

DRAFT

District 2

Hillsborough and East Pasco Counties

LEGACY OF SERVICE

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DISTRICT POSITION RESPONSIBILITIES

District Committee Member Chairperson (DCMC) AKA District Chairperson Responsibilities

- Serves as the link between the DCM"s of each of the sub districts, the GSRs and the Area.
- Serves for a period of two years.
- Is a voting member of the Area 15 General Service Assembly carrying the conscience of the District.
- Is not a voting member of the District unless it is to break a tie.
- Facilitates monthly District meeting of the DCMs, GSRs and Committee chairs.
- Establishes and distributes the District business meeting agenda.
- Provides a written report at each District meeting.
- Appoints the Central Office Liaison, Current Practice Chair (as needed), Finance Committee Chair, Tampa Bay Area Institutions (TBAIC) Liaison, New GSR Orientator, District Dispatch Chair, Ad Hoc Chair (as needed), Gratitude Dinner Chair, Social/Delegate Luncheon Chair and Carry the Message Day Chair; presents to the District for approval/disapproval.
- Serves as ex-officio member on the Finance Committee.
- Serves as co-chair of the Current Practices Committee.
- ~~Coordinates with the Delegate and Area Chair all redistricting plans if requested by the DCMs.~~
- ***Submit to Area 15 Delegate and Area 15 Chair to propose separation plans of District 2 if requested by the District body.***
- Attends Area 15 General Service Assembly Chairpersons meetings and committee meetings or workshops as needed.
- Submits a written report of the District activities to the Area 15 Recording Secretary and presents the report to the Area 15 body.
- Keeps the Area 15 Delegate and Area 15 Chair informed of the District business and activities.
- Attends the Gratitude Social, Carry the Message Day, Delegate luncheon and any other District functions.
- Holds elections for the District following the Third Legacy Procedure every November of the even year for the upcoming odd numbered panel.
- Generates enthusiasm and unity within the District with the aim of attracting members into District service positions.
- That the DCMC aka District 2 chairperson maintain and distribute the district 2 contact list.

District Committee Member Alternate Chairperson (DCMAC) AKA Alternate District Chairperson Responsibilities

- Reports on activities of the District and Area that the Chair has not included in their report.
- ***Provides a written report at the monthly business meeting.***
- Leads the Sharing session prior to the monthly business meeting.
- Attends the Area Chairperson's meeting and is expected to vote at the Area level if the Chair is not available.
- Assists and supports the DCMC District Committee Member Chairperson as appropriate and leads the monthly District meeting when the DCMC is not present.

Registrar Responsibilities

- The function of the Registrar is to maintain group information and contacts of District 2 and report any changes to Area 15.
- This person provides group/DCM/GSR lists as appropriate.
- Attends the monthly business meeting of District 2, takes roll call, and provides a monthly report as well as collects new information on the groups and contacts thereof.
- Assists General Service Representatives (GSRs) and District Committee Members (DCMs) in updating information and communicates the information to the Area Registrar to inform GSO.
- Attends Area 15 General Service Assembly business meeting.
- Provides sign-in sheets at Area 15 General Service Assembly business meeting and records total eligible vote count for District 2 District Committee Member Chairperson (DCMC).
- Attends the Area 15 General Service Assembly Secretary/Registrar meeting.
- Provides Finance Committee any request for funds at budget time.
- Provides lists of District 2 members as needed.
- Cooperates with DCMs in placing new groups or making changes to a Sub-district and communicates the information to District 2.
- Renames a Sub-district when necessary.

Secretary Responsibilities

- Prepares and distributes to the body the District 2 meeting minutes within 7 days of the business meeting.
- Scrubs all minutes ***and*** reports, ***and agenda (as needed)*** of last names prior to distribution.
- The secretary presents minutes for corrections and approval at the District 2 business meeting.

- Attends the Area 15 General Service Assembly Secretary/Registrar meeting.
- Provides Finance Committee any request for funds at budget time.

