

# DISTRICT 11 SERVICE GUIDELINES AND OPERATING PROCEDURES

*Version: 06/01/23*

*Greater Burlington in Vermont (Area 70)*

*District 11, P.O. Box 92, Essex Jct., VT 05452*

*This page intentionally left blank.*

## **Table of Contents**

<b><i>I. Introduction</i></b> .....	<b>1</b>
<b><i>II. District Purpose</i></b> .....	<b>1</b>
<b><i>III. District Location and Scope</i></b> .....	<b>2</b>
<b><i>IV. The District 11 Meeting</i></b> .....	<b>2</b>
<b><i>V. District Meeting Voting</i></b> .....	<b>3</b>
<b>1. Voting Members of District 11</b> .....	<b>3</b>
<b>2. Exclusions</b> .....	<b>4</b>
<b>3. The Voting Process</b> .....	<b>4</b>
<b>4. Tabling / Postponing A Motion</b> .....	<b>4</b>
<b><i>VI. District Funding / Treasury</i></b> .....	<b>5</b>
<b><i>VII. District Budget Process</i></b> .....	<b>5</b>
<b><i>VIII. Qualifications for District Officers</i></b> .....	<b>5</b>
<b>1. District Committee Member (DCM)</b> .....	<b>5</b>
<b>2. Alternate District Committee Member (ADCM)</b> .....	<b>6</b>
<b>3. Secretary</b> .....	<b>6</b>
<b>4. Treasurer</b> .....	<b>6</b>
<b><i>IX. Duties of District Officers</i></b> .....	<b>6</b>
<b>1. District Committee Member (DCM)</b> .....	<b>6</b>
<b>2. Alternate District Committee Member (ADCM)</b> .....	<b>8</b>
<b>3. Secretary</b> .....	<b>9</b>
<b>4. Treasurer</b> .....	<b>9</b>
<b><i>X. District Officer Election Process</i></b> .....	<b>11</b>
<b>1. District Officers Election</b> .....	<b>11</b>
<b>2. Inactive District Officers</b> .....	<b>11</b>
<b><i>XI. District Committee Chairpersons</i></b> .....	<b>11</b>
<b>1. General Qualifications and Duties</b> .....	<b>11</b>
<b>2. Specific Committee Chairperson’s Duties</b> .....	<b>12</b>

<b>2.1 Answering Service Chairperson .....</b>	<b>12</b>
<b>2.2 Archives Chairperson.....</b>	<b>13</b>
<b>2.3 Christmas Alcothon Coordinator.....</b>	<b>14</b>
<b>2.4 Corrections Chairperson.....</b>	<b>15</b>
<b>2.5 Eye-Opener Liaison .....</b>	<b>16</b>
<b>2.6 Full Area Assembly (FAA) Coordinator.....</b>	<b>17</b>
<b>2.7 Literature / Grapevine Chairperson .....</b>	<b>18</b>
<b>2.8 Meeting Lists Chairperson .....</b>	<b>18</b>
<b>2.9 Public Information / Cooperation with Professional Community Chairperson .....</b>	<b>19</b>
<b>2.10 Thanksgiving Alcothon Coordinator .....</b>	<b>21</b>
<b>2.11 Treatment / Accessibility Chairperson .....</b>	<b>21</b>
<b>XII. The District Guidelines.....</b>	<b>23</b>
<b>1. Ratification .....</b>	<b>23</b>
<b>2. Bi-Annual Review.....</b>	<b>23</b>
<b>3. Amendments .....</b>	<b>24</b>
<b>4. Suspension .....</b>	<b>24</b>
<b>XIII. Confidentiality.....</b>	<b>24</b>

# District 11 Greater Burlington in Area 70 Vermont Guidelines and Operating Procedures

## I. Introduction

The purpose of these Guidelines is to serve the needs of the Alcoholics Anonymous (A.A.) groups within District 11. These guidelines are a complement to the spirit of the following materials: *“The AA Service Manual”*, *“A.A. Twelve Concepts for World Service”*, *“Twelve Steps and Twelve Traditions of A.A.”*, *“General Warranties of the General Service Conference of A.A.”*, *“Area 70 Vermont Service Guidelines”*, *“GSO Service Committee A.A. Guidelines”*.

On February 4, 2019, the District 11 Committee of Area 70 Vermont formed the Ad Hoc District 11 Service Guidelines Committee.

These Guidelines describe the specifics of how District 11 conducts its service work. They are a collection of shared past experiences detailing how we carry A.A.’s message, as approved by the District 11 groups. They define our procedures, ways to conduct business, and structure. They describe and list the duties of District positions for those serving Alcoholics Anonymous in District 11.

These guidelines are a *“living document”*, which will change with the needs and future group conscience of District 11. Individual Area and District Service Committees have provided some guidelines. The Ad Hoc Committee has compiled other sections.

These guidelines and operating procedures were ratified, (see **XII.1**), by the District 11 Conscience on September 9, 2019.

These guidelines and operating procedures were accepted(see XII. 2. Bi-Annual Review) by the District 11 Conscience on June 5, 2023.

## II. District Purpose

1. Keep the lines of communication open between the General Service Office (GSO) and District 11 groups through registration and representation of all active groups.
2. Develop knowledgeable and experienced General Service Representatives (GSRs) through the study, practice and application of the Twelve Traditions, the Twelve Concepts and other principals of service as contained in the *“The AA Service Manual.”*
3. Elect officers to represent District 11 at Area Committee Meetings and to participate with GSRs at Full Area Assemblies and other Area 70 functions.
4. Strengthen District 11 groups through service work to ensure that the opportunity to recover from alcoholism through the practice of the Twelve Steps and Twelve Traditions is, and will be available for alcoholics.
5. Support the A.A. service structure, including the General Service Office, the Vermont

Area 70 and District 11 in the spirit of the Seventh Tradition.

6. Participate in Regional Forums and Assemblies like the NorthEast Regional AA Service Assembly and NorthEast Regional Forum.

### III. District Location and Scope

The following Vermont towns are included in District 11: All of Chittenden County except Burlington and all of Grand Isle County including but not limited to:

Charlotte	Colchester	Essex	City of Essex Junction	Hinesburg
Grand Isle	Jeffersonville	Milton	Richmond	Shelburne
South Burlington	South Hero	Underhill	Williston	Winooski

At present there are 48 A.A. Groups in District 11 hosting 60 weekly A.A. meetings.

### IV. The District 11 Meeting

1. A District 11 meeting will be held on the first Monday of every month, with the exception of July and September. The District 11 meeting is not held in July, and it is held on the second Monday of September. The meeting commences at 7:00 p.m. online. Virtual meeting information will be sent via email to the District's general circulation list prior to the meeting. It may also be found on the AA Burlington Metro shared Districts 2 and 11 website at the bottom of the first tab.
2. Increasing District 11 Service Participation should be an ongoing District 11 meeting topic.
3. DCM determines which non-AA announcements and literature can be distributed at district meetings.
4. Suggested Meeting Format: *(All items listed below need not be included in each meeting and DCM may use discretion to change the format as needed.)*
  - 4.1 Call the meeting to order 7:00 p.m.
  - 4.2 Open with the Serenity Prayer or the Responsibility Statement
  - 4.3 The Preamble
  - 4.4 Step of the Month
  - 4.5 Long Form Tradition of the Month
  - 4.6 District 11 Meeting Roster Circulation
  - 4.7 Anniversaries Announcements
  - 4.8 Introductions & Group Reports
  - 4.9 Secretary's Report
  - 4.10 Treasurer's Report
  - 4.11 DCM Report
  - 4.12 Alternate DCM Report

