

# **DISTRICT 11 SERVICE WORK JOB DESCRIPTIONS & PROCEDURES**

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## **DISTRICT 11 SERVICE WORK**

### **COMMITTEE CHAIR OVERALL COMMITMENT**

District 11 has decided that these guidelines might be helpful to provide the best possible level of Service Work activity so that we may live up to our obligations as outlined in our 12 A.A. Traditions. Items are not necessarily listed in the order of importance.

1. Regular attendance at monthly DISTRICT meeting every month, or attendance by Committee Chair's alternate/assistant so that a full report of that Committee's works and progress may be made available for review by the DISTRICT as a whole. Each Committee Chairperson is to have an Alternate, or Assistant Chairperson.
2. Committee Chairs are generally elected in December of odd years, for the next 2 years
3. Each Committee Chairperson for Treatment Facilities Committee (T.F.C.), Public Information (P.I.)/ Cooperation with the Professional Committee (C.P.C.), Twelve Step Answering Service, and Correctional Facilities (C.F.) may hold informational/recruitment workshops twice per year for their area of service. The purpose is to expand the membership of their Committees and to carry the message of their Committee to others who may volunteer later, as well as training for current volunteers. The WORKSHOP Committee will help coordinate all Workshops.
4. Each Committee Chairperson is responsible for developing an annual committee budget that will be submitted to the Treasurer and DCM in December.
5. Each monthly report to the DISTRICT will include at a minimum, the number of volunteers active within the Committee, the type of work they are doing, the current status of the Committee's upcoming workshops, etc., and basically explain what they are doing and why. Dissemination of announcements for the G.S.R.'s to take back to their Home Groups will also be included.
6. Committee Chairpersons will also be responsible for growing their Committee in terms of the total number of volunteers it has, but also expanding its reach into the community. For example: the PI/CPC Committee would report they handed out literature to 2 more libraries last month, and that they now have 2 more volunteers than the prior month bringing their total volunteers to "X".
7. Committee Chairpersons will serve a two-year term of office as will their Alternates. Committee Chairpersons will hold only one job at any given time, other than being a G.S.R.
8. Each Committee Chairperson will be responsible for writing a brief article for each issue of the Grapevine addressing upcoming workshops for the Committee and detailing the work the Committee is achieving.
9. Chairpersons will help volunteers to carry the message, not necessarily do all the work by themselves.
10. Chairpersons and/or their Alternates are expected to regularly attend Area 20 Assemblies and Area Committee Meetings and coordinate with other respective District committees in our Area.

## **DISTRICT 11 SERVICE WORK**

### **GENERAL SERVICE REPRESENTATIVE (G.S.R.)**

As a General Service Representative (G.S.R.), the G.S.R. is responsible for linking one's Home Group with the whole of A.A. The G.S.R. is asked to serve a two year term (rotation). A group will also typically have an Alternate G.S.R. to help the G.S.R. Having an Alternate is of great assistance in the G.S.R.'s work. The G.S.R. will be asked to keep one's Home Group informed of all District and Area activities and information along with "passing on" the information incoming from General Service Office (G.S.O.).

1. The G.S.R.'s attendance at the 12 G.S.R./District Meetings held once a month is required which is held on the 1<sup>ST</sup> Thursday of each month
2. The G.S.R.'s attendance at the four (4) Area (Northern Illinois Area – NIA) Assemblies throughout the calendar year is strongly suggested and indeed a part of the G.S.R.'s responsibility.
3. Generally, GSR's are elected at the end of the year so that they can begin their term in January, although this is up to each group to decide.

If the G.S.R. does not have copies of the A.A. Service Manual from G.S.O. and the Northern Illinois Service Manual, please procure one of each A.S.A.P. See the D.C.M. or the Secretary. The G.S.R. is the heart of the group conscience of Alcoholics Anonymous. Recommendation is that they have two years of sobriety, have worked the 12 steps and have a sponsor. Being a G.S.R. for more than one group at a time is not recommended. The G.S.R. will receive a G.S.R. Kit and the bi-monthly "Box 459" Newsletter from G.S.O. – New York. ASK QUESTIONS. BRING IN IDEAS. ENCOURAGE SERVICE IN THE HOME GROUP.

## **DISTRICT 11 SERVICE WORK**

### **DISTRICT COMMITTEE MEMBER (D.C.M.)**

The District Committee Member (D.C.M) is an essential link between the group G.S.R. and the Area Delegate to the General Service Conference. As leader of the District Committee made up of all General Service Representatives (G.S.R.) in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the Area Committee, he or she is able to pass on the district's thinking to the committee. The District Committee Member (D.C.M.) is elected every two (2) years. Five years of sobriety is recommended. The D.C.M. carries the collective conscience of the Groups to the Area Committee.

