

DISTRICT 5

(Includes Fredericton, Oromocto, Woodstock, Harvey, Minto and Chipman)

AREA 81 NB/PEI

Structure and Operating Handbook

(adopted by District 5 at District meeting on November 26, 2017
Version 1.0, November 26, 2017)

Preface

A copy of the *District 5 Service Structure and Operating Handbook* should be held by:

District 5 District Committee Member and Alt.
District 5 Secretary and Alt.
District 5 Treasurer and Alt.
District 5 Service Committee Chairpersons and Officers
District 5 Group Service Representatives

An up to date *Structure and Operating Handbook* shall be kept by the District's Secretary and available at each district meeting for ready reference. The secretary will also be responsible to update the handbook when the need arises.

Any changes to this handbook to be presented as a Notice of Motion and voted on at the following District meeting.

It is strongly recommended that the District 5 make copies of this Handbook to have available for all General Service Representatives.

A copy of the *Area 81 NB/PEI Service Structure and Operating Handbook* should be held by:

District 5 District Committee Member and Alt.
It is strongly recommended that the District make copies of the Area Handbook available to District Officers and all General Service Representatives.

Purpose

The object of this Handbook is to provide continuing successful operation of a united effort of the groups in District 5.

To keep motions going forward by having them all in one document for easier access. For anyone new to service in hope to help clarify the purpose of district committee meetings.

A.A.'s DECLARATION OF UNITY

This we owe to A.A.'s future"
To place our common welfare first;
To keep our fellowship united
For on A.A. unity depends our lives,
And the lives of those to come.

District 5

The District Committee is comprised of the GSRs representing each Group in District 5 and the following District Officers:

District Committee Member
Alt. District Committee Member
Secretary
Treasurer
Local Committee Member (LCM - Woodstock)
Telephone
Treatment
Literature
CPC/PI
Entertainment
Grapevine
Workshops
Meeting List
Archivist??

Section I - District Meetings

District 5 committee meetings are to be held on the last Sunday of the month at 1:00 pm. In the event that this falls on a long weekend or another service function, the district will vote on new date.

No District meetings to be held for the months of July, August and December. If something arises, the District Committee Member can call a meeting.

Section II - Yearly agenda items

Mid-Winter Round Up chair to be announced for May District meeting. This position's commitment to the District will be:

- Provide a monthly report of progress of committee
- Avoid same Sunday as District when booking a committee meeting
- Have flyers ready and provided to DCM in time to be brought to Fall Assembly
- Provide final report to District after closing meeting

Member to look after Christmas Day meeting to be voted on at the October meeting. This position's commitment will be:

- Have groups put on meetings during the day (9:00 am - 5:00 pm)
- In charge of picking up food for that day. Amount allotted by District is \$100.00
- In charge of finding volunteers for setting up and cleaning up

Section III - Elections and Rotation of Officers

District Officers are elected for a two year term at the September District meeting of odd-numbered years in accordance with the A.A. Third Legacy Procedure as outlined in the *A.A. Service Manual*.

The District Committee member should invite a past DCM who currently does not have a voting member to conduct the elections.

Rotation of District officers takes place at end of November meeting. Officers officially take on their role on January 1st of even-numbered years.

If feasible, a workshop for new income GSRs to be held at the November meeting. This could also include District positions.

Section IV - Voting Members / Elections

District Committee Chairs', Officers and GSR's (or their alternate in the GSR absence) can vote on District Elections. One vote per person regardless of positions held; DCM to vote only when there is a tie.

No reports are given at Election meeting unless it is necessary. If there are any Area notice of motion at the August Sharing Session, this should be emailed out and voted on at September meeting.