- 4.13 Committee Reports
  - (i) Answering Service
  - (ii) Archives
  - (iii) Christmas Alcothon
  - (iv) Corrections
  - (v) Eye-Opener Liaison
  - (vi) Full Area Assembly (*FAA*)
  - (vii) Literature / Grapevine
  - (viii) Meeting Lists
  - (ix) PI / CPC
  - (x) Thanksgiving Alcothon
  - (xi) Treatment / Accessibility
- 4.14 Pass Refreshment Pouch to offset refreshment expenses (except when meeting is virtual)
- 4.15 Old District Business
- 4.16 New District Business / Program Items (*see IV.5 below*)
- 4.17 Ask for volunteers to bring refreshments for the Next Meeting
- 4.18 Adjourn
- 4.19 Responsibility Statement
- 5. Possible Program Items
  - 5.1 Area 70 Standing Committee Presentations
  - 5.2 Delegate's Annual General Service Conference report
  - 5.3 Quarterly GSO Board Meeting reports
  - 5.4 General Service Conference Agenda Items and Advisory Actions
  - 5.5 Possible study sessions include:
    - (i) 12 Traditions
    - (ii) 12 Concepts
    - (iii) 6 Warranties of the Twelfth Concept
    - (iv) General Service Conference Agenda
    - (v) General A.A. concerns
    - (vi) Skits or plays depicting some aspect of General Service or A.A. concerns
    - (vii) Film and Video presentations
    - (viii) Other Program items as the District deems appropriate.

## **V. District Meeting Voting**

### **1. Voting Members of District 11**

- 1.1. The eligible voting Elected District Officers are the Secretary and the Treasurer.
- 1.2. All GSRs who are currently registered as representing a District 11 group.
- 1.3. All standing District Service Committee Chairpersons.
- 1.4. All members serving as Alternate GSR have the same voting privileges as the GSR only when the GSR is absent.
- 1.5. Ineligible Elected District Officers are the District Committee Member (DCM) and the Alternate District Committee Member (ADCM). A DCM or ADCM may not vote in

any other capacity such as GSR or Chairperson.

## **2. Exclusions**

- 2.1. Each qualified voter shall have a single vote even though the member may be serving the District in more than one capacity.

## **3. The Voting Process**

- 3.1 A motion regarding the issue under discussion is made.
- 3.2 The motion is seconded.
- 3.3 If any discussion is required, it ensues.
  - 3.3.1 A person is called on only once to speak until everyone has had a chance.
  - 3.3.2 A person may only talk more than once if they have new information to share.
  - 3.3.3 People always raise their hands and wait to be recognized by the chair.
  - 3.3.4 A motion may be amended, but the amendment must be seconded, discussed and then voted on.
- 3.4 When there is no more discussion, the Secretary reads the motion, and reads who can vote, see **V.1** above.
- 3.5 A vote is taken by a show of hands, those in favor raise their hands.
- 3.6 The DCM and ADCM count the affirmative votes and inform the Secretary.
- 3.7 Those opposed are asked to vote by raising their hands.
- 3.8 The DCM and ADCM count the negative votes and inform the Secretary.
- 3.9 Those abstaining are asked to raise their hands.
- 3.10 The DCM and ADCM count the number of those abstaining and inform the Secretary.
- 3.11 A majority vote is defined as 50% of the voting members present plus 1.
- 3.12 If the majority of the votes are negative, the motion fails.
- 3.13 If the majority of the votes are affirmative, the motion passes.
- 3.14 Anyone in the voting minority may speak.
- 3.15 If no one in the voting minority speaks, the motion vote stands as cast.
- 3.16 If all those in the voting minority who wish to speak, have spoken, the DCM asks if those who voted would like to change their vote.
- 3.17 If no one who voted would like to change their vote, the motion vote stands as cast.
- 3.18 If someone who voted would like to change their vote, then a motion to revote must be made and seconded for a revote to take place.
- 3.19 Otherwise the motion vote stands as cast.

## **4. Tabling / Postponing A Motion**

- 4.1 A motion to table or postpone a motion is made without discussion.
- 4.2 It requires a second.
- 4.3 It is not debatable.
- 4.4 It requires only a majority to pass.
- 4.5 No minority opinion will be heard.



## **VI. District Funding / Treasury**

1. District 11 accepts no money or things of value from nonalcoholic persons or organizations.
2. District 11 sells no merchandise or raises funds that are not entirely voluntary contributions of its members.
3. District 11 is entirely self-supporting through voluntary contributions from District 11 groups and individual A.A. members.
4. Personal and in-memoriam donations by individual A.A. members may be accepted to the extent of the maximum annual amount suggested by A.A.'s General Service Conference.
5. District 11 maintains an annual budget and makes decisions as a District on how to distribute funds above the prudent reserve and budgeted items.
6. A prudent reserve of the quarterly operating expenses shall be maintained with additional monies to be used for funding of unanticipated District expenses, special workshops, special events and hosting of Area Assemblies where approved by a District 11 majority vote.
7. Funds in excess of the prudent reserve may be held for purposes of planning identified future events hosted by District 11 where approved by a District 11 majority vote.
8. Funds in excess of the prudent reserve may be contributed to GSO when approved by a District 11 majority vote.

## **VII. District Budget Process**

1. Committee chairs and District officers submit their budgets for the upcoming year to the District Treasurer by the September District meeting.
2. The proposed budgets for the next calendar year are compiled and presented to GSRs at the October District meeting.
3. The GSRs present the proposed District budget to their group's conscience in time for discussion at the November District meeting.
4. Any changes to the budget will be integrated into the proposed budget at the November District meeting, and GSRs will then ask their groups for comments and approval.
5. The final budget will then be voted on and approved at the December District meeting.

## **VIII. Qualifications for District Officers**

It is recommended that all Elected Officers have a service sponsor, and that sponsors should appeal to sponsees to volunteer to fill service positions.

### **1. District Committee Member (DCM)**

- 1.1 A background in A.A. service work at least equivalent to the General Service Representative (GSR) position.
- 1.2 Minimum sobriety of 4 years. This requirement may be reduced by a majority vote of

the voting members present at the election of this position.

- 1.3 Has expressed he/she has the time, willingness and energy to serve in this capacity.
- 1.4 Some computer knowledge is helpful.
- 1.5 Strive to be available to attend Area Committee Meetings, Area Assemblies and other Area events.
- 1.6 Should be able and willing to assume the duties as described in **IX.1**
- 1.7 The current DCM and all past DCMs are ineligible for election to a District Officer position in which he/she has served in the past until 2 election rotations have occurred. Outgoing and past DCMs are encouraged to participate in other District positions.

## **2. Alternate District Committee Member (ADCM)**

- 2.1 A background in A.A. service work at least equivalent to the GSR position.
- 2.2 Minimum sobriety of 4 years. This requirement may be reduced by a majority of the voting members present at the election of this position.
- 2.3 Has expressed he/she has the time, willingness and energy to serve in this capacity.
- 2.4 Some computer knowledge is helpful.
- 2.5 Try to be available to attend Area Committee Meetings, Area Assemblies and other Area events, if the DCM cannot attend.
- 2.6 Should be able and willing to assume the duties of the DCM when he/she is absent or position is vacated.
- 2.7 Should be able and willing to assume the duties as described in **IX.2**

## **3. Secretary**

- 3.1 Minimum sobriety of 2 years. This requirement may be reduced by a majority vote of the voting members present at the election of this position.
- 3.2 Has expressed he/she has the time, willingness and energy to serve in this capacity.
- 3.3 Needs to have the ability to capture the essentials of what is happening at the District meeting.
- 3.4 Computer knowledge is required for email and document creation.
- 3.5 Should be able and willing to assume the duties as described in **IX.3**

## **4. Treasurer**

- 4.1 Minimum sobriety of 2 years. This requirement may be reduced by a majority vote of the voting members present at the election of this position.
- 4.2 Has expressed he/she has the time, willingness and energy to serve in this capacity.
- 4.3 Some computer knowledge is helpful.
- 4.4 Should be able and willing to assume the duties as described in **IX.4**

# **IX. Duties of District Officers**

## **1. District Committee Member (DCM)**

- 1.1 The DCM is the link between the GSRs, and the area service structure, including the

Area Delegate to the General Service Conference.

