

Structure and Guidelines

For District 19 Committee and Subcommittees

Effective January 2022

Introduction & Purpose:

1. The purpose of this document is to describe the structure, guidelines and procedures for the continuing operation of Alcoholics Anonymous, District 19 Area 86.
2. The District 19 Committee is a service body that adheres to the principles of Alcoholics Anonymous contained within its Twelve Steps, Twelve Traditions, Twelve Concepts and the most recent edition of the AA Service Manual.
3. There can be no rules or organization in Alcoholics Anonymous other than what we choose to impose upon ourselves. Our primary purpose is: *To carry the message to the alcoholic who still suffers.*
4. The Structure and Guidelines sets out what the groups in District 19 have agreed upon.
5. The following text is from Concept Twelve contained in the AA Service Manual and adapted (by the sections in brackets) to meet the needs of District 19.

In all its proceedings, the (District 19 Committee) of Alcoholics Anonymous shall observe the spirit of the AA Tradition, taking great care that the (District 19 Committee) never become the seat of perilous wealth or power, that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the (District 19 Committee members) shall ever be placed in authority over any of the others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that no (District 19 Committee) action be personally punitive or an incitement to public controversy; that though the (District 19 Committee) may act for the service of Alcoholics Anonymous, it shall never perform acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the (District 19 Committee) itself will always remain democratic in thought and action.

6. The primary purpose of the District 19 Committee is:

To foster and encourage service activity and communication. Service, as defined in the A.A. Service Manual, "...is any action whatsoever that helps us to reach a fellow sufferer—ranging from Twelfth Step work itself to A.A.'s General Service Office for national and international action." The District 19 Committee of Alcoholics Anonymous should encourage all of District 19's A.A. groups to participate in the business of the district and its efforts to support Area 86, the A.A. General Service Office (G.S.O.) and A.A. World Services (A.A. W.S.).

Structure and Guidelines for District 19 Committee and Subcommittees Amendment Page

1. Amendments arising from business held by the District 19 Committee affecting this document shall be recorded by the Secretary and published by using a sequential amendment number system. The numbering system will be simple, starting at 1/YY, for example 1/05 represents the first amendment of 2005.

2. Each amendment will consist of removing the old page and inserting a new page. The effective date of the amendment will be reflected on this page.

3. This document will be reissued in whole or in part at the discretion of the District 19 Committee.

Revision Number	Amendment Number	Effective Date	Pages Affected
Example: Revision 0	Example: 01/04	15 Jan 04	Pgs 2, 3 and 4 to 8 (you would see 15 Jan 04 on the bottom of each of these pages.)
Revision 2	01/05	25 July 05	Reissue of entire document
Revision 3	01/07	22 Oct 07	Reissue of entire document
Revision 4	01/09	2010	Reissue of entire document
Revision 4.1	01/10	22 April 2010	Pages 2 & 5
Revision 5	01/11	01 January 2012	Reissue of entire document
Revision 5.1	01/12	27 August 2012	Pages 2 & 3
Revision 6	01/14	01 January 2014	Reissue of entire document
Revision 7	01/16	01 January 2016	Reissue of entire document
Revision 8	01/18	01 January 2018	Reissue of entire document
Revision 9	01/19	01 January 2020	Reissue of entire Document
Revision 10	01/21	01 January 2022	Reissue of entire Document

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The APPENDICES are not part of the Structure and Guidelines.

Guidelines and Duties of District 19 Subcommittees

Appendix 1 – Archives.

Appendix 2 – Public Information/Cooperation with the Professional Community.

Appendix 3 – Grapevine.

Appendix 4- Accessibilities/Remote Communities.

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Appendix 6 – Fellowship Dinner

Appendix 7 – Bridging the Gap

Appendix 8 – District Committee Member (DCM) and Alternate DCM Expense Claim Form.

Appendix 9 – Treasurer, Secretary, & Subcommittee Expense Claim Form.

DISTRICT 19 COMMITTEE

Section 1 - General

1.1. Name

1.1.1. The committee shall be known as the District 19 Committee.

1.2. Structure

1.2.1. The District 19 Committee shall be structured as follows:

- a. General Service Representatives of Groups in District 19 (GSR(s)).
- b. District 19 Committee Member (DCM).
- c. Alternate District 19 Committee Member (Alt. DCM).
- d. District 19 Treasurer.
- e. District 19 Secretary.
- f. District 19 Subcommittee Chairpersons.

1.3. District 19 Officers

1.3.1. District 19 Officers shall be the DCM, the Alt. DCM, the Treasurer and the Secretary.

1.4. District 19 Subcommittees

1.4.1. District 19 Subcommittees shall consist Archives, Public Information/Cooperation with the Professional Community (PI/CPC), Grapevine, Accessibilities/Remote Communities (A/RC), Roundup, Fellowship Dinner and Bridging the Gap. Subcommittees are to follow the guidelines, responsibilities, and duties as outlined in the attached Appendices and related AA service material. All Subcommittees are directly responsible to the District 19 Committee and the Groups.

1.5. Voting Privileges

- 1.5.1. GSRs will be considered eligible to vote on all subjects brought before the District 19 Committee.
- 1.5.2. In the absence of a GSR, their Group's Alt. GSR, or in the absence of the Alt. GSR a designated representative from the Group may vote - one vote per Group.

