

The S.D.I.A. DCM MANUAL

San Diego/Imperial Area

Alcoholics Anonymous

General Service

Revised August 2007

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WELCOME

Welcome to one of the most rewarding forms of Twelve Step Service Work. As an elected District Committee Member (DCM), you now represent the collective

voice of your A.A. District Conscience to your Area Delegate who in turn carries the collective voice of S.D.I.A. to the A.A. General Service Conference held in New York each April.

DCM Mission Statement

The D.C.M. serves as the essential communication link between the Group GSRs of a district and the Area Delegate to the General Service Conference. The D.C.M. is responsible for:

- ◆ Facilitating and supporting district activities in carrying the message of AA
- ◆ Encouraging the development of an informed group conscience
- ◆ Upholding Traditions, A.A. Unity and Principles
- ◆ Supporting the district GSRs
- ◆ Providing guidance, leadership, experience, communications between the Area Assembly, committees and the district GSRs.

In order to strengthen the two-way link between your District, the General

Service Office (GSO) and the Conference, the D.C.M. is active in building a strong service structure. Service can be defined as anything to help Alcoholics and carry the message, i.e. clean up, pour coffee, serve home group in business meetings, 12th Step calls, sponsor. General Service applies to those activities and responsibilities within the Conference structure, including Area Committees, Assemblies, Delegates, Trustees, G.S.O. and Grapevine Staff. Such general service affects AA as a whole

The charge of the D.C.M. is to protect the rights of individual AA group's THROUGH THEIR GSR, THE right to their opinion and to be heard, no matter what the minority opinion may be. This form of service helps ensure that A.A. will be here for the future generations of suffering alcoholics and is not only an opportunity to give back what was so freely given, but is also an opportunity for personal growth and the deepening of one's spiritual recovery.

The Three Legacies

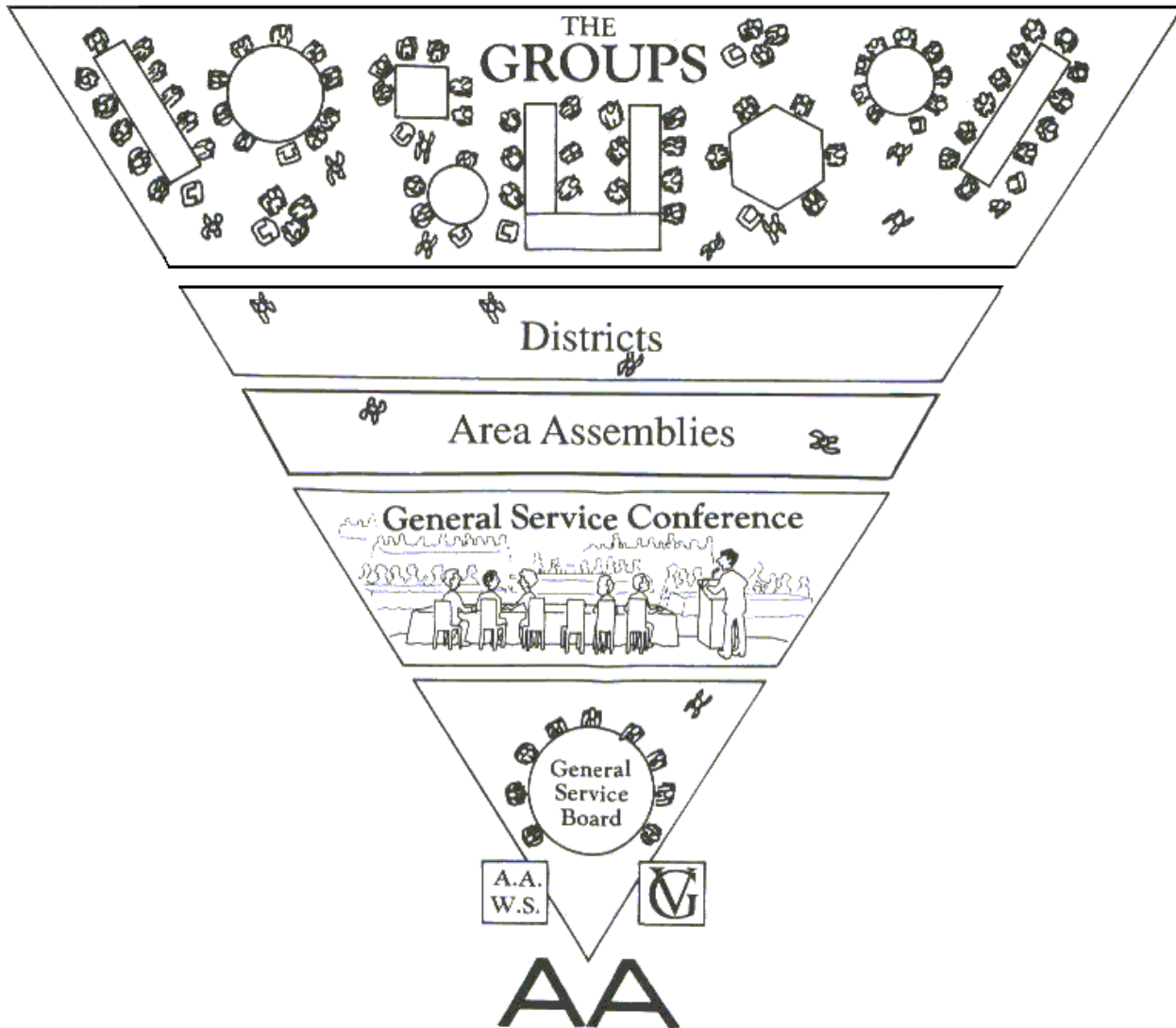
- ◆ Recovery - The Twelve Steps
- ◆ Unit - The Twelve Traditions
- ◆ Service - The AA Service Manual and The Twelve Concepts for World Service.

A.A. SERVICE STRUCTURE

In accordance with Tradition Two, there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern. Therefore, the group is at the top of the structure pyramid.

The Group

The fundamental unit in Alcoholics Anonymous is the Group. The internal matters within a group are, in general, addressed at the business meeting of each group. Although following the Twelve Traditions in keeping with AA unity, each group is autonomous, except in matters affecting other groups or AA as a whole.



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Figure 1: The inverted triangle of service

The GSR

The GSR is the keeper of the Traditions and the most vital link representing A.A. Service at the group level. Each registered AA group is encouraged to elect a General Service Representative (GSR) who attends district meetings and area assemblies and carries the group conscience in AA matters between the area and individual group. A group without a GSR has no voice in matters affecting AA. In accordance with Tradition Two, the GSR involves as many members as possible in decision making within his/her group, allowing for the widest range of points of view on issues, and enough time to take in information to achieve an informed group conscience. The GSR then takes group conscience along with issues and concerns to the monthly district meeting, votes in area assemblies, elects area officers and brings back information and Conference advisories to the individual group. From their ranks, the GSRs of a district elect a DCM whose role is to unify and link the district with the area and Delegate and to facilitate committee activities and tasks.

The District

An AA district is usually a geographic unit ideally comprised of around 6-20 groups and their elected GSRs who represent the groups and the DCM who represents the district. The San Diego/Imperial Area is currently divided into 22 districts (see attached S.D.I.A. District map).

The DCM

The District Committee Member (DCM) is a vital active link between the groups and the Fellowship as a whole. By maintaining active contact, the DCM ensures that all the AA groups are aware of the importance of their total participation in local, district, area and world services. The DCM votes in and carries the collective group conscience of the AA groups to the Area Committee Meeting. The major goal of the DCM is to stimulate as many groups as possible to be an active part of A.A. as a whole through representation and participation.

The GSRs usually elect the district DCM for a two year term in November before the year of their district rotation. Even numbered districts begin their DCM term on even years, and odd numbered districts begin on odd numbered years.

The qualifications for a good district committee member are: background in A.A. service work as a GSR, perhaps some central office/Intergroup service, enough sobriety (4-5 years preferably) to be eligible for election to area office, and the time and energy to serve the groups and district well.

