

Alcoholics Anonymous / Area 58

# District 16

Rogue Valley, Oregon

## Guidelines & Procedures

SEPTEMBER 2009  
DECEMBER 2012  
APRIL 2018  
MARCH 2021  
AUG 2023



# DISTRICT 16 GUIDELINES AND PROCEDURES

## TABLE OF CONTENTS

<b>Table of Contents</b>	<b>1-3</b>
Acronyms	4
Glossary of Terms	5
12 Concepts of Alcoholics Anonymous	6
<b>District 16 Guidelines &amp; Procedures</b>	<b>7-30</b>
<b>I. Purpose and Scope</b>	<b>7</b>
<b>II. Structure and Functions of the District</b>	<b>7</b>
A. General Service Representatives (GSRs)	7-8
B. District Officers	8
1. Service Rotation for Officers	8
2. Travel Expenses for Officers (ASL)	9
C. District Committees Chairs	9
1. Service Rotation for Committee Chairs	9-10
2. District 16 Voting Members	10
D. Liaison Positions	10
<b>III. Duties and Responsibilities of District Officers</b>	<b>10-16</b>
A. District Committee Member (DCM)	10-11
1. Sharing Sessions	12
➤ Pre Assembly Sharing Sessions	12
➤ Post Assembly Sharing Sessions	12
2. DCM Emails	12-13
➤ District 16 - dcm@medfordareaa.org	12-13
➤ Area 58 - dist16dcm@aa-oregon.org	12-13

B. Local District Committee Member (LDCM-A, LDCM-B, LDCM-C, LDCM-D and LDCM-E)	13
1. LDCM Emails	13
➤ District 16 and Area 58	13-14
C. Secretary	14
D. Treasurer	15-16
1. Expenses and Reimbursements	16
2. Disbursement of Funds	16
3. Prudent Reserve	16
4. Available Funds	16
5. Exceeding Budget	16
E. Alternate Treasurer	16
<b>IV. Duties and Responsibilities of the Service Committee Chairs</b>	<b>17-25</b>
A. General Responsibilities	17-18
B. Access	18
C. Archives	18-19
D. Cooperation with the Professional Community/ Public Information (CPC/PI)	19-20
E. Correctional Facilities (CF)	20-21
F. Events	21
1. Events Committee	21
2. Southern Oregon Speaker Meeting Chair (SOSM)	22
G. Grapevine	22-23
H. Technology Outreach	23-24
1. Technology Co-Chair	24
➤ Website Posting Guidelines	24-25
I. Telephone Hotline	25
J. Cooperation with Treatment Facilities (CTF)	25

<b>V. Duties and Responsibilities of Liaison Positions</b>	<b>26</b>
A. District 16 Liaison to Jackson County Central Office	26
B. Al Anon Liaison	26
C. YPAA Liaison	26
<b>VI. District Policies</b>	<b>26-28</b>
A. General Business Meeting Procedures	26
B. Elections	27
C. Failure To Attend	27
D. Motions	27-28
E. Robert's Rules of Order	28
<b>VII. Financial Policy</b>	<b>28-32</b>
A. Required Budget Line Items	28
B. Discretionary Budget Line Items	29
C. Finance Procedures	29
D. The GSR "Buddy Scholarship Program"	30
1. Funding For The Buddy Share Scholarship Program	30-31
2. GSR Buddy Share Scholarship Program Application	31
3. Expense Worksheet Sample	32
What does District Do?	33-34
➤ Structure of the General Service Conference	33
➤ How do our Committees work?	34
Oregon Area 58 Map	35
Assembly Overview	35
District 16 Sub-District Map	36
Third Legacy Procedure	37

# Acronyms

<b>AA</b>	Alcoholics Anonymous
<b>AAWS</b>	Alcoholics Anonymous World Services, Inc.
<b>AFG</b>	Al Anon Family Group
<b>ASL</b>	American Sign Language
<b>CF/CFM/CFW</b>	Correctional Facilities - Men and Women
<b>CPC</b>	Cooperation with the Professional Community
<b>DCM</b>	District Committee Member
<b>EASYPAA</b>	Eugene and Springfield Young People in AA
<b>GSB</b>	General Service Board
<b>GSC</b>	General Service Conference
<b>GSO</b>	General Service Office (New York)
<b>GSR</b>	General Service Representative
<b>GV</b>	Grapevine/La Viña
<b>GVR</b>	Grapevine/La Viña Representative
<b>ICYPAA</b>	International Conference of Young People in AA
<b>LDCM</b>	Local District Committee Member
<b>ORCYPAA</b>	Oregon Conference of Young People in AA
<b>PDAC</b>	Portland Deaf Access Committee
<b>PI</b>	Public Information
<b>PNC</b>	Pacific Northwest Conference
<b>PRAASA</b>	Pacific Region AA Service Assembly
<b>TF/CTF</b>	Treatment Facilities

<b>WACYPAA</b>	Western Area Conference of Young People in AA
<b>YPAA</b>	Young People in AA

## Glossary of Terms

<b>Ad Hoc Committee</b>	A temporary committee assigned to address one specific item or topic.
<b>Ad Hoc Committee – Area</b>	A geographical unit that elects a Delegate to the General Service Conference.
<b>Area Assembly</b>	A quarterly, weekend-long gathering of the Area Committee and GSRs for business and sharing sessions
<b>Area Committee</b>	Composed of Area officers, service committee chairpersons, and DCMs.
<b>ASL</b>	American Sign Language
<b>Business Meeting</b>	Portion of an Area Assembly or other service gathering where formal business is conducted and motions are presented and voted upon.
<b>Central Office</b>	An office for literature sales and phone hotline, usually operated by an Intergroup.
<b>Delegate Conference Panels</b>	Panel discussion groups that have as a purpose to discuss General Service Conference agenda items, literature, and GSO reports relevant to that committee, to make recommendations to the Delegate, and to propose motions to the Area or the General Service Conference
<b>District</b>	A geographical or linguistic unit usually containing 5 to 50 groups that elects a DCM.
<b>District Committee</b>	District Officers, Service Committee Chairpersons, and GSRs
<b>General Service Conference</b>	Annual meeting of delegates from all U.S. and Canadian Areas, trustees, and GSO staff; the group conscience of the U.S. and Canada.
<b>HoH</b>	Hard of Hearing
<b>Intergroup</b>	A service body made up of group representatives, usually in large urban areas, but separate from the general service structure.
<b>Linguistic</b>	Of or relating to language or linguistics
<b>Motion</b>	A proposal made at a business meeting to be voted upon
<b>Service Committee</b>	A subcommittee of an Area or District responsible for doing one specific form of service work.

<b>Sub-Districts</b>	A Sub-District is a Geographical or Non-Geographical (Linguistic) unit containing a specific number of groups, within a District. The number of groups in a Sub-District is determined by the DCM and LDCM. The primary focus shall be on finding ways to contribute to the growth and well being of all groups within the District.
<b>Substantial Unanimity</b>	Usually a two-thirds majority.

## **The Twelve Concepts (short form)**

- I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
- II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs
- III. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staff, committees, and executives—with a traditional “Right of Decision.”
- IV. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
- V. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
- VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
- VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
- VIII. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
- IX. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
- X. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
- XI. The trustees should always have the best possible committees, corporate service directors, executives, staff, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

XII. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action. ([AA Service Manual pg IV](#))

## DISTRICT 16 GUIDELINES

### What is a District?

*District 16 is composed of AA Groups within the boundaries defined by Area 58 Guidelines, with Sub-Districts (LDCM) assigned to a DCM. If the registered groups in a Sub-District grow to the point that the DCM or LDCM are experiencing difficulty providing group coverage, the Sub-District boundaries may be re-defined to equalize the group load. District 16 may create a new Sub-District and LDCM position as necessary.*

*District 16 General Service Business Meetings are held monthly on the 2nd Wednesday of each month. Attendance at the District 16 Business Meeting includes: all District 16 Officers - DCM, LDCMs, Treasurer, Alt Treasurer, Secretary, District Committee Chairs, General Service Representatives (GSR) and Liaisons.*

*The purpose of the District 16 General Service Meeting is to provide a forum for the interchange of ideas and information among the groups represented, District 16, Area 58 and GSO.*

### **I. PURPOSE OF GUIDELINES AND PROCEDURES**

*The Fellowship of Alcoholics Anonymous and the Three Legacies of:*

- **RECOVERY**, as outlined in the Twelve Steps,
- **UNITY**, as outlined in the Twelve Traditions, and
- **SERVICE**, as outlined in the A.A Service Manual Combined With Twelve Concepts For World Service

*serve as the foundation of these Guidelines and attempt to cover how the Legacy of Service is implemented and perpetuated within the District. The purpose of these guidelines is to describe the duties, responsibilities and procedures which apply to District Service. **The overall intent of these guidelines serves as a supplement to, not as replacement of, the [AA SERVICE MANUAL](#) and/or [AREA 58 GUIDELINES](#).***

### **II. STRUCTURE AND FUNCTION OF THE DISTRICT**

#### **A. GENERAL SERVICE REPRESENTATIVE (GSR)**

*The GSR has the job of linking his or her group with AA as a whole. The GSR represents the voice of the group conscience, reporting the group's thoughts to the DCM and to the Delegate, who passes them on to the Conference. This communication is a two-way street, making the GSR responsible for bringing any Conference Actions that affect A.A. unity, health, and growth back to their group. Only when the GSR keeps the group informed, and communicates the group conscience, can the Conference truly act for AA. as a whole.*

