The S.D.I.A.A. D.C.M. Manual

San Diego/Imperial Area (Area 8)

Alcoholics Anonymous

General Service

Revised August 21, 2025

Table of Contents

Welcome	**4**
D.C.M. Mission Statement	**4**
The D.C.M. Preamble	**4**
The District Committee Member	**4**
D.C.M.s Duties	**4**
The District Meeting	**5**
A.A. Service Structure	**6**
Service Structure Pyramid	**6**
The Group	**6**
The G.S.R	**7**
The District	**7**
The Area	**7**
The Area Committee Meeting	**7**
The Area Delegate	**8**
The Area Assembly	**8**
Orientation Assembly	**9**
Pre-Conference Assembly	**9**
Post-Conference Assembly	**9**
Big Day Assembly	**9**
November Assembly	**9**
Election Assembly	**9**
Conference Time Line	**10**
Standing Committees of the Area	**10**
Ad Hoc Committees	**10**

The Region 10

The Regional Trustee 10

The General Service Conference 11

Glossary of Common A.A. Terms 11

Regional Map of U.S. and Canada 14

Area Map of U.S. and Canada 15

The Structure of the Conference 16

District's Profile 17

Sample A: Letter to Groups Lacking a G.S.R. 19

Sample B: Contact Form 20

Sample C: Letter to New Group 21

Sample D: District Meeting Agenda 22

Sample E: District Service Inventory Questions 23

Sample F: District Meeting Minutes 24

Sample G: Group Conscience Guidelines 25

Sample H: Suggested Format for a G.S.R. Report 26

Putting It All Together 27

Guidelines for Creating a Flyer and Flyer Review 27

Welcome

Welcome to one of the most rewarding forms of Twelve Step Service work. 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. As an elected District Committee Member (D.C.M.), 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.A. to the A.A. General Service Conference held in New York each April.

D.C.M. Mission Statement

As leader of the District Committee, made up of all the G.S.R.s in the district, the D.C.M. is exposed to the group conscience of the 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 Area Committee. (General Service Manual S31).

The D.C.M. 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.

The District Committee Member

The District Committee Member (D.C.M.) is a vital active link between the district's groups and the fellowship as a whole. By maintaining active contact, the D.C.M. ensures that all the A.A. groups, in the district, are aware of the importance of their total participation in local, district, area and world services. The D.C.M. votes in and carries the collective group conscience of the district's A.A. groups to the Area Committee Meetings and Area Assemblies. The major goal of the D.C.M. is to stimulate as many groups as possible to be an active part of A.A. as a whole through representation and participation. The G.S.R.s usually elects the district D.C.M. for a two-year term in November before the year of their district rotation. Even numbered districts begin their D.C.M. term on even years, odd numbered districts begin on odd numbered years.

The qualifications for a District Committee Member are: background in A.A. Service work as a G.S.R., perhaps some Central Office/Intergroup Service, enough sobriety (4-5 yrs. preferred) to be eligible for election to area office, and the time and energy to serve the groups and district well.

D.C.M.s Duites *

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 of 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.

- Assist the Registrar 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 for 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.; sends District meeting minutes / reports to the Area Secretary and Alternate Secretary.
- 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. *General Service Manual page S32

The District Meeting

The District Meeting is ~~com~~prised of the district's G.S.R.s and the elected D.C.M. The D.C.M. presides over these meetings which are usually held once a month at a regular scheduled time. District meetings days and times are listed in the Area Calendar that each D.C.M. receives. The D.C.M. provides an agenda and plans for guest speakers and facilitates the G.S.R. sharing. Each district is autonomous in its structure but a typical meeting may include:

