

Panel 76  
Georgian Bay East District 7

## STRUCTURE AND OPERATING PROCEDURES

### **PURPOSE:**

The objective of this structure and operating procedure is to provide guidelines to assist us for the unified and successful operation of District 7, of Area 86 of Alcoholics Anonymous (The District). The only organization or guidelines in AA are those we choose to impose upon ourselves. This Structure and Operating Procedure sets out decisions reached through discussion, vote, and whenever possible substantial unanimity. All provisions of this operating procedure conform to the principles of the Twelve Traditions, the Twelve Concepts and the AA Service Manual. They support the primary purpose of Alcoholics Anonymous, "to carry the message to the alcoholic who still suffers."

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## SECTION 1 - ORGANIZATION

### Structure

The District Committee shall be composed of:

- a) District Committee Member (known as DCM)
- b) Alternate District Committee Member
- c) Treasurer
- d) Secretary
- e) Sub-Committee Chairperson for:
  - Grapevine
  - Public Information/Co-operation with the Professional Community
  - Treatment / Bridging the Gap
  - Corrections / Bridging the Gap
  - Accessibilities and Remote Communities
  - Technology
  - Archives
  - Telephone Answering Service
- f) General Service Representative (known as GSR) or in their absence the Alternate GSR or in their absence another member of the same group appointed by the group, (one from each registered group in the District)
- g) Past DCMs

## SECTION 2 - MEETINGS

1. The District Committee shall meet on the second Sunday of every month.
2. The District Committee meeting will be held at a time and place (platform) pre-determined by the District Committee.
3. In the absence of both DCM and Alt. DCM the District Committee will be chaired by the Treasurer or in the absence of the Treasurer, by the Secretary.
4. In an emergency, a District Committee Meeting may be called by the DCM or the Alternate DCM. Members shall be given as much notice as possible and advised of the agenda of the meeting.
5. Past DCM's can speak to a motion, but cannot make, second or vote on a motion. The Chair of the District Committee meeting shall have the "right of decision" to call upon Past DCMs to share guidance and/or background information in unclear or uncertain situations.
6. The District Committee has a "right of decision", with regard to future events, with substantial unanimity.
7. All Members of AA are invited to District Meetings, but other than a-g in section 1 above, they are observers only and have no voice at the table.
8. All Members who attend District meetings shall maintain decorum and respect for other

attendees. This includes while making a presentation or speaking to/responding to a question or motion, etc.

9. All Members who attend District meeting shall:
  - a) Maintain decorum and respect for other attendees.
  - b) This includes while making a presentation or speaking to/responding to a question or motion, etc.
10. The DCM shall set the agenda for each District Meeting and forward to the Secretary for distribution, along with other documents to be considered at the monthly meetings.

### **SECTION 3 - MOTIONS**

1. All Motions must be properly moved and seconded by a District Committee member before being considered by the District Committee. All motions shall be carried only on a 2/3 (two-thirds) majority of those present and eligible to vote, unless otherwise decided by the District Committee before the vote. A motion that has no impact on policy or finances only requires a simple majority.
2. All new motions being brought to the District Committee from the groups for consideration, shall be submitted to the DCM in writing fourteen (14) days prior to the District Committee meeting for inclusion in the agenda.
3. New motions may arise from discussions at the table. These must be put in writing and handed to the secretary in order to be considered.
4. Any motion to amend the Structure and Operating Procedures shall require two (2) District Meetings notice in writing, to allow the GSR's an opportunity to determine their group's conscience on the motion.
5. In some cases a member of the District Committee may want a motion taken back to the groups. In these cases, a motion to table must be made, seconded and voted on.

