

DISTRICT 6

STRUCTURES AND GUIDELINES

INTRODUCTION:

District 6, part of the Northeast Florida (NEFL) Intergroup, is one of approximately 30 Districts comprising Area 14 in North Florida, covering the southern portion of Saint John's County including St. Augustine, Vilano Beach, World Golf Village, and Hastings

The District Committee conducts monthly meetings in which the General Service Representatives (GSRs), or Alternate GSRs, representing individual AA Groups of the District, participate and link each group to AA as a whole. This is a two-way communication. The GSRs report the Group's conscience to the District and the District is a forum where the GSRs learn the issues facing AA service entities such as Area, Intergroup, and GSO (General Service Office). This helps to preserve AA unity, service, and growth. District 6 also provides services and activities which represent the multiple groups in its boundaries.

PURPOSE OF THESE GUIDELINES:

The purpose of the guidelines is to provide a reference for the basic operation of the District as well as job descriptions for the District Officer positions, the District Service Committee Chairperson positions, and the General Service Representatives.

THE DISTRICT 6 COMMITTEE:

1. Committee Members—The Members of the District Committee are as follows:
 - A. General Service Representatives (GSRs) and alternates:
 - B. Officers:

1. District Committee Member (DCM)
 2. Alternate District Committee Member (Alt DCM)
 3. Treasurer
 4. Secretary
 5. Registrar
- C. Service Committee Chairperson Positions (Listed Alphabetically):
1. Accessibilities/Special Needs
 2. Activities
 3. Archives
 4. Cooperation with the Professional Community/Public Information “CPC/PI”
 5. Corrections
 - a. Women's: Includes Women's Juvenile Detention
 - b. Men's: Includes Men's Juvenile Detention
 6. FCYPAA Liaison
 7. Grapevine
 8. Literature
 9. NEFL Intergroup Liaison
 10. NEFL Intergroup Steering Committee Liaison
 11. Treatment
 12. Website
 13. Workshops

2. Meetings

Meetings are held on the first Monday of each month, unless the meeting falls on a holiday, then the meeting moves to the following Monday. Meetings begin promptly at 6:00pm and last for approximately one hour. The location of the meeting is currently in the Cafeteria/General purpose room of Memorial Lutheran Church 3375 US 1 South, St. Augustine, FL 32086. A proposed change to this meeting location should be submitted as specified in Section 31, “Procedure to Amend the Guidelines”.

3. Format for the Meeting Agenda

- A. Open the meeting with the Serenity Prayer, reading the Tradition of the month, the Concept of the Month, and the AA Declaration of Unity.
- B. Attendance: The total number of attendees is recorded and

categorized by the Secretary. The total number of eligible voters is determined and validated.

- C. District Secretary Report with discussion and/or approval of previous minutes.
 - D. District Treasurers Report with discussion and/or approval of the previous report.
 - E. Alternate DCM Report
 - F. Registrar's Report
 - G. DCM Report
 - H. District Service Committee Reports in alphabetical order
 - 1. Accessibilities/Special Needs Committee Report
 - 2. Activities Committee Report
 - 3. Archives Committee Report
 - 4. CPC/PI Committee Report
 - 5. Corrections
 - a. Women's Committee Report
 - b. Men's Committee Report
 - 6. FCYPAA Liaison Report
 - 7. Grapevine Committee Report
 - 8. Literature Committee Report
 - 9. NEFL Intergroup Liaison Committee Report
 - 10. NEFL Intergroup Steering Committee Report
 - 11. Treatment Committee Report
 - 12. Website Committee Report
 - 13. Workshops Committee Report
 - I. Discussion of Old Business
 - J. Discussion of New Business
 - K. Announcement of the next District 6 Committee Meeting Date
 - L. Motion to Adjourn
 - M. Close the meeting with Prayer or Responsibility Statement
4. Meeting Procedure
- A. Order of Business
Refer to Format for the Meeting Agenda 3, A. thru M. It should follow, as closely as possible, the Agenda as defined above.
 - B. Discussion
 - 1. Address all motions, items of business and comments to the DCM.