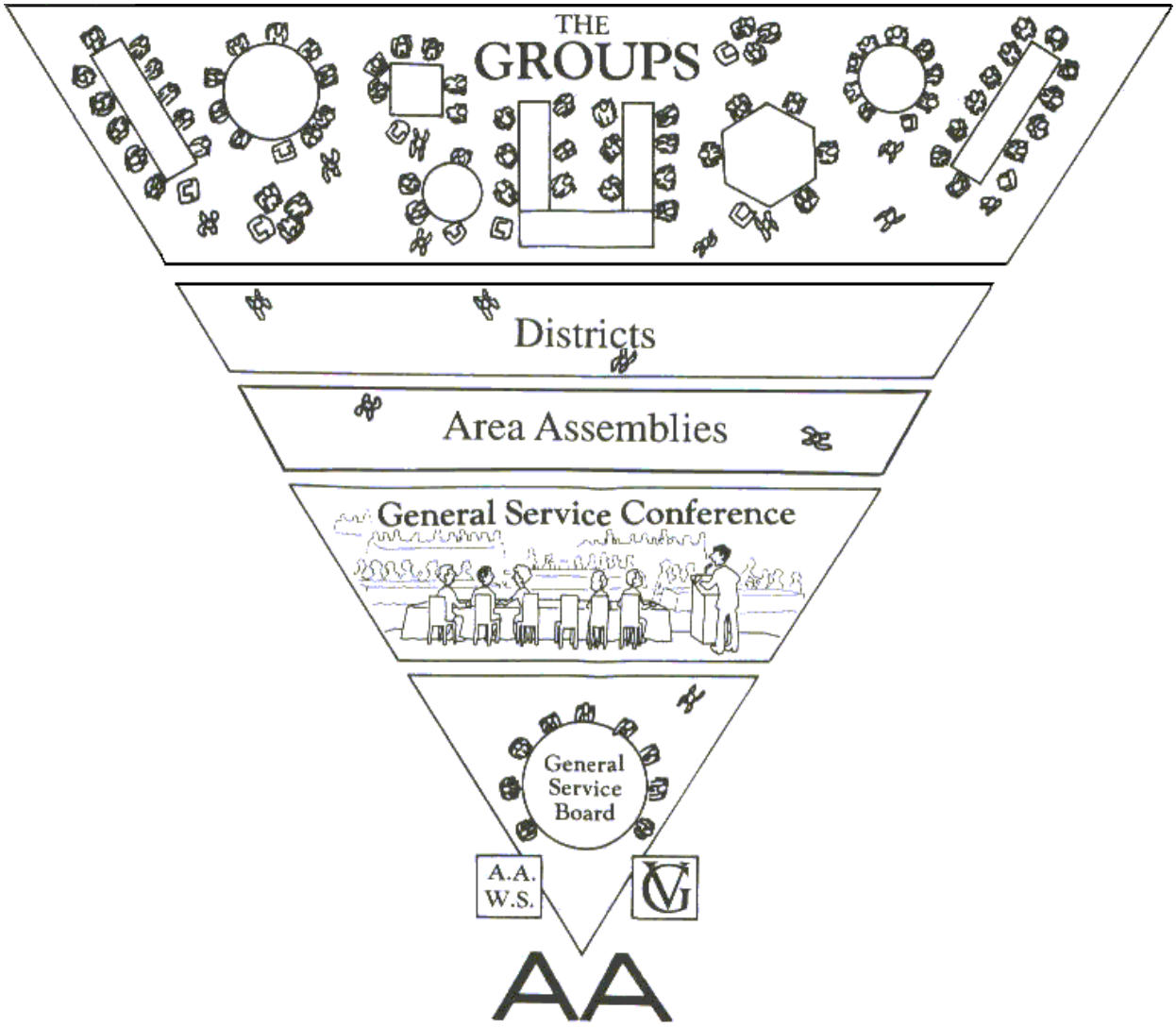
- D.C.M. reports to the G.S.R.s on area issues and decisions.
- G.S.R. reports on group activities, functions, problems, attendance and successes.
- Discussion of business items, finances, planning visitations to non-participating groups, preparation for upcoming assemblies or debriefing on previous assemblies.
- Discussion on special events, preparation on workshops that may be organized for the general fellowship or for hosting an Area Assembly.
- Election of district officers such as Alternate D.C.M., Secretary, Registrar and Treasurer.
- Presentations on some aspect of service, A.A. Principles, the Twelve Concepts, 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 G.S.R.s share with their fellow G.S.R.s 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 Area Assembly can be discussed. This is the arena where G.S.R.s can become better informed and be able to take back to the groups any business in which a Group Conscience is needed. The G.S.R./ D.C.M. then take this back to the Assembly and there each group's voice then can be heard.

