

# **DISTRICT 34 Committee Elections:**

## **District Committee Member (DCM)**

### Qualifications

- It is recommended that DCM has served as a GSR.
- 4-5 years of sobriety is recommended.
- It is a challenging and time-consuming position that should not be undertaken lightly.

### Duties

- Represent District 34 on the Area 51 Committee.
- Serve on the assigned Area Subcommittee.
- Attend all district meetings (twelve per year) and area assemblies (two per year) and area committee meetings. (four per year)
- Acts as Chairman of the District Committee and all district meetings.
- Keep GSRs fully informed on all Conference and Area activities.
- An additional detailed list of the full responsibilities of a DCM can be found in your service manual on page S32.

### Term

- Two years

## **Alternate District Committee Member (Alt DCM)**

### Qualifications

- It is recommended that the Alt-DCM has served as a GSR.
- 3-4 years of sobriety is recommended.
- It is also a challenging and time-consuming position that should not be undertaken lightly.

### Duties

- Stand ready to fulfill the DCMs responsibilities in the absence of the DCM.
- Serve on the assigned Area Subcommittee.
- Attend all district meetings (six per year) and area assemblies (two per year) and area committee meetings. (Four per year)
- The Alternate DCM is charged with supporting and maintaining our Hotline Service.

### Term

- Two years

## **District Treasurer**

### Qualifications

- It is recommended that the Treasurer has served as a GSR.
- It is recommended that the Treasurer has served as home group treasurer.
- 2-3 years of sobriety is recommended.
- Experience with computers is a plus, but not a requirement.

### Duties

- The treasurer maintains the District's budget.
- Balances our checking account.

- Pays all bills on time and in full.
- Actively checks on and maintains our mailbox.
- Creates a clear and easily understandable report of District finances for each district meeting.
- Oversees the annual budgets for District committees.
- Reimburses expenses of the DCM and other district officers.

Term

- Two Years

## **District Secretary**

Qualifications

- It is recommended that the Secretary has served as a GSR.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- 2-3 years of sobriety is recommended.
- Experience with computers is a plus, but not a requirement.

Duties

- Maintain accurate minutes of each district meeting. Provide meeting agendas and minutes to the Webmaster to be posted on the district website.
- Take the role at each district meeting.
- Prepare a copy of the minutes for distribution within 2 weeks of each district meeting.

Term

- Two years

## **Webmaster**

Qualifications

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- Experience with computers a must.

Duties

- Maintain our District Website.
- Update and keep current all announcements and information on our site.
- Update and keep current our meeting schedule, district 34 meeting agendas and minutes.
- Work with the Secretary and the DCM to confirm all meetings on our schedule are active and accurately represented on the meeting list.

Term

- Two years

## **District Registrar**

Qualifications

- It is recommended that the Registrar has served as a GSR.
- In absence of enough participation, this position can, and has, been filled by an active GSR.
- 2-3 years of sobriety is recommended.
- Experience with computers is a plus, but not a requirement.

Duties

- Update information in Fellowship Connection by updating all group information with the Area, and GSO.
- Maintain a master contact list of all district committee members, GSR and Alt GSRs
- Ensure all members of the committee are receiving all information that is sent out.
- Maintain the archive of past minutes and update the District's ongoing list of Advisory Actions.

Term

- Two years

## **Intergroup Liaison Representative**

Qualifications

- 1-2 years of sobriety is recommended.
- In absence of enough participation, this position can, and has, been filled by an active GSR.

Duties

- Attend monthly Intergroup Meetings
- Report to District each month information gathered from Intergroup
- Create awareness of gaps and needs of service support
- Act as liaison with the local Intergroup and District 34

Term

- Two years

## ELECTIONS

Elections are carried out according to the Third Legacy procedure detailed in the AA Service Manual a copy of which is below.

For each position the description is read aloud. We go around the room offering each AA Member present the opportunity to declare if they are willing to stand or not. The names of those willing to stand for a position will be written on a board in full view of the room. Ballots will then be handed out and counted for as many rounds as are required per the Third Legacy Procedure.

## The Third Legacy Procedure

### BALLOT

