

District 10 Operating Guidelines

**Welcome To  
Alcoholics Anonymous**

# **District 10**

**Toronto South Central**

**Area 83 Eastern Ontario International**

**This is a reference manual of the guidelines adopted by your District,**

**Approved November, 2014**

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## District 10 Operating Guidelines

District 10 is made up of over 20 Groups from the area described as north to Eglinton, south to Lakeshore, east to Don Valley and west to Avenue Road. We are part of AA General Service Area 83.

Your district committee meets on the second Tuesday of each month at 519 Church Street, 6:30pm.

### **Your District Committee is comprised of the following positions:**

DCM

Alt-DCM

Treasurer

Secretary

Registrar

### **The District Sub-Committees are:**

Treatment Facilities

Corrections

Cooperation with the Professional Community

Public Information

Self-Support

Accessibility

Archives

Grapevine

We also have a member who represents us at the GTA Intergroup as our:

Intergroup Liaison

The district has adopted the following procedures to help guide us in our activities.

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## District 10 Operating Guidelines

### A. QUORUM

The district has decided that a quorum of 8 voting members of the district must be present for any major decisions to be voted on. Consequently if there are fewer than eight (8) voting members in the district then the monthly district meeting will be informative only. For greater clarity, the number of group general service representative (“GSR”) votes should always outnumber the committee members’ votes to ensure that the final decision on any matter is always within the groups.

### B. VOTING PROCEDURES

The district has adopted a simple majority for its voting procedures, except in the case of the election of the five officers: District Committee Member (the “D.C.M.”), the Alternate D.C.M. (the “A.D.C.M.”), Treasurer, Secretary and Registrar (the “District Officers”) where the third legacy procedures will be used. Third legacy procedures are described in your service manual but here is an extract:

#### ***Third Legacy Procedures:***

*A.A.’s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at -large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.*

*Third Legacy Procedure is as follows:*

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.*
  - The first candidate to receive two -thirds of the total vote is elected.*
  - Withdrawals start after the second ballot. If any candidate has less than one -fifth of the total vote, his or her name is automatically withdrawn<sup>1</sup>—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)*
  - After the third ballot, candidates with less than one -third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners -up remain as candidates.) The 1969 General Service Conference approved the change from optional to automatic withdrawal of Candidates*
  - After the fourth ballot, if no candidate has two -thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are*
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*ties for second place, the top candidate and all tied second-place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot—"going to the hat"—immediately. If the motion carries, a fifth and final ballot is conducted.*

*• If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second -place candidates remain.*

*• Lots are then drawn by the teller, and the first one "out of the hat" is the delegate (or trustee or other officer).*

## **C. FINANCIAL PROCEDURES**

The district has adopted the following financial guidelines in order to support that various functions we wish to perform throughout the year.

- Cheques will require signatures of two out of the three signing officers: Treasurer, DCM and ADCM.
- Financial Statements to be produced are:
  - Monthly financial statements of revenue, expenses and bank balance.
  - Yearly contributions of groups.
  - All expenses for district must be pre-approved at the monthly district meeting. If not pre-approved, the expenditure can be brought up at the next business meeting, however approval is not guaranteed.

### **Prudent Reserve and Operating Budget**

- The prudent reserve for the district is \$500.00. At present this number checks with recent historic data. A review of the prudent reserve should be regularly done so as to maintain a three-month balance of the yearly expenses. The bank should never drop below this reserve.
  - In order to meet the district's commitments, the operating budget should take into account the below conference costs. For greater clarity, the district may, however, approve additional costs to the below conference costs from time to time (such as for rent or other expenses) by a motion in accordance with these guidelines.
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Below is a summary of our conference costs should all who are eligible attend. The district must be able to meet these expenses.

<u>Major Item</u>	<u>Max. Cost per Conference</u>	<u>Number per Year</u>	<u>Yearly Cost</u>
Belleville	\$400.00	3 (in odd years) or 4 (in even years)	\$1200.00 or \$1600.00
Kingston	\$800.00	2	\$1600.00
Regional Forum	\$700.00	once every 2 years (in even years)	\$700.00
CERAASA	\$700.00	Once every 2 years (in odd years)	\$700.00
Total			\$3,500.00 Or \$4,600.00

- Note that the Belleville conference meets seven times in a two-year period, so one year there will be three meetings (in odd years) and the next year there will be four meetings (in even years) in Belleville.
- After year-end (approximately in January in each year) any funds over the \$500.00 reserve and after basic expenses have been taken care of, including but not limited to, the conference costs, cost of rent any other costs approved by the district from time to time in accordance with these guidelines will be contributed to Area 83 and GSO New York 50-50.

