

District 4 Service Positions

I. Elected Trusted Servants (Elected by District Vote):

DCM (District Committee Chair):

Responsible for maintaining two-way communication between the groups and the AA service structure. Helps the GSRs' and the groups' needs and ideas reach the District, the Area, the Regional structure, and the national Conference.

Service Work needed:

- Lead monthly meetings of District GSRs and other Committee members.
- Keep GSRs informed about District, Area, Regional, and Conference activities.
- Help the GSRs' and the groups' needs and ideas reach the District, Area, Regional, and the national Conference.
- Attend Area Quarterlies to discuss and define an agenda for the yearly Assembly.
- Work with other Districts to plan Area events in our regional locale.
- Attend the Assembly in October representing District 4 and communicating our needs with the Area officers and other Districts.

Alternate DCM:

Responsible for acting in the place of the DCM when the DCM is unable to function and helps the DCM in the performance of his/her duties.

Service Work needed:

- Help the DCM conduct business of the District.
- Help organize and assist in the presentation of workshops for the District.
- Submit monthly articles to the Area Newsletter chairperson informing the Area about events involving the District. (Could be a DCM duty if agreed upon).
- Facilitate the telephone answering service opportunities for groups and members.
- Coordinate the monthly facility and supplies for the District meeting.

Secretary:

Responsible for maintaining a record of District business and activities and communicates this record to the GSRs and the District Committee. Generally responsible for all the written communication from the District.

Service work needed:

- Take roll call and keep attendance record for all meetings held by the District.
- Assure the acceptance or correction of the past month's meeting minutes.
- Take minutes of all pertinent actions at meetings, including Committee and Group reports.
- Maintain a complete file of all minutes, Treasurer's reports, District Newsletters, and other communication documents.
- Maintain Passed and Failed motion requests.

Treasurer:

Responsible for receiving, distributing, and reporting on funds for the District (these revenues are generated through donations from the groups and the 7th Tradition at the District meetings).

Service work needed:

- Remind GSRs and District Committee Chairs of their 7th Tradition responsibilities.
- Give a Treasurer's report each month at the District meeting.
- Be sure the District monies beyond the agreed prudent reserve are forwarded to the Area and GSO in a timely manner.
- Make financial recommendations.
- Pick up District mail at the post office box and distribute monthly.

Standing Committee Chairs (Appointed by Elected Trusted Servants):

Responsible for maintaining contact between the District and other Districts, the Area, and the Conference in the particular domain they represent. They are also responsible for keeping information about service opportunities through monthly meetings with group representatives in each area and report back to the District.

Accessibility:

Responsible for assisting those with special needs within their area. Responsible for making AA accessible to blind, deaf, and disabled people. Bring meetings to homebound or hospitalized people in the community. Work with members speaking foreign languages to get to foreign language-speaking meetings in the area (primarily Spanish). Accessibilities will also coordinate rides for people who are unable to drive.

Service work needed: Volunteers are needed to organize mobile meetings. To do this you may need to the member's home or to their hospital room and bring members with you to hold a meeting. If you are bilingual, or know a member who is, we need meetings in different languages.

Activities Chair:

Responsible for organizing and coordinating events and activities for the District Committee.

Service Work needed: Select a date and reserve a location to hold events. Coordinate any payment received with the Treasurer. Create a flyer for each District event and distribute copies to the District committee. Organize a committee for set-up and clean-up for the event, food and drinks (if necessary), and entertainment/speakers (if necessary). Work with various event committees to organize and support them. Attend District events and take an active role in coordinating the event. Attend monthly District meetings.

Archives:

Responsible for organizing, collecting, storing, and maintaining displays, historical files, and materials pertinent to the Area and AA in general. Responsible for maintaining and scheduling a portable display of historical materials which is to be made available to AA service functions.

Service work needed: See above description.

Bridging the Gap/Treatment:

Responsible for matching sober alcoholics with people leaving the treatment facility. Take recently released patients to local AA meetings and introduce them to AA members. This is not sponsorship; it is designed to ease the transition from treatment to outside sober living. Work with hospitals and treatment center staffs to better understand AA and take the AA tools of recovery to alcoholics in treatment. Schedule and maintain a contact list for Bridging the Gap.