Among the 2-way communication responsibilities of the DCM are:

- ◆ Conducting regular District meetings of all the GSRs in the district, thereby providing guidance, information and support in their work with the groups.
- ◆ Assisting the delegate in obtaining group information in time to meet the deadline for appropriate AA directories.
- ◆ Keeping GSRs informed about Conference activities.
- ◆ Acquainting GSRs with The AA Service Manual, Box 4-5-9, and other AA literature.
- ◆ Holding workshops on carrying the message of the Seventh Tradition and making visitations to non-supporting groups to encourage their participation in General Service.
- ◆ Holding sharing sessions on just about any service subject.
- ◆ Making a regular practice of visiting and talking to groups (new and old) on the responsibilities of general service work.
- ◆ Representing the district and voting in the Area Committee.
- ◆ Attending the Area District Committee Meetings, Area Assemblies, PRAASA, Regional Forums, other district workshops, walkathons, DCM Sharing, or sending the alternate, whenever possible.
- ◆ Inviting Area officers to preside over DCM election.

The District Meeting

The District Meetings are comprised of the district's GSRs and the elected DCM. The DCM presides over these meetings which are usually held once at month at a regularly scheduled time. District meeting days and times are listed in the Area calendar/workbook that each DCM receives. The DCM provides an agenda and plans for guest speakers and facilitates the GSR sharing. Each District is autonomous in its structure but a typical district meeting may include:

- ◆ DCM reports to the GSRs on area issues and decisions
- ◆ GSR reports on group activities, functions, problems, attendance, and successes
- ◆ Discussion of business items, finances, planning visitations to non-participating groups, preparation for upcoming assemblies or debriefing on previous assemblies
- ◆ Discussions on special events, preparations on workshops that may be organized for the general fellowship, or for hosting an area assembly
- ◆ Election of district officers such as alternate DCM, secretary, registrar, and treasurer
- ◆ Presentations on some aspect of service, A.A. principles, the Twelve Concepts, or Twelve Traditions, etc.
- ◆ Scheduled guest speaker/committee chair or area officer on committee work, budget, or other general service Conference agenda items

There are really very few completely new and original problems that develop in Groups, so the continuity

of experience provided by monthly district meetings is extremely valuable. Here the GSRs share with their fellow GSRs how they deal with such matters and with what success. Their experience may be helpful to another Group. Also, agenda items that require action and consensus at the next Area Assembly can be discussed. This is the arena where GSRs can become better informed and be able to take back to the Group any business in which a Group Conscience is needed. The GSR/DCM then take this back to the Assembly and there each group's voice then can be heard.

The Area

San Diego Imperial Area (S.D.I.A.) is our General Service Area. General Service Areas follow the broad geographical division of a state or province. Due to the size and population of California, the state is divided into six areas (see included Area Map). The 6 areas in California are: Northern Coastal, Northern Interior, Southern, Mid-Southern, Central California, and San Diego/Imperial.

The Area Committee Meeting

THE DCM attends S.D.I.A. Area Committee Meetings usually held on the third Thursday of each month. This meeting, which functions as a steering committee for the area, consists of the Delegate, Alternate Delegate, Area Officers, and Alternate Area Officers, Committee Chairs, (or alternates) and DCMs (or alternates) for the purpose of communicating information and planning for the area. There the DCMs report on the status of their districts and hear reports from Area Officers familiarizing members with the happenings in the larger world of AA. Many good ideas are found here to take back to the districts and groups. Taking good notes ensures that an accurate report can be brought back to the district GSRs along with fliers, information on activities and issues for group conscience. Here too, one may become familiar with the functions of the different standing committees and volunteer one's talents for the many service tasks in which skills and dedication are needed.

Typical agenda items for the Area Committee:

- ◆ Minutes, Treasurer's Report, Standing Committee Reports, Intergroup Liaison information, Delegates Report, ad hoc committees fact-finding and informational reports, DCM sharing, discussion on Conference topics, AA business matters, application of the Traditions and Concepts in group and area activities.
- ◆ Information and discussion on upcoming events, fliers and details of Conference issues to bring back to the GSR to gather group conscience.
- ◆ Birthday recognitions, time for networking with other Districts on projects, workshops, issues and events.
- ◆ Discussions on problems arising in a district that might affect the area
- ◆ Planning of assemblies and voting on items to take before the groups for action
- ◆ Committee recommendations, proposals for Conference agenda items, approval of event fliers.

At the Area Committee Meetings, only the Delegate, Alternate Delegate, Area Officers, Standing Committee Chairpersons, (or alternates), and the DCMs(or alternates) have a vote. GSRs are welcome to attend and are strongly encouraged to do so. Area Assemblies as well as Area Committee meetings are open to any AA member.

The Area Delegate

Each General Service Area elects a Delegate to represent them at the annual General Service Conference in New York where the broad issues of AA as a whole are addressed. There is a total of 93 Delegates (Areas) throughout the U.S. and Canada. They are elected for a two year term with about half elected each year to provide both continuity and rotation as with the Trustees (see Service Manual for the election schedule for Delegates and Trustees).

The Area Assembly

Each area acts as a unit conducting AA area business at Area Assemblies whose voting members consist of Delegate, Alternate Delegate, Area Officers, Alternate Officers, Committee chairs (or alternates), DCMs(or alternates), GSRs (or alternates). These assemblies are held periodically

throughout the year to conduct such business as may affect the entire Area, including:

- ◆ Informing the Delegate of the collective group conscience
- ◆ Receiving from the Delegate the Advisory Actions of the Conference
- ◆ Conducting workshops, providing information and facilitating sharing and implementing action on all aspects of "carrying the message"

Currently, S.D.I.A. holds five assemblies a year. While all AA members are encouraged to attend and become familiar with the issues discussed at the Area Assembly, only the GSRs (or alternate), DCMs (or alternate), Standing Committee Chairpersons (or alternate), Area Officers, Alternate Area Officers, Delegate, Alternate Delegate, and Chairperson of the three Intergroups (North, South and Spanish Intergroup) are voting members. The main activities at assemblies center on supporting the Delegate to the GSO Conference and workshops. The GSRs and DCMs are vital voting members and collectively form a majority of the voting members and therefore need to make every effort to attend. All S.D.I.A. matters that either have an effect on the Area's finances or a direct impact on the Groups, whether raised on the floor of the assembly or coming out of the Area Committee process, are presented and ratified, discussed, revised or rejected by the Assembly.

The GSR/DCM becomes informed about local and World-wide AA issues at these assemblies and discusses issues with others who are in a good position to have experience and information to share. In this way the Assemblies meet the purpose of strengthening and unifying AA as a whole in carrying the message in the best way possible for the Area. Participation by the GSR and DCM are the key links in the vital chain of a 2-way communication between group members and the larger structure of A. A.

Election Assembly

In November of each odd numbered year, an election assembly is held to choose Trusted Servants in S.D.I.A., who serve a two year term starting the following January. The Delegate, Alternate Delegate, Area Officers, and alternate Officers whose duties are briefly described below, are elected at this time using the Third Legacy Procedure.

Delegate and Alternate Delegate: Maintains the two way communication between the Area and GSO as well as perform ancillary duties such as participating in workshops and working with the Committees. The Delegate attends the annual General Service Conference in New York carrying the voice of the Area's informed group conscience.

Chairperson: Responsible for scheduling the agenda for the Area Assemblies and Area Committee Meetings and to preside over these meetings. The Chairperson is the administrative officer of the Area Assembly and Area Committee.

Secretary: Records the minutes of the Area Assemblies, distributes them to all members of the assembly, records and prints the Area Committee minutes in the Area Newsletter and mails them to each member of that committee, as well as to their alternates.

Registrar: Maintains records of all registered Groups and their respective contacts in the Area, keeps the list updated and provides current mailing lists to GSO NY, the Area Delegate, Secretary and Newsletter editor.