Treasurer Responsibilities

- The treasurer's responsibility is to collect, deposit and maintain the financial records of the District.
- They account for all monies received and distributed.
- Distribute and report income and expenses for preceding month at each District 2 business meeting.
- Distribute and reports income for preceding year each January at District 2 business meeting.
- Supervises basket collection at District 2 business meeting.
- *Attends the Area 15 General Service Assembly Treasurer meeting.*
- ~~Attends Treasurer's sharing session at Area business weekends.~~
- Provides Finance Committee any request for funds at budget time.
- Provide Finance Committee the financial documents maintained by the treasurer for the annual review/audit.

DCM (District Committee Member) Responsibilities

ACM (Alternate Committee Member) Responsibilities

- Act as conduit of information/educate the groups on Area and District activities and gather/convey the group conscious.
- Build relationships with groups/meetings.
- Periodically attend group meetings/business meetings.
- Regularly attend district meetings & area assemblies.
- Provide a written report to the Secretary by noon the Tuesday after the District 2 business meeting.
- Communicate group/meeting mail contact & GSR changes to District Registrar.
- Join a District panel or committee to learn different aspects of General Service. (Suggestion)
- Have a Service Sponsor. (Suggestion)
- Alternate DCM supports the DCM in the above functions and acts in absence of the DCM at District 2 and Area 15 business meetings.
- Have voting and motion making privileges pursuant to the District 2 Book of Current Practices District Committee Member (DCM) section.
- Term of service to be two years pursuant to the District 2 Book of Current Practices Elections & Qualifications section.
- *Attends DCM Sharing Session at Area 15 General Service Assembly.*

DISTRICT STANDING COMMITTEES

Accessibilities

Composition:

The Chairperson is elected by the District 2 body *pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice*. Members of this committee are those that are willing to serve.

Scope:

The purpose of this committee is to provide assistance and to bring meetings to people who would not otherwise have the opportunity. It is done through hospital visits, meetings for homebound individuals and to the hearing impaired. Additional support offered through LIM Program with communication via postal mail email.

Procedure:

- Meetings of this committee are held according to need as determined by the Chairperson.
- A report is given to the District 2 body at each monthly meeting *and in written form for inclusion in the district minutes*.
- *Attends the Area 15 General Service Assembly Accessibilities Committee meeting.*

Archives

Composition:

The Chairperson is elected by the District 2 body *pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice*. Members of this committee are those that are willing to serve.

Scope:

This committee's responsibility is to collect and preserve the historical documents of Alcoholics Anonymous in District 2.

Procedure:

- This committee displays the Archives at local A.A. functions and attends the Quarterly Area Archives meeting.
- *Attends the Area 15 General Service Assembly Archives Committee meeting.*
- Meetings of this committee are according to need.
- A report is given to the District 2 body at each monthly meeting *and in written form for inclusion in the district minutes*.

- **Ensure treasurer records are added to storage as requested by the District 2 Treasurer pursuant to motion #81 in the Book of Current Practice.**
- ~~The Chair presents a report of all activities in the prior month to the District body at the monthly business meeting.~~

Communications Technology

Composition:

This committee shall be chaired by a Communications Technology Chair to be elected by the District 2 body **pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice.** ~~This position will continue to be funded.~~

The committee shall consist of additional members including a Web Servant to be appointed by the Communications Technology Chair, who will do the updating of the website. The other members will

- Be willing to serve, preferably with a service background.
- Preferably technical knowledge about the internet and technology
- Not be funded by District 2

Scope:

- The focus is on methods (how) not content (what)
- The audience is the current District 2 body and alcoholics in District 2 who may not yet have found their way into the rooms.
- Maintain a website located at www.aatampa.org for the purpose of serving the District 2 body.