### Conferences

- There are 2 conferences that district requires representation, Kingston Area Assembly and Belleville.

### Payment for Conference Expenses

- The preferred method of payment for expense money is to reimburse the attendee after receipts are shown to the Treasurer.
- If an attendee requires funds in advance we use an honor system. The district will provide the cash and receipts are submitted at the following district meeting. No further funds will be forthcoming until all receipts have been submitted.
- District requires the following people to attend:
  - (a) BELLEVILLE (7 times in a two-year period)

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DCM \$200.00 maximum expense

Alt DCM \$200.00 maximum expense

(b) KINGSTON (2 times per year)

DCM \$400.00 maximum expense

Alternate DCM \$400.00 maximum expense

- A request must be made at the prior business meeting to assure that there are sufficient funds.
- If funds are tight priority of attendees is:

DCM (if DCM cannot attend the alternate DCM)

- It is up to the each group to pay for their GSR to attend conferences and events. Requests for funding from the District will be considered on a case-by-case basis.

### **Regional Forum**

- In addition to the two conferences, an incoming DCM will attend the Regional Forum, currently held every second year in September (in even years). The above method for payment shall also be followed for the cost of the incoming DCM to attend, estimated to be a \$700.000 maximum expense.
- In addition to the two conferences, a current DCM will attend the Canadian Eastern Regional AA Service Assembly (CERAASA), currently held every second year in February (in odd years). The above method for payment shall also be followed for the cost of the DCM to attend, estimated to be a \$700.000 maximum expense.

## **D. MEETING FORMAT – GUIDES FOR CONDUCT**

### **Authority**

Concept 1 – Results in group conscience

Concept 3 – **“A traditional way of creating and maintaining a clearly defined working relationship between groups ...”**

Concept 4 – Promotes the “Right of Participation” through an orderly, democratic voting process

Concept 5 – Allows for the minority voice to be presented (Right of Appeal).

Concept 9 – Promotes the orderly election of **“Good service leaders ...”**

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Concept 10 – **“Every service responsibility should be matched by an equal service authority .... By job description ...”** – promotes the defining of clear responsibilities for each elected position, including financial authority.

Concept 12 – Reduces the possibilities for any elected servant becoming a **“... seat of perilous wealth or power... members shall (n)ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote and wherever possible, by substantial unanimity .... will always remain democratic in thought and action.”**

Tradition 6 – Reduces the possibilities of **“Problems of money, property and authority (that) may divert us from our primary spiritual aim.”**

### **E. AGENDA FORMAT**

#### **TORONTO CENTRAL**

#### **DISTRICT 10**

#### **Meeting Agenda**

1. Open the meeting with a moment of silence and the Serenity Prayer
2. Read the 12 Traditions
3. Interpretation or reading of a Concept
4. Introductions
5. Opening – review who has a vote and voice, etc.
6. Approval of last month’s Minutes
7. Service Meeting commitments
8. GSR Sharing (2min max)
9. Treasurer’s report
10. Registrar’s report
11. Sub-committee reports (we suggest 5 minutes for questions):

Access Ability

Archives

CPC

Corrections

Grapevine

GTA Intergroup

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Self Support

Treatment Facilities

P.I.

12. Alternate DCM report

13. DCM Report

14. Old Business

15. New Business

16. Sharing/Discussion (if time permits)

17. Set next meeting date

18. Close the meeting with the Responsibility Declaration.

### **Rules of Order – (adapted from Robert's Rules of Order)**

The DCM, or in their absence, the Alternative DCM, or in the absence of both, the Secretary is the Chairperson of the meeting, calling order and being responsible for following the agenda.

Following each presentation on the agenda, the Chairperson opens the forum for questions by officially asking if there are comments or questions.

In order to obtain the floor, those wishing to comment or ask a question are to make it known to the Chairperson by raising their hands. The Chairperson will maintain a list of those wishing to speak.

The Chairperson systematically calls out the names on the list in the order that they were recorded. The person then asks their question, directing their question to the Chairperson. The presenter then answers the question directing their answer to the Chairperson.

Only one person is to have the floor at a time. Others are not to speak until the Chairperson recognizes them to do so.