1.6. Meetings

1.6.1. The District 19 Committee Meetings will be held on the fourth Monday of each month. In an emergency, and with fair notice, a District 19 Committee meeting may be called by the DCM or at the request of two-thirds of the voting members of the District 19 Committee.

1.6.2. The District 19 Secretary shall forward the agenda to members of the District 19 Committee with the previous month's minutes. G.S.R's are responsible for bringing the agenda to their home groups.

1.6.3. If any elected D19 Officer or Subcommittee Chairperson does not attend or submit a written report for three consecutive meetings a motion may be warranted asking for their resignation. From The AA Service Manual: "*It is generally suggested that a service worker be asked to resign if time does not permit him or her to carry out the responsibilities of the position.*"

1.7. Prudent Reserve

1.7.1. The District 19 Prudent reserve shall be considered equivalent to 3 months operating expenses of District 19 or the amount that minimizes bank service charges, whichever is greater.

Section 2 – Responsibilities & Qualifications

2.1. General Statement

2.1.1. All members of the District 19 Committee should:

- a. Possess a current copy of the District 19 Structure and Guidelines (obtain a copy from the District Secretary).
- b. Be familiar with its contents.

2.1.2. Any District 19 Committee Member wishing to submit a written report must submit it to the Secretary prior to the District Meeting.

2.2. Term of Office

2.2.1. The term of office commences on January 1 of even numbered years, for a 2 year term, except where specifically indicated.

2.3. General Service Representative (GSR)

2.3.1. The duties of the GSR are outlined in *The A.A. Service Manual*, and the pamphlet entitled "*GSR*". Nothing in this *Structure and Guidelines* shall be construed as having any authority over, or interference with, the GSR in the performance of those duties.

2.3.2. At District 19, the GSR is expected to:

- a. Attend and participate in all District 19 Committee meetings and workshops.
- b. Inform their group of workshops and District 19 business.
- c. Provide a brief written report of their group's discussions and concerns related to District 19 business.

- d. Become familiar with AA Traditions, Concepts, *The AA Service Manual* and other service-related materials.
- e. Attend Area 86 Spring and Fall Assemblies and workshops.

2.3.3. The Alt GSR is expected to attend all District 19 meetings and workshops and support their GSR.

2.4. District 19 Committee Member (DCM)

2.4.1. The duties of the DCM are outlined in *The A.A. Service Manual*, and the pamphlet entitled “*Your DCM*”. Nothing in this *Structure and Guidelines* shall be construed as having any authority over, or interference with, the DCM in the performance of those duties. A minimum four years of continuous sobriety and having served as a GSR is suggested as a guideline in choosing a DCM. If the sobriety of the DCM is interrupted, their resignation will be automatic.

2.4.2. At District 19, the DCM is expected to:

- a. Chair monthly meetings.
- b. Provide a written report on a monthly basis.
- c. Attend Area 86 meetings and Assemblies and report back to the District 19 Committee.
- d. Attend group business meetings within District 19 when invited by the GSR.
- e. Assist the Area Delegate.
- f. Ensure delivery of all Area communications to the D19 committee.
- g. Make sure group change of information forms are listed with GSO and Area 86.
- h. Participate in the review of the Structure and Guidelines.
- i. Attend monthly subcommittee meetings at their discretion.
- j. Maintain list of Area Committee Members and past Delegates.

2.5. Alternate District Committee Member (Alt. DCM)

2.5.1. It is suggested that the Alt. DCM have at least 4 years continuous sobriety, and have previously served as a GSR. If the sobriety of the Alt. DCM is interrupted, their resignation will be automatic.

2.5.2. At District 19, the Alt. DCM is expected to:

- a. In the absence of the DCM, chair District meetings and fulfill the DCM’s responsibilities.
- b. Provide a written report on a monthly basis.
- c. Attend Area 86 meetings and Assemblies and report back to the District 19 Committee.
- d. Attend group business meetings within District 19 when invited by the GSR.

- e. Participate in the review of the Structure and Guidelines.
- f. Attend monthly subcommittee meetings at your discretion.
- g. Chair D19 Service Days/Committees as required.
- h. If a position cannot be fulfilled as per section 5.5.2. the Alt. DCM will act as temporary chair for that subcommittee.
- i. Attend the monthly HSO meeting and provide a report back to the District 19 Committee