1. The D.C.M. holds regular meetings of the G.S.R.s in District 11. District 11 holds 12 of these meetings throughout the year on a monthly basis.
2. The D.C.M. and alt. D.C.M are elected in December of every odd year for the next 2 years (e.g. in Dec. of 2013, the next DCM and Alt. DCM will be elected for 2014-2015).
3. The D.C.M. assists the Area Chair, Delegate, and Registrar of Area 20 in obtaining Group Information (changes, deletions, and new Groups), utilizing the efforts of the Local Committee Member (L.C.M.) and Secretary – assure the accuracy of the Directory Listing in the District 11 and thus Area 20 and G.S.O.
4. The D.C.M. keeps the G.S.R.s informed about all Area 20 and G.S.O. activities and business.
5. The D.C.M. stands ready to hold sharing workshops about any service subject along with organizing workshops and sharing sessions on service activities.
6. The D.C.M. attends all Area 20 Assemblies, Committee Meetings, and Workshops. The D.C.M. should also attend the Area Spring Assembly Service Conference, the Illinois State Conference and the East Central Regional Forum.
7. The D.C.M. makes every attempt to visit (attend) every meeting (Group) in District 11 during his/her two (2) year rotation.
8. The D.C.M. stands ready to accept requests from Area 20 to join an Area Committee or Chair.
9. Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work
10. Receive group reports through GSRs and through frequent personal contacts with groups in the District.
11. Become familiar with the Roberts Rules of Order

#### **As related to working with the General Service Representatives (G.S.R.) in the district:**

12. Helps G.S.R's make interesting reports to groups, and encourages them to bring new A.A. members to service events.

13. Hold regular District meetings for all G.S.R.s and through frequent personal contacts with groups in the District.
14. Keeps G.S.R.'s informed about Conference activities, conference-approved books and pamphlets.
15. Makes sure that G.S.R.'s are acquainted with The A.A Service Manual, the Twelve Concepts for World Service, Box 4-5-9, workbooks and guidelines from G.S.O's and other service material.

**As related to the district business meeting:**

16. The DCM prepares the district meeting agenda, working with Committee Chairs, Alternate D.C.M. The Secretary sends out the agenda by email prior to the meeting. Thirty hard copies are printed to bring to the meeting.
17. Set up opportunities for the Delegate's Post-GSC Report and invite the Delegate to regular District meetings. Occasionally make the conference report whenever the Delegate is unable to do so.
18. Delegates the planning of workshops and/or sharing sessions on service activities.

**As related to inviting others to participate in service opportunities:**

19. As a leader in AA service, a DCM should suggest plans for dedicated and effective action to improve services to carry the message, so that those within the District are motivated to help with the effort.
20. Bring Tradition problems to the attention of the Area Delegate.
21. DCM acts as the link between the Groups and the Fellowship as a whole and through the Area Delegate
22. Invite all to participate in general service by making groups aware of opportunities for service in regularly scheduled elections and as volunteers on service committees
23. Encourage all to attend the Area Committee Meetings, Area Assemblies, Area Spring Assembly Service Conference, the Illinois State Conference and the East Central Regional Forum.
24. Familiarize groups with the importance of their spiritual participation in service work at all levels through each member's financial contribution.

**As related to working with the Area Delegate and Area Committees:**

25. Participate in the distribution of the General Service Conference Agenda items.
26. Participate on Area administrative and ad hoc committees as requested.
27. Regularly keeps in touch with alternate D.C.M and the Area Delegate.
28. Invite the delegate to regular district meetings.
29. Invite Area Trusted Servants to participate in such workshops and in regularly held District meetings.

## DISTRICT 11 SERVICE WORK

### SECRETARY

The Secretary records and distributes minutes of the district meetings, keeps mailing lists up to date and sends out district mailings, reports all updates of new and existing groups to the Area Registrar. One year (1) of sobriety is recommended for this position.

