

District 19 Trusted Servants HANDBOOK

2020

Concept 10

**“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”**

Table of Contents

| CHAPTER | TITLE | PAGE |
|----------------|--|-------------|
| | INTRODUCTION | 4 |
| 1 | DISTRICT INFORMATION | |
| | 1.1 Our Primary Purpose | 4 |
| | 1.2 District 19 Purpose Statement | 4 |
| | 1.3 District 19 Geographic Boundaries | 4 |
| | 1.4 Mailing Address | 4 |
| | 1.5 Tax ID Number | 4 |
| | 1.6 District 19 Budget | 4 |
| | 1.7 District 19 Practices | 5 |
| 2 | THE DISTRICT COMMITTEE | |
| | 2.1 The District Committee | 6 |
| | 2.2 General | 7 |
| | 2.3 Alternates | 7 |
| | 2.4 Removal of Trusted Servants | 7 |
| 3 | TRUSTED SERVANTS POSITION DESCRIPTIONS | |
| | ELECTED TRUSTED SERVANTS | |
| | 3.1 District Committee Member (DCM) | 8 |
| | 3.2 Alternate Committee Member/Registrar (Alt. DCM) | 11 |
| | 3.3 Recording Secretary | 13 |
| | 3.4 Treasurer | 14 |
| | TRUSTED SERVANTS | |
| | 3.5 General Service Representatives (GSRs) | 16 |
| | 3.6 RESERVED | 18 |
| | DISTRICT 19 STANDING COMMITTEE CHAIRS | |
| | 3.7 Accessibility Chair | 19 |
| | 3.8 Archives Chair | 20 |
| | 3.9 Corrections Chair (Bridge Program) | 21 |
| | 3.10 Cooperation with the Professional Community (CPC) Chair | 23 |
| | 3.11 Grapevine & Literature Chair | 25 |
| | 3.12 Newsletter Chair | 27 |
| | 3.13 Public Information (PI) Chair | 28 |
| | 3.14 Schedules Chair | 29 |
| | 3.15 Third Legacy Chair | 30 |
| | 3.16 Treatment Committee Chair (Bridging the Gap) | 31 |
| | 3.17 Web Chair | 32 |
| | 3.18 Central Office Representative | 33 |
| | 3.19 Gratitude Banquet Coordinator | 34 |
| | 3.20 District Picnic Coordinator | 35 |

| TITLE | PAGE |
|--|-------------|
| Appendix A – Current District Budget | 37 |
| Appendix B – Passed District Motions | 38 |
| Appendix C – Failed District Motions | 39 |
| Appendix D – Area, District, and Intergroup Zone Maps | 40 |
| Appendix E – Abbreviations & Terms | 41 |
| Appendix F – AA Guidelines | 42 |
| Appendix G – Revolving information | |
| 1. Current District 19 Business Mtg Location | |
| 2. Locations of PI/CPC Literature racks | |
| 3. Archive storage room address, unit number, and gate access codes | |
| 4. Treatment Information | |
| 5. Correction Information | |
| (can be revised/updated as required without an entire district approval) | XX |
| Appendix H- Motion Template | |

Introduction

It is the intent of this handbook to serve as a reference guide to the trusted servants of District 19. It includes their responsibilities and allowed expenses as determined by previous group consciences. This handbook is intended to supplement, not replace, the “The AA Service Manual”. Job descriptions and allowed expenses have been compiled from past District 19 motions, experience, and current practice.

1 District Information

1.1 Our Primary Purpose

Our primary purpose is to stay sober and to help other alcoholics achieve sobriety

1.2 District 19 Purpose Statement

The purpose of District 19 is to serve the participating groups within the district by facilitating the mutual flow of information between the groups and the Area.

1.3 District 19 Geographical Boundaries

District 19 is part of Western Washington Area 72 (WWA72). District 19 is geographically located in Snohomish County. The district encompasses the Everett Area from South of the Snohomish River and West of Broadway, South Everett, Silver Lake, and Mukilteo

1.4 Mailing Address

Contributions to the District should be sent to the District Post Office Box:
PO Box 13023, Everett, WA, 98206. Be sure to make checks out to **District 19 Port Gardner AA**. Be sure to include group Identification Number on checks.

1.5 District 19 Budget

- The Finance Committee establishes an annual District budget by the end of each January.
- Finance committee shall consist of Past treasurer, current treasurer, DCM and Alternate DCM as a minimum and may include additional members if desired.
- The annual budget will be approved by 2/3 majority of the District Committee [see below for District Committee description].

1.6 District 19 Practices

The following is a list of District 19's standard practices and principles:

How the Business Meeting Runs:

1. DCM calls the meeting to order
2. A moment of silence is followed by the Serenity Prayer.
3. The Twelve Concepts for World Service are read.
4. The Twelve Traditions are read.
5. New GSR's and Alt. GSR's are asked to identify themselves and make appropriate changes for their Home group on a form that is provided on a clipboard passed out by the DCM at that time.
6. In order to establish the number of voting members, GSR's or Alt GSR's standing in for GSR's not present, are asked to raise their hands, to be counted for possible upcoming motions/housekeeping decisions during the meeting.
7. Visitors are asked to identify themselves and possible announcements are made including the location and purpose of the Ask-It-Basket; which is a tool to anonymously ask questions.
8. Old Business is discussed and possibly voted on if necessary.
9. New Business is brought to the floor either by DCM, Alt DCM, Committee members, GSR's, Alt GSR's or other interested parties related to AA.
10. Available open positions are announced by the DCM. Interested members can ask to be considered at this time. Members can also be nominated by someone else. They are asked to step to the podium and qualify themselves for the position either by listing past experience or a desire to be of service. They are then asked to leave the room; a vote is taken, and they are asked to return to learn if they have been selected for the position.
11. Elected Trusted Servants give their reports
12. Committee Chairs give their reports. Chairs are given three minutes for their reports unless they attended a Quarterly and then they are given five

minutes. It is preferable that written Committee chair reports be submitted to the Secretary by email before the meeting,

13. Any upcoming events not previously discussed are announced at this time.
14. If time allows GSR's are asked if they have topics to share.
15. A motion is made from the floor to adjourn. If it is seconded, all those in favor are asked to respond, all those opposed are asked to respond and by majority a decision to adjourn is made.
16. Meeting closes with a predetermined prayer or statement.

Further Instructions/information

1. District 19 utilizes loosely Robert's Rules of Order.
2. All motions to the Area by members or groups seeking District support must be brought to the home groups for approval.
3. That when an item of business has already been taken to the groups for group conscience, only the GSRs or Alt GSRs in the GSRs absence will cast votes at the District for approval or disapproval of the motion. A 2/3 majority is required for approval.
4. That all District Committee members be a valid voice for the District's conscience in matters affecting the District committee and its function (i.e. allowed to vote on housekeeping motions; a simple majority is required for approval on housekeeping issues.)
5. That District 19 hold a group inventory at least once a rotation preferably in the first quarter of the second year.
6. That in all matters of the District's conduct we follow the principles of AA's 12 Traditions and 12 Concepts.
7. Motions should come to the District with the support of a home group. The motion should be presented before the district business meeting and it would be helpful if copies of the motion were provided to the GSRs to take back to their home groups to obtain an informed group conscience. The motion should include:
 - a. A clearly written motion.
 - b. Information on the concepts and traditions to better explain or validate the motion.
 - c. What will be accomplished if the motion is passed.
 - d. What will not be accomplished if the motion fails.

