



District 61

Trusted Servant Guidelines and Job Descriptions

District 61 Trusted Servant Job Descriptions

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 authority to be always well defined whether by tradition, by resolution, specific job description or by appointed charters and bylaws.”*

The AA Service Manual and the AA Guidelines recommend that Area Committee Chairs and GSRs have two years of continuous sobriety. This recommendation serves AA by protecting both the individual and the groups

The AA GSO 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 61 recommends that the Treasurer, Secretary, and all Committee Chairs have at least two years of continuous sobriety.

Each trusted servant has responsibilities to District 61 and its Home Groups. The tasks outlined below are general guidelines that apply to each District 61 trusted servant. Specific job descriptions following the general guidelines outline tasks unique to each position.

- Become familiar with the AA Service Manual, the District 61 General Guidelines, Trusted Servant Guidelines, and all relevant District 61 past actions.
- Attends as many District 61 activities and functions as possible and provide leadership in the District.
- Communicates and cooperates with the fellowship of District 61, being available and accountable to assist in carrying out our primary purpose.
- Provide the District 61 Archives Chairperson with any materials of historical significance to District 61 that are acquired in the process of fulfilling committee responsibilities.
- When rotating out of office, help the incoming committee chair or officer by sharing experience, records, information, and other suggestions for being a District 61 trusted servant.
- After elections have taken place, it is recommended that all committee members begin attending district meetings.

District Committee Member (DCM)

Purpose

- To serve as an essential link between District 61 and the Area 40 Delegate.
- To provide leadership in District 61 and to represent it at the area level.

Qualifications

- A minimum of four years of continuous sobriety.
- An interest in providing leadership in District 61.
- Sufficient time available to meet the responsibilities of this position
- Usually has served as a GSR and/or a committee chair.
- Familiar with the Traditions and the Concepts.

Responsibilities

- Participate in the monthly District 61 meetings, providing an oral and written report of your activities and any other information relevant to District 61 and Area 40. When unable to attend, if possible, ask the Alternate DCM to give your report.
- Liaison with the meeting place, including custodian of the key(s).
- Work with the Alternate DCM to plan and prepare the monthly agenda for District 61 business meeting.
- Act as a liaison between the GSRs in District 61 and the Area 40 officers and delegates, facilitating an exchange of information between the two groups.
- Participate in the Area 40 Assembly and regional service functions, reporting to District 61 on your activities and issues relevant to general service work in District 61, Area 40, and the West Central Region.
- Be prepared to fulfill the duties of the Alternate DCM in his/her absence.
- Work with the District 61 treasurer and committee chairs to prepare and submit the annual district budget, and promptly submit receipts for reimbursements of expenses to the District 61 Treasurer.
- Be willing to be a co-signer on the District 61 checking account.
- Work with the District 61 Secretary to keep records for archival purposes.
- When rotating out of office, help the incoming DCM by sharing experiences, records, and helpful suggestions for serving District 61 – taking particular care to ensure that an updated version of the District 61 General Guidelines, The Trusted Servant Guidelines and GSR Packet are made available for disbursement to all incoming trusted servants.
- Promptly make available to GSRs and committee chairs the Area 40 agenda and background materials.
- Appoint ad hoc committee members when needed.
- Visit all groups at least once in your two-year term.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming District 61 DCM, or, if none, District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Secretary

Purpose

- To ensure and maintain an accurate record of District 61 business meeting reports, including a list of all actions taken, and add to the record of past actions.

Qualifications

- A minimum of three years of continuous sobriety.
- A knowledge of or willingness to learn simple word processing will be useful.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District as a GSR, or in some other capacity, such as a member of a committee.

