District.

CURRENT COMMITMENTS IN DISTRICT 11

District 11 currently has the following commitments at the following facilities:

- Psych Center (2950 10th Avenue N.) Monday & Thursday 6:00 – 7:00 p.m.
- Community Crisis Center (704 N. 30th Street) Saturday 10:00 – 11:00 a.m.
- Rimrock Speaker (1231 N. 29th) Monday 7:00 – 8:00 p.m. and every other Friday 7:00 – 8:00 p.m.
- Hotline

AREA 40 ROUNDUP ROTATION & SCHEDULE

The Area 40 Roundup (2x/year) is on a 3.5-year rotation in seven Montana towns, as such:

<u>Area 40 Rotation</u>			<u>District 11 (Billings) Host</u>		
Spring	2025	Great Falls		Spring	2024
Fall	2025	Helena		Fall	2027
Spring	2026	Kalispell		Spring	2031
Fall	2026	Missoula		Fall	2034
Spring	2027	Bozeman		Spring	2038
Fall	2027	Billings		Fall	2041
Spring	2028	Butte		Spring	2045

SUGGESTED POSITIONS & DUTIES FOR AREA 40 ROUNDUP HOSTED BY DISTRICT 11

General Guidelines

Each Roundup is autonomous, and therefore a majority vote of the Committee Chairs can adapt job descriptions as needed to fit the needs & capabilities of the Roundup Committee Chairs.

The Roundup Chair, Roundup Co-Chair, and Roundup Treasurer are all on the bank account. It is to be kept separate from the District bank account, although the Roundup can use the District's EIN for tax reporting.

Committee chairs are encouraged to have as many committee members as possible from a variety of AA groups in District 11 & Laurel. The individual committee members don't all need to attend the monthly Roundup meetings. Each Committee Chair should have a monthly report detailing the progress of their committee to submit at the monthly Roundup meetings.

The Chair descriptions have suggested job descriptions for various members of their committee. If they cannot find volunteers to fill the roles, they are still expected to make sure the duties get done.

Committee chairs & members are asked to register for the Roundup as soon as possible. Chairs are asked to attend all planning meetings & hopefully the whole Roundup. If a Chair is going to be absent from a meeting, they are still asked to submit a report.

At the end of the Roundup, Committee Chairs are also asked to submit a written report of what they did during their rotation and tips for the following rotation. This will be added to the binder that will be passed from Roundup to Roundup and held in the District Archives between Roundup rotations. The binder has specific suggestions for each of the Chair positions.

Roundup Chair Job Descriptions

- Chairperson:

Coordinates and facilitates committee meetings. Assures committee chairs are completing their duties & assists the chairs, as necessary. Prepares reports for the Area Assemblies and keeps the District informed of the progress of planning the event.

- Co-Chair:

Assists the Chairperson with duties and steps in, in the absence of the Chair. Contacts the Roundup committees of the two Roundups in Montana held previous to the one in Billings to help the committee explore new ideas. Assists the committee by filling the absence of committee chairs. Contacts committee chairs should they miss two meetings in a row.

- Secretary:

Maintains the roster of committee chairs & others interested in helping with the Roundup. Provides minutes of committee meetings & works with Area 40's webmaster to upload the minutes to the district mini website (part of aa-montana.org). Maintains phone & email lists of the Roundup committee chairs.

- Treasurer:

Handles all the money for the Roundup. Makes sure all bills get paid. Works closely with Registration Chair to track income. Provides monthly reports to the committee. Works with Speaker Chair to ensure speakers' expenses are reimbursed. Communicates with the District 11 Treasurer to make sure we have the correct tax information for reporting. (The Binder has the relevant tax information needed for the 2024 Spring Roundup.)

- Program Chair: Suggested Committee Members: Activities, Raffle, 50/50, & all fliers and signs

Plans workshops & creates the program, working with Al-Anon to include those events. The Chair needs to have knowledge of & access to software necessary to create the program. The Delegate shall be given an opportunity to provide a report. Present rough drafts of the program at monthly Roundup committee meetings for ideas and final approval. Have it finalized 2 months before the event and uploaded to the Area 40 website at least 2 weeks before the Roundup. Send the program to the printers to have hard copies available at the Roundup.