1. The Secretary takes the minutes of the Monthly General Service Representative (G.S.R.)/District meeting.
2. The Secretary prepares and distributes the minutes of the prior Meeting before the next Meeting by email or hardcopy. The Secretary prepares hard copies and brings them to the ensuing G.S.R./District meeting.
3. The Secretary asks if there are any objections to the minutes. Then asks that a motion be made to accept the minutes as presented or with corrections; asks for a second and a vote to accept.
4. The Secretary prepares the Meeting agenda, working with Committee Chairs, the District Committee Member (D.C.M.) and Alternate D.C.M. The Secretary sends out the agenda by email prior to the meeting and brings hard copies to the meeting.
5. The Secretary accepts the emailed monthly reports from the D.C.M. and Committee Members, as well as those recorded in the minutes.
6. The Secretary accepts and distributes any messages or information from the D.C.M., Committee, Area, or General Service Office (G.S.O.) between meetings.
7. The Secretary maintains a current District 11 Committee Roster and Group (Meetings) list, and sends changes, deletions, additions to the Area 20 Registrar (who will forward it to the FNV G.S.O.). Note: it is acknowledged that this work is dependent on the cooperation of the Groups and collaborates with the Local Committee Member (L.C.M.).
8. The Secretary checks the District 11 website from time to time, bringing questions of accuracy of information to the attention of the Webmaster.
9. The Secretary accepts Workshop flyers (sent by email) from the Workshop Chair or Hosting Group and distributes them to ALL G.S.R.s, District 11, and Area 20 Webmaster. If in charge of printing, the Secretary generally runs 50 hard copies of these flyers and brings them to the District meeting.
10. The Secretary attends as many Area 20 Assemblies possible and participate in Area Assembly Committee Breakout sessions.
11. The Secretary gets to know the Area 20 Secretary and Registrar.
12. The Secretary will need access to a computer which could be the district's computer if the Treasurer already has a computer to records the financial records. Note: if the Secretary has the district computer in their position they are required to have home or renters insurance to cover any loss.

13. The Secretary is responsible for all minutes and records of the district and for keeping the original and all undistributed copies of the District 11 guidelines.
14. The Secretary will be responsible for seeing that all voting members of the district receive a copy of the District Guidelines.
15. When preparing the meeting minutes they should be in a format that is condensed into the smallest amount space for a printed document.
16. The Secretary prepares and distributes the minutes no more than seven days following the district meeting by email or hardcopy if requested. In the email with the district meeting minutes encourage everyone to bring a printed copy to the next district meeting.
17. The Secretary prepares 20 hard copies (as directed by DCM) and brings them to the ensuing district meeting.
18. The Secretary maintains a list of attendees including their identification of the group they represent their phone number and email address at the district meetings. This list should be cross-referenced against the existing roster.
19. The Secretary will carry out the clearly defined duties of district secretary as indicated in the Area 20 Secretary's Manual.
20. Maintain use of the district committee email address and mailbox secretary@aa-nia-district11.org (contact webmaster to have this set-up).
21. The Secretary should be familiar with "Brief Parliamentary Guide" in the District Secretary Handbook so that the minutes are referenced appropriately.
22. The secretary will create (and routinely update as needed) backup files of all information stored in the District's computer and give these files to the alternate secretary for safekeeping.



# DISTRICT 11 SERVICE WORK

## TREASURER

The Treasurer keeps financial records for the district and reports regularly at the district meetings. The Treasurer serves a two year term (rotation). Two to three years of sobriety are recommended.

1. The Treasurer keeps financial records of the District, and stores the previous Treasurer's notes, reports, records, etc.
2. The Treasurer keeps the District 11 Bank Account(s)/checkbook(s) current and accurate.
3. The Treasurer presents a monthly Financial report at the General Service Representative (G.S.R.)/District Meeting, is prepared to answer questions, and accepts corrections. The Treasurer makes the motion to accept the report, and calls for a second and a vote.
4. The Treasurer prepares the yearly District Budget working with the District Committee Member (D.C.M.) and/or Alternate D.C.M.
5. The Treasurer pays the bills of the District (Newsletter Printer, rent, telephone bill, reimbursements to Committee Members for their expenses) within the appropriate time limit of their due date.
6. The Treasurer is responsible for making sure all applicable state and federal tax laws and procedures are being followed.
7. Retain a confidential file of all account and PIN numbers for Bank, ATM and phone accounts.
8. Attend all district meetings.
9. Write the Monthly Report and make 30 copies for the district meeting.
10. Give a report at the district meeting and answer any questions from the floor.
  - Beginning balance
  - Income
  - Expenses
  - Ending balance
11. Purchase any supplies – stamps, envelopes, etc. as needed.
12. Keep a copy of monthly reports and thank you letters for the Treasurer's archives.
13. Keep a copy of all bills for the end of year report and the Treasurer's expense archives.
14. Distribute excess funds to Northern Illinois Area 20 and the General Service Office on a quarterly basis<sup>1</sup>
15. Maintain an Excel spreadsheet with budget vs. actual expenses by committee
16. Attend Area Assemblies to participate in break-out sessions with Area Treasurer and other district treasurers

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<sup>1</sup> From Pamphlet F-3 *Self-Support: Where Money and Spirituality e*; AA General Service Conference-approved literature

17. Access to a computer which could be the district's computer if the Secretary already has a computer to records the meeting minutes. Note: if the Treasurer has the district computer in their position they are required to have home or renters insurance to cover any loss.
18. Access to the internet
19. Familiar with communicating electronically
20. Familiar with financial software
21. Familiar with accounting principles

Note: District 11 Prudent Reserve was established at \$6,000.00

## **DISTRICT 11 SERVICE WORK**

### **ALTERNATE TREASURER**

1. The alternate is a backup for the Treasurer.
2. If the Treasurer resigns or is unable to serve for any reason, the alternate steps in.
3. Pick up mail from McHenry Post Office – P.O. Box 846 at least once a month.
4. The Treasurer records all Group Donations and maintains a file of all checks for donations and provides a receipts and thank you letter back to the individual group.
5. Deposit donation checks and cash from the District 11 meeting donations.
6. The alternate is elected at the same time as the Treasurer, by the same procedure.
7. The alternate should be encouraged to assist, participate, and share in the Treasurer's responsibilities at district and area meetings.
8. That alternate will write thank you letters to contributors and mail.

