

# **District 21 GSR Committee GUIDELINES**

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**OREGON AREA 58  
ALCOHOLICS ANONYMOUS**

Revised April 18, 2023

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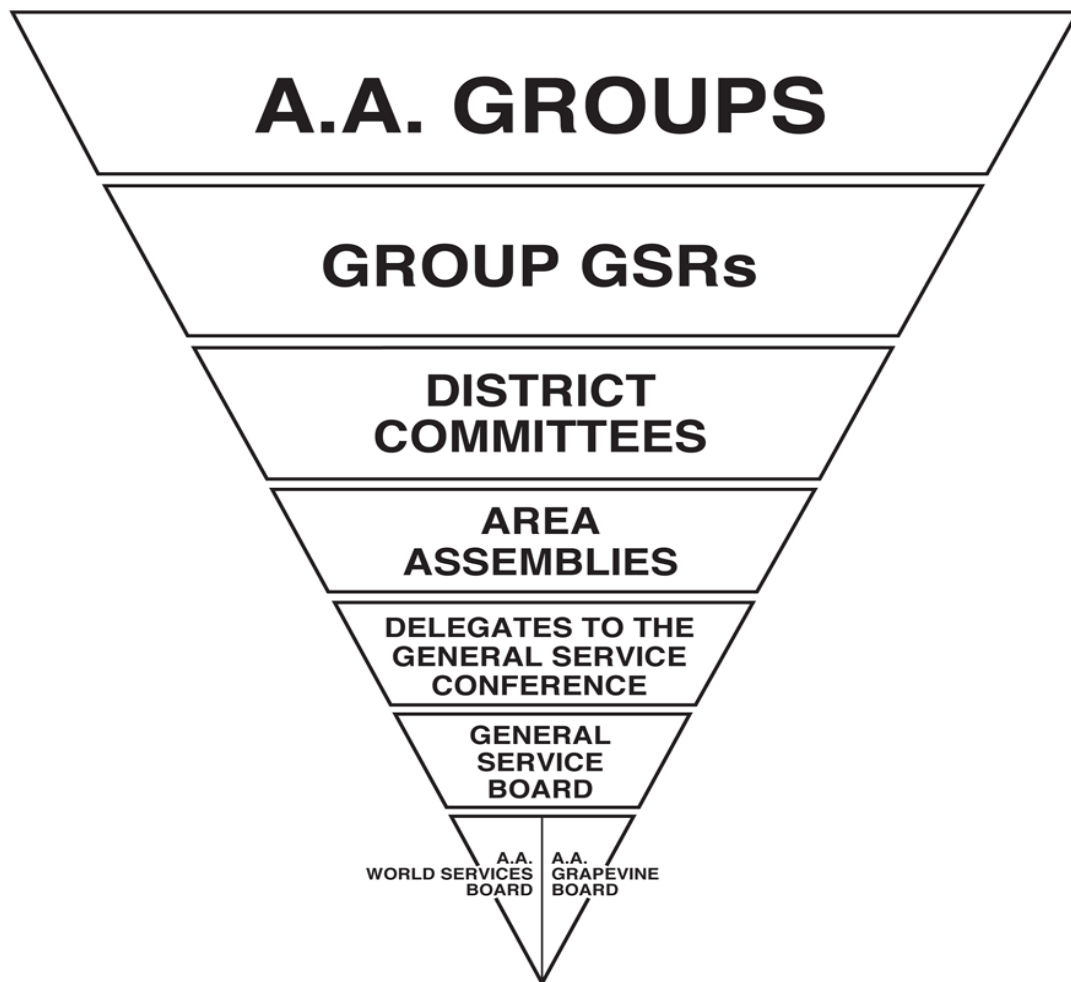
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## I. WHO WE ARE

**District 21** is a partnership among AA groups in Linn and Benton Counties. The **District 21 GSR Committee** is a representative body that that conducts business for District 21. The diagram below shows how District 21 fits into the United States/Canada General Service Conference structure of Alcoholics Anonymous.

### STRUCTURE OF THE CONFERENCE (U.S. and Canada)



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## II. OUR PRIMARY PURPOSE, MISSION, AND VISION

Our primary purpose is to carry the message of recovery to alcoholics who still suffer. Our mission is twofold:

- We provide opportunities for all groups in District 21 to have a voice in the functioning of AA as a whole, and
- We collect and organize information from members, groups, and other AA entities for the purpose of bringing together people and resources to carry the message of recovery to alcoholics in District 21.

Our vision is to work together collaboratively and constructively. In our District 21 business meetings and interpersonal communications, we strive to create an atmosphere where everyone feels welcome to participate and share ideas. As trusted servants in AA, we do not avoid nor do we seek controversy; we focus on finding solutions rather than dwelling on problems. We practice inclusivity, patience, and tolerance of others.

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### **III. WHAT THIS DOCUMENT IS FOR**

The purpose of this document is to provide guidelines for coordinating the activities of the District 21 GSR Committee. *These guidelines are suggestions, not rules.* They reflect current practice and are therefore subject to review, revision, and exception at the will of the group conscience.