Website Procedure:

Contents shall include and be limited to:

- The following AA literature: 12 Steps, 12 Traditions, 12 Concepts, A.A. Preamble, "I Am Responsible", and "Declaration of Unity" statement.
- Information on District 2 Business meetings, and directions.
- Information on Area Quarterlies, including the upcoming host district's flyer.
- Hyperlinks to any AA World Services websites, such as the General Service Office's, located at www.aa.org, The Grapevine, located at www.aagrapevine.org, Area 15, located at www.area15aa.org
- A disclaimer to be found upon exiting the website to the above listed links.
- Anonymous e-mail addresses of all District 2 Officers, Committee Chairs and DCMs for the purpose of efficient district communications and congruity in rotation. (e.g., position@www.aatampa.org, etc.)
- An individual page for each District 2 Standing Committee, Officers and Sub-Districts for the purpose of information on District 2 events, workshops committee meetings, and activities, etc.
- The most up to date copy of the District 2 "Book of Current Practices" and the "Legacy of Service" which shall be available for download in Adobe Acrobat format.

In the spirit of cooperation:

- The web servant will be responsible for preparing a monthly report to be presented for consideration to the District 2 Communications Technology Committee which shall include updates to the website; website activity; summary of requests and correspondence. Any major addition of the website's content must be approved by the District 2 body.
- The website shall be maintained in accordance with the Traditions, the Concepts and District 2's current practices.

Communication Procedure:

- Create streamlined methods to communicate with the current Panel of GSRs, DCMs, Committee Chairs and Officers.
- Regularly research methods of communication which will enable a well-informed group conscience.
- Create streamlined methods to communicate with the AA community in District 2 as a whole.
- Research and offer, when possible, information on solutions to technology needs of the District Standing Committees, DCMs and GSRs.
- The Communications Technology Chair shall present a report to the District 2 body during the monthly District meetings ***and in written form for inclusion in the district minutes.***
- Attends relevant Committee meetings at Area 15 Quarterly Assembly.

Current Practices

Composition:

Chaired by the immediate past District Chair or an appropriate District Chair appointed alternative and comprised of active past District Chair(s), current District Chair and at least one active member of the District.

Scope:

- This committee is responsible for maintaining the District 2 Book of Motions, Book of Current Practice and Legacy of Service.
 - The Book of Motions includes all motions presented to the body and the status of each motion as voted on by the District 2 body.
 - The Book of Current Practice is a document which includes only the motions which dictate how District 2 functions. Obsolete motions are not included in the Book of Current Practice.
 - The Legacy of Service includes the collective experience ***and responsibilities*** of all District positions.

Procedure:

- Holds meetings as necessary to fulfill its responsibilities.
- Emails District Communications Technology an updated copy of all District books to be posted to the District 2 website.
- Attends the Area 15 Quarterly Current Practice Committee meeting and any additional interim meetings.
- ***The Current Practice Chair shall present a report to the District 2 body during the monthly District meetings and in written form for inclusion in the district minutes.***

Finance

Composition:

The Chairperson of the Finance Committee is appointed by the District 2 Chair and approved by the body. The Committee membership is to include the District Alternate Chair, Treasurer, a DCM, a GSR, and others as the Finance Chair may deem appropriate. The District Chairperson is an ex-officio member of this committee.

Scope:

The Finance committee oversees the finances of District 2 and is responsible for preparing the annual budget and providing the District with availability of funds to carry out service work, if requested by a committee. Compares current expenditures to budget. Reviews unbudgeted requests for funds for District trusted servants and standing committees.

Procedure:

- Holds regular meetings or some form of communication of the Finance Committee to discuss requests for additional monies.
- Reviews all motions affecting the District 2 budget and may offer comment at the District 2 business meeting indicating how the motion will affect District 2.
- Sets the annual budget and prepares a draft at the October District 2 business meeting.
- Obtains changes in November and discusses with the body.
- Provides final approved budget in December.
- Finance Committee review/audit the District 2 Treasurer's books annually, with the results of this audit to be reported to the District in a timely manner.
- All requests for non-budgeted funds be submitted to the Finance Committee for approval before being submitted to the Treasurer for payment.
- It is requested that any motion requiring non-budgeted funds be discussed with Finance Committee, by the motion maker in person or virtually, prior to the motion being presented at the District 2 Business Meeting.
- ***The Finance Chair shall present a report to the District 2 body during the monthly District meetings and in written form for inclusion in the district minutes.***
- ***Attends the Area 15 Quarterly Finance Committee meeting and any additional interim meetings.***

