

## **OFFICER POSITIONS**

### **District 03 - Santa Cruz County**

**Note:** Officers are encouraged to attend Area meetings and Assemblies even though they don't have a vote (unless they're the DCMC or the alternate DCMC when the reg. DCMC isn't there or DCM or an alternate.) They are reimbursed under a standing policy for travel (up to specified amount) to the monthly Area Meetings in Petaluma (usually the 4th Saturday of the month) and the 4 Area Assemblies.

#### **DCMC - District Committee Member Chair**

**Responsibilities:** Helps to have some knowledge of GS conference structure and how to apply the Traditions and Concepts in service.

- Gets to district meeting early to make coffee and help set up.
- Keeps stock of coffee supplies, cups, etc.
- Helps with kitchen clean-up after district meeting
- Helps GSRs, DCM, & Officers do their jobs
- Writes up and makes copies of monthly district meeting agenda
- Facilitates the district meeting (2nd wed)
- Attends Intergroup meeting as the GS Liaison (1st wed.)
- Attends monthly Area meeting in Petaluma (4th Saturday)
- Attends 4 Area assemblies per year
- Goes to PRAASA (usually in March)
- May attend Regional Forum in August.
- Serves on the finance committee (2 -3 times per year to work on the budget)
- Is one of the co-signers on the district bank account.
- Sometimes holds officer/DCM meetings
- Helps with Sub-district meetings
- Reviews and edits minutes with recording secretary before they are finalized.

**Time Commitment:** Varies, but probably averages to 2- 4 hours each week, plus a total of 18 full days per year.

**Cool Things:** Staying sober; Getting to know AA better and the principles that make it such an amazing, democratically run, spiritually powerful, visionary organization work as well as it does. Getting to know people in the district and from all over the Area and the Western Region. Getting to know one's self better. Learning how to be a facilitator rather than a leader, Learning how to step back and let the district do its work of carrying the message.

There is no set budget for DCMC. Expenses include all the copies, materials and coffee supplies, travel to Area meeting, assemblies and regional events.

**Suggestion:** Have a service sponsor. Be a service sponsor.

## Alternate District Committee Member Chair

**Responsibilities:** - Helps to **have** some knowledge of GS conference structure and how to apply the Traditions and Concepts in service.

- Works closely with the DCMC
- Assist DCMC - take over in DCMC's absence.
- Facilitates district meeting in the absence of the DCMC
- Attend all district meetings.
- Attend steering committee meetings if needed.
- Maintains the GSR Orientation Guide and handbook
- Maintains and circulates the General Service Calendar.
- Conduct GSR trainings (before the Regular District meeting 6:45 p.m. - 2nd Wednesday)
- May need to temporarily fill in for any of the officer positions.
- Can be asked to serve on the finance committee (2 -3 times per year to work on budget)
- Attends Area meetings and Assemblies as needed.

**Time Commitment:** Not much, maybe an hour each month & 45 minutes before each district meeting;

**Budget:** Suggested: \$75-\$100/year copies of **GSR Orientation** Manuals

**Cool Thing:** Get to know brand new GSRs and get to be encouraging to them.  
Probably the least time commitment involved as an officer

**Suggestion:** Have a service sponsor. Be a service sponsor.

## District Archivist

**Responsibilities:** - Maintains the District's collection of archived material that is kept in a dedicated filing cabinet in the Central office.

- Collects district/group materials for archiving
- This includes adding new material and disposing of material that is no longer wanted in order to keep the collection manageable and current.
- Interact with the Area Archives, which holds workshops and has a repository in Walnut Creek.
- Can create and maintain a mobile archives display to be set up at workshops, assemblies, etc.
- May be asked to bring a display to other GS events
- Occasionally attend and Archive meeting at the monthly Area meeting in Petaluma.
- Participates in archive project days in Walnut Creek at least once a year.
- Maintains district file at the Walnut Creek archives.

