

Recovery



Unity



Service

**INVENTORY
Of
District**

This document provides a series of questions concerning the duties and responsibilities of a district in its role as a general service district in Area 35. It attempts to cover the most important duties with descriptions of those duties taken from AA literature. If you have additional comments a comment section is included at the bottom of this inventory for input on areas that may not have been explicitly stated in the body of this inventory.

Thank you for participating in this inventory.

DCM and Alternate DCM RESPONSIBILITIES

[From the AA Service Manual]:

The District Committee Member (DCM) is an essential link between the group GSR and the area delegate to the General Service Conference. As leader of the district committee, made up of all the GSRs in the district [and action committee members], the DCM is exposed to the group conscience of that district. As a member of area committee, he or she is able to pass on the district's thinking to the delegate and the committee.

A person willing to serve as a **District Committee Member** needs to have the time and energy available to carry out this responsibility well. This means time available for District and Area meetings, as well as those incidental meetings with committee chairs, GSR's or for visiting groups and assisting them in a Group Inventory, when asked to do so.

The DCM's Duties: (General Service Manual Page S29)

- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the Group Records Secretary in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.s are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 459, workbooks and guidelines from G.S.O., and any other service material.
- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

How well is the District Committee Member fulfilling these responsibilities? *(circle one)*

<u>Do not know</u>	<u>Not Well</u>	<u>Acceptable</u>	<u>Very Well</u>
0	1	2	3

If the District has separate duties for the Alternate DCM, please list and inventory these duties.

Comments:

(Use the back of the page if additional space is needed)

Treasurer Responsibilities

The Treasurer organizes the finances of the district, creating awareness of the Seventh Tradition for AA. As a minimum, a monthly report is given at district meetings detailing contributions and expenses. Annual reports are compiled and all reports are retained for historical purposes.

The treasurer compiles a budget for the district from information provided by each officer and committee chair. This is balanced with the contributions the groups are responsible to provide to the district to support the service activities needed in the district.

The Treasurer keeps a eye focused on the district remaining solvent, maintaining a prudent reserve, insuring expenditures are minimized while providing the required services, and informing the groups (commonly through the GSRs) of the need to support both the district as well as other AA entities, e.g., Area 35 and the General Service Office.

The district treasurer will commonly cooperate with the area treasurer and assist treasurers in groups that request assistance.

Treasurers regularly support the DCMs in visiting the groups to inform groups of the responsibilities of participation in the AA service structure.

List the planned and actual Treasury activities that have taken place during this rotation:

How well is this district fulfilling the 7th Tradition responsibilities?

<u>Do not know</u>	<u>Not Well</u>	<u>Acceptable</u>	<u>Very Well</u>
0	1	2	3

Comments:

What is the single most important area of finance this district should focus on in the next year?

Secretary Responsibilities

The Secretary is the source of documentation for the district, generating accurate minutes of all district meetings. However, the Secretary can also serve the district by assisting other officers and chairs by providing information to trusted servants on prior meetings and activities and insure the maximum effectiveness of any future events.

The Secretary may also compile a list of district actions in a Compendium of Actions by the district. Some Secretaries are responsible for compiling meeting lists, and working with the delegate on updating GSO records of the groups in the district. They may also communicate with the area secretary to receive or send information, as appropriate.

List the planned and actual Secretarial activities that have taken place during this rotation:

How well is this district fulfilling the Secretarial responsibilities?

Do not know Not Well Acceptable Very Well
0 1 2 3

Comments:

What is the single most important area the Secretary of this district should focus on in the next year?

GSR Responsibilities

General Service Manual Page S23

The General Service Representative has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the DCM and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing back to the group Conference Actions that affect AA unity, health, and growth. Only when a GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for AA as a whole.

The GSR's Duties: *(General Service Manual Page S23)*

- G.S.R. attends district meetings.
- They also attend area assemblies and the annual Area 35 Service Workshop.
- G.S.R serves as the mail contact with the General Service Office, and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin Box 459, and keep their groups abreast of A.A. activities all over the world.
- They serve as mail contact with their district committee member and with the area committee.
- G.S.R. supplies their DCMs with up-to-date group information, which is relayed to G.S.O. for inclusion in the directories and for G.S.O. mailings.
- They are knowledgeable about material available from G.S.O. — new literature, guidelines, bulletins, videos, tapes, kits, etc., — and they are responsible for passing such information on to the groups.
- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with the AA 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," and "The Twelve Concepts Illustrated."
- They usually serve on group steering committees.
- They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan.
- They encourage the group to support the area and district committees and local central offices or intergroups, and they are familiar with the leaflet "Self-Support: Where Money and Spirituality Mix."
- They participate in district and area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

