

DISTRICT 93 GUIDELINES

District 93 is an association of AA Groups banded together to carry out common functions and service activities in order to help carry the message of Alcoholics Anonymous to the still suffering alcoholic. All AA members are welcome and encouraged to attend and participate in district meetings. We strive, as a district, to work within the spirit of the Twelve Traditions of Alcoholics Anonymous. The following suggestions are to expand and help clarify information found in the AA Service Manual.

I. Functions and Services

These are some of the functions and services the district considers:

1. Provide an 800 number hotline service to furnish AA information and help process twelve-step calls.
2. Prepare and distribute meeting schedules, updating them as necessary.
3. Provide groups in the district with information on district, area, and general service conference issues.
4. Elect chairpersons for district committees.
5. Hold a monthly business meeting the third Sunday of the month, or at such a time that the district may decide.

II. Representatives of District 93

- Each registered group in District 93 is a member and is represented at the district meetings and area assemblies by its General Service Representative (GSR). If the GSR is unable to attend these meetings, an alternate group member may attend and participate in place of the GSR.
- All Committee Chairs and GSRs are expected to attend District meetings. The District may replace any Committee chair who has missed three consecutive meetings without providing an alternate. The DCM will remind groups not represented by a GSR after three consecutive meetings to be represented if they so choose.

District 93 shall elect the following trusted servants:

DISTRICT COMMITTEE MEMBER (DCM)

Purpose:

- To serve as an essential link between District 93 GSR's and the Area 40 Delegate.
- To provide leadership in District 93 and to represent it at the area level.

Qualifications:

- A minimum of 5 years of continuous sobriety.
- Sufficient time available to meet the responsibilities of this position.
- Preferably has a verifiable history of service to AA as a GSR and/or a committee chair.
- Be familiar with the Traditions and Concepts.

Responsibilities:

- Participate in the monthly District 93 meeting, providing an oral and written report of your activities, and any other information relevant to District 93 and Area 40. When unable to attend, if possible, ask the Alternate DCM to give your report. All Officers are expected to attend all District meetings. The Alternate DCM may be appointed to replace a DCM who misses three consecutive meetings without an excuse.
- Work with the Alternate DCM to plan and prepare the monthly agenda for District 93 business meetings.
- Act as a liaison between the GSRs in District 93 and the Area 40 officers and delegate, facilitating an exchange of information between the two groups
- Participate in the Area 40 Assembly and regional service functions, reporting back to District 93 on your activities and issues relevant to general service work in District 93, 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 93 Treasurer and committee chairs to prepare and submit the annual district budget, and promptly submit receipts for reimbursements of expenses to the District 93 Treasurer.
- Be willing to be a co-signer on the District 93 checking account.
- Work with the District 93 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 93 - taking particular care to insure that an updated version of this document, the District 93 Guidelines, is made available for disbursement to all incoming trusted servants.
- Promptly make available to interested GSRs and committee chairs the Area 40 agenda and background material.
- Recruit ad hoc committee members as needed.

ALTERNATE DCM

Purpose:

- To provide leadership in District 93 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 5 years of continuous sobriety.
- An interest in providing leadership in District 93 service structure
- Sufficient time available to meet the responsibilities of this position.
- Preferably has a verifiable history of service to AA as a GSR and/or a Committee Chair.
- Is familiar with the Traditions and Concepts.

Responsibilities:

- Chair the monthly business meetings of District 93. If you cannot attend, ask an alternate to fulfill your responsibilities. All Officers are expected to attend District meetings. The District may replace any Officer who misses three consecutive meetings without an excuse.
- Plan and prepare the monthly agenda with the DCM.
- Help keep the GSRs knowledgeable of district and area activities in coordination with 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 93 checking account.
- Assist the DCM and Treasurer to prepare your budget, and promptly submit receipts of expenses to the District 93 Treasurer.

SECRETARY

Purpose:

- To insure and maintain an accurate record of all District 93 business activities.