Audit:

Items needed to complete Year End Audit:

- Copies of scanned checks deposited into bank account
- Copy of scanned check register
- Bank Statements
- Group Contributions year-end report
- YEAR END Income & Expenses Summary

Suggested Audit Process:

- Compare checks deposited on bank statements to copies of scanned checks and record deposit date and check amounts on Audit Spreadsheet. ***Report Differences**
- Compare Scanned Checks to Income Spreadsheet, making sure that the contribution was credited to the correct group. ***Report Differences**
- Compare Audit Spreadsheet Monthly deposit totals to Summary page - Group Contributions and Monthly Income. ***Report Differences**
- Balance checks written on Bank Statement to check register & Monthly District 2 Reconciliation Report. ***Note Differences and Voided Checks**

Grapevine

Composition:

The Grapevine/LaVina chairperson is elected by the District 2 body **pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice**. The committee is made up of volunteers; there are no requirements to serve on the committee.

Scope:

To share their experience in carrying the message about the Grapevine/LaVina magazine and other materials published by the Grapevine Inc. Maintains a supply of Grapevine/LaVina materials and subscriptions which are sold at AA events.

Procedure:

- The committee holds a monthly meeting to discuss any upcoming events share their experience and make any plans for future venues.
- They submit a monthly report to the District 2 body **during the monthly business meetings on the 1st Sunday of the month. and in written form for inclusion in the district minutes.**
- **Attends the Area 15 General Service Assembly Grapevine Committee meeting.**
- ~~The Grapevine chair attends the Area Quarterly Grapevine meeting held on a Saturday in January, April, July, and October.~~
- ~~A quarterly report of the District activities is submitted to the Area Chair.~~

Literature

Composition:

The committee is composed of one Chairperson elected by the District 2 body **pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice** and may have an Alternate Chairperson, a Secretary and/or Treasurer as may be needed. All interested A.A. members in District 2 are eligible to participate. **The qualifications for the chairperson are recommended 3 years sobriety, availability to attend all District 2 business meetings and attend the Area 15 Literature Committee meeting each quarter. The qualifications for alternate chairperson, secretary and/or treasurer is recommended 2 years sobriety.**

Scope:

Chairperson and committee members (hereafter “Committee”) develop ideas and methods to best accomplish the Committee’s purposes of informing groups and district members of all available conference -approved literature, audio visual materials and other special items; consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material; become familiar with information on G.S.O.’s AA website (www.aa.org); and encourage AA members to read and purchase AA conference approved literature.

Procedure:

- Committee meetings are held monthly unless otherwise determined by Chairperson.
- Chairperson attends monthly District 2 business meetings and provides an oral and written report of Committee activities **for inclusion in the district minutes**.
- Chairperson attends **South Florida** Area 15 Quarterly **Assembly** Literature Committee meeting and provides report if requested by Area Literature Chair.
- Committee reviews conference agenda items for literature each year; chairperson reports committee’s suggestions to the District meeting prior to April Area Assembly and to Area Literature Chair at April Assembly.
- The committee prepares displays and attends District 2 events and workshops.
- Chairperson prepares and submits an annual budget as requested by District.

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

Composition:

The committee is composed of one The PI/CPC Chairperson **is an** elected officer who serves for a period of two (2) years. They are elected by the District 2 body **pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice**. Members of the committee are comprised of AA volunteers who have a particular interest in an area of PI or CPC service.

Scope:

PI/CPC provides general information about AA and its program of recovery from alcoholism to the general public including the media, professional groups, educational institutions, healthcare professionals, lawyers, judges, law enforcement and clergy.