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### **IV. WHAT THE GSR COMMITTEE DOES**

We perform these basic services:

- Publish and distribute District 21 meeting schedules.
- Maintain an AA telephone hotline.
- Maintain a district website.
- Elect a Steering Committees to perform duties outlined elsewhere in these guidelines.
- Orient new AA groups in District 21 and help them connect to AA's general service structure.
- Host district-sponsored workshops and events.

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### **V. WHEN AND WHERE WE MEET**

Regular District 21 business meetings are held at 7:30 p.m. Pacific time on the third Tuesday of each month, except in December, when we meet on the second Tuesday. The meetings are held either at Hill Street Church of Christ, 1805 Hill St. S.E., Albany, Oregon, or online. Updates to meeting times and location will be posted at [aaoregon.district21.org](http://aaoregon.district21.org) and sent to GSRs and Steering Committee members each month prior to the meeting.

Special open meetings may be called at the discretion of the DCM, and the Steering Committee may meet in closed session as often as necessary.

Visit [aaoregon-district21.org](http://aaoregon-district21.org) to send email to any district officer or service committee chair.

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### **VI. HOW WE FUNCTION**

As an integral part of AA's General Service structure, District 21 is guided by the principles, traditions, and concepts of Alcoholics Anonymous. We reference the most current versions of the *Oregon Area 58 Guidelines*, the *AA Service Manual*, and the *Twelve Concepts of World Service* to guide our organization and our decision-making processes.

#### **1. WHO PARTICIPATES IN BUSINESS MEETINGS**

The AA members who conduct the business of District 21 are:

- One GSR (or Alt GSR) from each group within the boundaries of District 21.
- A Steering Committee, which includes District 21 Officers and Service Committee Chairs:

District 21 Officers:

- District Committee Member (DCM)
- Alternate District Committee Member (Alt DCM)

- Registrar
- Secretary
- Treasurer

Service Committee Chairs:

- Accessibility Committee Chair
- Archives Committee Chair
- Events Committee Chair
- Grapevine Committee Chair
- Hospitals and Institutions (H&I) Committee Chair
- Hotline Committee Chair
- Literature Committee Chair
- Public Information (PI) Committee Chair
- Schedules Committee Chair
- Website Committee Chair

Elected Service Committee Positions

- Web Developer
- Assistant Web Developer

All AA members are welcome and encouraged to attend regular and special open district meetings. As a courtesy, members are encouraged to contact the DCM prior to the meeting if they wish to speak at the meeting for any reason; this simply helps the DCM prepare the meeting agenda and effectively facilitate the meeting to ensure that all voices are heard.

**2. WHO HAS VOTING PRIVILEGES**

Each group in District 21, as represented by that group's GSR, is entitled to one vote on all matters. In the GSR's absence, an Alt GSR has the vote. Each member of the Steering Committee is entitled to one vote on all matters, with these exceptions:

- The DCM votes only in the case of a tie vote when a simple majority is required.
- The Web Developer and Assistant Web Developer have no vote, as the Web Committee Chair votes for the entire committee; however, they in all other respects have full right of participation in District Business Meetings.

Seven (7) District 21 GSRs constitute a quorum at any regular or special open meeting. No voting may take place unless a quorum is present.

**3. HOW THE STEERING COMMITTEE IS ELECTED**

In September of each year, a nominating committee will contact members and member groups to organize a slate of people interested in serving on the Steering Committee. The nominating committee will be composed of an Alt DCM and three members of the Steering Committee. Any AA member belonging to a District 21 group may be nominated for the Steering Committee if that member meets all of the following criteria:

- Meets the recommended requirements as suggested in the current *A.A. World Service Manual*.
- Has at least one year of continuous sobriety prior to election.

If a member is nominated for more than one office, that member will serve in the office to which he/she is first elected. Up to five nominees will be accepted for each office that needs to be filled. The election will be held at the regular November meeting of District 21, and elected members will begin their terms

effective January 1 of the following year. All GSRs in attendance (or Alt GSR in the GSR's absence) and all current and outgoing members of the Steering Committee have a vote in the election, except the DCM. Steering committee members are elected to serve as indicated:

- Elected in even-numbered years to serve a 2-year term:
  - DCM
  - Alt DCM(s)
  - Accessibility Committee Chair
  - Events Committee Chair
  - Literature Committee Chair
  - Public Information Committee Chair
  - Website Committee Chair
- Elected in odd-numbered years to serve a 2-year term:
  - Secretary
  - Treasurer
  - Registrar
  - Grapevine Committee Chair
  - H&I Committee Chair
  - Hotline Committee Chair
  - Schedules Committee Chair
  - Web Developer
  - Assistant Web Developer
- Elected in odd-numbered years to serve an 8-year term:
  - Archives Committee Chair

Elections will follow AA's Third Legacy procedure, as follows:

- All names of nominated individuals will be written where they are easily visible to voting members.
- A vote will be taken separately for each position. At the DCM's discretion, votes may be written or indicated by a show of hands.
- A two-thirds majority vote is required for election.
- If no single person receives the majority requirement, all but the two candidates with the highest total of votes for one office will be eliminated, and another vote will be taken.
- If neither candidate receives the required majority, the names of the candidates will be placed in a "hat" and the name drawn will assume the office.

No member of the Steering Committee may serve for more than three consecutive years in any one position, excluding the Archives Committee Chair, unless approved by a two-thirds majority of the voting body.

