District 1 Legacy of Service

Pinellas County, Florida
Area 15

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Our Legacy

Recovery, Unity, Service--these are the Three Legacies given to the whole membership of AA by its founders. The AA Service Manual is the current version of the handbook that was first known as the Third Legacy Manual.

"Our Twelfth Step - Carrying the Message - is the basic service that the AA Fellowship gives…hence, an AA service is anything whatever that helps us to reach a fellow sufferer..." Co- founder Bill W. wrote these words to preface the first General Service Conference in 1951. The sum total of all these services is our Third Legacy of Service. Concerning any given service, we therefore pose but one question: "Is this service really needed?" If it is, then maintain it we must, or fail in our mission to those who need and seek AA.

How best to carry the AA message has evolved through the years. In District One there are eleven (11) Standing Committees and two (2) Annual Committees focused on 12th Step activities. These service Committees meet four times a year to share District experience. Each Chairperson reports this activity to the District Committee, which is composed of the five (5) District Officers, the Chairpersons of each Standing and Annual Committee, the District Committee Members (DCM) and General Service Representatives (GSR). Four times a year, District trusted servants also meet and share service experience with the South Florida Area 15 service structure. Every other year the District Committee uses our Third Legacy procedure to elect trusted servants to serve the next two years.

Why all this structure?

Bernard Smith, non-alcoholic Chairman of AA's Board of Trustees, answered this in 1954 when saying those of us who have found AA may not need this to insure our own recovery. "We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to ensure the recovery of a child being born tonight, destined to alcoholism. We need it to provide in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead can find in AA the rebirth which brought us back to life."

Our District One, **"Legacy of Service",** is our general mission of service and is not to be confused with our **Current Practices**, our operating procedure by resolution. A "Legacy of Service for a particular District Officer position or for a particular Standing Committee is simply a narrative of the experience of that Officer or Committee that may be referenced by their successors as a guide, but it is neither binding on them, nor voted upon by the District body. It differs from a "job description" in that it describes what has been done, but not necessarily what ought to be done in the future.

1. Trusted Servants

District 1 Chairperson

Responsibilities:

- Sets the District 1 General Service (GS) Business Meeting agenda. The District 1 agenda incorporates submitted motions, elections, and new business topics. Generally, the agenda reporting format Alternates between DCM reports and Standing Committee Chairpersons' reports. Annually, the March business meeting is dedicated to the review of Conference Agenda Items.
- Submits completed agenda to the District 1Secretary within 7 days of monthly meeting for distribution to the body and posting on the District 1 Webpage.
- Presides over the District 1 GS Business Meeting making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.
- Presents an oral, 3-minute report, and submits a written copy of the report to the District 1 Secretary (a15dist1sec@gmail.com) within two days, for inclusion in the Minutes.
- Sets agenda for the bi-monthly District 1 Officers, Committee Chairs and DCM meeting/workshop. The purpose of the meeting/workshop is to facilitate open communication, enhance leadership skills, and build team spirit.
- Presides over the District 1 bi-annual Officer elections. Utilizing the Third Legacy procedure to elect trusted servants to serve on the next two-year Panel.
- Coordinates District 1 activities with Officers, Committee Chairs, and DCM's.
- Serves as ex-officio member of all Standing Committees. Attends or assigns a representative to attend, each Standing Committee, on no less than a Quarterly basis.
- Appoints trusted servants to fill service position vacancies that have remained unfilled for over three months as allowed by District 1 current practices.
- Appoints the Finance Committee Chairperson. Is a member of the Finance Committee Meeting, attends the monthly meeting and has a voice, but not a vote.
- Is a member of the Current Practice Committee, attends the monthly meeting and has a voice, but not a vote In order to promote continuity, it is highly recommended that the outgoing District 1 Chairperson serves as the Current Practice Chairperson on the forthcoming District 1 Panel.
- Attends, or appoints a representative to attend, the monthly Pinellas County Intergroup meeting. Upon request from Intergroup, provides a report on upcoming District 1 activities and/or input on issues.
- Annually, provides the following list of scheduled meetings to the District 1 Website Committee for posting on the District Website. Area 15 Assemblies, District 1 General Service Business Meetings, Officers/DCM's/Chairpersons Meetings, New GSR Orientation, GSR Workshops, and District 1 Annual Events.
- Serves as the primary point of contact for the Area 15 South Florida Chairperson.
- Facilitates communication between Area 15 and District 1.
- Attends the Area 15 South Florida Assemblies. Gives a verbal, 3-minute report focused on District 1 activities at the Area 15 General Service Business Meeting.

- Provides a hard copy of that report to the Area 15 Secretary for inclusion in the Minutes.
- Provides the Area 15 Registrar with Assembly sign-in sheets and reports the total District 1 vote count at Area 15 Business Meeting.
- Responsible for setting a date and time for Delegate's Report to the District.
- Appoints a District 1 member to plan the Delegate's Luncheon and/or event, to include any budgetary requirements.
- Authorizes District 1 expenditures up to $100; with the approval of 2 other Officers, up to $300. Expenditures authorized under this resolution will be reported to the next District1 Business Meeting. All other expenditures including budgeted items will have been pre-approved by the Finance Committee and the District Committee.
- Prepares an annual budget request for funds (RFF) for proposed Chairperson expenses and submits the completed form to the Finance Committee and District 1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget.
- Submits receipts to Treasurer for all reimbursable expenses.

District 1 Alternate Chairperson

Responsibilities:

- The Alternate Chairperson is the first in line of succession of District 1 Officers, in case of unexpected absence of the Chairperson at the Area 15 South Florida
- Assemblies and/or District 1 meetings. The Alternate Chairperson is eligible to vote at monthly District 1 meetings, except when serving in the absence of the Chairperson.
- Attends monthly District 1 Business Meeting and provides a monthly verbal report (limited to 3 Minutes). Submits a written copy of the report to the District 1
- Secretary (a15dist1sec@gmail.com) within 2 days following the District 1 General Service Business Meeting for inclusion in the Minutes
- Assists District 1 Chairperson during voting process at District 1 Business Meetings to assure an accurate vote count.
- Facilitates a bimonthly GSR Workshop/Sharing Session.
- Collaborates with the District 1 Chairperson, no less than monthly, to keep abreast of the status of District 1 initiatives and events.
- Coordinates with the District 1 Chairperson to ensure each District 1 Standing Committee has an annual in person visit. This visit is to facilitate a District 1 team spirit and to inquire how District 1 can better serve the Committees.
- Facilitate the submission of a monthly article, to be featured on District 1's website and in Pinellas County Intergroup's Plain and Straight. Each monthly article will highlight a different District 1 Standing or Annual Committees. The purpose of the article is to encourage Committee participation and to discuss how each Committee carries A.A.'s message to the sick and suffering alcoholic.
- Undertakes special projects at the request of the District 1 Chairperson, to include facilitating the Delegate's Luncheon.
- Prepares an annual budget request for funds (RFF) for proposed Alternate Chairperson expenses and submits the completed form to the Finance Committee and District 1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget.
- Submits receipts to Treasurer for all reimbursable expenses.

District 1 Treasurer / Alt Treasurer

Responsibilities:

Treasurer

The Treasurer shall each have 5 years of continuous sobriety and has served at a DCM (in any district). The Treasurer is elected in even number years for a panel of 2 years.

The Treasurer is required to attend the Area 15 Assemblies, and has a 1-night funded allowance from the District for hotel and travel reimbursement.

The Treasurer is a member of the District 1 Finance Committee and attends its monthly meeting to provide the Treasurers Update.

Alternate Treasurer

The Alt Treasurer shall each have 5 years of continuous sobriety and has served at a DCM (in any district). The Alt Treasurer is elected in even number years for a panel of 2 years. In the event the Treasurer is unable to finish out serving the panel, the Alt Treasurer will serve the remainder of the panel as Treasurer.

