

DISTRICT 41

TRUSTED SERVANT GUIDELINES

AREA 40

District 41 Trusted Servant Guidelines

All service positions, whether elected or appointed, 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: Every service responsibility should be matched by an equal service authority-the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

The AA Service Manual and the AA Guidelines recommend that non-rotating Area committee Chairs and G.S.R.s have two years of continuous sobriety. This recommendation serves AA by protecting both the individual and the group. It protects AAs in early sobriety by encouraging them to focus on staying sober without the burden and stress of participating in service and it protects the groups from being diverted from conducting AA business in an orderly fashion. The AA Guidelines are based on the shared experience of AA members in various service areas, and they also reflect guidance given through the 12 Traditions and the General Service conference. For this reason, District 41 recommends that the Secretary and all committee chairs have at least two (2) years of continuous sobriety.

Each trusted servant has responsibilities to District 41 and its Home Groups. The tasks outlined below are general guidelines that apply to each District 41 trusted servant. Specific job descriptions and recommended length of sobriety, following these general guidelines, outline tasks unique to each position.

- Become familiar with the AA Service Manual, the District 41 General Guidelines, and the Trusted Service Guidelines, and all relevant District 41 Past Actions.
- Attend District 41 activities and functions as and provide leadership in the district.
- Communicate and cooperate with the fellowship of District 41, being available and accountable to assist in carrying out our primary purpose.
- Provide the District 41 Archives Chairperson with any material of historical significance to district41 that is acquired in the process of fulfilling committee responsibilities.
- When rotating on to another position (or possibly out of office), help the incoming committee chair, officer, or G.S.R. by sharing experience, records, information and other suggestions for being a District 41 Trusted Servant.
- Any service chair may be removed at any time with just cause by substantial unanimity (2/3 vote).
- Any service chair may be removed after 3 unexcused absences or inactivity.
- Can only represent your homegroup as a G.S.R. or hold a District 41 committee chair per two-year rotation.

Table of Contents

<i>District 41 Trusted Servant Guidelines</i>	<i>2</i>
<i>General Service Representative (G.S.R.)</i>	<i>4</i>
<i>Grapevine.....</i>	<i>6</i>
<i>Treatment</i>	<i>8</i>
<i>IT</i>	<i>10</i>
<i>Secretary</i>	<i>11</i>
<i>Support Your Services (SYS)</i>	<i>12</i>
<i>Treasurer.....</i>	<i>13</i>
<i>Archives</i>	<i>15</i>
<i>Bridging the Gap</i>	<i>16</i>
<i>Cooperating with the Professional Community (CPC).....</i>	<i>18</i>
<i>Corrections.....</i>	<i>19</i>
<i>Literature</i>	<i>20</i>
<i>District Committee Member.....</i>	<i>22</i>
<i>Alternate District Committee Member</i>	<i>25</i>
<i>Public Information.....</i>	<i>26</i>
<i>Hotline*</i>	<i>28</i>
<i>Schedules*</i>	<i>29</i>

General Service Representative (G.S.R.)

Purpose:

- The G.S.R. is the link between the AA group and the AA District.

Qualifications:

- Each AA group is autonomous and have their own G.S.R. eligibility criteria. It is suggested that a G.S.R. have two years of continuous sobriety, are familiar with their group's history, patterns and traditions, and can listen to various points of view.
- Has an interest in facilitating 12 Step work throughout District 41 and Area 40.
- Sufficient time available to fulfill the responsibilities of the position.
- Voted in by your Home Group members.
- A willingness to research and vote your Group's Conscious concerning District 41 and Area 40 related agenda. Especially as it relates to Concept 4.
- Can only represent one group per rotation (two years).

Responsibilities:

- Join with District Committee members in attending monthly District 41 meetings.
- Participate in the monthly District 41 meeting by providing an oral or written report during the G.S.R. Sharing portion of this business meeting. If you cannot attend, ask a member of your group or your Group's voted Alternate G.S.R. to present your report.
- Provide your personal contact information, as well as the Group's contact information to a DCM Committee member (i.e. DCM, Alternate DCM, and District 41 Secretary). Maintain continuous updated information when changes occur to any of this information.
- Provide a current updated District 41 meeting schedule to your Group.
- Attend Area Assembly twice per year. Work with any of the District 41 or Area 40 Chairs as your Group suggests.
- Double check the accuracy of meeting announcements within District 41, letting the DCM and Scheduling Chair know of any schedule or information changes.
- Emphasize the importance of Tradition Seven, as it relates to when money and spirituality mix, and as it concerns GSO, Area 40, and District 41. Mailing information is listed on meeting cards.
- Your Group has a Group Service Number once it is a registered Group with Alcoholics Anonymous. Use that number when corresponding with the Area 40 and with GSO.