2. Do not speak until acknowledged by the DCM, and
 3. Allow everyone to speak before speaking again.
- C. New Business:
1. Notification of new business proposals must be presented to the DCM prior to the preceding Steering Committee,
 2. Determination to present new business proposals is at the discretion of the DCM, and
 3. The scheduling of the Discussion and Vote of new business is at the discretion of the DCM:
 - a. Upon initial presentation, or
 - b. To be scheduled as an Agenda item as “Old Business” at the next business meeting.
- D. Motions: A simple majority of the voting shall decide all motions members present, except those requiring a two-thirds majority by Robert’s Rules. The “Right of the Minority” to present their Minority Opinion for discussion shall always be respected.
- E. Voting
1. Eligible voters are members of record who are registered with rights and responsibilities for their positions:
 - a. GSRs, or their alternate, if not able to be present for voting.
 - b. District Officers, and
 - c. Service Committee Chairpersons.
 2. Voters must be present and recognized by the Secretary
 3. Late arrival to a voting event of more than 30 minutes is a disqualification to vote for that particular voting event.
- F. Election:
1. Follow the 3rd Legacy Procedure (defined in the Service Manual), or
 2. By discretion of the DCM, by substantial unanimity **majority vote**.
5. Officer Elections and Service Committee Chairpersons
- A. Elections to fill all District Committee Officer positions are held at the November business meeting in even numbered years. Officers are elected for a two-year term which begins the following January.
- B. If an Officer cannot complete their full two-year term of office, an Interim Officer shall be nominated and elected to complete the term.

Following the completion of that term, the Interim Officer may stand for nomination to the next full term for that position.

- C. If the DCM is unable to fulfill their term, the Alt. DCM automatically steps into the DCM position. No vote to confirm is required. The new DCM will fulfill the current term and will be eligible to stand for election for the next term.
- D. All Service Committee Chairperson Positions are voluntary positions appointed by the DCM. These positions are appointed as vacancies arise or as requested in the spirit of rotation. A Service Committee Chairperson may be asked by the DCM to pass on the opportunity to serve and appoint another member.

6. Attendance

- A. Fulfilling the responsibilities of each position is vital to the effectiveness of District 6 service. If any GSR, District Officer, or Service Committee Chairperson cannot attend a District Meeting, they should send an alternate if possible. In any case, they should advise the DCM of their inability to attend and provide their report to the DCM in advance of the meeting so that the information can be provided to the attendees.
- B. If any District Officer or Service Committee Chairperson has three or more absences in the calendar year, such absence shall be brought to the attention of the DCM, or the Alternate DCM. If the DCM is in question, the Alternate DCM (Alt. DCM) shall contact that individual to determine if they can fulfill the responsibilities of the position. The DCM or Alternate DCM shall present their findings at the next District Meeting. In the event it is determined that the individual can no longer fulfill their responsibilities, the members of the District Committee may vote to replace the individual. If the position in question is an Officer position, an election will be held to fill the position. If the position in question is a service Committee Chairperson position, the DCM will appoint a member to fill the position. If no nominations or willing members come forth, the nomination will be tabled until the following meeting(s) until the position is filled.

7. Creation of Special Committees

- A. The DCM may create Special Ad-Hoc Committees. These special committees will be provided with the objectives to be achieved and the time frame in which these objectives need to be met. Any expenses incurred by the special committee must be approved by a majority vote.
- 8. District Inventory
 - A. A District Inventory to determine shortcomings of the District may be held if approved by a majority of the Members of the District Committee. All Members are eligible to participate. The inventory should be facilitated by someone from outside District 6, such as a past Area 14 Delegate, past DCM from another District, or an Area 14 Officer. The current DCM shall be responsible for organizing the District Inventory and shall implement action (s) necessary as a result of these findings.
- 9. Financial Matters
 - A. Financial Reports

On a monthly basis (at the District Meeting) the Treasurer will present a Financial Report which includes Annual Budget, Income/Expense (month and year to date), Previous Year's Income/ Expense, Bank Balance, and Reserve Computations. Quarterly, the Treasurer will present a schedule of Group Contributions,
 - B. Annual Budget

