

# District 6

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*Legacy Of Service and Guidelines*

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## District Officers

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### Composition

District 6 elects a Chairperson, Alternate Chairperson, Registrar, Recording Secretary, and Treasurer, each for a two (2) year term.

All District Officers must have a minimum of two (2) years of continuous sobriety and have served at least one (1) year as a past or present District Committee Member in South Florida Area 15.

### District Chairperson Responsibilities

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The District 6 Chairperson facilitates the monthly District 6 Business Meeting using established parliamentary procedures to ensure the proper and efficient order of business.

Presents an oral report of Chairperson's Remarks at the District Business Meeting and forwards a copy of the written report to the Recording Secretary for inclusion in the minutes.

Prepares the monthly District Business Meeting Agenda and forwards it to the Recording Secretary for distribution with the previous month's minutes.

Reviews all motions submitted for the District Agenda for clarity and applicability.

Is an ex-officio member of all District Standing Committees and provides guidance and assistance, if possible, wherever needed or requested.

Assumes fiduciary responsibility for GSR District 6, Inc., a Florida not-for-profit corporation.

Wherever feasible, the District Chair is available to attend all District 6 self-supporting events.

The Chairperson has NO VOTE on District Business except to break a tie, and may not author motions for the body. The chairperson may express his/her views away from the dais. The Chairperson should relinquish the chair to the Alternate Chair during the time of expressing a position, and should return to presiding the meeting only after the vote is taken and issue resolved.

Provides receipts for all purchases and expenses incurred while performing duties of this office to the District Treasurer.

Maintains an open channel with and is available for concerns of all District officers, Standing Committee Chairpersons, District Committee Members and Alternates, General Service Representatives and Alternates on issues and actions of the District and the Area.

Maintains an open channel with the Area Delegate and the Area Chairperson on issues and actions of the District, Area and General Service Office.

Communicates with District officers and members of the District body as necessary to keep them informed on issues and actions of or affecting District 6, South Florida Area 15, or the General Service Office.

Acts as a liaison with the Area, the Region, and the General Service Office as required assuring an informed group conscience for Alcoholics Anonymous in District 6.

Attends the quarterly Area 15 District Chairperson's Workshop and the Area Assembly.

Reports an accurate vote count to the Area 15 Registrar at the quarterly Area Assembly, noting the number of voting members by position: District Chair, District Committee Member, Alternate Committee Member, General Service Representative, and Alternate General Service Representative.

Presents a summary report of the prior three (3) month's activity of the District to the Area 15 body at the quarterly Assembly Meeting.

Is a voting member at the quarterly Area Assembly Business Meeting.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

### **Alternate Chairperson Responsibilities**

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The Alternate Chairperson for District 6 assumes the role of the Chairperson in his/her absence in all District matters. The Alternate Chairperson is familiar with conducting business meetings using established parliamentary procedure to ensure a proper and efficient order of business in the absence of the Chairperson.

Presents an oral report to the body and a written report to the Recording Secretary for inclusion in the District minutes. In his/her monthly report clearly states the importance of obtaining a service sponsor.

Provides the new General Service Representatives each month with a copy of the AA Service Manual and the District 6 "Welcome" pamphlet (a service tool.)

Coordinates a rotating schedule of workshops on the Traditions, Concepts, Service Manual and Motions held at 6:30 PM before each monthly Business Meeting. He or she selects and designates experienced individuals, including competent past or present trusted servants from District 6 for pertinent presentations, lasting approximately 20 minutes. The general rotation is as follows:

- a. First meeting after the quarterly will be devoted to the Traditions that correspond to the three months between quarterlies.
- b. Second meeting after the quarterly will be devoted to the Concepts that correspond to the three months between quarterlies.

- c. Third meeting after the quarterly will be devoted to the upcoming area motions for the next quarterly.
- d. Fourth meeting (if applicable) will be devoted to the Service Manual.

(There may be deviation depending upon the exact date of the quarterly and the informational meeting on the Conference from the Delegate.)

Facilitates a General Service Representative/District Committee Member sharing session at 7PM prior to the Business Meeting, introducing the opportunity for open discussion and promoting the free exchange of ideas and comments on topics relative to group and general service matters.

Serves as the overall District DCM Coordinator for all counties and avails him/herself wherever possible to assist the county DCM Coordinators when requested and to attend and participate in any District Committee Member meetings and events.

Acts as District Quarterly Coordinator: provides flyers and hotel information; assists those who need rides, roommates, and hotel reservations for the next scheduled South Florida Area 15 General Service Quarterly.