- Pick up pamphlets at the monthly District 41 meeting from the PI chair. You may also provide a list of the pamphlets your group needs to the PI chair to arrange a pick-up later.
- Pick up meetings schedules from the monthly District 41 meeting.
- Present any flyers or information concerning current District 41, Area 40 and other AA events related events to your Group, relating time, location, and purpose of the event.
- If travel is required, make plans with your Group during your regularly scheduled Group business meetings and with your Group's Treasurer to prepare for the bi-annual Area 40 Assembly meetings. There are four of them during your (typical) rotation/term as G.S.R. Groups in our District believe in working together to split and share travel expenses with other Groups and ultimately to share the service experience!
- Keep informed concerning events throughout our West Central Region (WCR). Your Group may have the funds to allow you participation in regional events. Don't hesitate to find out costs associated with this, and work with other members of District 41 and throughout the Area 40 and region to share travel expenses.
- Plan on attending and participating in an annual District 41 SYS sponsored G.S.R. school with your Alternate G.S.R. and anyone that might be interested in group service work. Even if you've attended before, the information is always updating and improving. It may add to the suggested responsibilities and ideas for participation listed in this District 41 Trusted Servant Guideline.

Grapevine

Purpose:

- To assist in carrying the message of Alcoholics Anonymous through recruiting groups and members of the Fellowship to read, subscribe to, write for and utilize the AA Grapevine.
- To provide experience and assistance in developing projects that will further carry the message of AA through use of the AA Grapevine (our 1'Meeting in Print").

Qualifications:

- A minimum of two years of continuous sobriety.
- An interest in helping to carry the message of AA through the Grapevine.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Read and become familiar with the **Grapevine workbook** and all related materials from Area 40 and the General Service Office (GSO), including especially the designated basic Grapevine Literature, and other Service Material related catalogues. Reference the AA web site: aa.org, and AA Grapevine web site: aagrapevine.org
- Chair a Grapevine Committee meeting, as needed, to work towards achieving our primary purpose of carrying the message to the alcoholic by finding productive and creative ways of utilizing and supporting the AA Grapevine.
- Ensure that the AA Grapevine and special Grapevine items (tapes, books, etc.) and ordering and subscription means are attractively displayed and readily available during AA meetings and District 41 events, including workshops and conferences. This would include having guidelines for writing articles for the Grapevine on hand.
- Encourage Groups to give subscriptions to third parties who have contact with potential future alcoholics like doctors, clergy, law officials, libraries, treatment, and correctional facilities. See also CPC, BTG and related Area 40 and District 41 Chairs as they relate to the responsibility.
- Participate in the monthly District 41 meeting, providing an oral or written report of the Grapevine activities, and any other relevant information. If you cannot attend, ask member of the District Committee to give your report.

- Must participate in the Area 40 Assembly, especially considering all Grapevine business and agenda items, and report back to District 41.
- Assist the DCM and Treatment chair to prepare a budget for the Grapevine committee.

Treatment

Purpose:

- Carry the message of Alcoholics Anonymous undergoing treatment with alcoholism recovery- oriented facilities, and facilitate alcoholic patient transition to local A.A.

Qualifications:

- A minimum of two years of continuous sobriety.
- Has an interest in working with the treatment facilities to conduct 12-step work in District 41 and Area 40.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Recruit committee members and coordinate schedules to take meetings into treatment facilities (Rocky Mountain Treatment Center, Livewell, Dynamic Recovery, Nexus) and aid surrounding Districts with commitments to their local facilities, such as the Montana State Hospital, Watch, MCDC and other treatment facilities in various towns throughout District 41.
- Communicate and cooperate with treatment facilities within the area.
- Read and become familiar with the **Treatment workbook** and all related materials from Area 40 and the General Service Office (GSO).
- Chair a monthly Treatment Committee meeting, as needed, including and maintaining regular contact with the members that attend District 41 treatment facilities, remembering our primary purpose of carrying the AA message to the still suffering alcoholic.
- Participate in the monthly District 41 meeting, providing an oral and/or written report of the Treatment Committee's activities, and any other relevant information. If you cannot attend, ask a member of the District Committee to give your report.
- Must participate in the Area 40 Assembly, especially considering all treatment related business and agenda items, and report to District 41. This position often has a vote in Area 40 Assembly business.
- Work with District Bridging the Gap (BTG) Chair to establish a link between local treatment facilities as it relates to individual alcoholics requesting the AA program.

- Assist the DCM and the Treasurer to prepare a budget for the Treatment Committee, and promptly submit receipts for reimbursement expenses to the treasurer.

IT

Purpose:

- Help provide access to District 41 meetings and gatherings for virtual attendees.
- Provide audio/visual tech support to District 41 functions and committee meetings.