## **DISTRICT 11 SERVICE WORK**

### ***Into Action Newsletter EDITOR***

The Into Action Editor should have at least 3 years of sobriety, worked the 12 Steps and have an understanding of our 12 Traditions.

1. The Into Action Editor must possess a computer with word processing software and be able to type with at least 2 fingers.
2. The Into Action Editor must have a sound working knowledge of the A.A. program and the 12 Traditions so the articles may be properly written, and or, edited for appropriate content.
3. The Into Action Editor is responsible to get the finished work on the newsletter to the printer at least 10 business days before the date of distribution so that the printer can properly schedule their work and have the newsletter ready for pickup. The Into Action Editor or assistants picks up the newsletter and bring it to the District meeting for distribution.
4. Creative and artistic control over the newsletter is the sole province of the Editor. Artwork, graphics, and the like may be used as the skills of the Into Action Editor.
5. Previous journalism experience is not necessary, only a willingness to carry the message.
6. The Into Action newsletter belongs to all members of District 11; so therefore it must at all times seek to enlighten, entertain, educate, and inform the members of the District in an honest straightforward manner.
7. The time to do this job depends on how many fingers that you can type with. It usually takes about 1 hour per week. For each issue, the work typically adds up to about 8 hours. Please note that issues are currently quarterly, as voted on in the June, 2012 District meeting.

## **DISTRICT 11 SERVICE WORK**

### **COOPERATION WITH THE PROFESSIONAL COMMUNITY (C.P.C.)**

Cooperating with nonalcoholic professionals is an effective way to carry the message to the sick alcoholic. Such people often meet the alcoholic in places where A.A. is not present. Through professionals, alcoholics may be reached who might otherwise never find the program, or they may be reached sooner with the help of informed non-A.A.s. The Cooperation with the Professional Community (C.P.C.) should have at least 2 years of sobriety, and be thoroughly knowledgeable in AA's 12 Traditions and 12 Concepts and be comfortable with public speaking and making presentations.

1. The C.P.C. recruits, trains, and motivates volunteers to carry the A.A. message to the professional community as outlines in the G.S.O. Handbook.
2. The C.P.C. Chair targets efforts towards professionals such as doctors, lawyers, bail bondsmen, police and fire departments, etc.
3. Literature distribution and face-to-face contact with these professionals to let them know more about A.A. and the services that can be provided.
4. In addition to face to face meetings, mailings to professionals may be done by the Committee.
5. Knowledge of the 12 Traditions is a must.
6. Literature purchases are to be cleared through the District prior to being made.
7. All generic GSO guidelines are to be followed.

## **DISTRICT 11 SERVICE WORK**

### **PUBLIC INFORMATION (P.I.)**

The Public Information (P.I.) chair should have at least 2 years of sobriety, and be thoroughly knowledgeable in AA's 12 Traditions and 12 Concepts and be comfortable with public speaking and making presentations.

1. The P.I. Chair recruits, trains, and motivates volunteers to carry the A.A. message to the professional community as outlines in the G.S.O. Handbook.
2. The P.I. Chair targets efforts towards professionals such as doctors, lawyers, bail bondsmen, police and fire departments, etc.
3. Literature distribution and face-to-face contact with these professionals to let them know more about A.A. and the services that can be provided.
4. In addition to face to face meetings, mailings to professionals may be done by the Committee.
5. Knowledge of the 12 Traditions is a must.
6. Literature purchases are to be cleared through the District prior to being made.
7. All generic GSO guidelines are to be followed.

## **DISTRICT 11 SERVICE WORK**

### **CORRECTIONAL FACILITIES (C.F.)**

The Corrections committee is to carry the message of Alcoholics Anonymous to the alcoholic who is confined. The activities of this committee are based on and governed by the Twelve Traditions of A.A. The purpose of this committee is fulfilled in two ways: (1) Taking A.A. meetings into correctional facilities within the district, and (2) Providing G.S.O. conference – approved A.A. literature to inmates.

The material in these Guidelines has come from the experience and “growing pains” of A.A. correctional facilities committees. The Correctional Facilities (C.F.) Chair and Alternate Chair should have at least 2 years of sobriety, and currently be Sponsored and have an understanding of AA’s 12 Traditions.