In October (at Steering Committee) the Treasurer will present a proposed budget for the following year to be discussed for possible changes.
In November (at the District Meeting) the Treasurer will present the budget which has been approved by the Steering Committee to the District Committee Members: GSRs, Chairs and Officers for review. The GSRs will take the information back to their respective Groups for review, approval, or changes.
In December (at the District Meeting) the District Committee Members will vote on the proposed budget.
Once the budget is approved, the Treasurer will use it beginning in January. If not approved, the **prior approved** budget will be used until a Budget is approved.

The Budget may be revised at any time with a simple majority vote at any

District meeting.

C. There are two Reserves: Prudent and Operating

The Prudent Reserve is based on six months budget calculated on expenses less certain income and expenses related for Gratitude Dinners and Founders Day Picnic. The Operating Reserve is calculated on three months based on the same income and expense.

The Treasurer will maintain the Reserves and will notify the Officers for direction if the expenses are anticipated to cause a deficit in the Prudent Reserve. Excess will normally be evaluated at year end and a recommendation will be made at that time.

D. Reimbursement of Expenses

1. The DCM or Alternate DCM standing in the DCM's place shall be reimbursed expenses incurred for attending the quarterly Area Assembly. These reimbursements will include mileage and hotel room costs for Friday/Saturday nights of the Area Assembly. There is a **\$100 limit** per assembly for meal reimbursements.
2. **The District will sponsor payment of four hotel rooms for Saturday night of the quarterly Area Assembly to be shared by DCM, GSR or alternate GSR serving in the GSR's absence from the district. If Area Assembly is more than 75 miles from Saint Augustine, district will cover Friday night also.** The GSRs or Alternate GSRs who plan to take advantage of these paid hotel rooms must advise the DCM of their request 30 days prior to the Area Assembly.
3. Administrative costs reimbursed to the Officers and Service Committee Chairpersons include mileage at the current rate established by the Internal Revenue service per mile, printing, photocopying, postage, and the cost of AA literature needed to perform the duties of the position.
4. Special expense reimbursement requests should be presented to the Members of the District Committee for a vote and approval prior to incurring the expense.

10. Voting Guidelines for Members

Each person who is an eligible voter may cast only one vote. If a GSR is also a Service Committee Chairperson, they may cast only one vote as either the GSR or as the Committee Chair. If the Alternate GSR from that group is present, they may cast the group vote. For clarification, as various situations arise, no one person may cast more than one vote. Only qualified voters present at the District meeting may cast a vote.

DISTRICT OFFICERS

11. District Committee Member–The DCM

- A. Qualifications: The DCM should have a minimum of **5 years** of continuous sobriety and should have previous service experience such as a former District Committee Officer, GSR or Service Committee Chairperson. They should have a working knowledge of the Steps, Traditions, Concepts, the AA Service Manual, and the Structures and Guidelines of District 6, as well as an understanding of NEFL Intergroup, Area 14, and GSO.
To fulfill their responsibilities, the DCM must have working knowledge of Roberts Rule of Order. The DCM should have the time and energy to effectively serve District 6.
- B. Responsibilities: The responsibilities of the DCM include the following duties as well as the duties listed in the AA Service Manual:
 - 1. Regularly attend the monthly District Meeting.
 - 2. Coordinate scheduling of the meeting room. Set-up and break-down the meeting room and ensure that the District is in good standing with the landlord.
 - 3. Keep the Members apprised of the upcoming dates of the monthly District Committee Meeting.
 - 4. Prepare a Meeting agenda based on the previous month's minutes and include submission of new business proposals. The agenda is to be distributed by the method described below, prior to the monthly meeting.
 - 5. Distribution of the Meeting agenda and other information is to be done with critical attention paid to protecting the privacy of each Member. These distributions are to be done using the "blind carbon copy" (bcc) format to protect the sensitive nature of

Members email addresses as well as anonymity. When this method is used properly, individual email addresses are not visible to those on the distribution list.