Section V - Business Meetings

Agenda Format:

- Welcome and moment of silence followed by Serenity Prayer
- Pass around reading of 12 traditions
- Introductions around the room
- Last meeting minutes
- District Reports:

DCM	Alt DCM
LCM	Treasurer
Telephone	Treatment
Literature	Pi/CPC
Entertainment	Grapevine
Workshops	Meeting List
- Mid Winter Round Up
- Group Reports (motion was passed that only business related to be announced and upcoming birthdays. Unless it's a change of the group, information of location, type, etc. should not be announced to keep with time and information is already on meeting list)
- Old business: issues previously addressed but not resolved
- New business: issues on agenda and/or issues brought forward
- Close by accepting all reports, announcing next meeting and stand for Lord's Prayer
- Some positions have a yearly budget amount. This is kept and tracked by the District Treasurer
- Other financial decision needs to be made as a motion and voted on. This also goes for DCM's expenses when attending Area functions

Notes:

- DCM to start meeting with general meeting guidelines they have decided to adapt from Robert's Rules of Order. For example: raise hand to have floor, no cross talk, etc.
- Each person may speak for two minutes on new/old business and motions.
- No one may speak for a second time on a topic until all who wish have spoken a first time.
- Voting on Motions are by show of hands
- After voting is done, the minority gets the opportunity to speak. A motion to reconsider a vote must be made by a member who voted with the winning side, seconded by anyone.

Section IV - District Officers and their responsibilities

District Committee Member (DCM)

Link between the group's GSRs and Area Delegate. The DCM is exposed to the group conscience of its district and can pass on the district's thinking to the Delegate and Area committee.

- Keep the Alt DCM fully informed
- Book, attend and chair all district meetings. Keep GSRs informed of the District and Area activities and information
- Attend Area Pre-Conference, Assemblies and Sharing Session
- Collect and submit forms to Area Registrar (change of GSR, new group form)
- Take part of organizing workshops and/or sharing session on service activities
- Bring Tradition problems to the Delegate's attention

Qualifications: has served as GSR (if GSR when nominated - must be willing to resign if appointed. If newly elected GSR member does not qualify).

Have at least 4 or 5 years of sobriety. Must have time and energy to serve the district well. Be willing to serve two year term and carry out responsibilities.

Alt DCM

- The Alternate DCM serves in the absence of the DCM and is expected to be prepared to assume these duties
- To attend all district meetings

Qualifications: has served as GSR (if GSR when nominated - must be willing to resign if appointed). Have at least 4 or 5 years of sobriety. Must have time and energy to serve the district well. Be willing to serve two year term and carry out responsibilities.

Secretary & Alt.

- The primary responsibility of the Secretary is to take minutes at district meetings and gather reports. The minutes should be sent out prior to the next meeting.
- Maintain an up to date distribution list of GSR and District committee and officer members
- Have minutes and agenda printed and available at District meetings
- Provide archivist with a copy of the minutes
- Send out district agenda and any other AA related documents sent by DCM

Qualifications: two years sobriety, good at listening and note taking, have a computer, attend all district meetings

(Alt - take on responsibilities when secretary is unavailable. Be willing to take on position if needed.)

Treasurer & Alt.

- The District Treasurer is responsible for receiving group contributions, pay bills, maintain financial records and give report at District
- Make out district related cheques and receipts
- Maintain accurate record of District's financial condition including committee budgets and bookkeeping for the District
- Check Post Office Box regularly

Qualifications: two years sobriety, attend all district meeting, helpful to have bookkeeping skills and basic computer

(Alt - take on responsibilities when treasurer is unavailable. Be willing to take on position if needed.)

Local Committee Member (LCM)

- LCM represents the Woodstock area
- Primary two way communication with DCM
- Regularly attends all district meetings and some area assemblies
- Attend all groups in Woodstock area regularly
- Attend all birthdays in Woodstock area
- Helps the groups obtain conference approved literature (books and pamphlets) from District literature chair
- Keeps GSRs informed of all service activities
- Make groups aware of the responsibilities of General Service work
- Bring Traditions problems to DCM
- Assist any GSR and/or group in solving any problem that arise and keep DCM advised

Qualifications: two years sobriety, helpful to have vehicle, lives in Woodstock area and willing to serve two years

Telephone & Alt.