- 1.2 Prepares agenda for, and chairs District Meetings and invites District members to attend.
- 1.3 Attends all District Meetings sets up and chairs the monthly District Meeting.
- 1.4 Assures the prompt start, smooth proceedings and timely adjournment of the District meeting.
- 1.5 Facilitates accomplishment of activities/tasks desired by the District Conscience.
- 1.6 Promotes the value of general service work and District service needs to groups.
- 1.7 Coordinates with the ADCM to visit all groups in District 11 at least once per term to ensure group representation at District and Area Assemblies.
- 1.8 Visits groups that request information on General Service, the A.A. Service Structure, and application of The Traditions or any other question the group desires information about in a timely manner.
- 1.9 Visits and communicates with new and “dark” groups (*not registered with GSO*), to familiarize them with the District’s service functions.
- 1.10 If needed, acts as a temporary Service Sponsor for the next replacement DCM.
- 1.11 Is responsible for the following District election tasks:
  - (i) Coordinates the bi-annual District elections in November of odd-numbered years.
  - (ii) Requests that an incumbent Area 70 Officer or Committee Chairperson attend and preside over the election of the new District Officers.
  - (iii) Ensures the results of the District elections are communicated to the groups of the District, to GSO Records Dept. and to Vermont Area 70.
- 1.12 Edits the District Meeting Minutes in consultation with the District Secretary and adds supplemental material as required.
- 1.13 Generates, maintains and forwards the District 11 Events Calendar to the Area 70 Website Committee Chairperson for inclusion on the [www.aavt.org](http://www.aavt.org) website.
- 1.14 Works closely with the Secretary, Treasurer and GSRs to keep District 11 records current.
- 1.15 Is available for communication with all District 11 members, including Elected Officers, District Committee Chairpersons and GSRs.
- 1.16 Informs the Area 70 Registrar and the GSO Records Department of changes in groups, District Officer and District Committee Chairpersons information.
- 1.17 Attends and participates in all Area Committee Meetings (ACM) and Full Area Assemblies (FAA), and is encouraged to attend the NorthEast Regional Alcoholics Anonymous Service Assembly (NERAASA), and the NorthEast Regional Forum (NERF) subject to District reimbursement for events requiring travel and/or hotel accommodations.
- 1.18 Submits invoices to the District Treasurer for attendance to the above events and for mileage reimbursement of \$0.45 per mile or such other rate fixed by action of the district.
- 1.19 Space permitting, drives anyone who needs transportation to the Area 70 FAA.
- 1.20 Encourages participation in local, Area and regional service committees and events.
- 1.21 Keeps G.S.R.s informed about General Service Conference activities.
- 1.22 Is a co-signatory on all checks issued by the District with the exception of checks for DCM expenses.

- 1.23 Maintains active communication between the District and the Vermont Area 70 Assembly, Area 70 Delegate and the Area 70 Service Committees.
- 1.24 Carries the collective District conscience of the A.A. groups in the District to the Area committee.
- 1.25 Makes the Area 70 Delegate aware of any possible District Traditions problems.
- 1.26 Encourages and assists GSRs to develop leadership, knowledge, experience and commitment to General Service work.
- 1.27 Acts as Service Sponsor for District GSRs by ensuring that they are acquainted with "*The Twelve Concepts*," "*The Twelve Traditions*," "*The Group*" pamphlet, "*The AA Service Manual*", the "*GSO GSR information Kit*", GSO GSR Workbooks and Guidelines.
- 1.28 Informs new GSRs of their group name and number as it is currently registered with GSO.
- 1.29 Ensures that every new GSR knows how to:
  - (i) Register a new group with GSO.
  - (ii) Make group information changes.
  - (iii) Access the GSO GSR information kit online.
  - (iv) Obtain the GSR information kit from GSO.
- 1.30 Appoints chairpersons for District Committees, special committees and ad hoc committees.
- 1.31 Provides a digital archive of all District 11 DCM documentation to the DCM successor.
- 1.32 Coordinates the development, maintenance and presentation of the annual DCM budget with the District treasurer and presents the budget for approval in the November District meeting.
- 1.33 Writes and gives reports to the district at District meetings, and to Area 70 at Full Area Assemblies and Area Committee meetings.
- 1.34 Inquires about the level of District 11 interest prior to planning an event.
- 1.35 Avoids scheduling District events that conflict with Area or Regional events.
- 1.36 Distribute fliers at least 2 months in advance of an event and announces the event during those 2 months.
- 1.37 Ensures that a detailed and clear agenda stating the specific purpose of a District Event, why people should attend, and the benefits of attendance, are in all District event fliers.
- 1.38 Announces that sponsors should encourage their sponsees to attend District events.
- 1.39 Should have a working knowledge of the District 11 Service Guidelines.

## **2. Alternate District Committee Member (ADCM)**

- 2.1 Assists the DCM in maintaining an effective service structure for the District.
- 2.2 Circulates and maintains the District Meeting Roster at District meetings.
- 2.3 Substitutes for the DCM when necessary.
- 2.4 Attends all District 11 meetings.
- 2.5 Attends and participates in all Area 70 Service functions and Area Assemblies when the DCM is unable to.

- 2.6 Coordinates with the DCM to visit all groups in District 11 at least once per term.
- 2.7 If the DCM resigns or is unable to carry out the responsibilities of the position, the ADCM will perform all DCM duties as described in **IX.1**
- 2.8 If needed, acts as a temporary Service Sponsor for the next replacement ADCM.
- 2.9 Maintains accurate records of District 11 groups, GSRs and alternate GSRs, including name, address and telephone number of GSRs, and email addresses.
- 2.10 Assists the Area Registrar/Delegate in obtaining G.S.O. and Area information in time to meet the deadline for appropriate A.A. directories.

### **3. Secretary**

- 3.1 Attends all District 11 meetings.
- 3.2 Records accurate minutes of the District meetings.
- 3.3 Works with the DCM to distribute the minutes of the District meeting.
- 3.4 Presents the minutes for approval at the next District meeting.
- 3.5 Purchases secretarial supplies with District Funds and maintains custody of such goods.
- 3.6 Maintains archival digital copies of all District Minutes, Agenda and correspondence, that will be passed on to the Secretary's successor.
- 3.7 If needed, acts as a temporary Service Sponsor for the next replacement Secretary.
- 3.8 Elicits and receives reports from all Elected Officers and District Committee Chairpersons for inclusion in the District Meeting minutes.
- 3.9 Maintains and presents annual Secretary's budget to the District for approval.
- 3.10 Is responsible for maintenance, updating and distribution of the District 11 Service Guidelines.
- 3.11 Maintains the contact information distribution list for both active and inactive District 11 Members, for distribution of District communications.
- 3.12 Emails District Meeting invitations & minutes, event notices, Area 70 and GSO information, whenever it is determined to be appropriate, to all District members.
- 3.13 Maintains and distributes the contact information for the District Elected Officers and District Committee Chairpersons.
- 3.14 Facilitates requested correspondence which requires use of personal information concerning district members ( i.e. telephone numbers, email addresses, etc.), by either relaying correspondences between parties involved or, with permission of those involved, providing the least necessary information to those persons to allow them direct contact.
- 3.15 Maintains District Google account including storing and making available as appropriate District documentation including rosters, officer and chairperson listings, guidelines, and whatever other documentation deemed necessary.
- 3.16 Produces bullet point summaries of announcements, events, and group conscience items presented at the District meeting

### **4. Treasurer**

- 4.1 Attends all District 11 meetings.
- 4.2 Keeps accurate and permanent financial records of District 11 funds in good

condition.

