

DISTRICT 82
DISTRICT COMMITTEE MEMBER (DCM)
JOB DESCRIPTION

GENERAL DESCRIPTION

The District Committee Member (DCM) is elected by the district committee to serve a two-year term that runs concurrent with the SETA officers and is a voting member of the SETA Assembly and member of the SETA Committee.

POSITION DESCRIPTION

The DCM is an essential link between the group's GSR and the Area's Delegate to the service conference. He/she shares communications so that an informed group's conscience can result, maintains district records, and facilitates monthly district meetings.

POSITION QUALIFICATIONS

1. Four years of sobriety
2. Two years of service to the District Committee
3. Commitment to serve the District Committee as suggested by the position duties and responsibilities

POSITION DUTIES/RESPONSIBILITIES

1. The DCM will
 - a. Act as guardian of the Traditions within the district.
 - b. Be knowledgeable of Policy and Procedures Manuals.
 - c. Be knowledgeable of the AA Service Manual.
2. Chair monthly district committee meetings
 - a. Prepare agendas
 - b. Manage time and discussion
 - c. Follow AA Traditions, AA Concepts and Parliamentary Procedures
3. Act as liaison between Area and GSR's
 - a. Bring issues raised in the Area Assembly before the GSR's at district meetings
 - b. Bring issues raised by the GSR's at the district meeting to the Area Assembly
 - c. Carry the districts conscience to the Area Assembly
 - d. Maintain service to Area standing committees either with a representative to each committee or with a standing committee within the district
4. Submit written reports to the Area Assembly and Newsletter on a quarterly basis regarding the district's activities during the past quarter
5. Submit information to the Area Website Chairperson as is appropriate to the office.
6. Maintain and update District records
 - a. Update the Registrar and GSO on meeting changes within the district as well as changes of GSR's and alt. GSR's groups, SETA rosters, and mailing lists
 - b. Help define district lines
 - c. Update the Area Assembly on District conventions and events
7. Have a working relationship with the Area Delegate and the Area Chairperson.
8. The DCM will:
 - a. Attend the Area quarterly Assemblies.
 - b. Attend all Area Committee Meetings.

- c. Attend Regional Forums and SWRAASA (or ensure that a representative from the district attends).
9. Maintain contact with all groups in the district, encouraging participation in district activities and being available for solutions to group problems
10. Responsibilities to GSR's
 - a. Orientates new GSR's about their function
 - b. Put forth every effort to increase attendance and participation at the District level
 - c. Encourage GSR's to attend Assembly quarterly meetings
11. Ensure that the district:
 - a. Plans and hosts service workshops.
 - b. Hosts Assemblies.
 - c. Participates in the Area Gratitude Dinner.
12. When possible, visit standing Area and/or district committees in an effort to gain more knowledge about each one. This would be helpful to answer questions GSRs may have pertaining to these committees.
13. Be available to the DCM, the District Officers, the standing committee chairpersons and all members of A.A. in the district as a resource for questions or issues concerning Specific Position
14. Participate in service workshops and give presentations when asked.
15. Submit and annual district budget and attend budget meetings
16. Attend Area Assembly and report back to the District.