A.A. Service Structure

The group is at the top of the service structure pyramid.

- 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.
- Concept 1, the final responsibility and ultimate authority for A.A. World Services should always reside in the collective conscience of our whole fellowship.



copyright © A.A. World Services, Inc. Used by permission.

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. Following the Fourth ~~Tradition~~, in keeping with A.A. unity, each group is autonomous except in matters affecting other groups or A.A. as a whole.

The G.S.R

The G.S.R.is the keeper of the Traditions and the most vital link representing A.A. Service at the group level. Each registered A.A. group is encouraged to elect a General Service Representative (G.S.R.) who attends district meetings and area assemblies and carries the group conscience in A.A. matters between the area and individual group. A group without a G.S.R. has no voice in matters affecting A.A. The G.S.R. involves as many members as possible in decision making within their group. This allows for the widest range of points of view on issues and enough time to take in information to achieve an informed group's conscience. The G.S.R. then takes group conscience along with issues and concerns to the monthly district meeting, votes in area assemblies, elects area officers and brings b ack information and Conference advisories to the individual group. From their ranks, the G.S.R.s of a district elect a D.C. M. whose role is to unify and link the district with the area and Delegate. G.S.R.s are also encouraged to serve on a Standing Committee.

The District

An A.A. district is usually a geographic unit of groups and their elected G.S.R.s who represent the groups. The G.S.R.s elect the D.C.M. to represent the district, (see Area Structure and Guidelines S.D.I.A. District map).

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, Figure 3). The six areas in California are: Northern Coastal, Northern Interior, Southern, Mid-Southern, Central California, and San Diego/Imperial.

The Area Committee Meeting

THE D.C.M. 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 D.C.M.s (or alternates) for the purpose of communicating information and planning for the area. There the D.C.M.s report on the status of their districts and hear reports from Area Officers familiarizing members with the happenings in the larger world of A.A. Taking good notes ensures that an accurate report can be brought back to the district G.S.R.s 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 committee's fact-finding and informational reports, D.C.M. sharing, discussion on Conference topics, A.A. 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 G.S.R. 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 D.C.M.s (or alternates) have a vote. G.S.R.s are welcome to attend and are strongly encouraged to do so. Area Committee Meetings are open to any A.A. 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 A.A. 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 A.A. area business at Area Assemblies. The voting members consist of Delegate, Alternate Delegate, Area Officers, Alternate Officers, Committee Chairs (or Alternates), D.C.M.s (or Alternates), G.S.R.s (or Alternates) & Chairpersons of the Intergroups (or Alternates). These assemblies are held periodically throughout the year to conduct 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 an all aspects of "carrying the message".

The G.S.R./ D.C.M. becomes informed about local and World-wide A.A. 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 A.A. as a whole in carrying the message in the best way possible for the Area. Participation by the G.S.R. and D.C.M. are the key links in the vital chain of a 2-way communication between group members and the larger structure of A. A.

The G.S.R.'s are vital voting members as they form the majority required to establish a quorum. In order to conduct business, the Assembly must consist of twice as many G.S.R.'s as the total number of D.C.M.'s, Area Officers & other voting members of the Area that are present at the time the quorum is taken.

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.

Currently S.D.I.A. holds 5 Area Assemblies a year.

- Orientation Assembly
- Pre-Conference Assembly
- Post-Conference Assembly
- Big Day Assembly (even years) or Election (odd years) Assembly
- Budget Assembly

Orientation Assembly

January – This Assembly provides for acclimating the new G.S.R.'s, D.C.M.'s and Area Officers to their new position. Local business is also conducted at this Assembly.

Pre-Conference Assembly

April/May – All Assembly members need to be ready to share an Informed Group Conscience and topics, which will be discussed at the next General Service Conference in New York. On some topics the delegate will ask for a "Sense of the Assembly." This is an informal vote used to clarify the position of the assembly members on a particular aspect of an agenda item. Our Delegate then brings the Area Group Conscience on the agenda topics to the General Service Conference. Business is not generally discussed at this assembly.