Service work needed: There is a great need for volunteers on this committee to take people released from treatment programs to local AA meetings for a one to two-week period and introduce them to members of our fellowship. There is also a need for volunteers to take meetings into treatment centers.

Corrections:

Responsible for recruiting volunteers and organizing AA meetings for the Skagit County Justice Center and local juvenile detention centers for both men and women. The goal is to help alcoholic inmates to recover and prepare for sober, fulfilling lives after release. Also, administer the Bridge Program, a program to help inmates transition into the local AA community upon release.

Service work needed: The committee chair works with the Skagit County Justice Center Coordinating Officer on meeting schedules and guidelines. Volunteers interested in bringing meetings into Skagit County Justice Center are required to have one year of sobriety and pass a background check.

(NOTE: These are requirements for Skagit County Jail. Requirements will vary from one correctional facility to another, depending on various security levels of the institution. The Bridge Program and Bridging the Gap are two different programs for two different populations and should not be treated as the same. The Treatment Chair covers the treatment and the Bridging the Gap program and the Corrections Chair primarily organizes volunteers and meetings for correctional facilities and runs/organizes the "Bridge Program".)

Grapevine/Literature:

Responsible for ordering and distributing printed, audio, and video materials for the District. Inform the AA community of AA sponsored literature and magazines available to members.

Service work needed: Keep an up-to-date inventory of the literature available to members. Work with the local District representative to stay current on AA approved literature.

Phone Coordinator:

Responsible for maintaining the District Phone Service number that appears on our District schedule. Compile a District Phone Directory of Committee members. In charge of recruiting and coordinating with District 11 (Whatcom County) for the Hotline and Twelve Step call list for District 4.

Service work needed: See above description.

Public Information/Cooperation with the Professional Community (PI/CPC):

Responsible for presenting the AA message to schools, media, and the general public. Periodically inform groups of local activities and may arrange for volunteers to participate in public information programs requested by schools, businesses, law-enforcement agencies and other organizations interested in the AA approach to recovery from alcoholism. Also inform professionals about AA-what we are, who we are, what we can do, and what we cannot do. Establish better communication with professional communities dealing with problem drinkers in the course of their work.

Service work needed: Welcome professionals to open AA meetings (understanding AA Traditions is important in work with the professional community), periodically help with local activities, public information programs, and AA panels.

Listing Chair/Schedule:

Responsible for preparing and ensuring accuracy of monthly printed District schedule with information provided by GSRs regarding group meetings, locations, dates, and times, and special group events as well as current District contacts and events.

Service work needed: See above description.

Third Legacy:

Responsible for increasing awareness among the membership of the importance and need for Service work. Coordinate planning and implementation of workshops on the Twelve Steps, Twelve Traditions, AA Concepts, and other areas of interest within the District.

Service work needed: See above description.

Web Servant:

Responsible for maintaining and updating the District 4 website. This includes postings of all meetings and times, current events, any information from GSRs concerning their groups, Hotline phone number. Follows the AA guidelines for the Internet and all AA literature pertinent to our online presence.

Service work needed: See above description.

Young People's Chair:

Responsible for representing the best interests of and creating opportunities for young people to fully access and participate in District groups and activities.

Service Work needed: Have a working knowledge of and willingness to adhere to the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous. Have knowledge of the meetings in the District. Find outreach opportunities for young people's events and service activities. Reach out to schools to find out if there is a need to start on-campus meetings. Coordinate workshops aimed at young people on traditions and concepts. Encourage meetings that attract young people to designate themselves as a young persons meeting as means for accessibility purposes. Determine if there is a need in the district to create a young person's meeting. Help existing service bodies such as PI/CPC, H&T, Corrections and Bridge the Gap with finding young speakers for panels, workshops and 12 step calls for any young alcoholic in need. Attend District events and take an active role in coordinating the event. Attend monthly District meetings.