### **SECTION 4 - VOTING**

1. All members of the District Committee, except the chairperson, shall be considered eligible to vote on all subjects properly brought before the District Committee, the chairperson will vote in the case of a tie.
2. Voting on motions is by either show of hands or by secret ballot. Election voting is done by secret ballot. By either method, a majority will be 2/3 of those present. A simple majority of 50% +1 will be required for motions not addressing policy or finances.
3. If any Sub-Committee chairperson is absent, the alternate to their position may vote.
4. A member from each registered group in District 7 is eligible to vote. This is typically the GSR or Alt GSR, or other group member appointed by the group.

## **SECTION 5 - POSITION DESCRIPTIONS**

In all cases, the holder of the positions listed below shall understand and perform the duties of the position as outlined in the AA Service Manual, or in the AA Workbook available from aa.org for the corresponding position and the D7 SOPs. Also refer to Appendix III attached.

### **District Committee Member shall:**

1. Consult with the treasurer for advice concerning any expenses that have been submitted. If circumstances warrant, the DCM shall exercise the right of decision to withhold payment. That item will be discussed with the District Committee at the next regular meeting.
2. Attend all District Committee meetings, making monthly written reports detailing activities. The DCM is also a member of the Area Committee as outlined in the AA Service Manual, and should attend all Area Committee meetings and Assemblies.
3. Maintain the flow of communication between Area and District, including, with the assistance of the District Secretary, distributing approved District 7 meeting Minutes to the Area 86 Committee, once approved at the next monthly District Meeting.
4. Complete, date and sign expense vouchers and submit them to the treasurer for reimbursement.
5. At all times follow the direction of the District Committee.

### **Alternate District Committee Member shall:**

1. Attend all District Committee Meetings making monthly written reports detailing activities.
2. Complete, date and sign expense vouchers. The Alternate DCM should not incur any expenses on behalf of the District unless so instructed by the DCM.
3. The Alternate DCM is also a member of the Area Committee outlined in the AA Service Manual, and should attend all Area Committee Meetings and Assemblies.
4. At all times follow the direction of the DCM and District Committee.
5. Fill such vacancies as required.

### **Treasurer shall:**

1. Receive and deposit all monies belonging to the District in a Chartered bank or Trust Company as selected by the District Committee.
2. Record all financial transactions, banking and payment, with a co-signer, on all cheques. Co-signers on the account shall be at least three (3) District Officers (DCM, alternate DCM, Treasurer or Secretary)
3. Keep a record of all monies received and all payments made by the District, and prepare a monthly financial statement and forward it to the secretary prior to the monthly meeting, for inclusion in the agenda.
4. Prepare and present a yearly financial statement as of December 31<sup>st</sup> each year.
5. Prepare and present a proposed forecast statement to the December District meeting.
6. Such proposed financial forecast shall not be considered a budget once passed. The forecast allotment to any position or Sub-Committee is dependent on available funds

7. Expenses must be approved by the DCM and/or District Committee prior to incurring any costs to the District. (see Section 8 - Expenses)
8. Attend all District Committee Meetings.
9. Complete, date and sign expense vouchers. The treasurer should not incur any expenses on behalf of the District unless so instructed by the DCM
10. At all times follow the direction of the DCM and the District Committee.

**Secretary shall:**

1. Record the minutes of the District Meeting, including only those reports that have been presented at the District Table. Distribute (via email and/or post) the minutes of District Meeting within ten (10) days of each meeting to the Committee and to the Area Committee, and to provide a limited number of paper copies of previous meetings to those without email.
2. Attend all District Meetings.
3. Keep an up-to-date list of all the names, addresses and telephone numbers of all Committee members, inclusive of any interested past DCMs and past Committee members.
4. Give every new District Member a copy of this document and contact information for all other District Committee Members.
5. Complete, date and sign expenses vouchers. The Secretary should not incur any expenses on behalf of the District unless instructed to do so by the DCM.
6. At all times follow the direction of the DCM and the District Committee.