No member may speak twice on the same issue until all others wishing to speak have had their turn. It is the Chairperson's responsibility to ensure that this occurs.

All comments are to be courteous in language and decorum, never personalized, but rather, relating to concerns of the subject under discussion.

It is the Chairperson's responsibility to maintain order and may intervene with a point of order statement when an infraction of the guidelines has taken place.

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District 10 Operating Guidelines  
**F. MOTIONS AND ELECTIONS**

**1. Motions**

A motion may be raised following a presentation, or after discussing New Business.

The individual will be given recognition by the Chairperson, and will state their motion.

The Chairperson then asks if anyone will second the motion.

If there is no second, the motion dies.

Upon receipt of a second, the Chairperson will ask for clarification of the motion so that the motion may be recorded by the Secretary.

The floor is opened for discussion.

Chairperson will record names of those wishing to share and give the floor to the persons on the list in the order they were recorded.

At any point the person who has the floor may "CALL THE MOTION" i.e. "Calling the Motion" asks the Chairperson to take a sense of the room to see if a vote can be taken at this point. A simple majority will determine whether discussion is ended and a vote is taken or not.

When it is time to vote, the Chairperson will have the Secretary restate the motion. The Chairperson will determine whether the motion requires a simple majority or a 2/3 majority. The Chairperson will then ask

"All those in favor" followed by "All those Against" then "Any Abstentions".

Abstentions have the effect of lowering the total for which the 2/3 is counted.

The Chairperson is not granted a vote, the only exception being where there is an exact tie.

Third legacy procedures are followed with the right of the minority taken into account.

**2. Elections**

Elections for the District Officers will be conducted at the July meeting of even numbered years and may be run by the outgoing D.C.M. or an invited guest by third legacy procedures (described above in B). The remaining chairperson and liaison positions (described below in G) will be elected at the November meeting of the same year by simple majority vote and may be run by the Chairperson.

**G. ROLES AND RESPONSIBILITIES**

**1. District 10 Accessibility Committee Chair**

**General Description**

The Accessibility chairperson is our district's representative at all functions which are set up for those with special needs. The chairperson of this committee is expected to take part, as much as possible, in these functions that are held in and around our district. Information about such functions is to be communicated to the district in a timely fashion.

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## District 10 Operating Guidelines

### **Voting rights**

This is a voting position in the district and has full right of participation.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

**Accessibility Committee Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Attend as many accessibility function held in the GTA
3. Attend Area Assembly and take part in any Accessibility workshops.
4. Liaise between the district, the Area and GTA Intergroup.
5. Report to the district and information regarding Accessibility from the Area or GTA Intergroup.

### **Alternate Accessibility Committee Chair**

Acts as a backup for the **Accessibility Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

## **2. District 10 Archive Committee Chair**

### **General Description**

The Archive chairperson is responsible for coordinating all items of historical significance in our district.

Through coordination with the Intergroup and the Area Archives chair as well as the Area Archivist historical accuracy of AA in our district is maintained.

### **Voting rights**

This is a voting position in the district and has full right of participation.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

**Archive Committee Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Attend Archive meetings and report back to the district
3. Attend group when asked and if available
4. Talk to members of the district with long term sobriety, record their talk if applicable.
5. Liaise with the Area archivist, the Area Archives Chair as well as the Intergroup Archives chair.
6. Attend the Area Assembly twice a year and participate in any Archives workshops that are put on.
7. May attend archive functions upon district approval for funding.

### **Alternate Archive Committee Chair**

Acts as a backup for the **Archive Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

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## District 10 Operating Guidelines

### **3. District 10 Cooperation with the Professional Community Chair**

#### **General Description**

The CPC Committee provides information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

#### **Voting rights**

This is a voting position in the district and has full right of participation.

#### **Qualifications**

Suggested sobriety requirement is one year. This is a two-year term.

**Cooperation with the Professional Community Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Attend the monthly Intergroup CPC Meeting
3. Attend the Area Assembly twice a year and partake in any CPC workshops.
4. Represent the District at CPC function in our neighborhood.
5. Promote AA to the professionals in our district.

### **Alternate Cooperation with the Professional Community Chair**

Acts as a backup for the **CPC Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

#### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

### **4. District 10 Correctional Facilities Chair**

#### **General Description**

The purpose of a corrections committee is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts. A corrections committee may function within the structure of a General Service Conference area committee or a central office (Intergroup). In A.A.'s early years, prison Twelfth Step work was usually done by an individual group or an individual member. As A.A. has grown, however, it seems that a committee formed within the A.A. service structure works more effectively.