Qualifications:

- A minimum of 2 years of continuous sobriety.
- Knowledge of, or the willingness to learn, simple word processing will be useful.
- Sufficient time available to meet the responsibilities of this position.

Responsibilities:

- Take official roll of those in attendance at monthly meetings.
- Keep a written record (minutes) of the monthly district meetings.
- Insure that a copy of the minutes, the original committee reports and any other material of historical value are given to the District 93 Archives Chair.
- Assist the DCM and the Alternate DCM at the monthly district meetings.
- Distribute the minutes to all GSRs and committee chairs within 2 weeks of the District 93 meeting.
- Send out information to District 93 committee chairs as requested.
- Update the Guidelines outlined in this document annually, as affected by action taken by District 93.
- Attend and record all meetings of District 93. If you cannot attend, provide an alternate to fulfill your duties and give your report. Officers are expected to attend District meetings. The District may replace any officer who has missed three consecutive meetings without an excuse.

TREASURER

Purpose:

- To keep in safety the funds of District 93.
- To keep up with and monitor the District's financial needs, policies and practices.

Qualifications:

- A minimum of two years of continuous sobriety.
- A knowledge of, or the willingness to learn, simple accounting or bookkeeping techniques will be useful.
- Sufficient time available to meet the responsibilities of this position.
- Preferably has a verifiable history of service to AA 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.
- Safely maintain all District monies and keep accurate records of all revenues and disbursements.
- Utilization of a manual ledger/check register 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 93-approved expenses that have been submitted with proof of receipt for payment. This is to insure the integrity of the transaction.
- Ensure and secure the prudent reserve amount voted on by the District.
- Prepare the District 93 budget with the assistance of the DCM and committee chairs.
- Provide experience and assistance in developing projects or processes that will allow groups to become "full partners" in Alcoholics Anonymous through the Seventh Tradition.
- Participate in the monthly District 93 meeting, providing an oral and written financial report and any other relevant information. If you cannot attend, ask another member to give your report. All officers are expected to attend District meetings. The District may replace any officer who has missed three consecutive meetings without an excuse.
- When District budget allows, participate in the Area 40 Assembly, especially considering all Finance business and agenda items, and report back to District 93.

HOT LINE

Purpose:

- To coordinate all matters pertaining to the provision of a telephone communication service for all persons who wish to make contact with Alcoholics Anonymous.

Qualifications:

- A minimum of two years of continuous sobriety.
- A commitment to facilitating 12th Step work in District 93 and familiarity with AA procedures in this area.
- Sufficient time available to meet the responsibilities of this position.
- Preferably has a verifiable history of service to AA as a GSR, or in some other capacity, such as a member of a committee.

Responsibilities:

- Conduct a quarterly canvas of the groups in District 93 to establish a list of members, with at least six months of sobriety suggested, willing to collaborate on 12th Step work. Deliver this list to the answering service to be utilized when they are contacted by persons interested in AA.
- Conduct 12th Step Call training workshops?

Be alert to problems encountered by the fellowship and the general public and attempt to provide answers.

- Participate in the monthly District 93 meeting, providing an oral and written report of answering service activities and any other relevant information. When unable to attend, ask another member to give your report. All committee chairs are expected to attend district meetings. The district may replace any committee chair who has missed three consecutive meetings without an excuse.
- Assist the DCM and Treasurer to prepare a budget for your committee, and promptly submit receipts for reimbursement of expenses to the District 93 Treasurer.

ARCHIVES

Purpose:

- To receive, classify, index and safely store historical information about AA, especially with regard to District 93.
- To provide a clearinghouse of information in District 93 with respect to Archives.
- To provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

Qualifications:

- A minimum of two years of continuous sobriety.
- A commitment to preserving the historical record of District 93.
- Sufficient time available to meet the responsibilities of this position.
- Preferably has a verifiable history of service to AA as a GSR, or in some other capacity, such as a member of a committee.