If the Treasurer is unable to attend the Area Quarterly, the Alt Treasurer may attend in their place, and receive the 1-night funded allowance for hotel and travel allowance.

The Alt Treasurer is a member of the District 1 Finance Committee and attends its monthly meeting.

These roles would be well suited for people who are good with numbers. They would likely need to have their own laptop, printer, and internet access. They would need to have some basic understanding of Excel, Word and possibly PowerPoint. QuickBooks experience is a plus, but we do have a basic guide to help getting started.

Scope

The Treasurer and Alt Treasurer have broad guidelines within Current Practices which outline their obligations and limits. It's critical that both consult with CP Chair to receive and understand all the financial and treasurer policies within current practices.

Transparency with the finance committee and with the body is of the utmost importance. Any 'out of the ordinary' requests for reimbursement either by types or size, should be run by the District Chair and Finance Chair so that the best decision and transparency can always come first. Unilateral decisions coupled with mistakes can severally hurt trust especially when money is involved.

Procedures

The Treasurer is accountable that all the items below are completed. The Alt Treasurer is responsible for some of the below items. The Treasurer and Alt Treasurer will work together to divide up the below procedures in a way that works well with them to get the work completed.

Example:

i. i.e., The Alt Treasurer checks the Po Box, logs the checks in excel and deposits the checks in the bank.
ii. The Treasurer would log the checks in Quick Book, generate TY letters and mail them to the groups.

Finance Committee
The Treasurer and Alt Treasurer are members of the District 1 Finance Committee and they attend its monthly meeting. The Treasurer creates a financial report including bank reconciliation for review by the Finance Committee. Both support the Finance Committee in the preparation of the annual District 1 Budget.

District 1 Business Meeting
The Treasurer is responsible for presenting the monthly financial "Treasurers Report" to the District 1 body for approval. This should include all contributions received and expenses. Account balances should be mentioned. Submits a written copy of the report to the Secretary within 2 days following the District 1 General Service Business Meeting for inclusion in the minutes.
The Treasurer is accountable to collect and account for the District 1 Business Meeting contributions from the basket and virtual basket, and deposits them into the District 1 bank account.

Area Quarterly Assemblies
The Treasurer attends South Florida Area 15 Assemblies for participation in the Area 15 Treasurer's meetings and Finance Committee meetings. In the Treasurer's absence, the Alt Treasurer can go in their place.
The Treasurer facilitates reimbursement of budgeted expenses for District 1 servants who have been identified as funded positions by District 1 Current Practice. Reimbursements will be made onsite, when possible. Special care needs to be taken before hand with the hosting hotel about how the District can benefit from no-tax status from 501c3 Non-Profit status. Usually this means that a District Debit Card would need to be used by the Treasurer onsite with a list of attending funded positions. In the Treasurer's absence, the Alt Treasurer may perform these duties in their absence if they went to the event.

Bank Accounts
To begin, the Treasurer will need to coordinate with either the past Treasurer or District Chair, to get the bank accounts signatory and contact information updated. The Treasurer is the Primary on the account, they will need to submit social security and Driver License to the bank (Currently Regions). The Alt Treasurer is a secondary on the account.
The Treasurer and Alt Treasurer will need to get setup with digital banking so that they can monitor account activity and other uses.
The Treasurer and Alt Treasurer will need to get a District 1 debit cards for payment of online subscriptions and help facilitating Area Quarterly expenses.
The Treasurer will need to make sure they have enough checks to do reimbursement, or order more from the bank.

Email
The Treasurer shall coordinate with the past Treasurer to gain access to the A15D1Treasurer@gmail.com mailbox. There is a past history of communication and files which could help understand past conversations and many files which could be reused in the course of business which could help save time.

Digital Basket
The Treasurer shall use some kind of peer-to-peer money app to facilitate passing the virtual 7th tradition basket at the District 1 business meeting (The body has currently been using Venmo).

Post Office Box
At the beginning of a Panel, the Treasurer may choose a post office which is conveniently located to them. Treasurer is responsible to paying the yearly cost of the District PO Box each year. You may get an email reminder from the post office, or an email. If the Treasurer moves the Post Office Box, they should ensure that the setup mail forwarding with the post office. They will also need to reach out to the District 1 Web Chair to update the Contributions Address listed on the District 1 website. They will also need to reach out to the Pinellas County Intergroup Web Chair to update the IG Website. (Area 15 and GSO don't post out Contribution Address on their web sites). If Area 15 has also updated its address at the beginning of the panel, it would be helpful to pass along their new address info to both Web Chairs.

Contributions
The Treasurer is accountable for:
Retrieving group contributions from the District 1 P.O. Box
Creating a record of all of the contributions from groups and individuals (Currently Excel and QuickBooks)
Depositing all contributions into the District 1 Bank Account (Operating Account, currently Regions)
Sending Thank You Notes (Receipts) to all group and individual contributions (Currently QuickBooks)
(Note: Individual contributions should confirm that the individual is a "member of AA". Sometimes a check needs to be sent back with a note that 'only AA members can contribute, with a self-addressed stamped envelope, so that they can attach a note confirming and resend in the check. If it's not possible to send back a check for whatever reason, the check or money order still shouldn't be cashed).
The Treasurer would usually need to have printer paper, printer ink, stamps, envelopes and return address labels (currently made @ staples).

Expenses
The Treasurer is accountable for the District 1 expense management and reimbursement as determined by District 1 Current Practice and within the Annual Budget.
The Treasurer is accountable for:
Taking requests from Officers and Standing Committee Chair/Treasurers for Reimbursements or a draw (forward) of budget money.
The request needs to either:

a. A Draw: Requested from up to ¼ of their annual non-travel budget (per quarter). Expense report should eventually be sent to the Treasurer once money is spent per CP.
b. A Reimbursement: They should send a copy of the receipts and the treasurer will write and mail a check.

Collecting and maintains expense reports

Verifies the expenses through reviewing receipts

Creates a record of the expenses (Currently Excel and QuickBooks)

tracks expenses against individual budgets and quarterly allowance, and then issues funds (Currently Excel)

Budgeting/Request for Funding (RFF)

Prepares an annual budget Request For Funds (RFF) for proposed Treasurer's expenses and submits the completed form to the Finance Committee for approval. Once approved, responsible for monitoring, managing and tracking expenses to assure alignment with allocated budget. Submits receipts to for reimbursable expenses.

As part of the Finance Committee, the Treasurer and Alt Treasurer may have some additional duties to help the Committee do its work for the body.