**Sub-Committee Chairpersons shall:**

1. Be available upon request to assist in all matters pertaining to their office, and to provide assistance in District Workshops or any District or Group Service function.
2. Order from the Area Committee Chairperson or the General Service Office or an Inter-group office, sufficient literature to maintain an inventory of such literature as may be required for the performance of their office. The Sub-Committee Chair shall have the right-of-decision as to sourcing the materials needed.
3. Attend all District Meetings, making a monthly written report detailing activities.
4. Encourage growth and development of the Sub-Committee throughout the District and facilitate participation of all interested AA members.
5. Pass on material and detailed information to subsequent Sub-Committee chairs.
6. Complete, date and sign expense vouchers. The Sub-Committee chairs should not incur and expenses on behalf of the District unless instructed to do so by the DCM.
7. At all times follow the direction of the DCM and District Committee.

**General Service Representative (GSR)**

1. The duties of the GSR are contained in the A.A. Service Manual.
2. It is recommended that each Group obtain the most recent AA Service Manual so that

the GSR (current or new) is fully informed of the expectations of the position.

3. The GSR may be the most important job in A.A. The A.A. pamphlet #P-19 General Service Representative, often available from the Group, is an easy read of the expectations of the position.
4. In addition, the GSR, once registered with aa.org, is entitled to a copy of the GSR Workbook - either hard copy or by download.
5. It is strongly recommended, that a GSR have a service sponsor. A service sponsor will be an invaluable source of information.

## **SECTION 6 - DISPUTE RESOLUTION**

Upon a request being made by any group for help from the District Table the following applies:

1. That meeting takes place to resolve the issue at the Group level.
2. The sitting DCM would meet with the Group members to resolve the issues.
3. If unresolved at that level, the sitting DCM would appoint a group of three (3) members sitting at the District Table to meet with the affected group(s).
4. That if there is no resolution after completion of (a), (b), (c) above, then the group of three members and the affected group(s) bring the matter back to the District Table for input.

Past experience indicates that there is a need for resolution to be in place when problems are presented.

## **SECTION 7 - AD HOC COMMITTEES**

Also includes the appointment of an Ad Hoc Committee to review current SOPs for appropriate changes.

1. There will be times when opportunities to re-examine or investigate topics in greater detail may arise. At these times the DCM shall form an Ad Hoc committee, consisting of the Alternate DCM, any past DCM and any 3 other District Committee members.
2. Each Panel shall establish an Ad Hoc Committee to review the then current SOPs. Any changes made to the SOPs become effective at the beginning (January 1<sup>st</sup>) of the subsequent Panel.
3. Each Ad Hoc committee will report its' ongoing progress at each subsequent District Committee meeting - without detail of discussions, until its final report is tabled.

## **SECTION 8 - EXPENSES**

1. The District Treasurer will reimburse expenses incurred, upon receipt of an account approved by the DCM. These expenses may only be incurred by the DCM, Alternate DCM, Treasurer, Secretary and Sub-Committee Chairs.
2. The District will pay for the DCM and Alternate DCM to attend all Area Committee Meetings (ACMs) and all Western Ontario General Service Assemblies, at current Area 86 rates.
3. Monies to cover the cost of sending the Treasurer, the Secretary and the Sub-Committee Chairs to the Western Ontario General Service Assembly must be approved two (2) District Meetings in advance.

4. Expenses other than attendance at Assemblies and ACMs, for eligible Committee members are to be reimbursed at the current Area 86 rates.
5. The District is not responsible for expenses incurred by the GSR's.

## **SECTION 9 - FINANCIAL RESPONSIBILITY**

1. A copy of the proposed forecast shall be provided to each GSR at the time of presentation by the Treasurer, at the December Meeting. Each GSR shall be allowed until the next regular District Meeting (January) to take the proposed forecast to his/her groups for their group conscience.
2. The proposed forecast shall be discussed, amended if necessary and passed on or before the District meeting in February.
3. The Prudent Reserve of \$2,500.00, may be increased or decreased by:
  - a) A motion made and seconded at one District Meeting and
  - b) Passed by at least 2/3 majority of those voting members present at the first regular District Meeting following the date of the presentation of the motion.
4. That any sums remaining in the District bank account on December 31<sup>st</sup>, less the prudent reserve of \$2500.00 and outstanding cheques, shall be distributed equally between Area 86 and GSO.