#### **Voting rights**

This is a voting position in the district and has full right of participation.

#### **Qualifications**

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## District 10 Operating Guidelines

Suggested sobriety requirement is one year. This is a two-year term.

**Corrections Facilities Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Attend the monthly Intergroup Correctional Facilities Meeting
3. Attend the Area Assembly twice a year and partake in any Correctional Facilities workshops.
4. Liaise with both Intergroup and Area Correctional facilities Chairs
5. Help carry AA message to clients in prison, detention centers, jails, probation offices and half way houses in our district.
6. Coordinate any Service meetings held in correctional institutions in our district to ensure that these meetings are properly maintained and attended.
7. Receive "Bridging the Gap" incoming calls and liaise with the Area regarding the same.
8. Coordinate literature efforts in the police stations in our district
9. Pamphlets can be obtained through the Self Support Committee Chair.
10. Pamphlets currently in circulation can be found at [www.aa.org](http://www.aa.org)

### **Alternate Corrections Facilities Chair**

Acts as a backup for the **CPC Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

## **5. The District and the D.C.M.**

### **(a) THE DISTRICT**

A District is a geographical unit containing the right number of groups—right in terms of the committee member's ability to keep in frequent touch with them, to learn their problems, and to find ways to contribute to their growth and well-being. The number of groups per district varies widely, from as few as five in a rural district to 90 or more in a metropolitan district. Population density and the geographic size of the

district, which will affect the ability of the D.C.M. to communicate with the groups, would be key factors in determining the number of groups a district will have.

**LINGUISTIC DISTRICTS:** To encourage participation of the maximum number of groups, some areas have incorporated linguistic districts within their structure. These districts are made up of groups that conduct meetings in a non-English language. They usually have a bilingual D.C.M. or liaison. Their boundaries may be independent of the conventional geographic district boundaries.

### **(b) THE DISTRICT COMMITTEE MEMBER**

The D.C.M. is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the district committee, made up of all G.S.R.'s in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (The pamphlet "Your D.C.M.," available from the General Service Office, provides basic information on this service job.)

**FINANCIAL SUPPORT:** Current experience indicates that many districts provide financial support for their

D.C.M.'s to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.

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## District 10 Operating Guidelines

### **Term and Qualifications**

- The D.C.M.'s term of office is two years, coinciding in most areas with the terms of the delegate, committee officers, and G.S.R.'s.
- The D.C.M. has usually served as a G.S.R. and is elected by other G.S.R.'s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position. The D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

### **Duties**

The D.C.M.'s job is primarily that of two-way communication. The D.C.M.:

- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.'s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.'s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.'s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.
- Makes sure that G.S.R.'s are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material.
- Helps G.S.R.'s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets.
- Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of *talking to groups* (new and old) on the responsibilities of general service work.

### **(c) THE ALTERNATE D.C.M.**

The A.D.C.M. acts as a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. A.D.C.M.'s should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities at district and area meetings. The A.D.C.M. is responsible for taking the lead in forming an ad-hoc committee to organize the annual district Roundup held in November.

### **Qualifications**

Suggested sobriety requirement is two years. This is a two year term.

## **6. District 10 Grapevine Chair**

### **General Description**

The Grapevine Representative's "GvR's" (or in Spanish, "RLV's") job is to make sure that members are aware of the Fellowship's international journal and the enhancements to sobriety it offers. The GvR/RLV is the group's contact with the Grapevine office.

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New GvRs/RLVs should send their name, address, group name and group service number to the Grapevine, 475 Riverside Dr., New York, NY 10115. They will receive a GvR/RLV kit containing information about the magazine, its history and goals, as well as subscription forms and ideas for carrying this portable meeting to other alcoholics. It is hoped that the GvR will keep the group informed of the varied themes and recovery stories shared in the pages of the magazine, its books and CDs. It is anticipated that each A.A. group would have a GvR and at least one subscription to the magazine. La Viña representatives (RLV's) perform the same function as the GvR's in Spanish-speaking groups and districts. Some districts or groups may also combine GvR and RLV functions. Most areas have a Grapevine committee, or a combined Grapevine/La Viña committee, and GvRs/RLVs are active participants in efforts to make the Grapevine/La Viña available to other service committees, such as corrections, treatment, and cooperation with the professional community.

### **Literature Published by the A.A. Grapevine, Inc.**

See [www.aagrapevine.org](http://www.aagrapevine.org) for a complete and up to date list.