Treasurer: Records and reports all Group contributions and other sources of revenue as well as all disbursements of funds and is responsible for the annual budget (working with the Finance Committee) presenting that budget at the November Area Assembly.

Alternates: Alternates are elected for each of the above. The duties of alternate officers are to assist that officer as requested, and to function in the absence of the elected officer.

Participation in the election assembly is possibly one of the most important functions for a DCM and GSR to attend and is one reason to take this 2 year commitment seriously. DCM/GSRs who have been participating regularly during their term of office will have developed perspective enabling them to decide who will best serve the Area, who has demonstrated that they do what they say on a consistent basis and who have modeled AA principles and integrity.

SDIA uses the basic format of the "Third Legacy Procedure" (see AA Service Manual) for the election process. The introduction of eligible candidates who stand, the requirements of the position, 3rd Legacy procedures as well as the "going to the hat" process are explained in detail so that appropriate decisions can be made.

Delegates Informational and Report Back Assemblies

One of the most important functions of the Area Assembly is to elect and support the Delegate who takes the voice and group conscience of the Area to The General Service Conference each year in April.

In February, the Delegate may have enough information for the DCM to start informing the GSRs as to upcoming issues and agenda items for the GS Conference so that they may start obtaining their groups' positions.

Sometime in March, the Delegate will present a list of 10 or so agenda items with pro and con backup for a specific consensus from the groups.

The GSR needs to be ready with their group's consensus for the Informational assembly in April.

Here is where the DCM needs to provide guidance and support in understanding the process. GSRs are lost if they feel overwhelmed by the large amount of information and cannot obtain an informed group conscience.

GSRs/DCMs are the vital link in informing the Delegate as to the conscience of the AA groups and present that voice at the Delegate's Informational Assembly held shortly before the Conference in New York.

In May, the Delegate communicates back to the GSRs/DCMs the unified action, advisories and decisions of the General Service Conference at the REPORT BACK Assembly.

The GSRs/DCMs again complete the communication link by taking this information back to the groups. This is the heart and key to the role of the GSRs/DCMs in service work.

The process of presenting issues:

Any group or AA member can submit a proposed General Service Conference item in writing to their GSR.

The GSR brings it to the District for review and approval/disapproval and then both the GSR and the member(s) may present to the Area Committee once the DCM has contacted the Chairperson (SUGGEST A TIME FRAME) to place the proposal on the agenda.

An issue can be then can be discussed, studied and then voted on. If the Area Committee votes in the negative, the issue will still be submitted to the Assembly advising them that the Committee does not recommend approval. The Area Committee, as the steering function for the area, filters all business, policy, financial issues prior to being presented to the Area Assembly. Some items get sent to a standing committee for more detailed study or fact finding and then reports back for a vote.

If the proposal is approved in time for the January Area Assembly, it is forwarded to the GSO Conference Secretary for the April Conference.

Some examples of San Diego proposals in the past have been: concepts printed on AA literature, 30 second AA TV spots, the African American pamphlet.

Standing Committees of the Area Assembly

S.D.I.A. has eleven standing committees. Each elects its own chairperson who serves on the Area Committee as a voting member. The standing committees are: Agenda, Archives, Contact Services, Cooperation with the Professional Community (CPC), Finance, Grapevine, Literature, Newsletter, Policy, San Diego-Imperial Area Institutions Committee (S.D.I.A.I.C.), and North County Area Institutional Committee (NCAIC). With the exception of the last two (the H&I committees), the committees are comprised of nine members, who are currently serving GSRs or DCMs pulled "from the hat" at one of the assemblies.

Every GSR and DCM has the responsibility to serve on one standing committee. Except for the Chairperson, a member's term of service shall coincide with their term of service as a GSR or DCM.

- **Agenda Committee**

Reviews proposed Conference presentation, discussion and workshop topics recommended by the General Service Conference and as suggested by members of the San Diego-Imperial Area. Suggests possible Conference agenda items and assists in preparing agendas for the Area Assembly.

- **Archives Committee**
Collects, organizes, preserves, stores, and displays records of A.A. history.

- **Cooperation with the Professional Community Committee**
Establishes positive cooperation between A.A. and the professional community. Provides information about A.A. to those who have contact with alcoholics through their profession.

- **Finance Committee**
Advises the Area Committee and Area Assembly regarding budgeted and unbudgeted financial items. Makes recommendations on area financial guidelines. Assists the Area Treasurer, as a voting member of the committee, in preparing the annual budget.

- **Grapevine Committee**
Reviews all matters relating to Grapevine publication. Considers and makes recommendations regarding proposed additions to and changes in Grapevine publications. Informs Assembly members through displays and other suitable methods, of all available Grapevine publications, audio-visual materials and other special items.

- **Literature committee**
Reviews all matters relating to Conference-approved literature. Considers and makes recommendations regarding proposed additions to and changes in Conference-approved literature, audio visual materials and other special items. Provides service-oriented literature to Area and District functions, as funded.

- **Newsletter Committee**
Publishes the Area Newsletter.

- **Policy Committee**
Reviews and makes recommendations concerning the Area Structure and Guidelines, including re-districting. Reviews and makes recommendations concerning the Conference Charter, Conference Policy and The A.A. Service Manual. Reviews suggestions for changes in the above items, making recommendations where necessary. Informs the area Fellowship of Trustee elections, and provides suggested qualifications guidelines for candidates. Assists in Trustee Nominee Elections. Assists the Area Secretary in preparing and distributing copies of the Area Structure & guidelines, proposed changes and amendments thereto.

- **San Diego-Imperial Area Institutional Committee**
Shall operate autonomously with respect to the Area Assembly. Shall report regularly at the Area Assembly meetings. Is exempt from Article VIII, Sections B, C, D and E of the Structure Guidelines.

- **Contact Service Committee**
Introduces alcoholics being released from treatment and correctional facilities to Alcoholics Anonymous in their home area within the SDIAA. Provides information to treatment and correctional facilities that have contact with alcoholics being released into the SDIAA.

Ad Hoc Committees

Committees temporarily formed with a limited term to fact find or accomplish a particular task for the area, for example the computer Needs or Audio-visual committees.

Other Entities Serving A.A.

No Group can exist in total isolation in its community (try though it might) and usually has some sort of contact with the larger surrounding community of AA that contributes to the overall maintenance of a Group. This cooperation may be with the local Intergroup or Central Office (if only as a source of literature) or other service entities such as the Hospitals and Institutions Committee as well as the General Service Organization, and A.A. World Services in New York.

The Region

The attached "Regional Map of U.S. & Canada" shows that the U.S. and Canada are divided into 8 regions.

Eastern Canada	Western Canada	East Central
Northeast	West Central	Southwest
Pacific (Including Alaska and Hawaii)		
Southeast (including Puerto Rico, the Bahamas, Bermuda and the Virgin Islands)		
California and SDIA fall with the Pacific Region.		

The Regional Trustee

Each Region nominates a slate of qualified candidates from which a "regional Trustee" is elected (see AA Service Manual) and who serves a four year term on the General Service Board of Alcoholics Anonymous. Thus, the Pacific Region (covering nine western states) has a single Trustee. The terms of the Trustees are staggered and balanced geographically so that two Trustees are elected each year which provides both continuity and a smooth flow of rotation (see Service Manual for the rotation schedule).

The General Service Conference

The culmination of much of this activity occurs in April of each year when the S.D.I.A. elected Delegate attends the week-long General Service Conference in New York.

The voting members of the Conference are comprised of:

- ◆ The 93 Area Delegates (who form a voting majority)
- ◆ The Trustees of the General Service Board
- ◆ The staff of the General Service Office and Grapevine
- ◆ The Directors of AA World Service, Inc.
- ◆ The Directors of the AA Grapevine, Inc.