Responsibilities:

- Collect, house and catalog archival material, maintaining the integrity of the District 93 archival collection.
- Read and become familiar with all AA history related material and AA service material related to Archives.
- Gather historical information about District 93 and AA in general, and present archival material at AA functions when asked.
- Communicate and cooperate in a working relationship with the Area 40 Archives Committee Chairperson and the Area 40 Archivist.
- Participate in the monthly District 93 meetings, providing an oral and written report of your committee's activities, and any other relevant information. When unable to attend, have an alternate give your report. All committee chairs are expected to attend district meetings. The district may replace any committee chair who has missed three consecutive meetings without an excuse.
- When District budget allows, participate in the Area 40 Assembly, especially considering all Archives business and agenda items, and report back to District 93.
- Assist the DCM and treasurer to prepare a budget for your committee, and promptly submit receipts for reimbursement of expenses to the District 93 Treasurer.
- Annually collaborate with the district secretary to document motions passed.

CORRECTIONS

Purpose:

- To facilitate carrying the message of Alcoholics Anonymous into detention and correction facilities and programs.

Qualifications:

- A minimum of two years continuous sobriety.
- A commitment to working with correctional and detention facilities to conduct 12th Step work in District 93 and Area 40.
- Sufficient time available to meet the responsibilities of this position.
- Preferably has served as a GSR or in some other capacity, such as a member of a district committee.

Responsibilities:

- Recruit committee members and coordinate schedules to take meetings into detention and correctional facilities.
- Communicate and cooperate with detention and correctional facilities in 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 (GSO).
- Chair the Corrections Committee meetings, always seeking to achieve our primary purpose of carrying the AA message to the still suffering alcoholic.
- Participate in the monthly District 93 committee meeting, providing a report of your committee's activities, and any other relevant information. When unable to attend, have an alternate give your report. All committee chairs are expected to attend district meetings. The district may replace any committee chair who has missed three consecutive meetings without an excuse.
- Participate in the Pre Assembly, especially considering all Corrections business and agenda items, and report back to District 93.
- Collect "Pink Can" funds and facilitate transfer to Area 40.
- Provide information to District 93 concerning orientations, trainings, and events sponsored by detention and correctional facilities.
- Coordinate with Area 40 Corrections chair to supply local detention and correctional facilities with AA literature.
- Coordinate activities with District 93 Treatment, PI and CPC chairs to cover shared responsibilities.
- Assist the DCM and treasurer to prepare a budget for your committee and promptly submit all receipts for reimbursement of expenses to the District 93 Treasurer.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

(Combined with Public Information position)

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 and law enforcement staff.
- To provide experience and assistance in developing projects that will further carry the AA message both within and outside of Alcoholics Anonymous.

Qualifications:

- A minimum of two years of continuous sobriety.
- A commitment to help in carrying the message of AA through working with the public.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served as a GSR or in some other capacity, such as a member of a district committee.

Responsibilities (combined with Public Information):

- Read and become familiar with the CPC workbook and all related material from Area 40 and the General Service Office (GSO), including especially the designated basic CPC literature in the Conference-approved literature and Other Service Material catalog.
- Chair the CPC committee, always seeking to achieve our primary purpose of carrying the AA message to the alcoholic who still suffers and to find creative and productive ways of cooperating, without affiliating, with third parties who come into contact with possible future members of Alcoholics Anonymous.
- Stress the importance of local work in CPC and support this work through workshops.
- Participate in the monthly District 93 meeting, providing a report of the CPC committee's activities and any other relevant information. When unable to attend, have an alternate give your report. All committee chairs are expected to attend district meetings. The district may replace any committee chair who has missed three consecutive meetings without an excuse.
- Participate in the Pre-Assembly, especially considering all CPC business and agenda items and report back to District 93.
- Coordinate activities with District 93 Treatment, PI and Corrections chairs to cover shared responsibilities.
- Assist the DCM and the treasurer to prepare a budget for the CPC committee, and promptly submit receipts for reimbursement expenses to the treasurer.