***Term of Service - 2 years***



❑ **SUGGESTED QUALIFICATIONS FOR THE GSR**

1. The time, energy and willingness to serve the AA Group and attend District 16 Business Meeting and functions
2. A background in AA Service work
3. 2 years of continuous sobriety

**DUTIES AND RESPONSIBILITIES OF THE GSR (READ THE [GSR PAMPHLET](#) FOR MORE INFORMATION)**

1. GSR's attend District 16 Business Meetings, events, workshops and GSR sharing sessions, as well as Area Assemblies and GSR School and other functions related to the GSR position
2. Supplies their Group with a brief monthly report during the Group business meetings which could include:
  - a. Pertinent AA information obtained from the District 16 Business meeting
  - b. Treasury Reports
  - c. Assembly Reports
  - d. Provide flyers for AA related events
  - e. Guide members to the District 16 website for more information
3. Votes at District 16 Business Meetings and Area Assemblies
4. Serves as their Group's contact person for District 16, Area 58, and GSO
5. Usually serve on their Group's steering committee
6. Works with their Group's Treasurer to develop practical plans for the 7th Tradition contributions
7. Supplies the LDCM and District 16 Webmaster with up-to-date Group information
8. GSR's familiarize themselves with the 12 Traditions and 12 Concepts
9. Obtaining a service sponsor is strongly recommended

*Current experience indicates that many Groups provide full or partial financial support for their GSR's to attend AA service functions. In the event Groups are unable to financially support their GSR, it will be the responsibility of the GSR to research options available through the District 16 "Buddy Share Scholarship Program" (See "Buddy Share Scholarship Program" information at the back of this booklet)*

**B. DISTRICT 16 OFFICERS: DCM, LDCM A B C D, E, TREASURER, ALT TREASURER, SECRETARY**

1. Elected at October District 16 Business Meeting by GSRs and other voting members of the District (Officers, Service Committee Chairs and members representing Groups in the absence of the GSR)
2. LDCM A, B, C, D, E (Linguistic) ideally these Officers should be selected by the groups they represent in their Sub-District through the GSR. In the event that is not possible, anyone willing to fill the position may be considered by the body and voted on provided they fulfill the requirements of the position
3. Term of office is two years and begins with the start of New Business on the agenda for the November District 16 Business Meeting
4. The DCM has overall responsibility for the operations of District 16

5. Each District 16 Officer is allowed one (1) vote as member of District 16 Committee

**1. ROTATION FOR OFFICERS:**

- Even Years** - Treasurer, LDCM-A, LDCM-C and LDCM-E (Linguistic)
- Odd Years** - DCM, Alternate Treasurer, LDCM-B, LDCM-D and Secretary

**2. TRAVEL EXPENSES: REIMBURSEMENT PROCEDURE**

1. The DCM is fully funded to each Area Assembly for food, lodging and mileage (\$0.35 per mile). The following daily reimbursement limits used by Area Committee members for travel within the Oregon Area shall be mirrored at the District 16 level
  - hotels up to \$117.00 per day
  - meals up to \$32.00 per day
  - mileage at \$0.35 per mile
6. DCMs are offered a travel allowance from Area of \$35.00 for each of the four (4) Assemblies per year DCMs may request an additional \$35.00 from Area to help with traveling expenses to attend Assemblies. Requests for an additional \$35 will be in writing to the Area Treasurer before the start of business meeting
7. DCMs must deduct the \$35.00 (\$70.00 if 2 checks were requested) travel allowance from the Oregon Area prior to submitting District 16 traveling expenses. Requests for reimbursement will be in writing and/or digitally, and accompanied by District 16 [Reimbursement form](#), as well as with receipts, to the District 16 Treasurer
8. DCM attendance at PRAASA or Pacific Region Alcoholics Anonymous Service Assembly shall be fully funded for food, lodging and mileage (\$0.35 per mile) when funds are available
9. Attendance to PNC or the Pacific Region Forum may be an option in addition to PRAASA, or in place of PRAASA, depending on the District 16's current financial standing
10. Attend DCM Orientation when funds are available
11. LDCMs will receive up to \$175.00 allowance per Area Assembly
12. Requests for all reimbursement will be in writing, accompanied by receipts and District 16 Reimbursement form, to the District 16 Treasurer.
13. Technology Outreach Chair *may* be funded to attend the National AA Technology Workshop, if funds are available
14. The Treasurer and Secretary have no current travel expense needs

**C. DISTRICT 16 SERVICE COMMITTEE CHAIRS AND ALT**

*District 16 has the following Standing Committees: Access, Archives, PI/CPC, CF Women, CF Men, Events, SOSM, Grapevine, TF, Technology Outreach/Webmaster, and Telephones. **Term of Service - 2 years***

1. Appointed by DCM, customarily in consultation with District 16 Officers, except for Grapevine Chair, this position is normally filled by the current outgoing DCM
2. Chair may appoint an Alternate in consultation with DCM
3. Term of office is two years and begins with the start of new business on the agenda for the November District 16 Business Meeting

4. Duties determined by District 16 and generally as described in the AA Service Manual
5. Each committee chairperson is allowed one (1) vote as a member of the District 16 Committee; co chairs and committee members have no vote unless voting as proxy for Committee Chair

**1. ROTATION FOR COMMITTEE CHAIRS:**

- Even years:** CF Men, CF Women, PI / CPC, SOSM, Telephones
- Odd years:** Access, Archivist, Events, Grapevine, Technology Outreach and Treatment Facilities

**2. DISTRICT 16 VOTING MEMBERS**

*The following District 16 Service Representatives are eligible to one (1) vote on **matters pertaining only to District 16 Business, Area 58 rules are different.** Any person holding more than one service position at the district level, who is also a GSR, should vote in their GSR capacity. In the interest of unity, convenience and simplicity - only voting members of District 16 may participate in voting on business at District 16 Business Meetings.*

List of Voting Service Representatives for District 16 Business:

GSR or ALT	LDCM	Treasurer or ALT	Secretary	Committee Chair or Alt
------------	------	------------------	-----------	------------------------

**D. LIAISON POSITIONS**

*Currently attending District 16 meetings are Jackson County Central Office Liaison, Al Anon Liaison and YPAA Liaison - **Term of Service - 2 years***

1. Duties, responsibilities and rotation are determined by respective offices
2. Participate and report at the District 16 Business meeting, keeping the vital link of communication open
3. Liaison does not have a vote at the District 16 Business meeting

**III. DUTIES AND RESPONSIBILITIES OF THE DISTRICT 16 OFFICERS**

*All officers are asked to attend and report at the monthly District 16 Business Meeting. Each year, they will submit a budget for their position. A full description of the officers' responsibilities is in the [AA Service Manual](#). Helpful information for each position is on the GSO Guidelines that the officer receives when they register with GSO, as well as other duties described in these District 16 Guidelines. Attendance at quarterly Area 58 Assemblies is necessary for the DCM and optional – but a great experience – for other District 16 Officers.*

**A. DISTRICT COMMITTEE MEMBER (DCM):**

*The DCM is elected by the District 16 GSRs to serve a two-year term that runs concurrent with the Area Officers. The DCM is a voting member of the Area Assembly and member of the Area Committee. The DCM is an essential link between the GSRs and the Area Delegate to the General Service Conference. **Term of Service - 2 years.***

## ❑ SUGGESTED QUALIFICATIONS FOR THE DCM

1. The time, energy and willingness to serve the District 16
2. A background in AA Service work, serving two years as a GSR, Alternate DCM or combination of both positions totaling two consecutive years
3. 4 - 5 years of continuous sobriety
4. Holds no other Area Service position
5. Obtaining a service sponsor is strongly recommended

## GENERAL DUTIES AND RESPONSIBILITIES OF DCM

1. Generally as described in the [AA Service Manual](#)
2. Review all “Suggested Qualifications for DCM” above
3. Review all “Duties and Responsibilities of District 16 Officers” above
4. First year of term attends the Oregon Area Orientation, to be fully funded by District 16 funds. Attends second year orientation *if funds are available*
5. Appoint Service Committee Members as described
6. Set agenda for and facilitate District 16 Business Meetings
7. Prepare and provide a verbal and digital report to the District 16 Secretary prior to the monthly District 16 Business meetings
8. Make revisions to Guidelines that reflect any changes in current practices
9. Help service committees, as needed
10. Attend Area Assemblies. Prepare and provide a verbal and digital Area Assembly report to the Area Secretary as well as to the District 16 Secretary
11. Appoint Ad Hoc committees to address specific issues, as needed
12. Oversee the Technology / Webmaster Outreach Committee
13. Oversee the Events Committee and Quarterly Southern Oregon Speaker Meeting
14. Assist District 16 Secretary by reading, correcting and approving minutes prior to mailing
15. Send Approved District 16 Business Meeting Minutes to the Webmaster to be posted on the District 16 website
16. Assist Area Registrar with updating group information, as well as, current DCM and LDCM contact information
17. Group information changes are typically submitted to the Area Registrar by accessing the Area 58 [Group Change Form](#) as well as the [New Group Form](#). These forms can also be found on [aa-oregon.org](http://aa-oregon.org)
18. Coordinate with LDCM to maintain District 16 roster making sure meetings have current and correct contact information
19. Assist GSR when needed at group meetings
20. Assist Area Delegate with processing of Conference agenda items at District 16 level
21. Assist Delegate in scheduling Pre / Post Conference reports to the District 16 Service Body
22. Assist Area Treasurer by bringing back group Area contribution receipts from each assembly to be distributed at the District 16 Business meeting
23. Attend PRAASA (*Pacific Region Alcoholics Anonymous Service Assembly*), when funds are available, and provide the District 16 Service Body with a verbal and written report