8. District 19 encourages DCMs/Alt.-DCMs and committee chairs to host Area 72 events and quarterlies. The District has a small budget line item for seed monies if needed. Events should be self-supporting and seed monies should be paid back by the event's 7th tradition contributions. Extra funds can be placed in the seed money fund or gifted to GSO. District 19 encourages event hosts to invite Districts 2, 3, 12, 24, and 57 to participate in the hosting as a way of promoting unity/unity in service throughout the Districts of Snohomish County.
9. District 19 reimburses mileage at the rate of \$xx per mile and copies at the rate \$0.10 per copy for printing done on a personal printer

2 The District Committee

The District Committee consists of the following trusted servant positions.

2.1 The District Committee

1. Elected Trusted Servants:
 - a. DCM
 - b. Alternate DCM
 - c. Recording Secretary
 - d. Treasurer
 - e. Alt. Treasurer

2. Voting Body
 - a. GSR
 - b. Alternate GSR

3. District 19 Standing Committee Chairs
 - a. Accessibility Chair
 - b. Archives Chair
 - c. Corrections Chair/Bridge Program
 - d. Cooperation with the Professional Community Chair (CPC)
 - e. Grapevine & Literature Chair (GVL)
 - f. Newsletter Chair
 - g. Public Information Chair (PI)
 - h. Schedules Chair
 - i. Third Legacy Chair
 - j. Treatment Chair/Bridging the Gap
 - k. Web Chair
 - l. Bridging the Gap Coordinator
 - m. Central Office Representative
 - n. Gratitude Banquet Coordinator
 - o. Picnic Coordinator

2.2 General

The Groups elect GSRs for terms determined by the individual Groups (the recommended term is 2 years). All other District 19 trusted servants are elected to two-year terms by the GSRs in September of even numbered years which begin in January of the following odd- numbered year. This rotation time frame coincides with that for the WWA72 Trusted Servants.

The District 19 Elected Servant positions and their respective responsibilities are listed below. All elected trusted servants serve at the pleasure of the GSR's and are confirmed by them for the two-year term. Election procedures are as described in Chapter One: "Introduction to General Service" in the AA Service Manual.

It is suggested in the AA Service Manual that candidates for the positions of DCM & Alternate DCM in general have at least four or five years of continuous sobriety. In addition, it is also suggested that candidates for the other district elected trusted servant positions have two years of continuous sobriety. GSR's already on the district committee are eligible to hold any of these positions.

A special election will be held to fill any vacancies that may occur during the normal two-year period of rotation. The term of any position filled in this manner will finish the period left in that rotation.

2.3 Alternates

District 19 positions have alternates. Alternates should be ready to take over Trusted Servant positions at any time. They should plan on attending all required events. Many Trusted Servants share their duties equally with their alternates. When this Handbook talks about the duties of a specific Trusted Servant this means "Trusted Servant or their alternate".

2.4 Removal of Trusted Servants

All District 19 Trusted Servants serve the groups. The groups, through their GSRs, may remove and/or replace any District elected trusted servant for any valid reason by a 2/3 majority vote at a general business meeting after discussion and a motion to do so. It is the district group conscience that if any District 19 Trusted Servant is not present for, or is not represented at, more than three (3) District 19 Business meetings or other required events in a row, then the GSRs may elect a new person for that position following discussion and a motion to do so. It is recommended that a good effort is made to contact the trusted servant by means of phone, text, email, and possibly U.S. mail prior to the servant's removal. Love and Tolerance is our code.

3 Trusted Servant Position Descriptions

Each position described in this section has four subsections:

1. Qualifications - When not specified the only requirement is to be elected by the GSRs.
2. Responsibilities
3. Position Guidelines – from GSO publications
4. Allowable Expenses

ELECTED TRUSTED SERVANTS

3.1 District Committee Member (DCM)

The District 19 Committee Member has the job of maintaining two-way communication between the groups and the AA service structure. The DCM is expected to lead monthly meetings of District GSRs and other committee members and keep GSRs informed about District, Area, Regional, and Conference activities. The DCM attends service meetings (Area Quarterlies, Assemblies, etc.) and reports back to the District; assist GSRs; helps to see the group's needs and ideas reach the District, Area, Regional and General Service Conference (and GSO). A more complete checklist of DCM/Alt. DCM duties appears in the AA Service Manual on pages S28 through S30

The District Committee Member (DCM) is an essential link between the group GSR and the area delegate to the General Service Conference (GSC). As leader of the district committee, made up of all GSR's in the district, the DCM is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (The pamphlet "Your DCM" available from the General Service Office (GSO) provides basic information on this job.)

3.1.1 Qualifications

- The DCM has usually served as a GSR and is elected by other GSR's to take responsibility for district activities. If the person chosen is a current GSR a new GSR should be elected to fill his or her position.
- A DCM should have enough sobriety (generally four or five years) to be eligible for election as Delegate.
- He/She also needs to have the time and energy to serve the district well.
- Refer to "The AA Service Manual" Chapter 3 for additional recommended qualifications.

3.1.2 Responsibilities

The DCM chairs District 19's Monthly Business Meeting and reports to the GSR's about the current activities in District 19, WWA72, and AA as a whole. The DCM's responsibilities are outlined in detail in Chapter Three: "The District and the DCM" in the AA Service Manual. The DCM is responsible to invite a past DCM, Area elected trusted servant, or another qualified member to

facilitate a District Inventory. The DCM represents District 19 on the Western Washington Area Committee and is a voting member of that committee. As such, the DCM is expected to attend three Area Quarterly meetings and the Area Assembly each year.

Essential

1. Open the District 19 Business Meeting venue at 5:00 and make coffee as well as setup for the business meeting.
2. Prepare/print appropriate amount of copies based on GSR/Committee lists and member Agendas for each District Meeting and distribute via email
3. Chair each District Meeting
4. Attend each Area Committee Quarterly and report to GSRs
5. Attend Area Assembly
6. Attend Pre-Conference, Delegate's Report, Pre-Assembly, GSR workshops, and DCM roundtables
7. Arrange for a District Inventory at least once during the rotation
8. Meet with the Treasurer for development of proposed annual budget.
9. Attend home group business meetings when requested by GSR.
10. Holds a copy of the District Meeting venue and Archive storage room keys.
11. Becomes a signer on the District bank account and holds a debit card. Has an administrative online login for the District 19 Bank account. This login **must** be changed in the first month of the new rotation.
12. Attends a minimum of the January District 19 business meeting following a new rotation and aids the new DCM and committee.
13. Fills out the DCM/Alt-DCM change form in November at the end of the rotation and emails it the Area registrar no later than November 30th.

Highly Recommended

14. Refer to the "The AA Service Manual" Chapter 3 section entitled "Duties".

Recommended

15. Coordinate with Other DCMs to plan Pre-Conferences, Delegates Reports, Pre-Assemblies, GSR schools, and DCM roundtables.
16. Work with and support District standing committees to keep in touch with their needs. Encourage them to host events like quarterlies and workshops
17. Provide access to the Washington Area Handbook for all groups as needed.
18. Arrive early and stay late after District 19 business meeting to answer any and all questions and be present for GSRs until all have left. It is encouraged that the current and past DCMs attend the monthly Third Legacy meetings.

3.1.3 Position Guidelines

Refer to "The AA Service Manual" Chapter 3.