### **Voting rights**

This is a voting position in the district and has full right of participation.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

**Grapevine Committee Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting.
2. Report to the district on any Grapevine functions in our district, Area or GTA.
3. Liaise with both GTA Intergroup and Area Grapevine representatives. This includes La Viña as well and where appropriate La Vigne.
4. Be available when possible for any group requesting information on Grapevine.
5. Attend the Area Assembly twice a year and partake in any Grapevine workshops.
6. Coordinate yearly group orders of Calendars and Pocket Planners and provide to DCM to process through area.

### **Alternate Grapevine Chair**

Acts as a backup for the **Grapevine Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

## **7. District 10 Intergroup Liaison.**

### **General Description**

The Intergroup Liaison is responsible to be the district representative at GTA Intergroup. It is the responsibility of the Liaison to bring the Districts voice to Intergroup and report on what is taking place at Intergroup.

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### **Voting rights**

This is a voting position in the district and has full right of participation.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two-year term.

**Intergroup Liaison's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Attend the monthly Intergroup Meeting.
3. Report on events taking place at Intergroup. Preferably, a written report.
4. Present a verbal report at the district meeting.
5. Answer any questions from the district floor. If not able to provide an answer it becomes a task for the next intergroup meeting to try to get an answer.

## **8. District 10 Public Information Chair**

### **General Description**

Public Information Committee provides accurate A.A. information to the public when requested. PI committees visit schools, businesses and community groups, making literature and/or speakers available.

They also serve as resources for local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations.

Keeping "attraction rather than promotion" in mind the PI committee helps groups, members and the district understand how we outreach to our community with both a top-down and bottom up approach. The PI committee works on broad programs such as vetting AA to speak in schools and responding to inquires

and requests that come into the Intergroup office. But most Public Information doesn't come about from an ivory tower. Individual members who are members of professional organization or community groups can work with PI to make literature or speakers available to groups in a way that doesn't threaten the anonymity of the local member.

### **Voting rights**

This is a voting position in the district and has full right of participation

### **Qualifications**

Suggested sobriety requirement is one year. This is a two-year term.

**PI Committee Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Attend the monthly Toronto area PI Meeting
3. Attend the Area Assembly twice a year and partake in any PI workshops.
4. Represent the District at PI function in our neighborhood.
5. Promote PI in our district.

### **Alternate Public Information Chair**

Acts as a backup for the **PI Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

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### **9. District 10 Registrar**

#### **General Description**

The registrar is charged with the responsibility of maintaining district registration records, liaising with the

Area registrar for some and when appropriate helping new groups to register with New York GSO.

The registrar is to gather new group information, new district committee members information and ensuring that both district and area records are up to date. District member lists are distributed to the district as needed.

#### **Voting rights**

This is a voting position in the district and has full right of participation.

#### **Qualifications**

Access and use of a PC is indispensable. Knowledge of Excel and Word are useful.

Suggested sobriety requirement is one year. This is a two-year term.

**Registrar Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Keeps records on group information. See attached group form master: Group Name, where and when they meet, # of members, name of GSR and Alternate GSR.
3. Gathers updated information monthly and forwards it to the Area Registrar in a timely manner.
4. Deals with any problems from GSR's and Alternates regarding misdirected mail from the GSO.
5. About once a year, asks the GSR's/Alternate GSR's to provide an update on # of active members in their respective groups and to confirm the details on meeting location and times.
6. Sends on Name and address information on Committee Chairs and alternates upon election.
7. Attends the Area Assembly twice a year and reports back on any relevant information regarding the Central Registry. See attached Registrar Sheet

### **10. District 10 Secretary**

#### **General Description**

The Secretary is charged with recording, typing and distributing the minutes of the monthly district meeting, as well as the District 10 contact list.

The secretary also is responsible for the taking an attendance sheet during the monthly meeting.

#### **Voting rights**

This is a voting position in the district and has full right of participation.

#### **Qualifications**

Suggested sobriety requirement is two years. This is a two-year term.

**Secretary's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Record minutes of the monthly meeting.
3. Type the minutes and distribute to members by email or at the next meeting.
4. Maintain current contact info of the District 10 members.
5. Try to maintain an updated list of important decisions made by the district.
6. Maintain the relevance of the information contained in this handbook.
7. Suggested to attend the Area Assembly twice a year

#### **Alternate Secretary**

Acts as a backup for the Secretary. If the secretary resigns or is unable to serve for any reason, the alternate steps in. Alternate should be encouraged to assist, participate, and share in the secretary's responsibilities at district meetings.