24. Attendance to PNC (*Pacific Regional Conference*) may be an option in addition to PRAASA, or in place of PRAASA, depending on the District 16's current financial standing
25. Attend DCM Orientation when funds are available
  - DCM is responsible for gaining approval from the District 16 Service Body after determining funds needed for travel. Requests for funds should be made 3 months prior to the event
26. Maintain Digital files of all important materials and documents on the District 16 GSuites Google Drive on the District 16 laptop
27. Maintain records of District 16 activities during term to submit to District 16 and Area 58 Archivist after rotation
28. Review these guidelines and duties with the incoming DCM
29. Turn possession of the District 16 laptop over to the incoming DCM
30. Mentor incoming DCM
31. Current DCM will be a signer on the District 16 bank account if no Alt Treasurer

**1. SHARING SESSIONS**

*Sharing Sessions are designed to involve GSR and other Service members and provide the opportunity for the DCM and LDCM to "round table" with their respective GSR. Its format is aimed at drawing out the ideas and opinions about the welfare of [AA Service Manual](#). Topics shall be determined and selected by the DCM, LDCM and GSR from Area Assembly discussions or as requested from the GSR's.*

**➤ PRE ASSEMBLY SHARING SESSIONS**

1. Schedule Pre Assembly Sharing Session during the first 15 minutes of the District 16 Business Meeting before each Quarterly Assembly (Feb, May, September, November)
2. Recruit one (1) LDCM and one (1) GSR to facilitate
3. Topics will vary depending on the upcoming Assembly
4. See Google Drive Events > Assembly - Pre Discussion @ Dist 16 - 4 x per year for all related correspondence, materials and instructions for these sessions

**➤ POST ASSEMBLY SHARING SESSIONS**

1. Recruit the LDCM and GSR that facilitated the Pre Assembly to facilitate the Post Session
2. Schedule a 1.5 hr Post Assembly Sharing Session within 10 days after each Quarterly Assembly
3. Topics will vary depending on the past Assembly
4. See Google Drive Events > Assembly - Post Discussion @ Dist 16 - 4 x per year for all related correspondence, materials and instruction for these sessions

February - 4th Weekend Pre-Conference Information	May - 3rd Weekend Post Conference Report	September - 3rd Weekend Area Elections	November - 3rd Weekend Area Roundtables
--	---	---	--

**2. DCM EMAILS - DISTRICT 16 AND AREA 58:**

1. District 16 emails are for District 16 and Area 58 related correspondence only
2. These email addresses are the property of District 16 and Area 58
3. These email addresses are available to help you in your service to District 16, Area 58 and

your fellow alcoholics

4. The DCM is responsible for reaching out to the District 16 Technology Chair to set up the District 16 DCM email [dcm@medfordareaaa.org](mailto:dcm@medfordareaaa.org). The DCM is responsible for monitoring and replying to correspondence
5. The DCM is responsible for reaching out to the Area 58 Technology Outreach Chair to set up Area 58 DCM emails. The DCM is responsible for monitoring and replying to correspondence from Area 58 email [dcm16@aa-oregon.org](mailto:dcm16@aa-oregon.org)
6. All important correspondence from Area 58 may need to be forwarded to all District 16 Service Members
7. The DCM will guide LDCM in the process of getting the District 16 and Area 58 emails set up
8. The DCM will request that the Technology Outreach Chair assign all Committee Chairs with a District 16 title specific email address
9. The DCM and the Technology Outreach Chair shall work together for the creation of tutorials or workshops as needed for best practices, storage and etiquette for email and Google Drive

## **B. LOCAL DISTRICT 16 COMMITTEE MEMBERS (LDCM-A, B, C, D & LDCM-E (LINGUISTICS))**

*Definition of a LDCM can be found in the [AA Service Manual](#) under The Alternate DCM. The LDCM is the backup for the DCM. If the DCM resigns or is unable to continue service for any reason, the alternate (LDCM) steps in. The LDCM is encouraged to assist, participate, and share in the DCMs responsibilities at District and Area meetings. **Term of Service - 2 years***

### **❑ SUGGESTED QUALIFICATIONS FOR THE LDCM**

1. The time, energy and willingness to serve the District 16
2. Recommended completion of a GSR term or Committee Chair position
3. 4 years of continuous sobriety
4. Holds no other Area 58 Service position
5. Obtaining a service sponsor is strongly recommended

### **DUTIES AND RESPONSIBILITIES OF DISTRICT 16 LDCM**

1. Generally as described in the [AA Service Manual](#)
2. Review all “Suggested Qualifications for LDCM” above
3. Review all “Duties and Responsibilities of District 16 Officers” above
4. Prepare and provide a verbal and digital report to the District 16 Secretary prior to the monthly District 16 Business meetings about events in their Sub-District
5. Provide mentorship to GSR to help the GSR navigate their service position
6. Coordinate with DCM for the development and implementation of GSR-driven workshops, sessions or school
7. Participate in Pre and Post Assembly Sharing Session
8. Perform duties of DCM in DCM’s absence
9. Assist DCM as needed
10. Attend quarterly Oregon Area Assemblies

11. Visit with groups within their sub-district and make announcements when necessary
12. Assist groups in understanding the service structure and importance of electing GSR and registering their group with GSO
13. Work with Area 58 Registrar to update and maintain District 16 meeting roster
14. Assist DCM with updating District 16 roster
15. Assist DCM with processing of Conference agenda items and reports at the District 16 level
16. Contact District 16 and Area 58 Technology Chairs to get email addresses set up
17. Mentor incoming LDCM

**1. LDCM EMAILS - DISTRICT 16 AND AREA 58:**

1. District 16 emails are for District 16 and Area 58 related correspondence only
2. These email addresses are the property of District 16 and Area 58
3. These email addresses are available to help you in your service to District 16, Area 58 and your fellow alcoholics
4. The LDCM is responsible for reaching out to the District 16 Technology Chair to set up the District 16 LDCM email. The LDCM is responsible for monitoring and replying to correspondence
5. The LDCM is responsible for reaching out to the Area 58 Technology Outreach Chair to set up Area 58 LDCM emails. The LDCM is responsible for monitoring and replying to correspondence from Area 58 email. The title of these email vary in description: alt-dcm or sub-dcm @aa-oregon.org
6. All important correspondence from Area 58 may need to be forwarded to all District 16 Service Members
7. The DCM will guide LDCM in the process of getting the District 16 and Area 58 emails set up
8. The DCM, LDCM and the Technology Outreach Chair shall work together to provide a tutorial or workshop as needed for Best Practices, Storage and Etiquette for email and Google Drive

**C. SECRETARY:**

*General secretarial duties for District 16. Computer knowledge is helpful. An effective Secretary needs to have a sense of order, and the ability to capture the essentials of what is happening at the meeting. ([AA Service Manual](#)) - Term of Service - 2 years*

**❑ SUGGESTED QUALIFICATIONS FOR THE RECORDING SECRETARY**

1. The time, energy and willingness to serve District 16
2. A background in Service at the Group or District level
3. Suggested 2 years of continuous sobriety
4. Knowledge and skills necessary to fulfill the duties of the position
5. Obtaining a service sponsor is strongly recommended
6. Attendance at quarterly Area Assemblies is optional, but a great experience and strongly recommended

## **DUTIES AND RESPONSIBILITIES OF DISTRICT 16 SECRETARY**

1. Generally as described in the [AA Service Manual](#)
2. Review all “Suggested Qualifications for Recording Secretary” above
3. Review all “Duties and Responsibilities of District 16 Officers” above
4. Attends monthly District 16 Business Meetings
5. Records and capture the essentials during transcription of minutes
6. Provide DCM with a working draft of monthly District 16 Business Meeting minutes in a timely manner, for review and corrections prior to sending Final Draft to the District 16 Service Body
7. Provide District 16 Business Meeting minutes, meeting agenda, motions, Area 58 business, event flyers and other pertinent material, to the District 16 Service Committee members and each GSR
8. Maintains District 16 Confidential Contact records of Officer, Committee Chairs, General Service Representatives and Liaisons utilizing the monthly District 16 Business Meeting sign in sheet
9. May assist the new GSR to complete the [Group Change Form](#) and submit it to the Area Registrar. A digital copy shall be submitted to the DCM and LDCM
10. Communicates with the DCM regarding upcoming AA event announcements for the District 16 Business Meeting agenda
11. Reprint and make available a hard copy of District 16 Guidelines to the new GSR, all Service Members as well as providing a digital copy to the Technology Chair for posting on the District 16 website
12. The Secretary is responsible for monitoring and replying to correspondence from District 16 email
13. Keeps a file of important material and reports to turn over to the newly elected Recording Secretary
14. Submits budget for expenses to perform above tasks to the Treasurer in August
15. Secretary is responsible for requesting from the Technology Chair the assignment of the [secretary@medfordareaaa.org](mailto:secretary@medfordareaaa.org)
16. Mentor incoming Secretary

### **IT IS SUGGESTED THAT THE SECRETARY ATTEND WHEN POSSIBLE:**

1. Pre-Conference Assembly
2. Post-Conference Assembly
3. Pre-Assembly Sharing Sessions
4. Post-Assembly Sharing Sessions
5. Attend all District 16 functions

## **D. TREASURER:**

*The Treasurer keeps financial records for District 16 and reports regularly at District 16 business meetings. Persuasiveness, firmness, and diplomacy will help the Treasurer do the job. ([AA Service Manual](#)) - **Term of Service - 2 years***