#### **4. PROCEDURES FOR MOTIONS**

Whenever possible, motions should be prepared in writing and preferably typewritten in advance of the business meeting. The motion writer is asked to provide 20 copies. Contact the DCM with any concerns about preparing copies. Only those items of business determined by a vote to be urgent and/or administrative will be voted on immediately. All other motions will be tabled so GSRs can take them

back to their groups to determine the group conscience.

All motions presented at business meetings should be structured to include the following information:

- The motion itself, limited to one issue;
- A statement of current practice; and
- A statement of the motion's budgetary impact, if passed.

If the DCM receives a motion that contains more than one issue, he/she will separate the issues into separate motions. Motions presented at business meetings will, at the discretion of the DCM, follow modified Roberts' Rules of Order for motions, as outlined below:

- A motion is made:
  - If the motion does not receive a second, it dies.
  - After a second, discussion is opened.
  - If a voting member "calls the question," a second is required. Otherwise, discussion resumes.
  - If the call is seconded, a vote is taken, with a two-thirds majority required to end the discussion.
  - If the call is not seconded, discussion resumes.
  - When the DCM is satisfied that all voting members present have had a chance to thoroughly share their point of view, discussion ends.
  - If the motion involves expenditure of District 21 funds, the Treasurer is asked to report about the availability of funds.
  - A vote is taken to determine whether the issue is urgent or administrative; a simple majority prevails.
  - If it is determined that the issue is urgent or administrative, a vote on the motion is taken immediately, and a two-thirds majority is required to pass.
  - If it is determined that the issue is not urgent or administrative, the motion is tabled so the GSRs can take it back to their groups for input. Discussion resumes under Old Business at the next District 21 business meeting.
- A motion is voted on:
  - The motion requires a two-thirds majority to pass.
  - If any "no" votes have been cast, the DCM asks whether a voting member from the nonprevailing side wants to voice a minority opinion.
  - After the minority opinion is heard, the DCM asks if anyone from the prevailing side wants to re-vote. If so, a motion to reconsider and a second are required; a two-thirds majority is required to decide whether to reconsider the motion.
  - If no minority opinion is voiced, the motion passes.
- When a motion is reconsidered:
  - Discussion is resumed, but members are asked to limit discussion to new considerations only. Discussion ends when the DCM is satisfied that all voting members have had a chance to speak.
  - The process resumes as outlined above under "A motion is voted on."

## **5. BUDGETING PROCEDURES**

Each year, at the September District 21 business meeting, service committee chairs and district officers (i.e., all members of the Steering Committee) should present to the Treasurer a requested budget to fund their position for the following year, even if they are rotating out of the position that year. Suggestions for expenses to consider when making a budget request are included within each Steering Committee position description (see **Steering Committee Position Descriptions**). Using the individual budget requests as a guide, the Treasurer will create a proposed/ideal budget for consideration by voting members at the October business meeting.

The budget should establish a prudent reserve equal to 3 months of operating expenses, which is determined by averaging the prior year's actual annual operating expenses. The budget will be voted on and finalized at the January district business meeting. During that meeting, the body will vote about what to do with any excess funds beyond the prudent reserve. It is suggested that contributions be made to Oregon Area 58 and the General Service Office (GSO), if possible.

Any Steering Committee member may make a motion to request additional funds at any regular district business meeting.

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## **VII. SUGGESTIONS FOR DISTRICT 21 GSRs**

Each group in AA determines, through its group conscience, which duties it wants a GSR and/or Alt GSR to perform and how much financial support they will provide to support their wishes. Included here are several suggestions to help you get started in becoming an informed GSR who can most effectively represent your group:

- Read the conference-approved pamphlet titled *GSR Group Service Representative: Your group's link to AA as a whole*.
- Become familiar with the *AA Service Manual*, *Area 58 Guidelines*, and the *Box 459* newsletter from GSO.
- Get a service sponsor.
- Attend your home group business meetings (some groups may call these group conscience or service meetings).
- Attend the monthly District 21 business meetings and the quarterly Area 58 assemblies (held in February, May, September, and November) so you can keep your group fully informed and current about discussions and decisions at all levels of the General Service structure. If you cannot attend, ask an Alt GSR to attend and keep you and the group informed about what happened.
- Ask your group to share their thoughts about tabled motions from District 21 and Area 58 and ask them how they want you to vote on the issue at hand.
- If you or your group has a concern about something happening in your group, in the district, or in AA as a whole, bring the concerns to district meetings. If it's appropriate, bring a motion to the floor.
- Actively participate by voting for your group at District 21 meetings and Area 58 assemblies.
- Attend GSR School and GSR Sharing Sessions at the Area 58 assemblies. If you cannot get to an assembly or would like your group to better understand the role of a GSR, ask the Alt DCM to invite Area 58 to bring a GSR School to the district.
- Attend as many District 21-sponsored workshops as you can, and keep an eye out for interesting



workshops sponsored by other districts.

- Attend the Area 58 delegate's pre-conference workshop to provide the delegate with your thoughts about the topics s/he will be voting on at the General Conference in May.
- Attend the delegate's post-conference presentation to find out what happened at the General Conference so you can pass the information along to your group.
- Practice Rule 62 and have fun! Your enthusiasm for service is contagious!