Qualifications:

- A minimum of two years of continuous sobriety.
- Is fluent with computer technology, software and video/audio systems and has a modern laptop with reliable internet connection (mobile hot spot, for example) when WIFI is not available.
- Has a temperature-controlled space to store District 41 technology (PA system, for example).
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Facilitate the monthly District 41 hybrid meeting.
- Manage zoom account and ensure meeting links are current on Great Falls District 41 mini site (<https://www.aa-montana.org/district-sites/dist41/index.php>).
- Update District 41 minutes, documents, reports and flyers on the District 41 mini site when necessary.
- Responsible for storage of District 41 audio/visual equipment. Equipment must be stored in a temperature-controlled environment.
- Set up and tear down audio/visual equipment for all District 41 events when they are requested.
- Provide hybrid meeting assistance to chair committee meetings if requested and/or possible.
- Maintain QR code insert for digital access to Meeting Guide app.
- May participate in Area 40 Assembly.

Secretary

Purpose:

- To ensure and maintain an accurate record of all District 41 business activities.

Qualifications:

- A minimum of two years of continuous sobriety.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.
- Knowledge of simple word processing and maintenance of the District 41 provided laptop.

Responsibilities:

- Participate in the monthly District 41 meeting
- Work with DCM and Alternate DCM to ensure and maintain accurate records, correspondence, and communication of District 41 business.
- Take official roll call of home groups in attendance at monthly District 41 meetings.
- Keep a digital record ("minutes") of the monthly District 41 meeting.
- Ensure that a copy of the minutes is given to the District 41 Archives chair.
- Assist the DCM and Alternate DCM at the monthly District 41 meeting.
- Distribute the minutes to all G.S.R.s and Committee Chairs within two weeks of the District 41 meeting.
- Send out information to District 41 Committee Chairs as requested.
- Make appropriate changes to content and clerical errors as they are noticed in the minutes reviewed at the monthly District 41 meeting, forwarding to the District 41 Archives chair and Area 40 Archivist.
- May participate in Area 40 Assembly.

Support Your Services (SYS)

Purpose:

- Assist District 41 committee chairs in planning workshops on issues and topics relevant to AA's primary purpose and to the AA service structure.
- Organizing and executing Founder's Day and New Years Eve—incorporating G.S.R. School and a Delegate's Report.

Qualifications:

- A minimum of two years of continuous sobriety.
- Has an interest in carrying the message of AA through workshops and mini convention events.
- Has sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Work cooperatively with the DCM and other District 41 committee chairs to assist them in carrying out their purposes by sponsoring relevant workshops.
- Sponsor at least two (2) District 41 Fellowship Events each year including, but not limited to, a Founders' Day event in June and a New Years Eve event in December. All Fellowship Events should be self-supporting. Fundraising activities are limited to Fellowship events only (workshops are funded by District 41).
- Chair a monthly SYS Committee meeting, including and maintaining regular contact with the members that attend District 41 meetings, remembering our primary purpose of carrying the AA message to the still suffering alcoholic.
- Participate in the monthly District 41 meeting, providing an oral and/or written report of the SYS's activities, and any other relevant information. If you cannot attend, ask a member of the District Committee to give your report.
- Assist the DCM committee and the Treasurer to prepare a budget for the SYS workshop committees, and promptly submit receipts for reimbursement expenses to the treasurer.
- May participate in Area 40 Assembly.

Treasurer

Purpose:

- To maintain the funds of District 41.
- To keep abreast of and monitor the District's financial needs, policies and practices.

Qualifications:

- A minimum of five years of continuous sobriety.
- Simple accounting or bookkeeping skills.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Read and become familiar with all finance-related materials from Area 40 and the General Service Office.
- Safely maintain all District 41 monies and keep accurate records of revenues and disbursements.
- Utilization of ledger or spreadsheet is recommended to facilitate audits and transfer of records during rotation of service.
- Receive all revenue (group and District event contributions, literature sales, miscellaneous income) and make deposits as soon as possible.
- Insure prompt payment of the accounts payable, avoiding late charges.
- Issue checks for District 41 approved expenses that have been submitted with proof of receipt for payment. This is to ensure the integrity of the transaction.
- Ensure and secure the prudent reserve amount voted on by District 41.
- Prepare the District 41 budget with the assistance of the DCM, Alternate DCM and any Committee Chairs that wish to participate by March of each calendar year. Present the annual budget to the District Committee—including authorized reimbursable expenses.
- Participate in monthly District 41 meetings, providing an oral and written financial report and any other relevant information. If unable to attend, ask another member of the District Committee to give the report.
- Must participate in the Area 40 Assembly, especially considering all Finance business and agenda items, and report back to District 41. Note: this is not a budgeted expense.

- The District 41 checking account is subject to audit upon request of the District Committee. An audit of the District's financial records will be conducted upon rotation of the incoming and outgoing DCMs, Alternate DCMs, and Treasurers.

Archives

Purpose:

- To receive, classify, index and safely store historical information about AA especially regarding District 41. Forward all relevant historical information to the Area 40 Archivist.