District 1 Registrar

Responsibilities:

- Maintains the registered groups list and contacts of District 1 via the Area 15/GSO database on a monthly basis.
- Upon request, provides a list of contact information to the District 1 Chairperson and DCM Coordinator. District Officers/DCM'S and Committee Chairs may request a contact information when needed to perform District 1 or Area 15 business, keeping in mind confidentiality and anonymity
- Attends monthly business meeting of District 1, calls the roll, and provides a monthly verbal report (limited to 3 minutes). Submits a written copy of the report to the District 1 Secretary (District1recsec@gmail.com) within 2 days following the District 1 General Service Business Meeting for inclusion in the Minutes. Collects new information on District 1 servants to be entered into the Area 15/GSO database and anonymity protected email service within 7 days following the District 1 General Service Business Meeting.
- Coordinates with the Area 15 Registrar and the Pinellas County Intergroup
- Manager to ensure group data is accurate. Contacts GSO as needed.
- On a Quarterly basis facilitates an updated Sub-District list for display at the District 1 General Service Business Meeting.
- In absence of the Alternate Registrar conducts a monthly New GSR Orientation Workshop and provides needed materials to facilitate their ability to immediately perform their GSR responsibilities.
- Assists District Committee Members (DCM's) with enrollment forms and forwards to the Area Registrar to inform GSO.
- Serves as a member of the District 1 Redistricting Committee, comprised of the Registrar, the Alternate Registrar, the DCM Coordinator, at least 1 DCM and the Webmaster; additionally, to invite the Pinellas County Intergroup Office Manger to participate as an ex officio member of the Committee. New groups formed and groups who move to a new location during the period prior to the Redistricting Committee meeting would be placed in the appropriate Sub-District by the Registrar. The Registrar will promptly inform the DCM Coordinator and the DCM of the effected Sub-District regarding changes or additions. The Redistricting Committee shall meet as needed and present an annual report at the July District 1 General Service business meeting outlining any proposed changes to boundary lines, redistribution of groups and/or the creation of a new Sub-District. The detailed map of District 1 outlining the geographical boundaries of each Sub-District is to be maintained by the Webmaster and made available on the District 1 website. The Registrar in coordination with the DCM Coordinator will maintain an updated list of Sub-Districts in District 1 and the A.A. groups within the Sub-Districts. Expenses related to this Committee will be reflected in the Registrar's RFF (request for funds
    - Provides sign in sheets at the Area 15 Quarterly business meetings and provides a total vote count to the District 1 Chairperson.

- Coordinates with Intergroup Manager to ensure Group locations, meeting times and status (active verses inactive) is correct.
- Attends Registrar's sharing session at Area 15 General Service Assemblies.
- The line of succession of District 1 Officers, in case of unexpected absence of Chairperson or Alternate Chairperson at the Area 15 South Florida Assemblies and/or District 1 meetings: Registrar, Treasurer, Secretary.
- Prepares an annual budget request for funds (RFF) for proposed Registrar's expenses and submits the completed form to the Finance Committee and District 1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.

District 1 Alternate Registrar

Responsibilities:

- To assist the District 1 Registrar with his/her duties and to provide for a smooth transition from one rotation to the next should the Alternate Registrar choose to stand for Registrar at the conclusion of his/her two-year term.
- Conducts a monthly New GSR Orientation Workshop and provides needed materials to facilitate their ability to immediately perform their GSR responsibilities.
- Coordinates with Intergroup Manager to ensure Group locations, meeting times and status (active verses inactive) is correct.
- Attends monthly business meeting of District 1, calls the role in the absence of the Registrar and collects new information on the groups and contacts thereof.
- Attends the Quarterly Area Secretaries/Registrar meeting in the absence of the Registrar.
- Provides sign in sheets at the Area 15 Quarterly business meetings and provides a total vote count to the District 1 Chairperson in the absence of the Registrar.
- Serves as a member of the District 1 Redistricting Committee.
- Prepares an annual budget request for funds (RFF) for proposed Alternate Registrar's expenses and submits the completed form to the Finance Committee and District 1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.

District 1 Secretary

Responsibilities:

- Records all motions and outcomes from the District 1 Business Meeting and inserts them at the end of the District 1 Business Meeting Minutes.
- Records results of District 1 elections and includes them in the District 1 Minutes.
- Prepares and emails the Minutes of District 1 meetings within 7 days of the monthly meeting with all updates and a summary of all motions; utilizing an anonymity protected, email service. All business meeting reports must be submitted to the District 1 Secretary in by email no later than 2 days after the business meeting. Reports received after this time will not be included in the District 1 Minutes.
- Scrubs the electronic Minutes and the agenda of last names, replacing full last names with the first letter of the last name only.
- Receives the agenda that is prepared by the District 1 Chairperson and attaches to Minutes.
- Provides an electronic copy of the scrubbed Minutes and agenda to the District 1 Webmaster for posting on the District 1 Website.
- Presents the District 1 General Service Business Meeting Minutes for corrections and approval at the District 1 Business Meeting.
- Provides a copy of approved District 1 Business Meeting Minutes to the District 1 Archives Chairperson and Current Practice Chair.
- Sends out the English / Spanish versions (if available) of Area 15 Minutes and Agenda, upcoming Area 15 Assemblies, and State Convention flyers.
- Attends Secretary's sharing session at Area 15 business weekends.
- The line of succession of District 1 Officers, in case of unexpected absence of Chairperson or Alternate Chairperson at the Area 15 South Florida Assemblies and/or District 1 meetings: Registrar, Treasurer, Secretary.
- Prepares an annual budget request for funds (RFF) for proposed Secretary's expenses and submits the completed form to the Finance Committee and District 1 Treasurer for approval. Once approved, responsible for monitoring, managing, and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses.

District 1 Liaison to Pinellas County Intergroup

Composition:

The Liaison to the Pinellas County Intergroup is elected by the District 1 Committee to serve a two-year term that runs concurrent with the District 1 Officers and is a voting member of the District 1 Committee. It is recommended the participant have 3 years continuous sobriety and One-year previous General Service experience.

Scope:

The District 1 Liaison to Pinellas County Intergroup is to share information and never to interject District 1 opinion into Pinellas County Intergroup decisions.

Procedure:

- Attend monthly District 1 General Service Business Meetings.
- Attend monthly Intergroup Meetings and Intergroup Representative meetings.
- Submit a monthly verbal report to the District 1 body and a written report to the District 1 Secretary for inclusion in the District 1 General Service Business Meeting minutes.
- Be available to the District Officers, DCMs, the Standing Committee Chairpersons, and all members of A.A. in the District as a resource for questions or issues concerning Pinellas County Intergroup.
- Participate in service workshops and give presentations when asked.
- Have a willingness to learn and apply the Twelve Steps, Traditions, and Concepts to the position.
- When asked, share information about the District 1 with Intergroup.
- Per District 1 motion 930 dated 09/13/97 the District 1 Liaison to Intergroup is not funded to attend the South Florida Area 15 Quarterly; however, is encouraged to participate when held virtually or locally, with no funding involved.

District 1 YPAA Liaison

The District 1 Liaison to YPAA (Young People in A.A.) is elected by the D1 Committee to serve a two-year term that runs concurrent with the D1 Officers and is a voting member of the D1 Committee. This role is a non-funded position for travel to Area Assemblies**.**

Position Description: The D1 Liaison to YPAA is to share information and never to interject D1 opinion into YPAA decisions.

Position Qualifications: 3 years continuous sobriety. One-year previous General Service experience**.**

Roles and Responsibilities:

- Attends the District 1 General Service Business Meetings each month and provides reports bi-monthly on YPAA. Reports need to be written and submitted to the D1 Secretary within two business days after the business meeting.
- Attends the Pinellas County YPAA Meetings (PCYPAA) regularly and other regional/host committee meetings where feasible.
- Be available to the District Officers, DCMs, the Standing Committee Chairpersons, and all members of A.A. in the District as a resource for questions or issues concerning YPAA.
- Participate in service workshops and give presentations when asked.
- Have a willingness to learn and apply the Twelve Steps, Traditions, and Concepts to the position.
- When asked, share information about the District 1 with YPAA.

Background: District 1 would be better served if we had a point of contact that had consistent communication and information about what our YPAA community is doing. There are opportunities for service work in both organizations that could benefit from better coordination and support between us.

District Committee Member (DCM)

Purpose: Provides service to a certain number of groups (a subdistrict) in Pinellas County. This role interacts with those groups through their GSRs, group contacts or attending their meetings to provide General Service information and obtain their group conscience.

Requirements: Must have served as a General Service Representative (GSR) in any District. A minimum of 3 years of sobriety is recommended. Have familiarity with the 12 Steps and 12 Traditions of the AA program.

DCM Recommended Activities:

Attends District 1 Business Meetings each month and provides reports every other month about groups in his or her subdistrict. Reports need to be written and delivered to the Secretary within two days after the Business Meeting.