2.6. District 19 Treasurer

- 2.6.1. The Treasurer should at all times follow the direction of the DCM and the District 19 Committee. It is suggested that the District 19 Treasurer have at least 4 years continuous sobriety, and have served as a GSR. If the sobriety of the Treasurer is interrupted, their resignation will be automatic.
- 2.6.2. The (District 19 bank) account shall be in the name of “District 19”.
- 2.6.3. The District 19 bank account shall have three (3) signatories; the Treasurer, the DCM and the Alt. DCM
- 2.6.4. All cheques shall have two (2) signatures.
- 2.6.5. District 19 shall reimburse the expenses of the Alternate DCM and the DCM when they are fulfilling their duties as set out in the Structure and Guidelines; the details of which are set out in Appendix 8 (DCM and Alt. DCM - Expense Claim Form).
- 2.6.6. District 19 shall reimburse the expenses of the Secretary, Treasurer and Subcommittee Chairs when they are fulfilling their duties as set out in the Structure and Guidelines, the details of which are set out in Appendix 9 (as per- Expense Claim Form).
- 2.6.7. All recurring bills shall be directed to the District 19 mailbox or treasurer@d19area86.ca and be processed by the Treasurer.
- 2.6.8. The District 19 Treasurer is expected to:
 - a. Issue receipts on request for all financial transactions between the District 19 Treasurer and GSRs.
 - b. Prepare a financial forecast, to be presented at the November monthly meeting based on submissions by the subcommittee chairs an annual year-end statement, and monthly financial statements in such detail as is acceptable to the District 19 Committee.
 - c. Maintain a prudent reserve shall be considered equivalent to 3 months operating expenses of District 19 or the amount that minimizes bank service charges, whichever is greater.
 - d. Attend Area 86 Spring and Fall Assembly workshops.
 - e. Disperse funds in excess of the prudent reserve at year end in the following manner:
60% Area, 40% GSO.

2.6.9. The District 19 Treasurer shall consult the DCM for direction concerning any questionable expenses that may be submitted. If circumstances warrant, payment shall be withheld until the item is discussed with the District 19 Committee at its next meeting.

2.6.10. The fiscal year for the District shall be January 1 to December 31, inclusive.

2.6.11. An Audit adhoc committee will be struck by the DCM in November of odd number years to review the financial records at the end of each panel. This committee will consist of a previous DCM and two other members of the DCM's choice. The committee shall submit their findings at the January meeting of the even number year.

2.7. District 19 Secretary

2.7.1. The Secretary should follow the direction of the DCM and the District 19 Committee. It is suggested that the Secretary have at least 4 years continuous sobriety, and have served as a GSR. If the sobriety of the secretary is interrupted, their resignation will be automatic.

2.7.2. The District 19 Secretary is expected to:

- a. Record minutes of the District 19 meetings.
- b. Distribute the minutes of meetings within 7 days and in the most economical fashion possible to all Members and Alternates of the District 19 Committee.
- c. Perform ~~such~~ other duties as are necessary to conduct proper business of this office.
- d. Attend Area 86 Spring and Fall Assembly workshops.
- e. Compile, update and distribute monthly District Committee minutes to Area Committee Members and past Delegates.

2.8. District 19 Subcommittee Chairpersons

(Detailed service descriptions are contained in the Appendices)

2.8.1. District 19 Subcommittee Chairpersons, with the exception of the Roundup and Fellowship Dinner committees, are elected by the groups through the District 19 election procedure.

2.8.2. It is suggested that the District 19 Subcommittee Chairpersons have at least 4 years continuous sobriety, and have previously served as a GSR. If the sobriety of a District 19 Subcommittee Chairperson is interrupted, their resignation will be automatic.

2.8.3 Subcommittee Chairs for Archives, Public Information / Cooperation with Professional Community (PI/CPC), Grapevine, Accessibilities / Remote Communities (A/RC), Roundup, Fellowship Dinner and Bridging the Gap shall be expected to:

- a. Oversee the duties and responsibilities of their respective committees as outlined in the appendices of this document.
- b. Chair their respective Subcommittee meetings.
- c. Attend all District 19 Committee Meetings and submit a written report.
- d. Keep accurate financial records of the Subcommittee's revenue and expenses and to include a Financial Statement when requested by the District 19 Committee.
- e. Responsible for ensuring minutes are taken and forwarded to Archives.
- f. Attend and participate in District 19 events.
- g. Attend the Area 86 Spring and Fall Assembly workshops.
- h. Maintain communication with the Area 86 Subcommittee Chair of their respective subcommittee
- i. Order any pamphlets and workbooks as required.
- j. May bring revisions or creations of internal Structure and Guidelines to the D19 committee for approval.

2.8.4. All service material is the property of District 19 and must immediately be passed on to the incoming chair or returned to the DCM upon completion of one's term.

Section 3 - Motions

3.1. Tabling of Motions

3.1.1. Motions shall be made by:

- a. Groups through their GSR; or their respective alternate or designated representative.
- b. Subcommittee Chairpersons, when relevant to their subcommittee duties.
- c. District 19 Officers may make recommendations to the District 19 Committee, but may not make formal motions.
- d. All notices of motions are to be brought to the District table and submitted to the Secretary prior to the start of the meeting. Duly signed by the GSR and a witness from their Group. Secretary will read the motion under new business
- e. All notices of Motions that affect the Structure and Guidelines must contain a specific proposal for amendment.
- f. Any motion seconded must be voted on.

3.1.2. Motions shall be recorded and reread by the Secretary. All notices of motions must be duly seconded by a voting member to be considered.

3.1.3. The Chairperson shall allow time for discussion as appropriate. Motions should then be taken back to the groups for discussion and-obtaining group conscious decision

3.2 Voting On Motions

- 3.2.1. The Chairperson shall allow time for discussion as appropriate. Before speaking to a motion, the speaker must be recognized by the Chairperson and no person shall be permitted to speak to the motion a second time until all those wishing to do so have had an opportunity to speak. The Chairperson will discourage all cross talk.
- 3.2.2. Voting will be done by a show of hands, either for the motion, against the motion, or abstaining from the vote.
- 3.2.3. The Secretary shall record the results of the vote. All motions will require two-thirds majority of the vote. Abstentions are not considered part of the vote count but they will be recorded in the minutes.
- 3.2.4. If not unanimous the Chairperson will ask for minority opinion for further re consideration.
- 3.2.5. Motions voted on by the District 19 Committee may not be brought back to the Committee for four months.

