

GSR & COMMITTEE CHAIR RESPONSIBILITIES

The General Service Representative (G.S.R.)

The GSR has the job of linking his or her group with A.A. as a whole. The G.S.R. represents the voice of the group conscience, reporting the group's thoughts to the district committee member and to the delegate, who passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for bringing back to the group Conference Actions that affect A.A. unity, health, and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

FINANCIAL SUPPORT: Current experience indicates that many groups provide financial support for their general service representatives to attend service functions.

Qualifications

- Experience shows that the most effective G.S.R.s have been active in group, intergroup, or other service, where they have developed a desire to serve, and encountered situations in which the Twelve Traditions have been called upon to solve problems.
- Usually, prospective G.S.R.s have at least two years of continuous sobriety.
- They have time available for district meetings and area assemblies.
- They have the confidence of the group, and an ability to listen to all points of view.

Duties

- G.S.R.s attend district meetings.
- They also attend area assemblies.
- G.S.R.s serve as the main contact with the General Service Office, and they are listed in the A.A. directories as contacts for their groups. They receive the G.S.O. bulletin *Box 4-5-9*, and keep their groups abreast of A.A. activities all over the world.
- They serve as mail contact with their district committee member and with the area committee.
- G.S.R.s supply their D.C.M.s with up-to-date group information, which is relayed to G.S.O., either directly to the Records department or through the area registrar updating G.S.O.'s database, for inclusion in the directories and for G.S.O. mailings.
- They are knowledgeable about material available from G.S.O. — new literature, guidelines, bulletins, videos, tapes, kits, etc. — and they are responsible for passing such information on to the groups.

- They learn everything they can about the Twelve Traditions and Twelve Concepts and are familiar with this manual, the books *Twelve Steps and Twelve Traditions* and *A.A. Comes of Age*, *Twelve Concepts for World Service*, and the pamphlets "The A.A. Group," "A.A. Tradition – How It Developed," "The Twelve Traditions Illustrated," and "The Twelve Concepts Illustrated."
- They usually serve on group steering committees.
- They work with group treasurers to develop practical plans for group support of G.S.O., such as the Regular Contribution Plan and the Birthday Plan. They encourage the group to support the area and district committees and local central offices or intergroups, and they are familiar with the leaflet "Self-Support: Where Money and Spirituality Mix."
- They participate in district and area service meetings, and often help with planning for area get-togethers and conventions. Following these events, they make reports to their groups for the benefit of those who could not attend.

Term and Method of Election

G.S.R.s serve for two years and the term frequently runs concurrently with those of committee members and the delegate. They represent their home group and are nominated and elected by group members.

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Officer and Committee Chair Job Descriptions

Chairperson

Duties: The chairperson is responsible for the smooth running of the district meetings.

Qualifications The chairperson should have a solid period of sobriety (minimum three to five years), and experience in group, Intergroup and District affairs. The chairperson needs a sound understanding and appreciation of the Steps, the Traditions, and the

Concepts, along with a good fund of experience gained through applying these guiding principles successfully to local problems. Communication skills, leadership qualities, and sensitivity to the wishes of the District are also important.

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Secretary

Duties: The secretary records and distributes minutes of the District by e-mail or handouts at District meetings and keeps mailing lists up to date.

Qualifications: The secretary should have a reasonable period of sobriety (two to five years), a working knowledge of computers, and a background in general office work. An effective secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at the meeting. The job is time consuming and needs to be carried on schedule, and the secretary needs to be sure that ample time is available. The secretary is in a good position to act as a liaison between officers and committee members.

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Treasurer

Duties: The treasurer keeps financial records for the District and reports regularly to the District.

Qualifications: The treasurer should be a responsible person with a solid period of sobriety. The treasurer should be organized enough to keep good records, and some accounting or bookkeeping experience is useful. Pervasiveness, firmness, and diplomacy will help the treasurer do the job. The District Finance committee should be chaired by treasurer for record keeping and financial controls.

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Registrar

Duties: The registrar is responsible to develop and maintain records of the groups in the District including group name, meeting location, time, and GSR or group contact. The registrar is also responsible to maintain a Confidential List to include names, email addresses and phone numbers of D.C.M's, G.S.R's, District Officers, and committee members. The registrar is responsible to register new G.S.R's with General Service in New York and providing Area 30 registrar with updates.

Qualifications: The registrar should have a reasonable period of sobriety (two to five years), organizational skills and a working knowledge of computers.

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District Committee Member – D.C.M.

The D.C.M is an essential link between the GSR and the area delegate to the General Service Conference for two-way communication.