## ❑ SUGGESTED QUALIFICATIONS FOR THE TREASURER

1. The time, energy and willingness to serve District 16
2. A background in Service at the Group or District level
3. Suggested 4 years of continuous sobriety
4. A responsible person with a good bookkeeping background
5. Obtaining a service sponsor is strongly recommended
6. Attendance at quarterly Area Assemblies is optional, but a great experience and strongly recommended

## DUTIES AND RESPONSIBILITIES OF DISTRICT 16 TREASURER

1. Generally as described in the [AA Service Manual](#)
2. Review all “Suggested Qualifications for Recording Treasurer” above
3. Review all “Duties and Responsibilities of District 16 Officers” above
4. Prepare and provide a verbal / digital Treasurer's Report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
5. Attends monthly District 16 Business Meetings
6. Picks up mail from District 16's Post Office box
7. Makes deposits and writes checks for District 16 expenses
8. Monitor Treasurer email for Reimbursement Forms
9. Monitor statement from AnswerPage for accuracy
10. Shall maintain clear and adequate accounting records of all District 16 funds
11. Provide a receipt / thank you for contributions from groups or AA members
12. Be prepared to determine if funds are available for the [GSR “Buddy Share Scholarship Program”](#) **2 months** prior to “*in person*” Area Assemblies and make this announcement at each prior District 16 Business Meeting
13. Announce in July to District 16 Officers and Committee Chairs that they will need to submit their budget for the next year and present it to the Treasurer by August
14. Present a proposed annual budget for next fiscal year, in September, to be taken back to the groups for approval at the October District 16 Business Meeting
15. Request assignment of [treasurer@medfordareaaa.org](mailto:treasurer@medfordareaaa.org) email from the District 16 Technology Chair
16. Current DCM will be a signer on the District 16 bank account in the absence of an Alt-Treasurer
17. Mentor incoming Treasurer

*The Treasurer shall maintain all books of District 16 in accordance with generally accepted accounting principles utilized by Area 58 Finance Committee using the Expenses and Reimbursements Form*

### 1. **EXPENSES AND REIMBURSEMENTS:**

- All expenditures shall remain within the approved budget and be submitted with an [Expense Report Form](#) and original or digital receipts, including a google map to verify mileage
- Reimbursements shall be submitted at the next District 16 Business Meeting or

within 30 days of expenditures

**2. DISBURSEMENT OF FUNDS:**

- The Treasurer will handle all reimbursements and save backup documentation. The DCM will be the approver of any reimbursements to the Treasurer

**3. PRUDENT RESERVE:**

- The Treasurer may not disburse without the approval of voting members
- Should unexpected expenditures cause a need to use Prudent Reserve Funds, the Treasurer has authority to reimburse expenses made in good faith, out of the Prudent Reserve

**4. AVAILABLE FUNDS:**

- The Treasurer will disburse these funds in accordance with the District 16 Guidelines and the annual budget approved by the voting members

**5. EXCEEDING BUDGET:**

- The Treasurer may not disburse funds exceeding the budget without the approval of voting members

**E. ALTERNATE TREASURER:**

*Assists Treasurer with maintaining District 16 Finances - **Term of Service - 2 years***

**❑ SUGGESTED QUALIFICATIONS FOR THE ALT TREASURER**

1. The time, energy and willingness to serve District 16
2. A background in Service at the Group or District level
3. Suggested 2 years of continuous sobriety
4. A responsible person with some bookkeeping background
5. Obtaining a service sponsor is strongly recommended
6. Attendance at quarterly Area Assemblies is optional, but a great experience and strongly recommended

**DUTIES AND RESPONSIBILITIES OF DISTRICT 16 ALT TREASURER**

1. Recommended completion of a GSR term
2. Attends monthly District 16 Business Meetings
3. Has a key to P.O. Box
4. Is signatory on District 16 checking account
5. Audits District 16 books every six months and provides a report at the District 16 Business Meeting
6. Assist the Treasurer in all duties as needed
7. Fulfills functions of the Treasurer in the event the Treasurer is unable
8. Request assignment of [treasurer-alt@medfordareaaa.org](mailto:treasurer-alt@medfordareaaa.org) email from the District 16 Technology Chair
9. Mentor incoming Alt Treasurer

**IV. DUTIES AND RESPONSIBILITIES OF DISTRICT 16 COMMITTEE CHAIRS**

**A. GENERAL RESPONSIBILITIES - COMMITTEE CHAIR POSITIONS:**

All committee chairs are asked to attend and report at the monthly District 16 Business Meeting. A full description of the Committee Chair responsibilities is in the [AA Service Manual](#). Other helpful information for each position is on the GSO Guidelines that the chair receives when they register with GSO. **Term of Service - 2 years**

❑ **SUGGESTED QUALIFICATIONS FOR ALL COMMITTEE CHAIR**

1. The time, energy and willingness to serve District 16
2. A background in Service at the Group or District level
3. Suggested 2 years of continuous sobriety except SOSM Chair is 4 years
4. Term of Service for all Committee Chairs is 2 years, except Archives is 8 years
5. Obtaining a service sponsor is strongly recommended
6. Attendance at quarterly Area Assemblies is optional, but a great experience and strongly recommended

**DUTIES AND RESPONSIBILITIES OF DISTRICT 16 COMMITTEE CHAIRPERSONS**

1. Appointed by DCM
2. Generally as described in the [AA Service Manual](#)
3. Request GSO Guidelines and Workbook for your position from [aa.org](#)
4. Perform service work within the District 16 Guidelines
5. Gather information and shared experience from GSO, Areas, Districts and AA groups on ways to carry the message of AA to the still-suffering alcoholic
6. Work with Events Committee in the development, creation and implementation of workshops and events designed to inform and educate
7. Attend monthly District 16 Business Meeting and provide a brief verbal report
8. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
9. Attendance at quarterly Area 58 Assemblies is optional, but a great experience and strongly recommended
10. Provide the Treasurer with your recommended budget for the following year in August
11. The DCM will guide Committee Chair in the process of getting District 16 emails set up
12. The DCM, LDCM and the Technology Outreach Chair shall work together to provide a tutorial or workshop as needed for Best Practices, Storage and Etiquette for email and Google Drive

**B. ACCESS COMMITTEE CHAIR:**

*The purpose of these guidelines in defining the accessibility issues that many alcoholics face, they refer primarily to persons who are blind or and/or deaf, have hearing and/or vision loss, those who are housebound or chronically ill, those who are living with the effects of brain injury or stroke, and many others who may have various kinds of abilities. Barriers to the message of Alcoholics Anonymous are not always readily evident. Respect for the dignity of others is the foundation for all our efforts to carry the message to alcoholics with diverse needs, with an emphasis on identification rather than on how we are different. **Term of Service - 2 years***

**ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 ACCESS CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Refer to the GSO [Access Guidelines](#)
4. Assist members with Access or Special needs, to overcome barriers; mental, physical, geographic, cultural, ethnic, spiritual or emotional, who may be having difficulty participating in AA meetings
5. Utilize all resources above to become familiar with Safety and Inclusiveness issues that may affect access to meetings
6. Coordinate with Area 58 Access and Safety Committee in the development of workshops and presentations
7. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
8. Attendance at quarterly Area Assemblies is optional, but a great experience and strongly recommended
9. Request assignment of [access@medfordareaaa.org](mailto:access@medfordareaaa.org) email from the District 16 Technology Chair
10. Upon rotation assist in mentoring incoming Chair

**C. ARCHIVES COMMITTEE CHAIR:**

*The main purpose of the District 16 Archives, consistent with Alcoholics Anonymous' primary purpose, is to keep the record straight so that myth does not predominate over fact as to the local history of the Fellowship. The District 16 Archives gives District 16 a sense of its own past and an opportunity to study it. The District 16 Archives exists to receive, classify and index all relevant material, including, but not limited to, administrative files and records, correspondence, and literary and artifactual works considered to have historical (and spiritual) import to Alcoholics Anonymous, and to hold and preserve such material, making access and display possible, with a mindful view toward the anonymity of our members. **Term of Service - 8 years***

**ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 ARCHIVES CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Refer to the GSO [Archives Guidelines](#)
4. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
5. Collect, preserve and share the rich and meaningful heritage of our fellowship
6. The Archivist is to receive, classify and index all District 16 relevant material
7. Develop for viewing a traveling display
8. Archivists may assume the responsibility for and show the display to individual Groups and District 16 events upon request
9. The Archives display is never left unattended unless it is locked in a secure place
10. The Archivist shall maintain strict rule regarding Confidentiality and Anonymity and adhere to AA’s 12 Traditions which states that anonymity is the spiritual foundation of our fellowship

11. Attendance at quarterly Area Assemblies is optional, but a great experience and strongly recommended
12. District 16 Archives are stored at the Medford Alano Club and Archivist shall maintain control of the key to the storage space
13. Coordinate with Area 58 Archivist as needed
14. If funds are available, attendance at an Archivist workshop is encouraged
15. Request assignment of [archives@medfordareaaa.org](mailto:archives@medfordareaaa.org) email from the District 16 Technology Chair
16. Upon rotation assist in mentoring incoming Chair

*What is collected: Historical items pertinent to the Oregon Area of Alcoholics Anonymous and items of general Alcoholics Anonymous historical interest including, but not limited to:*

Books and AA pamphlets	Documents developed to support local 12th step work
Photographs and Tapes	Minutes of the Districts/Groups/Service Committees
Newsletters and Event Flyers	Correspondence/News Clippings/Meeting Lists

*The Archives will try to solicit and acquire from early members historical material and information about our fellowship since its inception. The Archives should remember non-alcoholics who were helpful in the early years of our Area and reach out for material from Past Delegates and Area 58 Committee members.*