- The District Telephone chair is responsible to updating the telephone binder material as needed' including Twelve Step contacts, volunteers and other contacts for Al-Anon and other districts
- Organize workshops and be available for information sessions at regular AA meetings
- Assure that the budget meets its financial responsibilities
- Reroute information when necessary to other committees
- Maintain telephone equipment

Qualifications: two years sobriety, willing to carry out duties for two years

(Alt - work with Chair to keep updated list, be available when Chair isn't for answering any questions that may come through phone line. Be willing to take on position if needed.)

Treatment & Alt.

- The Treatment's main responsibility is to bring AA meetings into treatment/hospital facilities and encourage volunteer participation
- Maintain and update volunteer list of members
- Have a schedule of two members to go into the weekly Detox meeting Thursday night at 7:30 pm (one member needs to have at least two years of sobriety)
- Chair should be available to go in if someone cancels last minutes. If a meeting gets missed or cancelled, the Chair is responsible to contact Detox ahead of time if possible (last resort)
- Keep district informed
- Be willing to co-ordinate meeting if the need arises within the district (ie: new treatment Centre, request for a patient at hospital)

Qualifications: two or more years of sobriety, desire and ability to organize AA meetings in treatment settings, have an understanding of working with the Professional community, willing to serve two years and carry out duties

(Alt - work with Chair to help find volunteers and to schedule. Be willing to take on position if needed.)

Literature

- Literature Chair's main responsibility is ordering AA literature based on request from groups
- Have literature available for members to pick up or order
- Have a good supply of literature to have on display at MWR and at district events when invited

Qualifications: two or more years of sobriety, willing to serve two years

Public Information (PI)/ Cooperation with the Professional Community (CPC)

- Receipt PI Workbook from previous Chair or GSO
- Recruit committee members, meet regularly for focus of PI goals to our community
- Budget available for pamphlets and other PI materials to reach goals
- Carries the message by getting in touch with: media, schools, clergy, senior centers, libraries, hotels, hospitals, general public and AA fellowship

- Receive CPC kit and pamphlets from previous chair or GSO
- Work with one group of professionals at a time
- Make a list at committee level and reach out
- Have professional meeting, presentations, literature

Qualifications: Previous GSR, two or more years of sobriety, have time and energy to commit, leadership skills and willing to serve two years

Entertainment

- Entertainment's main job is to have regular committee meetings for planning of event and to keep district informed
- Responsible for annuals events: Founders Day Picnic and Gratitude Dinner
- Responsible to plan, organize, booking, making and distributing flyer and hosting the event
- Maintain budget which is topped up by District
- Flyers and information to be provided to DCM prior to an Area function

Qualifications: two or more years of sobriety, willing to serve two years

Grapevine

- The Grapevine Rep's primary job is to make the magazine available to the group and encourage AA's to: read it, subscribe to it and write for it.
- Have copies of the magazines available and displayed at meetings
- Announce arrival of new issues and publication of new items
- Encourage individual and group subscriptions
- Stock Grapevine items on literature table
- Encourage members to submit articles/stories

Qualifications: two or more years of sobriety, willing to serve for two years and carry out responsibilities

Workshops

- Workshop Chair's primary job is to conduct workshops at District based on need/request, also to attend group business meetings or to meetings for conducting workshop upon request
- Conduct workshops on topics that come down from Area
- Ask District topics they would like to discuss as a Workshop
- Offer service to groups to conduct information at business meeting or workshop at their group

Qualification: two years sobriety, background in Service work, willing to do research using AA approved literature, keep district informed and willing to serve for two years

Meeting List

- The Meeting List Chair's primary job is to keep District 5's meeting list updated
- When a change of group's information or a group begins/closes, this gets updated in the meeting list. When change is complete, the new version gets sent to the Area Webmaster to upload on Website
- Printed meeting lists to be available at District meetings

Qualifications: have two years of sobriety, have a computer and computer skills an asset, willing to serve two years and carry out responsibilities

Archivist

- The objective of the Archives is to collect, preserve and administer official records of the District as items or papers donated to document as history and activities of AA in District 5
- Maintain group histories
- Protect the anonymity of all AA members and confidentiality of all AA records
- Make archival material available for display at District events/functions
- Keep inventory of all archived material

Qualifications: have two years of sobriety, background in Service Work, organizational skills, can keep track of District materials and willing to serve two years