

## **ELECTED POSITIONS (elected by District 14 body by secret ballot) – Reference the Service Manual**

**DCM (District Committee Member)** – A DCM is the conduit between the groups and Area 10. They are a leader in their part of District 14, usually with significant District experience. They engage with the groups in their area to learn how the District can better help the groups carry the message to the still suffering alcoholic. They carry the voice and the vote of the District to Area Assemblies as members of the Area Committee deciding budget issues for Area 10. They lead monthly District meetings, utilizing Robert’s Rules of Order. This position is responsible as a back-up dispatcher with the region’s CPC chair for 12-step hospital calls in the local hospital (See service manual for additional job description information)

**Alt. DCM** – An Alternate DCM is prepared to step-in whenever the DCM is unavailable.

**Treasurer** – tracks district income and expenses. Collects and deposits contributions, pays expenses and distributes district contributions to Area, Central Office, and GSO. Works with Deputy Treasurer to create checks and balances for District bank account. Creates monthly treasurer’s report for distribution to the district.

**Alt. Deputy Treasurer - Assists** the Treasurer with reconciling the District 14 bank account and balance sheet on a monthly basis. (The procedure guide suggest alternating with the Treasurer so both aren’t new at the same time.

**Secretary** - takes minutes during monthly district meeting, creates final copy of minutes to be ratified by district body at next district meeting, coordinates with DCMs to create district meeting agenda, and creates flyers for district meetings. (See attached job description)

**Records Coordinator** gathers and maintains current contact information for all members with District 14 service positions, distributes information to those people on behalf of the DCMs, and informs the Area 10 Records Coordinator of new DCMs and GSRs.

## **APPOINTED POSITIONS (appointed by the district officers in January – Reference the Service Manual**

**Grapevine** shares the multitude of ways that, Grapevine, La Viña, and the many special publications, e-books and other digital media that are available at AAGrapevine.org, can be used as tools for recovery for newcomers and long timers alike.

**Cooperation with the Professional Community (CPC)** - The committee's purpose is to better distribute A.A. information to those in contact with alcoholics through their professions (doctors, therapists, lawyers, law enforcement, etc.)

**Public Information (PI)** - members of local Public Information committees work to convey A.A. information to the general public

**Meeting Lists** Maintain accurate meeting information on our "official" printed meeting list for all meetings throughout District 14 and keep web steward informed of any changes. Bring copies to District meeting quarterly.

**Web Steward** Maintain accurate information throughout District 14 website, posting current flyers for events and business meetings happening in our area. Also work with Meeting List chair to update meeting information

**Member-at-Large** Attend monthly Steering Committee meetings as representative of District 14 participating in Western Slope Central Office direction and business. Also participate in monthly Western Slope Central Office Intergroup meeting. District 14 provides travel stipend or participation can be done online.

**Archives** – works to preserve the history of Alcoholics Anonymous in District 14. Sends our documents and event flyers to Area Archives chair. Does long-timer interviews with local members who have been sober in District 14 for a long time finding out what it was like then. Works with Area 10 archives chair to research any historical questions that local members may have.

**Corrections** – Works with the Programs directors of our 4 correctional institutions to ensure that we can continue bringing meetings into their facilities. Communicates with Area Corrections Committee and the Pink Can fund to order enough literature for all 4 facilities. Communicate with GSRs the need for volunteers in corrections.

**Literature** – Create District 14 "new-GSR packets" to distribute to any new GSRs in our District. Assist GSRs and Committee Chairs with literature acquisition for their needs. Purchase service manuals and other literature used at the District. Keep district informed of any new literature available.

**Phone Service** – Communicate regularly with Central Office about their hotline to ensure all shifts stay filled. Relay information to district about hotline needs and to generate volunteer participation.

**Sound Tech / Virtual Steward Tech**– Stores, maintains, and transports the District's PA system to monthly district meetings, sets up the system at the meeting and ensures microphones are available to anyone speaking during the meeting so all can be heard.

**District Liaison** – position ideally held by someone with district experience who can lead quarterly GSR orientations, mentor chairpersons in their positions and helping them coordinate workshops in the District. – **as of 9-8-2022 it is a Temporary Position**