

DISTRICT 26 UNITY COUNCIL GUIDELINES

Agreed upon 7/16/2011
11/19/2011

A. DCM Job Description:

1. **DCM Duties:** All duties listed in “The District and the DCM in the AA Service Manual including:
 - Regularly attends all District meetings and Area Assemblies.
 - Receives reports from the groups thru **GSRs** and through frequent personal contacts with groups in the District.
 - Holds regular meetings of all **GSRs** in the District.
 - Helps the Conference Delegate cover the Area.
 - Assists the Delegate in obtaining group information in time for the AA directories.
 - Keeps **GSRs** informed about Conference activities.
 - Makes sure that **GSRs** are acquainted with *The AA Service Manual*, the *Twelve Concepts for World Service*, the GSO
 - Helps **GSRs** make interesting reports to groups, and encourages them to bring new AA members to service events.
 - Organizes workshops and/or sharing sessions on service activities.
 - Regularly keeps in touch with the alternate **DCM** and the Delegate, sends District minutes to the Delegate and alternate, and exchanges them with other Districts.
 - Brings Traditions problems to the attention of the Delegate.
 - Makes a regular practice of *talking to groups* (new and old) on the responsibilities of service work.

2. **DCM Eligibility Requirements:** Prev. GSR as per service Manual
3. **Elected:** September meeting of Unity Council. 2 year term.
4. **Financial Reimbursement:** With documentation, maximum of \$50 per month.

B. Chairperson Job Description:

1. **Chairperson Duties:** Assist DCM and all other Committee members, Conduct the meeting, keep order, follow agenda, etc.
2. **Requirement:** Having been a GSR and/or DCM. Previous to election as Chair.
3. **Will not vote:** in District meetings.
4. **Financial Reimbursement:** With documentation.
5. **Term, Two years,** elected at September meeting.

C. Job Description Secretary:

1. **Take attendance** at Meetings.
2. **Take notes at meetings** and mail as well as send to website written record no later than the 1st of following month.
3. **May be sitting GSR or not.**
4. **Elected at March** meeting for two year term.
5. **Financial Reimbursement:** With documentation.
6. **Can have alternate.**

D. Treasurer Job Description:

1. Generate financial Report for the District. Monthly report to be generated no later than one week before Unity Council meeting. To be posted after approval.
2. Deposit all donations and write receipts.
3. Receive unity Council before any check is written.
4. Maintain checking account in the name of District 26 which requires two signatures and has three approved signers.
5. Financial reimbursement: with documentation.
6. Renew Tax Exempt Status yearly.
7. Maintain records for at least three years after each tax Exempt renewal as per IRS requirement.
8. Bring all District mail to meeting.
9. Maintain \$350.00 prudent reserve.

E. Website Chair Job description:

1. Term – 2 years
2. Financial reimbursement – with receipts.
3. Duties – maintain web listings, meetings, events
4. Guidelines – all non AA goes on “Of Interest” page. NA and Alanon are ok.

G. Infoline Chair Job description:

1. Term – 2 years
2. Financial reimbursement – with receipts
3. Duties – keep lines manned and volunteers informed of new meetings
4. Guidelines – Help DCM make up a “Super Directory” with detailed directions and volunteer 12 steppers (male and female)

“Other concerns”

1. All guidelines may be varied for a “one time” situation with an approved motion. Permanent modifications will have motion posted in minutes and voted on at the next meeting.
2. In all votes, when a tie takes place we will **“draw from the hat”**.
3. Mileage will be reimbursed when approved and with documentation at a rate of \$.25/mile up to a maximum of \$50.00. (1/21/2012)