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## **VIII. STEERING COMMITTEE POSITION DESCRIPTIONS**

It is suggested that all Steering Committee members:

- Perform the duties outlined in the current edition of the *AA Service Manual* and *Area 58 Guidelines*, unless they are modified or specifically eliminated by these *District 21 Guidelines*.
- Convene a committee of their choosing, preferably AA members from throughout the district, to help carry out their duties and responsibilities.
- Attend regular business meetings, special open meetings, and Steering Committee closed sessions. If any member of the Steering Committee misses three consecutive regular District 21 business meetings without notification and/or just cause, that member may be replaced upon approval by a quorum of the voting body at the next regular District 21 business meeting.
- Verbally report recent activities at regular monthly business meetings or submit a written report via email if unable to attend the meeting.
- Monitor expenses and submit an annual budget request to the Treasurer in September.

The balance of this section outlines the suggested duties and responsibilities for each position on the Steering Committee (i.e., District 21 Officers and Steering Committee Chairs).

### **1. DISTRICT OFFICERS**

Included in this section are position descriptions for the District Committee Member (DCM), Alternate District Committee Member (Alt DCM), Registrar, Secretary, and Treasurer.

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

*Preferred qualifications:*

- Have served at least one year on the District 21 Steering Committee or as a District 21 GSR sometime prior to the election.
- Have access to and familiarity with electronic communication mediums such as email, text, and website interfaces.
- Have current and continuous sobriety for a minimum of 2 years.

*Duties and responsibilities:*

- Has no voting privileges, except to break a tie vote when a simple majority is required.
- Facilitates all regular business meetings, special open meetings, and Steering Committee meetings. Notifies voting members least seven days in advance of any special meetings that concern the common cause of District 21 or AA as a whole.
- Attends quarterly Area 58 assemblies.
- Attends regional assemblies, as the budget allows.

- Reports in a timely manner to District 21 voting members about current district activities and the actions of Oregon Area 58 business meetings.
- Facilitates communication between the district and the Area 58 Delegate.
- Works with the Treasurer to conduct an annual budget review (see Section VI.5: Budgeting Procedures).
- Reviews drafts of minutes of all meetings, and edits as necessary for Tradition 11 purposes. Forwards reviewed drafts to the Registrar for distribution to all Steering Committee members and GSRs.
- Upon taking office, submits a DCM/District change form to the Area 58 Registrar (available at [aa-oregon.org](http://aa-oregon.org)) and provides the Hill Street Christian Church administration with his/her contact information.
- Upon taking office, initiates the process of updating banking information. Signers on the bank account should include the DCM, the Alt DCM, and the Treasurer. The bank will require a copy of the minutes that confirm the election of new officers and a copy of the District 21 GSR Committee's filing status with the State of Oregon.
- Each March, works with the Treasurer to update and submit the State of Oregon Nonprofit Corporation renewal form, either online or in hard copy. This is required by the State of Oregon to maintain our nonprofit status.
- Signs District 21 checks when necessary, and may sign legal documents for activities that have been approved by the voting body, such as establishing and maintaining bank accounts, liability insurance, and State filings.
- Works closely with the Alt DCM to ensure that the Alt DCM is prepared to perform DCM duties if the DCM is unavailable for any reason, and to ensure a smooth transition upon position rotation.
- Updates or delegates responsibility for updating these *District 21 Guidelines* in response to approved motions.
- Supports communication among Area 58, GSO, and the District 21 Website Committee, including passing along resources and best practices offered at assemblies and conferences.
- Keeps a notebook with information pertinent to the DCM and, upon rotating out of the position, ensures that all relevant electronic and hard-copy documents are passed along to the incoming DCM. Passes along documents to the Archivist when appropriate.

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

##### *Preferred qualifications:*

- Have served at least one year on the District 21 Steering Committee or as a District 21 GSR sometime prior to the election.
- Have access to and familiarity with, or a strong willingness to learn, electronic communication mediums such as email, text, and website interfaces.
- Have current and continuous sobriety for a minimum of 2 years.

##### *Duties and responsibilities:*

- Votes in all District 21 matters.
- Assumes the duties of the DCM if the DCM is temporarily unable to perform his/her duties.
- If the DCM is unable to complete his/her term of office, the Alt DCM will temporarily assume the

position and facilitate the next two regular business meetings. Nominations for the position will be accepted at the first consecutive meeting and a special election will be held at the second consecutive meeting. The newly elected DCM will assume the position at the third consecutive business meeting.

- Signs District 21 checks when necessary.
- Chairs the nominating committee for Steering Committee elections.
- Organizes and facilitates district-sponsored workshops and events.
- Upon request, assists groups within the district to plan and conduct workshops and events.
- Coordinates and facilitates workshops and events in partnership with other districts and Area 58.
- Assists DCM in reaching all groups in the district.
- Attends quarterly Area 58 assemblies.
- Attends regional assemblies, as the budget allows.
- Manages the District 21 GSR Scholarship per the scholarship guidelines (see Appendix B).
- Works closely with the Website Committee Chair, Website Developer, and/or Assistant Website Developer to ensure that the Announcements and Events area(s) of the website are current and accurate.
- Keeps a notebook with information pertinent to the Alt DCM and, upon rotating out of the position, ensures that all relevant electronic and hard-copy documents are passed along to the incoming Alt DCM. Passes along documents to the Archivist when appropriate.