6. Chair the monthly District Meeting in accordance with the Traditions and Concepts and implement Robert's Rules as applied to AA when necessary.
 7. Appointing Committee Chairpersons as open positions arise and facilitate the election of District 6 Officers, including appointing a past Area Officer or Past DCM to assist in the November Officer elections.
 8. Coordinate activities of the various Committees and Approve announcement of these activities with the Secretary and Webmaster.
 9. Form Ad-Hoc committees to address special concerns as needed.
 10. Regularly attend the quarterly North Florida Area 14 Conference, keeping the Officers of Area 14 informed regarding District 6 matters and vice versa. The DCM is a trusted servant of the District in accordance with the "Right of Decision" as set forth in Concept 3 of the Concepts for World Service. The DCM may not always be able to determine the consensus of District 6 during voting at the Area Assembly. When these situations arise, the DCM must vote in accordance with their best judgment, conscience, and understanding of District 6 group conscience at the time of voting.
 11. Facilitate/open, two-way communication between the District, the NEFL Intergroup, the North Florida Area Conference and AA World Service.
 12. Continually brief the Alternate DCM who may be required to fill in for the DCM should the DCM not be able attend a District 6 meeting, Area 14 Assembly meeting, or is unable to finish their term as DCM to District 6.
 13. Keep a file of important papers and information to turn over to their successor such as past agendas, minutes, treasurer's reports, a confidential list of Group numbers with current GSR contact information and a copy of the current District 6 "Structures and Guidelines".
- C. Voting: The DCM has one vote at the District Committee Meeting and one vote at the Area Assembly.

12. Alternate DCM

- A. Qualifications: The Alternate DCM should have a minimum of **3 years** of continuous sobriety and should have previous service experience such as a former District Committee Officer, GSR or Service Committee Chairperson. They should have a working knowledge of the Steps, Traditions, Concepts, the AA Service Manual, the Structures and Guidelines of District 6, as well as an understanding of NEFL Intergroup, Area 14, and GSO. The Alternate DCM should have the time and energy to effectively serve District 6.
- B. Responsibilities: The responsibilities of the Alternate DCM include:
 - 1. Regularly attend the monthly District 6 Meeting.
 - 2. Have a working knowledge of the duties of the DCM.
 - 3. Assist the DCM in performing their duties as requested.
 - 4. Assume all responsibilities and voting privileges of the DCM in their absence.
 - 5. Coordinate the review of District 6 Structures and Guidelines within the first year of their term.
 - 6. Serve as Chairperson of the District 6 Steering Committee
 - a. Responsibilities of the Steering Committee Chair:
 - 1. Participating with the current District Officers and most recent past DCM in planning for the future needs of the District
 - 2. Notify by phone and/or email the members of the Steering Committee, the details of future Steering Committee Meetings.
 - 3. Write and distribute in advance an Agenda of Steering Committee meetings and to facilitate the time and location for the meeting.
 - 4. Coordinate with the district 6 NEFL Intergroup Committee Chairperson.
 - 5. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Alternate DCM has one vote at the District Committee Meeting and may vote at the Area Assembly only in the absence of the DCM.

13. The District Treasurer

- A. Qualifications: The Treasurer should have a minimum of 5 years of continuous sobriety and a working knowledge of the Steps, Traditions and Concepts.
- B. Responsibilities: The responsibilities of the District Treasurer include:
 - 1. Regularly attend the monthly District Committee Meeting.
 - 2. **Open an interest-bearing checking account in the name of “District 6 of North Florida Area 14” using the tax ID number for the District.** Attention is paid to the checking account name so as not to break the anonymity of those who maintain the account and those who receive expense reimbursements.
 - 3. Maintain two signature cards on file in the name of the Treasurer and the current DCM.
 - 4. Balances the checkbook and reviews bank statements for errors.
 - 5. Maintain a record of all income and their sources.
 - 6. Maintain a record of all expenses with receipts.
 - 7. Present an annual proposed budget and perform a review of prudent reserve.
 - 8. Assist the Committee in forming a spending plan for the upcoming year.
 - 9. Bring the checkbook, as well as current records of income and expenses, to the monthly District Meeting.
 - 10. Provides a Monthly Treasurer’s Report to the Secretary for distribution by email to the Committee Members prior to each District Meeting.
 - 11. Prepare a quarterly contributions report for the District meeting to show our groups their recorded contributions to the District.
 - 12. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Treasurer has one vote at the District Committee Meeting.