- May become active in collecting new material such as group histories, taped interviews, old printed material, etc.
- May make regular contributions to the GrapeSCCIN by writing archives-related articles

**Time Commitment:** Ranges from not much to a ton. An hour per week would probably be a reasonable minimum to expect. Beyond that, it depends on how much you want to do.

**Cool Things:** Learning. By working with historic materials related to AA, Learn how AA got where it is today and that can help with personal sobriety. One archivist stated that *"Archives work puts you in direct contact with some of the coolest drunks in the world. It's just plain fun (for me anyway) to dig through the old papers and find stuff out."*

**Suggested Budget:** - \$50/year. But if you need anything, you just make a motion at the District meeting, and if your request is not totally off the wall, funding is usually forthcoming.

## District Recording Secretary

### **Responsibilities:**

- Review the agenda in advance of the district meeting, suggest appropriate changes
- Get to the District Meeting on time.
- Take minutes of the meeting.
- Send the edited minutes to the DCMC about a week before the next meeting.
- Review the finalized minutes with DCMC
- Keep the Motions Book (binder) up to date.
- Amend the minutes as needed following vote on approving the minutes
- May also e-mail finalized minutes to the Members on the G.S. e-mail list.
- May also help keep the G.S. e-mail list up to date.

**Time Commitment:** About an hour per month not including the District Meeting plus sometimes steering committee meetings.

**Cool Things:** Sitting next to the DCMC every month. (isn't that funny?) Being a key part of the General Service Process.

Suggested Budget: None

Suggestion: Have a computer with spell check.

## District Registrar

**Responsibilities:** Register and record all General Service Reps, Officers, and Groups in coordination with Area Registrar and the General Service Office in New York

- Attend the monthly General Service meeting and circulate the District Sign-in Sheet.
- Record all new GSRs and obtain pertinent information  
(i.e.: name, the group they represent, their current address, telephone number, email address, etc.
- Send District Sign in Sheet the Area Registrar.
- Update the District 03-Santa Cruz County Binder with meeting and GSR information.
- Provide Telephone Reminder person with up-to-date numbers of people who want reminder calls.
- Help DCMC maintain E-mail Contact List
- Registers our district at the Election Assembly
- Facilitate the annual spring update of all the Groups in District 03 so the NY office has current meeting and contact info in its directory,
- Attend steering committees when necessary.
- Attends all district meetings

**Time Commitment:** Time commitment is modest, usually only takes about an hour each month. Attendance is required at the Election Assembly (alternate November of the panel)

**Cool Things:** It keeps me in contact with other members of AA and I meet the new GSRs.

**Suggested Budget:** \$15/quarter

## District Treasurer

**Responsibilities:** - Maintains district finances: Requires basic familiarity with bank statements, checking accounts and standard Excel Spreadsheets.

- Collects 7th tradition and Group Donations (from the PO box at least once per month)
- Records contributions, sends receipts,
- Deposits checks and cash and manages district funds.
- Reconciles checking account, maintains orderly bank statements.
- Helps plan and oversee budget priorities
- Pays district expenses (rent; PO box rent, reimbursements etc) according to procedure and within budget.
- Signs checks.
- Maintains financial records.
- Prepares financial report for each district meeting, including:
  - Current bank balance.
  - Updated spreadsheet of expenses.
  - List of group contributions for the month and YTD.
  - Notes and announces projected expenditures for the coming month.
- A major part of the job is making sure the district remains within budget.
- Serves on Finance committee.
- Early on in the panel, participates in budget planning meetings with finance committee.

**Time Commitment:** The job takes about an hour per week for a person who is familiar with

Excel spreadsheets and can reconcile a checking account.

**Cool Thing:** The cool part of being treasurer is feeling good about the trust the groups and the district place in you doing your job honestly and competently.

**Budget:** There is no separate budget for treasurer, but then again, you have access to all the money!

## Workshop Chairperson Coordinator

### **Responsibilities:**

- Works with a committee to coordinate up to four workshops or events per year for the district as a whole.
- Priorities include coordination of speakers, food & coffee, venues; fliers, volunteers.
- Principal workshop is the Agenda Topics Workshop in February or March of each year.
- Additionally may coordinate 2 potluck events per year (Jun & Dec) prior to a regular monthly meeting
- May be asked to assist Local Assembly Coordinator should the District bid to host an Assembly.