### **Secretary**

#### *Preferred qualifications:*

- Have the typing skills and computer knowledge to produce and distribute accurate meeting minutes in a timely manner.
- Have current and continuous sobriety for a minimum of 2 years.

#### *Duties and responsibilities:*

- Votes in all District 21 matters.
- Keeps complete and accurate records of all District 21 regular and special meetings.
- Distributes to the DCM via email an electronic draft of meeting minutes within fourteen days of any meeting.
- After the DCM reviews or approves, make any corrections and forwards to the Registrar for distribution.
- Brings a minimum of 10 hard copies of the minutes to the subsequent district meeting for review prior to approval.
- If the minutes are approved as amended, makes any necessary corrections within seven days after each District 21 regular or special business meeting. Posts a PDF file of the approved minutes on the website.
- Maintains a notebook containing current minutes, budget reports, motions, and other documents that, using sound judgment, are worthy of keeping. Each December, consults with

the DCM about which documents to provide to the Archives Committee Chair and/or pass on to the incoming Secretary.

- Each December, merges the Secretary's documents with the Treasurer's documents and passes them along to the Archivist.

### **Treasurer**

#### *Preferred qualifications:*

- Have the proven ability and personal integrity to properly manage a checking account, keep accounting records, and produce budgets and reports that are accurate and understandable to voting members.
- Have the computer knowledge necessary to produce and distribute treasury and budget reports. A working knowledge of QuickBooks or Microsoft Excel is recommended.
- Have current and continuous sobriety for a minimum of 2 years.

#### *Duties and responsibilities:*

- Votes in all District 21 matters.
- Oversees all funds belonging to District 21.
- Keeps possession of bankbooks and checkbooks and legal documents. Orders checks and deposit slips, signs checks, makes deposits, and is responsible for paying District 21 bills.
- Advances or reimburses expenditures authorized by the District 21 GSR Committee, using District 21 checks.
- Picks up mail.
- Prepares an accurate monthly accounting of expenditures and income, in writing, for distribution at the monthly District 21 business meeting. Brings a minimum of 10 hard copies to the business meeting for distribution.
- Posts a PDF file of the approved treasury reports on the website after each District 21 regular or special business meeting.
- Works with the DCM to compile a proposed budget for the upcoming year that can be voted on at the January District 21 business meeting (see Section VI.5: Budgeting Procedures). Brings at least 20 copies of budget-related paperwork for review at the October business meeting.
- Each March, works with the DCM to update and submit the State of Oregon Nonprofit Corporation renewal form, either online or in hard copy.

### **Registrar**

#### *Preferred qualifications:*

- Have the proven ability and personal integrity to handle members' personal information and keep it confidential.
- Have or be willing to develop a working knowledge of Microsoft Excel, Microsoft Word, and the internet.
- Have current and continuous sobriety for a minimum of 2 years.

#### *Duties and responsibilities:*

- Votes in all District 21 matters.

- Maintains a current and reliable roster of District 21 groups, GSRs, Alt GSRs, and Steering Committee members. The roster should include mailing addresses, telephone numbers, and email addresses.
- Works as needed with the DCM or Alt DCM and the Schedules Committee Chair to make sure that correct information is available for groups that are not currently active in district meetings.
- Uses the most current roster to ensure that email forwarding addresses for Steering Committee members are current and correct on the website. Works with the Website Developer or Assistant Website Developer, as necessary, to correct any changes or errors, and updates the information soon after positions rotate in mid-December each year.
- Assists GSRs and Alt GSRs in registering or updating information about their groups with Oregon Area 58. This is accomplished by helping them complete New Group and Group Change Forms and submitting the documents to the Area 58 Registrar. (Oregon Area forwards the information to GSO.)
- Distributes District 21 meeting minutes, treasury reports, budgets, flyers, and special announcements to GSRs, Alt GSRs, and Steering Committee members.

## **2. SERVICE COMMITTEE CHAIRS**

This section includes the purpose of the committee and position descriptions for these Service Committee Chairs: Accessibility, Archives, Events, Grapevine, Hotline, Literature, Public Information, Schedules, Hospitals and Institutions, and Website.

### **Accessibility Committee Chair**

*Purpose:* The purpose of the Accessibility Committee is to increase awareness of all issues that prevent access to AA meetings and to offer and develop resources that District 21 can use to make the AA message and participation in our program of recovery available to everyone who reaches out for it. Accessibility issues apply to all alcoholics who have difficulties participating in AA, whether those barriers are mental, physical, geographic, cultural, ethnic, spiritual, or emotional.

For example: blindness or visual impairment; deafness or difficulty hearing; reading disabilities; physical challenges and chronic illnesses; elders or others who are homebound or in hospitals/care facilities and have difficulty getting to meetings; parents without childcare and other caregivers; underserved and remote communities. Also, issues related to safety and inclusiveness that affect access to our meetings, such as violent, inappropriate, disruptive, bullying, predatory and illegal behaviors; sexual harassment or stalking; financial coercion; racial, sexual orientation, or gender identification intolerance; pressuring AA members into a particular point of view or belief relating to medical treatments and/or medications; politics, religion, or other outside issues; and behaviors that go on outside of typical meeting times that affect whether someone feels safe to return to the group.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Becomes familiar with GSO and Area 58 resources, including written and online resources.
- Gathers information and shared experience on ways to carry the message of recovery to alcoholics who have any barriers in the way of their access to meetings and recovery in general.
- Communicates knowledge gained to individuals and groups in District 21 through workshops, presentations, mailings, and so forth.
- Upon request, works with groups in District 21 to help them determine whether accessibility

issues are being adequately addressed, and helps them troubleshoot problems, as appropriate to the situation.