Stays in regular contact with the District 1 DCM Coordinator and also works with the District 1 Registrar to review groups and trusted servants in his or her subdistrict to ensure updated information is included in the Area 15 database.

Attends Area 15 assemblies in January, April, July, and October. Participates in the Assembly DCM sharing session and Area 15 business meeting. Carries the voice of groups in their subdistrict not represented. Encouraged to attend the Traditions and Concepts Workshops and the DCM sharing session/workshop.

Holds regular meetings with GSRs of groups in his or her subdistrict, maintains electronic communications making sure they have what they need to assure good communication from the district and area. Makes himself or herself available to GSRs to assist with group challenges always using our 12 traditions and 12 concepts as guidance.

Assists GSRs in understanding motions coming to the district and the area.

Encourages GSRs to become familiar with The A.A. Service Manual/Twelve Concepts for World Service through workshops or service sponsorship.

Reaches out to groups in his or her subdistrict that do not have GSRs, encouraging them to elect a GSR and/or to name a group contact to open a line of communication between those groups and the district and area.

Encourage and mentor interested GSRs to be ADMs and DCMs.

Attends scheduled DCM Coordinator meetings for information sharing.

Presents workshops and assists with group inventory requests for the groups and at the District meetings.

Is available to present Motions for their GSRs at the Area level.

District 1 DCM Coordinator

Responsibilities:

Planning and hosting of regular workshops for District Committee Members and Alternate District Committee Members with special attention devoted to onboarding new District Committee Members and Alternate District Committee Members.

- Assistance to District Committee Members in obtaining group information
- Assistance to District Chair in ensuring that District Committee Members understand the annual process of informing General Service Representatives of Conference Agenda background material
- Coordination with District Registrar to maintain an updated List of Sub-Districts in District 1 and the A.A. groups within Sub-Districts
- Monitoring of changes in A.A. group location within the District, and when necessary, coordination with the District Chair and others to consider redrawing Sub-District boundaries to ensure even distribution of DCM's to better serve the groups
- Encouragement of General Service Representatives, upon completion of their rotation, to consider standing for Alternate Committee Member to better ensure that Alternate Committee Member and District Committee Member positions are filled
- Assistance to the District Chair in planning and hosting District 1 Officers/DCM's/Standing Committee Chairs meetings
- Attendance at all District business meetings and reporting on activities since the previous business meetings
- Attendance at the DCM sharing session at Area 15 Quarterly assemblies
- Coordinate DCM's to be greeters at each District meeting. Suggested qualifications for the District Committee Member (DCM) Coordinator include:
- A minimum of four years of continuous sobriety
- A minimum of three years of General Service experience
- Service as a District Committee Member for a full two-year term
- Time and energy to properly serve the District
- The District Committee Member (DCM) Coordinator, a funded position, shall be appointed by the District Chair to serve a two-year term concurrent with the existing Panel.

2. Standing Committees

District 1 Accessibilities Committee

Composition of Committee: The Chairperson, Secretary, and Treasurer should each have a solid period of sobriety. For the chairperson, at least one year of general service experience is preferred. The Chairperson, Secretary, and Treasurer are elected by the Committee using the Third Legacy procedure. The Secretary and Treasurer positions may be filled by one person, two people, or the responsibilities shared between two.
No minimum length of sobriety is required for membership in this committee.

Scope: To help make AA accessible to every individual who may experience any physical, mental, geographic, and/or cultural barrier.

Procedure:
Chairperson responsibilities include, but are not limited to:
1. Create the agenda and lead monthly meetings for information sharing and announcing service opportunities.
2. Ensure Accessibilities Committee web page is maintained and updated as appropriate.
3. Monitor emails and phone requests for assistance and respond appropriately, including Committee members when possible.
4. Respond to inquiries about the AA recovery program, collaborating with another District Committees, by supplying literature and other specific information that may be useful.
5. Encourage AA groups to have an Accessibilities Committee representative, who can serve as an onsite resource to the group and may be a part of the Committee.
6. Attend District 1 business meetings and provide oral and/or written report as indicated.
7. Attend Area 15 Area Assemblies and share Accessibilities Committee activity between District and Area.
8. Prepare annual RFF (Request for Funding) for Finance Committee.
9. Participate, with the support of Committee members, in the annual Carry the Message event.
10. When possible, collaborate with Intergroup to enhance and expand the Committee's success in achieving its mission.
Secretary responsibilities:
1. Attend monthly meetings, take attendance, and provide a written summary to Committee members.
2. Maintain email and phone contact information for Committee members.
Treasurer responsibility:
1. Attend monthly meetings and provide report detailing expenditures and the account balance. Provide this information to the Secretary to include in the minutes of Committee meetings.
2. Upon request, assist the Chair in determining and submitting appropriate funding requests.

District 1 Archives Committee

Composition-Committee Standing positions-responsibilities

Chair-Also serves as Treasurer

- 2 years continuous sobriety-can be waived by committee
- 2-year term
- Leads monthly committee meetings
- Represents archives committee at various events and functions
- Presents reports at district and area meetings
- Prepares annual budget for archives committee meetings

Alternate chair

- Requirements same as chair. Fills in for chair as necessary.
- Moves to chair position after term
- 2-year term but could be less depending on when chair rotates out

Archivist

- Responsible for archives collection
- Maintains the physical integrity of the collection and maintains the index, inventory and a practical means of searching the collection.
- 5 years continuous sobriety-can be waived by committee
- Term-indefinite -non-rotating

Alternate archivist

- Same as archivist
- Assists archivist

Biographer

- Records interviews with old-timers in the district
- Makes sure the interview waiver form is signed
- Submits interviews to the archivist

Plain and Straight Liaison

- Submits monthly articles about AA history to the Plain & Straight
- Updates Archives trivia questions in the Plain & Straight

Secretary

- 2 years sobriety requirement-can be waived by committee

- Maintains a roster (name, email, & phone number) of active committee members and those attending meetings
- Emails monthly meeting minutes to members in a timely manner and emails reminder to members 4-5 days prior to next meeting

Webmaster

- Makes updates to website as needed after receiving authorization from the district & committee
- Comes up with ideas for new posts and arrangements on the website

Scope

District 1 Archives acquisition priorities include, but are not limited to:

- Group histories.
- When and Where.
- Local event flyers: conventions, picnics, anniversary or special meetings, new meetings, etc.
- Relevant correspondence.
- Written or recorded histories of long-time members.
- District 1 General Service Business meeting minutes (forwarded every 2 years by District Secretary-start over each new panel).
- Display items including:
    - Books.
    - Pamphlets.
    - Newspapers articles.
    - Photographs.
    - Group Family Tree
    - Other appropriate artifacts.

Our goals and responsibilities are to not only preserve but to share this collection with the district and at times other districts.

Procedure

The committee holds meetings every 3rd Saturday of each month at 10am. The secretary reads last month's minutes. Committee standing members read their reports. Chairperson reports and discusses accepted motion(s) submitted by District 1 business meetings, any new business pertaining Area 15 agendas, website adding materials, and new display, events to prepare for. Anyone is welcome to attend archives committee meetings.

When the Archives Committee receives an invitation to do a display, it must be approved by the Committee in advance. The Archives Committee does not pay admission/registration fees to attend a function or order to do a display. However, if individual members are planning to attend and are willing to accept responsibility for the materials, an invitation may be accepted.

Pertaining to all displays: The material must not be left unattended. The room must be locked anytime no attendant is present. This is particularly important for large and multiple-day events, such as conventions. Adequate supervision (people to monitor things) must be arranged in advance.

District 1 Group Family Tree: For a group to be represented by a leaf on the Group Family Tree, a Group Form must be file with Archives Committee. Forms may be obtained online from the Archives website or from an Archives Committee member.