How well are the GSRs in the district fulfilling these responsibilities? *(circle one)*

Do not know	Not Well	Acceptable	Very Well
0	1	2	3

Comments:

(Use the back of the page if additional space is needed)

Archives Committee Responsibilities

Archives Committees are engaged in the work of preserving the history of the groups in the district, the district itself, and Area 35. Written materials, e.g., minutes, financial statements, committee information, documentation on activities, flyers, all provide a foundation of history. Written group histories, encouraged by the Archives Committee provide priceless information that can be retained for future generations of AA. Taped interviews and other audio recordings, photographs, books and pamphlets, can all be preserved and/or shared with Area 35.

The Archives chair is the district's contribution to the Area 35 Archives committee and is expected to attend all Area 35 Archives committee meetings. The district Archives chair would also attend and participate in any possible Archives workshops in Area 35, especially in their own Zone.

List the planned and actual Archives activities that have taken place during this rotation:

How well is this district fulfilling the Archival responsibilities?

Do not know	Not Well	Acceptable	Very Well
0	1	2	3

Comments:

What is the single most important area of Archives this district should focus on in the next year?

Public Information (PI) Committee Responsibilities

Like all of A.A., the primary purpose of members involved with public information service is to carry the A.A. message to the alcoholic who still suffers. Working together, members of local Public Information committees convey A.A. information to the general public, including the media, via PI meetings and workshops, distribution of Public Service Announcements, and other forms of public media.

The committee can also prevent the misunderstanding of the AA message through these same channels of communication.

The PI chair is the district's contribution to the Area 35 PI committee and is expected to attend all Area 35 PI committee meetings. The district PI chair would also attend and participate in any possible PI workshops in Area 35, especially in their own Zone.

List the planned and actual PI activities that have taken place during this rotation:

How well is this district fulfilling the Public Information responsibilities?

Do not know **Not Well** **Acceptable** **Very Well**
0 1 2 3

Comments:

What is the single most important area of Public Information this district should focus on in the next year?

Cooperation with the Professional Community (CPC) Responsibilities

Responding to an expressed need, the Conference recommended formation of a separate Conference Committee in 1971. Now known as the Cooperation with the Professional Community Committee (C.P.C.), its purpose is to better distribute A.A. information to those in contact with alcoholics through their professions, furthering mutual understanding and cooperation between AA and professionals, and increasing awareness of member and outside groups and organizations on ways of cooperating with others without affiliating.

In some locales, C.P.C. and PI committees are separate; elsewhere they function as one committee covering two services.

The CPC chair is the district's contribution to the Area 35 CPC committee and is expected to attend all Area 35 CPC committee meetings. The district CPC chair would also attend and participate in any possible CPC workshops in Area 35, especially in their own Zone.

List the planned and actual CPC activities that have taken place during this rotation:

How well is this district fulfilling the CPC responsibilities?

Do not know **Not Well** **Acceptable** **Very Well**
0 1 2 3

Comments:

What is the single most important area of CPC this district should focus on in the next year?

Correctional Facilities (CF) Responsibilities

The Correctional Facilities committee encourages AA members to assume responsibility for carrying the message to alcoholics behind the wall, reviewing all aspects of service to AA groups in correctional facilities, and makes recommendations for changes and/or improvements. It is also concerned with clarifying what AA can and cannot do, within the Traditions, to help inmate alcoholics both inside and upon release.

It is very common for CF committees to assume the responsibility for coordinating the attendance of outside AA members to meetings inside correctional facilities.

The CF chair is the district's contribution to the Area 35 CF committee and is expected to attend all Area 35 CF committee meetings. The district CF chair would also attend and participate in any possible CF workshops in Area 35, especially in their own Zone.

List the planned and actual CF activities that have taken place during this rotation:

How well is this district fulfilling the Correctional Facilities responsibilities?

Do not know	Not Well	Acceptable	Very Well
0	1	2	3

Comments:

What is the single most important area of CF work this district should focus on in the next year?

Treatment Facilities (TF) Responsibilities

The Treatment Facilities committee encourages AA members to assume responsibility for carrying the message to alcoholics in treatment facilities, reviewing all aspects of service to AA groups in treatment facilities, and makes recommendations for changes and/or improvements. It is also concerned with clarifying what AA can and cannot do, within the Traditions, to help alcoholics in treatment.

The TF committee may also set up means to bridge the gap from treatment to AA.

It is very common for TF committees to assume the responsibility for coordinating the attendance of outside AA members to meetings inside treatment facilities.