3.1.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19 (Receipts Required)

1. Attendance at Area Quarterlies (three per year)
 - a. Registration
 - b. Lodging (at the WWA72 or Host Committee negotiated rate)
 - c. Meals
 - d. Travel (mileage or actual cost)
 - e. Attendance at Area Assembly (one per year)
 - f. Full early registration package
 - g. Lodging for two nights
 - h. Travel (mileage or actual cost)

2. Attendance at WWA72 Pre-conference (one per year)
 - a. Travel (mileage or actual cost)

3. Attendance at Delegate's Report (one per year)
 - a. Travel (mileage or actual cost)

4. Attendance at WWA72 Pre-Assembly (at least one per year)
 - a. Travel (mileage or actual cost)

5. Communication Expense
 - a. Postage
 - b. Copies
 - c. General (envelopes, paper, etc.)

3.2 Alt. DCM/District Registrar

The Alt. DCM attends all the functions that the DCM is required to attend and is the District registrar. The Alt. DCM to assist, participate and share in the DCM's responsibilities, as assigned by the DCM at the District and Area meetings. The Alternate DCM is not a voting member of the WWA72 Committee (however he/she does vote in the absence of the DCM). District 19 will reimburse the Alternate DCM for the same items listed for the DCM above. Assists the DCM in helping the Groups and Service Committees organize and assist in the presentation of service workshops, Pre-conference, Preassemblies, Local Quarterlies, and any other events involving the District. As District registrar, the alternate DCM updates the Area Registrar's information, registers new GSRs and groups, and maintains the District 19 Committee and GSR contact lists.

3.2.1 Qualifications

Same as for DCM.

3.2.2 Responsibilities

Essential

1. Registers new GSRs and groups and keeps the District Registry updated.
2. Updates the Area Registrar's information
3. Maintains the District Committee and GSR contact lists.
4. Attend each monthly District Meeting and report on activities.
5. Provides the District 19 Newsletter Chair with updated Committee contact lists.
6. Works with the District 19 Schedule Rep. with updated group information for both the printed schedule and Meeting Guide schedules. (Note: there are two Meeting Guide databases: One maintained by the District 19 Webchair and one maintained by the Area 72 Webmaster).
7. Holds a copy of the District Meeting venue and Archive storage room keys.
8. Holds a copy of the District Meeting venue and Archive storage room keys.
9. Has an administrative login for the Godaddy and Wordpress accounts as well as any other website related login credentials. The credentials for this login **must** be changed within the first month of service.
10. Attends a minimum of the January District 19 business meeting following new rotation and aids the new DCM and committee.
11. Maintains a record of the electronic meeting minutes and treasury files updated monthly on the provided District 19 Alt. DCM thumb drive. When the thumb drive becomes full, it will be placed in two zip lock baggies along with a desiccant pack (white pouch found in vitamin bottle) and given to the Archivist. A new thumb drive of appropriate size (16-32GB) can be purchased without committee approval.

12. Close/clean up after the District 19 Business meeting. Ultimate responsibility for the venue being clean and locked up reside with the Alt. DCM. All committee members should assist in this activity.
13. The Alt DCM is responsible for purchasing supplies for the District's Business Meeting's coffee/potluck (plates, knives, forks, cups, coffee creamer, etc.).

Recommended

1. Attend each Area Committee Quarterly
2. Attend Pre-Assembly and Area Assembly
3. Attend Pre-Conference and Delegates Report.

3.2.3 Position Guidelines

Refer to "The AA Service Manual" Chapter 3 (DCM duties).

3.2.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19 (Receipts Required)

1. Attendance at Area Quarterlies (three per year)
 - a. Registration
 - b. Lodging (at the WWA71 or Host Committee negotiated rate)
 - c. Travel (mileage or actual cost)
2. Attendance at Area Assembly (one per year)
 - a. Full early registration package
 - b. Lodging for two nights
 - d. Travel (mileage or actual cost)
3. Attendance at WWA72 Pre-conference (one per year)
 - a. Travel (mileage or actual cost)
4. Attendance at Delegate's report (one per year)
 - a. Travel (mileage or actual cost)
5. Attendance at WWA72 Pre-Assembly (at least one per year)
 - a. Travel (mileage or actual cost)
6. Communication Expenses
 - a. Postage
 - c. Copies
 - d. General (envelopes, paper, etc.)

3.3 Recording Secretary

The District 19 Recording Secretary is responsible for maintaining a record of District business and activities; communicating this record to the GSRs and District Committee via the monthly Business Meeting Minutes. The secretary is generally responsible for all written communication from the District.

The District 19 Recording Secretary needs to have access to a computer. The Secretary attends all District 19 Business Meetings, provides all GSR's and District Trusted servants with an electronic copy of the meeting minutes ASAP but no later than the 10th of the following month. Maintains a complete hard copy file of all minutes, Treasurer Reports, pertinent communications and documents that is to be available to all committee members for review at all District 19 Business Meetings.

3.3.1 Qualifications

Experience with recording minutes and preparing reports for distribution at the home group level is preferred.

3.3.2 Responsibilities

1. Attend all monthly District GSR meetings, take notes, emails minutes to entire committee at all@dist19aa.org.
2. Maintain the ongoing record of all District Passed Motions and all Failed Motions for the District Handbook.
3. Attend and take notes at District 19 annual Inventory, for District Record, and Archives.
4. Maintains this District 19 Handbook monthly or as required by policy changes made by the voting body. Redline changes to this manual shall be presented to the voting body during the secretary report at the next District 19 business meeting for final acceptance. Revised pages will be emailed to the committee upon acceptance.
5. Provides a hard copy of all 12 months District 19 Business Meeting Minutes (Electronic versions can be obtained from Alt DCM) for the official District Record in Archives
6. Attends a minimum of the January District 19 business meeting following new rotation and aids the new DCM and committee
7. Informs committee during secretary report that all committee chair reports are due the night of the District 19 Business Meeting or sooner via email.

3.3.3 Position Guidelines

None established.

3.3.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

Copies

General (paper)

3.4 Treasurer

The District 19 Treasurer is responsible for receiving, disbursing, and reporting on funds for the District. These funds are generated by donations from the Groups. Funds are dispensed as directed by the committee and GSRs.

The Treasurer is the guardian of the District's financial resources resulting from AA's Seventh Tradition. The treasurer keeps the District informed of financial matters by submitting a full report at each District 19 business meeting. The treasurer is responsible for receiving and recording group contributions, endorsing checks, making deposits and paying bills incurred by the District in a timely manner, reimbursing District Trusted Servants for approved expenses, balancing the District's checkbook, assure that District monies beyond the agreed \$2,000.00 Prudent Reserve, less all known up-coming District Expenses within the next quarter, be forwarded to the Area and GSO. Maintain a complete file of all Treasurer reports, bank statements, checking registers, income ledgers, expense ledgers, and any other financial transactions. A written monthly accounting of all receipts and disbursements for the prior calendar month will be made to the district committee at its regular meeting. Reimbursement checks will be written for receipts received. Checks, for items such as registrations, will be written to the ultimate recipient. Special requests for advance of funds must be approved by district 19 voting members present except for requests for Area 72 business meetings, registration and reasonable hotel/travel funds.

3.4.1 Qualifications

The Treasurer should have served as a home group Treasurer, have a good knowledge of 7th Tradition principles and practices, and experience in basic financial practices (tracking and reporting of funds).