Requirement for storing Archives Collection:

- Climate controlled 24/7.
- Pest controlled.
- Secure.
- Reasonable accessible.

Acceptance of Donated Materials: Following are the guidelines for accepting a donation.

- Any donation accepted commits the Committee to the task of organizing and preserving it, which involves handwork and archival material costs.
- Any prospective donation that would require expensive conservation, special housing, intensive processing, or other extensive demand on Archives resources may not be accepted.
- If a monetary appraisal is desired by a donor, it is recommended that is be done by a disinterested third party before title of the material is transferred to District 1 Archives.
- District 1 Archives does not purchase archival records, books, or artifacts.
- District 1 Archives generally does not accept items on loan.

Retention & Deaccession: District 1 Archives reserves the right to reevaluate historical material and to carefully and judiciously deaccession and dispose of certain items from its collection consistent with professionally accepted standards. An item may be deaccessioned if any of the following conditions exits:

- In most cases, a maximum of three copies of any item will be retained.
- The item is not relevant to Alcoholic Anonymous or to the district 1 mission and scope.
- The item has deteriorated beyond usefulness.
- District 1 Archives is unable to continue to provide care and storage for the object.
- The item may be replaced with a similar object of greater significance, quality, and/or in better condition.
- The item is subject to legal and ethical standards requiring its removal. Complete records will be maintained on all deaccessioned items and their subsequent disposition.

Disposal of Deaccessioned Items: Deaccessioned items may be disposed of by one of the following methods, in decreasing order of desirability:

- Return to original donor
- Transfer to another Alcoholic Anonymous repository: offer to another District Archives in Area 15.
- Donation to an appropriate non-A.A. archive or scholarly institution.
- Destruction of the item

District 1 PI/CPC

Public Information / Cooperation with the Professional Community Committee

Composition: All interested District 1 members are eligible to participate. Home groups are encouraged to elect a Public Information Representative. The District 1 PI/CPC Committee Chairperson, Alt Chairperson, Treasurer, and Secretary are elected by the Committee.

Scope: The Committee communicates with professionals in Healthcare, Law Enforcement, Treatment, Corrections, Human Resources, Counseling, Sociology, Ministry, Education, and Judicial systems. It cooperates without affiliation with those seeking to help the active alcoholic. It provides support and resources to District 1 members seeking to educate professionals with whom they have contact. The committee also carries the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. We carry the message by getting in touch with and responding to the media, schools, industry, and other organizations in our community which can report on the nature and purpose of A.A. and what it can do for alcoholics.

Procedure: Holds monthly meetings where members coordinate and cooperate on how to best carry the message through PI/CPC and share their experience. PI/CPC Chairperson serves as spokesperson for the committee and reports Committee business, commitments, and events at the Area 15 Quarterly General Service Assembly, and the District 1 Business meeting.

District 1 Corrections Committee

Composition:

Available to all sober members in Pinellas County, FL. Must have a minimum of one year of continuous sobriety. The District 1 Chairperson, Alternate Chairperson, and Secretary/Treasurer are elected by the committee. Facility coordinators are appointed by the Corrections Chairperson. These include Safe Harbor, and Westcare, which has both a female and male coordinator. In addition, the Corrections Chair appoints 2 individuals, one male one female, to manage the schedules for the Pinellas County Jail. Corrections Committee Representatives and Alternates represent various AA groups throughout the district. Each one of these members has (1) vote.

Scope:

The corrections committee members facilitate AA meetings in the Pinellas County Jail, Safe Harbor and Westcare. Acts as the communications channel to and from the Florida Department of Corrections, the DOC. Also serves as the communications channel to and from the Area 15 corrections Committee and the Corrections Desk at GSO.

Procedure:

- Holds monthly meetings where members can share their experiences and where corrections business is conducted. These meetings, as of June 2024, are conducted via Zoom on the second Monday of each month at 6:30 pm. The following criteria should always be included in each meeting:

A. The number of current volunteers, both male and female

B. The number of meetings at each facility and the days of the week and times of each

C. A section dedicated to Westcare and Safe Harbor

• All members of the district interested in carrying the AA message into the Pinellas County Jail are required to fill out a volunteer application. The application is only available through the Corrections Chairperson and is updated by The Jail Administration regularly. Each volunteer must have 1 year of continuous sobriety, and per the Sheriff's Department, cannot actively be on probation/parole. The application is vetted by the Sheriff's Department and each applicant will go through a background check. Once the application is approved, the volunteer must go through an orientation, conducted by jail administration.

• Volunteers for Westcare and Safe Harbor do not need to fill out an application, nor go through a background check or an orientation. Their participation is at the discretion of each facilities coordinator.

• The committee members are active throughout the district and should continuously call for volunteers and educate AA members of the impact we have on those incarcerated. An ongoing effort should be made for donations of AA literature in all the DOC facilities.

District 1 Current Practices Committee

Composition:

The Current Practices Committee Chairperson is appointed by the District 1 (D1) Chairperson. It is highly recommended the most recent outgoing D1 Chairperson serve as the Current Practices Chairperson (refer to motion 2600 dated 07/21/20). The Alternate Current Practices Chairperson and Secretary are to be elected by the Current Practices Committee. If no one stands for Secretary, then the Current Practices Chair will appoint a member to serve. Recommendation for additional Current Practices Committee membership include D1 Officers and past D1 Officers, at least one (1) DCM and one (1) GSR. Voting members are to be approved by the Current Practices Committee. All D1 members are encouraged to attend as non-voting guests; however, the Committee requests comments be held until the end of the meeting agenda. Due to the nature of the Current Practices Committee the minimum sobriety requirement for the Chairperson and Alternate Chairperson is 5 years, with a minimum of 2 years General Service experience. All other members must have a minimum of 3 years sobriety and 1 year of General Service experience.

Scope:

The purpose of the D1 Current Practices Committee is to ensure accurate and timely updates to the D1 Book of Current Practices and Book of Motions. The Committee also facilitates the bi-annual update of the Legacy of Service, which coincides with the rotation of the Officer and Standing Committee elections. The outgoing Officers and Committee Chairperson are responsible for creating the narrative related to their position and/or Committee, however the Current Practices Committee is responsible for identifying motions that apply to all Officer positions and Standing Committees (i.e., attendance requirements). The Current Practices Committee also makes recommendations in the form of motions to the D1 body to ensure operating procedures conform to practices that are currently utilized in D1. The Current Practices Chairperson serves as an "procedural" advisor to the D1 Chairperson and D1 body during the monthly D1 General Service Business Meeting.

Procedures:

- Holds monthly Current Practices Committee meetings.
- The D1 Current Practices Committee will operate by the principles of Concept IX as closely as appropriate. Concept IX states: "*Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety."*
- D1 Current Practices Committee Chairperson sets the Committee Meeting agenda in writing. The Committee agenda incorporates submitted motions, old and new business topics. Submits completed agenda to the Current Practices Committee Secretary within 7 days of monthly meeting for distribution to the Current Practices Committee members. Presides over the Current Practices Committee Meeting making sure each meeting is planned effectively and conducted according to Robert's Rules of Order.
- D1 Current Practices Committee Secretary records all motions and outcomes from the monthly Current Practices Committee Meeting and inserts them at the end of the Current Practices Committee Meeting minutes. The Committee Secretary prepares and emails the

minutes to the Committee members within 7 days of the monthly meeting. All minutes and agendas must be anonymity protected (replacing full last names with the first letter of the last name only). Receives the agenda that is prepared by the Current Practices Committee Chairperson and attaches to minutes. Presents the minutes to the Current Practices Committee for corrections and approval at the following monthly meeting.

