

# District 17 Committee Service Positions

<b>District Committee Member (DCM)</b>	The DCM's job is primarily that of two-way communication. The DCM gets reports from the group level through GSR.s and through contacts with the groups of the District. Duties can include: Regularly attends all district meetings, area quarterlies, and area assemblies, holds regular meetings for all GSRs and standing committee chairs in the District, assists in obtaining group information in time for A.A. directories, organizes workshops and/or sharing sessions on service activities, and regularly keeps in touch with the Alternate DCM.
<b>Alternate District Committee Member (Alt. DCM)</b>	The Alternate DCM is a backup for the regular district committee member. If the latter resigns – or for any reason is unable to serve – the alternate steps in and should be kept up to speed by the DCM on all issues pertaining to our District.
<b>Treasurer/Alternate Treasurer</b>	Treasurer is responsible for receiving, dispersing and reporting on funds for the District. These revenues are generated by donations from the groups. Funds are dispersed as directed by the District Service Committee. Duties include: maintain an accurate, balanced and up-to-date checking account, prepare a monthly treasurers report (including checking account balance, and itemization of groups donations and outgoing funds) for the District business meeting, making copies to be distributed to all voting members, provide receipts to groups for their donations.
<b>Secretary</b>	To maintain accurate meeting minutes of District business meetings. Duties: taking minutes of the District business meeting, typing of minutes from the business meetings, and making information available.
<b>Archives</b>	Receives, classifies, and catalogs all relevant material, such as administrative files and records, correspondence, and literary and artifactual works considered to have historical significance to the development of the A.A. fellowship in the area
<b>Bridging the Gap</b>	Arranges temporary contacts for individuals during their initial time of transition from correctional, treatment or other facilities into the community by linking those individuals to sober AA members & AA meetings.
<b>Communications with the Professional Community</b>	Provides information about AA to the media and to professionals in contact with those dealing with the disease of alcoholism and alcohol problems. This includes visiting, when requested, schools, doctors, community groups, businesses and others, participating, when requested, at public health fairs and certain professional and community-based meetings.
<b>Public Information</b>	Provide accurate A.A. information to the public when requested. Committee members do this by visiting schools, businesses and community meetings. They also serve as resources for the local media, as well as offering A.A. public service announcements to radio and television stations.
<b>Corrections</b>	Arranges for and coordinates bringing sober AA members into correctional facilities for much-needed AA meetings that otherwise would be unavailable to individuals in County & State correctional facilities.
<b>Events Planning</b>	Provides support, coordination, planning and funding for district events and meetings such as the Alca-thons, roundtables, parties, and other various AA events.
<b>Grapevine</b>	The A.A. Grapevine ( <a href="http://www.aagrapevine.org">www.aagrapevine.org</a> .) is the international monthly journal of Alcoholics Anonymous. The representative is the district contact with the Grapevine office and their purpose is to educate groups about the Grapevine, related service material, and how to obtain it. They display Grapevine materials at functions and encourage members and groups to subscribe.
<b>District Newsletter</b>	Responsible for timely issuance of the District's monthly newsletter to all groups in the district and for making sure the newsletter includes useful information and the correct reporting of group & District activities.
<b>Records</b>	Responsible for ensuring that information on all AA groups and group contacts/GSRs is up-to-date in district, so that the groups receive key AA information from the District, the Area and our General Service Office.
<b>Accessibility</b>	Works to serve AA members with special circumstances.
<b>Treatment</b>	Arranges for and coordinates bringing sober AA members into hospitals and related facilities for much-needed AA meetings that otherwise would be unavailable to individuals in these facilities.
<b>Young People</b>	Represents the interests, concerns, and activities for young people in recovery.