

District 2 Information Pamphlet (DIP): Position Descriptions

DCM (District Committee Member)

Adapted from the AA publication The AA Service Manual

The DCM carries the collective group conscience of AA groups in District 2 to the Area Committee. Among the two-way communication responsibilities of the DCM are: Attends all District Meetings and Area Assemblies. Receives reports from the groups through the GSRs. Holds regular meetings of all GSRs in the District. Helps the Delegate cover the Area. Assists the Area Registrar in obtaining group information in time to meet the deadline for appropriate AA directories. Keeps GSRs informed about Conference activities.

Acquaints GSRs with The AA Service Manual, Box 4-5-9 and other AA literature. Assists GSRs in making reports to their groups and encourages them to bring new AA members into service. Organizes workshops and sharing sessions on service activities. Communicates regularly with the Alternate DCM and Delegate. Brings Tradition problems to the attention of the Delegate. Makes a regular practice of speaking to groups (new and old) about the responsibilities of general service work. Chairs all District Business Meetings. Sets Business Meeting agenda. Presents minutes and agenda for approval. Keeps track of motions between DIP printings and maintains the DIP master file, or delegates to the District Secretary. The DCM votes at Area Assemblies. Sobriety Requirement: usually 4-5 years. Term Length: 2 years. Annual travel budget: \$1,200

The Alternate DCM

The Alternate DCM backs up the DCM. If the DCM resigns or is unable to serve for any reason, the alternate steps in. Usually, the Alternate DCM is elected at the same time as the DCM, by the same procedure. Alternate DCMs are encouraged to assist, participate and share in the DCM's responsibilities at District and Area Meetings. The Alternate DCM creates workshops to encourage Twelve-Step service and provide information regarding the Twelve Traditions. The Alternate DCM does not have a vote at Area Assemblies unless the DCM is not in attendance. Sobriety Requirement: 4-5 years. Term Length: 2 years. Annual Budget: As approved by the District

District Secretary

Prepares, distributes and compiles minutes of monthly District 2 Business Meetings. After

minutes have been approved, they are incorporated into a document following the agenda outline, with all related documents, including the attendance sheet and written reports. When possible, the document is provided to the archives chair for filing. Secretary also archives a final pdf copy of all D2 meeting documents on Google Drive with respect to anonymity and if need be, an approved redacted copy to Website Committee for placement on the District 2 website. Secretary also updates the district service committee attendance sheet as required. Prepares announcements document, updating and adding as required, and distribute at least one week before the District Meeting. Submits receipts for expenses related to secretarial duties for reimbursement to the Treasurer (see Treasurer for Office Depot account information for copies, etc.). Responds to specific requests from DCM, Alt. DCM and Treasurer as needed. The Secretary is encouraged to attend the Area Assembly as a non-voting member. Sobriety Requirement: 2 years

(may be waived by District vote). Term Length: 2 years. Annual Budget: As approved by the District.

District Treasurer

Accounts for the receipt and distribution of all District monies. At District Meetings, provides monthly written reports which reflect contributions by groups for the preceding month, all District expenditures and year-to-date balances. Supervises Seventh Tradition collection at all District Business Meetings. Announces end-of-year deadline (i.e., the second Thursday of December) for submission of any outstanding receipts for expense reimbursement. Presents a preliminary budget for the following year at the November District meeting. Carries the message of the Seventh Tradition to AA groups and encourages contributions to AA as a whole. The Treasurer is encouraged to attend the Area Assembly as a non-voting member. Sobriety Requirement: 2 years (may be waived by District vote). Term Length: 2 years. Annual Budget: As approved by the District.

District 2 Committee Chair Duties:

Committee Chairs are responsible for selecting a co-chair and committee members to share in their duties. Committee Chairs may hold workshops to encourage service and provide information about the activities of their particular committee. All Committee Chairs are expected to attend District meetings. If a Committee Chair and/or the Co-Chair miss three (3) consecutive

District meetings, a new candidate may stand for the position or the DCM may appoint a new chair. Each committee chair is encouraged to request funds for their committee's activities from the DCM. The DCM and Treasurer shall review and grant these requests. For these 12-step initiatives District holds a designated fund in its annual budget. Requests over 10% of this fund will be presented as a motion to the District meeting for approval. Travel to Area Assemblies is a separate expense that is funded by the District Travel Fund. (See B. 2. Travel Reimbursement for Committee Chairs). Sobriety Requirement: 1 year (may be waived by District vote) and a Term Length of 2 years. See also the Committees section of the Area 46 Website www.nm-aa.org.

The following information has been adapted from AA Guidelines in the AA Literature section of the Alcoholics Anonymous General Service Website -- www.aa.org.

Accessibilities & Remote Chair / Co-Chair

1. Helps make AA meetings accessible to those members who have difficulty participating in AA due to various circumstances including but not limited to those who are deaf or blind and those members confined to their home for health reasons or as caregivers of young children or other dependents.
2. Provides outreach to and accommodations for these individuals.
3. Offers accommodations such as ASL interpretation, offering AA meetings in the home or private setting and providing childcare, as possible. Collaborates with the specific AA Groups impacted
4. Educates District 2 members about the concerns of these often underserved members
5. Attends the Area Assemblies & networks with other Assembly Chairs
accessibilities@nm-aa.org
6. Annual Budget: As approved by the District

E.2. Archives Chair / Co-Chair

1. Files and maintains copies of all District Meeting minutes, reports, fliers and other archival materials in the archives.
2. Works with Area Archivist to incorporate information about District 2 groups into the Area Archives.

