

# Fredericksburg District (District 30) Virginia Area (Area 71) of Alcoholics Anonymous

## **DISTRICT GUIDELINES**

### Standing Committees, Special Assignment Coordinators, and Group Service Representatives (GSRs)

#### **DISTRICT PREAMBLE**

Fredericksburg District (District 30) of the Virginia Area Assembly (Area 71) of Alcoholics Anonymous is a service body and shall protect and respect the autonomy and the privilege of dissent of any A.A. group in the Fredericksburg District of the Virginia Area Assembly. District 30 shall be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, and the A.A. and VAC Service Manuals, and shall strive to provide the voice of the group conscience of the unity of the Fredericksburg District. The primary purpose of the Fredericksburg District shall be service. The Fredericksburg District shall encourage all its groups to participate in the business of the District and to support the District in its efforts to cooperate with the Virginia Area Assembly, General Service Office, and A.A. World Services.

#### **GENERAL**

The following guidelines have been established as reference material for the successful operation of the Standing Committees and Special Assignment Coordinators. While not intended to be all-inclusive, it is the desire of the District that these guidelines will be useful as a catalyst to provide communication between the Standing Committees and the District A.A. groups. More general guidelines for Standing Committees and Special Assignment Coordinators are noted in sections 4 and 5 of the District 30 Service Manual

### **1 STANDING COMMITTEES**

#### **1.1 Budget and Finance Committee**

The Finance and Budget Committee is established to present a sound fiscal budget to the District, keeping in mind our Tradition of self-support and that sufficient operating funds, plus a prudent reserve, should be the District's fiscal policy. The prudent reserve for the District shall be at least equal to the non-discretionary expenses of the previous year, but not exceed the total expenses of the previous year.

The membership of the Finance and Budget Committee shall include a Chair, ADCM, and District Treasurer. Additionally, membership is open to any District Member that wishes to be involved. The responsibilities of the Finance and Budget Committee are to:

- *Request budgets from the District Officers, Standing Committee Chair, and Special Assignment Coordinators for the coming year. Budgets for the upcoming year are due to the Finance and Budget Committee by September 1st.*
- *Aid Groups in becoming self-supporting and shall assist Groups in budget and other financial problems.*
- *Encourage contributions from Groups and A.A. members to the District, VAC, and G.S.O. and will produce and make available contribution envelopes to those who need them.*
- *Prepare and submit a budget for the coming year to the District at its November District meeting.*

## **1.2 Corrections Committee**

The Corrections Committee is established to carry the message of A.A. to those people incarcerated.

The responsibilities of the Corrections Committee are to:

- *Encourage participation by all A.A. Members in carrying the message of recovery to inmates housed in correctional facilities*
- *Coordinate the flow of information from the District to alcoholics in correctional facilities*
- *Promote the use of the GSO "Correctional Facilities Guidelines" within the District*
- *Understand, respect, and support adherence to all correctional facilities' rules and regulations*
- *Encourage correspondence by A.A. Members to share their experience, strength, and hope, through letters, with those incarcerated*

## **1.3 Entertainment Committee**

The Entertainment Committee is established to effectuate the spirit of fellowship and to show that we are not a glum lot.

The responsibilities of the Entertainment Committee are to:

- *Assign subcommittee chairperson(s) for entertainment and fellowship events*
- *Coordinate between subcommittee chairs and the District on issues pertaining to fellowship and entertainment events*
- *Oversee finances for entertainment and fellowship activities and events*

## **1.4 Hotline Committee**

The Hotline Committee is established to ensure the telephone number managed by District 30 will be answered, to ensure callers are given accurate information and help as appropriate.

The responsibilities of the Hotline Committee are to:

- *Schedule telephone answering volunteers on a 24-hour basis.*
- *Provide training sessions for new telephone answering volunteers*
- *Maintain an accurate and up-to-date 12<sup>th</sup> Step list of both men and women, for callers prompting such action.*

## **1.5 Workshop Committee**

The Workshop Committee is established to plan, coordinate, and conduct District-sponsored workshops.