Section 4 – Amendments or Revisions to the Structure and Guidelines

- 4.1. Proposals for amendments or revisions of the Structure and Guidelines for District 19 Committee and Subcommittees may be made by any member of the District 19 Committee.
- 4.2. Proposals for amendments or revisions to this document will be discussed and must be voted on and passed by a simple majority of the District 19 Committee.
- 4.3. Proposals that pass the committee vote by a simple majority, are to be recorded by the Secretary and will be reviewed and updated at the next regularly scheduled Structure and Guidelines meeting. Any changes will not take effect until the next panel.
- 4.4. In May of the odd numbered years, District 19 will form an Adhoc committee, consisting of District 19 Committee members, and the most recent past DCM, if available, to review the Structure and Guidelines for District 19 Committee and Subcommittees.

Section 5 – Elections

5.1. Eligibility

- 5.1.1. Members of the outgoing District 19 Committee, keeping in mind the spirit of rotation – except the current full-term DCM. If no one is prepared to stand, then Members of the immediate past District 19 Committee may stand. Finally, if no one is prepared to stand, nominations will be accepted from the floor.
- 5.1.2. Eligible candidates for District 19 Officer positions must be present or have given written intention including a service resume, no later than the August District 19 Committee meeting, addressed to the DCM, for their names to stand for District 19 Officer positions.
- 5.1.3. Eligible candidates for Subcommittee Chair positions must be present or must have given written intention including a service resume, no later than the September District 19 Committee meeting, addressed to the DCM, for their names to stand for Subcommittee Chair positions. Note: It is suggested that a written service resume from all candidates, be submitted to the DCM at the September District meeting.

5.2. District 19 Officers

- 5.2.1. In July of an election year, the DCM or D19 designate will call for elections for **District 19 Officers**.
- 5.2.2. In August of an election year, the roll call of the District 19 Committee shall be read, by the Secretary in order of the current monthly roll call and each shall be asked if they are willing to stand for each of the **District 19 Officer** positions.
- 5.2.3. During the September District 19 Committee meeting of an election year, the list of nominees for District 19 Officer positions shall be read by the Secretary. If there is more than one candidate for a position, closed ballot elections will be held. If there is only one candidate for a position, that person shall automatically be elected by acclamation.
- 5.2.4. Officers are to be elected in the following order:
 - a. DCM.
 - b. Alt. DCM.
 - c. Treasurer.
 - d. Secretary.

5.3. Subcommittee Chairs

- 5.3.1. In September of an election year, the roll call of the District Committee shall be read, by the secretary in order of the current monthly roll call and each shall be asked if they are willing to stand for each of the **District 19 Subcommittee Chair** positions.

5.3.2. During the October District 19 Committee meeting of an election year, the list of nominees for **District 19 Subcommittee Chair** positions shall be read by the Secretary. If there is more than one candidate for a position, closed ballot elections will be held. If there is only one candidate for a position, that person shall automatically be elected by acclamation.

5.3.3. Subcommittee Chairs are to be elected in the following order:

- a. Archives Chair
- b. Public Information/Cooperation with the Professional Community Chair.
- c. Grapevine Chair
- d. Accessibilities/Remote Communities Chair
- e. Bridging the Gap Chair

5.3.4. The Roundup Subcommittee Chair is elected as per Roundup Subcommittee Structure and Guidelines.

5.3.5. The Fellowship Dinner Subcommittee is elected as per Fellowship Dinner Subcommittee Structure and Guidelines.

5.4. Election Procedures

5.4.1. In keeping with the principle of service rotation, regular biannual elections of **District Officers** and **Subcommittee Chairs** take place in District 19 in odd-numbered years, with a 2 year term of office

5.4.2. As outlined in *The A.A. Service Manual* and read by the DCM, all **District Officers** and all **Subcommittee Chairs** are elected by the Third Legacy Procedure (Exception of Roundup, and Fellowship Dinner).

5.4.3. Before the election is held, each nominee for each position shall be requested to say a few words to the voting members. If the person is not present, a submitted written resume, shall be read.

5.4.4. Two ballot scrutinizers are selected by the DCM These AA members are not eligible to vote. The scrutinizers shall distribute blank ballots, collect completed ballots, count the ballots and report the vote results to the DCM.

5.4.5. The Secretary will record the results of each round of balloting and these results are to be included in the District 19 Committee meeting minutes.

5.4.6. A duly seconded motion from the floor will be required at the end of each ballot before ballots are destroyed.

5.5 Vacancies

- 5.5.1. When a District 19 Officer or Subcommittee Chair position becomes vacant during the 2 year term, a roll call of the immediate past District 19 Committee members must be held at the next District Meeting. An email will be sent by the DCM or D19 designate. Followed, where necessary, by nominations from the floor. Elections will be held at the following meeting.
- 5.5.2. If the position of Secretary, Treasurer, Alt. DCM or a Subcommittee Chair becomes vacant during the 2 year term, the DCM may appoint a current District 19 Committee member to fill the vacancy until the election is held.
- 5.5.3. Should the position of DCM become vacant during the 2 year term the Alt. DCM will fill the vacancy until the election is held.