Responsibilities

- Take official roll call of home groups in attendance at monthly district meetings.
- Keep a written record (minutes) of the monthly district meetings.
- Ensure that a copy of the minutes, the original committee reports, and any other materials are given to the District 61 Archives.
- Provides a copy of the monthly minutes to the Area webmaster to upload on the District 61 Minisite.
- Assist the DCM and Alternate DCM at the monthly district meeting.
- Distribute the district meeting minutes within two weeks after the meeting to all GSRs and committee chairs, and upcoming event fliers, calendar, and agenda within two days before the District 61 meeting.
- Send out information to District 61 Committees chairs as requested.
- Facilitate updates to the guidelines and actions of District 61 annually.
- File Annual Report with the Montana Secretary of State office to keep registration active.
- Provide record of past actions to incoming Secretary and Alternate DCM.

Treasurer

Purpose

- To Safeguard the funds of District 61.
- To keep abreast of and monitor the District's financial needs, policies, and practices.
- To Record and report on District 61 finances.

Qualifications

- A minimum of two years of continuous sobriety.
- A knowledge of and willingness to learn simple accounting techniques will be useful.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District 61 as a GSR, 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.
- Accurately maintain all district monies and keep accurate records of revenues and disbursements.
- Utilization of a manual ledger 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 61- approved expenses that have been submitted with proof of receipt payment. This is to ensure the integrity of the transaction.
- Report on the balance of the prudent reserve amount voted on by the District.
- Prepare the District 61 budget with the assistance of the DCM and committee chairs for action at the December district meeting.
- Participate in the monthly District 61 meeting, providing an oral and written financial report including income and expense report, budget to date, and group contributions and any other relevant information. If you cannot attend, ask another member of the District Committee to give your report.
- Participate in the Area 40 Assembly, especially considering all financial business and agenda items and report back to District 61.
- When rotating out of office, help the incoming Treasurer by sharing procedures, experiences, records, and helpful suggestions for serving District 61.
- Help incoming Treasurer make appropriate changes to the bank account signatories for incoming chairs.
- When rotating out of the position, provide all relevant committee notes, suggestions, and documentation to the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Alternate DCM

Purpose

- To provide leadership in District 61 by assisting, participating, and sharing in the DCM's responsibilities at District and Area meetings.
- To provide a backup should the DCM resign or become unable to serve for any reason.

Qualifications

- A minimum of three years of continuous sobriety.
- An interest in providing leadership in the District 61 service structure.
- Sufficient time available to meet the responsibilities of this position.
- Has usually has served as a GSR and/or Committee Chair.
- Is familiar with the Traditions and Concepts.

Responsibilities

- Chair the monthly business meeting of District 61.
- Plan and prepare monthly agenda with DCM.
- Help keep the GSRs abreast of district and area activities in coordination with the DCM.
- Participate in the Area 40 Assembly by assisting the DCM.
- Assume the duties of the DCM in the event of his/her absence.
- Be willing to be a co-signer on the District 61 checking account.
- When rotating out of office, help the incoming Alternate DCM by sharing experiences, records, and helpful suggestions for serving District 61.
- Provide all relevant committee notes, suggestions, and documentation to the District 61 archives chair to ensure they are stored for safe keeping and historical preservation.
- Assist the DCM and Treasurer to prepare your budget and promptly submit receipts for reimbursement of expenses to the District 61 Treasurer.

Archives

Purpose

- To receive, classify, index, and safely store historical information about AA, especially with regard to District 61.
- To maintain information in District 61 with respect to Archives.
- To provide experiences and assistance in developing projects that will further the carrying out of our AA message with respect to Archives.

Qualifications

- A minimum of two years of continuous sobriety.
- An interest in preserving the historical record of District 61.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District 61 as a GSR or in some other capacity such as a member of a committee.

Responsibilities

- Become familiar with and safely maintain the integrity of the District 61 archives.
- Read and become familiar with all AA history related materials and AA service materials related to Archives.
- Gather historical information about AA history related materials and AA service materials related to Archives.
- Gather historical information about District 61 and AA in general and present archival materials at AA functions when asked.
- Communicate and cooperate in working relationship with the Area 40 Archives Committee Chairperson and the Area 40 Archivist.
- Chair a monthly Archives committee meeting always seeking to achieve our primary purpose of carrying the AA message to the still suffering alcoholic.
- Participate in the monthly District 61 committee meeting, providing oral and written report of your committee's activities and any other relevant information. When unable to attend, have members of the District Committee give your report.
- Participate in the Area 40 Assembly, especially considering all Archives business and agenda items, and report back to District 61.
- Assist the DCM and Treasurer to prepare a budget for your committee and promptly submit receipts for reimbursement of expenses to the District 61 Treasurer. When rotating out of office, help the incoming Archives Chair by sharing experiences, records, and helpful suggestions for serving District 61.