Qualifications:

- A minimum of two years of continuous sobriety.
- An interest in preserving the historical record of District 41.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a District 41 Committee.

Responsibilities:

- Become familiar with, and safely maintain the integrity of District 41 archival collection.
- Read and become familiar with all AA history related material and AA service material related to Archives.
- Read and become familiar with **Archives Workbook**.
- Gather historical information about District 41 and AA in general, and present archival material at AA functions when asked. Historical information could include stories of substantial sobriety, AA group histories, past records, etc.
- Communicate and cooperate in a working relationship with the Area 40 Archives Archivist.
- Chair a quarterly Archives Committee meeting as a means of gathering historical information—always seeking to achieve our primary purpose of carrying the AA message to the still suffering alcoholic.
- Participate in the monthly District 41 Committee meeting, providing an oral and/or written report of your committee's activities, and any other relevant information.
- Must participate in the Area 40 Assembly, especially considering Archives business and agenda items, and report back to District 41.
- Be prepared to set up a display of AA archived materials as it relates to our District 41, including workshops, conferences and meetings. (for example, literature type display materials and an Area 40 adopted PowerPoint)
- Assist the DCM and Treasurer to prepare a budget for your committee-, and promptly submit receipts for reimbursement of expenses to District 41 Treasurer.

Bridging the Gap

Purpose:

- Connect alcoholics after undergoing treatment, correctional facility or institution to AA in their local community.

Qualifications:

- A minimum of two years of continuous sobriety.
- An interest in working with treatment and corrections facilities, as well as, cooperating with various Area 40 Districts to conduct 12 step work in conjunction with our CPC, PI, Corrections, Treatment and other committees throughout District 41 and Area 40.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- To work with Corrections, Treatment, P.I., C.P.C., District 41 and Area 40 Chairs facilitating the individual's transition to AA.
- Read and become familiar with the **Treatment and Corrections workbooks** and all related materials from Area 40 and the General Service Office (GSO).
- Establish and maintain open lines of communication with the administration and staff of treatment and correctional facilities in coordination and cooperation of applicable existing AA committee Chairs.
- Manage and keep up to date the District 41 active volunteer list on District 41 / Area 40 website. Obtain password from the DCM and/or the Area 40 BTG chair.
- Daily monitoring of digital communication (email, and Area 40 website) with prompt response to any postings and notifications.
- Maintain on-going communication with the Area Treatment Chair and other District Chairs throughout Area 40, especially regarding the Bridging the Gap Program.
- Join monthly Committee chair meetings—especially Treatment, CPC and Corrections especially as their topics relate to bridging the gap.
- Participate in the monthly District 41 meeting, providing an oral and/or written report during the G.S.R. Sharing portion of this business meeting. If you cannot attend, ask a member of your group or your Group's voted Alternate G.S.R. to present your report.

- Must participate in the Area 40 Assembly, especially considering all Bridging the Gap business and agenda items, and report back to District 41.
- Assist the DCM and Treasurer to prepare a budget for your committee, and promptly submit receipts for reimbursement of expenses to District 41 Treasurer.

Cooperating with the Professional Community (CPC)

Purpose:

- To provide information about AA to those who have contact with alcoholics through their profession, including health care professionals, educators, members of the clergy, lawyers, judges, social workers, law enforcement, and any industry or profession where alcoholics would affect our community.

Qualifications:

- A minimum of two years of continuous sobriety.
- An interest in helping to carry the message of AA through working with the public.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Read and become familiar with **CPC workbook** and all related materials from Area 40 and the General Service Office (GSO). Please see the AA web site (aa.org).
- Find creative ways of cooperating-without affiliating-with third parties who encounter possible future members of Alcoholics Anonymous, always seeking to achieve our primary purpose of carrying the message to the alcoholic.
- Stress the importance of local work in CPC and support this work through workshops or luncheons.
- Establish and maintain open lines of communication with the administration and staff of the District 41 professional community in coordination and cooperation with District 41 committee Chairs (BTG, Corrections, Treatment, P.I.).
- Participate in the monthly District 41 meeting, providing an oral and/or written report of the CPC Committee's activities, and any other relevant information. If you cannot attend, ask member of the District Committee to give your report.
- Must participate in the Area 40 Assembly, especially considering all CPC business and agenda items, and report back to District 41.
- Assist the DCM and the Treasurer to prepare a budget for the CPC committee, and promptly submit receipts for reimbursement expenses to the treasurer.

Corrections

Purpose:

- To facilitate carrying the message of Alcoholics Anonymous into Correctional Facilities and those facilities under the direction of the Department of Corrections (Watch, Nexus, Elk Horn, for example).