## **SECTION 10 - ELECTION PROCEDURES**

1. As outlined in the AA Service Manual, and in keeping with the principle of service rotation, regular biennial elections of District Officers take place in Eastern Georgian Bay District 7 at the October meeting in odd numbered years, with the 2-year term of office (except Archives which is 4 years) starting on January 1st of the even numbered years.
2. An election officer will be nominated and voted on in August of odd number years. Nominees may include any member of AA in District 7 and include past members of the District 7 Committee. The District Committee will vote on nominees, in attendance or, who have provided the DCM with a resume prior to the meeting, for the position of election officer. Approval requires a simple majority. The Election Officer will Chair the election process at the October meeting.
3. At the September meeting, the list of names (roll call) of the outgoing District Committee shall be read and each Committee member will be asked if they are willing to stand for any of the elected positions. Personal nominations will be accepted at this time.
4. All Officers and Sub-Committee chairs are to be elected by the Third Legacy Procedure, as outlined in the current AA Service Manual. No one is acclaimed.
5. The Members of the District Committee, with the exception of the GSR, (elected by the respective groups) and the Archives Chair (4 year Term) shall be elected by the District Committee in odd numbered years to serve a recommended term of 2 years.

## **SECTION 11 - ELIGIBILITY**

1. Qualification to stand for position of DCM, shall be presently serving or past GSR. See, as well, the current AA Service Manual re: Principle of rotation.

2. There are no set qualifications to stand for the other positions except being a member of Alcoholics Anonymous in District 7.
3. Candidates eligible for election must be present or must have given permissions, in writing, to the District Committee Member (DCM), for their names to stand. If the person is not present, a written resume must be provided.
4. Before the election is held, each person standing for the office shall be requested to say a few words. If the person is not present the resume shall be read.

**Officers to be elected and order of election:**

1. District Committee Member (DCM)
2. Alternate District Committee Member (ADCM)
3. Treasurer
4. Secretary

**Sub-Committee Chairpersons for:**

1. Grapevine
2. Public Information /Co-operation with the Professional Community
3. Treatment /Bridging the Gap
4. Corrections / Bridging the Gap
5. Accessibilities and Remote Communities
6. Technology
7. Archives (two consecutive terms)
8. Telephone Answering Service

**Sub-Committee Alternate Chairperson:**

1. Grapevine
2. Public information/Co-operation with the professional community
3. Treatment /Bridging the Gap
4. Corrections / Bridging the Gap
5. Accessibilities and Remote Communities
6. Technology
7. Archives (2 consecutive terms)
8. Telephone Answering Service

## **Filling Vacancies**

Any committee member other than GSR's, who miss or do not file a report for 2 (two) consecutive District Meetings, will be considered as resigned.

1. The Alternate DCM is back-up for the DCM. If the DCM is temporarily unable to serve for any reason, the Alternate assumes the duties of the DCM until the DCM returns to the position. (AA Service Manual)
2. If the DCM resigns for any reason, the Alternate DCM assumes the duties of the DCM for the duration of the term. An election shall be held to fill the resulting Alt. DCM vacancy.
3. In the event that the Secretary or Treasurer become temporarily unable to serve, the Alternate DCM should assume the added responsibilities of the particular office until the person returns to the position.
4. In the event that the Secretary or Treasurer resigns or is no longer able to serve for any reason, the Alternate DCM should assume the added responsibilities of the specific office until someone is elected to the position for the duration of the term.