14. The District Secretary

- A. Qualifications: The Secretary should have a minimum of 2 years of continuous sobriety and a working knowledge of the Steps, Traditions and Concepts.
- B. Responsibilities: The responsibilities of the District Secretary include:
 - 1. Regularly attend the monthly District Committee Meeting.
 - 2. Coordinate with the DCM if attendance at the meeting will be missed.
 - 3. Document attendance at the District Meeting and determine the number of eligible voters at each meeting.
 - 4. Record the Minutes of the District Meeting. These minutes should include topics discussed, names of parties making motions and seconds (first name, last initial), and the details of information provided by Officers, Committee Chairs and GSR's. Particular attention should be paid to the wording of all motions and the results of all votes. Anonymity of Members is of the utmost importance.
 - 5. Submits a draft of the Minutes to the DCM for approval prior to distribution.
 - 6. Maintain, update, and keep confidential, a database of email addresses of all Committee Members.
 - 7. Distribute the Minutes using the "blind carbon copy" (bcc) format so as to protect the sensitive nature of Members email addresses as well as anonymity (see section "5" under DCM responsibilities). Minutes should be distributed approximately one week prior to the upcoming District Meeting.
 - 8. Distribute the Treasurer's Report for the previous month approximately one week prior to the upcoming District Meeting. It is preferable to distribute the Minutes, and the Treasurers Report together as one email.
 - 9. Distribute to the Members, with prior approval from the DCM, Officers reports and other specific information as requested.
 - 10. Keep an archive of important papers and information to turn over to their successor and the District Archivist. This archive should include past minutes, attendance records, event flyers, Treasurers reports, and all records entered into the minutes by the Members.

C. Voting: The District Secretary has one vote at the District Committee Meeting.

15. Registrar

- A. Qualifications: The Registrar must have at least 2 years of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions. The Registrar is responsible for maintaining the Where and When's. Registrar should have sufficient computer knowledge to maintain and manipulate a PDF file and Microsoft Word document.
- B. Responsibilities:
 - 1. Provide and facilitate the use of new group forms and group change forms (i.e.: GSR changes, location changes, time changes, format changes, etc.) for the groups of District 6 and advise the Area 14 Registrar as the need arises.
 - 2. Regularly attend the monthly District Meeting bringing sufficient Where and When's for the GSRs.
 - 3. Maintains or updates the Where and When, including adding or deleting meetings, including Zoom meetings originating in District 6.
 - 4. Keep records of Where and When distributions for future reference and planning.
 - 5. Keep the Where and When PDF file up to date and free of typing and spelling errors prior to each printing.
 - 6. Maintain, update, and keep confidential a list of District Home Groups (with Group numbers), GSR's and Alternate GSR's of record. This list of GSR's and Alternate GSR's of record is used to determine eligible voters.
 - 7. Provide the District Secretary with a current up-to-date copy of the PDF file as changes are made for safekeeping.
 - 8. Coordinate with the District Committee the number of Where and When's to be printed and the estimated length of time each printing should last.
 - 9. Facilitate and distribute Where and When's to groups.
 - 10. Shop for and present printing bids as necessary. The final decision on the printing vendor shall be decided by a majority vote of the Steering Committee.
 - 11. Present a budget of projected expenses for the above Office

to the District Committee for approval prior to incurring the expense.

12. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Registrar has one vote at the District Committee Meeting.