- 4.3 Prepares a monthly financial report.
- 4.4 The treasurer's report should track income and expenses against the budget. It should include expenses incurred, contributions collected, reserves and money needed for upcoming district activities, record of group contributions, Area and GSO related services by month.
- 4.5 The Treasurer's Report should also reflect the District bank account balance with appropriate adjustments for outstanding obligations (*e.g. uncashed checks*) as reflected in the checkbook register.
- 4.6 Receives and records contributions to the District using the group's name in the District Treasurer's report.
- 4.7 Makes copies of the Treasurer's report and distributes them at the District meeting for approval.
- 4.8 Sends a copy of the approved Treasurer's Report to the District Secretary.
- 4.9 Monthly deposits contributions from the District P.O. Box (*at the Pearl Street post office*) into the District bank account.
- 4.10 Updates Expenditures and Contributions spreadsheet in a timely manner.
- 4.11 Holds and assembles Literature order funds in the bank account while only reporting them if they involve a District Committee purchase.
- 4.12 Pays all authorized expenditures and reimbursements in timely manner.
- 4.13 With District approval, sends excess funds (*after prudent reserve and anticipated expenditures*) to GSO.
- 4.14 Keeps Jail Can funds accounted for separately from the regular District 11 funds.
- 4.15 Ensures that the District bank account signature card kept updated with authorizations for both the Treasurer and the DCM.
- 4.16 Maintains the District funds securely.
- 4.17 Ensures that the District's Post Office box and church space rental are paid on time.
- 4.18 Additional mandatory expenditures include District Meeting Lists and the Answering Service.
- 4.19 Maintains custody of the Post Office box key, using it to retrieve district mail.
- 4.20 Purchases, with District funds, any required Treasurer supplies.
- 4.21 If needed, acts as a temporary Service Sponsor for the next replacement Treasurer.
- 4.22 Hands off all financial documents and assists with setting up the new signatories for the bank account.
- 4.23 When necessary, contacts District Committee Chairs to obtain authorization for payment of their District Committee expenditures.
- 4.24 Is responsible for the collection of all expenditure receipts from District Officers, District Committee Chairs and Event Coordinators.
- 4.25 Prepares and presents the annual District budget to the District for approval.
- 4.26 Maintains records of all expense receipts.
- 4.27 Maintains and presents annual Treasurer's budget to the District for approval.
- 4.28 Maintains custody of the bank account debit card. Uses bank debit card when requested by Committee Chairs for budgeted items. Checks to see first if funds are available above prudent reserve. Debit card is also used to maintain Zoom account to allow for online District meetings.

## **X. District Officer Election Process**

### **1. District Officers Election**

- 1.1 Elections of District 11 Officers are held in November of odd-numbered years.
- 1.2 The principle of rotation applies to all District 11 officer positions.
- 1.3 District Officers may not be re-elected to serve a second full term.
- 1.4 The term of office for District Officers is 2 years commencing on January first of the even-numbered year following the District elections.
- 1.5 District Officers are elected by a majority vote, as described in **V.3.11**
- 1.6 The order of election will be: DCM, Alternate DCM, Secretary and Treasurer.
- 1.7 Persons nominated for a District Officer position shall give the length of their sobriety and a brief summary of their prior AA service, before the vote.
- 1.8 An Area 70 Officer or Committee Chairperson will be invited to oversee the election procedure. The absence of an Area 70 Official will not preclude the election from being held.
- 1.9 If 2 or more candidates are running for the same office, voting may be conducted by written ballot. Otherwise voting may be conducted by a show of hands.
- 1.10 If the DCM resigns or is unable to serve for any reason, the vacated DCM position will be filled automatically by the ADCM.
- 1.11 For other vacated District Officer positions, if there is less than 6 months remaining in the term, the DCM may appoint a member to the position temporarily, subject to confirmation by a majority vote of those eligible voting members present at the next District meeting.
- 1.12 If there is more than 6 months remaining in the vacated District Officer's term, the DCM will initiate the voting process subject to a majority vote of those eligible voting members present at the District meeting.

### **2. Inactive District Officers**

- 2.1 A service worker can be asked to resign if he or she is unable to carry out the requirements of the position.
- 2.2 District Officers may be replaced if they miss 3 consecutive District meetings or no longer meet sobriety requirements of their position.

## **XI. District Committee Chairpersons**

### **1. General Qualifications and Duties**

- 1.1 It is recommended that all District Committee Chairpersons have a service sponsor.
- 1.2 District 11 Committee Chairpersons are appointed by the DCM.
- 1.3 Should have at least 1 year of sobriety and time to commit to the work.
- 1.4 Attends the monthly District 11 meeting and reports Committee activity to the District.
- 1.5 Attends their service committee meetings at the Full Area Assembly.
- 1.6 Electronically submits their District Committee's monthly activity status report to the

District Secretary prior to the District Meeting.

- 1.7 Committee Chairs recommend their policies to the District and the District approves the Committee's policies.
- 1.8 Are responsible for reviewing all aspects of their committee's policies with, and submitting reports, recommendations, and required agenda items to the District.
- 1.9 Serve as liaisons between District 11 members, Area 70 Service Committees and the AA General Service Conference.
- 1.10 Estimates, maintains and presents their annual District Committee budget to the District for approval.
- 1.11 Any required additional monies in excess of the approved District Committee budget requires District approval.
- 1.12 Assists District members and groups in the work for which their particular committee is responsible, supporting activities that follow their committee's guidelines.
- 1.13 All District Service committees shall function in accordance with GSO AA guidelines and through utilization of the service committee workbooks from GSO.
- 1.14 Encourages groups to provide members for their respective District Committee.
- 1.15 Meets with both the predecessor and successor District Committee Chairperson to review job responsibilities, committee information and documents.
- 1.16 Submits invoices to the District Treasurer for travel to Area and District events and normal travel pursuant to their duties for mileage reimbursement of \$0.45 per mile.
- 1.17 If the committee chair is unable to fulfill the commitment, they should notify the DCM as soon as possible.
- 1.18 District Committee Chairpersons may be replaced if there is a change of sobriety date or (unless their committee is temporarily inactive) they miss 3 consecutive District meetings.
- 1.19 When a District Service Committee Chairperson position is vacant, a presentation should be given at the District meeting to facilitate understanding of the purpose and objective of the needed position.  
The presentation should discuss:
  - (i) What needs to be done, how should it be done, and who would like to help achieve this objective.
  - (ii) The 'why' of the needed service position.
  - (iii) The Chairperson requirements and duties should be distributed to GSRs
- 1.20 Sponsors are encouraged to appeal to sponsees to volunteer to fill District Service Committees positions.

## **2. Specific Committee Chairperson's Duties**

### ***2.1 Answering Service Chairperson***

- 2.1.1 Makes the arrangements, and handles contacts with the answering service.
- 2.1.3 Maintains communication with the Answering Service Area Chair, to obtain call statistics and clarify issues and concerns on a monthly basis.
- 2.1.4 The answering service receives inquiries from those seeking help, recording the



- phone number of the caller.
- 2.1.5 The answering service will connect callers with an A.A. member.  
The A.A. member will either refer callers to A.A. meetings or provide one-on-one Twelfth Step service.
  - 2.1.6 Any calls unanswered by the service will be returned by the committee chair or referred to another A.A. volunteer.
  - 2.1.7 There should be separate lists of men and women Twelfth Step volunteers.
  - 2.1.8 The Chairperson ensures that A.A. call list is up to date by periodically updating volunteer list also ensuring that enough volunteers are available.
  - 2.1.9 Ensures that calls for A.A. help and information are responded to appropriately.
  - 2.1.10 Explains the suggested information and protocol to be followed to A.A. answering service volunteers when a caller calls for help.
  - 2.1.11 Responds to problems and questions from A.A. members about their experience answering calls.
  - 2.1.12 Ensures that A.A. volunteers have at least 6 months sobriety, are responsible, and understand their required availability for calls.
  - 2.1.13 Provides volunteer training and a list of suggested tips and referral numbers.
  - 2.1.14 Coordinates activities with the District 2 Answering Service Committee Chairperson.
  - 2.1.15 Committee meets monthly to discuss, plan, and carry out Answering Service functions.