Bridging the Gap

Purpose

- To facilitate the individuals' transition to local AA from treatment and correctional facilities.

Qualifications

- A minimum of two years of continuous sobriety
- Interest in working with treatment and correctional facilities
- Interest in conducting 12 step work in district 61 and area 40
- Sufficient time available to fulfill the responsibilities of the position
- Has usually served District 61 as a GSR or in some other capacity such as a member of a committee.

Responsibilities

- Coordinate efforts to fulfill the stated purpose within District 61, to aid surrounding districts and Area 40 with commitments to the treatment and correctional facilities.
- Establish and maintain phone lists of local contacts and coordinate with other BTG chairs in other communities.
- Establish ongoing communication with administration and staff of treatment and correctional facilities.
- Chair the monthly District 61 committee meeting, providing an oral and written report of your committee's activities and any other relevant information. When unable to attend, if possible, have a member of the District Committee give your report.
- Participate in the monthly BTG District 61 meetings, providing an oral and written report of the committee'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 and the Treasurer to prepare a budget for the BTG Committee and promptly submit receipts for reimbursement expenses to the treasurer.
- Participate in the Area 40 Assembly and report back to District 61 on activities relevant to the BTG Committee.
- Participate in state, regional, and national BTG conferences.
- When rotating out of office, help the incoming BTG chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming chair and the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Cooperation with the Professional Community

Purpose

- To provide information about Alcoholics Anonymous and to the professional community, so as 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 AA both within and outside of Alcoholics Anonymous.

Qualifications

- A minimum of two years of continuous sobriety.
- An interest in helping to carry the message of AA through working with the professional community
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District 61 as a GSR, or in some other capacity, such as a member of a committee.

Responsibilities

- Read and become familiar with the CPC workbook and all related materials from Area 40 and the General Service Office.
- Chair the monthly CPC committee, always seeking to achieve our primary purpose of carrying the message to the alcoholic who still suffers and to find productive and creative ways of cooperating without affiliating with the professional community in District 61.
- Stress the importance of local work in CPC and support this work through workshops.
- Participate in the monthly District 61 meetings, providing an oral and 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.
- Work with Public Information Committee on joint projects when requested.
- Assist the DCM and the Treasurer to prepare a budget for the CPC Committee and promptly submit receipts for reimbursement expenses to the treasurer.
- Participate in the Area 40 Assembly and report back to District 61 on activities relevant to the CPC Committee.
- When rotating out of office, help the incoming CPC Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming CPC chair and the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Corrections

Purpose

- To facilitate carrying the message of Alcoholics Anonymous into correctional facilities under the direction of the Department of Corrections.

Qualifications

- A minimum of two years of continuous sobriety.
- An interest in working with correction facilities to conduct 12 step work in District 61 and Area 40
- Sufficient time available to meeting the responsibilities of this position.
- Has usually served District 61 as a GSR 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, such as men's jail coordinator, women's jail coordinator, prerelease, prison liaison.
- Communicate and cooperate with correctional facilities within the Area.
- Communicate with the Area Corrections chair and committee.
- Read and become familiar with the Corrections workbook and all related materials from Area 40 and the General Service Office.
- Chair the monthly Corrections Committee meeting, always seeking to achieve our primary purpose of carrying the AA message to the still suffering alcoholic.
- Participate in the monthly District 61 committee meeting providing an oral and written report of your committee's activities and any other relevant information. When unable to attend, if possible, have a member of the District Committee give your report.
- Coordinate the annual Mega Committee workshop.
- Participate in the Area 40 Assembly, especially considering all Corrections business and agenda items and report back to District 61.
- Assist the DCM and Treasurer to prepare a budget of your committee and promptly submit receipts for reimbursement of expenses to the District 61 Treasurer.
- When rotating out of office, help the incoming Corrections Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation

Grapevine

Purpose

- To assist in carrying the message of Alcoholics Anonymous through recruiting groups and members of the fellowship to read, subscribe to, and write for and utilize the grapevine.
- To provide experiences and assistance in developing projects that will further carry the message of AA through use of the AA Grapevine (our 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 meet the responsibilities of this position.
- Has usually served District 61 as a GSR or in some 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.
- Chair the monthly Grapevine committee, always seeking to carry the message to the alcoholic who still suffers, by finding productive and creative ways of utilizing and supporting the Grapevine.
- Encourage groups to subscribe to and support the AA Grapevine and demonstrate to groups how the Grapevine can help generate topics for meeting discussion.
- Encourage groups to have a representative to the District 61 Grapevine committee so that members of AA are kept informed about the Grapevine and can help carry the AA message.
- Encourage AA's to write letters and articles and send drawings, anecdotes, and jokes to the Grapevine.
- Ensure that the Grapevine and special GV items (apps, books, etc.) are attractively displayed and readily available during AA meetings and District 61 events and have 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 and treatment facilities.
- Participate in the monthly District 61 meeting, providing an oral and written report of the Grapevine committee activities and any other relevant information. If you cannot attend, ask a member of the District Committee to give your report.
- Assist the DCM and Treasurer to prepare a budget for the Grapevine Committee, and promptly submit receipts for reimbursement of expenses to the District 61 Treasurer.
- Participate in the Area 40 Assembly, especially considering all Grapevine business and agenda items and report back to District 61.
- Cooperate with Workshops chair to sponsor the annual District 61 "Grapefest" workshop, inviting the Area 40 Delegate to give his//her report after the General Service Conference and the Area 40 Grapevine Chairperson to encourage support for "Our meeting in print".
- When rotating out of office, help the incoming Grapevine Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming Grapevine chair and the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Literature

Purpose

- To carry the message of Alcoholics Anonymous through the dissemination of AA literature.

Qualifications

- A minimum of two years continuous sobriety.
- Willingness to become familiar with AA literature and an interest in helping to carry the message of AA through literature.
- Sufficient time available to fulfill the responsibilities of the position.
- Has usually served District 61 as the GSR, or in some other capacity, such as a member of a committee.

Responsibility

- Become familiar and stay current with conference-approved literature and other service-related materials.
- Manage AA Literature Store so that conference approved literature and other service material is available for use to individual AA members, groups, and District 61. This involves recruiting and training volunteers, maintaining an inventory of literature at the AA Literature Book Store, arranging for payment of utility bill, arranging for any repairs and the cleanliness of the store.
- Provide District 61 with monthly income/expense summary, and an inventory of all items in the store annually.
- Maintain a supply of conference–approved literature and other service materials available through GSO for use of individual AA members, groups, and District 61.
- Inform groups of all available conference-approved literature, audio-visual material, and other special items.
- Upon request, set up display of material for viewing and sales at functions within District 61, including workshops, conferences, and meetings.
- Chair the monthly literature committee meeting, always seeking to achieve our primary purpose of carrying the message to the alcoholic who still suffers.
- When rotating out of office, help the incoming Literature Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming Literature chair and the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Public Information

Purpose

- To provide information about Alcoholics Anonymous to District 61 and to the general public, so as 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 AA both within and outside of Alcoholics Anonymous.