DISTRICT SERVICE COMMITTEE CHAIRPERSONS

16. Accessibilities/Special Needs Committee Chairperson

- A. Qualifications: The Accessibilities/Special Needs Committee Chairperson must have at least one year of continuous sobriety and have a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
 1. Maintain an open line of communication with local organizations that may benefit from coordination of special services which include language translation, interpretation for the deaf and blind, assistance for those with special physical needs and other special service needs which may arise.
 2. Ensure that meeting accessibility information is updated and kept current by GSRs. Wheelchair access for meetings and restrooms must be updated when a group moves to a new location.
 3. Present a budget of projected expenses for the Special Needs Committee to the District Committee for approval prior to incurring the expense.
 4. Keep a file of important papers and information to turn over to their successor.
 5. Recruit volunteers for participation as needed.
- C. Voting: The Accessibilities/Special Needs Committee Chairperson has one vote at the District Committee Meeting.

17. Activities Committee Chairperson

- A. Qualifications: The Activities Committee Chairperson must have at least one year of continuous sobriety and have a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:

1. Initiate and/or coordinate special activities for the District that may include but are not limited to dances, parties, fund raisers, as well as other District activities as directed by the DCM.
2. Communicate dates and details of Activities to the NEFL Intergroup Committee Chair for posting in the Intergroup Add-A-Line and on the Intergroup website.
3. Communicate dates and details of Activities to the District 6 DCM and Website Committee Chairperson for posting on the local website.
4. Recruit volunteers for participation as needed.
5. Present a budget of projected expenses for these activities to the District Committee for approval prior to incurring the expense.
6. Keep a file of important papers and information to turn over to their successor.

C. Voting: The Activities Committee Chairperson has one vote at the District Committee Meeting.

18. Archives Committee Chairperson

- A. Qualifications: The Archives Committee Chairperson must have at least one year of continuous sobriety and have a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities: collecting, organizing, and preserving the records pertinent to the history of Alcoholics Anonymous in District 6.
- C. Voting: The Archives Committee Chairperson has one vote at the District Committee Meeting.

19. CPC/PI Committee Chairperson

- A. Qualifications: The CPC/PI Committee Chairperson must have at least two years of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions. The CPC/PI Chairperson should have a working knowledge of conference approved AA literature available for distribution to local professionals.
- B. Responsibilities:
 1. Distribute appropriate Conference approved AA Literature to local professionals.

2. Initiate and coordinate distribution of AA literature, PSA's and other materials that are helpful to community professionals.
 3. Organize participation in local health fairs or seminars where information about alcoholism and recovery may be distributed.
 4. Recruit and organize volunteers for participation as needed.
 5. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
 6. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The CPC/PI Committee Chairperson has one vote at the District Committee Meeting.

20. Corrections Committee Chairpersons – Male, Female and Juvenile Facilities

- A. Qualifications: The Corrections Committee Chairpersons must have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
1. Initiate and coordinate taking AA meetings to the various jails, prisons, and detention centers in the District.
 2. Recruit volunteers for participation as needed.
 3. Coordinate volunteer clearance for admission into the facilities.
 4. Maintain lists of those volunteers who have achieved necessary clearance or are in the process of obtaining clearance for entry to the facilities.
 5. Maintain a sufficient supply of conference approved AA literature as needed by the inmates, including the Grapevine magazine.
 6. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
 7. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Corrections Committee Chairpersons shall have one vote at the District Committee Meeting.

21. FCYPAA Liaison (Florida Conference of Young People in AA)

- A. Qualifications: The FCYPAA Liaison must have at least 90 days of continuous sobriety and attend the local FCYPAA meetings and activities.
- B. Responsibilities:
 - 1. Facilitate communication with the District about activities and concerns of the local FCYPAA group.
 - 2. Promote FCYPAA activities at the District meetings and coordinate with the District DCM and Web chair concerning FCYPAA activities.
 - 3. Keep the district advised concerning issues related to FCYPAA in District 6.
- C. Voting: FCYPAA Liaison does not have a vote at the District Committee Meeting.

22. Grapevine Chairperson

- A. Qualifications have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
 - 1. Become familiar with the website www.aagrapevine.org.
 - 2. Promote Grapevine use by the members and groups of District 6.
 - 3. Promote special events for promotion as desired.
 - 4. Coordinate used Grapevine distribution.
 - 5. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
 - 6. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Grapevine Committee Chairperson has one vote at the District Committee Meeting.