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 Grapevine.
- To provide experience 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.
- A commitment to helping to carry the message of AA through the Grapevine.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served at district as a GSR or in some other capacity, such as a member of a district committee.

Responsibilities:

- Read and become familiar with the Grapevine workbook and all related material from Area 40 and the General Service Office.
- Chair the 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 discussions.
- Encourage groups to have a representative to the District 93 Grapevine committee so that members of AA are kept informed about the Grapevine.
- Participate in the monthly District 93 meeting, providing a report of the Grapevine committee's activities and any other relevant information. If you cannot attend, ask a member to give your report. Committee Chairs are expected to attend District meetings. The District may replace any Committee Chair who has missed three consecutive meetings without an excuse.
- Assist the DCM and the Treasurer to prepare a budget for the GV committee and promptly submit receipts for reimbursement to the Treasurer.
- Participate in the Pre-Assembly, especially considering all Grapevine business and agenda items, and report back to District 93.

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 a commitment to helping to carry the message of AA through literature.
- Sufficient time available to fulfill the responsibilities of this position.
- Has usually served at district as a GSR or in some other capacity, such as a member of a district committee.

Responsibilities:

- Become familiar with all conference-approved literature and other service related material.
- Maintain a supply of conference-approved literature and other service material available through GS0 for use by individual AA members, groups, and District 93.
- Inform groups of all conference-approved literature, audio-visual material and other special items.
- Chair the literature committee meeting, always seeking to achieve our primary purpose of carrying the message to the alcoholic who still suffers.
- Work cooperatively with other district committees.
- Participate in the monthly District 93 meeting, providing a report of the Literature committee's activities and any other relevant information. If you cannot attend, ask a member to give your report. Committee Chairs are expected to attend District meetings. The District may replace any Committee Chair who has missed three consecutive meetings without an excuse.
- Participate in the Pre-Assembly and report back to District 93 on activities relevant to the literature committee.
- Work with the District Treasurer to safely maintain District literature account monies and keep accurate records of purchases/sales.

PUBLIC INFORMATION

(Combined with Cooperation with the Professional Community position)

Purpose:

- To provide information about Alcoholics Anonymous to District 93 and to the general public, including the media, 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.
- A commitment to 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 as a GSR or in some other capacity, such as a member of a district committee.

Responsibilities (combined with Cooperation with the Professional Community):

- Read and become familiar with the PI workbook and all related materials from Area 40 and the General Service Office.
- Chair the 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 93.
- Offer to the media in District 93 any press releases, public service announcements, "for the public" videos and other materials made available by GSO and/or Area 40.
- Stress the importance of local work in PI and support this work through workshops.
- Provide literature racks stocked with AA pamphlets at various public locations in the district.
- Recruit AA speakers for local high school classes as requested by each school's contact.
- Coordinate activities with District 93 Treatment, CPC, and Corrections chairs to cover shared responsibilities.
- Participate in the monthly District 93 meeting, providing a report of the PI committee's activities and any other relevant information. If you cannot attend, ask a member to give your report. Committee Chairs are expected to attend District meetings. The District may replace any Committee Chair who has missed three consecutive meetings without an excuse.
- Assist the DCM and Treasurer to prepare a budget for the PI committee and promptly submit receipts for reimbursement to the Treasurer.
- Participate in the Pre-Assembly, especially considering all PI business and agenda items and report back to District 93.