1. The C.F. Chair recruits, trains, and motivates volunteers, and plans activities for volunteers to carry the A.A. message into jails and other correctional facilities.
2. The C.F. Chair must follow the G.S.O. Handbook and be very aware of the 12 Traditions.
3. The C.F. Chair must be able to pass the background check at the jails, no felony arrests in the last 5 years.
4. Literature purchases must be cleared through the District prior to being made as part of the budget and also have to be approved by the facility as being “safe” to bring into the jail.
5. The C.F. Chair coordinates activities with other C.F. Chairpersons from other Districts in the area.
6. The C.F. Chair coordinates with the Area 20 Corrections Chair
7. A correctional facilities committee functions within the structure of a General Service Conference area committee or a central office (intergroup).
8. Coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls
9. Coordinate the work to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts.
10. Coordinate the work of individual A.A. members who are interested in participating in the Step Program with the residents.
11. Provide perspective volunteers with the information on how to apply to be an AA volunteer at the facility. (See attachment with detailed instructions)
12. Provide an AA presence for probation officers, probationers, Drug Court or any other with alcohol related offenders with a connection to the recovery community,
13. Provide AA literature to the McHenry County jail for distribution to the residents i.e. Big Books, 12 and 12’s, Daily Reflections, As Bill Sees it etc. (Big Books in Spanish and English)

14. Provide AA welcome packets to the McHenry County Jail for distribution to the residents when leaving the facility. Suggestions for inclusion in this packet are:
  - a. AA Pamphlet "This is AA" P-13
  - b. AA Pamphlet "44 Questions" P-2
  - c. AA Pamphlet "Where do I go from here?" F-4
  - d. AA Pamphlet "Do you think you are different?" P-13
15. Provide the current District 11 meeting schedule
16. Provide AA contact information as a business card to be given to all residents during weekly meetings.
17. Become familiar with the AA Corrections Workbook
18. Maintain use of the district committee email address and mailbox [corrections@aa-nia-district11.org](mailto:corrections@aa-nia-district11.org) (contact webmaster to have this set-up)

## **DISTRICT 11 SERVICE WORK**

### **GRAPEVINE**

The Grapevine Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Grapevine Chair recruits, trains, and motivates volunteers to go to meetings and carry the message of the Grapevine.
2. The Grapevine Chair creates a Grapevine display to set up at district meetings and events to share the message of what it has to offer.
3. The G.S.O. has guidelines for these volunteers to follow, as well as subscription forms and the like to allow more people to enjoy the Grapevine.
4. The time required for this work would be approximately 1 hour per month, not including time spent at District business meetings.



## **DISTRICT 11 SERVICE WORK**

### **LOCAL COMMITTEE MEMBER (L.C.M.)**

The Local Committee Member (L.C.M.) Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The L.C.M. Chair recruits, trains, and motivates volunteers to carry the message of the District and its available services to those meetings and groups that do not have a G.S.R. The L.C.M. Chair also assists those groups and meetings that want to become autonomous to do so. Please know that it is not the intent for the L.C.M. and volunteers to become the G.S.R.'s for those meeting. Rather it may be suggested how the group can get connected to A.A. as a whole by having their own G.S.R. If no group member would like to be G.S.R., it may be suggested that the group elect a main contact.
2. The L.C.M. Chair directs the activities and schedules visitations of volunteers to visit all meetings in the District and offer the services of the District.
3. The Into Action newsletters may be distributed at these non-participating meetings as a means of being permitted to make a short announcement regarding the District.
4. Wherever possible, the L.C.M. Chair should seek out the group's secretary, treasurer, or other officer, so that the volunteer may attend and address the next steering committee meeting, if any, and explore getting the group connected and active in A.A.
5. Time required for this service work is approximately 2 hours per week, which includes time spent at new A.A. meetings, making announcements.
6. The L.C.M. Chair processes A.A. paperwork for the "New Group Information" and "Group Change" forms, and submits information to District Secretary, who in turns sends changes to the Area 20 Registrar, who sends it G.S.O.
7. It is suggested that the L.C.M. Chair keeps closed and open meeting directories and current event flyers, the hardcopy of the group information forms, and pamphlets on "The A.A. Group....Where It All Begins" and "G.S.R..." on hand. Also it may be helpful to continue to be educated on the bigger picture of how A.A. works and stay current on Area Assembly motions.