### **Archives Committee Chair**

*Purpose:* The purpose of the Archives Committee is to receive, classify, and index all relevant materials, including, but not limited to, administrative files, records, correspondence, literary works, and artifacts considered to have importance to AA. Holding and preserving such material, making access possible, as determined by the archivist in consultation with the Archives committee, to AA members, and members of the public who may have a valid need to review archived material. Such access be provided with a mindful view toward the anonymity of our members.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Becomes familiar with GSO and Area 58 resources, including written and online resources.
- Collects, protects, and stores any and all material, including electronic files, to provide a history of District 21 and groups within the district.
- Provides access to the archived material to members of District 21.
- Provides displays at meetings, workshops, and events, as requested.

### **Events Committee Chair**

*Purpose:* The purpose of the Events Committee is to creating and facilitating events for our District's Sober Community.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Receives and maintains a Events workbook and kit.
- Maintains a committee notebook with lessons learned.
- Develops and maintains contact(s) such as Venues, Vendors, Suppliers, etc.
- Maintains and records a cash "Events Seed Money Fund" of \$200 and provides timely updates to the Treasurer on expenses and deposits to this fund. All funds in excess of this \$200 are to be deposited in the District Checking Account.

### **Grapevine and La Viña Committee Chair**

*Purpose:* The purpose of the Grapevine and La Viña Committee is to ensure that groups know about the AA Grapevine magazine, La Viña magazine, and other literature distributed by the Grapevine publishing arm of Alcoholics Anonymous.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Becomes familiar with GSO and Area 58 resources, including written and online resources.
- Maintains annual subscriptions of the AA Grapevine and La Viña and encourages members to purchase subscriptions.
- Ensures that the AA Grapevine and La Viña are clearly displayed and subscriptions are made available to all groups and for purchase at District 21 business meetings.

- Encourages member participation in writing articles, letters, anecdotes, pictures, and jokes.
- Informs GSRs and the Steering Committee about available Grapevine literature and ensures that the Grapevine Literature Catalog is available to groups.
- Reports at regular district business meetings when new information is available at **aagrapevine.org**

### **Hospitals and Institutions Committee Chair**

*Purpose:* The purpose of the Hospitals and Institutions Committee is to facilitate getting meetings and information about AA into hospitals, treatment facilities, and correctional facilities located in the District 21 geographical area.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Becomes familiar with GSO and Area 58 resources, including written and online resources.
- Serves as a resource for coordinating the work of individual AA members and groups who carry the message to alcoholics in treatment facilities, hospitals, and correctional facilities. This includes helping them become aware of and abide with those facilities' rules and regulations.
- Facilitates AA volunteers who want to become "outside sponsors" for incarcerated individuals.
- Sets up means of "bridging the gap" between treatment and AA, working to clarify what AA can and cannot do, within the traditions, to help alcoholics in treatment.
- Maintains a current list of correctional facilities, hospitals, and treatment facilities within Linn and Benton Counties and works with the PI committee to provide literature as needed to those facilities.

### **Hotline Committee Chair**

*Purpose:* The purpose of the Hotline Committee is to maintain District 21's Hotline phone.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Maintains and tracks the location of the District 21 Hotline cell phone.
- Recruits volunteers throughout the district to handle incoming calls and make 12th Step referrals as necessary.
- Ensures that published hotline numbers are current and correct.
- Maintains a log book consisting of a list of volunteers and a current schedule of meetings.
- Works with cell provider(s) to ensure uninterrupted service.
- Monitors costs and periodically reviews available services to ensure that District 21's plan is cost effective.

### **Literature Committee Chair**

*Purpose:* The purpose of the Literature Committee is to make obtaining AA literature as convenient and cost effective as possible.

*Chairperson duties and responsibilities:*



- Convenes and works with a committee to support the objectives of the committee.
- Maintains a stock of AA-approved literature, including books, pamphlets, and sobriety medallions. Suggested quantities are:

<u>Item</u>	<u>Minimum</u>	<u>Maximum</u>
AA pamphlets	10	50
Big Book	5	50
Twelve Steps & Twelve Traditions	5	50
Daily Reflections	5	20
As Bill Sees It	5	10
Medallions (24 hr. to 9 mos.)	20	120
Medallions (1year to 10 years)	10	20
Medallions (11 years to 20 years)	5	10
Medallions (21 years to 58 years)	2	4

- Reorders literature in ways that minimize shipping expenses.
- Fulfills literature orders from groups and District 21 Steering Committee members.
- Sets up literature for viewing and sale at District 21 meetings, workshops, and events, as requested.