**Appendix I - Expense Voucher for District 7**

<b>(Name)</b>	<b>(Position)</b>	<b>(Expense Period)</b>	<b>▼ Notes Below ▼</b>	
<b>TRAVEL</b>				
<b><u>Quantity</u></b>	<b><u>Item</u></b>	<b><u>\$ Cost per</u></b>	<b><u>\$ Amount</u></b>	-
	Kms @		\$0.00	
	Nights @		\$0.00	
	Meals @		\$0.00	
	Banquet @		\$0.00	
	Lunches @		\$0.00	
			\$0.00	
		<b><u>Subtotal</u></b>	<b><u>\$0.00</u></b>	
<b>OPERATIONS &amp; ADMINISTRATION</b>				
<b><u>Description</u></b>	<b><u>Expenses</u></b>		<b><u>\$ Amount</u></b>	-
		▶		
		▶		
		▶		
		▶		
		<b><u>Subtotal</u></b>	<b><u>\$0.00</u></b>	
		<b><u>TOTAL</u></b>	<b><u>\$0.00</u></b>	
		-	-	
				Approved for reimbursement by:   DCM Signature Date:

## Appendix II - Commonly Used Motions of Procedure

**Motions and Notices of Motions:** Require a mover and a seconder before discussion begins

**When voting:**

- Substantial Unanimity = 2/3 majority of the vote
- Simple Majority = 50% + 1 of the vote
- All matters of policy or issues regarding finances shall require substantial unanimity (2/3) of the vote.

**Tabling a Motion:** Postponing a discussion to a later time

- Requires a motion and a second
- Not debatable
- Requires a simple majority

**Minority Opinion:** Concept V (Right of Appeal) allows us to speak to a position after a vote has been taken if on the unsuccessful side

**Reconsideration:** is a motion to reconsider the vote, made by a member who voted with the successful side, but seconded by anyone

- Simple majority (50% + 1) to pass - if successful, resume debate on the original motion.

**Calling the Question:** is a motion to bring the debate to a halt while the members decide whether to proceed directly to a vote or go on with the debate

- Must be made in order (recognized by the Chairperson and have the floor and prior to any debate)
- Requires a seconder
- Not debatable
- Requires a simple majority (50% + 1) to pass

**Point of Order:** a query in a formal debate or meeting as to whether correct procedure is being followed

- Can be made by any Voting or Ex Officio Member
- The meeting is halted
- The Chairperson addresses the 'Point of Order'
- Once the 'Point of Order' is resolved, the meeting resumes

**Sense of the Meeting:** A measure of the "mood" of those in attendance.

- All voting members may raise their hands

**Amendments:** When a Motion is before the District Committee, it means that it is a motion that has been moved and seconded and there has been no vote taken. If a voting member at the District Committee wishes to have the motion amended there are two ways to have the amendment put into effect.

- **Friendly Amendment:** If both the mover and the seconder of the original motion agree to the amendment, then the same can be amended without anything further (called a friendly amendment). This is then the motion that is discussed and it is as if there was no amendment made as it takes the place of the original motion, except for Notices of Motion.
- **Motion to Amend:**
  - a) An amendment is a motion to change, to add words to, or to omit words from, a pending original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.
  - b) An amendment cannot interrupt another speaker, must be seconded and is debatable if the motion to be amended is debatable. It may itself be amended only once by an amendment to the amendment. The amendment can be reconsidered, and require only a majority vote, even if the motion to be amended requires a two-thirds (66⅔ %) vote to be adopted.

## Appendix III -Position Descriptions

### General Service Representative (GSR)

General Service Representative Common Practice:

1. The General Service Representative is any member of an A.A. registered group within District 7 elected by their group, using any method of that group's own choosing.
2. The elected General Service Representative acts primarily as a connecting link between their group and the District Committee. GSRs are typically asked to report on what's happening in their groups to the District Committee and give reports to their group about news, issues, proposals and future events from the Area and G.S.O, received at the District Committee meeting.
3. The General Service Representative and an Alternate General Service Representative should be elected for a term of two years, in the same year as the election of the District Committee. It is recommended that the group election be held in the month of October, with their term of service to begin January 1st, of the following year.
4. The General Service Representatives expenses for travel, food and lodging in connection with service activities, are not included in the District financial responsibilities. General Service Representatives are responsible for booking their own accommodation for Area 86 Spring and Fall assemblies.

