

District 42 Position Descriptions – August 2022

A.A. District 42 has many service positions available (and needed!) to carry the A.A. message to the sick and suffering alcoholic. All the people holding the positions listed below, as well as the General Service Representatives of our groups, make up the District 42 Committee.

All are encouraged (and usually expected) to attend our monthly District meeting (4th Wednesday, 6:00 pm)

- If in-person: at Unitarian-Universalist Church, 3 ½ E. Main St., Canton, NY
- Via Zoom conference: Meeting ID 350 611 789 Password 061035

to report to our groups and answer questions about their area of service. All out-of-pocket expenses, with prior District approval, are reimbursed to the District Servant.

District Officers

District Committee member (DCM)

The District Committee Member is our district's elected representative to the Area 83 Committee and to the Area 83 Assembly. His/her duties include:

1. Monthly District Meeting
 - a. Prepare the agenda for Secretary's distribution
 - b. Open the meeting:
 - i. In Person: Have the keys to open the meeting place.
 - ii. Via Zoom: Sign in and Start the Meeting about 10 minutes before the start.
 - c. Set up the tables/chairs.(with help, of course!)
 - d. Chair the meeting (also can be done by the Alternate DCM or District Chairperson, if one is elected)
2. Area 83 (Eastern Ontario International) – attend, either in person or, if not available, via Zoom
 - a. Three (or four) Committee meetings (January, June, September, and – in alternate years – December in Quinte West, Ontario (160 miles each way from Potsdam)
 - b. Attend two Area Assemblies (March & October) each year in Kingston, Ontario (105 miles each way from Potsdam).
3. Recruit A.A. members to be trusted servants for all the tasks listed below. Help when needed.

Note: Reliable transportation is essential for in-person meetings. Remember – we must go into Canada to attend Area 83 meetings. Anyone entering Canada must show required ID (either a valid US Passport or an “enhanced” NYS drivers license) and may not have any felony on his/her record, which includes DWI (considered a felony by Canadian authorities) unless they have obtained a “Queen’s pardon” from the Canadian government (takes some time and costs some \$). We must also follow all pandemic restrictions by both the U.S. and Canadian governments. Currently Canada requires one to use the ArriveCAN app (Apple and Google versions available). Information can be obtained here: <https://www.canada.ca/en/border-services-agency/services/arrivecan.html>

For virtual “Zoom” meetings reliable computer or smartphone equipment is needed.

Alternate District Committee Member (ALT-DCM)

The Alternate District Committee Member is the “backup” for the DCM, being ready to perform any of the DCM's duties if the DCM cannot. In addition, the DCM and Alt-DCM may divide up visits to groups in the district to raise awareness of A.A. service, the 12 Traditions, and the 12 Concepts.

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Secretary

The District Secretary is in charge of our communications within the district. As such, she/he

1. Takes the minutes of the monthly district business meeting.
2. Prepares the monthly emailing with information (furnished by)
 - a. DCM (agenda, announcements)
 - b. Registrar (email addresses)
 - c. Treasurer (report of District finances)
 - d. Any other Committee Chair (reports appropriate to their position)
3. Emails notice of the district meeting to all group email contacts and district officers 3-7 days prior to the meeting date with attachments:
 - a. Minutes of previous month's meeting
 - b. Agenda for upcoming meeting
 - c. Reports as furnished by District Officers and Committee Chairs
 - d. Treasurer's Report

Treasurer

The Treasurer handles the District funds. She/he is responsible to:

1. deposit contributions and funds received to the district checking account
2. prepare check for signatures as authorized by the members of the District Committee to pay the District's bills and reimburse committee members' expenses.
3. Prepare a monthly financial report for distribution at the district meeting and to be sent out with the Secretary's emailing.

Registrar

The Registrar is in charge of our group records, both for use within our district and in communication with the rest of Alcoholics Anonymous. Her/his duties include:

1. maintain list of groups and their contacts (GSR, Alt-GSR, Mail Contact)
2. correspond the Area 83 to report changes in groups or new groups
 - a. changes in existing groups go to Area Registrar
 - b. changes in district officer list go to Area Secretary
3. provide email addresses to the webmaster to update the district email lists
4. report any changes in meeting time/place/format to the WebMaster so the web site can be updated

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SubCommittee Chairs

Cooperation with the Professional Community (can be combined with Public Information – see below)

Members of the **CPC** committee provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

Public Information (can be combined with CPC – see above)

Public Information portion is to provide accurate A.A. information to the public when requested. Committee members visit schools, businesses, and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Tradition of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations.

Correctional Facilities

Recruits and schedules A.A. volunteers to carry the message into correctional facilities in our district. Committee members are those who volunteer to go in to the various meetings:

- St. Lawrence County Correctional Facility
- Riverview Correctional Facility (NYS)
- Gouverneur Correctional Facility (NYS)

Literature/Grapevine

Provides information to GSRs on new and revised A.A. literature and order forms with which to order it. Displays information at Days of Sharing. Coordinates annual bulk order of Grapevine Calendars/Pocket Planners with Area 83 Grapevine Chair.

Hotline Coordinator

Serves as our contact with the people who answer our A.A. hotline. She/he provides updated lists of A.A. volunteers to receive and respond to inquiries received via the Answering Service.

Treatment Facilities

Recruits the speakers and coordinates the scheduling of the treatment facility speaker meetings in our district.

Webmaster

Updates our District web site (meeting information, announcements, etc.) in accordance with our Traditions of anonymity and non-affiliation. Updates the district email lists.