## **2.2 Archives Chairperson**

- 2.2.1 Oversees the operation and procedure of the District 11 archives, serving as the custodian of the historical and archival collection of District 11.
- 2.2.2 Responsible for establishing policies, budgets and procedures, maintaining final responsibility and authority for the use of the Archives.
- 2.2.3 Requests, seeks out, gathers, receives and collects the District's historical documents and memorabilia including: Correspondence, reports, photographs, literary and artifactual works, newspaper and magazine articles from the past and the present, administrative files and records, literary works, artifacts, books, recordings, pamphlets, directories, GSO bulletins and reports, Grapevine materials, newsletters, Conference Reports, International Conference materials, newsletters, local meeting lists, area minutes and reports, written histories, biographies and obituaries, photographs and audio recordings, District 11 Officer and Committee reports, District Meeting minutes and District Events Flyers considered to be of historical importance to District 11 on an ongoing basis.
- 2.2.4 Classifies and organizes the archives collection, sorting it, maintaining an organized filing system of archived materials.
- 2.2.5 Catalogues and indexes the archival inventory, creating a searchable list describing each item in the collection.
- 2.2.6 Develops a finding aid, to provide easy ways to search and access the collection.
- 2.2.7 Creates media of local old-timers sharing about A.A. history, with their permission.
- 2.2.8 Preserves each item in the archives collection, performing preservation tasks to prolong the life of the item, ensuring the integrity of an item, through conservation, repair, reformatting, or digitization.

- 2.2.9 Houses and protects the archives collection in a rented space.
- 2.2.10 Responsible for the keys to the District Archives file cabinet.
- 2.2.11 Assures the physical integrity of the collection and its availability to persons with a valid reason for access.
- 2.2.12 Provides access to these materials, and makes Archival inventory available for A.A. members.
- 2.2.13 Lets people know about archives by creating exhibits and displays, and giving information to those who have questions.
- 2.2.14 Ensures the protection of the anonymity of members, and the confidentiality of all A.A. records.
- 2.2.15 Researches and finds past archived District procedures when requested.
- 2.2.16 Establishes and maintains a District Archives lending library with items available for loan of general interest to the District.
- 2.2.17 Ensures electronic archival materials are converted and maintained in valid current electronic format. (i.e. update media before media format becomes obsolete).

### **2.3 Christmas Alcothon Coordinator**

- 2.3.1 Appoints the Venue Procurement, Program Scheduling, Flyer Generation, Refreshment, Dinner and Facility Committee Chairpersons.
- 2.3.2 Ensures that the Committee Chairpersons understand the scope and duties of their committees.
- 2.3.3 Ensures that the venue is procured and that the associated rental fee is paid.
- 2.3.4 Ensures that the schedule and program are defined and agreed upon.
- 2.3.5 Ensures that Christmas Alcothon flyers are generated and distributed to District GSRs.
- 2.3.6 Ensures that the Refreshment Committee purchases the needed Refreshment supply items and obtains the required coffee urns, extension cords and coolers.
- 2.3.7 Ensures that the Dinner Committee purchases the needed Dinner supply items, (*including Gluten-Free and Starch & sugar free food options*), and is ready to prepare and serve Dinner and clean-up the kitchen.
- 2.3.8 Ensures that the Dinner Committee coordinates Pot-Luck dishes and Food Sign-up sheets.
- 2.3.9 Ensures that the Facility Committee sets up tables and chairs as needed, and breaks-down after the event.
- 2.3.10 Maintains and circulates the Committee Activity and Shopping list to the Committee Chairpersons.
- 2.3.11 Maintains and circulates the District Volunteer Signup sheet to District GSRs.
- 2.3.12 Shares volunteers contact information with their desired Committee Chairpersons.
- 2.3.13 Ensures that each scheduled meeting has a group to chair the meeting and that collected contributions will be forwarded to the District Treasurer.
- 2.3.14 Ensures that all Committees stay within the budget approved by the District.
- 2.3.15 Ensures that a written report including supplies purchased, future recommendations, participation estimates, meeting contribution summaries,

Committee expense summaries and receipts are provided to the District Treasurer.

- 2.3.16 Ensures that all Committee Chairpersons understand the division of trash removal, podium and sound system procurement, the setting-up schedule and clean-up responsibilities.
- 2.3.17 Coordinates cooperation between the Districts Events Coordination Committees involved.
- 2.3.18 Determines which literature can be distributed at the Christmas Alcothon.

#### **2.4 Corrections Chairperson**

- 2.4.1 Collaborates with Districts 1 & 2 Correction Committee Chairpersons to meet the Corrections literature needs of the Men's Northwest State Correctional Facility in Swanton and the Women's Chittenden Correctional Facility in South Burlington.
- 2.4.2 Funds corrections literature requests through coordination of the District 11 Corrections Committee budget, Districts 1 and 2 Corrections Committees and Jail Can contributions.
- 2.4.3 Places Corrections Literature orders with the District 11 Literature Chair and ensures that the received Corrections Literature is distributed accordingly.
- 2.4.4 Is the point of contact for any questions and concerns about Twelve Step work at a corrections facility.
- 2.4.5 Shares with District 11 groups about the service opportunities available to carry the message to alcoholics behind bars.
- 2.4.6 Coordinates the work of individual A.A. members and groups interested in carrying the message of recovery to alcoholics behind the walls.
- 2.4.7 Encourages "*outside*" group participation in this kind of Twelfth Step work.
- 2.4.8 Provides orientation about bringing an A.A. meeting or information into a facility.
- 2.4.9 Coordinates processing clearance paperwork for interested or participating A.A. members in cooperation with the state facilities.
- 2.4.10 Provides a liaison between the correctional facilities' groups meetings and groups on the outside.
- 2.4.11 Reviews and understands all procedures of institutions with whom they cooperate, and to share this information with all A.A. members who bring A.A. meetings inside.
- 2.4.12 Makes available copies of regulations and forms for the Corrections Facilities that must be completed prior to Corrections volunteer service.
- 2.4.13 Acts as a liaison for District 11 members to Districts 1 & 2, Area 70 and GSO Corrections Committees, to facilitate District 11 Corrections efforts.
- 2.4.14 Participates with the Area 70 Correction Committee.
- 2.4.15 Acts as the District 11 Corrections contact for the Corrections Prerelease A.A. Contact program.
- 2.4.16 Coordinates participation in the Corrections Prerelease A.A. Contact program with Vermont Area 70 and GSO.
- 2.4.17 Maintains a Corrections Prerelease A.A. Contact list of '*outside*' District 11 A.A. members to escort newly released formerly '*inside*' AA members to their first District 11 A.A. meeting.

- 2.4.18 Aids District members who wish to participate in the GSO sponsored Corrections Correspondence program.
- 2.4.19 Provides outreach to Correctional Facility Volunteer Coordinators, probation and parole professionals, lawyers, judges, bail bondsmen and other court officers about resources A.A. provides to those who are incarcerated within the spirit of the Tenth Tradition (*"Our public relations policy is based on attraction, not promotion"*).