AA policy, direction, change and action or non-action is decided at this meeting. The delegates take to the conference the consensus of the groups in their Area as expressed at the Assemblies by the GSRs who respond to the issues on the yearly agenda. The Conference publishes the results of the discussions and any advisories and recommendations in their August Final Report. The General Service Conference in New York only deals in issues affecting A.A. in the U.S. and Canada. Other world-wide GSOs may be located on the official GSO Web Page at: <http://www/alcoholics-anonymous.org/>

GLOSSARY OF COMMON AA TERMS

Alternate: a General Service worker who, according to local autonomy and needs, is elected at the Group, District or Area levels to participate with, assist in and , in appropriate circumstances, assume the duties of a principal office holder, i.e. Alternate GSR, Alternate Delegate, etc.

Archives: A collection of A.A. memorabilia, usually maintained by a committee. Committee functions might include collection, indexing, storing and exhibiting original and reproduced national, international and local A.A. material such as newspaper and magazine articles, tape recordings of important A.A. functions, oral histories of older members, Group and District histories, etc.

Area: A geographical division within a State or Province. Normally there is one area for each state or province except where there may be a highly populated State or Province where there may be more than one Area. California is divided into six Areas.

Area Committee: A committee within an area that s made up of one or more District Committee Members (DCMs) from each District within the Area, each of the Standing Committee Chairpersons, the Area Officers, Alternate Officers, the Area Delegate and Alternate Delegate. The Area Committee is vital A.A. link in that it functions as a research, study and advisory group to the Area Assembly.

Area Assembly: A periodic meeting of the (Group) General Service Representatives (GSRs) (or alternates), the District Committee Members (DCMs) (or alternates), the Chairpersons of Standing Committees (or alternates), Chairpersons of the local Intergroup, Area Officers Alternate Officers, Alternate Delegate and the Delegate. From among the members of the Assembly are elected Area Officers and the Delegate to the General Service Conference in New York. The Assembly is a basic unit for the General Service structure and conducts or helps coordinate most of the A.A. business for the Area.

Box 4-5-9: A bimonthly publication of the General Service Office, the title of which is also the New York mailing address of GSO (Grand Central Station, New York, N.Y. 10136). the masthead of this informative mini-magazine often consists of the words "News and Notes from the General Service Office of A.A." It includes such items of interest as: a calendar of important local, national and international events; questions and problems for GSO about A.A, committee reports from Public Information, Cooperation with the Professional Community, Treatment Centers, Institutions, Finance, Etc.; vignettes and anecdotes from A.A. people, history and events; as well as much other information of interest to the dedicated member. Many fruitful ideas for GSRs' reports to the Group can be derived from the pages of *Box 4-5-9*.

Conference: The meeting held each April in New York of the elected Area Delegates, the Board of Trustees and the GSO staff. This meeting keeps the individual A.A. member and GSO in close, supportive contact with each other through the General Service chain. This chain is made up of several links: the Trustees' Committees working closely with the comparable Delegates' Committees (such as PI, CPC, Treatment Facilities, Finance) In the Conference, each Area has one Delegate who confers with ninety-three other delegate, twenty-one Trustees (fourteen alcoholic and seven non-alcoholic), GSO staff members and representatives from the two corporations - the A.A. World Service and the A.A. Grapevine, Inc. The Delegate carries the message from the GSRs to the Conference and from the Conference to the GSRs and the GSR carries the message for the Group.

Conference Committees: Committees at the General Service Conference which are composed of Delegates. They meet, deliberate, and make recommendations to the entire Conference on proposed advisory actions. The eleven Conference Committees are: Agenda, Cooperation with the Professional Community (CPC), correctional Facilities, Finance, Grapevine, Literature, Policy and Admissions, Public Information (PI), Report and Charter, Treatment Facilities, and Trustees.

Delegate: An A.A. member of the Area Assembly who is elected by the GSRs, DCMs, Standing Committee chairpersons, Chairpersons of the three local Intergroup, and Officers of an Area to represent them at the conference. It is through the Delegate that A.A. Group passes along their informed Group Conscience to the Conference and receives back the results of the Conference. Each Area is designated either as an "even" Panel or an "odd" Panel. The Delegates from an "even" Panel are elected to serve beginning in an even numbered year, with those from an "odd" Panel elected to serve beginning in an odd numbered year. This way, A.A. is assured of continuity at the Conference, while providing for the necessary rotation. Of the six Areas in California, ours (SDIA), the Mid-Southern and the California Northern Interior Areas elect their Delegate in even numbered years. The Southern and Northern Coastal and Central elect their Delegate in odd numbered years.

District: Usually a geographic sub-division within a General Service area created in order to unify the individual A.A. Groups. Each Group in the District sends its elected General Service Representative (GSR) to carry their Group Conscience forward on the chain to the Conference and to receive back important information from A.A. as a whole.

District Committee Member (DCM): A Group General Service Representative who has been elected by his fellow GSRs within a District to represent them on the Area Committee. The DCM is also responsible for coordinating and assisting the efforts of the other GSRs in his District.

General Service Board: Is the service arm of the Conference, which is responsible for the long term policy and fiscal integrity of our world services. There are twenty-one trustees on the Board, seven non-alcoholic and fourteen alcoholic. (See "Trustee" below).

General Service Representative (GSR): An A.A. member who is elected by members of the Group to represent that Group's opinion in discussions at the District and Area levels. He/she also keeps the Group as fully informed as possible of important decisions, discussions and events occurring within A.A. at the District, Area, Regional, National and International levels. The GSRs are further responsible for seeing that the best possible A.A. representatives are chosen to serve the whole fellowship by voting for the DCM, Area Officers and the Delegate to the Conference.

Grapevine Editorial Advisory Board: A group of A.A. members, involved in publishing, editing, writing, and selecting Grapevine material and who act in an advisory capacity to the Grapevine Editors. This is a non-voting advisory board only.

Pacific Region Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.): An annual regional service meeting, held the first weekend in March, hosted by one of the fifteen areas in the Pacific Region. Its purpose is to encourage the exchange of ideas and to develop greater unity among the members, the groups and areas in the Pacific region. This service meeting produces no binding actions and is for informational purposes only.

Region: A grouping of several States or Province from which a Regional Trustee comes to the Board of Trustees. There are eight Regions in the Conference - six in the United States and two in Canada.

Standing Committees: Committees which are part of the Area structure, which provide a way to focus attention on particular issues which may arise, dealing with area affairs and Conference Agenda Items. They make it possible for the Area Committee and Area Assemblies to flow through many issues in a timely fashion. They are staffed by currently serving GSRs and DCMs, which are chosen by availability or "from the hat" at Area Assemblies.

Third Legacy: Recovery and Unity are our first two Legacies handed down to us from the founders of A.A. Our Third Legacy is SERVICE, the sum total of all A.A. services, from the Twelfth Step call to A.A.'s coast-to-coast and worldwide activities.

Third Legacy Procedure: A voting procedure, unique to A.A, designed to help reduce some of the negative aspects of elections - such as personality clashes, ego battles, dissatisfied minorities. (See the A.A. Service Manual and addenda.)

Trustee: The usual term for a member of A.A.'s General Service Board of Trustees. Currently, the Board is made up of twenty-one Trustees: Seven are "Class A" Trustees (non-alcoholic) and fourteen are "Class B" Trustees (alcoholic). Class "B" Trustees consist of two "at large", four "General Service", and eight "Regional" Trustees.