APPENDICES

The APPENDICES are not part of the Structure and Guidelines.

Appendix 1: Archives Subcommittee

Responsible for keeping and maintaining the Archives and recordings of Alcoholics Anonymous in the District in reasonable condition. Have the Archives available for viewing at District and/or Group functions upon reasonable request.

At District 19, the Archives Subcommittee Chairperson is expected to:

- a) Be elected by the District Committee, and serve as a member of that body.
- b) Oversee the duties and responsibilities of the Archives Subcommittee;
- c) Chair the Archives Subcommittee meeting;
- d) Attend all District 19 Committee meetings and/or submit a written report;
- e) To keep accurate financial records of the Subcommittee's revenues and expenses and to include a financial statement in the monthly report to the District Committee;
- f) Attend and participate in all District 19 events if requested;
- g) Attend the Area 86 Spring Assembly and Fall Assembly;
- h) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports, and activities within the Archives Subcommittee;
- i) Serve as the link between District 19 Groups and the District Committee on issues as they pertain to Archives, e.g.; Travelling Display
- j) Maintain communication with the Area 86 Archives Subcommittee Chair for the purpose of exchanging minutes, reports, etc. and as a resource for questions and concerns with respect to the duties of the Archives Subcommittee;
- k) Arrange for the acquisition of one archival quality copy of the District monthly meeting minutes and all financial documents;

At District 19, the Archives Subcommittee guidelines:

- a) Conform to the principles of the Twelve Traditions, Twelve Concepts, The A.A. Service Manual, Archives Workbook and, The A.A. Guidelines / Archives, as well

as adhering to the primary purpose of Alcoholics Anonymous – *“to carry the message to the alcoholic who still suffers.”*

- b) Maintain material donated to the Archives as the property of Alcoholics Anonymous District #19, Area 86 – Halton Flamborough.
- c) Due to the historical value of the material and the risk of loss or the disclosure of the identity of those who wish to remain anonymous, the Archives are not intended as a lending library. Special requests from members of Alcoholics Anonymous, family members of deceased members of Alcoholics Anonymous and legitimate researchers should be given due consideration at the discretion of the Subcommittee where anonymity is not compromised.
- d) The District Archives Subcommittee should consist of the present Archives Chair and any other members of Alcoholics Anonymous in District 19 who shows an interest in preserving our historical heritage.
- e) The Archives should expand annually. A list of material to be added should include:
 - All new material published by Alcoholics Anonymous World Services, and Grapevine books;
 - Updated District meeting lists that contain new information (e.g. New meeting, time, or location);
 - Flyers and programs for all District 19 Events;
 - Newspaper or magazine articles about Alcoholics Anonymous, especially those pertaining to District 19, the World Service Office, and International Conventions.
- f) Catalogue, and organize all archival material;
- g) Organize travelling displays which will be made available, under supervision, to groups and Subcommittees for special occasions (e.g. Anniversaries, Workshops, Round-Ups and, Conventions). These displays should be divided into “Conference Approved” and “Historical” material when appropriate.
- h) Maintain full back-up of any digital materials.
 - i) Archives Chair and the Archives Digital Sub- committee Chair will be responsible for storing and housing all electronic equipment and digital property. The Archives sub committee requires any and all electronic equipment or archival displays to be signed out and in by one member of the committee and the individual user. Passwords are shared and stored between Chair, Alt-Chair, Archives Digital Sub Chair and Secretary.

Appendix 2: Public Information / Cooperation with Professional Communities (PI / CPC) Subcommittee

At District 19, the PI / CPC Subcommittee Chairperson is expected to:

- a) Oversee the duties and responsibilities of the PI / CPC Subcommittee;
- b) Chair the PI / CPC Subcommittee meeting;
- c) Attend all District 19 Committee meetings and/or submit a written report;
- d) To keep accurate financial records of the Subcommittee’s revenues and expenses and to include a financial statement in the monthly report to the District Committee;

- e) Attend and participate in Workshops and Round-Ups for District 19 when requested to do so by the District Committee;
- f) Attend the Area 86 Spring Assembly and Fall Assembly;
- g) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports, and activities within the PI / CPC Subcommittee;
- h) Serve as the link between District 19 member Groups and the District Structure on issues as they pertain to PI / CPC;
- i) Maintain communication with the Area 86 Public Information Subcommittee Chairs (Public Information and Communication with Professional Communities) for the purpose of exchanging minutes, reports, etc. and as a resource for questions and concerns with respect to the duties of the PI / CPC Subcommittee;
- j) Have had past general service experience;
- k) Keep financial records of the activities of the Subcommittee;
- l) Maintains a cash float for PI / CPC Subcommittee expenses;
- m) Exercise a vote within the Subcommittee only to break a tie;
- n) When requested, to set up and arrange personnel for an information table / booth;
- o) To be responsible for maintaining an inventory of appropriate literature;
- p) Respond to relevant calls;
- q) Submit applicable expenses to the district for reimbursement;
- r) Ensure that the Subcommittee is following the applicable guidelines from GSO, Subcommittee workbooks, the Twelve Traditions and, the A.A. Service Manual;
- s) Notify all Area Subcommittee Chairs of District PI / CPC Subcommittee names and District emails

At District 19, the PI / CPC Subcommittee Alternate Chairperson is expected to:

- a) Assist the Subcommittee Chairperson in fulfilling their responsibilities;
- b) Fulfill the Subcommittee Chairperson's duties should they be absent;
- c) Attend Area 86 Spring and Fall Assembly workshops and District 19 workshops;
- d) Submit applicable expenses to the Subcommittee Chairperson for reimbursement.