#### **D. PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY:**

*PI/CPC Committee carries the A.A. message of recovery to those who might not otherwise reach us, through enlisting the assistance of professionals. This group includes, among others, doctors, clergy, judges, social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do. It is an available resource on how we can be contacted.*

*In the spirit of Tradition 6, the objective is cooperation, not affiliation. The Committee carries A.A. information to the professionals who are most likely to deal with the still suffering alcoholic.*

*Public Information Committee (PI): The purpose is to carry the AA message to the still-suffering alcoholic by informing the general public – media, schools, industry, etc. – about what the program has to offer. This is done through public service announcements, visits to schools, and other organizations.*

*District 16 has combined CPC and PI to work together on committee activities and duties. We realize there are many instances of overlapping responsibilities among all committees and welcome working together for our common purpose. **Term of Service - 2 years***

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 PI/CPC CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Refer to the GSO [PI/CPC Guidelines](#)
4. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings

5. Initiates interest to create a committee motivated to serve in the capacity of PI/CPC
6. Supports and informs committee members concerning PI/CPC Guidelines and projects
7. Make AA literature available upon request at community events. Jackson County Central Office is very helpful with this process
8. Insure that the book Alcoholics Anonymous is available to all Jackson County libraries
9. Participate in the Southern Oregon Stand Down at the VA Domiciliary
10. Participate in the Health Fairs in cooperation with Al Anon Family Group. District 16 splits the cost of the table fee with AFG
11. Provides information to local printed and digital newspapers and periodicals
12. Makes public service announcements available to local radio and television stations
13. Creates contacts with public and private schools, colleges and universities in District 16 to facilitate presentations on Alcoholics Anonymous
14. Coordinates the maintenance of literature racks in areas not covered by Corrections or Treatment
15. Provides information about AA to those who have contact with alcoholics through their profession, offer presentations and literature to professional conferences where requested
16. Request assignment of [picpc@medfordareaaa.org](mailto:picpc@medfordareaaa.org) email from District 16 Technology Chair
17. Upon rotation assist in mentoring incoming Chair

**E. CORRECTIONAL FACILITIES COMMITTEE (CF) MEN’S CHAIR & WOMEN’S CHAIR**

*The purpose is to facilitate AA meetings inside the Jackson County correctional facilities. This is done by organizing outside AA members and groups to attend inside meetings on a regular basis. Day and Time of meetings are to be coordinated with the current deputy at Jackson County Jail. **Term of Service - 2 years***

**ADDITIONAL DUTIES AND RESPONSIBILITIES OF CORRECTIONAL FACILITIES COMMITTEE (MEN & WOMEN) CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Refer to the GSO [Corrections Guidelines](#)
4. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
5. Men's and Women's Chairs shall coordinate together when necessary
6. Organize, vet and maintain a volunteer base of outside AA members and groups as needed
7. Assist volunteers in obtaining clearance to enter the various facilities
8. Maintain good communication with the Jackson County correctional facilities coordinator
9. Address any problems or concerns brought to AA from the Jackson County correctional facilities coordinator
10. Connect with the Oregon Area Corrections Committee for Bridging the Gap needs
11. Coordinate with DCM as needed
12. Request assignment of [cfw@medfordareaaa.org](mailto:cfw@medfordareaaa.org) or [cfm@medfordareaaa.org](mailto:cfm@medfordareaaa.org) email from the District 16 Technology Chair
13. Upon rotation assist in mentoring incoming Chair

## **F. EVENTS CHAIR:**

*Purpose is to support the Three Legacies of A.A. (Recovery, Unity and Service) and carry the A.A. message through special events. These include, but are not limited to, workshops, speaker meetings, panels, and other events that support the Three Legacies. **Term of Service - 2 years***

### **ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 EVENTS CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
4. Coordinate with other District 16 Committee Chairs or Officers for the development and implementation and needs of workshops and events. This includes but is not limited to Access Chair and Linguistics LDCM-E
5. May include creating sub-committees to support events to assist in creating flyers, participants for discussion panels and workshop facilitators, posting fliers, sending emails, follow up with participants, etc ...
6. Work with District 16 Technology Chair to set up the meeting room and password, if the event is scheduled to be held remotely
7. Maintain and purchase inventory, i.e. cups, plates, coffee, etc. for special events when necessary
8. Submit a budget at the District 16 Business Meeting for each proposed District 16 event and submit a financial report at the end of each event
9. Request assignment of [events@medfordareaaa.org](mailto:events@medfordareaaa.org) email from District 16 Technology Chair
10. Upon rotation assist in mentoring incoming Chair

### **1. EVENTS COMMITTEE**

1. The Events Committee assists in the coordination of all activities related to the planning, scheduling and operation of local events
2. The Events Committee is composed of the Events Chair, an Alt Chair and up to three other members. The District 16 Committee Member (DCM) and past DCM shall be advisory members

### **2. THE SOUTHERN OREGON SPEAKER MEETING CHAIR**

*The Southern Oregon Speaker Meeting is a District 16 quarterly speaker meeting, typically scheduled the last Saturday of every quarter for the AA community, and is open to all to attend. Speakers are gathered from the AA community at large who offer experience, strength, and hope in sharing the message of recovery through the 12-Steps of Alcoholics Anonymous.*

*The Speaker Meeting shall be financially self-supporting and submit all accounting to the District 16 Treasurer. Because the Chair will have financial autonomy the suggested length of sobriety is 4 years. **Term of Service - 2 years***

### **ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 SOSM CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
4. The committee appoints an Alternate Chair. The District 16 Committee Member (DCM) and past DCM shall be advisory members
5. All members of AA are welcome to participate as members of the committee
6. Chair is responsible for scheduling groups to host Speaker meeting and providing the groups with information on general needs
7. Responsible for coordinating with Speakers and making accommodations
8. Shall maintain the SOSM Speaker Binder
9. Submit a budget at the District 16 Business Meeting for each proposed Speaker meeting and submit a financial report after each speaker meeting
10. Request assignment of [sosm@medfordareaaa.org](mailto:sosm@medfordareaaa.org) email from District 16 Technology Chair
11. Upon rotation assist in mentoring incoming Chair

### **G. GRAPEVINE CHAIR**

*The purpose of the District 16 Grapevine Chair is to act as advocate for the Grapevine/La Viña at the district and group level, alerting the groups to the use of the magazine as a recovery tool. The Grapevine Chair makes available, to the individual members and groups, information on subscriptions and other related material, e.g. tapes, calendars, books, etc.*

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 GRAPEVINE CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
4. Chair may be filled by the outgoing DCM
5. Coordinate with CF to provide Jackson County Jail with two (2) Grapevine subscriptions, and the Juvenile Detention Center with one (1) Grapevine subscription
6. Visit groups and talk about the Grapevine both at group level and meeting level as the group will allow. Bring Grapevine materials to A.A. Groups when requested
7. Attends Area 58 events to support the Area 58 Grapevine Chairperson
8. Encourages use of the Grapevine and LaVina in 12th Step work involving Group, Access, Corrections, Treatment, PI/CPC work
9. Provide Archives with any Grapevine or La Vina material
10. Encourages submission of personal stories and group histories to the Grapevine and LaVina for publication
11. Request assignment of [grapevine@medfordareaaa.org](mailto:grapevine@medfordareaaa.org) email from District 16 Technology Chair
12. Upon rotation assist in mentoring incoming Chair

### **H. TECHNOLOGY OUTREACH COMMITTEE CHAIR:**



*The purpose of the committee is to manage and maintain the District 16 Website (www.MedfordAreaAA.org) and other available technology and to seek ways to use technology to assist the groups of District 16 to carry the message of Alcoholics Anonymous to the still-suffering alcoholic Facilitate communication among GSRs, DCMs, District 16 Committee members and AA members, and to improve an understanding of the workings of District 16 in order to encourage participation in service work.*

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 TECHNOLOGY CHAIR**

1. Review all “Suggested Qualifications for All Committee Chairs” above
2. Review all “Duties and Responsibilities of Chairpersons” above
3. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
4. Ability to contribute approximately 7-12 hours per month this does not include any additional new tasks such as site redesign or building new pages
5. Have a working knowledge of Wordpress or similar experience with web design
6. Install Wordpress updates
7. Install Plugin Updates
8. Maintain Meeting Directory App
9. Backup website monthly to Google Drive
10. Manage any changes needed to be made to the architecture, safety and security of the site
11. Manage payments / upgrades / communication with domain host and server (w/ Treasurer) - Go Daddy & Google
12. Shop for the best price for cost of services provided to enable the website to exist and ensure that the website is self-supported by District 16 without receiving anything of value from any source outside the fellowship of AA
13. Accurately maintain and update the website as needed including receiving and responding, in a timely manner, to feedback from District 16 website
14. Update meeting changes on District 16 website upon request from Central Office, District 16 or the groups themselves
15. Maintain District 16 Officer and Chair Roster and email list with each newly assigned District 16 Service Positions
16. Post activities and events, in a timely manner to the District 16 Website Events Calendar
17. Post the Approved District 16 General Service Business meeting minutes and Treasurer Reports on the Website. These shall be received by email from DCM
18. Post all Passed/Failed/Tabled motions by the 1st of the month following the District 16 Business Meeting at which they are presented
19. Submit an annual budget request to the District 16 Treasurer by August and monitor expenses
20. Ensure that all website material conforms to the AA Traditions and the group conscience of District 16
21. Attend National AA Technology Workshop if funds are available
22. Upon rotation assist in mentoring incoming Chair

#### **1. TECHNOLOGY CO-CHAIR**

1. Maintain District 16 Officer and Chair Roster and Email list with each newly assigned District 16 Service Positions
2. Assign District 16 GSuite emails and offer training for new District 16 GSuite users
3. Adjust District 16 Zoom account setting by collaborating with the District 16 Treasurer to schedule meetings sponsored / hosted by the District 16 Service Body with the expectation of over 100 participants
4. Manage Zoom training for members for their use for District 16 purposes
5. Manage members of private Facebook group for District 16, including making FB Events per Website Posting Guidelines
6. Upon rotation assist in mentoring incoming Chair

➤ **WEBSITE POSTING GUIDELINES:**

*Website and Private Facebook postings should be AA related information for events sponsored by:*

1. Registered AA Groups
2. GSRs, DCMs and district committee members
3. Official bodies within AA (e.g., Area, Delegates, G.S.O.)

