

AA District 21 Service Positions Elected in Odd-Numbered Years

District Officer Positions

Registrar: 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. Assists GSRs and Alt GSRs in registering or updating information about their groups with Oregon Area 58. Distributes District 21 meeting minutes, treasury reports, budgets, flyers, and special announcements to GSRs, Alt GSRs, and Steering Committee members.

Secretary: Keeps complete and accurate records of all District 21 regular and special meetings. Sends 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.

Treasurer: Oversees all funds belonging to District 21. Responsible for paying District 21 bills. Advances or reimburses expenditures authorized by the District 21 GSR Committee, using District 21 checks. Prepares an accurate monthly accounting of expenditures and income, in writing, for distribution at the monthly District 21 business meeting. Works with the DCM to compile a proposed budget for the upcoming year that can be voted on at the November District 21 business meeting.

Service Committee Chair Positions

Archives: Collects, protects, and stores any and all AA 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.

Grapevine: Maintains annual subscriptions of the AA Grapevine and La Viña and encourages members to purchase subscriptions. Encourages member participation in writing articles, letters, anecdotes, pictures, and jokes.

Hospitals & Institutions: 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. 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: Maintains and forwards the District 21 Hotline number to volunteer's cell phones. Recruits volunteers throughout the district to handle incoming calls and make 12th Step referrals as necessary. Maintains a log book consisting of a list of volunteers and a current schedule of meetings.

Schedules: Takes current schedules to meetings when necessary or requested. Determines how many schedules are required to served the District, orders them and distributes them at monthly District 21 meetings. Electronically formats and updates the printed, printable and on-line schedules. Updates meeting changes, additions, or deletions on the website.

AA District 21 Service Positions Elected in Even-Numbered Years

District Officer Positions

District Committee Member: Facilitates all regular business meetings, special open meetings, and Steering Committee meetings. 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. Works with the Treasurer to conduct an annual budget review. Forwards reviewed drafts to the Registrar for distribution to all Steering Committee members and GSRs. Updates District 21 Guidelines. Supports communication among Area 58, GSO, and the District 21 Website Committee.

Alt. DCM: Assumes the duties of the DCM if the DCM is temporarily unable to perform his/her duties or complete his/her term of office. Assists DCM in reaching all groups in the district. Attends quarterly Area 58 assemblies. Attends regional assemblies, as the budget allows. Keeps the Announcements and Events areas of the website updated. Facilitates 4 GSR schools per year for the District.

Service Committee Chair Positions

Accessibility: Gathers information and shared experience on ways to carry the message of recovery to alcoholics who have barriers in the way of their access to meetings and recovery. 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.

Literature: Maintains a stock of AA-approved literature, including books, pamphlets, and sobriety medallions. 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: Works with the Area 58 PI/CPC Committees to offer workshops and presentations. Recruits a team of volunteers to carry the message to the public. Contacting local schools, nursing homes, and churches and offering to provide literature or make presentations. Placing Public Service Announcements with local radio and television stations.

Web Developer: Recruits and facilitates a Website Committee, which meets regularly to administer the District 21 website at aaoregon-district21.org. Supports the administrative aspects and updates to the website. Adds, changes, and deletes content as needed. Works with the District Officers/Chairs to assist them with the website and their emails .

Assistant Web Developer: Assists the Web Developer as needed.