# DISTRICT 11 SERVICE WORK

## SPECIAL NEEDS

It is the purpose of this committee to carry the message to the alcoholic who still suffers, including many members who have special needs. We define AA's with special needs as persons who are blind or visually-challenged, deaf or hearing at low levels, chronically ill or homebound. The Special Needs Committee Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Special Needs Chair maintains the lists of volunteers to bring A.A. meetings into any facility where requested. This list also contains volunteers offering rides to those who are handicapped to meetings and A.A. workshops.
2. The Special Needs Chair maintains a supply of pamphlets, as well as the Conferenced approved books and literature, working with the P.I., C.P.C., and Literature Chairs in both English and Spanish.
3. The Special Needs Chair maintains a library of special A.A. literature, D.V.D.s, and C.D.s for those who are hearing and visually impaired. Note: the use of A.A.W.S. Braille literature such as the Big Book and 12&12 is becoming less needed or requested for; so keep a reasonable supply of C.D.s and P.S.A.s on hand.
4. The Special Needs Chair works with the Treatment Facilities (T.F.), Cooperation with the Professional Community (C.P.C.), Public Information (P.I.), and the Answering Service Committees closely to provide assistance when and where needed.
5. The Special Needs Chair maintains contact with Area 20 interpreters for Spanish translation and American Sign Language, and makes their contact information known to groups.
6. Participate in Area Assembly Committee Breakout sessions.
7. Organize workshops and sharing sessions on service activities.
8. Assist other district committees by providing services as needed.
9. Maintain use of the district committee email address and mailbox [specialneeds@aa-nia-district11.org](mailto:specialneeds@aa-nia-district11.org) (contact webmaster to have this set-up).
10. Checks the District 11 website from time to time, bringing questions of accuracy of information to the attention of the Webmaster.

## DISTRICT 11 SERVICE WORK

### TREATMENT SETTINGS (T.S.)

The T.F Chair has one purpose: to help A.A. members carry the message of Alcoholics Anonymous into Hospital and Treatment Facilities. Additionally, the “Bridge the Gap” committee assists when recovering alcoholics are released from treatment by taking them to a variety of AA meetings, introduce them to other members of AA, and share the message about sponsorship and a home group. The Treatment Facilities Committee (T.F.) Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA’s 12 Traditions.

1. The T.F. Chair recruits, trains, motivate, and plans ways for volunteers to become active in carrying the A.A. message into treatment facilities through meetings, speakers, and literature distribution.
2. The T.F. Chair follows the guidelines published by G.S.O. for the Treatment Facilities Committee and educates volunteers on how A.A. cooperates but does not affiliate with treatment facilities.
3. The T.F. Chair reactivates the Temporary Contact Program to help newcomers coming out of treatment to find their way to meetings.
4. The T.F. Chair works with other T.F. Chairs through the Area and helps coordinate efforts of all Districts in helping newcomers.
5. New meetings for treatment facilities should be set up in cooperation with the institutions in the District.
6. All existing A.A. meetings being held currently in those institutions are to be evaluated for correctness and staffing. The G.S.O. T.S. Handbook is to be the guide for all T.F. efforts and each T.F. meeting; for which they are handled and run according to the 12 Traditions so as not to damage the effectiveness of A.A.
7. The goal is to have all A.A. meetings that are held in treatment facilities conform to A.A. guidelines; so that the message to the newcomer is as clear and concise as possible.
8. The T.F. Chair and Alternate Chair are to personally visit each facility, explain the District’s services to them, and seek ways for the District to be of service, as well explaining the 12 Traditions and what A.A. can and cannot do.
9. Volunteers of this committee should have at least 1 year of sobriety and have a Sponsor who approves of their volunteering.
10. The time required for this position is approximately 2 hours per week.
11. Become familiar with the Treatment Settings Workbook and related materials.
12. Purchase literature that would be helpful in carrying the message or bridging the gap to patients or newcomers in treatment facilities.
13. Schedule and conduct Hospital and Treatment Facilities committee meetings.
14. Coordinate with treatment facilities and public programs on how we can best carry the message to their facility.

15. Create and make presentations available to treatment facilities and offer follow-up presentations every four months to accommodate staff changes.
16. Set up treatment facilities literature displays in district meetings, area meetings seminars, conventions, etc.
17. Create a Temporary Contact (Bridging the Gap) program, subcommittee and get volunteers to help carry the message
18. Maintain a list of active volunteers for treatment facility meetings and a separate list for temporary contact volunteers.
19. Send a list of treatment facilities meetings to District DCM and secretary.
20. Invite Correctional Facilities, Cooperation with Professional Community, and Public Information Committee liaisons to hospital and treatment facilities committee meetings.
21. Maintain use of the district committee email address and mailbox [treatment@aa-nia-district11.org](mailto:treatment@aa-nia-district11.org) (contact webmaster to have this set-up)

## **DISTRICT 11 SERVICE WORK**

### **ANSWERING SERVICE (A.S.)**

The Twelve Step Answering Service (A.S.) Chair and Alternate should have a minimum of two years sobriety, and have a working knowledge of all 12 Steps. Sponsorships is not a requirement of A.A. service but is vigorously recommended as well as a weekly home group. All members of the committee should have thorough knowledge of the first 164 pages of our book, Alcoholics Anonymous, especially Chapter 7, and be well acquainted with the A.A. Service Manual and all other conference-approved literature. Also, they should have read the attached sheet and all the recommended pamphlets