Duties: Regularly attends District meetings, Area 30 assemblies, and other service functions. Receives reports from the groups through G.S.R's and through frequent personal contacts with groups in the District. Holds regular meetings of all G.S.R's in the District. Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis. Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories. Keeps G.S.R's informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular District meetings. Makes sure that G.S.R's are acquainted with the AA Service Manual, The Twelve Concepts for World Service, the G.S.O bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material. Helps G.S.R's make interesting reports to groups, and encourages them to bring new A.A. members to service events. Keeps groups informed about Conference-approved books and pamphlets. Organizes workshops and/or sharing sessions in services activities. Regularly keeps in touch with the alternate D.C.M and the delegate; sends District minutes to the delegate and alternate, and exchanges them with the other districts. Brings Traditions problems to the attention of the delegate. Makes a regular practice of talking to groups (new and old) on the responsibilities of general service work.

Qualifications: The D.C.M has usually served as a GSR and has been elected by other G.S.R's to take responsibility for District activities. A D.C.M should have enough sobriety (generally four or five years) to be eligible for the election as delegate. He or she also needs to have the time and energy to serve the District and should have a knowledge of the A.A. service structure.

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Correctional Facilities Committee Chairperson

Duties: The purpose of the Correctional Facilities Committee is to coordinate the work of the individual A.A members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts. As this is a joint committee he or she has time available to attend Intergroup, District and Area 30 committee meetings.

At present, the Chairperson acts as liaison between AA and Human Services at Barnstable House of Correction. Corrections obtains and distributes CORI forms with instructions to interested AA volunteers and keeps instructions to volunteers updated.

Qualifications: Person should have a period of reasonable sobriety (two years) and a desire to serve the District.

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Treatment Facilities Committee Chairperson

Duties: the Treatment Facilities Committee is formed to coordinate the work of the individual A.A. members and the groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and to set up the means of "Bridging the Gap" from the facility. As this is a joint committee he or she has time available to attend Intergroup, District and Area committee meetings.

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Qualifications: Person should have a period of reasonable sobriety (two years) and a desire to serve the District.

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Archives Committee Chairperson

Duties: Like any other A.A. service, the primary purpose of those involved is to carry the message of Alcoholics Anonymous. Archives service work is more than mere custodial activity; it is the means by which we collect, preserve and shares the rich and meaningful heritage of our Fellowship. It is by the collection and sharing of these important historical elements that our collective gratitude for Alcoholics Anonymous is deepened. He or she has time available to attend District and Area committee meetings.

Qualifications: Person should have a period of reasonable sobriety (two years) and a desire to serve the District.

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Liaison to Intergroup Chairperson

Duties: Intergroup Liaison serves to inform the District 1 & 2 G.S.R's of the ongoing activities of Cape Cod Intergroup Representatives (IGR's) meeting. The position requires regular attendance at Intergroup meetings and a report of those activities at the District meeting. The District has no opinion on Intergroup operations and the liaison has no voting rights when attending Intergroup meetings.

In the spirit of cooperation, the liaison may choose to expand this position to inform IGR's of the District activities but shall not assume to be a substitute for the group participation at the District level.

Any District reports, flyers, or other matter to be delivered to Intergroup shall be the responsibility of the District officers and/or committees. This shall not preclude the liaison from volunteering to deliver such matter when so requested. The liaison has NO vote in District matters, but he/she may, however, provide added information concerning District activities.

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Qualifications: A reasonable period of sobriety (two to five years) and good communication skills.

Input Allen G, - District 1 & 2 Liaison 5/4/2009

Co-operation with the Professional Community & Public Information Committee Chairperson

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

Duties: P.I – the purpose of P.I service work is to provide accurate A.A information to the public when requested. P.I committees visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation.

Qualifications: C.P.C.P.I Chairperson should have a reasonable period of sobriety (two to five years), good communications skills, and a good working knowledge of the Traditions as they relate to anonymity, singleness of purpose and non-affiliation. Person should have desire to serve the District and time available for District and Area meetings.

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Grapevine Committee Chairperson

Duties: The purpose of the Grapevine Committee is to heighten the awareness of the District, Group and individual member level of the spiritual value of the Grapevine and its specialty items sobriety tools. The person should be available to attend District and Area 30 Grapevine meetings.

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Qualifications: Person should have a reasonable period of sobriety (two years) and a desire to serve the District.

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Activity Committee Chairperson

Duties: The purpose is to organize, coordinate, and run District sponsored activities for the members of our District and their guests to help enhance their new way of life as a sober person.

Qualifications: Person must have the ability to organize and carry through plans for such activities. They must also have a reasonable period of sobriety (two years), a desire to serve the District, and time to accomplish their mission.

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Web Site Committee Chairperson

Duties: This committee maintains District web site per District needs and develops recommendations on future maintenance of the site. Person should be available to attend District and Area Meetings.

Qualifications: Person should have a working knowledge of computer, a reasonable period of sobriety (two years) and a desire to serve the District.

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Alternate Chairperson, Secretary, Treasurer, Registrar, Liaison to Intergroup, DCM's, GSR's and Committee Chairs.

Should know job duties and qualifications of the job, have a desire to serve the District and be willing to fill that job on a moment's notice.