- The Current Practices Chairperson attends the monthly D1 General Service (GS) Business meeting and serves as an "procedural" advisor to the D1 Chairperson and D1 body during the monthly D1 GS Business Meeting.
- Provides a bi-monthly verbal and written report to the D1 body, that includes updates to the Book of Current Practices and a Committee Treasury report.
- The Current Practices Chairperson attends the quarterly South Florida Area 15 Current Practices Meeting and reports recommendation to the D1 Chairperson and D1 Current Practices Committee for discussion and distribution to the D1 body as appropriate.
- Submits and manages an annual budget. Provides receipts to the D1 Treasurer for all expenditures.

District 1 Finance Committee

Composition:

Finance Chairperson is appointed by the District 1 Chairperson; Alternate Finance Chairperson, elected by the Finance Committee; Finance Committee Secretary (If no one stands then the Finance Chair will appoint a member to serve); Incumbent District 1 Treasurer; Alternate District 1 Treasurer; Incumbent District 1 Chairperson (ex officio member). Definition*: An ex officio member is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term ex officio is Latin, meaning literally "from the office", and the sense intended is "by right of office" Ex officio board members may have several duties, including: Participating in board activities, such as meetings or trainings. Voting whenever a ballot is cast. (previously approved by D1 body); m*ost recent outgoing District 1 Chairperson; additional District 1 members, as approved by the Finance Committee. Suggested members include Alternate District 1 Chairperson, Registrar, DCM Coordinator and/or a DCM and a GSR. Due to the nature of the Finance Committee the minimum **sobriety requirement for the Chairperson and Alternate** Chairperson is 5 years, with a minimum of 2 years General Service experience. All other members must have a minimum of 3 years sobriety and 1 year of General Service experience. Experience in the financial industry is highly recommended to serve as the Finance Chairperson or Alternate Finance Chairperson (CPA, MBA, etc.). (See motion 2800 dated 11/17/20)

Scope

District 1 create a budgeted Finance Committee. The purpose of the Committee is to ensure that all District monies are put to the highest and best use, provide transparency of district money management and audit Treasury reports for accuracy before reports are published. The Finance Committee will also prepare the budget with input from all Committee Chairs and District officers. The Committee is charged with preventing waste, misuse, and fraud, setting guidelines and procedures for the Treasurer and communicating with and responding to all members in a timely manner. Prepares an annual budget/request for funds (RFF) for proposed Committee expenses. Once approved, is responsible for monitoring, managing and tracking expenses to assure alignment with allocated budget. Submits receipts to Treasurer for all reimbursable expenses. (See D1 Current Practices motion 2590 dated 07/21/20)

Procedures:

- The District 1 Finance Committee will operate by the principles of Concept IX as closely as appropriate. Concept IX states: "*Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety."* The Finance Committee will lend itself to assist the District 1 Treasurer in any manner possible and will make itself available to review the procedures of District 1 Committee funds, upon request. (See D1 Current Practices motion 2810 dated 11/17/20)
- District 1 Finance Committee Chairperson sets the District 1 Finance Committee Meeting agenda in writing. The Finance Committee agenda incorporates submitted motions, old

and new business topics. Submits completed agenda to the Finance Committee Secretary within 7 days of monthly meeting for distribution to the Finance Committee members. Presides over the Finance Committee Meeting making sure each meeting is planned effectively and conducted according to Robert's Rules of Order. (See D1 Current Practices motion 2820 dated 11/17/20)

- District 1 Finance Committee Secretary records all motions and outcomes from the monthly Finance Committee Meeting and inserts them at the end of the Finance Committee Meeting minutes. The Finance Committee Secretary prepares and emails the minutes to the Finance Committee members within 7 days of the monthly meeting. All minutes and agendas must be anonymity protected (replacing full last names with the first letter of the last name only). Receives the agenda that is prepared by the Finance Committee Chairperson and attaches to minutes. Provides an electronic copy of the scrubbed minutes and agenda to the District 1 Webmaster for posting on the District 1 Website under the Finance Committee tab. Presents the minutes to the Finance Committee for corrections and approval at the following monthly meeting. (See D1 Current Practices motion 2830 dated 11/17/20).

Legacy of Service

- Finance Committee Chairperson or Alt. Chairperson attends the monthly D1 General Service (GS) Business meeting. (See D1 Current Practices motion 2760 dated 09/15/20). Notifies the D1 Chairperson and/or the D1 Registrar if unable to attend the monthly D1 GS Business meeting.
- Provides a bi-monthly verbal and written report to the D1 body, that includes a Committee Treasury report.
- Finance Committee Chairperson or Alt. Chairperson attends the quarterly South Florida A15 Finance meeting and any reports recommendation to the D1 Chairperson and D1 Finance Committee for discussion and distribution to the D1 body as appropriate. Notifies D1 Chairperson if unable to attend.
- May of each calendar year the Finance Committee prepares and distributes a Request for Funds (RFF) form for each funded D1 position (Officers, DCM Coordinator, Standing Committee Chairs and Annual Committee Chairs). Completed RFFs are to be returned to the Finance Committee for review and budget development no later than the second Thursday in June. The Finance Committee Chairperson with assistance from the D1 Treasurer will present the D1 annual budget to the D1 body at the September D1 GS Business meeting, thus allowing D1 servants a month to present the proposed budget to their Home Groups for review. A motion for approval will be added to the October D1 GS Business meeting agenda. This allows any unforeseen issues with budget to be addressed and resolved no later than the November D1 GS Business meeting, thus facilitating an approved budget for the upcoming calendar year. Note D1 does not have a business meeting in December.
- Finance Committee facilitates preparation of tax documents for nonprofit filing with the IRS and state of Florida:

- IRS Filing
    - The Finance Committee chairperson coordinates with the District Treasurer to ensure the IRS 990-N postcard is filed annually by the due **date May 15th.** Access to the IRS reporting page is on IRS.gov for instructions and filing the form.
    - The information needed is a verification that the District took in less than $50,000 in receipts for the year reported. The postcard will also require the Tax ID number of the District and an email address to register.
    - If the Districts receipts are over $50,000 in any year, a 990EZ must be completed by a tax preparer, or someone familiar with filing the IRS 990EZ by the **May 15th due date**. The cost for the 990EZ preparation and filing must be budgeted if required
    - State Corporate Filing
    - The Finance Committee chairperson coordinates with the District Treasurer to ensure the Florida Corporate Annual Registration for District 1 General Service, Inc. is completed annually by the **May 1st due date**. This is done on line through the website Sunbiz.org. The cost is currently (2021) $61.25 and paid online with the District credit card held by the District Treasurer. The report must be updated on the Sunbiz.Org website with the full names of the officers of the district (requires at least 3 officers listed).

    - Florida Consumer Exemption Certificate for Sales Tax

    - The Consumer Exemption Certificate for Sales Tax will expire every five years. The current certificate expires **August 31, 2026**. To renew, a Form DR-5 must be filed with The Florida Department of Revenue. The forms are available on the Florida Department of Revenue website https://floridarevenue.com/ Forms library/current/dr5.pdf. Any questions call 850-488-6800.

- Develops and updates policies and procedures pertaining to non-profit status.

- Finance Committee develops recommendation for policies pertaining D1 operating funds and prudent reserve. All financial policies and procedures impacting D1 will be submitted to the D1 Chairperson in the form of a motion, to be included on the D1GS Business Meeting Agenda, for approval by the D1 body.
- Examines monthly bank reconciliation and study financial activity with D1 Treasurer.
- Reviews request for non-budgeted items and determines if funds are available. Refers requests to the D1 body for approval and advises the body whether or not the funds are available.

Submits and manages a Finance Committee annual budget. Provides receipts to the D1 Treasurer for all expenditures.