At District 19, the PI / CPC Subcommittee Secretary is expected to:

- a) Record the minutes of PI / CPC Subcommittee meetings;
- b) Maintain records of all Subcommittee written reports and minutes;
- c) Forwards copies of meeting minutes to Subcommittee members by e-mail or hands out at the next meeting;
- d) Attends all PI / CPC Subcommittee meetings

- e) Ensures a replacement Secretary is found when not available to attend a Subcommittee meeting.

SUBCOMMITTEE SUB-CHAIRS

1. PI / CPC Elections: PI / CPC Subcommittee Chairperson to notify the District 19 groups two months (July) before elections are to be held. This will give time for the GSR to go back to their group and see if any past GSRs or group representatives would like to stand for a position. Only Sub-Chairs and group representatives can make nominations for available positions. Group representatives and Sub-Chairs have a vote. A closed ballot is to be used for elections. The Third Legacy Procedure (according to the *A.A. Service Manual*) to be followed. If any position should become vacant mid-term, the PI / CPC Chairperson may appoint a group representative or a volunteer who has the qualifications to fill the vacant position until elections can be held.
2. Absenteeism: Should any position on the PI / CPC Subcommittee go three consecutive meetings without contact or a report given, this position will be deemed vacant.
3. Volunteers: All volunteers are to be given proper training to be familiar with the PI / CPC guidelines as set out in the PI and CPC workbooks before they are to give presentations.
4. Motions: Only Sub-Chairs and group reps may make motions. Volunteers may not make motions but may speak on a motion at the discretion of the Sub-Chair.
5. Voting: Only group representatives and the Sub-Chairs may vote on motions. The Sub-Chair may vote only should there be a tie. Volunteers do not have a vote.
6. It is suggested that all Subcommittee Chairpersons should have a minimum of two years of continuous sobriety to serve. If the sobriety of a Subcommittee Sub-Chair is interrupted, his/her resignation will be automatic.
7. In general terms the duties and responsibilities of Sub-Chairs are to attend regularly scheduled meetings for the purpose of reporting activity as well as participating in the planning process of carrying the message of the Fellowship through third parties and to assist in training / practicing sessions for new members of PI / CPC.

Public Information / Cooperation with Professional Communities

1. One Sub-Chair shall exist for each of the two areas: Oakville and Burlington / Waterdown.
2. The responsibilities of the Subcommittee are to:
 - a. Gather a team of qualified presenters from the PI / CPC Subcommittee, trained to deliver factual presentations to professionals and their associates, to counselors, and to third parties in a position to help carry the message to the still suffering alcoholic;
 - b. To assist with training new PI / CPC volunteers;
 - c. To establish and maintain communication with appropriate professional associations for the purposes of carrying the message of the Fellowship when requested;

- d. To follow up on all calls requesting information;
- e. Maintaining an inventory of literature and tracking its distribution;
- f. To file activity reports with the PI / CPC Subcommittee Secretary.

Sub-Chair for Media

1. The responsibilities of the Sub-Chair for Media are:
 - a. To gather a team of qualified presenters fully conversant with the Fellowship's history, objective and mandate to carry the message of hope and help to the still suffering alcoholic through contact with the media;
 - b. To establish periodic contact with local media and to explore new opportunities, through attraction, to carry the message via public airways and newspapers;
 - c. To assist with training of PI / CPC volunteers; and
 - d. To file activity reports with the PI / CPC Subcommittee Secretary.

Sub-Chair for Schools

1. The responsibilities for the Sub-Chair for Schools are:
 - a. To gather a team of qualified PI / CPC volunteers trained to deliver factual presentations in schools and organizational settings;
 - b. To notify and provide the necessary qualified members (in rotational manner) to give these presentations;
 - c. To assist with the training of new PI / CPC volunteers;
 - d. To file activity reports with the PI / CPC Secretary;
2. This position is to have an Alternate to assist the Sub-Chair in carrying out their duties. The Alternate will also stand in when the Sub-Chair is absent.

Sub-Chair for Institutions

1. The responsibilities of the Sub-Chair for Institutions are:
 - a. To gather a team of qualified PI / CPC volunteers trained to deliver factual presentations in institutions;
 - b. To maintain an updated list of volunteers (with contact information);
 - c. Arrange for volunteers to attend meetings as scheduled in institutions;
 - d. To coordinate training for new volunteers;
 - e. To act as the contact for hospitals, groups homes, treatment centres and, correctional institutions, and;

Sub-Chair for Website

1. The responsibilities of the Sub-Chair for Website are:
 - a. Attend monthly PI / CPC meeting and file a report on activities;
 - b. Update website as requested by Group Representatives;
 - c. Update new GSRs with their e-mail address on the District website;
 - d. Make no major website redesign without first presenting to Subcommittee.