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.
- A commitment to working with treatment facilities to conduct 12th -step work in District 93 and Area 40.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served at district as a GSR or in some other capacity, such as a member of a district 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 stated purpose within District 93 and, whenever possible, to aid surrounding districts with commitments to facilities (MCDC, WATCH, Montana State Hospital, etc.)
- Establish and maintain open lines of communication with the administration and staff of local treatment facilities.
- Maintain on-going communication with the Area Treatment Chair and other district chairs throughout the area, especially with regard to the *"Bridging the Gap"* program.
- Chair the Treatment Committee meeting, always seeking to achieve our primary purpose of carrying the message to the still suffering alcoholic.
- Coordinate activities with District 93 PI, CPC and Corrections Chairs to cover shared responsibilities.
- Participate in the monthly District 93 meeting, providing a report of your committee's activities and any other relevant information. When unable to attend, have another member give your report. Committee Chairs are expected to attend District meetings. The District may replace any Committee Chair who has missed three consecutive meetings without an excuse.
- Participate in the Pre-Assembly, especially considering all Treatment business and agenda items and report back to District 93.
- Assist the DCM and Treasurer to prepare a budget for your committee and promptly submit receipts for reimbursement to the Treasurer.

WEB LIASON

Purpose:

- To provide information about Alcoholics Anonymous meetings in District 93 to the Area 40 website.

Qualifications:

- A minimum of two years of continuous sobriety.
- A commitment to carrying the message of AA through this service.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served at district or in a home group in some

capacity. **Responsibilities:**

- Update and maintain the District 93 meeting schedule on the Area 40 website.
- Post any special events supported by District 93 to the Area 40 website.
- Maintain communication with the Area 40 Webmaster.
- Work closely with the District 93 Scheduler to maintain corrections to the website.
- Participate in the monthly District 93 meeting, providing a report of any changes to the website or other relevant information. If you cannot attend, ask a member to give your report. Committee Chairs are expected to attend District meetings. The District may replace any Committee Chair who has missed three consecutive meetings without an excuse.

SPECIAL EVENTS...

Purpose:

- The Special Events committee is an independent entity unrelated to District 93 in a formal way. Special Events has its own bank account and is self supporting. In keeping with Tradition Nine, Special Events is ultimately responsible to District 93. District 93 respects the autonomy of the Special Events Committee and offers its support. In effect, the Special Events Committee serves as an ad hoc committee on a permanent basis.

Suggested Chair Qualifications:

- A minimum of two years continuous sobriety.
- A commitment to helping carry the message of AA.
- Sufficient time to fulfill the responsibilities of the position.
- Has usually served at district as a GSR or in some other capacity, such as a member of a district committee.

Suggested Responsibilities:

- Organize and carry out regular District 93 events in a self-supporting manner. Encourage the participation of individual AA members and groups' support of these events.
- Chair the Special Events committee meeting, always seeking to achieve our primary purpose of carrying the message to the alcoholic who still suffers.
- Participate in the monthly District 93 meeting, providing a report of the Special Events committee's activities and any other relevant information. If you cannot attend, please ask an alternate to give your report.
- Prepare an annual financial report and submit it at District for the purpose of transparency and accountability.

SCHEDULER (Not filled at present seems to be undertaken by Web Liaison, at least in part.)

Purpose:

- To provide schedule information about Alcoholics Anonymous meetings in District 93 to AA groups and the general public, so as to carry the message to the alcoholic who still suffers.

Qualifications:

- A minimum of two years continuous sobriety.
- A commitment to help carry the message of AA through meeting information.
- Sufficient time available to meet the responsibilities of this position.
- Has usually served at district or in a home group in some capacity. **Responsibilities:**
- Submit any requests to add a meeting to the schedule to District 93 for approval.
- Update and maintain the printed District 93 meeting schedule as approved by District 93.
- Work with the Web Liaison to insure updates on the website.
- Have available an ample supply of meeting schedules for distribution among groups at District 93 meetings or as requested.
- Participate in the monthly District 93 meeting, providing a report of schedule changes and any other relevant information. If you cannot attend, ask a member to give your report. Committee Chairs are expected to attend District meetings. The District may replace any Committee Chair who has missed three consecutive meetings without an excuse.