3.4.2 Responsibilities

1. All expenses incurred by District trusted servants will be reimbursed by the Treasurer providing receipts are submitted and the amount does not exceed the established annual budget for the position.
2. Treasurer prepares a report for distribution at each monthly district meeting. The report shows annual budgets, expenses by committees, contribution sources, and beginning and ending balances. Emails said report to all@dist19aa.org
3. Make themselves available to answer any and all questions from GSR's and Committee members before and after the District 19 business meeting.
4. Visits the District bank with the incoming Treasurer and DCM to change bank signers no later than January 30th of the first year in a new rotation. Bank login credentials must be changed at every new rotation.
5. The electronic treasurer file should be saved on the provided thumb drive as a new file every month. The January file will show one month in the book. The June file will show 6 months in the book. The December file will show 12 months in the book. This will avoid a complete loss of the year should the file become corrupt.
6. The electronic treasurer files will be given to the Alt. DCM during the District 19 Business meeting so the Alt. DCM can copy the files to the Alt. DCM thumb drive.

7. When the thumb drive becomes full, it will be placed in two zip lock baggies along with a desiccant pack and given to the Archivist. A new thumb drive of appropriate size (16-32GB) can be purchased without committee approval.
8. Attends a minimum of the January District 19 business meeting following new rotation and aids the new DCM and committee.
9. Assist the new rotation treasurer in creating a finance ad hoc committee (DCM, Alt DCM, past treasurer, treasurer, anyone else on present District 19 committee) to develop a proposed budget to present to the district no later than the February. The past treasurer may or may not attend this ad hoc committee in the second year of the rotation.

3.4.3 Position Guidelines

Refer to “AA Guidelines – Finance” (MG-15), Appendix F.

3.4.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Postage
2. Copies
3. General (envelopes, paper, etc.)

(Note: The approved *signature* card for the District’s bank accounts will include that of the Treasurer, Alternate treasurer, and the DCM).

TRUSTED SERVANTS and ALTERNATE GSR

3.5 General Service Representative (GSR)

The GSRs serve their Home Group directly. It is up to each GSR's Home Group to define the qualifications, description, guidelines, and allowable expenses for their GSR. However, the following is recommended.

The GSR's are the only voting members of the committee. An alternate GSR can vote for that group in the absence of the group's GSR. All motions involving District 19 primary business require a two-thirds (2/3) majority of the GSR's present at the meeting for approval. A simple majority (more than 50%) will approve housekeeping motions. The GSR has the job of linking the AA group with AA as a whole. The GSR has the responsibility of representing the group at District and Area functions. In most cases, this requires the GSR to report her/his group's conscience based on the informed discussion of the issue. In other cases, (usually minor business known as housekeeping issues), GSR's make decisions based on their knowledge of the group's will. The GSR brings all information obtained at monthly district business meetings to their group as well as available service opportunities. Each GSR attends the annual Pre-Conference, Delegates Report, Pre-Assembly, and Western Washington Area Assembly to vote his/her group's conscience on Area business.

3.5.1 Qualifications

Refer to "The AA Service Manual" Chapter 2.

1. Experience shows that the most effective GSR's have been active in group, district, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
2. Usually, prospective GRS's have at least two years of continuous sobriety.
3. They have time available for District Meetings, Pre-Conference, Delegates Report, Pre-Assembly and Area Assemblies.
4. They have the confidence of the group, and an ability to listen to all points of view.

3.5.2 Responsibilities

1. GSR's serve as the mail contact with WWA72, General Service Office (GSO), and they are listed in the A.A. Directories as contacts for their groups. They receive the WWA72 Newsletter, GSO bulletin Box 4-5-9, AA Service Manual, and keep their groups abreast of A.A. activities.
2. They serve as mail/email contact with their District Committee Member (DCM) and with the Area Committee.

3. GSR's supply their DCM's with up-to-date group information, which is relayed to GSO for inclusion in the directories and for GSO mailings.
4. They become knowledgeable about material available from GSO – new literature, guidelines, bulletins, videos, tapes, kits, etc., - and they are responsible for passing this information on to the groups.
5. Have a good working knowledge of the Twelve Traditions and Twelve Concepts, the *A.A. Service Manual*, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age, Twelve Concepts for World Service*, and the pamphlets “The A.A. Group,” “A.A. Tradition – How it Developed,” “The Twelve Traditions Illustrated,” “The Twelve Concepts Illustrated,” and “Self-Support: Where Money and Spirituality Mix.”
6. They encourage the group to support District 19, WWA72, and GSO
7. Maintain an email distribution list for their home group members and forward all email correspondence from Area 72 and District 19 to them.
8. Compares/contrasts all Area 72 and District 19 practices, discussions, and motions to the principles laid out in the 12 Traditions and Twelve Concepts of AA.

It is recommended that GSRs attend:

1. All District 19 GSR meetings
2. Their Home Group business meetings
3. The Pre-Conference
4. The Delegates Report
5. The Pre-Assembly
6. The Western Washington Area 72 Assembly.
7. GSR workshops

3.5.3 Position Guidelines

Refer to “The AA Service Manual” Chapter 2.

The GSO will provide each new GSR with a GSR information package.

3.5.4 Allowable Expenses

The district reimburses no GSR expenses. A GSR's funding comes from their Home Group.

3.6 DISTRICT 19 STANDING COMMITTEE CHAIRS

3.7 Accessibility Chair

The District 19 Accessibility Chair represents District 19 at all WWA72 Accessibility Quarterlies, they are also expected to attend all District 19 Business Meetings and report on the Committees Activities. The District 19 Accessibility Chair follows the AA guidelines in the Special Needs / Accessibility Handbook. They should become knowledgeable about members with special needs in District 19 and how best to reach and serve them.

3.7.1 Qualifications

Willingness to perform the responsibilities of the position. There are no special qualifications for this position.

3.7.2 Responsibilities

The Accessibility Chair may also choose to participate in the following activities:

3.7.3 Position Guidelines

Refer to “AA Guidelines – Carrying the Message to the Deaf Alcoholic” (MG-13), Appendix F.

Refer to “AA Guidelines – Special Needs” (MG-16), Appendix F.

Refer to “Special Needs/Accessibilities Workbook” (M481)

3.7.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Quarterly meeting expenses
2. Copies

3.8 Archives Chair

The District 19 Archives Chair is responsible for maintaining records of the District's and AA's history, including old literature, newspaper articles, photographs, and event programs.

The District Archivist maintains archives of the histories of District 19, WWA72, and AA as a whole. Follows the AA Guidelines on Archives and the suggestions/experience of the WWA Archives Steering committee. The District Archivist is expected to attend the District Business meetings and represent District 19 at the WWA Archives Committee quarterlies.

3.8.1 Qualifications

Familiarity with District 19 history and experience in care and storage of archives.

3.8.2 Responsibilities

1. Maintain District 19 Archives per guidelines.
2. Attend monthly District Meetings and report on activities.
3. Maintain an Archives display.
4. Exhibit Archives at AA functions when requested.