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 meet the responsibilities of this position.
- Has usually served District 61 as a GSR, 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.
- Chair the monthly PI committee, always seeking to achieve our primary purpose of carrying the message to the alcoholic who still suffers and to find productive and creative ways of cooperating without affiliating with various media outlets in District 61.
- Stress the importance of local work in PI and support this work through workshops.
- Update and maintain the District 61 printed meeting schedule and the Area 40 website.
- Distribute and maintain pamphlet racks at relevant locations, e.g. hotels, treatment centers, churches and the like; and maintain a list thereof for incoming committee chairs.
- Participate in the monthly District 61 meetings, providing an oral and written report of the PI committee's activities and any other relevant information. If you cannot attend, ask member of the District Committee to give your report.
- Assist the DCM and the Treasurer to prepare a budget for the PI Committee and promptly submit receipts for reimbursement expenses to the treasurer.
- Participate in the Area 40 Assembly and report back to District 61 on activities relevant to the PI Committee.
- Work with Cooperation with the Professional Community Committee on joint projects when requested.
- When rotating out of office, help the incoming PI Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming PI chair and the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Roundup

Purpose

- To plan and organize the weekend Area 40 Roundup conference when the rotation falls on District 61. Should be elected and begin preparations 18 months in advance of the event.
- To help the Fellowship celebrate sobriety and Area 40.

Qualifications

- A minimum of two years of continuous sobriety.
- Should be organized enough to keep good records and be able to work well with others inside and outside of the fellowship of AA.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District 61 as a GSR or in some other capacity such as a member of a committee.
- Interest in planning an area wide event.

Responsibilities

- Be available to attend the Great Falls Roundup to pick up the seed money check and passing of the 3-legged stool.
- Chair the monthly Roundup committee, always seeking to achieve our primary purpose of carrying the message of Alcoholics Anonymous.
- Fill the Roundup committee with responsible chairs and oversee each of them, keeping them focused on the purpose of the committee.
- Secure an affordable facility for the event, always keeping in mind that the event is to be self- supporting whenever possible.
- Encourage committee chairs to submit a written report after the event with their suggestions on how to improve the Roundup and bring these suggestions to District 61 for the next Roundup committee to consider.
- Keep financial records for the event and report to District 61 and Area 40 an accurate account for all revenues and expenses, with receipts to support the integrity of the expenses.
- Keep District 61 apprised of progress with a written and oral report at all district meeting and provide a final report upon completion of service.
- When rotating out of office, help the incoming Attitude of Gratitude Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.
- Ensure seed money and 3-legged stool are available to be passed down to the next Roundup.
- Serve as advisor in the following Helena Roundup.

Technology

- Purpose:
 - To assist District 61 in its primary purpose by promoting and utilizing technology within the guidelines of the Twelve Traditions Qualifications
 - Sufficient time to meet the responsibilities of this position. • Some experience with hybrid meetings and associated equipment is recommended.
 - Recommended two years of sobriety (minimum)
- Responsibilities
 - Facility Management: Holds the key to the district meeting space. Responsible for opening the facility prior to the scheduled meeting time and prepare the space for the group.
 - Equipment Management: Maintains possession of, transports, and sets up the necessary equipment for conducting hybrid meetings.
 - Online Meeting Coordination: Manages the group's Zoom subscription or other online meeting platforms. Ensures that all online meeting settings are appropriately configured for privacy and accessibility. Facilitates the online portion of the meeting, including managing participant muting, sharing meeting materials online, and troubleshooting technical issues
 - Feedback and Improvement: Gathers feedback on the hybrid meeting experience and suggests improvements to the group's leadership. Stays informed about new technologies or methods that could enhance the meeting experience.
 - Stay informed of technology related business/guidance at the level of Area & GSO.
 - Maintain the District 61 mini-site on the Area 40 website.

Treatment

Purpose

- To carry the message of Alcoholics Anonymous to alcoholics undergoing treatment in an Alcoholism recovery-oriented facility, and to facilitate the individual's transition to local AA.

Qualifications

- A minimum of two years of continuous sobriety.
- An interest in working with treatment facilities to conduct 12 step recovery work in District 61.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District 61 as a GSR, or in some other capacity, such as a member of a committee.