3. Provides information to GSRs about documenting group and individual histories for the archives.

4. Keeps AA history – District, Area and National – visible in the AA community.

5. Attends Area Assemblies and connects with other District Archives Chairs.

archiveschair@nm-aa.org

6. Annual Budget: As approved by the District

Bilingual Chair / Co-Chair

1. Coordinates with the other Bilingual Chairs in Area 46 to facilitate communication between the Spanish-speaking & English-speaking communities.

2. Attends Area Assemblies and networks with other Bilingual Chairs. bilingual@nm-aa.org

3. Annual Budget: As approved by the District

E.4. Bridge the Gap (BTG) Chair / Co-Chair

1. Provides the Area BTG Chair with a current list of volunteers in District 2 willing to assist alcoholics discharged from treatment and /or correctional facilities to attend AA meetings.

2. Maintains a list of contact personnel at local treatment and correctional facilities within District 2.

3. Provides facilities with information on how to reach the BTG Chair in District 2 upon release.

4. Coordinates with District 2 Corrections and Treatment Chairs to provide facility outreach, information and ongoing collaboration.

5. Maintains a current list of District 2 BTG volunteers who are willing to provide transportation to newly-released clients so they might attend their first AA meeting.

6. Attends Area Assemblies and connects with other District BTG Chairs. btg@nm-aa.org

7. Annual Budget: As approved by the District

Cooperation with the Professional Community (CPC) / Public Information (PI) Chair / Co-Chair

1. Provides information about AA to those who have contact with alcoholics through their profession (e.g., healthcare professionals, educators, clergy, lawyers, social workers,

government officials, etc.). Information provided includes where we are, what we are, what we can do and what we cannot do.

2. Refers to the CPC and PI Kits and Workbooks.
3. Compiles a list of District 2 professionals and makes contact by letter, phone or face to face; offers to meet and discuss AA with them.
4. Coordinates with the other districts in Area 46 to facilitate the flow of information.
5. Provides AA information to the public when requested. Contacts organizations such as high schools, colleges and business and community meetings to provide information about AA. Where appropriate, provides AA speakers for non-AA gatherings. Maintains a list of community organizations that have been contacted.
6. Is a resource for the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation. Offers AA public service announcements to radio and television stations and works with newspapers in the District. cpc@nm-aa.org, pi@nm-aa.org
7. Places literature racks in District 2 schools, colleges, police stations, libraries and hospitals; and keeps the racks stocked with AA literature.
8. Provides an AA presence at health fairs and similar events within District 2.
9. Attends Area Assemblies and connects with other District CPC and PI Chairs.
10. Annual Budget: As approved by the District

Corrections Chair / Co-Chairs: for Jail, Prison, Juvenile Detention Center

1. Interfaces with correctional facilities to see how AA might serve them. Contacts: Santa Fe County Adult Correctional Facilities (Men's and Women's), County Juvenile Facilities and the New Mexico State Penitentiary.
2. Determines if there is a need/desire for AA meetings within the facilities. Coordinates AA meeting days and times, and arranges for District 2 volunteers to lead and participate in AA meetings.
3. Act as a liaison between corrections staff and AA volunteers.
4. Handles ongoing volunteer scheduling concerns to assure that AA meetings are consistently available at the facilities.
5. Recruits prospective volunteers and assists them with the application process.

6. Provides literature to incarcerated AA members while adhering to the policies of the correctional facilities.

7. Requests monies from District 2 to pay for AA literature offered at no charge to the correctional facilities, in accordance with District 2 budget procedures.

8. Announces time and place of local correctional facility orientations training for AA members.

9. Coordinates with the Area Corrections Chair.

10. Attends Area Assemblies and connects with other District Corrections Chairs.

corrections@nm-aa.org

11. Annual Budget: As approved by the District

District Information Pamphlet (DIP) Ad Hoc Committee

This Committee serves “as needed” to discuss and edit changes related to the (DIP).

Events & Entertainment Chair / Co-Chair

1. Organizes and stages special events in District 2. Activities include securing a venue, setup, cleanup, refreshments, greeting, music, speakers and collections.

2. Holds at least three (3) events per year, i.e., the Founders Day Event, the Halloween Event, and the St. Patrick’s Day Event. Individuals from District 2 may also suggest event ideas to the committee for their consideration.

3. The committee does not need a vote from District 2 to approve a proposed event.

4. The Events Committee may approach Central Office and/or other District service entities with ideas about events for the AA community.

5. Annual Budget: As approved by the District

Finance Ad Hoc Committee

This Committee serves “as needed” to analyze and make recommendations related to District 2’s finances.

Grapevine Representative / Co-Chair

1. Registers with the Grapevine office in New York.

2. Requests that GSRs encourage their groups to subscribe to the Grapevine.

3. Gives presentations at AA and District meetings about the advantages of a Grapevine subscription.

4. Encourages groups to purchase "Back Issue" packets for distribution at their meetings.
5. Attends Area Assemblies and connects with other District Grapevine Chairs.

grapevine@nm-aa.org

6. Annual Budget: As approved by the District

Literature Chair / Co-Chair

1. Attends Area Assemblies and connects with State/District Functions Chairs in Area 46.

literature@nm-aa.org

2. Annual Budget: As approved by the District

Registrar

1. Insures the accuracy of meeting information on the website and in print. Assists with group and GSR registrations, changes or questions.
2. Meets with new GSRs and provides them with registration forms and orientation packets at their first District meeting
3. Works with the Area Registrar to update the Area and National Directories.
4. Assists the DCM and Alternate DCM to raise interest in service by visiting meetings in District 2.
5. Utilizes the New Group Registration Form to register new groups with GSO in New York and the Group Information Change Form to update information such as a group's GSR or meeting time and location.
6. Is encouraged to attend the Area Assembly as a non-voting member and connect with other District Registrars in Area 46. registrar@nm-aa.org
7. Annual Budget: As approved by the District