### The District Committee Member (DCM)

In addition to those duties described in Section 5 of the SOPs above, the following are useful to note.

1. Reach out to groups in the District that do not have GSRs. Some groups may have little or no history of electing GSRs. Some may have had active GSRs in the past, but no longer. The DCM is asked to open a line of communication with these groups. The purpose is not to badger them into electing GSRs, but to begin to connect them to A.A. as a whole.
2. Organize workshops and/or sharing sessions on service activities.
3. Help GSRs become acquainted with The A.A. Service Manual/Twelve Concepts for World Service.
4. DCMs can also be helpful by introducing the GSRs to Box 4-5-9 and service material from G.S.O., which includes workbooks and guidelines on an array of topics.
5. Alert the District's GSRs to new literature, service materials and technology applications from G.S.O. and Grapevine. This includes new books published by A.A. World Services and the Grapevine. The literature catalogues of the two corporations are an excellent resource. DCMs often hear about new literature before it appears in the catalogue, and it can be helpful to alert GSRs on what's coming.

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

The ADCM responsibilities are as described Sections 5 of the SOPs.

### **The District Treasurer**

1. It is recommended that the treasurer be a person with good organizational skills in order to keep good records. Having some accounting or bookkeeping experience is useful.
2. The Treasurer and co-signers will be responsible to issue payments for approved budget expenses as directed by the DCM/District Committee.
3. The Treasurer will be responsible for receiving contributions to the District for deposits. Any monies received from groups and special contributions will be directly deposited.
4. Additional responsibilities are described in Section 5 of the SOPs above.

### **The District Secretary**

The District Secretary:

1. Shall record the District 7 Committee meeting minutes and distribute to all parties within the agreed time-frame.
2. Shall forward the documents to be considered for the monthly meetings of District 7 Committee members within the agreed time-frame.
3. Shall provide a copy of the District 7 Structure and Operating Procedures to any new member of the District Committee.
4. Please refer to Section 5 of the SOPs above for further detail.

### **Sub-Committee Chairs**

1. Sub-Committee Chairs shall be available at all times to assist in all matters pertaining to their office. As well, they shall provide assistance in the event of District workshops and District functions associated with their office.
2. Refer to Section 5 of the SOPs above for further information.

### **Grapevine**

1. Shall cultivate a strong relationship with District Groups to enable knowledge and support of Grapevine resources.
2. Shall order from the Area Committee Chairperson or the General Service Office or an Intergroup office, sufficient literature to maintain an inventory of such literature as may be required for the performance of their office and maintain the Grapevine display kit. The Sub-Committee Chair shall have the right-of-decision as to sourcing the materials needed. Any out-of-pocket expenses that exceed the generated sales income shall be reimbursed by the District Treasurer when conducting authorized business.
3. Shall maintain an accurate inventory of Grapevine resources and monitor costs related to the District Grapevine forecast.

4. Shall attend all District meetings and prepare a written report to present to the Committee and submit to the District Secretary.
5. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

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

1. Shall form a committee, if necessary, to carry the A.A. message to the still suffering alcoholic indirectly and directly, by informing the general public about the A.A. program.
2. Shall liaise with the Area Public Information Committee Chair.
3. Shall liaise with the Area Cooperation with the Professional Community Committee Chair.
4. Shall adhere to the Guidelines in the Public Information Workbook. Only approved Public Information literature is used.
5. Shall be allocated an approximate financial float by the District to stock and distribute Public Information literature.
6. Shall be the sole purchaser for Public Information literature.
7. Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District business.