The District Archivist may also choose to participate in the following activities:

3.8.3 Position Guidelines

Refer to "AA Guidelines – Archives" (MG-17), Appendix F.
Refer to "Archives Workbook" (M44i)

3.8.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Quarterly meeting expenses
2. Paper and Ink (for printing electronic communications)
3. Office Supplies required for maintaining the Archives

3.9 Corrections Committee Chair/Bridge Program

The District 19 Corrections Chair schedules and chairs regular monthly meetings of the District 19 Corrections Committee. The chair represents District 19 on the WWA27 Corrections Committee and is expected to attend that committee's four quarterly meetings. He/She is also expected to attend District 19 Business meetings and report on the committee's corrections related activities. The Corrections Chair is knowledgeable of the various facility clearance requirements and is available to assist group members in securing and completing the necessary paperwork for facility access. The Corrections Chair also encourages AA member's participation in the Corrections Bridge Program and the Corrections Correspondence Program. Additional responsibilities are outlined in the Corrections Workbook from GSO and the AA Guidelines for Corrections Committees.

Corrections work consists of any project reaching out to the alcoholic who is in prison, jail, or other correctional facilities. This work can include running or coordinating meetings in facilities, writing alcoholics in prison, or helping the AA who is being released from prison to get to a meeting on the outside (Bridging). The district Corrections Chair attends Area Corrections Committee Quarterlies, relays information on service/12th Step opportunities to members and encourages others to participate.

3.9.1 Qualifications

Experience at carrying the AA message into Corrections Facilities is preferred.

3.9.2 Responsibilities

1. Chair a monthly Corrections facilities meeting with group representatives (if available).
2. Attend each monthly District Meeting and report on activities.
3. Attend each Area Corrections Quarterly and report to the District Meeting and Group representatives.
4. Maintain a volunteer list for Bridge-The-Gap (with help of GSRs and/or group representatives).
5. Coordinate Bridge volunteers' connection with Bridge requesters.
6. Be available to present information on carrying the AA message in correctional facilities and the Bridge-The-Gap program to home groups (when requested).
7. Arrange for volunteers to support AA meetings in correctional facilities in District 19.

The District Corrections Chair may also choose to participate in the following activities:

3.9.3 Position Guidelines

Refer to “AA Guidelines – Correctional Facilities Committees” (MG-06), Appendix F.

Refer to “AA Guidelines – Cooperating with Court, D.W.I. and Similar Programs” (MG-05), Appendix F.

Refer to “Corrections Workbook” (M45i)

3.9.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Quarterly meeting expenses
2. Literature
3. Copies

3.10 Cooperation with the Professional Community (CPC) Chair

To provide education and access to AA for the professionals who are likely to come in contact with alcoholics through the nature of their profession; so THEY may carry the message of AA. These such professions may be doctors, clergy, law enforcement, teachers, military or other community outreach or self-contained community professions, but are not limited to. The delivery of AA's message is not direct, rather networked through contact opportunities and may be done in person, in writing, by word of mouth or other means or introduction. Rotation is 2 years. New Chairs will receive a packet from GSO with detailed information within the first few months of the rotation.

3.10.1 Qualifications

Experience or willingness to gain experience at carrying the message into professional communities. Suggested sobriety time during which the applicant has taken all 12 steps with a sponsor and has sponsored another through the steps. Suggested knowledge of AA's concepts, traditions and history, or willingness to gain knowledge.

3.10.2 Responsibilities

1. Attend 8 total quarterly meetings with other districts CPC Chairs from which you communicate ideas and experiences shared at that meeting back to District 19.
2. Attend monthly district meetings prepared to provide status reports intended to keep GSR's informed.
3. Be available to present information regarding CPC Committee to groups.
4. Request predecessor introduce you to existing contacts.
5. Make a list of target professionals in District 19 and introduce yourself.
6. Provide education and literature to professionals who take interest.
7. Provide & keep current list of professional/contacts district 19 AA is doing work with.
8. Obtain transition form from Chair predecessor or Alt DCM for further information.
9. Complete transition form at end of term to provide information to the new Chair.

The CPC Chair may also choose to participate in the following activities:

- Reach out to professionals and offer AA panels and/or literature.
- Volunteer for festival & events; AA staffed information booths through Area Chair.
- Host quarterlies for the area.
- Host workshops for AA volunteers.
- Form a committee and meet regularly.
- Host workshops and AA education days for non-AA professionals.
- Coordinate multi-chair & multi-district relationships to facilitate improved access to AA in District 19.

AA suggestions:

- Dress professionally, in context of the atmosphere; non-AA's will hear you better.

- Be PG. Provide more Strength and Hope than experience; non-AA's will hear you better.
- Consider what is important to the professional; history, collaboration with clergy and esteemed doctors at time of inception? Self-supporting? AA's traditions and politics? AA's founders? Tailor introduction to the audience.
- Be respectful. You are representing AA's principals, not personal ones.
- Provide AA contact information not personal so relationship is not severed after rotation.

3.10.3 Position Guidelines for Doctors, Teachers, Court Officials, Dentists

Refer to "AA Guidelines – Cooperation with the Professional Community (MG-12), Appendix F.

Refer to "AA Guidelines – Cooperating with Court, D.W.I. and Similar Programs" (MG-05), Appendix F.

Refer to "Cooperation with the Professional Committee Workbook" (M411)

Area 72 CPC Chair: CPC@area72aa.org

3.10.4 Allowable Expenses Approved Expenses to be reimbursed by District 19

It is expected that committee chairs furnish the district with travel costs to attend quarterlies and perform the duties of the position, for reimbursement. Other allowable expenses include postage, envelopes, copies and pamphlets required to perform duties. Chairs should anticipate staying within the district approved budget or request approval from the district when further resources are requested. Other expenses should get approval from the finance committee or directly from the treasurer.

3.11 Grapevine & Literature Committee Chair

The District 19 Grapevine and Literature Committee Chair follows the guidelines outlined in the Grapevine Workbook from GSO and the AA Guidelines for Literature Committees. The primary responsibility is to educate the fellowship about AA literature, related service material, and how to obtain it. The Grapevine and Literature chair is expected to attend District 19 business meetings and represent District 19 at all WWA72 Grapevine and Literature Quarterly Meetings. The Grapevine and Literature will hold and chair monthly meetings. They should also take, place, and distribute Group Literature orders at the monthly District 19 Business Meetings.

Orders District literature necessary for carrying the message of AA (as needed). Work includes making AA's aware of the variety of conference approved literature available and assisting groups to bring literature suggestions to the appropriate Conference committee. The GV/Lit Chair attends Area GC/Lit Committee Quarterlies and relay information on AA literature to members.

3.11.1 Qualifications

Familiarity with AA literature and the AA Grapevine.

3.11.2 Responsibilities

1. Educate the fellowship about A.A. Literature, related service material and how to obtain it.
2. Maintains a literature display consisting of items from A.A.W.S., G.S.O., A.A. Grapevine, Inc., and other A.A. Materials. Is available to take this display to various service workshops, groups and the district functions. Gives informed talk on A.A. literature when asked.
3. Holds monthly Literature and Grapevine Committee meetings with group representatives (if available).
4. Attend monthly District meetings and report on committee activities.
5. Attend Area Grapevine and Literature Committee meetings.

The Grapevine and Literature Chair may also participate in the following activities:

1. Orders AA literature for groups.

3.11.3 Position Guidelines

Refer to "AA Guidelines – Literature Committees" (MG-09), Appendix F

3.11.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Quarterly meeting expenses
2. Literature
3. Postage
4. General (envelopes, paper, etc.)

3.12 Newsletter Chair

The District 19 Newsletter Chair provides a monthly newsletter of interest to the general population of the District. The Newsletter Chair brings a sufficient quantity of the completed newsletter to the District Meetings for the GSR's to take back to their home groups. The Newsletter Chair is required to attend District 19 Monthly Business Meetings.

3.12.1 Qualifications

Computer skills are desired.

3.12.2 Responsibilities

Responsibilities include writing, editing, publishing, and distributing the Newsletter. The Newsletter Chair may also choose to participate in the following activities:

1. Producing flyers for AA events such as Pre-Conference, Pre-Assemblies, Delegates Report and Assemblies.

3.12.3 Position Guidelines

1. The newsletter should include, but is not limited to, information from Groups, Committees, Area, and AA Related Events.
2. Maintain a complete file of all Newsletters to be Archived.
3. Email an electronic copy of the newsletter to all@dist19aa.org by the end of each month.

3.12.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Printing Costs

3.13 Public Information (PI) Committee Chair

A service primarily educational in scope, PI work includes speaking at, and training other members to speak at, non-AA meetings, appearing at schools, health fairs, and other non-AA events, and working with the media to explain our tradition regarding anonymity. The District PI Chair develops and distributes public service announcements, including providing and maintaining literature racks at public facilities. Rotation is 2 years. New Chairs will receive a packet from GSO with detailed information within the first few months of the rotation.

The District PI chair follows the AA Guidelines for PI and the PI workbook and becomes familiar with AA literature pertinent to public information.

3.13.1 Qualifications

Experience or willingness to gain experience at carrying the message into professional communities. Suggested sobriety time during which the applicant has taken all 12 steps with a sponsor and has sponsored another through the steps. Suggested knowledge of AA's concepts, traditions and history, or willingness to gain knowledge.

3.13.2 Responsibilities

1. Attend 8 total quarterly meetings with other districts PI Chairs from which you communicate ideas and experiences shared at that meeting back to District 19.
2. Attend monthly district meetings prepared to provide status reports intended to keep GSR's informed.
3. Be available to present information regarding PI Committee to groups.
4. Request predecessor introduce you to existing contacts; including providing a list of current literature racks to be maintained.
5. Make a list of targeted public locations in District 19, introduce yourself & make literature and current schedules available.
6. Provide education and literature to professionals who take interest.
7. Provide & keep current list of professional/contacts district 19 AA is doing work with.
8. Obtain transition form from Chair predecessor or Alt DCM for further information.
9. Complete transition form at end of term to provide information to the new Chair.

The PI Chair may also choose to participate in the following activities:

- Reach out to public facilities and offer AA panels and/or schedules & literature.
- Volunteer for festival & events; AA staffed information booths through Area Chair.
- Host quarterlies for the area.
- Host workshops for AA volunteers.
- Form a committee and meet regularly.
- Work closely with District 19's CPC chair.
- Coordinate multi-chair & multi-district relationships to facilitate improved access to AA in District 19.

AA suggestions:

- Dress professionally, in context of the atmosphere; non-AA's will hear you better.
- Be PG. Provide more Strength and Hope than experience; non-AA's will hear you better.
- Consider literature that is specific to the professional or facility.
- Be respectful. You are representing AA's principals, not personal ones.
- Provide AA contact information not personal so relationship is not severed after rotation.

3.13.3 Position Guidelines

Refer to "AA Guidelines – Public Information" (MG-07), Appendix F
Refer to "Public Information Workbook" (M271)

3.13.4 Allowable Expenses/Approved Expenses to be reimbursed by District 19

It is expected that committee chairs furnish the district with travel costs to attend quarterlies and perform the duties of the position, for reimbursement. Other allowable expenses include postage, envelopes, copies and pamphlets required to perform duties. Chairs should anticipate staying within the district approved budget or request approval from the district when further resources are requested. Other expenses should get approval from the finance committee or directly from the treasurer.

Links and Contacts:

Area 72 PI Chair: PI@area72aa.org

3.14 Schedules Chair

The District 19 Schedules Chair is responsible to attend all District Business Meetings. They supply GSR's with Schedules at that time. They keep District 19 members informed of schedules remaining, Stapling Parties, and cut off dates for schedule changes. Encourages GSR's to notify them of any meeting changes as they occur, notify Central Office of changes as they occur so their meeting book can be updated and kept current, keep record of all Schedule changes to be submitted to printer prior to printing of schedules, and works with the Schedule Chairs of Districts 2, 3, 12, 24 and 57 to plan and facilitate scheduled Stapling Parties.

3.14.1 Qualifications

Willingness to perform the responsibilities of the position. There are no special qualifications for this position.

3.14.2 Responsibilities

The Schedules Chair may also choose to participate in the following activities:

1. Communication with printer.
2. Communicate with the schedule reps from Districts 2, 3, 12, 24, and 57 as required to host a stapling party.
3. Consider hosting a Stapling Party if it is our turn.

4. Communicate with the District 19 Alt. DCM, and Web Chair regarding meeting changes that may need to be revised on the Area 72 or District 19 meeting guide databases.
5. Old schedules are to be recycled (trashed)
6. Schedules may be purchased by a private party through the District 19 rep prior to printing. These schedules cannot be resold.

3.14.3 Position Guidelines

We have no special guidelines for this position at this time. Previous District Motions and Group Conscience should provide adequate guidance.

3.14.4 Allowable Expenses/Approved Expenses to be Reimbursed by District 19

1. Supplies for Stapling Party.
2. Flyer copies

3.15 Third Legacy Chair

The District 19 Third Legacy Chair educates the fellowship on the steps, traditions, and concepts of AA service.

3.15.1 Qualifications

Familiarity and experience with AA's 12 Traditions and 12 Concepts and the AA service structure, including the responsibilities of the various officers and committees. It is advisable, but not mandatory, that this position be filled by a past DCM or GSR.

3.15.2 Responsibilities

1. Hold and attend the Third Legacy Meeting where the 12 Traditions and 12 Concepts are presented and discussed in a very casual discussion-based meeting.
2. Attend monthly District Meetings and report on Third Legacy Meeting

3.15.3 Position Guidelines

Facilitate the round table discussion and provide literature as required.

3.15.4 Allowable Expenses

1. Literature purchases and learning aids as approved by the District Committee

3.16 Treatment Committee Chair/Bridging the Gap

Helps reach alcoholics in hospitals and treatment facilities. Programs can include: running or coordinating in-house meetings; providing panelists to describe what AA is and is not; providing the AA message through books, pamphlets and word of mouth. Also coordinates the Bridge the Gap Program(BTG), helping the AA who is being released from treatment to get to a meeting on the outside. Rotation is 2 years. New Chairs will receive a packet from GSO with detailed information within the first few months of the rotation.

3.16.1 Qualifications

Experience or willingness to gain experience at carrying the message into Treatment Facilities. Suggested sobriety time during which the applicant has taken all 12 steps with a sponsor and has sponsored another through the steps.