Qualifications:

- A minimum of two years of continuous sobriety.
- An interest in working with the correctional facilities to conduct 12 step work in District 41 and Area 40.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Recruit committee members and coordinate schedules to take meetings into correctional facilities: Jail, NEXUS, Youth Detention Center, Great Falls Pre-Release "Transition Center" male and female sides, and other Detention facilities in various towns throughout District 41.
- Communicate and cooperate with correctional facilities within the area.
- Read and become familiar with the **Corrections workbook** and all related materials from Area 40 and the General Service Office (GSO).
- Chair a Corrections Committee meeting, including and maintaining regular contact with the members that attend District 41 correctional facilities, remembering our primary purpose of carrying the AA message to the still suffering alcoholic.
- Work with District Bridging the Gap Chair to establish a link between local correction facilities as it relates to individual alcoholics requesting the AA program.
- Participate in the monthly District 41 meeting, providing an oral and/or written report of the Correction Committee's activities, and any other relevant information. If you cannot attend, ask member of the District Committee to give your report.
- Must participate in the Area 40 Assembly, especially considering all Correction related business and agenda items, and report back to District 41.
- Assist the DCM and the Treasurer to prepare a budget for the Corrections committee, and promptly submit receipts for reimbursement expenses to the treasurer.

Literature

Purpose:

- To carry the message of Alcoholics Anonymous through the distribution of AA Conference Approved literature.

Qualifications:

- A minimum of four years of continuous sobriety.
- Willingness to become familiar with AA literature and an interest in helping to carry the message of AA through literature.
- Willingness to understand inventory principles in order to maintain adequate stock of literature and coins—sensing trends and demands with prudence, as outlined in our 12th Concept Warranty II.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Become familiar with all conference-approved literature and other service-related material. Visit <https://onlineliterature.aa.org> to view the current catalogue.
- Inform groups of all available conference-approved literature, coins, digital materials and other special items with current pricing.
- Keep a written inventory of all literature, coins and any other service-related items. All inventory must be stored at the District 41 storage unit and a key will be provided.
- Submit a quarterly written coin and literature inventory to District 41 and Treasurer.
 - Literature inventory may be audited at any time by the District for accountability purposes.
- Submit monthly receipts and funds from literature and coin sales to District 41 Treasurer.
 - Maintain the “3-copy” receipt book for accountability.
- Participate in the monthly District 41 meeting, providing a written report of the Literature committee's activities and sales.
- Set up display of material for viewing and sale, upon request, at functions within District 41, including workshops and events.
- Assist the DCM and the Treasurer to prepare a budget for the literature committee, and promptly submit receipts for reimbursement expenses to the treasurer.

- Must participate in the Area 40 Assembly and report back to District 41 on activities relevant to the literature committee.

District Committee Member

Purpose:

- To provide the essential link between the groups and the Area Delegate forwarding the District 41 Committee group conscience.
- To assist, participate in, and possibly attend District 41 Group regular and business meetings (group conscience and Group inventory upon invitation).
- Provide information concerning ongoing service-related issues and agenda to groups in District 41.
- To provide leadership in District 41 by assisting, participating, and sharing responsibilities with the Alternate DCM at District and participants at Area 40, and West Central Regional meetings.

Qualifications:

- A minimum of five years of continuous sobriety.
- An interest in providing leadership in the District 41 service structure.
- Has served as a District 41 G.S.R. and/or a District 41 Committee Chair.
- Willingness to carry on a temporarily vacant District 41 Chair position (or a corresponding recognized sub-committee member's) responsibilities until newly appointed or voted in replacement Chair is selected.
- Sufficient time available to fulfill the responsibilities of the position.
- Is familiar with the AA Traditions and Concepts perpetuating an ongoing knowledge and use of these spiritual principles in all West Central Regional (WCR), Area 40, and District 41 affairs.

Responsibilities:

- Participate in the monthly District 41 meeting, providing an oral and/or written report of activities, and any other information relevant to District 41, Area 40, WCR, and GSO.
- Attend and participate in all District service functions, if possible.
- Be prepared to continually share any information with the Alternate DCM and fulfill any duties of the Alternate DCM in his/her absence.
- As per agreement with the Alternate DCM, will attend and may chair the monthly business meeting of District 41.