*Postings on the District 16 website may include AA events outside our district that are relevant to our members.*

**I. TELEPHONE HOTLINE CHAIR:**

*Purpose is to provide the means of carrying the message of Alcoholics Anonymous to the alcoholic who still suffers when they reach out for help through the AA hotline listed in the phone book. District 16 works in cooperation with the Jackson County Central Office to carry out this responsibility.*

**ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 TELEPHONE CHAIR**

1. Review all “Duties and Responsibilities of Chairpersons” above
2. Review all “Suggested Qualifications for All Committee Chairs” above
3. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
4. Make attempts to attend JCCO business meetings
5. Collaborate with JCCO liaison
6. Maintain and organize a volunteer phone base
7. Maintain a good working relationship with Jackson County Central Office and the answering service by getting informed on the collaborative relationship
8. Receive and respond to any requests or concerns regarding the Hotline process
  - a. Calls from Deaf members shall be referred to LDCM-E
9. Request assignment of [telephones@medfordareaaa.org](mailto:telephones@medfordareaaa.org) email from District 16 Technology Chair
10. Upon rotation assist in mentoring incoming Chair

**J. TREATMENT FACILITIES COMMITTEE (CTF):**

*The purpose is to coordinate the work of individual AA members and groups who carry the message to*

alcoholics in treatment facilities and work to clarify what AA can and cannot do, within the Traditions, to help alcoholics in treatment.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES OF DISTRICT 16 TREATMENT CHAIR**

1. Review all “Duties and Responsibilities of Chairpersons” above
2. Review all “Suggested Qualifications for All Committee Chairs” above
3. Provide a digital report to the District 16 Secretary and DCM prior to the monthly District 16 Business Meetings
4. Helpful to refer to the GSO [Treatment Guidelines](#)
5. Contact treatment facilities in the Rogue Valley Area monthly
6. Receive and respond to requests from treatment facilities in the Rogue Valley Area
7. May on occasion be needed to help with Bridging The Gap needs
8. Request assignment of [ctf@medfordareaaa.org](mailto:ctf@medfordareaaa.org) email from District 16 Technology Chair
9. Upon rotation assist in mentoring incoming Chair

### **V. DUTIES AND RESPONSIBILITIES OF LIAISON POSITION**

#### **A. CENTRAL OFFICE LIAISON:**

*Purpose is to maintain the vital link between the efforts and activities of District 16 and Jackson County Central Office in carrying the message of Alcoholics Anonymous to the still suffering alcoholic and to members of AA as a whole.*

1. Attend and report at monthly District 16 Business Meetings
2. Attend and report at the monthly Jackson County Central Office business meetings

#### **B. AL-ANON LIAISON:**

*Purpose is to maintain the relationship and communication between Alcoholics Anonymous District 16 and Al-Anon Family Group District 7.*

1. Attend and report at monthly District 16 Business Meetings
2. Duties and responsibilities determined by Al-Anon Family Group District 7

#### **C. YPAA LIAISON:**

*Purpose is to maintain the relationship and communication between District 16 and Young People in Alcoholics Anonymous.*

1. Attend and report at monthly District 16 Business Meetings
2. Duties and responsibilities determined by Young People in Alcoholics Anonymous

### **VI. DISTRICT 16 POLICIES**

#### **A. GENERAL BUSINESS MEETING PROCEDURES**

3. The District 16 Business Meeting is held on the 2nd Wednesday of the month at the RVMC Smullin Center, when *in person*\*, and on District 16 Zoom account when remote

(See DCM procedures). The District 16 Business Meeting begins at 6pm and ends at 7:30pm PST. In the event the meeting needs to be extended past 7:30 pm PST a group conscience shall be offered

4. Reports from Officers, Committee chairs and GSR should be limited to 2 minutes
5. The DCM shall prepare the agenda as business needs require (See DCM procedures)
6. In the event the DCM is unable to conduct the meeting, one of the available LDCMs will be called upon to conduct the business meeting in his/her absence
7. The Secretary shall conduct the business meetings when the DCM or LDCM are not available
8. Officer elections shall be conducted at the October District 16 Business Meeting. The DCM may ask past District 16 Committee Members to help conduct the elections
9. The District 16 Business Meeting shall be run with “Modified” Robert’s Rule of Order (see below)

\*Announcement will be made of location when *in person* is decided by group conscious

## **B. ELECTIONS**

1. District 16 shall vote according to Third Legacy procedure in the AA Service Manual
2. Officer elections shall be conducted at the October District 16 Business Meeting. The DCM may ask past District 16 Committee Members to help conduct the elections
3. Term of office is 2 years and begins with the start of New Business on the agenda for the November District 16 Business Meeting (see District 16 Officers for Rotation on page 8)
4. The DCM asks if anyone present is available for the open or vacant position
5. Those who are eligible stand and let the body know they are available, and each available candidate will give a very brief oral resume just prior to the election

## **C. FAILURE TO ATTEND**

1. Failure to attend three or more consecutive District 16 business meetings without prior notice to the DCM may be considered a resignation / abandonment from any elected or appointed position. The DCM may make allowances for illness or other emergencies
2. The position will be filled through the election process if it is called for in the District 16 Guidelines. Otherwise, the DCM may appoint a new person. DCM may or may not consult with other District 16 Officers, depending on urgency. Elections or appointments would be to fill the remaining term

## **D. MOTIONS - [MOTION - TEMPLATE](#) [MOTION - BLANK](#)**

1. Only voting members of District 16 can submit motions requesting change to any process or policy of District 16 General Service Structure
2. All proposals shall be limited to one issue
3. Any proposal with multiple issues shall automatically be broken down by the DCM into separate proposals for each separate issue or returned to the motion maker for clarification
4. All motions presented shall be structured to include the following information:

- the motion itself
  - statement of current practice
  - budgetary impact if passed
5. Proposed motions shall be provided digitally to the DCM 5 days prior to the District 16 Business meeting and will be emailed to all District 16 members
  6. Only those items of business determined by a "sense of the meeting" to be urgent and/or administrative will be voted on immediately
  7. District 16 Business Meetings will, at the discretion of the DCM, follow modified Robert's Rules of Order (See Modified version below)

**E. ROBERT’S RULES OF ORDER (MODIFIED)**

**1. A MOTION IS MADE:**

1. If it does not receive a second, it dies
2. After a second, discussion is opened
3. If a eligible voter calls for the question, a second will be required, or discussion resumes
4. A Question must be called in turn
5. If the Question is seconded, a 2/3 majority will end the discussion, or discussion resumes
6. If the Question is not called, discussion will go on until there is no more discussion
7. Once discussion ends, a sense of the group will be taken by simple majority to vote or table

**2. A MOTION IS VOTED ON:**

1. If it involves expenditure of District 16 funds, the Treasurer will be asked to report
2. It requires a 2/3 majority to pass
3. The losing side will be asked if they wish to speak to their position
4. The winning side will be asked if there is a motion to re-vote, and requires a second
5. A simple majority is required to revote

**3. A MOTION IS RECONSIDERED:**

1. Full discussion pro and con is resumed (please limit discussion to only new considerations)
2. The question may again be called, seconded, and requires a 2/3 majority to end discussion
3. A sense of the meeting may be taken by simple majority to vote or table
4. If voted on, the motion must have a 2/3 majority to pass
5. Discussion has ended

Discussion on a tabled motion will be resumed under “Old Business” at the next District 16 Business Meeting, and the voting process will be the same as above.