## **2.5 Eye-Opener Liaison**

- 2.5.1 Each fall, solicits groups to author stories on a monthly basis, from January through June, of the upcoming year. (*District 2 is responsible for supplying stories from August through December with no issue in July.*)
- 2.5.2 When soliciting stories, asks authors to refrain from profanity and obscenity, making them aware that such words will be edited.
- 2.5.3 Maintains a spreadsheet of authoring group names with associated group contacts.
- 2.5.4 Coordinates with group representatives to collect story submissions for their monthly issue in a timely manner.
- 2.5.5 Collaborates with the Eye Opener Team to determine the due date for submissions to the Editor.
- 2.5.6 The Eye Opener Team is comprised of a Chairperson from Districts 2 & 11, the Editor, and the Layout person.
- 2.5.7 Emails submissions to the Editor for review, ensuring that either the author's name or "*anonymous*", and the associated group name are documented.
- 2.5.8 Coordinates printing with Eye Opener Layout person.
- 2.5.9 Picks up 200 copies of the printed Eye Openers in time for that month's District 11 meeting. (*District 2 picks up the other 200 copies*).
- 2.5.10 Ensures that printer is paid for entire month's Eye Opener order.
- 2.5.11 Presents Eye Opener printing invoice to the District 11 Treasurer.
- 2.5.12 Directs the District 11 Treasurer to bill District 2 for half of the Eye Opener printing expense.
- 2.5.13 Brings copies of the printed Eye Opener issues to the monthly District 11 meeting for distribution and makes electronic copy available to web site coordinator.
- 2.5.14 Provides a monthly Eye Opener report to the District 11 meeting, discussing the Committee and financial status.
- 2.5.15 Coordinates work and policies with the District 2 Eye Opener Committee, as needed.
- 2.5.16 The Eye Opener Editor and Eye Opener Layout person are jointly appointed by both the District 2 and District 11 Eye Opener Liaisons.
- 2.5.17 The Eye Opener Editor Job duties are:
  - (i) Receives all entries for the upcoming month from the District Eye Opener chair.
  - (ii) Reviews them and makes any needed edits.
  - (iii) Confers with the Eye Opener team if concerns or questions arise.

- (iv) Puts the edited entries into a single Word document and sends them to the Layout person by an agreed upon date.
- 2.5.18 Because District 11 decided not to allow obscene or profane words in the Eye Opener, the Eye Opener Editor will use punctuation to censor words, like 'f@#k' for example.
- 2.5.19 The Eye Opener Layout job duties are:
  - (i) Receives all entries for the upcoming month in a Word document from the Editor by an agreed upon date.
  - (ii) Re-formats the document into the standard Eye Opener template.
  - (iii) Confers with others on the Eye Opener Team if concerns or questions arise.
  - (iv) Sends the document as an attachment in an email to the designated printer (currently Burlington UPS: [store2821@theupsstore.com](mailto:store2821@theupsstore.com) ) in time for printing to occur before the first Monday of the month.
  - (v) An example of the sample email to the printer:
    - Subject: Eye Opener <month>*
    - For Print This month it is only 2 pages, to print FRONT & BACK on ONE sheet, black and white. Please print 400 copies. <The District 11 Eye Opener chairperson> will pick 200 copies on Friday <mm/dd/yy>. Please let me know if you have any questions, thank you!*

## **2.6 Full Area Assembly (FAA) Coordinator**

- 2.6.1 Adheres to the Full Area Assemblies Hosting Suggested Guidelines: <https://aavt.org/faaguidelines/>
- 2.6.2 Appoints the Venue Procurement, Registration, Refreshment, Lunch and Facility Committee Chairpersons.
- 2.6.3 Ensures that the FAA Committee Chairpersons understand the scope and duties of their committees.
- 2.6.4 Ensures that the FAA venue is procured and that the associated rental fee is paid.
- 2.6.5 Ensures that Registration Committee purchases the required Registration supply items.
- 2.6.6 Ensures that the Refreshment Committee purchases the needed refreshment supply items and obtains the required coffee urns, extension cords and coolers.
- 2.6.7 Ensures that the Lunch Committee purchases the needed Lunch supply items, (including Gluten-Free and Starch & sugar free food options), and is ready to prepare and serve lunch and clean-up the kitchen.
- 2.6.8 Ensures that the Facility Committee sets up tables and chairs as needed, and breaks-down after the event.
- 2.6.9 Ensures that the DCM distributes FAA flyers to District 11 GSRs.
- 2.6.10 Maintains and circulates the District FAA Committee Activity and Shopping list to the FAA Committee Chairpersons.
- 2.6.11 Maintains and circulates the District FAA Volunteer Signup sheet to District GSRs.
- 2.6.12 Shares volunteers contact information with their desired Committee Chairpersons.
- 2.6.13 Ensures that all FAA Committees stay within the budget provided by Area 70

reimbursement.

- 2.6.14 Ensures that a written report including supplies purchased and receipts are provided to the Area 70 Treasurer.
- 2.6.15 Ensures that all FAA Committee Chairpersons understand the division of trash removal, podium procurement, the setting-up schedule and clean-up responsibilities.

### **2.7 Literature / Grapevine Chairperson**

- 2.7.1 Helps groups and committees buy General Service Conference approved literature, pamphlets, videos, DVDs, CDs and audiotapes.
- 2.7.2 Coordinates Literature orders to reduce shipping costs.
- 2.7.3 Orders and provides literature for district activities as needed.
- 2.7.4 Encourages groups to maintain adequate displays of General-Service Conference-approved literature.
- 2.7.5 Discusses and helps meet the literature needs of the groups and district.
- 2.7.6 Encourages A.A. members to read and purchase Conference-approved A.A. literature.
- 2.7.7 Keeps an ample supply of General Service Conference-approved books and pamphlets, A.A.W.S. books, audiovisual material, Braille publications, Grapevine/LaVina magazines and A.A. literature catalogs.
- 2.7.8 Orders a complimentary Literature Display package from GSO and buys enough pamphlet racks to create a display.
- 2.7.9 Establishes a traveling display of the aforementioned A.A. literature to be displayed in plain sight and easy reach for sale at cost at District functions including: District workshops, roundups and meetings.
- 2.7.10 Maintains a stock of suggested literature to give new G.S.R.s.
- 2.7.11 Maintains a stock of New Member Kits consisting of an assortment of newcomer pamphlets, a current meeting list, and a wallet card (M-2) with Serenity Prayer.
- 2.7.12 Maintains Grapevine subscriptions forms, encourages and assists groups and members in obtaining Grapevine subscriptions.
- 2.7.13 Should have a thorough enough knowledge of all conference approved A.A. literature and audiovisual material to provide information to inquirers.
- 2.7.14 Become familiar with the literature information on GSO.'s AA website ([www.aa.org](http://www.aa.org)).
- 2.7.15 Establishes a District lending library with braille, audio and ASL DVD versions of the Big Book and the Twelve Steps and Twelve Traditions.
- 2.7.16 Informs the District of all available, and any new literature that has been made available by GSO.
- 2.7.17 Considers suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material.
- 2.7.18 Turns over all inventories, information, supplies, cabinet keys and cash on hand to the incoming Literature chair.

### **2.8 Meeting Lists Chairperson**

- 2.8.1 Coordinates with DCM for all District 11 group updates to the District 11 meeting

list.