1. The A.S. Chair recruits, trains, motivate, and plans for volunteers to take 12 Step calls form the District's answering system.
2. Activity reports are to be made available at each District meeting.
3. The A.S. Chair maintains a current list of all volunteers with phone numbers and addresses, and updates it as needed on a timely basis.
4. The A.S. Chair provides the answering service with the current meeting schedule in a paper and electronic format.
5. The A.S. Chair has knowledge of working with "wet" drunks especially regarding Chapter 2, 3, and 7 in the Big Book.
6. The A.S. Chair's time requirement for this service work is approximately 1 hour per week.
7. Facilitate and coordinate the flow of 12 step calls from answering service to volunteers. Each day of the week has an assigned a.m. and p.m. contact for the answering service to call with incoming requests. They are then responsible for having an A.A. member return that call.
8. Chair and alternate chair are responsible for fulfilling that responsibility when a volunteer is unavailable.
9. Chairperson is the primary liaison with the answering service and is solely responsible for any changes in service or policy. Answering service must have up-to-date information regarding our district schedule.

# **DISTRICT 11 SERVICE WORK**

## **WORKSHOP COMMITTEE**

The Workshop Committee Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Workshop Committee Chair recruits, trains, motivate, and plans for volunteers to work behind the scenes in facilitating the District's efforts to put on informative and educational workshops.
2. The Workshop Committee Chair books meeting spaces for workshops.
3. The Workshop Committee Chair arranges for room setup and cleanup, as well as arranges for coffee, donuts, food, etc. if requested.
4. The Workshop Committee Chair handles publicity for all workshops, flyers, and announcements in the Into Action, etc.
5. The Workshop Committee Chair sets up the calendar of workshop for the upcoming year and coordinates with the various Committee Chairpersons to have their materials ready well in advance for printing and publicity distributions.
6. The time required for the service work of this position is approximately 1 hour per week.

## **DISTRICT 11 SERVICE WORK**

### **LITERATURE COMMITTEE**

The LITERATURE Committee Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Literature Committee Chair coordinates the purchase of AA literature for District needs.
2. The Literature Chair coordinates with the Treasurer to purchase the literature for the various service committees.
3. The Chair keeps abreast of any new literature available from GSO and communicates this information to the District.
4. The Literature Chair assembles and maintains an inventory of newcomer packets for group needs.

## **DISTRICT 11 SERVICE WORK**

### **ARCHIVES COMMITTEE / ARCHIVIST**

The ARCHIVES Committee Chair and Alternate Chair should have at least 5 years of sobriety.

The ARCHIVIST should have at least 10 years of sobriety with a strong interest in holding this position for an extended period of time. A good, general knowledge of AA's history is suggested.

The DISTRICT 11 ARCHIVES mission reflects the Archives guidelines of our General Service Office. The AA Archives Committee's mission of service is to receive, classify and index all relevant material, including but not limited to, administrative files and records, correspondence, literary works and artifacts that are considered to have historical import to Alcoholics Anonymous. The Archives Committee mission also is to hold and preserve such material, making access possible, as determined by the present Archivist in consultation with the Archives Committee, to members of Alcoholics Anonymous, and to those of the public who may have a valid need to review said material, provided that such access is mindful to preserving the anonymity of our members.

1. The Archives Committee Chair and Alternate Chair will be rotating positions elected every 2 years.
2. The Archivist position is intended to be a longer term position to allow for a longer-range continuity in keeping an archives library. The position should be reviewed every 2 years so that the District body can amend if needed.
3. The Archives Committee will coordinate with the Archivist to determine which materials are best suited to be added to District Archives.
4. The Archivist will manage the storage of archived materials and pay rent where applicable.
5. The Archives Committee will work with the Treasurer in developing a budget for expenses and payment of any Committee costs, including storage if needed.
6. The Archives Committee will become familiar with the District Archives collection and will work within the guidelines of the Archives Workbook from GSO Archives.
7. The Archives Committee may be asked to display materials at District or Area Workshops, and will be responsible for setting up displays, transporting materials, covering the display during the event, etc.
8. The Archives Committee will continue to develop ongoing projects, which include collecting group history forms and obtaining oral histories from individual AAs.



## **DISTRICT 11 SERVICE WORK**

### **WEBMASTER**

The WEBMASTER and Alternate Chair should have at least 2 years of sobriety and have a working knowledge of our 12 Traditions. The Webmaster should have a good working knowledge of computers and the internet. The position is intended to be a longer term, but should be reviewed every 2 years. The Webmaster will coordinate with the Into Action Chair, DCM, Secretary, Workshop Chair, and District Committee Chairs.