**VII. FINANCIAL POLICY**

**A. REQUIRED BUDGET LINE ITEMS**

1. Printing cost of meeting schedules (to be split with Jackson County Central Office)
2. Cost of printing and reproduction for District 16 Business Meeting
3. Postage and delivery

4. Rent for District 16 Business Meeting facility and Zoom account
5. Phone line for answering service. Answering service (Cost shared with District 7)
6. Archives rent to the Alano Club (\$50 per year)
7. PO Box rent
8. Web hosting fee; domain name renewal
9. Committees

**B. DISCRETIONARY BUDGET LINE ITEMS (WHEN FUNDS ARE AVAILABLE)**

1. Travel for the DCM and LDCMs to Oregon Area Assemblies, along with PRAASA and PNC for the DCM (*see Travel Expenses on page 9*)
2. GSR “Buddy Share Scholarship Program” (*4 per Assembly up to \$175.00 each*)
3. Travel for committee chairs to regional or national committee workshops when funding is available
4. Events and workshops

**C. FINANCE PROCEDURES**

1. The fiscal year is January 1 – December 31
2. Service Committee Chairpersons will submit to the Treasurer by August their anticipated budgetary requirements for the coming fiscal year, based on the previous year’s expenses
3. Officers and Service Committee reimbursements for authorized expenditures shall be paid to the respective member by the Treasurer. All reimbursements shall remain within the approved budget and be submitted with either an [Expense Report Form](#) or receipts and a Google map to verify mileage (Starting location to arrival location)
4. Reimbursement requests must be submitted by the next District 16 Business Meeting or within 30 days of expenditures
5. A Proposed Budget for the upcoming fiscal year shall be prepared by the Treasurer and given to the District 16 Secretary for distribution with the September District 16 Business Meeting minutes. The budget will be voted upon at the October District meeting
6. Any and all amendments to the current budget shall be finalized prior to considering adoption of next year’s budget
7. District 16 prudent reserve reflects two and a half months of operating expenses from the current annual budget
8. Checks written at “in person” District 16 Business Meeting will be reported on the next District 16 Business Meeting treasurer's report
9. The District 16 Annual Budget will be based on all contributions from the previous year
10. Signers on the District 16 checking account will be the current Treasurer and Alternate Treasurer.
11. In the event of excess the District 16 shall determine how to distribute the excess funds within our District 16

## **D. THE GSR “BUDDY SHARE SCHOLARSHIP PROGRAM”**

*District 16 is aware that small or new groups may not be able to afford to send their GSR to Area Assemblies. For that purpose District 16 shall, when it has the available funds, provide partial funding for the GSR to attend Area Assemblies. This “Buddy Share Scholarship Program” was created to provide greater exposure to AA general service structure and allow the GSR to represent their group with their vote. Therefore, District 16 has created a “Buddy Share Scholarship Program” which shall operate as follows:*

- a. Two (2) District 16 Business Meetings prior to every Area Assembly, the Treasurer shall announce how much money is available for the **“Buddy Share Scholarship Program”**
- b. District 16 shall budget the **“Buddy Share Scholarship Program”** for up to four (4) GSRs per Area Assembly, funds permitting
- c. To apply for the **“Buddy Share Scholarship Program”**, a GSR must complete the standard reimbursement process in addition to the **“Buddy Share Scholarship Program”** Application and deliver it to the LDCM or DCM by the end of the District 16 Business Meeting at least one (1) month prior to the Area Assembly the GSR would like to attend
- d. The LDCM and DCM will review the **“Buddy Share Scholarship Program”** applications prior to the District 16 Business Meeting before the next Area Assembly.
- e. Award of the **“Buddy Share Scholarship”** will be based on to the most eligible GSR Applicant
- f. Qualifications may include but shall not be limited to:
  - GSR with little or no Area Assembly experience
  - Group ability to provide funding
  - Willingness to share expenses i.e., carpooling, share lodging, share gas and travel expenses
- g. In the event that the number of qualified applicants exceeds the **“Buddy Share Scholarship Program”** funds available, the names will be drawn from a hat and those not selected will be awarded the scholarship for the next Area Assembly, if they were not able to find other avenues
  - If other avenues were secured and the applicant was able to attend the assembly, that GSR will have their name removed from the list for the next Area Assembly

### **1. FUNDING FOR THE “BUDDY SHARE SCHOLARSHIP PROGRAM”**

1. Total funds expended by District 16 shall not exceed 30% of available district 16 funds, per Area Assembly guidelines
  - “Available District 16 Funds” are calculated by: current checking balance, minus allocated funds, minus prudent reserve funds
  - Total **“Buddy Share Scholarship Program”** expenses shall not exceed \$700 or \$175 per GSR, per Area Assembly
2. In order to maximize funds, each successful applicant will be expected to share a hotel room and

travel expenses with either another successful “**Buddy Share Scholarship**” applicant or any other GSR or District 16 member traveling to the Area Assembly

3. At the applicant’s discretion, estimated funds may be issued in advance of the Area Assembly or the GSR may choose reimbursement of actual expense after the Area Assembly
  - a. “**Buddy Share Scholarship**” funds shall only be used for lodging, gas/travel and reasonable Area Assembly expenses (excluding memorabilia and outside meals)
  - b. All successful applicants shall make every attempt to minimize their expenses and any unused funds shall be returned to the District 16 Treasurer by the next District 16 Business Meeting or sooner, if possible

Funding for District 16 Officers and Committees may be found in the description of duties and responsibilities for said position, above.

The GSR “[Buddy Share Scholarship Program](#)” [Application Form](#), can also be found on the District 16 website under the Resources tab.

### *GSR Buddy Share Scholarship Program Application*

*Oregon Area 58 Assembly in the upcoming month of \_\_\_\_\_, 20\_\_\_\_*

- *Have you secured from your group any part or your travel expenses to the Area 58 Assembly you are requesting funds for?*

*Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how much? \_\_\_\_\_*

- *Have you ever attended an Oregon Area 58 Assembly? Yes \_\_\_\_\_ No \_\_\_\_\_*

- *Have you received a Buddy Share Scholarship in the past twelve (12) months?*

*Yes \_\_\_\_\_ No \_\_\_\_\_*

- *Attach Estimated Reimbursement Form including: Google Map/Mileage and Hotel expenses*

- *How many are you sharing mileage and lodging expenses with? \_\_\_\_\_*

*GSR Name: \_\_\_\_\_ Phone: \_\_\_\_\_*

*Group Name: \_\_\_\_\_*



# What does District 16 do?

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



**District 16 is a part of the flow of information:** Which is outlined by AA Tradition Nine: “AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.” Check out the upside down triangle above, which shows the AA service structure. District 16 is part of a conduit created by AA. It allows us to have communication with other AA’s around the world and in our neighborhoods.

**We do the business of AA:** Whatever business is generated from our home groups comes through the District next, then goes to the Area Assembly and finally ends up in New York at the General Service Conference which meets once a year. Example: Several years ago someone in their home group thought we should address Facebook and AA, and how to manage it. They even suggested that we have a Facebook page. That sparked an extended discussion in Districts and at Assemblies around the country. It finally went to the Conference in New York two years ago. These things take time and require patience.

**It is a BIG TENT and Every member has a voice and every voice matters!**

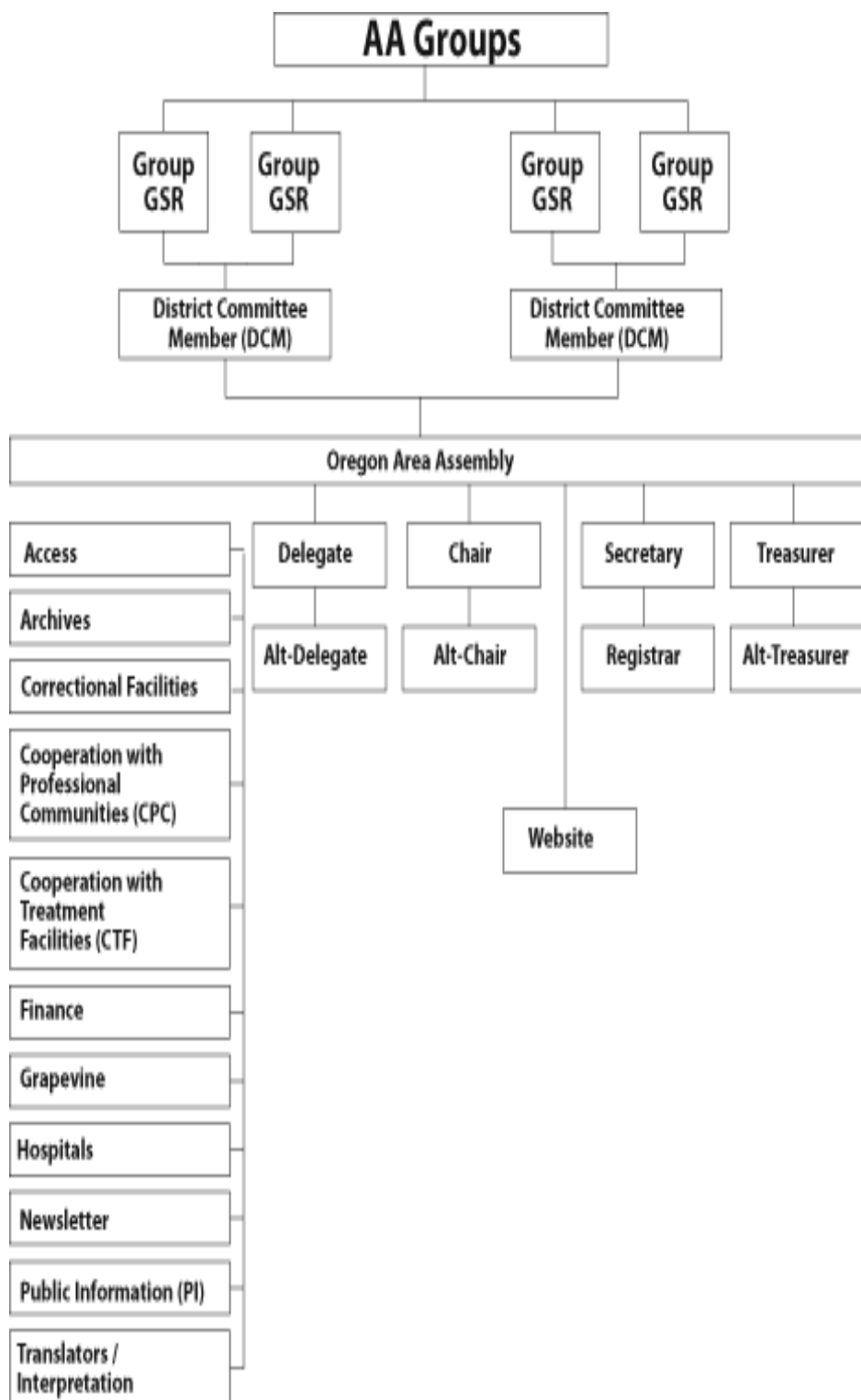
## How do our Committees work?