Post-Conference Assembly

May - This Assembly is devoted to the Delegate sharing his/her experience at the General Service Conference and the resulting action of the Conference, which affect our Area and A.A. worldwide. Business may be discussed at this Assembly.

Big Day Assembly

September – This Assembly is devoted entirely to local area business. However, in odd numbered years, the Big Day Assembly is replaced with the Election Assembly (see description of Election Assembly below).

Budget Assembly (November)

November – The Budget Assembly is always focused on the approval of the Area Budget for the following year.

Election Assembly

September – In odd numbered years, an Election Assembly is held to choose Trusted Servants in S.D.I.A., who serve two years terms 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: 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, and 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.

*SDIA uses the basic format of the "Third Legacy Procedure" (see A.A. 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.

Conference Time Line

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 in New York in April.

In February, the Delegate may have enough information for the D.C.M. to start informing the G.S.R.s as to upcoming issues and agenda items for the General Service Conference so that they may start obtaining their groups positions.

Sometime in February-March, the Delegate will present a list of agenda items with pro and con backup for a specific consensus from the groups. The Delegate holds workshops on the selected agenda items to share with the G.S.R.'s and D.C.M.'s.

The G.S.R. needs to be ready with their group's consensus for the Pre-Conference Assembly in April. Here is where the D.C.M. needs to provide guidance and support in understanding the process. G.S.R.'s are lost if they feel overwhelmed by the large amount of information and cannot obtain an informed groups conscience. G.S.R's/ D.C.M.'s are the vital link in informing the Delegate as to the conscience of the A.A. groups and present that voice to the Delegate at the Pre-Conference Assembly held shortly before the Conference in New York.

In May, the Delegate communicates back to the G.S.R.'s/ D.C.M.'s the unified action, advisories and decisions of the General Service Conference at the Post-Conference Assembly. The G.S.R.'s/ D.C.M.'s again complete the communication link by taking this information back to the groups. This is the heart and key to the role of the G.S.R/ D.C.M. in service work.

Standing Committee of the Area

S.D.I.A. has numerous Standing Committees. Each elects its own Chairperson who serves on the Area Committee as a voting member. The current list of Standing Committees can be found in the Area Structure and Guidelines, section VIII. Every D.C.M. and G.S.R. has the responsibility to serve on one Standing Committee. Except for the Chairperson, a member's term shall coincide with their term of service as a D.C.M. or G.S.R. A D.C.M. may not serve as a Chairperson on a Standing Committee.

Ad Hoc Committees

These committees are temporarily formed with a limited term to fact find or accomplish a particular task for the Area. One example of this was the 1995 International Convention held here in San Diego.

The Region

The "Regional Map of U.S. & Canada" shows that the U.S. and Canada are divided into eight regions. **Figure 2**

Eastern Canada	Western Canada	East Central
Northeast	West Central	
Southwest	Pacific	Southeast

The Regional Trustee

Each Region nominates a slate of qualified candidates from which a Regional Trustee is elected (see A.A. 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 General Service Conference is an annual event usually held in April. The S.D.I.A. elected Delegate attends the week-long 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 A.A. World Service, Inc.
- The Directors of the A.A. Grapevine, Inc.

A.A. 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 G.S.R.s and other voting members 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.aa.org/.

GLOSSARY OF COMMON A.A. TERMS

A.A.W.S.: Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for Conference-approved and service literature.

Alternate: A service worker who, at group, district, or area level, assists, supports, and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.

Appointed committee member: An A.A. member who serves on a specific trustees' committee (for example, public information or correctional facilities) because of his or her knowledge and experience in the field.

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. A Conference delegate comes from an area. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there maybe two, three, or more areas in a state or province. Some areas include portions of more than one state or province.

Area assembly: A meeting of G.S.R.s and committee members to discuss area affairs and, every other year, to elect a delegate and committee officers.

Area committee: A committee made up of district committee members (elected by the G.S.R.s in each district) and area committee officers. The area committee generally serves as a "steering committee" 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 G.S.R.s' reports to the Group can be derived from the pages of Box 4-5-9.