The previously adopted Mission Policy & Guidelines will serve as the guide for how our District website adheres to our Traditions.

#### **Mission Policy**

District 11 will maintain an Internet website that will:

- Provide the public information concerning the A.A. program of recovery.
- Provide current information on A.A. groups, meetings, and workshops within the District.
- Provide information pertinent to the operation of the District.

#### **Guidelines**

The information posted to the website will accord with the principles and Traditions of A.A., paying special attention to the following:

- Anonymity – Full names of individuals; personal telephone numbers; full-face or identifiable photographs; personal postal and email address will not be displayed on the website. (Personal telephone numbers, without last names, may appear on event flyers posted to this site with the permission of the submitter.)
- Affiliation – The district website shall not endorse or be affiliated in any manner with any outside organization and will provide links only to registered A.A. service entities.
- Copyrights – All material posted to the district website will comply with international copyright law. Copyrighted material and registered trademarks will only be used with the permission of the copyright holder. When such material is used, the owner of the copyright or trademark will be acknowledged (e.g. Alcoholics Anonymous®, A.A.®, the Big Book® are registered trademarks of Alcoholics Anonymous World Services, Inc.; The Grapevine®, and AA Grapevine® are registered trademarks of The A.A. Grapevine, Inc.)

## **Content**

- In support of the Mission Policy, the content posted to the website will address each of the Mission Goals as follows:
- Public Information on the AA program of recovery – The text of the Twelve Steps of Alcoholics Anonymous, the Twelve Traditions of Alcoholics Anonymous, and the A.A. Preamble will be posted to the site. Additionally, links to A.A. World Services, the A.A. Grapevine, and other A.A. Service Entities will be provided. If available, resources in languages other than English will be posted.
- Current Information on A.A. Groups, Meetings and Workshops within the District – Dated Schedules (both printable and display based) of the Meetings within the district will be posted. These postings will include the dates, locations, handicap access status, as well as whether the meetings are closed or open. Explanation of “closed” and “open” Meetings will be posted. If available, meeting information in languages other than English will be posted.
- A calendar of Workshops that are either hosted by the district, or that occur within the District Boundaries will be provided.
- Recent copies of the District Newsletter will be posted.
- Provide information pertinent to operation of the District – Any available documentation that provides explanations or guidelines as to how the District provides its Services will be posted. Such documentation may include:
  - This document.
  - Explanations of how the District Answering Service operates.
  - Any District Service Positions that is available.
  - Any documentation provided by District concerning its service operation or resources (e.g. Archive or Group History forms).

# DISTRICT 11 SERVICE WORK

## SCHEDULE MAKER

The Schedule Maker is a District Committee Member (DCM) appointed position that does not rotate. The Schedule Maker maintains the electronic file of meetings within the District 11 boundaries which includes the following towns of Algonquin, Burton's Bridge, Cary, Crystal Lake, Fox River Grove, Harvard, Huntley, Johnsburg, Marengo, McHenry, Richmond, Spring Grove, Union, Wauconda, Wonder Lake, and Woodstock. The schedules formats will include open and closed meetings and an electronic format for the web administrator for the District 11 website.

1. The Schedule Maker obtains updates on current meetings within District 11 from the Local Committee Member (LCM), Secretary and group submissions through the district website and any other forms of communication.
2. The Schedule Maker updates meeting information on the schedule file as they are received, at least each calendar quarter i.e. February, May, August, and November.
3. The Schedule Maker places a printing request, usually 2,500 at a time by sending electronic file to the printing company. A pdf file will be sent via email to [service@billerpress.com](mailto:service@billerpress.com), attention Laurie.
4. The Schedule Maker makes arrangements to have the printing order of schedules picked up from the printing company prior to the District 11 monthly meeting at the following address:  

Biller Press and Manufacturing Inc.  
966 Victoria St.  
Antioch, IL  
(847) 395-4111
5. The Schedule Maker brings any changes in schedule format to District 11 monthly meeting for approval.
6. The Schedule Maker must submit bills/invoices from printer to Treasurer on a timely basis for payment of services.
7. The Schedule Maker submits proposed realistic, estimated yearly financial needs, broken down by month to the Treasurer by September of each year for the next year's budget proposal.
8. The Schedule Maker gathers "New Group Information" and "Group Change" forms, and submits them to the District 11 Secretary.
9. The Schedule Maker requires computer knowledge and access to a computer
10. The Schedule Maker requires access to the internet
11. The Schedule Maker should be familiar with communicating electronically
12. The Schedule Maker accesses the computer software to maintain and update schedule file.
13. The Schedule Maker maintains use of the district committee email address and mailbox [schedules@aa-nia-district11.org](mailto:schedules@aa-nia-district11.org) (contact webmaster to have this set-up).