**Time Commitment:** Committee planning meetings, getting people together and prepping for workshops up to 4 times per year.

**Cool Things:** Get to organize workshops with people from all over the District and ask them to speak about cool things.

**Suggested Budget:** \$400 per year

## PI/CPC Chair

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

**Responsibilities:** Coordinates all PI/CPC activity within the District

- Main liaison to Intergroup Central Office regarding AA presentations and Health Fair requests.
- Become familiar with PI Workbook and CPC Workbook.
- Coordinate community outreach of AA's mission and singleness of purpose.
- Meet with PI/CPC committee members & set group initiatives.
- Create committee agenda for PI/CPC.
- Work with committee to make presentations at health fairs, schools, DUI classes, to professionals.

- Disseminate literature at libraries, doctor's offices, hotels, etc..
- Document activities for monthly General Service Report,
- Become familiar with AA as a whole.
- May attend the monthly PI/CPC meeting in Petaluma.

**Time Commitment:** 5-10+ hours per month depending on scheduled events and own schedule.

**Cool Thing:** Gain a deeper understanding of AA. Great opportunity to get outside one's self and apply AA principles in interaction with non-AAs. Furthers personal development and growth surrounding any issues of shame, guilt or remorse regarding alcoholism. Why? Because one must break anonymity with non AAs.

**Suggested Budget:** \$40 Per Quarter.

## Bridging the Gap Chair

**Responsibilities:** To facilitate smooth transitions to AA meetings for people leaving correctional and treatment facilities.

- Recruits qualified, local (male & female) outreach contact teams.
- Coordinates committee of volunteers to chair short meetings, to explain Bridging the Gap (BTG) services and collect requests for contact from local correctional and treatment facilities.
- Coordinates outreach teams to contact people who are leaving correctional and treatment facilities, these teams meet and or take people to local meetings within the Santa Cruz district.
- Sends emails and makes phone calls to BTG in other districts (within the CNCA area) regarding requests for contact from people who are leaving local correctional and treatment facilities and returning home outside the Santa Cruz district
- May attend monthly CNCA Area Bridging the Gap meeting in Petaluma.
- Being available for outreach when needed.
- Present Bridging the Gap information to administrators at local facilities or institutions, as requested.

**Time Commitment:** 2-3 hours per month

**Cool Things:** Meeting people from all over the state. Being that first contact for some people.

**Suggested Budget:** \$15 /quarter

## Literature/Grapevine Chair

**Responsibilities:** AA Literature underscores the cornerstone of our primary purpose.

- Announces new literature.
- Maintains and stores literature display, particularly the Service Literature.
- Sets up display for each district meeting
- May be asked to bring display to Spring Fling, Unity Day, etc.
- Keeps abreast of Conference Agenda Items, particularly those relating to AA Literature
- Promotes the AA Grapevine and Informs GSRs of PSAs and other items available online

**Time Commitment:** Minimal 1 –2 hours each month

**Cool Things:** One of the first people to see new literature

Suggested Budget: \$100/year. Plus, Traditionally the District has purchased 12 subscriptions of the Grapevine to give away at the monthly Birthday Speaker Raffle (2012 cost \$347)

## Telephone Reminder Person

**Responsibilities:**

- Call people who want reminder phone calls each month a few days before the district meeting.

**Time Commitment:** About an hour a month of calling.

**Cool Thing:** Everybody appreciates you.

Suggested Budget: none.

## Web Committee Chair

**Responsibilities:**

- Facilitate the creation of a new (panel 67) general service district website
- Coordinate the communication amongst the technical and non-technical committee members
- Provide monthly report to the District on features, and deployment progress
- Maintain anonymity of users who use the service and ensure documents posted are anonymous per tradition

**Time Commitment:** Minimal 1 –2 hours each month

**Cool Things:** Launching a new service

Suggested Budget: \$100/year