- Acquaint the G.S.R.s with the **A.A. Service Manual; The Twelve Concepts for World Service, Box 4-5-9 (online), G.S.O. (online) Workbooks** and **Guidelines** from G.S.O., and any other service material.
- Help G.S.R.s make interesting reports to groups and encourage them to bring new A.A. members to service events.
- Work cooperatively with Districts 61, 71 and 72 to co-sponsor an annual "Pre-Assembly" to distribute pertinent (agenda related) information for groups to consider prior to the Area 40 Spring Assembly.
- Work with Support Your Service committee to organize workshops and/or sharing sessions concentrating on perpetuating service activities or knowledge.
- Work with CPC Chair to carry the message of what A.A. can and cannot do within our District and throughout the community.
- Assist in the planning and preparation of a monthly District 41 meeting agenda in cooperation with the Alternate DCM and the District 41 Secretary.
- Assist the Alternate DCM, District 41 Secretary and the District 41 Treasurer to prepare a budget for all District 41 Committees.
- Participate in the Area 40 Assembly specifically as it relates to the Area 40 DCM assigned voting committee member and report back to District 41 on activities relevant to that committee. Note: a budgetary item will be included to cover any related expenses for this purpose.
- DCM or Alternate DCM will attend of all four regularly scheduled Area 40 Assemblies and the usual two WCRAASC and one WCRAAF that are scheduled during the Area rotation schedule.
- Plan with District 41 Treasurer to utilize the budget for travel expenses especially working with other District Chairs and G.S.R.s, Area 40 Committee members, DCMs, and voted Trusted Servant position holders to make the most economically effective use of District money through cooperation among these others, in good consciousness when feasible while maintaining moral economical appropriateness.
- Helps keep the G.S.R.s aware of Area 40 and other Area 40 Districts activities in coordination with the Alternate DCM and District Secretary through frequent personal contact with groups throughout District 41 and neighboring Area 40 Districts.
- Promptly make available to interested G.S.R.s and committee chairs the Area 40 Agenda and any Area 40 committee background materials.
- Keep G.S.R.s informed about Conference activities; this includes setting up an opportunity for the Area 40 Delegate's conference Report in conjunction with SYS, being

prepared to present the Delegate's Conference Report if Area Delegate cannot be present.

- Brings AA Tradition and AA Service Concept problems to the attention of the Area 40 Delegate.
- Be willing to be a co-signer on the District 41 checking account.
- Maintain and distribute a current list of District G.S.R.s, standing Committee members, and District Officers with assistance from Alternate DCM and District 41 Secretary. The list should include Group name, Group number, individual G.S.R.'s name, contact number and address, and related respective emails.
 - It is necessary to maintain a consistent Group contact name, phone number, and mailing address if different from G.S.R.
- Maintain current list of all Groups throughout District 41 making applicable group Information Changes available to Area 40 Secretary and ultimately updating the G.S.O. records.
- Appoint ad Hoc committee members, as needed.
- Willing to participate and attend all Area teleconferences, Pre-Assemblies, WCRAASC and Regional forums, applicable workshops throughout Area 40, District committee meeting and any other regional or area gathering, as feasible and necessary. If alternate attendance is required any pertinent information to allow preparation for Alternate to participate should be constantly and consistently made available.
- Work with the District 41 Secretary to keep records for archival purposes.
- When rotating out of office, help the incoming DCM by sharing experience, records, and helpful suggestions for serving District 41 taking particular care to ensure that an updated version of the District 41 General Guidelines, The Trusted Servant Guidelines and G.S.R. Packet are made available for disbursement to all incoming trusted servants, respective to their position.
- Update the guidelines and actions of District 41 annually. This includes working with Archives to maintain District 41 Past Actions. It is suggested to form an Ad Hoc Committee and perform this action before the end of the rotation.

Alternate District Committee Member

Purpose:

- To provide leadership in District 41 by assisting, participating, and sharing responsibilities with the DCM at District 41 and Area 40 meetings.
- To provide backup should the DCM resign or become unable to serve for any reason.

Qualifications:

- A minimum of four years of continuous sobriety.
- An interest in providing leadership in the District 41 service structure.
- Has served as a District 41 G.S.R. and/or a District 41 Committee Chair.
- Willingness to carry on a temporarily vacant District 41 Chair position (or a corresponding recognized sub-committee member's) responsibilities until newly appointed or voted in replacement Chair is selected.
- Sufficient time available to fulfill the responsibilities of the position.
- Is familiar with the AA Traditions and Concepts.

Responsibilities:

- Participate in the monthly District 41 meeting
- Be prepared to continually share any information with the DCM and fulfill any duties of the DCM in his/her absence.
- Assist in the planning and preparation of a monthly District 41 meeting agenda in cooperation with the DCM and the District 41 Secretary.
- As per agreement with the DCM, will attend and may chair the monthly business meeting of District 41.
- Participate in the Area 40 Assembly by assisting the DCM.
- Help keep G.S.R.s aware of District and Area 40 activities in coordination with the DCM.
- Assist the DCM, the Secretary and the Treasurer to prepare a budget for all District 41 Committees.
- Be willing to be a co-signer on the District 41 checking account.

Public Information

Purpose:

- To provide information about Alcoholics Anonymous to District 41 and to the public including the media, to carry the message to the alcoholic who still suffers.
- To provide experience and assistance in developing projects that will further carry the message of Alcoholics Anonymous both within and outside of AA.

Qualifications:

- A minimum of two years of continuous sobriety.
- An interest in helping to carry the message of AA through working with and informing the public.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R., or in some other capacity, such as a member of a committee.