3.16.2 Responsibilities

- 1 Attend 8 total quarterly meetings with other districts treatment chairs from which you communicate ideas and experiences shared at that meeting back to the district.
- 2 Appoint a person as the BTG Coordinator.
- 3 Attend monthly district meetings prepared to provide status reports intended to keep GSR's informed.
- 4 Be available to present information regarding Treatment Committee to groups.
- 5 Contact Providence Detox center and notify them you are rotating in as their new contact and provide them with a means to get in touch with you. In person is best. There is a doorbell in the hall outside the facility entrance. You will need to be escorted in to speak with staff and nurses. Tele: 425-258-7390 Address: 916 Pacific Ave, Everett WA 98201
- 6 Providence has a binder used for sign-in by AA members that are taking meetings in. You will need to ask the desk nurse for this. If preceding treatment committee member has not passed information to you this is a way to get an overview of who is showing up or if there are days no one has showed up.
- 7 Keep list of meetings at Providence Detox dates/times current with Alt DCM.
- 8 Make contact with those AA's & AA Groups taking meetings to Providence and provide them with a way to make contact with you.
- 9 Create and maintain a current list of AA's & AA Groups willing to take meetings into Providence detox should you need to fill a slot.
- 10 Provide & keep current list of facilities/contacts in district 19 AA is doing work with.
- 11 Obtain transition form from Chair predecessor or Alt DCM for further information.
- 12 Complete transition form at end of term to provide information to the new Chair.

The Treatment Facilities Chair may also participate in the following activities:

- Be available to staff & coordinate panels for CPC as requested.
- Reach out to new treatment facilities and offer AA panels and/or literature.
- Volunteer for festival & events; AA staffed information booths through Area Chair.
- Host quarterlies for the area.
- Host workshops.
- Form a committee and meet regularly.

3.16.3 AA suggestions:

- Purses & backpacks should not be carried into detox facilities.
- Detox visits are not formal meetings. There is no singleness of purpose inside the facility; all patients are welcome to attend regardless of how they identify. AA is to educate what it is and is not, what to expect and how to get to meetings.
- AA's do not diagnose.
- Follow facility rules.
- Consider patient anonymity.
- Be respectful. You are representing AA's principals, not personal ones.

3.16.4 Allowable Expenses:

It is expected that committee chairs furnish the district with travel costs to attend quarterlies and perform the duties of the position, for reimbursement. Chairs should anticipate staying within the district approved budget or request approval from the district when further resources are requested. Other expenses should get approval from the finance committee or directly from the treasurer.

Links and Contacts:

Area 72 Treatment Chair: Treatment@area72aa.org

3.16.5 Bridging the Gap (BTG)

Facilitating the bridge between suffering alcoholics and AA upon release from detox/treatment. Suggested rotation is 2 years.

3.16.6 Qualifications

This position is appointed by the Treatment Chair. Access to technology such as email, text and/or fax helpful. Willingness to prioritize quick response to Bridging the Gap information a must.

Suggested sobriety time during which the applicant has taken all 12 steps with a sponsor and has sponsored another through the steps.

3.16.7 Responsibilities

- 1 Suggested attendance to 8 total quarterly meetings with District 19's Treatment Chair from which you share ideas and experiences with other districts concerning improved strategies for Bridging the Gap.
- 2 Obtain current National list of district zip codes and District BTG coordinators from 1st quarterly or your Treatment Chair. Or try this link Treasurer@area72.org
- 3 Share your contact information with Area BTG Coordinator and other districts.
- 4 Receive BTG forms from District 19 Treatment Chair and/or AA's taking meetings into Providence detox and swiftly forward those forms to the district in which the releasing patient lives.
- 5 Establish the best and most expedient way to receive BTG forms during your rotation.
- 6 Receive BTG forms from other districts for those patients who live in District 19 & have requested a bridge from another Area's treatment center.
- 7 Contact District 19 AA volunteers and provide them with District 19 patients contact information as they listed on the BTG form. Intent should be making contact on or as near as possible as their release date.
- 8 Create and maintain a current list of willing AA's to make contact with those suffering alcoholics that are getting released from detox.

3.16.8 AA suggestions:

- AA's are suggested to take the time to discuss BTG at detox meetings.
- AA's are encouraged to help patients fill out BTG forms; Medications may inhibit penmanship.
- AA's can take filled out forms with them directly after the meeting & immediately send to BTG Coordinator.
- Blank forms left for patients rarely make it and the bridge is not made. This sets a sometimes personal and permanent stain on AA and the suffering never make it in.
- Forms without clearly written names, phone numbers and release dates are often failed bridges.
- It's ideal to meet a stranger at the meeting, not pick them up.

3.16.9 Allowable Expenses:

Bridging the Gap does not have a district budget. Allowable expenses should be coordinated with the Treatment Chair for approval.

3.16.10 Links and Contacts:

- Bridging the Gap Chair treatmentbridge@area72aa.org
- Pamphlet https://www.aa.org/assets/en_US/p-49_BridgingTheGap.pdf
- BTG Request and Volunteer Pamphlet https://www.aa.org/assets/en_US/m-40i_TFWorkbook.pdf

3.17 Web Chair

The District 19 Web Chair facilitates our on-line presence in accord with AA traditions and our own group conscience. The chair follows the AA Guidelines for the Internet, focused especially on anonymity, attraction not promotion, self-support, and non-affiliation and non-endorsement. The chair attends District 19 business meetings and Area 72 Web Committee quarterly meetings.

3.17.1 Qualifications

Familiarity with AA Guidelines for the Internet. Proficient (but not necessarily expert) with information technology.

3.17.2 Responsibilities

1. Follow the A.A. Guidelines for the Internet and all A.A. literature pertinent to our online presence.
2. Responsible for the content, maintenance, and security of the D19 website.
3. Responsible for the maintenance of and support for the D19 email system.
4. Reports online anonymity breaks that may occur to the D19 DCM (and/or Area Delegate and Area P.I. Chair, see Area Handbook)
5. Attend D19 Business Meetings. Be available to present information on request of groups.
6. Collaborate and advise in use of internet services relevant to other D19 officers and committees (e.g., Alt DCM/District Registrar, Schedules, Newsletters, Accessibility).
7. Coordinates with Web Chairs in other districts served by the Central Office.
8. Attend Area 72 Web Committee Quarterly Meetings.

3.17.3 Position Guidelines

1. "AA Guidelines – Internet", Appendix xxx.
2. D19 Web Cookbook, in prep

3.17.4 Allowable Expenses

1. Quarterly Meeting Expenses
2. Internet and Computing Expenses (Domain Registration, Web Hosting, E-mail Service, SSL Certificate, Backups)

D19 Web Chair Handoff Information and Checklist

Don't lose sight that AA is a spiritual program with a foundation in one alcoholic talking with another alcoholic. The web, the internet and information technologies don't help that conversation, but they can help bring those two alcoholics together.

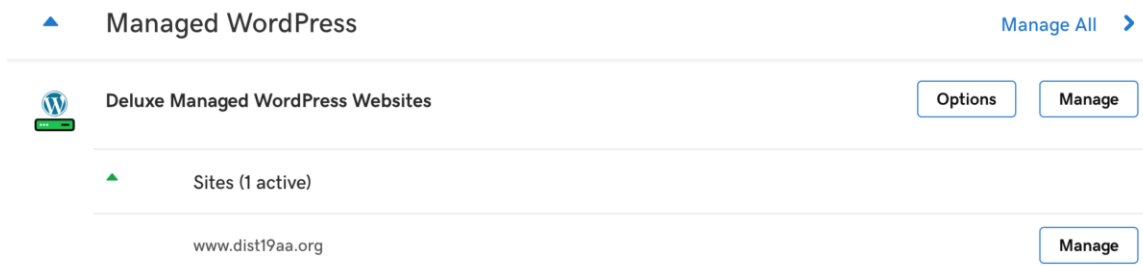
3.17.5 Internet Services

Nearly always, a free service is one that will break anonymity. For that reason, D19 has chosen not to use the Area 72 provided Google Suite services.