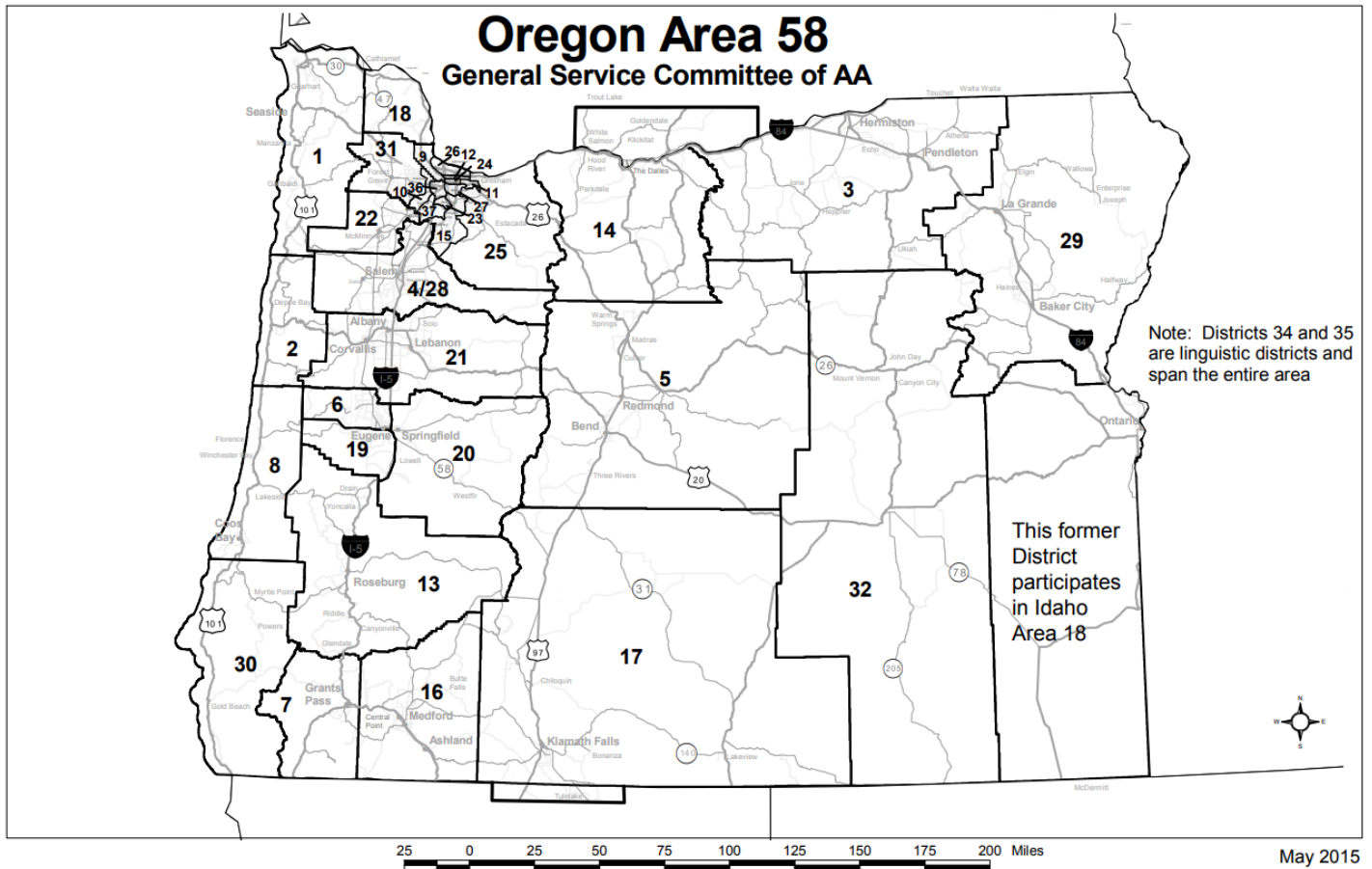
The committee work we do is similar to the committee work at the Area Assembly level. See the form of the committees on the left. As a District group we are continually working to fill all these committee positions so that we can stay abreast of what is going in our District as well as other districts when we go to Assemblies, and to find out what other Districts are doing around the country.

Access, Archives, Cooperation with Correctional Institutions, Cooperation with Treatment Facilities, Grapevine and many more. There's a lot to do and a lot to keep track of.

**Our District also holds events.** We want to do more of this, so ask your home groups what kinds of events the members want. **Point of Interest:** In 2015 the Events Committee shared the results of a survey that was taken and members asked for large speaker events. So, we developed the Quarterly Southern Oregon Speaker Meeting!

With your help, we hope we can do more!





There are over 900 AA groups / meetings and more than 18,000 members in the state of Oregon; Area 58 provides assistance to the groups in our common effort to carry the AA message.

**Oregon Area Assemblies are hosted by Districts four times a year in different parts of the state.**

# Assembly Overview

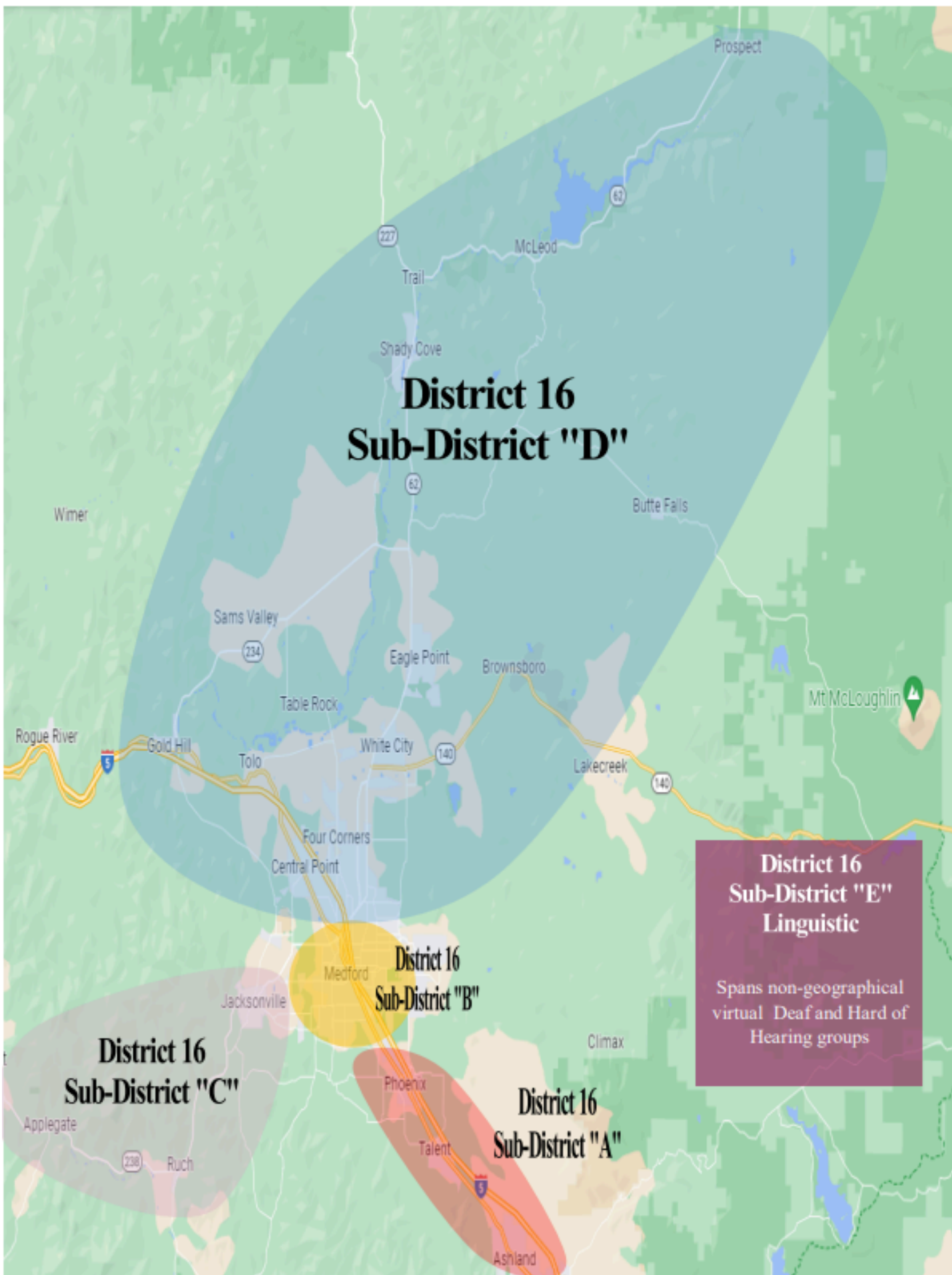
## Dates of Area Assemblies

February: Fourth weekend of the month (Quarterly Assembly)

May: Third weekend of the month (Quarterly Assembly)

September: Third weekend of month (Oregon Area General Service Assembly)

November: Third weekend of the month (Quarterly Assembly)



# District 16 Sub-District "D"

**District 16  
Sub-District "E"  
Linguistic**

Spans non-geographical  
virtual Deaf and Hard of  
Hearing groups

**District 16  
Sub-District "C"**

**District 16  
Sub-District "B"**

**District 16  
Sub-District "A"**

## THIRD LEGACY PROCEDURE

A.A.'s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

### Third Legacy Procedure is as follows:

- The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates)
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second place candidates remain. At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted
- If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain
- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer)