Responsibilities:

- Read and become familiar with the **PI workbook** and all related materials from Area 40 and the General Service Office (GSO).
- Chair a quarterly PI Committee meeting, always seeking to achieve our primary purpose of carrying the message to the alcoholic by finding productive and creative ways of cooperating without affiliating, with various media outlets throughout District 41.
- Offer to the media in District 41 any press releases, public service announcements, "for the public" videos, and other material made available by GSO and/or Area 40 and/or District 41.
- Work with all District 41 Chairs in establishing a link between professionals as it relates to individual alcoholics requesting the AA program.
- Ensure the accuracy of meeting announcements with local area media within District 41, including online sources (radio, internet, tv, etc.). Ensure each rack has a current QR code insert for the meeting guide app. Work directly with IT.
- Ensure pamphlet racks are placed wherever possible locally, maintained and filled on a regular basis. This would include treatment centers, hospitals, 111 center, probation and parole, and any other public service locations—other than AA groups themselves.
- Provide an updated list of the location of all the racks to the District 41 Committee on a quarterly basis.

- Bring pamphlets to monthly District 41 meetings to provide G.S.R.'s access to restock their groups.
- Organize and inventory pamphlet racks for easier refilling and distributing.
- Participate in the monthly District 41 meeting, providing an oral and/or written report of the PI's activities, and any other relevant information. If you cannot attend, ask member of the District Committee to give your report.
- Must participate in the Area 40 Assembly when appointed as a voting member.

Hotline*

Purpose:

- Works directly with PI chair.
- To coordinate all matters pertaining to the provision of a telephone communication service for all persons who wish to contact alcoholics.

Qualifications:

- A minimum of 2 years of continuous sobriety.
- An interest in facilitating 12 Step work throughout District 41 and Area 40.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 41 as a G.S.R. and/or in capacities that familiarize by hands on work with all related committee chairs.
- Must have adequate computer and organizational skills to work directly with Area 40 Hotline chair to ensure a current volunteer list is available.

Responsibilities:

- Survey Groups in District 41 to establish a list of AA members, with at least one year of sobriety (i.e. sufficient time to work through the 12 Steps of Alcoholics Anonymous) suggested; willing to do 12 Step work by phone and/or person to person.
- Double check the accuracy of meeting announcements within District 41.
- All volunteers must have access to the Meeting Guide App or the most current meeting schedule.
- Participate in the monthly District 41 meeting, providing an oral and/or written report of how many calls came into our District and were answered, in addition to, any relevant Hotline information. If you cannot attend, ask a member of the District 41 Committee to present a report.

*Hotline serves on the Public Information (PI) committee.

Schedules*

Purpose:

- Provide current District 41 meeting schedules.
- Ensure accuracy of Area 40 website meeting schedule for District 41.

Qualifications:

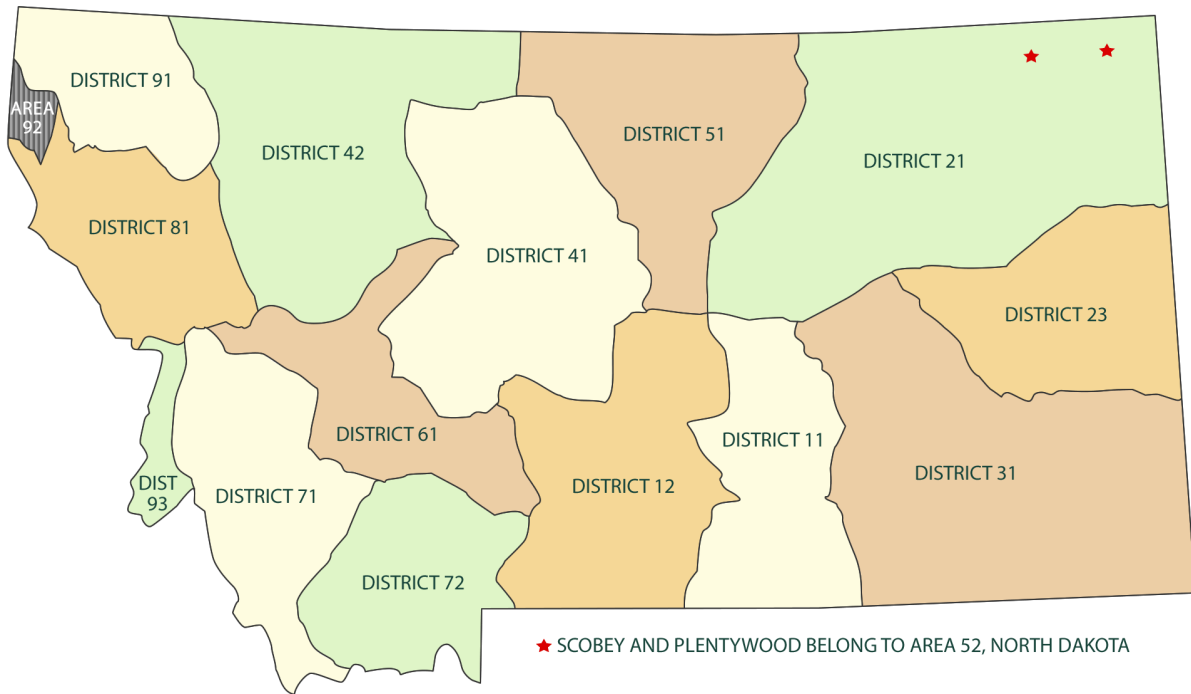
- Minimum of two years of continuous sobriety.
- Sufficient time available to fulfill the responsibilities of the position.
- Sufficient computer literacy skills and access to a personal computer to maintain the digital meeting schedule.