Appendix 3: Grapevine Subcommittee Duties and Responsibilities

At District 19, the Grapevine Subcommittee Chairperson is expected to:

- a) Oversee the duties and responsibilities of the Grapevine Subcommittee;
- b) Chair the Grapevine Subcommittee meeting;
- c) Attend all District 19 Committee meetings and / or submit a written report;
- d) To keep accurate financial records of the Subcommittee's revenues and expenses and to include a financial statement in the monthly report to the District Committee;
- e) Attend and participate in Workshops and Round-Ups for District 19 when requested to do so by the District Committee;
- f) Attend the Area 86 Spring Assembly and Fall Assembly;
- g) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports and activities within the Grapevine Subcommittee;
- h) Serve as the link between District 19 member Groups and the District Structure on issues as they pertain to the Grapevine;
- i) Maintain communication with the Area 86 Grapevine Subcommittee Chair for the purpose of exchanging minutes, reports, etc. and as a resource for questions and concerns with respect to the duties of the Grapevine Subcommittee;
- j) Supply Grapevine materials where needed;
- k) Maintain accurate records on Sales, Orders, and Inventory to be included in the monthly report to the District Committee;
- l) Supply, free of charge, all Grapevine literature received free of charge;
- m) Provide Tradition Checklists to groups free of charge;
- n) Place orders for Pocket Planners and Calendars where requested;
- o) Order Grapevine related material such as tapes, books, CD's etc. and go to groups within the District to sell the materials when invited;

Appendix 4: Accessibilities / Remote Communities (A / RC) Subcommittee Duties and Responsibilities

At District 19, the A / RC Subcommittee Chairperson is expected to:

- a) Oversee the duties and responsibilities of the A/RC Subcommittee;
- b) Chair the A / RC Subcommittee meeting;
- c) Attend all District 19 Committee meetings and / or submit a written report;
- d) To keep accurate financial records of the subcommittee's revenues and expenses and to include a financial statement in the monthly report to the District Committee;
- e) Attend and participate in Workshops and Round-Ups for District 19 when requested to do so by the District Committee;
- f) Attend the Area 86 Spring Assembly and Fall Assembly;
- g) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports, and activities within the A / RC Subcommittee;
- h) Serve as the link between District 19 member Groups and the District Structure on issues as they pertain to A / RC; Maintain communication with the Area 86 A / RC Subcommittee Chairs (Accessibilities and Remote Communities) for the purpose of exchanging minutes, reports, etc. and as a resource for questions and concerns with respect to the duties of the A/ RC Subcommittee;
- i) Organize all volunteers from District 19 groups;
- j) Set dates from Subcommittee meetings and ensure communication of these to all groups;
- k) Stay in contact with all coordinators to ensure they are up-to-date on all relevant material and information;
- l) Respond to relevant calls;
- m) Be available to talk to groups about special needs;
- n) Contact coordinators for the set-up of a meeting in their area;

Accessibilities / Remote Communities Subcommittee Alternate Chairperson

At District 19, the Accessibilities / Remote Communities Subcommittee Alternate Chairperson is expected to:

- a. Assist the Subcommittee Chairperson in fulfilling their responsibilities and;
- b. Fulfill the Subcommittee Chairperson's duties should they be absent.

Appendix 5 : Roundup Subcommittee Duties and Responsibilities

At District 19, the Roundup Subcommittee Chairperson is expected to:

- a) Oversee the duties and responsibilities of the Roundup Subcommittee;
- b) Chair the Roundup Subcommittee meeting;
- c) Attend all District 19 Committee meetings and / or submit a written report;
- d) To keep accurate financial records of the subcommittee's revenues and expenses and to include a financial statement in the monthly report to the District Committee;
- e) Attend and participate in Workshops and Roundups for District 19 when requested to do so by the District Committee;
- f) Attend the Area 86 Spring Assembly and Fall Assembly;
- g) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports and activities with the Roundup Subcommittee;
- h) Serve as the link between District 19 member Groups and the District Structure on issues as they pertain to the Roundup;

Appendix 6 : Fellowship Dinner Subcommittee Duties and Responsibilities

At District 19, the Fellowship Dinner Subcommittee Chairperson is expected to:

- a) Oversee the duties and responsibilities of the Fellowship Dinner Subcommittee;
- b) Chair the Fellowship Dinner Subcommittee meeting;
- c) Attend all District 19 Committee meetings and / or submit a written report;
- d) To keep accurate financial records of the subcommittee's revenues and expenses and to include a financial statement in the monthly report to the District Committee;
- e) At the March District Meeting the outgoing Chairperson will present a final written report including a financial statement;
- f) Attend and participate in Workshops and Roundups for District 19 when requested to do so by the District Committee;
- g) Attend the Area 86 Spring Assembly and Fall Assembly;
- h) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports and activities with the Fellowship Dinner Subcommittee;
- i) Serve as the link between District 19 member Groups and the District Structure on issues as they pertain to the Fellowship Dinner Subcommittee;