Procedure:

- **They** **The committee members** establishes contacts in their area of service, “carry the AA message” to the specific media or professional group they are working with, and report back to the committee on their endeavors.
- Responds to all requests from the media and/or professionals to participate in or attend public forums for the purpose of “carrying the AA message of recovery”.
- Attends monthly District **business** and Area Quarterly meeting where both oral and written reports are presented on the previous period’s activities **for inclusion in the district minutes**.
- Attends **monthly District and Area 15** Quarterly **Assembly** meetings where both oral and written reports are presented on the previous period’s activities **for inclusion in the committee minutes**.
- Holds regular meetings for committee members who have a desire to provide a PI or CPC service to the community and to AA and to report back to the committee on their efforts.
- All members of the committee are familiar with the “spirit of anonymity” and adhere to AA’s Twelve Traditions when engaged with the general public.

Remote Communities

Composition:

The committee is composed of one Chairperson elected by the District 2 body *pursuant to eligibility requirements identified in motion #40 in the Book of Current Practice*. *The committee* and may have an Alternate Chairperson, a Secretary and/or Treasurer as may be needed. All interested A.A. members in District 2 are eligible to participate. ~~The qualifications for the chairperson are recommended 3 years of sobriety, availability to attend all District 2 business meetings and attend the Area 15 Remote Communities Committee meeting each quarter. The qualifications for alternate chairperson, secretary and/or treasurer is recommended 2 years of sobriety.~~

Scope:

Offers a forum for members to share their experience in carrying the A.A. message to their remote communities. Assist each other in the creation and operation of an effective Remote Community Committee.

Procedure:

- Committee meetings are held monthly unless otherwise determined by the Chairperson.
- Chairperson attends monthly District 2 business meetings and provides an oral and written report of Committee activities *for inclusion in the district minutes*.
- Chairperson attends Area 15 Quarterly *Assembly South Florida* Remote Community Committee meetings and provides reports if requested by Area Remote Communities Chair.
- Committee reviews conference agenda items related to Remote Communities each year, the chairperson reports Committee's suggestions to the District meeting prior to April Area Assembly and to the Area Remote Communities Chair at April Assembly.
- Committee prepares displays and attends District 2 events and workshops.
- Chairperson prepares and submits an annual budget as requested by District.

DISTRICT ASSIGNMENTS

Ad Hoc

Composition:

That the District 2 Chairperson appoints members to form an ad hoc committee tasked with gathering information concerning a proposed issue as approved by the body.

Scope:

- ***These Assignments are established to investigate the feasibility of potential actions by the District.***

Procedure:

- ***The District 2 Chairperson allocates specific time slots as needed on the District 2 meeting agenda for the presentation of the committee's findings and the addressing of inquiries.***

Central Office Liaison

Composition:

The Central Office Liaison is appointed by the District 2 Chair and approved by the body.

Scope

- This person assists in maintaining the relationship between District 2 and Central Office, providing information sharing between the two entities.

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Procedure

- Attends District 2 monthly business meeting and the Central Office monthly business meeting at their respective time, location etc.
- Reports to the District activities **to** of the Central Office ~~and reports to Central Office activities of the District~~ **and reports Central Office activities to the District 2 body.**
- ~~Has voting and motion making privileges.~~
- Attends monthly District 2 business meetings and provides an oral and written report of ~~Committee~~ **Central Office** activities **for inclusion in the district minutes.**
- ~~Send report to the Secretary within 2 days after the business meeting to be included in the business meeting minutes.~~

District Dispatch

Composition:

The District Dispatch member is appointed by the District 2 Chair and approved by the body.

Scope:

This committee is responsible for communicating information within District 2 via a newsletter.

Procedure:

- Attends District 2 monthly business meeting and provides an oral and written report of activities ***for inclusion in the district minutes.***
- Compiles and prints the newsletter for availability at the monthly District 2 business meeting.
- Encourages members of the District to write encouraging articles of their experience in service.
- Provides the file to the web master for upload to the district website.

New GSR Orientation

Composition:

The New GSR Orientator is appointed by the District 2 Chair and approved by the body.

Scope:

The purpose of this position is to welcome the new General Service Representatives and to briefly explain General Service.