Conference: The General Service Conference; this can mean either the structure involving committee members, G.S.R.s and delegates in an area, or the annual meeting of Conference delegates each April in New York.

Conference-approved literature, videos, and films: Pamphlets, books, videos, and films, produced under the auspices of various Conference and trustees' committees, which the appropriate Conference committees have reviewed and recommended to the Conference for its approval, and which have been approved by the Conference.

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.

C.P.C.: Cooperation with the professional community. C.P.C. committees at the district, area, trustee, and Conference level help carry the message to professionals who work with alcoholics.

Delegate: The man or woman elected every other year to represent the area at the annual Conference meeting in New York and to bring back to the area the results of that meeting.

Director (non-trustee): An A.A. member who serves on the corporate board of either A.A.W.S. or the Grapevine; directors are selected for business or professional experience that relates to the activities of the corporation. (The directorate of both corporate boards also includes trustees and A.A. staff.)

District: A division within an area, represented by committee member(s).

D.C.M.: District committee member. An experienced G.S.R. elected by other G.S.R.s to represent the groups of their district in area committee meetings and to coordinate service activities in the district.

District meetings: Meetings of the D.C.M.s and G.S.R.s of groups in a 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 Services: Movement-wide services, performed by anyone in the general service structure (G.S.R., D.C.M., delegate, etc.).

G.S.O.: The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A literature.
G.S.R.: General Service Representative. The group contact with the General Service Office; voting member of the area assembly.

Grapevine (G.V.): The international journal of Alcoholics Anonymous is available online and in print. A.A. Grapevine, Inc. is one of the two operating corporations of the General Service Board and is responsible for Grapevine operations and finance.

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.

GVR: Grapevine representative: the group or district contact with the Grapevine office.

La Viña: Bimonthly Spanish-language magazine published by the A.A. Grapevine.

P.I.: Public Information. P.I. committees at the district, area, trustee, and Conference level help carry the message by working with the media.

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 areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S., two in Canada.

RLV: La Viña representative; the group or district contact with the Grapevine office.

Rotation: The spiritual principle of sharing the responsibility for A.A. through changing leadership.

Sharing Session: A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken.

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 G.S.R.s and D.C.M.s, which are chosen by availability or “from the hat” at Area Assemblies.

Third Legacy: A.A.’s Third Legacy is Service, the sum total of all A.A. services, from a Twelfth Step call to coast-to-coast and worldwide service activities. The first two Legacies are Recovery and Unity.

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: A member of A.A.’s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).

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 2: Regional Map of the U.S and Canada