#### **Treatment /Bridging the Gap**

1. Shall liaise with the Area Treatment Committee Chair.
2. Shall liaise with the District Corrections/Bridging the Gap Sub-Committee Chair
3. Shall contact treatment facilities in our District to make them aware of the program and facilitate bridges.
4. Shall form a committee of volunteers and facilitate carrying our message of recovery to alcoholics in treatment and community settings.
5. Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
6. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

#### **Corrections /Bridging the Gap**

1. Shall liaise with the Area Corrections Sub-Committee Chair.
2. Shall liaise with the Area Bridging the Gap Committee Chair.
3. Shall liaise with the District Treatment/Bridging the Gap Sub-Committee Chair.
4. Shall attempt to acquire A.A. volunteers who are qualified and interested in carrying the message of recovery to alcoholics in correction facilities.
5. Shall ensure meetings in the correction facility are attended by qualified volunteers.
6. Shall work closely with the Area Bridging the Gap Sub-Committee Chair to ensure persons in custody obtain contact with Alcoholics Anonymous upon release.

7. Shall ensure adequate literature is maintained.
8. Shall attend all District meetings and prepare a written report to present to the Committee and submit to the District Secretary.
9. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

### **Accessibilities/Remote Communities**

The Accessibilities/Remote Communities Sub-Committee Chair:

1. Shall liaise with the Area Treatment and the Area Accessibilities/Remote Communities Sub-Committee Chairs.
2. Shall become familiar with A.A. workbooks and other material pertaining to both the Accessibilities and Remote Communities portfolio.
3. Shall, when possible, make an effort to inform members on the multiple aspects of types of accessibility needs in order to raise awareness in helping to carry the message to as many members and suffering alcoholics as possible.
4. Shall provide pamphlets and used Grapevines to individuals with accessibility needs and address any special needs or concerns.
5. Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District 7 business.
6. Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
7. Shall pass on material and detailed information pertaining to the position to the incoming Sub-Committee Chair to ensure a smooth transition.

### **Technology**

1. Shall liaise with the Area Technology Committee Chair.
2. Shall become familiar with A.A. workbooks and other material pertaining to this position
3. Shall maintain frequent contact with the Chairpersons of the Public Information/Cooperation with the Professional Community Sub-Committee Chair, District Officers, the General Service Office and any other affected A.A. service entities.
4. Shall monitor and record all expenses. Expenses include maintenance and provisioning of the website which includes out-of-pocket expenses incurred by the Technology Sub-Committee Chair directly related to their service.
5. Shall be required to use their personal information and personal credit card information for the renewal of the website hosting and domain name. An annual budget request shall be submitted to the District for approval as required.
6. Shall perform regular maintenance of the site including changing information requested by groups, adding events, and implementing changes in the presentation of information posted on our website.
7. Shall attend all District meetings and prepare a written report to present to the Committee and submit to the District Secretary.

8. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

### **Archives**

1. Shall liaise with the Area Archives Committee Chair.
2. Shall determine what to include in the collection, and work towards making material available to the greatest extent possible to members of our fellowship and those in the public realm with a valid interest in Alcoholics Anonymous.
3. Shall collect, organize, and preserve material of historical interest. Typically, the archivist selects a representative sample of the collection and arranges those into a traveling display.
4. Shall be responsible for both the physical and the intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in the collected documents.
5. Shall be responsible to report to the Area/District committee or, if it exists, the Area/District archives committee, about new material received and give updates about ongoing projects at the archives.
6. Shall attend all District meetings and prepare a concise written report to present to the committee and submit to the District Secretary.
7. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

### **Telephone Answering Service**

1. Shall maintain the District Answering Service.
2. Shall endeavor to enroll qualified candidates for Answering Service duties.
3. Shall obtain and distribute updated Answering Service volunteer lists to the Answering Service provider on an as needed basis.
4. Shall be the sole contact with the Answering Service provider.
5. Shall review the monthly call listing supplied by the Answering Service provider to track calls made to the Service provider.
6. Shall, when deemed necessary, conduct an instructive workshop for new Answering Service volunteers.
7. Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District 7 business.
8. Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
9. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.