Procedure:

- ***Conducts New GSR Orientation prior to the District 2 monthly business meeting.***
- ***We*** Provides new GSR's with literature to help them get started with their service to Alcoholics Anonymous, i.e., New GSR Packet.
- If the individual receives a packet from GSO we do ask that they recycle one of them back to the District to help limit District Expenses.
- ***Provides the new GSR with the Group Change Form link to be completed and provided to the District 2 Registrar.***
- Attends District 2 monthly business meeting and provides an oral and written report of activities ***for inclusion in the district minutes.***
- ***Introduces new GSR's at the District 2 monthly business meeting.***

Tampa Bay Area Institutions Committee Liaison **AKA TBAIC**

Composition

The Institutions Liaison is appointed by the District 2 Chair and approved by the body. ~~The position carries a two-year term.~~

Scope

This person assists in maintaining the relationship between District 2 and TBAIC, providing information sharing between the two entities.

Procedure

- ***Attends District 2 monthly business meeting and the TBAIC Committee monthly meeting at their respective time, location etc.***
- ~~Reports to the District activities to of the TBAIC Committee. and reports to Central Office activities of the District~~ ***and reports TBAOC activities to the District 2 body.***
- Attends monthly District 2 business meeting and provides an oral and written report of ~~Committee~~ ***TBAIC Committee activities for inclusion in the district minutes.***

DISTRICT PANELS

Carry the Message Day

Composition:

The ~~Chairs of these panels are~~ chairperson is appointed by the District 2 Chair and approved by the body.

Scope:

- ***Planning the Carry the Message Day event***

Procedure:

- The Committee is ~~They are~~ responsible for supplying all materials necessary to provide coffee and refreshments including, but not limited to, and all materials necessary to put on ***the Carry the Message Day*** ~~district business meetings, dinners, and socials.~~
- ***Attends monthly District 2 business meeting and provides an oral and written report of Committee activities for inclusion in the district minutes.***
- ***Pass the basket during the event.***
- ***Creates list and coordinates volunteers.***

Gratitude Dinner

Composition

The ~~Chairs of these panels are~~ chairperson is appointed by the District 2 Chair and approved by the body.

Scope:

- ***Planning the Gratitude Dinner event each November.***

Procedure:

- The Committee is ~~They are~~ responsible for supplying all materials necessary to provide coffee and refreshments including, but not limited to, and all materials necessary to put on ***the Gratitude Dinner*** ~~district business meetings, dinners, and socials.~~
- ***Attends monthly District 2 business meeting and provides an oral and written report of Committee activities for inclusion in the district minutes.***
- ***All proceeds are sent to the General Service Board.***
- ***Produces a flyer for the event and distributes it to the Communications Technology Committee to post on the District 2 Website and events calendar.***
- ***Send flyer to Tri-County Central Office to post on the Tri-County Central Office website and events calendar.***
- ***Report post event income and expenses to the District Treasurer and submit receipts and check requests for reimbursements to committee.***
- ***Pass the basket during the event.***
- ***Creates list and coordinates volunteers.***

Social / Delegate Luncheon

Composition

The ~~Chairs of these panels are~~ chairperson is appointed by the District 2 Chair and approved by the body.

Scope:

- ***Planning the annual Delegate Luncheon for reporting back to the body the activities of the General Service Conference.***

Procedure:

- The Committee is ~~They are~~ responsible for supplying all materials necessary to provide coffee and refreshments including, but not limited to, and all materials necessary to put on ***the annual Delegate Luncheon*** ~~district business meetings, dinners, and socials.~~

- *Attends monthly District 2 business meeting and provides an oral and written report of Committee activities for inclusion in the district minutes.*
- *Produces a flyer for the event and distributes it to the Communications Technology Committee to post on the District 2 Website and events calendar.*
- *Send flyer to Tri-County Central Office to post on the Tri-County Central Office website and events calendar.*
- *Report post Delegate Luncheon event expenses to the District Treasurer and submit receipts and check requests for reimbursements to committee as needed.*
- *Creates a list of volunteers and sign-up sheet for Potluck.*
- *Pass the basket during the event.*
- *The committee generally provides coffee supplies and snacks (optional) for the District 2 monthly business meeting.*
- *Report monthly expenditures for coffee supplies provided at the District 2 monthly business meeting with check request and receipts to District 2 Treasurer.*