The TF chair is the district's contribution to the Area 35 TF committee and is expected to attend all Area 35 TF committee meetings. The district TF chair would also attend and participate in any possible TF workshops in Area 35, especially in their own Zone.

List the planned and actual TF activities that have taken place during this rotation:

How well is this district fulfilling the Treatment Facilities responsibilities?

Do not know	Not Well	Acceptable	Very Well
0	1	2	3

Comments:

What is the single most important area of TF work this district should focus on in the next year?

Grapevine Representative (GvR) Responsibilities

What Does a Grapevine/La Viña Representative Do?

The GvR's (or RLV's) job is to make sure that members are aware of the Fellowship's international journal and the enhancements to sobriety it offers. The GvR/RLV is the group's contact with the Grapevine office.

A GvR will receive a GvR/RLV kit containing information about the magazine, its history and goals, as well as subscription forms and ideas for carrying this portable meeting to other alcoholics. It is hoped that the GvR will keep the group informed of the varied themes and recovery stories shared in the pages of the magazine, its books and CDs. It is anticipated that each A.A. group would have a GvR and at least one subscription to the magazine.

La Viña representatives (RLVs) perform the same function as the GvRs in Spanish speaking groups and districts. Some districts or groups may also combine GvR and RLV functions. Most areas have a Grapevine committee, or a combined Grapevine/La Viña committee, and GvRs/RLVs are active participants in efforts to make the Grapevine/La Viña available to other service committees, such as corrections, treatment, and cooperation with the professional community.

GvR committees are one of the primary sources of increasing the awareness and ultimately the level of subscriptions on their district.

The GvR chair is the district's contribution to the Area 35 GvR committee and is expected to attend all Area 35 GvR committee meetings. The district GvR chair would also attend and participate in any possible GvR workshops in Area 35, especially in their own Zone.

List the planned and actual GvR activities that have taken place during this rotation:

How well is this district fulfilling the GvR responsibilities?

<u>Do not know</u>	<u>Not Well</u>	<u>Acceptable</u>	<u>Very Well</u>
0	1	2	3

Comments:

How can this district improve our members understanding of the value of the Grapevine/LaVina?

Literature Representative Responsibilities

Some districts or groups may combine Literature and GvR functions.

Most areas have a Literature committee, and Literature Representatives are active participants in efforts to make the appropriate literature available to other service committees, such as Corrections, Treatment, and Cooperation with the Professional Community.

Literature Representatives commonly display literature at AA meetings and events, and also provide literature displays (or work with other committees) to various non-AA locations and events.

Many Literature Representatives compile meeting lists and distribute them as appropriate.

The Literature chair is the district's contribution to the Area 35 Literature committee and is expected to attend all Area 35 Literature committee meetings. The district Literature chair would also attend and participate in any possible Literature workshops in Area 35, especially in their own Zone.

List the planned and actual Literature activities that have taken place during this rotation:

How well is this district fulfilling the Literature responsibilities?

<u>Do not know</u>	<u>Not Well</u>	<u>Acceptable</u>	<u>Very Well</u>
0	1	2	3

Comments:

How can this district improve our members understanding of the value of the AA literature?

How well does this district communicate and coordinate with the other service entities?

I. Other Districts in their Area 35 Zone:

Do not know Not Well Acceptable Very Well
0 1 2 3

II. Local intergroup/central office, if appropriate:

Do not know Not Well Acceptable Very Well
0 1 2 3

III. Area 35:

Do not know Not Well Acceptable Very Well
0 1 2 3

IV. Local Roundups:

Do not know Not Well Acceptable Very Well
0 1 2 3

Comments:

How can this district improve the communication with other AA entities?

District Meetings

I. Is enough time allotted for district meetings?

<u>No</u>	<u>Acceptable</u>	<u>Just Right</u>	<u>Way too Much!</u>
0	1	2	3

Comments:

II. Is the meeting format effective?

<u>Do not know</u>	<u>Not Very</u>	<u>Acceptable</u>	<u>Very Effective</u>
0	1	2	3

Comments:

III. Are district officers picked with care and consideration? If not, why not?

<u>No</u>	<u>Acceptable</u>	<u>Just Right</u>	<u>Way too Much!</u>
0	1	2	3

Comments:

IV. Is this district providing enough workshops and are the formats effective?

<u>No</u>	<u>Acceptable</u>	<u>Just Right</u>	<u>Way too Much!</u>
0	1	2	3

Comments:

V. List the top five (5) workshop topics you would most like to see offered?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

VI. What are the top five (5) changes you would recommend to this district?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

VII. What is the single most important issue facing this district in the next year?

VIII. What is the single most important issue facing our Area in the next year?