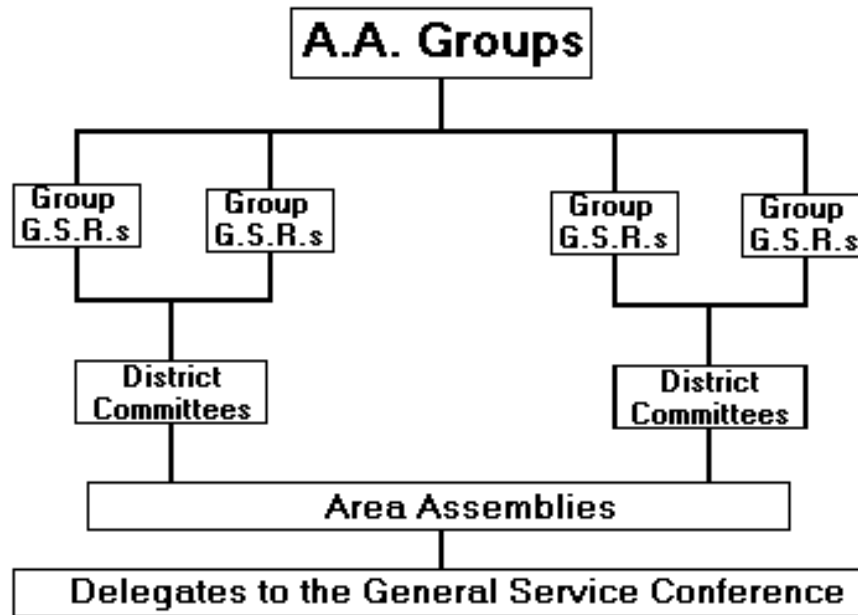
Trustees' Committees: Committees composed of trustees, non-trustee directors, and in some cases, appointed committee members and consultants. These committees do the bulk of the work in carrying on the major portion of the work of our world services. The eleven Trustees' Committees are: Archives, Conference, Correctional Facilities, Cooperation with the Professional Community (C.P.C.), Finance and Budgetary, International, International Convention/Regional Forums, Literature, Nominating, Public Information (P.I.), and Treatment Facilities.

Twelve Concepts: As the Twelve Steps are to personal recovery and the Twelve Traditions are to the preservation and unity of Alcoholics Anonymous, so are the Twelve Concepts to General Service. They are a set of principles and practices intended to preserve service to A.A. and the still suffering alcoholic. They also protect the structure by which such service is made possible.



Figure 3: Area Map of US and Canada

How The A.A. Group Fits Into The Structure of the Conference (United States & Canada)



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Figure 4: The Structure of the Conference

THE DCM WORKBOOK

A Practical Guide



The DCM Preamble

We are responsible as District Committee Members to be the communication link for the district and area to the General Service Conference and the unified world of AA. Our charge is to guide, mentor, mediate, and facilitate service involvement of the groups, to attract participation in a unified A.A., and to implement and follow through on plans and actions that further the growth and health of the groups in developing an informed conscience.

Let us, therefore, carry the message of A.A. by our example and actions and have the patience and tolerance to listen carefully, to speak wisely, and act always for the best of A.A. as a whole.

DCM Responsibilities

The DCM needs to be knowledgeable in AA Service Structure and Procedures. Besides actual GSR and other valuable service experience, much information can be found in the *A.A. Service Manual* and Conference approved pamphlets as well as in *AA Comes of Age*, *Language of the Heart* and editions of *The Best of The Grapevine*. Below are listed tasks and helpful procedures to fulfill the DCM position effectively. Not all need be done all of the time, however, the most important two DCM functions are:

- ◆ to support the GSRs in their monthly District meeting and
- ◆ to attend the Area Assemblies and Area Committee Meetings.

Responsibilities to the GSRs and the District

- Conduct regular District meetings for all the GSRs in the district, thereby providing guidance, information and support in their work with the groups. Make and adhere to an agenda for the meeting, invite Area Committee chairs and Officers to speak on principles, finance, Conference issues, committee benefits and other AA service topics. Have handouts, fliers, Delegates report, budget and any pertinent information ready for the meeting.
- Call your GSRs, remind them of meetings, nurture them and invite questions and suggestions on what works for them
- Keep GSRs informed about Conference activities, hold discussions on Traditions and Concepts, acquaint GSRs with The AA Service Manual, Box 4-5-9, and other AA literature, thereby facilitating the development of the group's informed conscience which is the only recognized authority in A.A. Help the GSRs plan and implement sharing sessions, workshops on just about any service subject, host area assemblies, make presentations, support area committees
- Prepare the GSRs for Area Assembly & Standing Committees. Prepare handouts to the GSRs copies of issues, fliers, Delegates report, budget and any information pertinent to their doing their job.
- Make visitations to non-participating AA groups, encouraging them to elect and send a GSR. It is helpful to leave them with the DCM phone number and invitation with the date and place of the District Meeting, Area Assembly dates and offer to accompany any interested members to assemblies,

workshops, etc. Make a regular practice of inviting the GSRs to accompany you in visiting and talking to groups (new and old) on the responsibilities of general service work.

- Assist New groups with GSO registration
- Visit participating district groups, contact group secretaries, encourage the 7th Tradition and use of the distribution pie chart, invite groups and individual AA's to area assemblies and AA workshops and events.
- Represent the district at Area Committee Meetings and vote in the Area Assemblies.
- Provide Service Sponsorship/ mentoring

Responsibilities to the Area

- Assist the delegate in obtaining group information in time to meet the deadline for appropriate AA directories. This means verifying group contacts in your district, current GSR names, addresses, phone numbers and reporting to Area Delegate/Registrar.
- Attend the Area District Committee Meetings, Area Assemblies, PRAASA, Regional Forums, other district workshops, alkathons, Roots, Unity Day, DCM Sharing, or send the alternate, if unable to attend personally. Encourage the GSRs and others to also attend and participate.
- Forward district and meeting minutes, copies of important correspondence to Alternate DCM and Delegate, keep the Delegate informed on District activities and consensus
- Perform other optional but appreciated activities as listed in Chapter 3 "The District Committee Member" of the A.A. Service Manual

Vital Aids

Survival Pack

Every DCM needs the following in his/her Survival Pack of information, resources and forms.

- Area Newsletter (current with Area Committee info)
- A.A. Service Manual & Twelve Concepts for World Service (especially Chapter III)
- Registrar List of groups
- A.A... Western Regional AAWS Directory (optional)
- GSR Manual
- The DCM pamphlet, GSO DCM info pack
- S.D.I.A. DCM Manual
- SDIAA Structure and Guidelines
- DCM Calendar
- Box 459

District's Profile

Area 08 District _____

Monthly Meeting: Time _____ Date: _____

Place: _____

Area Committee Meeting: 3rd Thursday, 7pm

Address: _____

District Officers:

Alternate DCM _____ Phone: _____

Secretary _____ Phone: _____

Alternate Secretary _____ Phone: _____

Registrar _____ Phone: _____

Alternate Registrar _____ Phone: _____

Treasurer _____ Phone: _____

Alternate Treasurer _____ Phone: _____

Bank Info:

Name/Address: _____

Acct # _____

Signatures required _____

Post Office Box: _____

Person Responsible: _____ (Key) _____

District's Geographic boundaries:

Sample letters, guides, forms, flow charts, additional AA information

The following pages have Letters that can be photocopied and filled in to contact groups and provide information. For the two letters put your districts address in the top blank lines and your contact information in the email and phone lines at the bottom.

Sample A: Letter to Groups Lacking a GSR

_____ District Committee Member, District ____

_____, CA _____

Date: _____

Dear _____;

In reviewing the latest AA meeting directory and the information sent us by A.A.'s General Service Office, we see that yours is one of the weekly scheduled A.A. meetings in the District which does not have a GSR to represent you and be your AA voice in the Area Assembly of San Diego/Imperial Area.

The GSRs of this district stand ready to assist you in any way possible.

Would you like help in filling out the New Group Information Record so that the AA General Service Office in New York has a way to communicate directly with your group?

Would you consider selecting a GSR (General Service Representative) to represent your meeting/group in this District? A.A. needs your voice in unity to best helping carrying the message of A.A.

Would you be interested in participating in our upcoming workshops, alkathons, picnics, assemblies, and/or district meetings for sharing ideas and concerns with other AA groups and representatives?

Would you like one of the District's GSRs to come to your meeting and discuss any AA topic or General Service information with your group?

On the chance that you do not have copies, we have enclosed copies of the pamphlets "The AA Group" and "GSR" for your use. We will be happy to forward copies of District meeting agendas and AA event information to the representative of your choice.

In the meantime, if there are any ways in which we can be of service, please call on us.