The responsibilities of the Workshop Committee are to:

- *Solicit opinions and ideas for workshop topics from A.A. Groups and Members within the District*
- *Present workshop topics to District Members for approval*
- *Provide information about upcoming District-sponsored workshops to A.A. Groups and Members within the District*
- *Plan, coordinate, and conduct District-sponsored workshops*
- *Provide workshop materials to Archives Coordinator and maintain copies to be used for future workshop planning*

## **1.6 Service Manual Committee**

The Service Manual Committee is established to create and maintain the service structure and guidance policy for the District Committee.

The responsibilities of the Service Manual Committee are to:

- *Produce and periodically review the District service manual; giving deference to the A.A. Traditions and Concepts of Service, and to the guidelines of the A.A. and VAC service manuals*

## **1.7 Public Information / Cooperation with the Professional Community (PI/CPC) Committee**

The PI/CPC Committee is established to offer and provide information about AA to professionals in the community, such as educators, healthcare professionals, the clergy, court officials, police, and others who have contact with practicing alcoholics.

The responsibilities of the PI/CPC Committee are to:

- *Stay abreast of current PI/CPC guidelines and current issues suggested by the GSO or Area, and report relevant information to the District and AA Groups*
- *Encourage use of the PI and CPC kits provided by GSO*
- *Maintain a list of agencies / entities that want District 30 Where and Whens and other literature as appropriate.*
- *Distribute Where and Whens and appropriate literature to the requesting entities, and redistribute Where and Whens and appropriate literature when changes are made, in order to keep professionals with up-to-date information.*

## **1.8 Treatment Committee**

The Treatment Committee is established to coordinate meetings to, and communication with, treatment centers, rehabs, and hospitals within District 30.

The responsibilities of the Treatment Committee are to:

- *Encourage participation by all A.A. Members to carry the message of recovery to alcoholics housed in treatment centers in the District*

- *Coordinate information, efforts, and activities with other standing committees and groups within the district on the concerns of recovery in treatment centers*
- *Encourage and assist groups and individual AA members involved in this Twelfth Step work*
- *Encourage the use of GSO's "Treatment Facilities" guidelines, kits, workbooks, and other related GSO and Grapevine literature and material at the district and group level*

## **2 SPECIAL ASSIGNMENT COORDINATORS**

### **2.1 Chips and Literature Coordinator**

The Chips and Literature Coordinator is tasked to act as a central point of contact within the District to facilitate a cost-effective method of providing A.A. literature and chips to Groups.

The responsibilities of the Chips and Literature Coordinator are to:

- *Inform A.A. Groups and Members within the District of the availability and benefits of the A.A. World Services, Inc. publications and literature*
- *Encourage A.A. Groups and Members within the District to purchase and read Conference- approved literature*
- *Accept requests, process orders, and accept payment for A.A. literature and chips from A.A. Members and Groups within the District*
- *Maintain a prudent reserve inventory of commonly requested A.A. literature and chips to facilitate an expedited availability to A.A. Members and Groups within the District. Funds to ensure the availability of a prudent reserve inventory should be included in the annual budget request from the Chair of the Chips and Literature Committee.*
- *Fulfill orders by arranging a pick-up time/location or by delivering products to the requesting A.A. Member or Group*
- *Keep current on new, upcoming and revised literature/material from GSO*

### **2.2 Archives Coordinator**

The Archives Coordinator is tasked as the official archival agent of the District. The objectives of the Archives Coordinator shall be the collection, preservation, and administration of the official records of the District, as well as personal papers and other items donated to the Archives, which document and/or describe the history and activities of A.A. in this District.

The Archives Coordinator maintains final responsibility, through the DCM, for the use of the Archives and exercises its group conscience regarding all matters of general policy. The Archives Coordinator promotes interest in the Archives and accepts articles and items of historical interest or for administrative use consistent with the objectives of the District Archives.