### **Public Information (PI) Committee Chair**

- *Purpose:* The purpose of the PI Service Committee is to provide accurate AA information to the public and to professionals who contact AA through their work when requested. PI committees visit schools, businesses, community meetings, and the offices of the professional community for this purpose. (The professional community includes healthcare professionals, employee assistance programs, human resources departments, educators, members of the clergy, lawyers, social workers, military professionals, and government officials.) Committee members also serve as resources for local media (newspapers, radio). In all outreach activities, committee members should be sensitive to and protective of our traditions of anonymity, singleness of purpose, and nonaffiliation.
- *Chairperson duties and responsibilities:*
  - Convenes and works with a committee to support the objectives of the committee.
  - Becomes familiar with GSO and Area 58 resources, including written resources and online resources.
  - Establishes and maintains a relationship with the Area 58 CPC and PI Chairs to coordinate efforts to carry the message.
  - Maintains a PI workbook.
  - Maintains a committee notebook with lessons learned.
  - Works with the Area 58 *CPC* and PI Committees and with the District 21 Alt DCM to schedule workshops and presentations for District 21 members and groups.
  - Recruits a team of volunteers to carry the message to the public, including to treatment facilities.
  - Meets regularly with and coordinates service work with District 21's ~~EPC~~ and H&I committees.
  - Works with committee members to facilitate:
    - Placing literature racks in high schools, libraries, police stations, and hospitals, and regularly maintaining them to ensure that they are stocked with current literature and meeting schedules.



- Ensuring that every public library has at least one copy of Alcoholics Anonymous, 12 Steps and 12 Traditions, and Living Sober.
- Contacting local schools, nursing homes, and churches and offering to provide literature or make presentations.
- Responding to speaking requests for non-AA meetings within the area.
- Placing Public Service Announcements with local radio and television stations.
- Ensuring that at least one committee member works with the H&I Committee Chair on a monthly basis to ensure there is no duplication of effort.

### **Schedules Committee Chair**

*Purpose:* The purpose of the Schedules Committee is to ensure that a current and correct schedule of District 21 meetings is printed bimonthly and distributed to all meetings in the district.

*Chairperson duties and responsibilities:*

- Convenes and works with a committee to support the objectives of the committee.
- Maintains a master spreadsheet of current meetings, locations, times, type of meeting, and meeting contacts (GSRs and Alt GSRs). Works closely with the registrar to ensure accuracy.
- Maintains a log of volunteers responsible for ensuring that meetings have an adequate supply of current schedules. For example, identifies a volunteer to take schedules to meetings that don't have representation at district.
- Mails and takes current schedules to meetings when necessary or requested.
- Determines how many schedules are required to serve the district and adjusts the quantity as necessary and as the budget allows.
- Electronically formats the schedule and updates as needed.
- Orders the printing of schedules, rotating colors at each printing.
- Distributes schedules at monthly District 21 meetings.
- Updates meeting changes, additions, or deletions on the website.
- Annually shops for best prices and services for producing printed schedules.

### **Website Committee Chair**

*Preferred qualifications:*

- Possess good communication skills, computer skills, organizational skills, and a proven ability to facilitate and work collaboratively with a team.
- Possess a basic understanding of web page creation and a willingness to learn new skills and technologies.
- Possess current and continuous sobriety for a minimum of 2 years.

*Duties and responsibilities:*





- Votes in all District 21 matters.
- Recruits and facilitates a Website Committee, which meets regularly to administer the District 21 website at **aaoregon-district21.org**.
- Delegates responsibilities to Website Committee members, as needed.

- Works closely with the Website Developer to support the administrative aspects and updates to the website. Adds, changes, and deletes content as needed.
- When the position of Website Developer (see IX. Website Guidelines) is vacant, becomes the primary contact for all website service providers.
- Works with the Website Committee to ensure that all website content conforms to the AA Traditions and the group conscience of District 21.
- Operates under the Website Guidelines.
- Takes charge of the Hybrid Equipment, with the exception of the District Laptop:
  - Hybrid Equipment: Cordless Microphone Set, Sound Board, Speaker Set, Power strips & extension cords.
  - When practical stores this equipment in the district storage space between business meetings and events.
  - Sets up and takes down Hybrid Equipment at business meetings and events.

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## IX. WEBSITE GUIDELINES

The primary purpose of the website is to reach the alcoholic who still suffers. It has four target audiences, in this priority order:

-  Alcoholics who may not be sober but want to recover.
-  Established AA members who need access to, for example, meeting schedules, events and announcements, and AA resources in general.
-  AA members in service, such as District 21 GSRs, officers, and service committee chairs.
-  Professionals who work with alcoholics and friends or families of alcoholics who are interested in helping them recover.

### **WEBSITE COMMITTEE**

The Website Committee Chair will form a Website Committee. The Website Committee works collaboratively to create and maintain website content and its visual presentation.

The committee works together to remain vigilant about protecting the AA Traditions, especially our tradition of anonymity. For example, no last names will be published. It also ensures that no links to outside entities or events are included on the website. Only information and resources directly related to Alcoholics Anonymous will be posted.

The committee optimally includes these positions:

#### **Website Developer**

*Preferred qualifications:*

- Possess the technical proficiency required to handle the maintenance of the District 21 website.
- Possess current and continuous sobriety for a minimum of 2 years.

