

District 23
Trusted Servant Guidelines
Officers & Committee Chairs

D.C.M. District Committee Member — Hold monthly District meetings for General Service Representative (GSR) and District Committee Chairs. Maintain communication between the Delegate, the GSR, the groups, the area, and district 23 email with Area. Inform groups and GSRs about our third legacy of service. Hold workshops on service activity. Attend Area Assemblies (3) and Area Committee meetings (4) yearly. Attend Area workshops and conferences. Visit other Districts, and most certainly the groups in his/ her own District. Help all committees with various projects. Encourage use of conference approved literature and explain the groups financial responsibilities. More information is available in the service manual from S3 1-S33.

Alt. D.C.M. — The Alternate District Committee member is a back-up for the DCM, filling in where needed in the duties of DCM. Typically, the Alt. DCM will set-up the monthly agenda, provide topic and guest speakers at the District meeting. They will assist and help the DCM and various other committees in endless ways. Maintain correspondence with Area Structure Committee and attend the four Area Committee meetings yearly on-line or in person.

Treasurer — Duties include maintaining District funds, income/expenses, with checkbook. "Thank you" letters - receipts to be mailed to groups for each contribution. Provide a monthly detail of income and expenses for inclusion in the newsletter or district meeting. Encourage group financial support! Maintain correspondence with Area Finance Committee and attend the four Area Committee meetings yearly on-line or in person.

Secretary — Record minutes of each District meeting for inclusion for the website and keep a record in a binder of minutes for future. Attend Area Committee meetings four times yearly online or in person.

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Committee Chairs

Archives — Maintain District records and documents to be forwarded to Area Archives. Hold workshops, sharing sessions, or visit groups giving history talks about AA. Visit other Districts and Area Archives events. Attend the four Area Committee meetings yearly online or in person. Participate with

District and Area workshops and conferences. Maintain historical records, literature or fliers of District 23. Have a monthly report for newsletter or district meeting. Help set up taping of old-timers in the district.

Corrections Maintain uniform contact with county jails in Renville, Redwood, Brown, and Nicollet counties. Provide literature, meeting directories and other AA materials to the jails. Make sure speakers are being provided at inmate meetings. Coordinate speakers for Chemical Awareness Classes. Maintain communication with Area Corrections Committee. Attend the four Area Committee meetings online or in person. Participate with District and Area workshops and conferences. Work with the Pink Can Plan. Have a monthly report for the newsletter or district meeting.

Cooperation with the Professional Community (C.P.C.) — Have a talent or background in professional relations. A past project has been a Professionals Luncheon in our District. Provide literature, meeting directories and information about AA to professionals that come into contact with alcoholics. Participate in Area CPC Committee workshops and conferences. Attend the four Area Committee meetings yearly online or in person. Have a monthly report for the newsletter or district meeting.

Grapevine — Be familiar with all Grapevine materials. Encourage use of Grapevine. Collect all Grapevines for Corrections for facilities. Maintain communication with Area Grapevine Committee. Attend the four Area Committee meetings online or in person. Participate in Area Grapevine workshops and conferences. Have a monthly report for the newsletter or district meeting.

Group Records Maintain a current mailing list of GSRs, District servants and Area trusted servants. Produce a current meeting directory and maintain updates to it. Also, participates in Area and District workshops and conferences. Attend the four Area Committee meetings yearly online or in person.

Literature Be familiar with all conference approved literature. Maintain a District supply of pamphlets and service materials in the district cabinet; provide a fair supply at each District meeting. Maintain communication with Area Literature Committee. Attend the four Area Committee meetings yearly online or in person. Participate in District and Area workshops and conferences. Have a monthly report for newsletter or district meeting.

Newsletter — Responsible for producing the monthly newsletter. The newsletter shares highlights and reports of all current activities in District 23, which also includes a calendar of events. Participate in District and Area workshops. Attend the four Area Committee meetings yearly online or in person.

Public Information (PI) — Be familiar with public relations policies and traditions. Provide literature, meeting directories and information to any one that may want it! Inform local press of anonymity traditions; participate in various local events with a booth of AA information (fairs, exhibitions, seminars or appropriate functions). Maintain communication with Area PI Committee. Attend the four Area Committee meetings yearly online or in person. Participate in District and Area workshops and conferences. Have a monthly report for the newsletter or district meeting.

Treatment Facilities — Maintain uniform contact with treatment centers in our District- Provide literature, meeting directories and other AA materials to these facilities. Set-up speakers or AAIs (Alcoholic Anonymous Informational) talks at these facilities and make sure speakers are present- Attend the four Area Committee meetings yearly online or in person. Maintain communication with Area

Treatment Facilities Committee. Facilitate and coordinate with the Treatment Temporary Contact Coordinator volunteers and update list with Intergroup. Participate in Area workshops and conferences. Have a monthly report for newsletter or district meeting.

The Technology Chair is charged with developing the District 23 Web Site and ensuring the information on the pages is kept current. Attending the 4 yearly Area Committee meetings online or in person. Have a Monthly report for newsletter or website.

Third Legacy — This position is for a seasoned AA member who has experience with district and committee positions and is familiar with the Third Legacy of Service. Setting up workshops for GSRs to learn about their duties and responsibilities. Encourage involvement in various ways. Put on Third Legacy Round Robin presentations at groups and workshops. Attend the four Area Committee meetings yearly online or in person. Participate in Area workshops and conferences. Have a monthly report for newsletter or website.

General Information on Committees

All Officers and Committee Chairs should attend the monthly District meeting or provide an alternate at meeting. They should also provide a written report of what is going on in their committee for the District Newsletter or website. More information can be obtained from workbooks for specific committees and the service manual. Do not be afraid to ask questions. The current DCM or Committee Chair will be able to assist anyone with a desire to serve on any committee. After the Committee Chairperson is established, acquiring a committee of several people is helpful in getting various projects started and completed. Any AA member or GSR can participate with any committee as needed or desired.

All Officers and Committee Chairs should participate in the Area Committee meetings held four times a year online or in person. They should also attend the Area Assemblies three times a year with GSRs. All are encouraged to attend the Area and Regional Service Conference held once each year.

One year of continuous sobriety is recommended for all Committee Chairs and two years for all Officers in accordance with the AA Service Manual. In the event of relapse, resignation is automatic.

Elections - Currently all Officers are selected in the November or December District meeting of the odd year — taking office in January of the even year. The third legacy procedure of elections is used and is performed by an independent AA past trusted servant from outside the District. Job descriptions are read from the District 23 "Trusted Servant Guidelines" or the current service manual prior to each election. The Committee Chairs are appointed by the District Committee Member (DCM).

General Service Representative (G.S.R.)

The General Service Representative has the job of linking his or her group with A.A. as a whole. The G.S.R- represents the voice of the group conscience, reporting the group's thoughts to the District Committee Member (DMCM) and to the Delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole. Current experience indicates that many groups provide financial support for their General Service Representative to attend service functions.