23. Literature Committee Chairperson

- A. Qualifications: The Literature Committee Chairperson must have at least one year of continuous sobriety and a working knowledge of the Twelve

Steps and Twelve Traditions. Have a working knowledge of conference approved AA literature.

B. Responsibilities:

1. Promote literature use to members, groups, and service committees of District 6.
2. Be available to the groups and Committees for help procuring literature as needed or requested.
3. Notify GSR's of planned literature pick up trips to NEFL Intergroup.
4. Send a report to the District 6 Secretary remembering to keep the email list confidential.
5. Recruit volunteers for participation as needed.
6. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
7. Keep a file of important papers and information to turn over to their successor.

C. Voting: The Literature Committee Chairperson has one vote at the District Committee Meeting.

24. NEFL Intergroup Liaison Committee Chairperson

A. Qualifications: The NEFL Intergroup Liaison Committee Chairperson must have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.

B. Responsibilities:

1. Regularly attend the NEFL Intergroup monthly meetings.
2. Report District 6 concerns to the Intergroup body as needed.
3. Bring notes from the NEFL Intergroup meeting to the monthly District Committee Meeting.
4. Coordinate distribution of important announcements with the District Secretary.
5. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
6. Keep a file of important papers and information to turn over to his/her successor.

- C. Voting: The NEFL Intergroup Liaison Committee Chairperson has one vote at the District 6 Committee Meeting.

25. NEFL Intergroup Steering Committee Representative Chairperson

- A. Qualifications: The NEFL Intergroup Steering Committee Representative Chairperson must have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
 - 1. Regularly attend the NEFL Intergroup Steering Committee Meeting, either in person or via teleconference.
 - 2. Report District 6 concerns the Intergroup Steering Committee as needed.
 - 3. Bring notes from the NEFL Intergroup Steering Committee meeting to the monthly District 6 Committee Meeting.
 - 4. Coordinate distribution of important Intergroup Steering Committee announcements with the District Secretary.
 - 5. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
 - 6. Keep a file of important papers and information to turn over to his/her successor.
- C. Voting: The NEFL Intergroup Steering Committee Representative Chairperson has one vote at the District 6 Committee Meeting.

26. Steering Committee Chairperson

- A. Qualifications:
 - 1. The Steering Committee Chairperson position is held by the Current Alternate DCM for District 6.
 - 2. The Steering Committee Chairperson must have a minimum of **3 years of continuous sobriety** and a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
 - 1. Participating with the current District Officers and most recent past DCM in planning for the future needs of the district.

2. Arrange, by phone and/or email with the Steering Committee, future Steering Committee Meetings.
 3. Write and distribute in advance an Agenda for the above meetings and to facilitate the time and location for the meetings.
 4. Coordinate with the NEFL Intergroup Steering Committee Chairperson to provide information regarding future plans for Intergroup as it relates to District 6.
 5. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Alternate DCM, who is serving in the dual position of the Steering Committee Chairperson, has one vote at the District Committee Meeting.

27. Treatment Committee Chairperson.

- A. Qualifications: The Treatment Committee Chairperson must have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
 1. Initiate and coordinate taking AA meetings to Treatment Centers in the District through use of dedicated Chairpersons assigned to each Treatment Center meeting.
 2. Train these dedicated Chairpersons in applying the Traditions as it relates to AA's special relationship with Treatment Centers.
 3. Recruit volunteers for participation as needed.
 4. Chair Treatment Center meeting as necessary if the dedicated chairperson is unavailable.
 5. Maintain a list of the dedicated Chairpersons and their meeting schedules along with their contact information.
 6. Coordinate volunteer clearance for admission into the facilities if needed.
 7. Maintain a sufficient supply of conference approved AA literature as needed for the meetings.
 8. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.