- 2.8.2 Coordinates with the Alternate DCM to ensure all District 11 meetings listed are in fact active and that their meeting information is correct.
- 2.8.3 Collaborates with the District 2 Meeting List Chairperson to obtain updated District 2 meeting information for only the printed District 2 & 11 Meeting Lists.
- 2.8.4 Updates, forwards and coordinates with printer, (*currently First Step Print Shop*), the combined Districts 2 & 11 Meeting List PDF file for printing.
- 2.8.5 Orders 3000 Greater Burlington, VT Districts 2 & 11 printed Meeting Lists for District 2, and 2000 printed Meeting Lists for District 11 every 4 months. The Chair may recommend to the District that a larger or smaller order be placed, based on historical data, remaining inventory, or unusual circumstances.
- 2.8.6 Ensures that a paper invoice from the printer is sent to the District 2 mailbox, (*District 2, P.O. Box 1212, Burlington, VT 05402*), and an email printing invoice is forwarded to the District 11 Treasurer for payment.
- 2.8.7 Provides Districts 2 & 11 printed meeting lists to District 11 groups at the District 11 meeting at no cost when District 11 meets in person. When the District 11 meeting is online meeting lists will be mailed to GSRs via USPS.
- 2.8.8 Meeting List will be posted as a PDF on [burlingtonaa.org](http://burlingtonaa.org) website so that members may print a copy at their own personal expense.
- 2.8.9 Provides printed Districts 2 & 11 meeting lists to all District 11 meetings that do not have a GSR present at the District 11 meeting via USPS.
- 2.8.10 Provides printed Districts 2 & 11 meeting lists to District 2 with District 2 paying the printer directly via USPS.
- 2.8.11 Coordinates with the Districts 2&11 A.A. ( <http://www.burlingtonaa.org/> ) and Area 70 Vermont ( <http://www.aavt.org> ) Website Chairs, ensuring that the District 11 Website meeting list information is accurate.
- 2.8.12 Coordinates with the Area 70 Meeting List Chair, ensuring that the District 11 printed meeting list information is accurate.
- 2.8.13 Cross references all the above Meeting Lists, ensuring that they agree.

## **2.9 Public Information / Cooperation with Professional Community Chairperson**

- 2.9.1 Is thoroughly familiar with the A.A. program and able to provide consistent and accurate information about the Fellowship.
- 2.9.2 Has an understanding of the Twelve Traditions, including a firm grasp of the Anonymity Traditions.
- 2.9.3 Has a working knowledge of the A.A. pamphlets: '*Speaking at Non-A.A. Meetings*', '*Understanding Anonymity*' and '*Information on Alcoholics Anonymous*'.
- 2.9.4 Provides accurate A.A. information, like what A.A. is, what we do, and how to get in touch with us via telephones and websites, to the general public when requested.
- 2.9.5 Coordinates ordering and obtaining any needed A.A. literature with the District 11 Literature Committee.
- 2.9.6 Provides A.A. literature, ("*A.A. at a Glance*," "*A Brief Guide to Alcoholics Anonymous*", "*A Message to Teenagers*", the "*A.A. Membership Survey*" pamphlets, local A.A. meeting lists) to public and professional contacts.
- 2.9.7 Informs professionals about the ways in which A.A. is able to work with them.

- 2.9.8 Provides outreach to professionals in District 11 by email, letter, phone or in person, within the spirit of the Tenth Tradition (*“Our public relations policy is based on attraction, not promotion”*).
- 2.9.9 Provides A.A. information and literature to those who have contact with alcoholics through their profession: including clergy, law enforcement, government officials; and those working in the field of alcoholism: counselors, social workers, health care professionals, psychologists, psychiatrists, doctors; and educators: guidance counselors; health class teachers, college infirmaries; and professionals: business E.A.P., H.R., homeless shelter coordinators, military and veterans organizations.
- 2.9.10 Visits schools, businesses, churches, civic groups, libraries, hospitals and community meetings for the above purposes, distributing A.A. literature, and/or giving a brief A.A. talk or showing an A.A. video.
- 2.9.11 Coordinates and assists with activities sponsored by District 11, Area 70 and GSO.
- 2.9.12 Follows up on requests for presentations given directly to the committee or forwarded from GSO, Area 70 or other District 11 service committees.
- 2.9.13 When there is a need for a presentation, arranges for a person to present information about A.A.
- 2.9.14 Maintains a list of Public Information volunteers.
- 2.9.15 Places a small (*paid if necessary*) announcement in every district newspaper and appropriate electronic media facility with A.A. contact information.
- 2.9.16 Distributes two copies of Alcoholics Anonymous and the Twelve Steps and Twelve Traditions will be distributed to every library in District 11 including inside Corrections Facilities.
- 2.9.17 Offers to take professionals or students to open A.A. meetings in District 11.
- 2.9.18 Makes online back issues of the ‘*About A.A.*’ newsletter for professionals available to professionals.
- 2.9.19 Clarifies the A.A. Tradition of Anonymity when speaking with the general public or a professional contact.
- 2.9.20 Requests that those working in print, radio and TV journalism observe our Tradition of personal anonymity at the public level for all A.A. members, and not use the names of any of the alcoholic speakers.
- 2.9.21 Provides the A.A. Fact Sheet ([https://www.aa.org/assets/en\\_US/smf-94\\_en.pdf](https://www.aa.org/assets/en_US/smf-94_en.pdf)) to media contacts.
- 2.9.22 Seeks District approval prior to proceeding with A.A. participation on radio and TV programs.
- 2.9.23 Offers A.A. Conference-approved audio Public Service Announcements (PSAs) to local radio station’s public service director.
- 2.9.24 Makes available video PSAs *“Hope: Alcoholics Anonymous”* and *“Young People’s Videos”* to TV stations willing to air information on A.A.
- 2.9.25 Arranges for committee participation to staff CPC tables at professional events.
- 2.9.26 Staffs *“A.A. booths”* at health fairs and other events in District 11 communities, with A.A. literature set out on the table and offered to interested passersby, answering questions.
- 2.9.27 Avoids using last name when staffing a booth or giving presentations on A.A. to



professionals.

- 2.9.28 Places District meeting lists in telephone offices, hotels, motel, Bed & Breakfast, taxi, bus and train stations.
- 2.9.29 Ensures that A.A. listings in phones books, A.A., public, community and government websites are correct.
- 2.9.30 Coordinates with GSRs to contact local businesses, facilities and service agencies in their towns.

## **2.10 Thanksgiving Alcothon Coordinator**

- 2.10.1 Appoints the Venue Procurement, Program Scheduling, Flyer Generation, Refreshment, Dinner and Facility Committee Chairpersons.
- 2.10.2 Ensures that the Committee Chairpersons understand the scope and duties of the committees they chair.
- 2.10.3 Ensures that the venue is procured and that the associated rental fee is paid.
- 2.10.4 Ensures that the schedule and program are defined and agreed upon.
- 2.10.5 Ensures that Thanksgiving Alcothon flyers are generated and distributed to District GSRs.
- 2.10.6 Ensures that the Refreshment Committee purchases the needed Refreshment supply items and obtains the required coffee urns, extension cords and coolers.
- 2.10.7 Ensures that the Dinner Committee purchases the needed Dinner supply items, (*including Gluten-Free and Starch & sugar free food options*), and is ready to prepare and serve Dinner and cleanup the kitchen.
- 2.10.8 Ensures that the Dinner Committee coordinates potluck dishes and Food Sign-up sheets.
- 2.10.9 Ensures that the Facility Committee sets up tables and chairs as needed, and breaks-down after the event.
- 2.10.10 Maintains and circulates the Committee Activity and Shopping list to the Committee Chairpersons.
- 2.10.11 Maintains and circulates the District Volunteer Signup sheet to District GSRs.
- 2.10.12 Shares volunteers contact information with their desired Committee Chairpersons.
- 2.10.13 Ensures that each scheduled meeting has a group to chair the meeting and that collected contributions will be forwarded to the District Treasurer.
- 2.10.14 Ensures that all Committees stay within the budget approved by the District.
- 2.10.15 Ensures that a written report including supplies purchased, future recommendations, participation estimates, meeting contribution summaries, Committee expense summaries and receipts are provided to the District Treasurer.
- 2.10.16 Ensures that all Committee Chairpersons understand the division of trash removal, podium and sound system procurement, the setting-up schedule and clean-up responsibilities.
- 2.10.17 Determines which literature can be distributed at the Thanksgiving Alcothon.

