WESTERN AREA of MISSOURI ~ AREA 39 - DISTRICT 10
OFFICERS & SERVICE REPRSENTATIVES ELECTION & DUTIES GUIDELINES
Revised September 10, 2017

DISTRICT-10 COMMITTEE MEMBERS

1. The District-10 Committee should be comprised of one DCM, one Alternate DCM, District Secretary, District Treasurer, District Webmaster, the elected GSRs from each registered Group in the District, and any District Area Committee Representative for each Area Standing Committee and Sub-Committee or other District Officers as deemed necessary by the District committee.

DISTRICT-10 COMMITTEE MEETINGS

1. The District-10 Committee should meet regularly at a time and place designated by the DCM. Meetings may be held monthly, bi-monthly or quarterly, but should be at least quarterly.
2. District Committee meetings should be held according to the guidelines in the current AA Service Manual.
3. 5 District-10 groups must be represented by those present for District business to be conducted.
4. A majority vote will be used to conduct District business.

DISTRICT-10 COMMITTEE ELECTIONS

1. In the Western Area of Missouri Districts, all Group and District elections should be held and completed prior to the Fall Assembly of even number years, with DCM, Alternate DCM, District Secretary, District Treasurer, District Webmaster, and District Area Committee Representatives being elected for two year terms beginning January 1st following the election.
2. For the election of District positions, the voting members shall be comprised of the DCM, Alternate DCM, District Secretary, District Treasurer, District Webmaster, District Area Standing Committee Representatives, and one vote per Group to be cast by the group's GSR or designated representative. No one person can have more than one vote.
3. To be eligible to stand for a position, an individual must be in attendance when elections are held.
4. The election of positions shall be done in the following order: DCM, Alternate DCM, District Secretary, District Treasurer, District Webmaster, District Area Committee Representatives.
5. The election of the DCM, Alternate DCM, District Secretary, District Treasurer, District Webmaster, and District Area Committee Representatives will be determined by majority vote.
6. When more than one nomination is made for a position the votes will be cast by written secret ballot.

DISTRICT-10 COMMITTEE EVENTS

FELLOWSHIP OF THE SPIRIT

1. The Fellowship of the Spirit event shall be held in the fall of even numbered years, with the date for each event to be determined by the District Committee in the prior year. The Alternate District Committee Member will serve as the event chair. The event committee, under the direction and coordination of the Alternate District Committee Member, is responsible for planning and organizing the event.

DISTRICT-10 COMMITTEE OFFICERS

DISTRICT COMMITTEE MEMBER (DCM)

The following are, at a minimum, the expected duties and qualifications of the DCM:

Qualifications -

DCM should have at least four years of continuous sobriety.

It is suggested that a DCM not ~~also~~ serve as a group**'s** GSR

Duties -

1. Serve as liaison to A.A. members and groups within District 10 by passing on information from Western Area Assembly, the General Service Office (GSO), Central Office, and the General Service Conference of Alcoholics Anonymous.
2. Keep groups informed about Conference-approved books and pamphlets.
3. Keep A.A. members and groups informed on the responsibilities and importance of general service work

4. Expected to attend all Area Committee meetings at Area Assemblies or provide for an alternate to attend in his/her place. Funding for mileage and rooms will be furnished, upon request, by the District Committee.
5. Give a District report at each Assembly and may periodically be asked to help interpret the conscience of groups in the District to the Delegate or Assembly.
6. Responsible for scheduling and chairing all District meetings.
7. Coordinate visits of the Delegate to the District for presentation of the Delegate's annual report.
8. When needed, organize workshops and/or sharing sessions on service activities.

9. Arrange for all District meeting minutes or District information to be sent to all Area officers, Area Standing Committee Chairpersons and the Area Archivist.
10. If a GSR misses two consecutive Assemblies and is not represented by an alternate, the DCM should contact the appropriate GSR or group to seek a remedy to the situation or to seek a qualified replacement.
11. Responsible for providing the Area Secretary with a complete and current list of all District Officers and District Area Committee Representatives, including their alternates. Names, addresses, email addresses and phone numbers shall be furnished. The Area Secretary should be notified of any changes during the term.