Responsibilities:

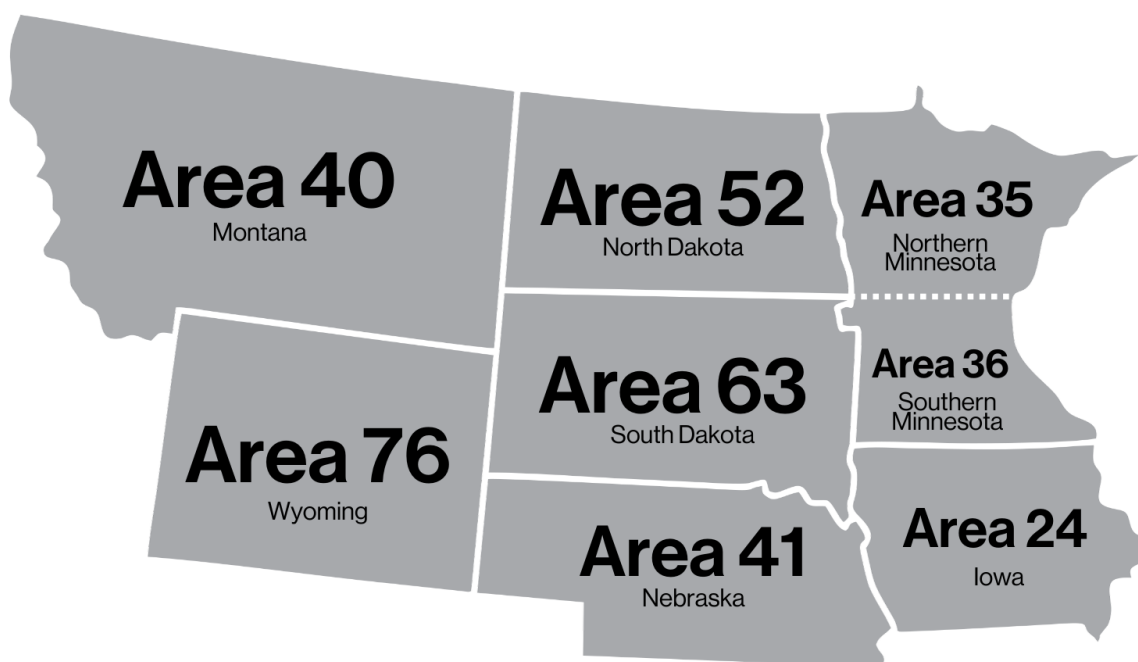
- Help maintain a current list of all Groups including Contact information, throughout District 41.
- Update and maintain District 41 meeting schedule on meeting cards and the Area 40 website.
- Ensure the accuracy of meeting announcements with local area media within District 41, including online sources (radio, internet, tv, etc.). If none exist, communicate with local news media affiliates to establish AA public service announcements.
- Work with PI Chair, DCM, and Alternate DCM in keeping Group and meeting contact information up to date.
- Participate in the monthly District 41 meeting, providing an oral and/or written report of schedules related information. If you cannot attend, ask a member of the District 41 Committee to present a report.

*Schedules serves on the Public Information (PI) committee.

Area 40 Map



West Central Region of Alcoholics Anonymous



WEST CENTRAL REGIONAL A. A. SERVICE CONFERENCE

The purpose of the West Central Region Alcoholics Anonymous Service Conference (WCRAASC) is to develop greater unity among members, groups, and areas of the West Central Region; to encourage the exchange of ideas and experiences, and to provide an opportunity for members to discuss pertinent aspects of Alcoholics Anonymous. Recovery, Unity, and Service should always be the primary purpose for each conference. The thought of how we can better serve A.A. should never be compromised.

Future Forum Locations

2025 Area 41 Nebraska
2027 Area 35 N. Minn.
2029 Area 24 Iowa
2030 Area 36 S. Minn.
2033 Area 76 Wyoming
2035 Area 63 S. Dakota
2037 Area 52 N. Dakota

Visit <https://westcentralregion.org/> to learn more about the West Central Regional Conference,