Responsibilities

- Read and become familiar with the Treatment workbook and all related materials from Area 40 and the General Service Office.
- Coordinate efforts to fulfill the state purpose within District 61 and whenever possible to aid surrounding districts within commitments to facilities (MCDL, WATCH, Montana State Hospitals, etc.).
- Establish and maintain open lines of communication with the administration staff at treatment facilities.
- Chair the monthly District 61 committee meeting, providing an oral and written report of your committee's activities and any other relevant information. When unable to attend, if possible, have a member of the District Committee give your report.
- Participate in the monthly District 61 meetings, providing an oral and written report of the PI committee'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 and the Treasurer to prepare a budget for the Treatment Committee and promptly submit receipts for reimbursement expenses to the treasurer.
- Participate in the Area 40 Assembly and report back to District 61 on activities relevant to the Treatment Committee.
- Use 'pink can' funds to provide books for treatment centers if/when such funds are available.
- When rotating out of office, help the incoming Treatment Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming chair and District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Workshops and Attitude of Gratitude

Purpose

- To inform and educate individual AA members, groups, and District 61 by sponsoring workshops on issues and topics relevant to AA's primary purpose and to the AA service structure.

Qualifications

- A minimum of two years of continuous sobriety
- Interest in helping to carry a message of AA through workshops
- Sufficient time available to fulfill the responsibilities of the position
- Has usually served District 61 as a GSR or in some other capacity such as a member of a committee

Responsibilities

- Become familiar with issues and topics relevant to our primary purpose and AA service structure by regular contact with AA groups, District 61, Area 40 and General Service Office Committee Chairs.
- Work cooperatively with the DCM and other district committees to assist them in carrying out their purpose(s) by sponsoring relevant workshops.
- Sponsor at least two district 61 workshops each year, in addition to chairing Attitude of Gratitude (see attached). Encourage the participation of individual AA members and district and area committee chairs as well as when appropriate, non – AA professionals.
- Work cooperatively with District 41, 71 & 72 to cosponsor and annual Preassembly if held in person, to distribute pertinent information for groups to consider prior to the Area 40 Spring Assembly.
- Chair the monthly District 61 committee meeting, providing an oral and written report of your committee's activities and any other relevant information. When unable to attend, if possible, have a member of the District Committee give your report.
- Participate in the monthly District 61 meetings, providing an oral and written report of the Workshops committee's activities and any other relevant information. IF you cannot attend, ask members of the District Committee to give your report.
- Assist the DCM and the Treasurer to prepare a budget for the Workshops Committee and promptly submit receipts for reimbursement expenses to the treasurer.
- When rotating out of office, help the incoming Workshop Chair by sharing experiences, records, and helpful suggestions for serving District 61.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the incoming chair and District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.

Workshops - Attitude of Gratitude

Purpose

- To conduct an annual one-day event in the month of November to help members of Alcoholics Anonymous and their families to prepare for the holiday with a focus on gratitude as an attitude.
- To help the fellowship to experience the “we” part of the program that states what we cannot do alone what we can do together.
- Continue the more than 60-year legacy of AA and District 61,

Qualifications

- A minimum of two years of continuous sobriety
- Should be organized enough to keep good records and be able to work well with others inside and outside of the fellowship of AA.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served District 61 as a GSR or in some other capacity such as a member of a committee.
- Interested in planning an annual District-wide event.

Responsibilities

- Chair the monthly Attitude of Gratitude committee, always seeking to achieve our primary purpose of carrying the message of Alcoholics Anonymous and to promote an attitude of gratitude.
- Fill the AG committee with responsible chairs and oversee each of them, keeping them focused on the purpose of the committee.
- Secure an affordable facility for the event, to be held in the month of November, always keeping in mind that the event is to be self-supporting whenever possible.
- Encourage committee chairs to submit a written report after the event with their suggestions on how to improve the Attitude of Gratitude and bring these suggestions to District 61 for the next year's committee to consider.
- Keep financial records for the event and report to District 61 an accurate account of all revenues and expenses, with receipts to support the integrity of the expenses.
- Keep District 61 apprised of progress with a written and oral report at all district meetings and provide a final report upon completion of service.
- When rotating out of office, help incoming Attitude of Gratitude Chair by sharing experience, records, and helpful suggestions.
- When rotating out of office, provide all relevant committee notes, suggestions, and documents to the District 61 Archives Chair to ensure they are stored for safe keeping and historical preservation.
- Look into dates and facility options for the following year.