

DISTRICT OFFICERS

District Chair

The chair ensures that all persons have an equal opportunity to be heard, and that all speakers are listened to politely and respectfully. The chair acts primarily as a moderator, calling on speakers in order, and occasionally re-stating the motion or a pertinent piece of information. The chair should only state the apparent feeling of the district or parts of the district if it may help the discussion. The chair may inform the district of the effect that a particular vote may have but this should only be done after discussion has ended. The chair tries to discourage outbursts from members during or after other members' remarks, and tries to discourage inflammatory remarks from the floor.

The chair should not speak in favor or against any motion, and should not express personal opinions regarding the discussion. In those rare instances where the chair "steps down as chair" to address (add to a discussion either pro or con) a main motion, the assembly should be clearly informed that the chair is speaking as a member and not as chair. The chair cannot make or second any motions. The chair may make or second nominations.

District Treasurer

The District treasurer takes reasonable precautions to safeguard the District's funds. Many districts keep the group's treasury in a bank checking account in the district's name, often requiring at least two signatures on all checks. This provides security against accidental loss; it also provides ease of disbursement and a continuing record of income and expenses. Monthly bank statements are normally sent directly to the group treasurer, who can bring them to the group's business meeting.

Duties: The duties of the treasurer vary by the needs and conscience of the area; these may include:

- Keeping financial records for the area
- Reporting regularly to the assembly
- Receiving and managing the area's Seventh Tradition funds
- Encouraging contribution support for area and G.S.O. services
- Staying abreast of any tax or legal considerations

Secretary

Duties:

- Records and distributes minutes of area meetings
- Keeps mailing lists up to date and sends out area mailings
- Prepares lively bulletins that will encourage attendance at committee meetings and assemblies, assuming the area conscience has asked for this.

DISTRICT COMMITTEES

Archives: <https://www.aa.org/aa-guidelines-archives>

- Conduct A.A. Archives workshops
- Create portable archives exhibits to display at local A.A. events
- Ask groups to complete Group History forms to capture local A.A. history

Duties:

The archivist is the person responsible for the collection, including documents, books, recordings, and artifacts. He or she maintains the physical integrity of the collection, and also develops an index, inventory, and/or finding aid, to provide easy ways to search and access the collection. The archivist is also responsible for ensuring the protection of the anonymity of members, and the confidentiality of all A.A. records. In most cases, the archivist regularly reports to the local A.A. entity that supports the work, giving updates on current projects

CPC Cooperation with the Professional Community:

https://www.aa.org/sites/default/files/literature/assets/mg-11_coopwithprofe.pdf

Members of these committees provide information about A.A. to those who have contact with alcoholics through their profession. This group includes healthcare, E.A.P. and H.R. professionals; educators; members of the clergy; lawyers; social workers; military professionals; government officials; and those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

Corrections: https://www.aa.org/sites/default/files/literature/m45i_WorkbookCorr.pdf

- Bringing meetings and literature into facilities
- Raising awareness of the Corrections Correspondence Service (C.C.S.) among "inside" and "outside" A.A. members
- Helping individuals in custody transition to a local A.A. community through Prerelease Contacts

Grapevine/La Vina: https://www.aa.org/sites/default/files/literature/assets/p-52_aagrapevine.pdf

Their basic job is to make the magazines available to the group, to encourage A.A.s to read them, contribute to them, subscribe to them, and use them in Twelfth Step work. Grapevine Representatives are the link between AA Grapevine and the groups. It's a fun way to get involved! All you have to do is announce the latest issue at your meeting, let people know how they can participate by sending in stories, or jokes. It's easy to get started. Simply let your homegroup know that you are interested. Register with us online and you will receive a complete information kit from the Grapevine office.

Literature: <https://www.aa.org/literature-committees>

- Conduct A.A. literature workshops
- Provide displays, supplies of A.A. catalogs and order forms
- Consider proposed additions to and changes in Conference-approved literature and audiovisual matter

Public Information: <https://www.aa.org/public-information-committees>

The purpose of P.I. service work is to provide accurate A.A. information to the public when requested. P.I. committees visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and nonaffiliation, as well as offering A.A. public service announcements to radio and television stations.

- Giving presentations about A.A. to schools and organizations.
- Providing information about A.A. through digital and print materials.
- Insuring local media have accurate information about A.A. through PSAs, anonymity-protected interviews and press kits.

Treatment: <https://www.aa.org/treatment-committees>

- Bring the message of hope for recovery to alcoholics in a variety of treatment settings
- Demonstrate to administrators and staff “how it works” and are instruments of attraction to the A.A. program
- Provide information about A.A., as well as literature and guidelines for setting up A.A. meetings in treatment facilities and outpatient settings.