The Archives Coordinator's responsibilities are to:

- *Collect and preserve the heritage and official records of the District and to encourage Groups to prepare and maintain a Group history.*

- *Exercise custodial responsibility and maintain the integrity of District correspondence, newsletters, historical documents, photographs, and newspaper articles, as appropriate*
- *Be cognizant of the necessity to protect the anonymity of all AA members and the confidentiality of all AA records*
- *Make archival material available to persons with a valid reason for reviewing it. Authorization for review and disclosure will be referred to the DCM.*
- *Maintain an inventory of all District 30 archived material held at the area and local level*
- *Undertake special projects with the help of an ad hoc committee, as needed, to enhance the collection and preservation of District 30 history*

### **2.3 Website Coordinator**

The Website Coordinator is tasked to maintain the technical aspects of District 30's official website and to ensure that the content of the website follows the traditions of AA. The Website Coordinator is responsible to:

- *Monitor the website to verify its ongoing operation, making recommendations for updating website software and/or plug-ins as needed*
- *Corresponding with the Where and When coordinator to receive updated electronic Where and Whens, keeping the website meeting list up-to-date and accurate*
- *Post District- and Group-sponsored events on the website, coordinating with standing committees to receive information about events in a timely fashion*
- *Ensure that the website operates within the principles embodied in the Twelve Traditions of AA., deferring to the website guidelines in the Virginia Area Service Manual*

### **2.4 Grapevine Coordinator**

The Grapevine Coordinator is responsible to:

- *Inform A.A. Groups and Members in the District of the availability of and the benefits from the A.A. Grapevine*
- *Promote A.A. Grapevine subscriptions for A.A. Groups and Members within the District*
- *Advocate the election of a Grapevine representative in individual AA groups and to be available to assist those representatives as necessary*

### **2.5 Newsletter Coordinator**

The Newsletter Coordinator is responsible to:

- *Solicit input for the Newsletter and notify District Members of the deadline for submission of articles*
- *Create quarterly candidate Newsletter and provide it to the DCM for review*
- *Upon successful review from the DCM, produce Newsletters for distribution at the District meeting. Production numbers shall be determined by the District.*
- *Provide the Newsletter to the District Secretary and the Website Coordinator in a common electronic format for dissemination*
- *Provide a printed copy of the Newsletter to the Archive Committee*

## 2.6 Where & When Coordinator

The District's meeting list is called the Where & When.

The Where & When Coordinator is responsible to:

- *Solicit input for revisions to the Where & When meeting list*
- *Create and produce printed meeting lists monthly, in the quantities determined by the District*
- *Distribute monthly Where and Whens to the PI/CPC Committee and at the District meeting in the requested numbers. Provide a printed copy to the Archive Coordinator*
- *Provide Where and When in electronic format to the District Secretary and Website Coordinator*

## 2.7 GSR / Group Outreach Coordinator

The GSR / Group Outreach Coordinator is tasked to assist new GSRs and groups in understanding their responsibilities.

The responsibilities of the GSR and Group Outreach Coordinator are to:

- *Welcome new GSR's and assist them with group paperwork and follow-up to ensure they receive their GSR kits from the GSO*
- *Provide updates to the Area Mailing List Coordinator of changes to the status of Groups in our District.*
- *Encourage and assist opening lines of communication between Groups and the rest of the A.A. Service Structure (District, VAC, and GSO)*
- *Visit inactive or unknown Groups to provide information about the process of updating their status.*

## 3 GSRs

The GSR has the job of linking their Group with A.A. as a whole. Only when a GSR keeps their Group informed, and communicates their group conscience, can the Conference truly act for A.A. as a whole. Detailed information for GSRs can be found in the A.A. Service Manual and in other literature available from A.A. or from the Chips and Literature Committee.

GSRs are expected to:

- *Attend District meetings and Area assemblies to represent the voice of their group conscience*
- *Take back Conference, Area, and District issues and actions to their Groups*
- *Research information from A.A. literature and service manuals and solicit help from the GSR and Group Outreach Committee pertaining to their responsibilities as GSR*
- *Communicate GSO, Area, and District guidelines pertaining to their associated Groups*