*Duties and responsibilities:*

- Manages the technical and administrative aspects of the website at **aaoregon-district21.org**.
- Is the primary contact for service providers related to website creation and maintenance.

- Works with the Website Committee Chair and the Website Committee to accurately maintain and update the website as needed, including adding, changing, and deleting content as necessary.
- Optimizes search engine keywords and metadata to help target audiences find the appropriate information quickly and easily.
- Uses Google Analytics or similar tools to measure audience responses to the website and regularly communicates findings to the Website Committee.
- Manages permissions for and trains trusted servants who participate in keeping the website updated.
- Troubleshoots the site as necessary.
- Ensures cybersecurity for the website.
- Recruits, trains, and delegates duties to the Assistant Website Developer.

### **Assistant Website Developer**

#### *Preferred qualifications:*

- Possess the technical proficiency required to handle the maintenance of the District 21 website or a willingness to learn new skills related to website development in WordPress.
- Possess current and continuous sobriety for a minimum of two years.

#### *Duties and responsibilities:*

- Assists the Website Developer by performing tasks related to the technical aspects of maintaining the website at **aaoregon-district21.org**.

Other positions on the committee may be established as needed.

The following trusted servants have minor but important responsibilities related to the website, so members in these positions will at times work closely with the Website Committee: DCM, Alternate DCM, Registrar, Secretary, Treasurer, and Schedules Committee Chair.

### **ADMINISTRATIVE DETAILS**

At minimum, contents of the website should include:

- The District 21 AA Hotline number.
- Up-to-date meeting schedules for online and face-to-face meetings.
- A form that allows visitors to the website a way to contact members of the Steering Committee.
- A list or calendar of upcoming workshops and events occurring within District 21.
- Approved minutes of all regular and special open District 21 meetings and Steering Committee meetings.
- Approved treasury reports.
- Links to the Area 58 website, the General Service Office website, and the AA *Grapevine* website.
- Links to registration information for Area 58 Assemblies.

The name of the District 21 website is: Alcoholics Anonymous District 21 Willamette Valley, Oregon

The web address is: [aaoregon-district21.org](http://aaoregon-district21.org)

The current District 21 Website Developer is to be named as the “owner” of the domain name for

registration purposes.

The current District 21 Treasurer is to be named as the “billing contact.”

## APPENDIX A: GSR SCHOLARSHIP GUIDELINES

District 21 groups can request a scholarship by submitting the following information at a regular District 21 meeting two months prior to the assembly:

- Group name
- GSR name
- Which assembly funds are requested for (Feb., May, Sept., or Nov.)
- Amount the group can give to the GSR for the assembly
- Whether or not the GSR has attended any previous assemblies

The recipient will be selected by pulling a name out of a hat, with priority given to GSRs who have never attended an assembly.

Up to \$250 will be advanced to the selected GSR before the assembly. Any amount the group gives will be subtracted from the advance. After the assembly, the GSR must submit receipts for acceptable expenses (gas, food, and lodging ONLY) and return unused funds or request up to an additional \$50. The maximum amount to be distributed for any assembly is \$300, inclusive of the group's donation.

It is expected that the scholarship recipient will share transportation and lodging if at all possible. To make this easier, and to encourage other GSRs to share rooms and rides, the district has created a room and transportation network, which is facilitated by the District 21 Alternate DCM.

To qualify for a scholarship, the GSR must participate in, **at minimum**, four District 21 regular monthly meetings, as follows:

- **2 months before the assembly**, to submit a scholarship request at the regular monthly meeting.
- **1 month before the assembly** — a name is chosen by drawing from “the hat.” Must be present to win the scholarship.
- **During the month of the assembly**, to receive the agreed-upon amount in advance of the assembly.
- **During the month following the assembly**, to:
  - Share briefly (3-5 minutes) with the group about how the experience went (for example, what the GSR learned, what was scary, what was inspirational)
  - Give receipts to the District Treasurer and make any financial adjustments.

The District strongly suggests that scholarship recipients also share their insights, inspiration, and learning with their group, as part of their ongoing efforts to act as a liaison between the district and their group.

## **APPENDIX B: ACRONYMS USED IN THIS DOCUMENT**

AA	Alcoholics Anonymous
Alt DCM	Alternate District Committee Member
Alt GSR	Alternate General Service Representative
CPC	Cooperation with the Professional Community (a District 21 Service Committee)
DCM	District Committee Member
GSO	General Service Office (New York)
GSR	General Service Representative
H&I	Hospitals and Institutions (a District 21 Service Committee)
PI	Public Information (a District 21 Service Committee)

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## Document Revision History

<b>Date of Revision</b>	<b>Page(s)</b>	<b>Description of Revision</b>
<i>12/09/20</i>	Several	After an approved motion on December 8, 2020, edits were made on several pages to eliminate references to “Webmaster” and “Assistant Webmaster,” create the “Website Committee Chair” position and completely replace “Appendix A: Website Guidelines.” A statement was added to Section V. WHEN AND WHERE WE MEET to address online business meetings. Some typos were also fixed.
<i>03/17/23</i>	Several	Made changes to the following sections: Who Participates in Business Meetings, Who Has Voting Priviledges, How the Steering Committee is Elected, Service Committee Chairs
<i>04/18/23</i>	18	Added Hybrid Equipment duties to the Website Committee Chair position.