Figure 3: Area Map of US and Canada

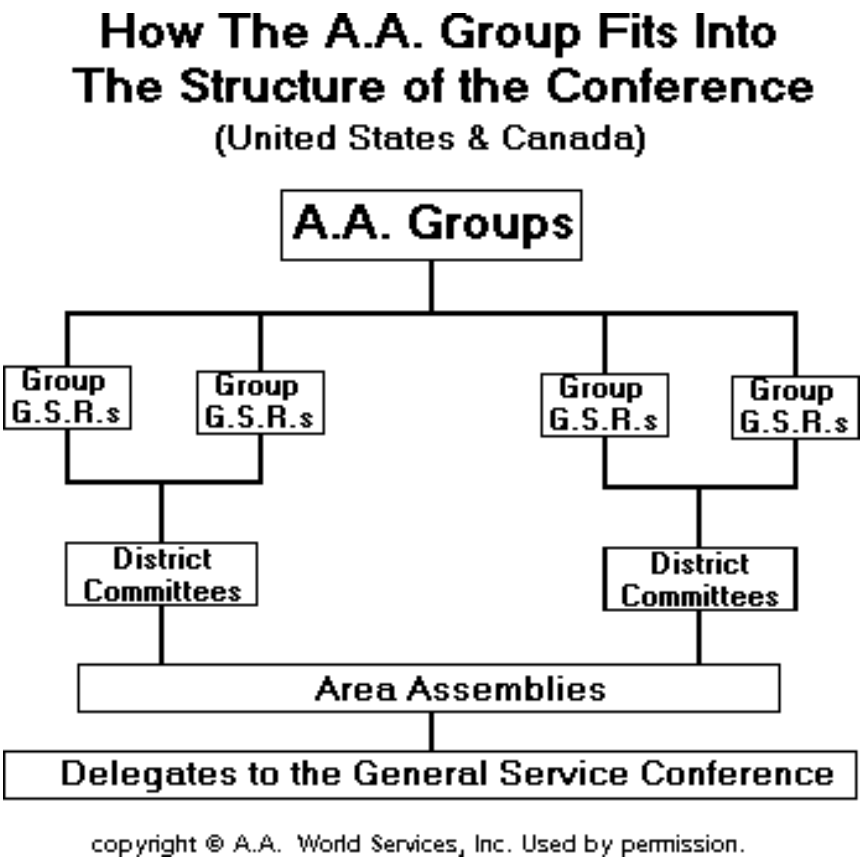


Figure 4: The Structure of the Conference

It is recommended that the Outgoing D.C.M. provide the profile below to the Incoming D.C.M.

District's Profile

Area 08 District _____

Monthly Meeting: Time _____Date: _____

Place: _____

Area Committee Meeting: 3rd Thursday, 7pm

Address:

District Officers:

Alternate D.C.M. _____ 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:

_____

_____

_____

_____

_____

D.C.M. MONTHLY THINGS TO DO

- ☐ Called G.S.R.s
- ☐ Planned agenda for district meeting
- ☐ Prepared handouts
- ☐ Attended Area Committee Meeting 3rd Thursday
- ☐ Attended Area Assembly if scheduled
- ☐ Visitations to groups
- ☐ Committees to attend:
- ☐ Other:

_____

_____

_____

_____

Reminders: _____

_____

_____

Important Numbers / Contacts

NAME	PHONE	ADDRESS	EMAIL

Sample A: Letter to Groups Lacking a G.S.R.

_____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 G.S.R. to represent you and be your AA voice in the Area Assembly of San Diego/Imperial Area.

The G.S.R.s 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 G.S.R. (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, alkaptons, 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 G.S.R.s 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 "G.S.R." 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 G.S.R. 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 G.S.R.s 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 G.S.R.s 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 G.S.R. (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, alkaptons, 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 G.S.R.s 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 "G.S.R." 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 Agenda

DISTRICT_____AGENDA **Date of Meeting: _____**

I. Opening (Responsibility Pledge, Declaration of Unity or G.S.R. 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.

G.S.R. 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 D.C.M. and Alternate:

1. Are the D.C.M. 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 G.S.R.s 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 (G.S.R.)

1. Are we as G.S.R.s 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 G.S.R.s, 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 D.C.M. opened the meeting with a moment of silence for the still-suffering alcoholic... followed by the Serenity Prayer. New G.S.R. 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.

G.S.R. 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 ongoing group business or basket. Some solutions were shared.

New Business:

Election of Alternate D.C.M.: 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 pros, 3 cons)

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 G.S.R. Report

My name is_____; I am your General Service Representative (G.S.R.) 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

Helpful Hints and Tips For Guiding your G.S.R.s

Service sponsorship and mentoring are a part of the D.C.M. 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 G.S.R.s to innovate, problem solve and delegate tasks to them.
- Model delegating tasks.
- Keep your G.S.R.s involved in A.A. service by assigning them committee work, tasks, readings, but don't overload any one G.S.R., no matter how eager - spread out the opportunities for service.

The D.C.M. is a facilitator not a taskmaster. Cooperative participation by all is the key that enables the trusted servant G.S.R. 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 G.S.R. asks how to vote, suggest a review of the Service Manual, especially Concept III.
- Be sure the G.S.R.s are prepared for the Area Assemblies and know what to expect.
- Give the G.S.R. 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 G.S.R. needs an alternate G.S.R. Two can handle the commitment easier than one.
- Remind them that the G.S.R. position is a two-year commitment.
- The D.C.M., with consensus, also offers the services of his/her G.S.R.s for various commitments, as assembly hosts, etc.

Guidelines for Creating a Flyer and Flyer Review

Please see the Flyer Submission Guidelines on the Area 8 website for the current flyer guidelines and the submission process.