9. Keep a file of important papers and information to turn over to their successor.

C. Voting: The Treatment Committee Chairperson has one vote at the District Committee Meeting.

28. Website Committee Chairperson

A. Qualifications: The Website Committee Chairperson must have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.

B. Responsibilities:

1. Be familiar with the processes necessary to construct and maintain the website.
2. Maintain the District 6 Website in compliance with AA Traditions and Guidelines.
3. Coordinate with the DCM to post and remove announcements on the website as necessary
4. Post and maintain the local Where and When on the website
5. Post activities and notifications approved by the DCM for the benefit of the groups in District 6.
6. Present a budget of projected expenses for the above Committee to the District Committee for approval prior to incurring the expense.
7. Keep a file of important papers and information to turn over to their successor.
8. Web Committee Chair shall only post events and subjects related to District 6, as a whole, or any group within District 6. Relation shall take the meaning of any event or subject sponsored or endorsed by the district DCM. Exceptions shall be the placement of links to other AA structures to which District 6 belongs. Also, include links to related groups that AA considers friends such as Alanon and Narcotics Anonymous.

C. Voting: The Website Committee Chairperson has one vote at the District Committee Meeting.

29. Workshop Committee Chairperson

- A. Qualifications: The Workshops Committee Chairperson must have at least one year of continuous sobriety and a working knowledge of the Twelve Steps and Twelve Traditions.
- B. Responsibilities:
 - 1. Initiate and coordinate annual, biannual, or quarterly workshops, including location, speakers, panels, and topics.
 - 2. Communicate dates and details of workshops to the NEFL Intergroup Committee Chair for posting in the Intergroup Add-A-Line and on the Intergroup website.
 - 3. Communicate dates and details of workshops to the District 6 DCM and Website Committee Chairperson for posting on the local website.
 - 4. Recruit volunteers and Host Groups for participation as needed.
 - 5. Present a budget of projected expenses for these workshops to the District Committee for approval prior to incurring the expense.
 - 6. Keep a file of important papers and information to turn over to their successor.
- C. Voting: The Workshop Committee Chairperson has one vote at the District Committee Meeting.

GENERAL SERVICE REPRESENTATIVES

- 30. The General Service Representatives are the voice of the group conscience and the lifeblood of the District. The GSR reports their group's concerns to the District and informs their group members regarding information obtained at the District Committee Meeting. The GSR will not be able to consult with their group on all issues. The GSR is a trusted servant of the group in accordance with the "Right of Decision" as set forth in Concept 3 of the Concepts for World Service. The GSR must vote in accordance with their best judgment and conscience at the time of voting. For more information, please refer to the current AA Service Manual for GSR roles and responsibilities.
 - A. Qualifications: The length of sobriety is suggested to be 1 year but is determined by each individual group's group conscience.
 - B. Responsibilities:
 - 1. Regularly attends the monthly District Committee Meeting or sends the Alternate GSR.
 - 2. Attends the quarterly Area Assembly when able.
 - 3. Picks up Where and When's for the group.

4. Bring group concerns to the District for discussion.
5. Keeps the group informed as to Activities planned in the District.
6. Provides group members with a summary of important information obtained at the District Meeting and the Area Assembly.
7. Develops a working knowledge of the Twelve Traditions, the AA Service Manual, and the AA website - www.aa.org
8. Participates in and with Committees and Workshops as available. All GSR's are qualified to chair any District Service Committee.
9. Helps the group members reach a well-informed group conscience decision on matters affecting the group, the District, Intergroup, the Area and AA as a whole.
10. Is a leader within the group, helping educate the member regarding the Traditions.

- C. Voting: The GSR of record has one vote at the District Committee Meeting. Alternate GSR's of record have one vote in the absence of their GSR.

PROCEDURE TO AMEND THE GUIDELINES

31. Any proposed amendment to these guidelines shall be submitted in writing to the District Committee Member (the DCM) with a copy to the District Secretary. The proposed amendment, in its entirety, will be included in the distributed minutes of the District Meeting so GSR's can discuss any proposed amendment with their Groups. The DCM shall include the proposed amendment, in its entirety, in the next District Meeting Agenda. A two-third vote by GSRs, Committee Chairpersons and Officers present is required for approval of any amendments to these guidelines.

- A. Amendment Tracker: