

Area 70, District 2 Officer Responsibilities

Updated 2024.10.14

Below are descriptions for District 2 Officers. Vacant Positions are highlighted in yellow. District 2 Officers attend the monthly meeting of District 2, and attend quarterly Full Area Assembly Meetings at various locations across the state. It is recommended that DCM and Alternate DCM have at least four to five years of continuous sobriety, and Treasurer and Secretary have at least 2 years of continuous sobriety.

District Committee Member (DCM)

The DCM is a key link between the area service structure and the group's general service representative (GSR). DCMs help the Conference Delegate cover areas they can't, and they may also:

1. Call and preside over regular meetings for GSRs and standing committee chairs
2. Receive reports from groups through GSRs
3. Help GSRs report to their groups
4. Encourage GSRs to bring new AA members to District service
5. Make a regular practice of talking to groups on the responsibilities of general service work.
6. Regularly attend AREA 70 Area Committee Meetings (ACMs) and Full Area Assemblies.
7. Keeps GSRs informed about Conference activities.
8. Helps the Conference delegate cover the District, which would be impossible for the delegate to do on an individual group basis.
9. Schedule delegate's Conference report, occasionally making the Conference report if the delegate cannot be present and inviting the delegate to regular District meetings.
10. Sends district minutes to the delegate and alternate and exchanges them with other districts.
11. Makes sure that GSRs are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks, and guidelines from G.S.O., and any other service material.
12. Regularly keeps in touch with the Alternate DCM and the delegate.
13. Have passwords to the District website and other Internet resources.

Alternate District Committee Member (Alt DCM)

Purpose: The Alternate DCM is a backup for the district committee member. If the latter resigns – or for any reason is unable to serve – the alternate steps in and should be kept up to speed by the DCM on all issues pertaining to our District.

Duties:

1. Assist, participate, and share in the DCM's responsibilities depending upon local needs.
2. Regularly attend the monthly District business meetings
3. Attend area meetings when feasible and/or when the DCM is unable to attend.

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Treasurer/Alternate Treasurer

Purpose: Treasurer is responsible for receiving, dispersing, and reporting on funds for the District. The District's funds are from local group 7th Tradition contributions. Funds are dispersed as directed by the District Service Committee.

Duties:

1. Regularly attend the monthly District business meetings.
2. Maintain an accurate, balanced, and up-to-date checking account.
3. Maintain a prudent reserve equal to the quarterly expense value
4. Pay all bills.
5. Provide receipts to groups for their contribution.
6. Reimburse trusted servants as they present receipts for budgeted/approved expenses.
7. Distribute funds to Standing Committee Chairs for approved Budgeted Needs.
8. Manage District Venmo account
9. Check post office box weekly and distribute the mail appropriately to committees, officers, etc.
10. Coordinate the preparation of an estimated budget for the upcoming fiscal year, incorporating any motions and changing business needs, at least 2 months prior to yearend.

Secretary/Alternate Secretary

Purpose: To maintain accurate meeting minutes of District business meetings, and to keep accurate and up-to-date listings of District officers (GSR's, committee heads, DCM, etc.).

Duties:

1. Attend and take minutes of the monthly District 2 business meeting. Other business meetings, (such as yearly District inventory), should be recorded as well. Take special care to note motions made, whether they pass or fail, and include an attendance list.
2. Type and distribute (via email) copies of the District business meeting minutes, within two weeks, to all District Officers and GSRs. Hard copies will be provided upon request.
3. Maintain an up-to-date record of all District 2 service committee members (name, email address, and phone number). Including DCM, alternate DCM, secretary, treasurer, GSRs, and all Committee chairpersons.
4. Pass on prior year's minutes to Archives as directed.

Interested?

Please contact the District 2 Committee Member (DCM), Kathy H., at DCM@burlingtonaa.org for additional information.

Thank you for considering AA service!