Yours in Fellowship and Service,

Phone: _____

E-mail: _____

Sample B: Contact Form

To: AA Group _____

If you would like to be included in future events or have any questions, please just fill in the following contact and/or GSR information:

Name: _____ Phone: _____

Service Position: _____

Address: _____

_____, CA _____

E-mail: _____

Mail the contact info to:

Name: _____

Service Position: _____

Address _____

E-mail: _____

Phone: _____

Sample C: Letter to New Group

_____ District Committee Member, District ____

_____, CA _____

Date:

Dear _____;

In reviewing the latest AA meeting directory, we see that you have joined the many hundreds of groups meeting weekly in San Diego. The GSRs of this district of San Diego/Imperial Area Assembly of A.A. would like to welcome you and extend the hand of AA in Fellowship and Unity.

The GSRs of this district stand ready to assist you in any way Possible.

Would you like help in filling out the New Group Information Record so that the AA General Service Office in New York has a way to communicate directly with your group?

Would you consider selecting a GSR (General Service Representative) to represent your meeting/group in this District? A.A. needs your voice in unity to best helping carrying the message of A.A.

Would you be interested in participating in our upcoming workshops, alkathons, picnics, assemblies, and/or district meetings for sharing ideas and concerns with other AA groups and representatives?

Would you like one of the District's GSRs to come to your meeting and discuss any AA topics or General Service information with your Group?

On the chance that you do not have copies, we have enclosed copies of the pamphlets "The AA Group" and "GSR" for your use. We will be happy to forward copies of District meeting agendas and AA event information to the representative of your choice.

In the meantime, if there are any ways in which we can be of service, please call on us.

Yours in Fellowship and Service,

Phone: _____

E-mail: _____

P.S. If you would like to be included in future events or have any questions, please contact me at the above.

Sample D: District Meeting Minutes

DISTRICT _____ AGENDA

Date of Meeting: _____

- I. Opening (Responsibility Pledge, Declaration of Unity or GSR Preamble)
- II. Approval of Minutes.
- III. Treasurer's Report.
- IV. Area Committee Report.
- V. Intergroup Report.
- VI. Group check-in.
- VII. Old Business:
- VIII. New Business:
- IX. Announcements/events.
- X. Adjournment

District Meeting Openings

Responsibility Pledge

I am Responsible.
 Whenever anyone, anywhere, reaches out for help,
 I want the hand of AA always to be there, & for that I am responsible.

Declaration Of Unity

This we owe to AA's future:
 To place our common welfare first.
 To keep our fellowship united.
 For on A.A. unity depend our lives, and the lives of those to come.

GSR Preamble

We are the General Service Representatives. We are the link in the chain, communicating for our groups with the General Service conference and the world of AA. We realize that the ultimate authority in AA is a loving God as he may express himself in our group conscience. As trusted servants, our job is to bring information to our groups so that they can reach an informed group conscience. By communicating this group conscience, we are helping to maintain the unity and strength so vital to our fellowship. Let us, therefore, have the patience and tolerance to listen while others share the courage to speak up when we have something to share, and the wisdom to do what is right for our groups as a whole.

Serenity Prayer

God grant me the serenity to accept the things I cannot change,
 The courage to change the things I can,
 And, the wisdom to know the difference.

Sample E: District Service Inventory Questions**The District:**

1. What is the purpose of the district?
2. What more can the district do to help the groups and better carry the message?
3. Is the district structure adequate for the number of groups and meetings in the district?
4. Considering the number of alcoholics in our district, are we reaching enough people?

The District Meeting:

1. Is the meeting held regularly?
2. Is the meeting place attractive convenient and large enough?
3. Is adequate opportunity given to all members to speak and participate in discussion and activities?
4. Are the meetings interesting and informative?
5. How could the district meeting be improved?
6. What has the District done lately to bring the AA message to the attention of professionals who can be helpful in reaching those who need AA?

The DCM and Alternate:

1. Are the DCM and the Alternate aware of what is going on in the district?
2. Reaching out to the district as a whole?
3. Able to handle situations that may arise within the district?
4. Representing the district's group conscience - not their own?
5. Regularly attending district and Area meetings?
6. Keeping GSRs informed about Area level meetings, functions, committees and issues?

Secretary and Treasurer:

1. Are they keeping the district regularly informed of their activities?
2. Are minutes and financial reports accurate, clear, and timely?

Committee Chairpersons and other Appointed Officers:

1. Are they keeping the district informed?
2. Attempting to make their service activities.
3. Available to all members?
4. Are their committees functioning well?
5. Are the needs of the district being met by these committees?
6. Do we need more service committees?

The General Service Representative (GSR)

1. Are we as GSRs keeping our groups informed?
2. Are we making regular announcements and reports about district meetings, committee work, assemblies and other functions and issues?
3. Are we working well and frequently with the other officers in our groups (alternate GSRs, secretaries, treasurers)?
4. Are we helping budget our group's finances with the 50-30-10-10 or similar plan?
5. Do we have a working knowledge of the Traditions? - Of the Concepts?
6. Are we turning to the district committees or district officers for answers to situations that may arise?
7. Are we best representing the group's conscience - not our own? Are we regularly attending district meetings and our own home group business meeting?
8. Are we enthusiastic about our jobs?
9. Are we familiar with the AA Service Manual?
10. If we are deficient with any of the above, how can the district (or area) help in improving the situation?

Sample F: District Meeting Minutes

Date: MM/DD/YY

Opening (7 p.m.): The DCM opened the meeting with a moment of silence for the still-suffering alcoholic... followed by the Serenity Prayer. New GSR Joe S, for Fellowship Meeting was present.

Attended: Joe S., Suzie Que, Dan D., Alice A., George

Happy Birthdays: Dan, Alice.

Old Business:

Minutes: approved as amended

Treasurer's report: balance of \$XX.XX, and rent of \$XX due on first of month increased.

Intergroup Report: Traditions breakfast announced and Coordinator distributed. Visitations to new groups: George and Bud attended and spoke at Sober Drunks and Promises meetings and left brochures and Group Change forms.

GSR sharing: Robert reported discussions on clapping issue, group voted to eliminate. George reported attendance is good, but contributions are down. Sally reported issues with treatment center attendees who do not participate nor contribute to on going group business or basket. Some solutions were shared.

New Business:

Election of Alternate DCM: presided over by the Area Alternate Delegate, slate will be voted on at next district meeting.

Conference Agenda Items: discussion held on proposal to increase AA individual contributions to \$2,000. Consensus was to approve and recommend increase. Committee Reports: tabled until next meeting, due to lateness of hour.

Meeting Adjourned: 8pm - Next meeting is MM/DD/YY, 7pm

Sample G: Group Conscience Guidelines

Before you start:

Put the process of voting on poster board, or explain

Then:

Present the issue

Call for a motion

Allow time for discussion (limit to 3 pro's, 3 con's)

Call for a Vote.

Vote should result in UNANIMITY (all if not almost all in agreement, usually two-thirds)

After the Vote

Ask the Minority if they would like to speak

Note: Someone for the majority can call for a re-vote if they have been swayed by the minority position

Vote on whether to re-vote if a vast majority votes for a re-vote, a second vote on the issue is taken.

If time does not allow, or unanimity is not reached:

Announce that the issue will be voted on at the next meeting and consider bringing someone with more information on the issue in to speak at the next meeting.

Sample H: Suggested Format for a GSR Report

My name is _____; I am your General Service Representative (GSR) for this group. This is my monthly report on the actions and activities within the General Service structure which includes the General Service Office in New York, the Pacific Region San Diego/Imperial Area Assembly and our local District.

Everyone is invited to attend any District and Area Assembly meeting. The next monthly District meeting will be held on _____, at _____, time: _____. Our District meetings are usually held on _____.

(When applicable)

We need a group conscience on the following issue:

The groups have been requested to:

You may be interested in the following upcoming events associated with General Service:

The following action has been taken at the District/Area level:

Thanks to the contributions from the Seventh Tradition, the District is operating with a current balance of _____; and the Area Assembly with a current balance of _____.

Please see me after the meeting if you need information or if you have any questions regarding my report. Thank you for allowing me to be of service to this group.