## **2.11 Treatment / Accessibility Chairperson**

- 2.11.1 Explores, develops, and offers resources to make the AA message and

- participation in the AA program available to all alcoholics with diverse needs through communication with AA groups.
- 2.11.2 Works with AA groups to identify the needs of alcoholics with visual and auditory challenges, those who are housebound or chronically ill, those living with the effects of traumatic brain injury or stroke, who use wheelchairs, walkers, crutches, those who are under served by virtue of geography, language, culture addressing those needs so these alcoholics may be active and in full participation of AA in District 11.
  - 2.11.3 Serves as a contact person and referral person for all individuals in the District with mental, physical, geographic, cultural, ethnic, spiritual, emotional, or language Accessibility issues.
  - 2.11.4 Suggests that groups consider the accessibility to their meeting rooms for those in wheel chairs and walkers, and discuss changes with their landlords as needed.
  - 2.11.5 Identifies meetings accessible for wheelchair users in local meeting schedules, making sure that restrooms at the meeting place are wheelchair accessible.
  - 2.11.6 Finds volunteers to transport members with mobility challenges or who are blind to and from meetings. Also, communicate that the groups provide escorts into and from the meeting, checking that entrances are shoveled and clear and there is accessibility sitting areas at the meetings.
  - 2.11.7 Helps carry the message to alcoholics which are Deaf or Hard-of-Hearing by facilitating the availability of American Sign Language (ASL) translators, AA ASL DVD literature and Video Relay Services.
  - 2.11.8 Encourages the participation of accessibility contacts in District 11.
  - 2.11.9 Ensures that the list of language-interpreter meetings and events, the list of ASL-interpreted meetings and events, and the list of wheelchair-accessible meetings and events remain current.
  - 2.11.10 Maintains lists of qualified language interpreters and ASL interpreters available for hire who are willing and able to sign or interpret for A.A. meetings and events.
  - 2.11.11 Contacts agencies that work with the Deaf/Hard-of-Hearing/DeafBlind communities, healthcare and social workers, judicial and law enforcement agencies and ASL interpreter schools for available ASL interpreters.
  - 2.11.12 Helps carry the A.A. message to alcoholics who are blind by making A.A. Braille books, pamphlets, audio CD and ASL video literature available.
  - 2.11.13 Maintains a substantial budget for hiring accessibility professionals, ASL interpreters, language translators and interpreters as well as literature.
  - 2.11.14 Serves persons who are visually or hearing impaired, chronically ill or homebound, living in retirement, rest homes, long-term residential centers or convalescent homes, senior centers, have learning, reading or information processing challenges, are elderly or use wheelchairs, are developmentally disabled and immigrants who cannot speak English, or members of Native American communities.
  - 2.11.15 Makes the GSO Accessibilities Checklist available to all GSRs in the District.
  - 2.11.16 Coordinates the work of individual A.A. members and groups interested in carrying A.A.'s message of recovery to alcoholics in treatment and outpatient

- settings.
- 2.11.17 Sends letters to all treatment centers and outpatient settings in the district explaining what A.A. is, and does, and how to get in contact with A.A.
  - 2.11.18 Establishes contact with Treatment Facility administrators to discuss ways A.A. can cooperate with the facility.
  - 2.11.19 Arranges for informational presentations to the facilities' staff for the purpose of explaining A.A.'s function and purpose.
  - 2.11.20 If wanted, presents the video "*Hope: Alcoholics Anonymous*" explaining the principles of A.A. and primary purpose which may be of interest to administrators, counselors and clients.
  - 2.11.21 Develops guidelines A.A.s involved in taking meetings to alcoholics in treatment settings like halfway houses.
  - 2.11.22 With approval of administration, assists in the formation of new A.A. meetings in treatment settings or outpatient facilities.
  - 2.11.23 Encourages group participation in the A.A. meetings in treatment facilities.
  - 2.11.24 With approval of other District(s) in Area 70, work cooperatively with local Service Organizations, assisting in the formation of new Spanish-speaking A.A. meetings for migrant workers.
  - 2.11.25 Arranges purchase and distribution of literature for the above meetings.
  - 2.11.26 Coordinates participation in the Temporary Contact / "*Bridge the Gap*" Program:
    - (i) Soon-to-be released client is put in contact with an A.A. member.
    - (ii) The contact volunteer meets the client after they are discharged from the facility.
    - (iii) The volunteer takes the client to a local A.A. meeting after release.

## **XII. The District Guidelines**

### **1. Ratification**

- 1.1 Ratification of these District Guidelines shall become effective immediately upon acceptance by a majority vote of the District members present and voting.

### **2. Bi-Annual Review**

- 2.1 The District 11 Guidelines review ad hoc Committee Chair shall be appointed by the DCM each odd-numbered year in February to review and study the District 11 Guidelines and make recommendations for any changes deemed necessary. A written report shall be made to the District reflecting any possible suggested changes.
- 2.2 The ad hoc Committee Chair is responsible for a complete and thorough review of the District 11 Guidelines. The ad hoc Committee Chair's term of service is from the date of appointment as Chair, to the date that the Guidelines have been reviewed and recommended changes, if any, brought to a vote at a District 11 meeting, as necessary.
- 2.3 The ad hoc Committee Chair may implement editorial changes such as spelling, grammar and other revision that have no significant impact on the District Guidelines.

Neither the Committee Chair, nor the ad hoc committee may make any alterations that will affect the intent of any portion of the existing Guidelines. These must be brought to a vote by the District 11 membership.

- 2.4 District 11 members must review recommended changes that may affect District policies and procedures. Such recommended changes shall be presented at the District meeting, for consideration by district members.
- 2.5 Upon completion of the District Guidelines review, the ad hoc Committee Chair shall complete the following sequence of actions:
  - (i) Deliver the completed review to the DCM at a District 11 meeting.
  - (ii) Explain any editorial changes and request the concurrence of the District 11 membership in order to incorporate the editorial changes.
  - (iii) Explain each recommended change to the District members.
  - (iv) Upon acceptance by a majority of those present and voting, incorporate recommended changes in the District 11 Guidelines.
  - (v) Arrange to publish and distribute the revised District 11 Guidelines.

### **3. Amendments**

- 3.1 Proposed changes to the District Guidelines by the District Guidelines Review ad hoc Committee Chair shall follow the procedure in **XII.2** above.
- 3.2 District Guidelines changes may be proposed between the bi-annual District Guidelines review. Any District 11 member may propose a change.
- 3.3 All proposed amendments must be in writing and submitted to the DCM.
- 3.4 The Secretary shall present the proposed amendment to a District meeting no later than two months after receipt.
- 3.5 Prior to presentation to the District meeting, the DCM shall provide opportunity for GSRs and other District members to become fully informed on the proposed amendment by announcing the receipt of the proposed change(s) and making them available in writing at the next District meeting.
- 3.6 Upon acceptance by a majority vote of those present and voting, the proposed amendment becomes a part of the District 11 Guidelines.

### **4. Suspension**

- 4.1 Upon agreement by a majority of those present and voting, the District Guidelines, or any part thereof, may be temporarily suspended for necessity and expediency.
- 4.2 The DCM, with consultation and concurrence with the other District 11 Officers, may suspend adherence to these guidelines in emergency situations provided he/she seeks approval as in 4.1 at the next district meeting.

## **XIII. Confidentiality**

- 1.1 In the spirit of maintaining anonymity, any personal information concerning district members (*i.e. telephone numbers, email addresses, etc.*), should not be shared with any person other than Elected Officers or District Committee Chairpersons, unless permission to share their information has been given by the person involved.
- 1.2 Any requested correspondence which requires use of personal information

concerning district members ( i.e. telephone numbers, email addresses, etc.) will be initiated by the DCM or Secretary who will either relay correspondences between parties involved or, with permission of those involved, relay the least necessary information to those persons to allow them direct contact