Alternate District Committee Member

The following are, at a minimum, the expected duties and qualifications of the Alternate DCM:

Qualifications -

The Alternate DCM should have at least four years of continuous sobriety.

Duties -

1. Provides support and assistance to the DCM in completion of the DCM duties.
2. In the event the DCM is unable to finish the term or is removed from office by vote of the District Committee, the Alternate will automatically step into the office.
3. In the DCM's absence, perform DCM duties at District Committee meetings or at Area Assembly.
4. Attend all District Meetings.
5. Serve as the Fellowship of the Spirit event chair, providing direction and coordination of the event committee in planning the event.

District Secretary

The following are, at a minimum, the expected duties of a District Secretary:

Qualifications -

The District Secretary should have at least four years of continuous sobriety.

Duties -

1. Responsible for taking minutes at District meetings and maintaining all approved minutes and records of the District.
2. Responsible for receiving and documenting all District Officers and District Service Representatives reports at District meetings.
3. Responsible for keeping copies of District guidelines and see that they are properly updated and distributed when amended by the District committee.
4. Responsible for notifying Central Office and member groups of district activities, events, and/or meeting schedules
5. Responsible for keeping all mailing lists up to date, including the name, address, telephone number and email address of District Officers and District Service Representatives.
6. Attend all District Meetings.

District Treasurer

The following are, at a minimum, the expected duties of the District Treasurer:

Qualifications -

The District Treasurer should have at least four years of continuous sobriety.

Duties -

1. Serve as the guardian of all district funds.
2. Responsible for presenting an expense and income report with current bank balances at each District meeting.
3. Responsible for maintaining a banking account for the deposit of all District receipts with a minimum of two bank signatures on the account.
4. Attend all District Meetings

District Webmaster

The following are, at a minimum, the expected duties of the District Webmaster:

Qualifications -

The District Webmaster should have at least one year of continuous sobriety.

Duties -

1. Responsible for maintaining of group information, meeting times, and group and district events/activities on District Website.
2. Communicate with Area Webmaster and Area Website Committee the needs and issues of the District Website.
3. Attend all Area Website Committee and Webmaster Round Table quarterly meetings at Area Assemblies.
4. Attend all District meetings.

DISTRICT-10 AREA COMMITTEE REPRESENTATIVES

As deemed necessary by the District Committee, the District should have a Service Representative for each corresponding Area Standing Committee***** and Sub-Committee ***** who shall automatically serve as a member of the corresponding area committee or sub-committee.

The following are, at a minimum, the expected duties of a District Area Committee Representative:

Qualifications -

District Area Committee Representatives should have at least one year of continuous sobriety.

Duties -

1. Attend all related Area Standing Committee or Sub-Committee quarterly meetings at Area Assembly, serving as District Representative on that committee.
2. Serve as liaison between District A.A. groups and community agencies, facilities, or professionals where applicable.
3. Coordinate projects, activities, and/or functions related to the specific service area within the District.
4. Serve as resource on the specific service area to A.A. members and groups within the District. Serve as Chairperson for District Service Committee or Sub-Committee where applicable.
5. Attend all District meetings.
6. Ensure the area of service and/or committee functions in accordance with the A.A. Guidelines from GSO and through the utilization of Committee Workbooks from GSO.

***** Western Area of Missouri Standing Committees consists of Archives, Cooperation with the Professional Community, Correctional Facilities, Literature, Grapevine, Public Information, Accessibilities, & Treatment Facilities. Western Area of Missouri Sub-Committees consist of Bridge The Gap & Website

Attachment 1

Fellowship of the Spirit – Added Fellowship of the Spirit event to guidelines, establishing the event is to be held in the fall of even numbered years, with the Alternate District Committee Member serving as the event chair.
September 2017