Pulling It All Together

- Service Sponsorship/Mentoring -Helpful Hints and Tips

Service sponsorship and mentoring are a part of the DCM function and not only set an example of good service work but also show that service work is fun and personally rewarding as well. Encourage the GSRs to innovate, problem solve and delegate tasks to them. Model delegating tasks. Keep your GSRs involved in A.A. service by assigning them committee work, tasks, readings, but don't overload any one GSR, no matter how eager - spread out the opportunities for service. The DCM is a facilitator not a taskmaster. Cooperative participation by all is the key that enables the trusted servant GSR to become a part of, instead of apart from and to become usefully whole, responsible and reliable and achieve even more growth in sobriety. Share the service, delegate and encourage involvement. If a GSR asks how to vote, suggest always to vote the group conscience, or if the GSR is unsure, then advise them to listen to the discussion and vote their own best conscience on what is best for AA. Offer new GSRs phone numbers of experienced service workers for questions and problem solving, invite and accompany new GSRs to Area Assemblies and encourage AA members interested in possible service to attend. Be sure the GSRs are prepared for the Area Assemblies and know what to expect. Accompany them to the new GSR Orientations held a half hour before the Assembly especially for them. Give the GSR plenty of lead time to obtain a group conscience from their groups and help them plan their presentations keeping them short and to the point. Discuss ways to present AA information and gather a consensus within their group, either in their business meetings or in the AA meeting. Be sure they know their group service number and have the pie chart for contributions. Each GSR needs an initial Service Sponsor and an alternate GSR. Two can handle the commitment easier than one. Remind them that the GSR position is a two year commitment. When the DCM cannot represent the district at the Area Committee meeting or Assembly, it is important that the alternate attend. The roll call at the assembly requires the presence of the DCM and a number of GSRs in a ratio of 2 to 1. Many times, DCMs are asked to give reports at the Area Assembly and to provide assistance to committees. The DCM, with consensus, also offers the services of his/her GSRs for various commitments, as assembly hosts, etc. In the Area Committee Meeting, the DCM checks in with the Treasurer for district contributions, and fills out a short DCM Report on District events, issues, and activities to hand to the Secretary before the end of the meeting for inclusion in the minutes. The DCM checks with the registrar and the treasurer for any group changes and group contributions that are payable to the district.

Leadership in AA

(Taken from 9/97 AA Grapevine)

The Second Tradition states: "For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern."

From this I deduce that there ought to be leaders in AA; that these leaders ought to consult the group conscience regularly; that these leaders ought to be trustworthy; and that these leaders ought not to be governors, dictators, or prescribers. This brings to mind the word "good" in the Ninth Concept for World Service: "Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety."

If I want to stand for election as a leader, I ought to take an inventory of my motives. Do I truly want to be the executive arm of the group conscience? Do I want to serve - or do I want power? Am I searching for status? Do I think that a service leader in AA is a higher class of member than the ordinary members? If my answers aren't clear, it may be better for me and for AA that I don't stand for election.

A person's sobriety does matter - but not length in years. (My observation is that some members who are, say, ten years sober are in fact only one year sober, ten times repeated.) What really matters is that I've used my time to work on my ego. The book Alcoholics Anonymous says that "selfishness and self-centeredness are the root of our troubles. "It is not for nothing that the service Step, Step Twelve, comes after eleven other Steps - these eleven are supposed to make my ego smaller so that I can serve better.

The Third Step Prayer in the Big Books says "Relieve me of the bondage of self, that I may better do Thy Will." And the Big Book, in treating Steps Eight and Nine, clearly states the ultimate purpose of our program: "At the moment we are trying to get our lives in order. But this is not an end in itself. Our real purpose is to fit ourselves to be of maximum service to God and the people about us."

Because a leader ought to see the "future functioning and safety" of an AA group (Concept IX), he ought to be in AA long enough to have done as many of the Twelve Steps as possible, so that his ego is troubling him minimally, and he has become as serviceable as possible. If I want to stand for election as a leader, I ought to take an inventory of my practicing of the Twelve Steps. How much have I really worked on my ego? How many of the Twelve Steps have I really done consciously? Is my ego small enough so that I am serviceable enough to fill this service position? How trustworthy am I? How consistently do I distinguish between principles and personalities in all of my affairs?

If I'm standing for election as a leader, I ought to see to the "common welfare" of a group of AA's so it is necessary that I know the Twelve Traditions. I ought to have experienced how they are being applied. It's even better if I've learned to apply them myself, both in my group and in all my affairs. I ought to take an inventory of my knowledge of the Twelve Traditions. What do I know about the Twelve Traditions? Which Traditions have I experienced being applied? Which Traditions have I myself applied consciously? To which Traditions does my group not pay enough attention? (With what results?) To which Traditions do I not pay enough attention? (With what results?)

There are degrees of responsibility in AA: in the beginning I'm responsible only for myself and my own sobriety. After a while, if I've worked sufficiently on my ego, I'm fit to function as a service leader in my home group. When I've worked in my AA group for a while (and my ego hasn't been mortally wounded by criticism), I'm fit to function beyond the group level. And after I've served, it's good for me to become a very ordinary member of my group once again.

If I want to stand for election as a leader, I ought to take an honest and humble inventory of my true talents versus the talents demanded by such a service position. For example, the secretary of a group must be able to spell and must have overcome procrastination. The chairperson must know something about meeting procedures. A member of the literature committee must know something about printing. I must remember: enthusiasm is no substitute for talent or skills.

If a leader-to-be has asked himself or herself all the questions above, then quite possibly he or she may exclaim: "What an order! I can't go through with it." But I keep something in mind from "How It Works": Do not be discouraged. No one among us has been able to maintain anything like perfect adherence to these principles. We are not saints. The point is that we are willing to grow along spiritual lines...." And so I come to what, for me is the most important characteristic of an AA leader: does he or she continue to be willing "to grow along spiritual lines"?

Quotes and Sayings

(Used to be at bottom of pages in an older version of the DCM Manual)

"...there is another sort of authority and power which AA cannot be without: the spiritual power which flows from the activities and attitudes of truly humble, unselfish, and dedicated A.A. servants." (A.A. Service Manual, 96-97, Concept XII, p. 63)

"A leader in A.A. service is therefore a man (or woman) who can personally put principles, plans, and policies into such dedicated and effective action that the rest of us want to back him up and help him with his job." (A.A. Service Manual, 96-97, Concept XII, p. 39)

"Our leaders do not drive by mandate - they lead by example." (A.A. Service Manual, 96-97, p. 63)

"Service is spirituality in action." Former Canada Trustee

"The words of Dr. Bob and Bill are with me all the time. Dr. Bob said "Love and service keep us dry;" and Bill said "Always we must remember that our first duty is face-to-face help for the alcoholic who still suffers." Dr. Bob tells about keeping it simple and not to louse it up. It's the last thing I ever heard him say, and I think there are some of us who, at times, try to read extra messages and complexities into the Steps. To me, A.A. is within the reach of every alcoholic, because it can be achieved in any walk of life and because the achievement is not ours but God's. I feel that there is no situation too difficult, none too desperate, no unhappiness too great to be overcome in this fellowship -- Alcoholics Anonymous."

(Alcoholics Anonymous, Third Edition, p.)