1. **Activities:** Submit ideas to the Roundup Committee for activities. Forms a committee to handle it all.
2. **Raffle & 50/50:** Include as many members from various groups as possible, (including Laurel). Research applicable tax filing laws to make sure monetary gains are within legal parameters & reported, as necessary.
3. **All Fliers & Signs for the Roundup (currently the PI position):** Assists as necessary in getting a QR code or other online resources for registration. Creates and distributes the fliers for the Roundup. Works with GSR's & others to ensure planning meetings are announced at all groups within the Billings Area (including Laurel).

- Registration Chair: Suggested Committee Members: Onsite Registrations, Pre-Registrations, Name Tag Maker

Maintains a spreadsheet of the pre-registration received online & hard copies. Checks the Roundup PO Box. This Chair needs to be able to successfully set up and keep track of online registrations, so knowledge of a website to do so is highly recommended. Understands and has access to software to track the registrations, meals, and other activities & details of the people who register. Works closely with the Treasurer. Is available to answer questions via phone or email with needs of the registration of attendees.

1. **Pre-Registrations:** Helps keep track of pre-registrants. Before the Roundup, put together packets with meals & Roundup information for each person. They should be organized in a way that is quick to find and distribute at the Roundup.
2. **Onsite Registrations:** Has at least 3 people at the registration desk at the Roundup to handle walk-up registrations.
3. **Name Tags:** Make name badges for pre-registered attendees, mark meals purchased on the badges, & mark if they are AA or Al-Anon. Can also include where they are from & homegroup, if desired.

- Venue Chair: Suggested Committee Members: Cigarette Patrol, Greeters (Door Helpers), Hospitality, & Marathon Meetings

Seeks out proposals from Billings hotels or other facilities which can house the event. (The binder has detailed instructions on how to submit to VisitBillings.com.) Assists the entire committee in selecting the venue. Provides options from the venue for meals, coffee, hospitality options, etc. to make the Roundup a memorable experience. Continue to work with the venue serving as the sole contact between them & the committee. Plan rooms for the Marathon meetings & Hospitality rooms. Form committees to run them, using members from a variety of groups.

1. **Cigarette Patrol:** Create a smoking area away from any entry. Provide coffee cans with water or something safe & suitable. Have volunteers patrol the area frequently.
2. **Greeters (Door Helpers):** Have people available to answer questions & give directions when asked. Also, have volunteers to sit at the door of all the meetings to catch the door when it is open or closed, & to assist people with additional needs. Know where extra chairs are available if needed during any of the scheduled events.
3. **Hospitality Room:** Intended as a place for people to visit & have a snack. Coordinate volunteers to help during the Roundup & have as many groups as possible participate in supplying snacks & coffee.
4. **Marathon Meetings:** Coordinate volunteers from a variety of groups in town to chair each Marathon Meeting during the Roundup.

- Speaker Chair: Suggested Committee Members: Hosts for Speakers, Gift Baskets for Speakers

Using a committee of AA members from a variety of groups, submit speaker ideas to the Roundup Committee to be selected by vote. Three speakers are needed: for Friday & Saturday nights, and Sunday morning. Contact the speakers to ensure they are available for the weekend. Works with Treasurer to assure the speakers expenses are reimbursed. Set up a Friday dinner for the speakers, hosts, Speaker Chair, & Committee. The Roundup will pay for the speakers, hosts, and Speaker Chair, but all other committee members pay for themselves.

1. **Hosts for Speakers:** Assign hosts to each speaker who will ensure they have transportation to/from the airport & their needs are met throughout the weekend. They are the liaison between the Speakers and the Committee, letting the Committee know of any special needs or changes.
2. **Gift Baskets for Speakers:** To be put in their rooms by hotel staff. This should include gifts commemorating the Roundup & Montana. A budget is decided on by the Roundup Committee.

WEST CENTRAL REGION AA SERVICE CONFERENCE (WCRAASC) ROTATION

The WCRAASC (1x/year) is on an 8-year rotation throughout the eight member Areas. Area cities bid to host the event during our Area Assembly. It was last held in Area 40 in 2020, in Billings. (2028, 2036)

WEST CENTRAL REGIONAL FORUM (WCRF) ROTATION

The WCRF (1x/every two years) is on a 16-year rotation throughout the eight member Areas. Area cities bid to host the event during our Area Assembly. It was last held in Area 40 in 2023, in Missoula.. (2037, 2053)