District 1 Grapevine/LaVina Committee

Composition:

- Anyone from the District Fellowship is eligible to participate. The Chairperson may volunteer or be appointed by the District Chair. One year sobriety is recommended for the 2-year term.
- GSRs and DCMs will be encouraged to solicit Grapevine/LaVina representatives from all groups, announce vacancies, opportunities, sign-up procedures, committee meeting times, and events.
- All Grapevine representatives are invited to attend District 1 Business Meetings as guests.
- The chairperson will report committee information at District meetings and participate in the Grapevine/LaVina meetings at Area Quarterlies.

Scope:

The purpose of the Grapevine/LaVina Committee is to:

- Identify a Grapevine/LaVina representative from District 1 groups.
- Inform the fellowship of the myriad of services and products offered by Grapevine such as print subscriptions, books, audio, podcasts, Instagram, the app, YouTube, epub, etc.
- Attempt to increase subscriptions.
- Increase awareness of our literature as being currently "the widest possible consensus of experience of the Fellowship."
- Participate in Carry the Message Day.
- Coordinate with District committees, such as PICPC, Corrections, Treatment, etc.
- Identify and enlist more Spanish speakers for LaVina, in particular.
- Exhibit a display at all District 1 events and any quarterly hosted or co-hosted by District 1.

Procedure:

- A monthly meeting will be held for all group representatives, where ideas will be created and developed.
- The Chair will share supporting literature with members (either in person or email).
- Chair will attend District Business Meetings to report committee status, announce requests, opportunities, upcoming events, etc., and send a written report to the District Secretary for inclusion in the minutes.
- Chair will attend the quarterly Area Assembly meetings as District 1 Grapevine/LaVina representative.
- Committee will update information (e.g., meeting date and times), and submit event flyers to the District 1 Website.
- Committee will prepare and submit an RFF yearly with the Committee's financial needs and expense requests.

District 1 Literature Committee

Composition: All interested A.A. members in District 1 are eligible to participate; Literature Representatives elected or appointed by home groups in District 1 are especially encouraged to participate. The District 1 Literature Committee Chairperson, Alternate Chairperson and Secretary/Treasurer are elected by the Literature Committee and approved by the voting members of District 1 to serve a two-year rotation to correspond with other District 1 elected trusted servants.

Scope: The Literature Committee derives its mission from the A.A. Guidelines for Literature Committees published by the General Service Office:

- Informs groups, District or Area Assembly members, through displays and other suitable methods, of all available Conference- approved literature, audiovisual material, and other special items
- Considers suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material
- Informs District 1 members of upcoming literature related proposed agenda items (PAIs) for General Service Conference
- Encourages A.A. members to read and purchase A.A. literature
- The District 1 Literature Committee Chair is automatically a member of the Area 15 Literature Committee and attends the quarterly Area 15 Assembly Literature workshop along with quarterly virtual meetings

Additionally, the Committee:

- Encourages A.A. groups to consider appointing or electing a group Literature Representative who will ensure that A.A. literature is on hand for meetings and that it is properly displayed
- Shares with General Service Representatives the wide array of A.A. service literature that is available and where to find the resources in South Florida Area 15 website (area15aa.org) and G.S.O.'s A.A. website (www.aa.org)
- Shares with the General Service Representatives the Literature Conference Agenda items and the results of General Service Conference Literature Agenda Items
- Attends the South Florida Area 15 Literature Committee workshop at area assemblies and shares experience, strength, and hope in regard to carrying the A.A. message through literature

Procedure: Holds monthly meetings, usually virtual, where Committee members, including group Literature Representatives, share their experience and provide updates on AA Conference-Approved Literature, proposed literature agenda items, and literature agenda items. Provides a communication channel between District 1 and the Area 15 Literature Committee/the Literature Desk at G.S.O. Submits annual budget for District 1 Literature Committee by July 31st of each year.

District 1 Treatment Committee

Composition

District 1 (D1) Treatment Facilities Committee membership includes the Chairperson, Alternate Chairperson, Secretary, Treasurer/Alt, Bridging the Gap Chair/Alt, Volunteer Coordinator/Alt, Literature Chair, Caller/ Registrar, Tech Chair/Alt, Man by the Bed Coordinator/Alt, Facilities Coordinator/Alt; and Facility Chairpersons. All positions are elected by majority vote in October on even years. Newly elected Chair is approved by the District chair and D1 Body. Due to the nature of the Treatment Committee, the minimum sobriety requirement(s) for the Chairperson and Alternate is 5 years; Secretary/Treasurer are a minimum of 3 years; all other positions must have a minimum of 1 year of with incidental exceptions to Facility chairpersons.

Title	Term	Sobriety	Experience
Treatment Chair	2 years	5 Years	2 Years Committee experience
Alternate Chair	2 years	5 Years	1 Year Committee experience
Secretary/Alt	2 years	3 Years	1 Year Committee experience; and, experience with outlook
Treasurer/Alt	2 years	3 Years	1 Year Committee experience
BTG Chair/Alt	2 years	1 year	6 months committee experience
Volunteer Coordinator/Alt.	2 years	1 Year	Experience with computers/outlook + 6 months committee experience
Literature Chair	2 years	1 Year	6 months committee experience + transportation
Caller/Registrar	2 years	1 Year	6 months committee experience
Tech Chair/Alt	2 years	1Year	Experience with zoom, computers, outlook + 6 months experience
Man on the Bed Coordinator/Alt	2 years	1 Year	1 year committee experience; and, 12th step call and worked all steps
Facility Coordinator/Alt	2 years	1 year	6 months committee experience; and, speaker experience at a facility
Facility Chair Persons	1 year	1 year*	6 months committee experience; and, speaker experience at a facility

- **- Some facilities do not require 1 year of sobriety for chair; please check with facility coordinator.**

Scope

District 1 created a budgeted Treatment Committee. The purpose of the Committee is to provide speaker meetings, sharing experience, strength and hope by carrying the AA message into more than 13 Health Institutions/Facilities. Committee maintains a supply of AA literature (pamphlets) pertinent to recovery for the newcomer in each non-profit facility. Committee also coordinates bridging the Gap (BTG) activities to help the individual leaving a facility to transition to meetings in the community. Utilizing the Treatment Facility Guidelines, this Committee prepares an annual budget/request for funds (RFF) for proposed Committee expenses. Once approved, is responsible for monitoring, managing and tracking expenses to assure alignment with allocated budget.) Utilizing the principle of Tradition 2 and spirit of rotation, this committee conducts an annual lottery to elect new facility meeting chairs. All meeting chair terms are 12 months and an ad-hoc committee conducts lottery practices.

Procedures

The District 1 Treatment Committee will operate by the principles of Concept IX as closely as appropriate. Concept IX states: "*Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety."*

District 1 Treatment Committee Chairperson/Alt. Chairperson:

- The Chair presides over the Treatment Committee Meeting making sure each meeting is planned effectively, honors agenda, and conducts according to Roberts Rules of Order. Note: D1 does not have a business meeting in December. (See D1 Current Practices motion 2820 dated 11/17/20)
- Attends the monthly D1 General Services (GS) Business meeting. (See D1 Current Practices motion 2760 dated 9/15/20). Notifies the D1 Chairperson and/or registrar if unable to attend. Attends Quarterly Area, notifies same if unable to attend. Is funded for 1 night at quarterly.
- Following D1 Chair accord – Treatment Chair collaborates and develops a schedule of AA Speaker meetings with Treatment Center Facilitators.
- Collaborates with H&I Facilitators to provide alcoholic Anonymous meetings.
- Develops meeting agenda. Agenda includes committee member reports, old and new business, motions, and Facility Meeting contact/schedule table.
- Provides a bi-monthly report to the D1 Secretary and verbal to the Body to include the Treasurer report.