"Good service leaders...are at all levels indispensable for our future functioning and safety." Bill W., A.A. Service Manual

"True ambition is the deep desire to live usefully and walk humbly under the grace of God." (Twelve Steps and Twelve Traditions, p. 125)

Concept XII: General Warranties of the Conference: in all its proceedings, the General Service Conference shall observe the spirit of the A.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Conference Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no conference action ever be personally punitive or an incitement to public controversy; that, though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

A.A. Service Manual, Concept XII

"Our real purpose is to fit ourselves to be of maximum service to God and the people about us." (Alcoholics Anonymous, Third Edition, p. 77)

"The spirit of rotation: By the time a trusted servant knows the job, it is time to rotate. Begin training your replacement now!" Anonymous

"Leadership starts with Informed Group members, then GSRs who become DCMs, Area Officers, Delegates and Trustees." Anonymous

"Service ensures that AA will be here for the future generations to come and cultivates the rewards of wholeness and personal growth through the sacrifice of personal ego." Anonymous

Attachments

New Group Information Form

Group Change Form

Contributions Pie Chart

How a Matter Makes Its Way through the General Service Structure

The flowchart shows the initial and primary path that is most effective in bringing almost any matter through the general service structure, whether that matter is an item for discussion of local interest, a formal motion that affects the area, or a suggestion for a General Service Conference agenda item (just to name a few). The flowchart and this explanation of it are meant to be descriptive, not proscriptive. In other words, they are meant to provide guidance, not to say, "This is how you must do things." A good understanding of A.A. Traditions and Concepts, as well as the Area Assembly Structure and Guidelines, will also be helpful in guiding anyone who wants to bring a matter through the service structure.

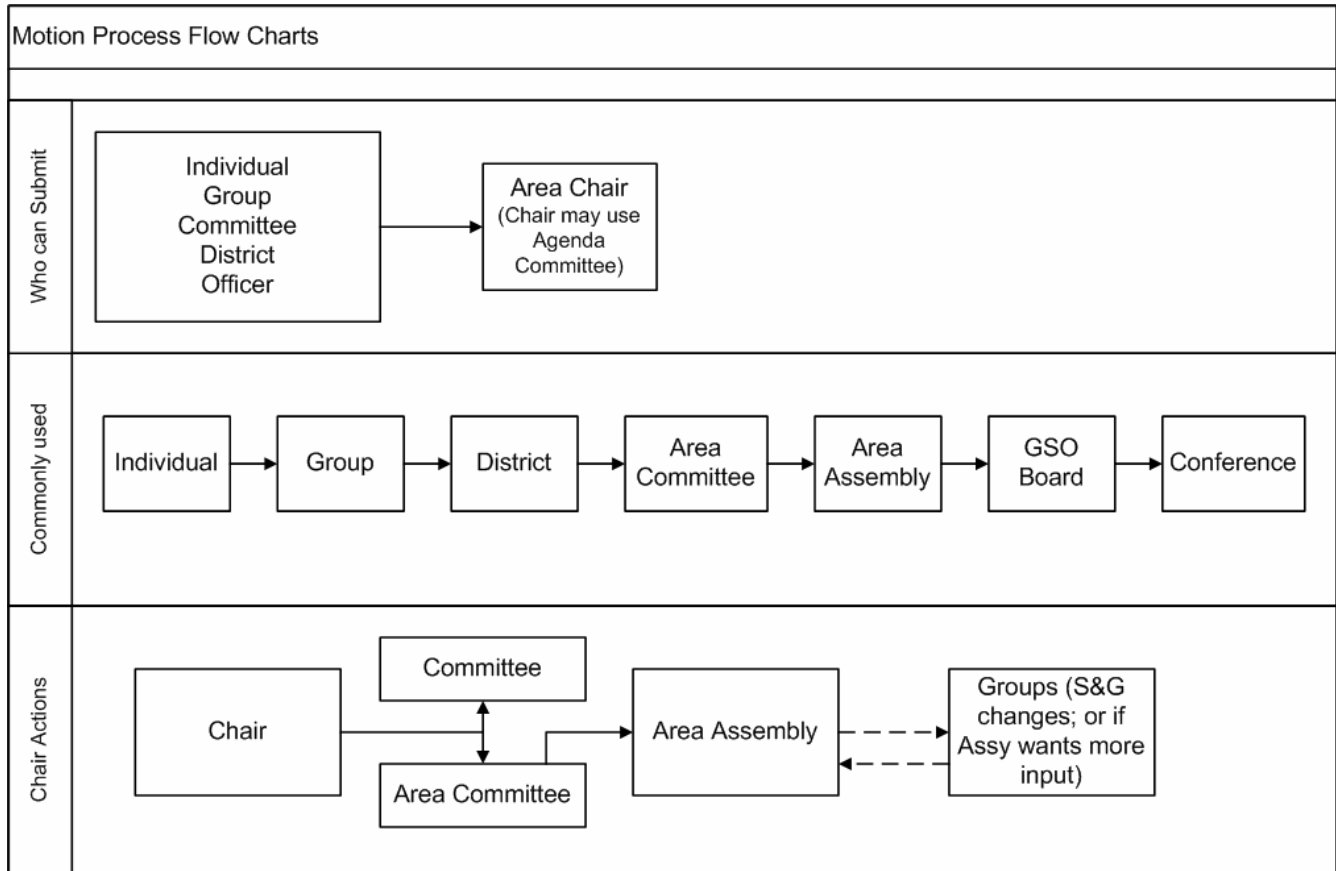
As the first diagram on the flowchart shows, any individual A.A. member, group, committee, district, or area officer may approach the area chairperson with a matter that they want to have considered. The matter may or may not need to be put in writing depending on the nature of the matter.

The second diagram shows that matters most often flow from the individual to the group, and then on down through the service structure. Although issues may be sent to any point in the structure, the level of consideration given is often directly related to the breadth of the group conscience process that has been used. (For example, an individual may send a matter directly to the General Service Board for consideration, but it most likely will not have the same weight as an issue that has been discussed and approved by the group, district, and area assembly before being presented to the General Service Board.)

The third diagram shows that the area chairperson uses the area's committee structure, as well as the area committee itself, in responding to a matter that has been brought forward. The diagram also shows that the area assembly may decide to have the GSRs go back out to consult with the groups prior to final consideration of a matter.

All along the way in this process authority of the matter is released to the next level. Any of the service entities may decide to move the matter down the chain to the next level with or without modification or resolve the matter on its own under the right of decision (concept 3), always taking care to report about any matter that it has decided to resolve on its own. In choosing whether to resolve an issue or pass it along the chain, a lot will depend on the nature of the matter, who is affected by it and how it is affected by Traditions, Concepts, and the Area Assembly Structure and Guidelines. It should be kept in mind however, that it is customary in our area to allow any matter that has been brought by a district to come before the area assembly if the district wants it to, regardless of what the area committee does in addressing the matter.

Flow Chart



Notes
 Area Committee, Assembly, Board, or Conference may decide issue, Depending upon delegated Authority per Concept 2; and Right of Decision, Concept 3.

Guidelines for Creating a Flyer and Flyer Review

by The Policy Committee of the San Diego/Imperial Area 8

The Policy Committee of SDIAA is not the Flyer Police. We are to review and make recommendations on flyers for Area business. And please give us plenty of time to review.

Area Business: (For distribution at Area Committee Meetings and Area Assemblies only.)

Goals for a flyer: *ATTRACT - INFORM - PROVIDE DIRECTION*

When Creating a flyer for Area business; try to remember the basics of journalism: What, When, Why, Where, Contact person.

- A. Headline (name of event) should be in the largest print.
- B. We suggest "A.A. or Alcoholics Anonymous" be displayed on the flyer.
- C. Slogan & subject or reason for assembly (attraction).
- D. Date & time (start and end time).
- E. Location, Address & Facility (to include bldg. and suite number when applicable).
- F. Driving directions (to include clear copy of area map).
- G. Contact information, (to include name & phone #(s))
- H. Organization sponsoring event (example: sponsored by Coordinating Council – Area Assembly – North County & Spanish Intergroups – NCAIC – SDIAIC – GSDYPAA).
- I. Make a rough draft
- J. Check spelling (content & names).
- K. Proofread – be prepared to make corrections
- L. Print in block letters (script may be difficult to read).
- M. If pictures are used:
- N. Does it pertain to our fellowship?
- O. Will it reproduce well in copier? (do a trial reprint copy).
- P. Does it enhance or clutter flyer? (more blank space may assist in an easier read).
- Q. One flyer in English and one flyer in Spanish (when needed).
- R. Provide copy of flyer to Policy Committee for review sixty to ninety days prior to assembly or event.