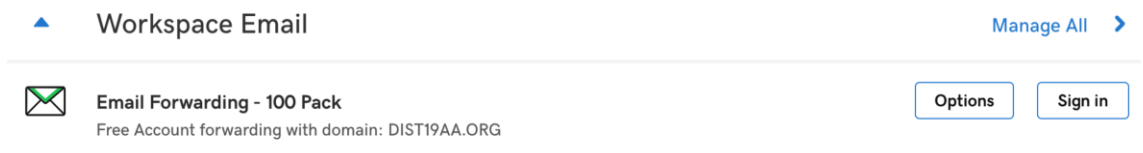
Our domain is <dist19aa.org>. Our domain registrar is GoDaddy <www.godaddy.com> Our username is web@dist19.org. See below regarding Passwords.

We use services from GoDaddy.

1. For web hosting we use a “Deluxe Managed WordPress” web site. Managed WordPress means that GoDaddy keeps a server running with WordPress software installed and regularly updated. The content of our web site is done within WordPress. One of the managed services is to back up our web site daily, maintaining 30 daily backups. This means that if something goes awry, you can revert to some earlier time when things were working correctly. Provided that you discover there is a problem within that 30-day window. You can enter WordPress from the GoDaddy My Products Console as shown here or directly from our website, see WordPress below, using our GoDaddy Managed WordPress credentials, again see below regarding Passwords and Credentials.



2. For e-mail we use “Workspace E-mail, E-mail Forwarding 100 Pack”. E-mail to user@dist19aa.org is re-directed to that person's personal e-mail account. You can manage this system from the GoDaddy My Products Console



3.17.6 Place Holder for SSL Certificate

3.17.7 Passwords and Credentials

Two people should always know the usernames and passwords for any active internet services, the Web Chair (to manage the web site and technical issues with the e-mail system) and the Alt DCM (to manage e-mail addresses). This is the most difficult part of the transition from rotation to rotation because current best practice in web security will require actions by the past web chair confirming that changes.

NOT COMPLETE, Need Checklist of Steps to

Change Passwords

Change Contact Information for GoDaddy

Provide a Credit Card for GoDaddy Charges (Paid annually in mid-November)

3.17.8 Qualifications

3.17.9 Responsibilities

1. Attends a minimum of the January District 19 business meeting following new rotation and aids the new Web-Servant as required for that servant to learn their job.
2. Changes any and all credentials to Godaddy and Wordpress by the end of February of their new rotation.
3. Is mind full of District 19's cyber presence security and overall online presence as it compares to our 12 Traditions and 12 Concepts especially the anonymity of our member and our 7th tradition. GSO's guidelines on the internet should also be referred to often.
4. Reminds the DCM, Alt. DCM, and Treasurer to change their online credentials by the end of January of the new rotation and provides assistance in this as needed.
5. Provides general assistance to committee members with email and general technology issues within reason during District 19 Business Meetings.

3.17.10 Position Guidelines

Refer to "AA Guidelines – Treatment Facilities Committees" (MG-14), Appendix F.

Refer to "Treatment Committee Workbook" (M401)

3.17.11 Allowable Expenses

1. Website maintenance/upgrade related expenses as approved by the District 19 Committee

3.18 Central Office Representative

The District 19 Central Office Representative will attend the monthly central office business meeting and represent District 19 in matters that affect the operation of the Central Office and the 12-step work being done there. The representative is responsible for **two-way** communication regarding activities and issues pertinent to the district and/or the Central Office and is required to attend all District 19 Business Meetings, reporting on the activities at the Central Office.

3.18.1 Qualifications

Serve at least one shift as answering phones at the Central Office with phone training.

3.18.2 Responsibilities

The Central Office Representative may also choose to participate in the following activities:

3.18.3 Position Guidelines

Refer to “AA Guidelines – Central or Intergroup Offices” (MG-02), Appendix F.

3.18.4 Allowable Expenses/Approved Expenses to be reimbursed by District 19

1. Copies

3.19 Gratitude Banquet

The Gratitude Banquet Coordinator is a position filled each year by an individual or group that wants to take on the responsibility of putting on the District 19 Gratitude Banquet.

3.19.1 Qualifications

Willingness to perform the responsibilities of the position. There are no special qualifications for this position.

3.19.2 Responsibilities

1. Reserve venue for the following year.
2. Locate and inventory the bins.
3. Purchase potatoes, stuffing, gravy and other required items
4. Form a banquet committee to help with finding speakers, decorations, etc.

3.19.3 Position Guidelines

Traditionally, a binder has been kept from previous banquets that may be helpful. Word of mouth from previous coordinators may offer guidance.

3.19.4 Allowable Expenses

The gratitude banquet is not funded by 7th Tradition funds and is, therefore, “self-supporting.” You may spend what you have being mindful of the seed money for the next years banquet. Funds are collected by the “Decorated Can” method.

3.20 District Picnic Coordinator

The District Picnic Coordinator is a position filled each year by an individual or group that wants to take on the responsibility of putting on the District 19 picnic.

3.20.1 Qualifications

Willingness to perform the responsibilities of the position. There are no special qualifications for this position.

3.20.2 Responsibilities

1. Reserve venue for the following year.
2. Provide food and drink as desired
3. Arrange music if desired

3.20.3 Position Guidelines

Word of mouth from the previous picnic coordinator is usually the only guidance.

3.20.4 Allowable Expenses

The District Picnic is not funded by 7th Tradition funds and is, therefore, “self-supporting.” You may spend what you have being mindful of the seed money for the next years picnic. Funds are collected by the “Decorated Can” method.

APPENDIX A

Current District Annual Budget 2020

| | |
|---|-----------|
| DCM | \$1000.00 |
| Alt. DCM | \$600.00 |
| Secretary | \$50.00 |
| Treasurer | \$50.00 |
| Accessibility Committee | \$200.00 |
| Archives Committee | \$150.00 |
| Corrections Committee | \$400.00 |
| Cooperation with the Professional Community | \$200.00 |
| Grapevine & Literature Committee | \$150.00 |
| Newsletter | \$350.00 |
| Public Information Committee | \$200.00 |
| Schedules | \$1800.00 |
| Third Legacy | \$100.00 |
| Treatment Facilities Committee | \$400.00 |
| Central Office | \$1900.00 |
| District 19 | \$1200.00 |

APPENDIX B

Passed District Motions

APPENDIX C

Failed District Motions

APPENDIX D

Maps

APPENDIX E

Abbreviations & Terms

APPENDIX F

AA Guidelines

| GSO No. | Description | Page |
|----------------|---|-------------|
| MG-17 | Archives | a |
| MG-13 | Carrying the AA Message to the Deaf Alcoholic | b |
| MG-02 | Central or Intergroup Offices | c |
| MG-04 | Conferences, Conventions and Roundups | d |
| MG-05 | Cooperating with Court, D.W.I. and Similar Programs | e |
| MG-11 | Cooperation with the Professional Community (CPC) | f |
| MG-06 | Corrections Committees | g |
| MG-15 | Finance | h |
| MG-18 | Internet | i |
| MG-09 | Literature Committees | j |
| MG-07 | Public Information (PI) | k |
| MG-16 | Serving Alcoholics with Special Needs | l |
| MG-14 | Treatment Committees | m |

ERRATA

District 19 Motion

Petitioner (Group or Individual):

Date:

Intent (Issue):

Motion(Solution):