District 1 Treatment Committee Secretary:

- Prepares Treatment Committee meeting minutes 7 days from meeting. Records all motions and outcomes and inserts them at the end of the Treatment Committee Meeting minutes. Documents are protected (replacing full last names with the first letter of the last name only). Presents minutes for corrections and approval at the following monthly meeting. (See D1 Current Practices motion 2830 dated 11/17/20).

- Maintains Current Practices for committee and may prepare other documents as requested.
- Maintains electronic copy of minutes and agenda for outlook and/or for District 1 Web Chair for posting on D1 Treatment Committee link.

District 1 Treatment Committee Treasurer/Alt:

- Treatment Treasurer/Alt exams monthly committee funds and basket contributions, collects and reviews committee receipts and prepares monthly treasurer report for Chair. Serves as Alt Secretary as needed.
- Treatment Treasurer/Alt prepares monthly treasurer income/expense report. Funds are typically distributed quarterly to the Treatment Treasurer from the D1 Treasurer.
- Treasurer prepares Request for Funds (RFF) in May for all committee activities on appropriate form for Chair review and approval. Treatment Chair submits RFF to D1 Finance Committee Chair and D1 Treasurer no later than the second Thursday in June.
- Treatment Treasurer/Alt reviews non-budgeted funding requests with chair to determines if funds should be requested from D1 Treasurer and/or D1 Finance Committee for consideration, Non-budgeted funding requests are prepared by Treatment Treasurer, approved by Treatment Chair prior to being deferred to the D1 Finance Committee to bring to the body for approval. Once approved, D1 Treasurer will release funds to Treatment Treasurer.

District 1 Bridging the Gap Chair/Alt:

- Generates and maintains a list of persons willing to provide 12th step temporary contact between discharge from treatment and an AA meeting (bridge patients).
- Takes daily calls and builds a team willing to provide 12th step bridges (AA Pamphlet P-49, Bridging the Gap through contact programs).
- Maintain and submit monthly record of all bridges to pass on to the Treatment Committee.

District 1 Volunteer Coordinator/Alt:

- Generates and maintains a list of volunteers to be called upon to fill vacant positions; chair/speak at facilities; and, uses shared account so list is available for general online access to all committee members.

District 1 Literature Chair:

- The literature chair makes certain that A.A. Conference-approved books and pamphlets are on hand for non-profit facilities and institutions.
- The literature chair works with treasurer for purchasing used books per November 2023 treatment committee passed motion.
- The literature chair generates book drive initiatives with ad-hoc committee or fellow committee members for literature needs.

District 1 Caller/Registrar:

- The Caller/Registrars develops and maintains a record of all committee members. List to include Position, Name, (first and last initial,) email address, phone, home group and sobriety date.
- The Caller/Registrar develops and maintains facility-meeting calendar of all commitments for committee use. All 'hybrid' meetings are identified as such and highlighted if published in where & when.
- The Caller/Registrar sends reminder via text to all committee members of upcoming business meeting.
- The Caller/Registrar takes and records attendance at all business meetings and provides the record to the Secretary for incorporation into meeting minutes.

District 1 Tech Chair/Alt:

- Tech Chair launches and runs Zoom for Chair and supports digital support on any platform as needed during business meetings.
- Tech Chair works with D1 Web chair and updates the website information so as to announce functions of this Committee. Works with coordinators for general access needs, i.e., volunteer coordinator, etc.
- Tech Chair/Alt collect volunteer information and submits it to the proper coordinator from PCI and D1 webpages.
- Tech Chair/Alt provides submissions to the Plain and Straight and/or D1 Intergroup Liaison for marketing and informational notifications.

District 1 Man on the Bed Chair:

- Man on the Bed Chair services HCA Largo Med by providing 12th step services for patients suffering from alcoholism by developing a list of volunteers to go to into the facility to sit by the patient's bed and carry the message.
- Man on Bed Coordinator may collaborate with volunteer coordinator for additional volunteer support for coverage.

District 1 Facility Coordinator/Alt:

- Facility Coordinator insures all meeting responsibilities are met and literature is available by maintaining regular contact with each Chairperson.
- Facility Coordinator maintains and submits a calendar displaying each Chairperson serving at the facility and must attend annual treatment lottery.
- Facility Coordinator provides monthly report to D1 Treatment Alt. Chair and Secretary.

District 1 Facility Chairpersons:

- Facility Chairpersons learn and adhere to all facility guidelines, meeting formats and bylaws of the District 1 Treatment Committee.
- Chairpersons insure speakers are aware of the same. Submit any collected data to the coordinator. Encourages patients to call BTG.

Elections/Vacancies:

- All positions except facility chairpersons are elected within the Committee on even years in October; and the District 1 General Service body subsequently approves the Chairperson. Facility Chairpersons are elected at an annual treatment lottery held digitally or in person.
- Announcement flyer for position and qualifications shall be provided at August BM Meetings of the election year. It is suggested flyer be distributed digitally and/or in person throughout county AA mtgs. Interim vacancies with more than three months of a remaining term are filled in same manner i.e.; 30 day announcement prior to filling. Alternates shall temporary fill-in until new member is elected.
- It is suggested that no member serve successive terms in same position. However, if a member is unable to fulfill the term for any reason and a new member is elected by the group to serve out the remainder of the term per election procedures and the replacement member serves out a term of less than two years, the member shall be eligible for election to the next two-year term. Notice of any change in representation of a group member will be shared in monthly committee report.

District 1 Website Committee Responsibilities:

Committee Chair duties:

Facilitate Committee meetings, attend DCM/Officers meeting, attend District 1monthly business meeting and Area Quarterly, Participate in area website Committee, as well as report to District 1 and Area on the happenings within District 1 Website

Alternate Committee Chair duties:

Facilitate meetings when Committee Chair is not present, attend DCM/Officers meeting, attend District 1 monthly business meeting and Area Quarterly, participate in area website Committee, as well as report to District 1 and Area on the happenings within District 1 when Committee chair is not present

Secretary/Treasurer Duties:

Record Minutes from Committee meetings, email Minutes to the Committee members 10 days prior to the next meeting, and keep track of Committee expenses and request funds from District 1 Treasurer as needed

Webmaster:

Design, maintain and update the District 1 website under the direction of the Website Committee

Voting Members:

Attend meetings, offer suggestions for improvement as new business, and vote on motions on the table

Non-Voting Members:

Attend meetings, offer suggestions for improvement, and contribute to the discussion of any motions on the table

3. Annual Committees

District 1 Carry the Message Day Committee

Composition: Chairperson is elected by the District body. The Committee is composed of District 1 volunteers.

Scope: Plan, develop and organize the annual service fair event to inform members and organizations of the various Service Committees and functions within District 1. Provide members with opportunities to volunteer, signup and get involved with District 1 Service Committees for representation at the event.

Procedure: Establish an annual theme. Recruit volunteers. Obtain a budget and set up and monitor accounting for all funds. Obtain a facility and coordinate with District 1 Service Committees for representation at the event. Obtain a speaker to speak on a General Service topic at the event. Arrange publicity. Provide regular progress reports to the District 1 body at the District 1 General Service Business Meetings and prepare a final report at the conclusion of the event.

District 1 Founders Day Committee

Composition: Chairperson is elected by the District 1 body. The Committee is composed of District volunteers. Person must have at least one year sobriety.

Scope: Plan, develop and organize the annual Founders' Day event. Provide members with opportunities to volunteer, signup, and get involved with the event.

Procedure: Establish an annual theme. Recruit volunteers. Obtain a budget and set up accounting for tracking all funds. Obtain a facility and coordinate with District Committee for representation at the event. Arrange publicity and a Guest Speaker. Organize ticket sales and revenue collection. Provide progress reports to the District 1 body and a final report at the conclusion of the event.