Appendix 7: Bridging the Gap Subcommittee Duties and Responsibilities

At District 19, the Bridging the Gap Subcommittee Chairperson is expected to:

- a) Oversee the duties and responsibilities of the Bridging the Gap Subcommittee;
- b) Chair the Bridging the Gap Subcommittee meeting;
- c) Attend all District 19 Committee meetings and/or submit a written report;
- d) To keep accurate financial records of the subcommittee's revenues and expenses and to include a financial statement in the monthly report to the District Committee;
- e) Attend and participate in Workshops and Round-Ups for District 19 when requested to do so by the District Committee;
- f) Attend the Area 86 Spring Assembly and Fall Assembly;
- g) Keep in contact with District 19 Subcommittee Chairpersons for the purpose of sharing meeting minutes, reports, and activities within the Bridging the Gap Subcommittee;
- h) Serve as the link between District 19 member Groups and the District Structure on issues as they pertain to Bridging the Gap;
- i) Maintain communication with the Area 86 Bridging the Gap Subcommittee Chairs for the purpose of exchanging minutes, reports, etc. and as a resource for questions and concerns with respect to the duties of the Bridging the Gap Subcommittee;
- j) Have had past general service experience;
- k) When requested, to set up and arrange personnel for an information table / booth;
- l) To be responsible for maintaining an inventory of appropriate literature;

- m) Respond to relevant calls;
- n) Ensure that the Subcommittee is following the applicable guidelines from GSO, Subcommittee workbooks, the Twelve Traditions and, the A.A. Service Manual;
- o) Notify all Area Subcommittee Chairs of District Bridging the Gap Subcommittee names and District emails
- p) Build and maintain an up to date master list of all AA members volunteering to be temporary contact persons for BTG. A copy to be sent to the DCM.

Appendix VIII

District 19 Halton/Flamborough D.C.M. & Alternate D.C.M Expense Claim Form *(please attach applicable receipts)*



Name : _____ Position: _____

1. Travel Expenses:

From: _____ To: _____

Purpose: _____

Mileage: _____ x kms @ \$0.45 = \$ _____

Hotel: # nights = \$

Parking: = \$

Meals: (max \$51 per day) x @ \$17.00 per meal= \$

Assembly Banquet Ticket = \$

Non-meal included beverages e.g., coffee, tea, juice = \$

TRAVEL SUBTOTAL= \$

2. Other Expenses:

Stationery: = \$

Photocopying: = \$

Postage: = \$

Telephone: = \$

Supplies: = \$

Other (please specify): = \$

OTHER SUBTOTAL = \$

3. Remarks & Notes (if required):

4. Signature & Approval:

Signature

Date

DCM Approval Signature

Date

Issued Treasurer Signature

Date

Cheque #

Mileage: _____ x kms @ \$0.45 = \$ _____

Meals: (max \$51 per day) _____ x @ \$17.00 per meal= \$ _____

Non-meal included beverages e.g., coffee, tea, juice _____ = \$ _____

TRAVEL SUBTOTAL= \$ _____

2. Other Expenses:

Stationery: _____ = \$ _____

Photocopying: _____ = \$ _____

Postage: _____ = \$ _____

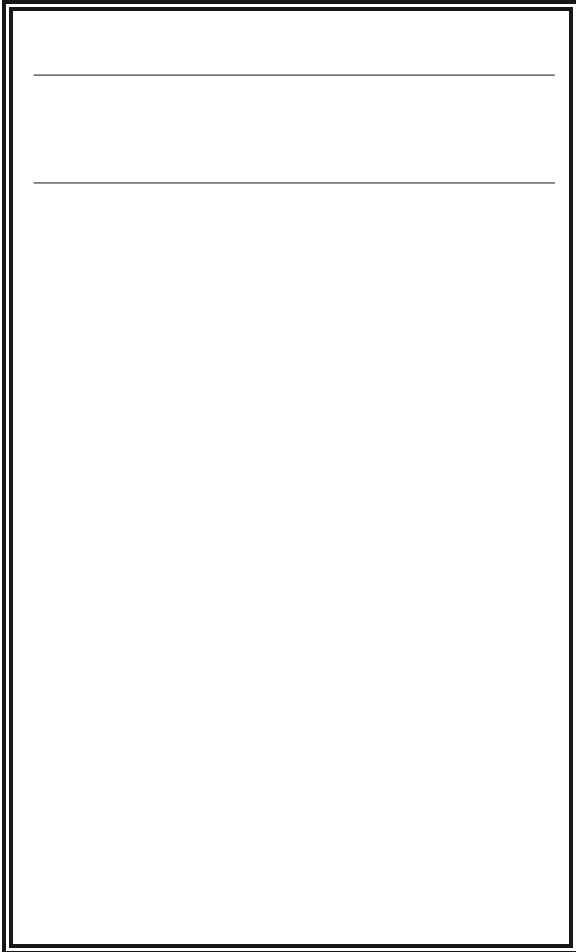
Telephone: _____ = \$ _____

Supplies: _____ = \$ _____

Other (please specify): _____ = \$ _____

OTHER SUBTOTAL = \$ _____

Parking: _____ = \$ _____



4. Signature & Approval:

Signature Date

DCM Approval Signature Date

Issued Treasurer Signature Date Cheque #

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