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## District 10 Operating Guidelines

### **Qualifications**

Suggested sobriety requirement is two year. This is a two year term.

### **11. District 10 Self Support Committee Chair**

#### **General Description**

The Self-Support Chairperson shall be concerned with the self-support of Alcoholics Anonymous at all levels of service, and take any initiatives needed to maintain it and improve it. These activities shall at all times be governed by the *7th Tradition* of Alcoholics Anonymous. The Chairperson shall provide assistance, when requested, in accordance with the General Service Office literature on Self-Support

#### **Voting rights**

This is a voting position in the district and has full right of participation.

#### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

**Self Support Committee Chair's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
2. Promote the function of Self Support in our district. Make Cans available and explain to the groups what the funds are used for.
3. Coordinate with GSR's Self Support activities at group level.
4. Help Self-Support booths at local functions, ORC, Roundups, Information Day etc, where appropriate
5. Suggested to attend Area Assembly twice a year and take part in any Self Support workshops.

#### **Alternate Self Support Chair**

Acts as a backup for the **Self Support Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

#### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

### **12. District 10 Treasurer**

#### **General Description**

The Treasurer is responsible to the district to ensure that all financial commitments are met.

#### **Voting rights**

This is a voting position in the district and has full right of participation.

#### **Qualifications**

Suggested sobriety requirement is two years. This is a two-year term.

**Treasurer's Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
  2. Collect group voluntary contributions
  3. Manage District Funds as per group conscience
  4. Provide monthly financial statements which clearly indicate:
    - a. How much money we had at the beginning of the period
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## District 10 Operating Guidelines

- b. What contributions were received?
    - i. Group
    - ii Personal
  - c. What payments were made
  - d. What the balance is at the end of the period.
5. Provide feedback to the district about funds needed for upcoming events, i.e. Assembly etc.
  6. Oversee any financial matters that have to do with district funds.
  7. Submit District contributions to Area 83 and GSO New York.

### **13. District 10 Treatment Facilities Chair**

#### **General Description**

Treatment facilities committees are formed to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up means of “bridging the gap” from the facility to an A.A. group in the individual’s community.

A treatment facilities committee may function within the structure of a general service committee on the area or district level or it may serve within the structure of a central office/Intergroup. Prior to forming these committees, this Twelfth Step work is sometimes handled by an individual group or member. As A.A. groups grow in number in a community, experience suggests that a committee works more effectively.

In some parts of the country, A.A. members interested in carrying the message into treatment and correctional facilities work together on Hospitals’ and other Institutions’ committees independent of, but in cooperation with, general service and Intergroup committees. This structure also works well—especially in areas where lines of communication between the various service entities remain open.

#### **Voting rights**

This is a voting position in the district and has full right of participation

#### **Qualifications**

Suggested sobriety requirement is one year. This is a two-year term.

**Treatment Facilities Chair’s Responsibilities** include but are not limited to:

1. Attend the Monthly district meeting
  2. Attend the monthly Intergroup GTA Treatment Facilities Meeting
  3. Attend the Area Assembly twice a year and partake in any Treatment Facilities workshops.
  4. Carry AA message to clients in hospitals and treatment centers in our district.
  5. Coordinate and Service meetings in our district to ensure that these meetings are properly maintained and attended. Re-stock display racks with pamphlets & GTA meeting books. Periodically provide meetings with Big Books and Twelve & Twelve books.
  6. On the first of each month; send emails to the group’s GSR’s reminding them of their group’s monthly commitment. (Service meeting tracking sheet).
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## District 10 Operating Guidelines

### **Alternate Treatment Chair**

Acts as a backup for the **Treatment Committee Chair**. If the Chair resigns or is unable to serve for any reason, the alternate steps in. Alternate's should be encouraged to assist, participate, and share in the Chair's responsibilities at district and area meetings.

### **Qualifications**

Suggested sobriety requirement is one year. This is a two year term.

**NOTE: Any officers or Sub-committee chairs who are absent for three consecutive meetings may be replaced (Group conscience).**

**Your contributions to Service in AA are needed and appreciated.**

**AA works well when we all work together**

*I am RESPONSIBLE  
When anyone, anywhere  
Reaches out for help  
I want the hand of AA always to be there  
And for that  
I am RESPONSIBLE*