Maintains open communication with the Chairperson and Officers on issues and actions of the District and the Area.

Wherever feasible, the Alternate Chair is available to attend all self-supporting events within District 6 throughout the term, as well as any local Central Office/Intergroup events where appropriate.

Provides receipts for all purchases and expenses incurred while performing duties of this office to the District Treasurer.

Attends the quarterly Area 15 District Chairperson's Workshop and the Area Assembly.

Provides the District Chairperson an accurate accounting of District 6 voting members in attendance prior to the start of each Area 15 Quarterly Assembly Business Meeting, by position: District Chair, District Committee Member, Alternate Committee Member, General Service Representative, and Alternate General Service Representative.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Registrar Responsibilities**

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The Registrar prepares sign-in sheets for each county for General Service Representatives, Alternate General Service Representatives and visitors for each monthly District Business Meeting. Following the meeting, the Registrar gives these to the Archives Committee for historical purposes.

Calls the roll at the monthly District business meeting.

Contacts any Officers, Committee Chairs, District Committee Members or Alternate Committee Members who have two consecutive absences to inquire as to their intent to continue to serve.

Presents an oral report to the body and a written report to the Recording Secretary for inclusion in the District minutes.

Maintains a current database of contact information for all groups within the District, including General Service Representatives, Alternate General Service Representatives, District Committee Members, Alternate Committee Members, mail contacts, Committee Chairpersons, Intergroup Liaisons, and District Officers.

Every time new information is entered into the District database, the Registrar forwards all the collected information to the area Registrar, who enters it into the area database and then sends it to the General Service Office in New York for inclusion in their database.

Provides a list of postal mail recipients to the Recording Secretary via email within 6 days of each monthly District business meeting.

Keeps a current list of people who wish to receive the District minutes by e-mail for the Recording Secretary to use for sending e-mailed minutes. This list is maintained by both the Registrar and the Recording Secretary and is constantly updated.

Provides a contact list of all Officers, Standing Committee Chairpersons, District Committee Members, Alternate Committee Members, and Intergroup Liaisons, with email addresses and telephone numbers, to the Recording Secretary for inclusion in the monthly minutes.

Maintains open communication with the District Officers on issues and actions of the District and the Area.

Wherever feasible, the Registrar is available to attend all District 6 self-supporting events.

Attends the quarterly Area 15 Registrar Workshop and the Area Assembly.

In the absence of the Alternate Chairperson, the Registrar (along with the Recording Secretary) is responsible for providing the District Chairperson an accurate accounting of District 6 voting members in attendance prior to the start of each Area 15 Quarterly Assembly Business Meeting, by position: District Chair, District Committee Member, Alternate Committee Member, General Service Representative, and Alternate General Service Representative.

Provides receipts for all purchases and expenses incurred while performing duties of this office to the District Treasurer.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Recording Secretary Responsibilities**

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The District 6 Recording Secretary is responsible for preparing and distributing the minutes of the monthly District Business meeting, including written reports from the Officers, Committee Chairpersons, District Committee Members, Intergroup Liaisons and the full Treasurer's Report; and for distributing the Agenda for the following month's meeting.

Presents an oral report to the body detailing expenses related to sending out the monthly minutes. This report is included in the District minutes.

Takes notes on all discussions at the monthly District Meeting and includes pertinent information of these within the minutes.

Includes with the monthly minutes any announcements and flyers of upcoming events within the District, and from 3 Central Offices/Intergroups, as requested.

Includes a copy of the Area 15 Quarterly Assembly Business Meeting Agenda and Motions as an attachment to the minutes during the month preceding the Area Quarterly.

Provides minutes via mail/e-mail to all members of the District mailing list, the District 6 Archives Chair, the Area 15 Chairperson and Area 15 Delegate, 8 days after each District Business Meeting.

Provides extra copies of District Minutes at the District Meeting for new General Service Representatives and visitors.

Maintains a current E-Mail distribution list.

The Secretary distributes any written communications from the District Committee to members of the District Body.

Works closely with the District Registrar to help coordinate the information necessary to maintain a current and accurate postal mailing list, along with the list of current Officers, Committee Chairs, District Committee Members, Alternate Committee Members, and Intergroup Liaisons which is updated monthly and distributed to the District body as an attachment to the minutes each month.

Maintains files of all reports throughout the term of service and is available and easily accessible to provide copies of reports, announcements and e-mail contact information whenever requested.

Maintains open communication with the District Officers on issues and actions of the District and the Area.

Wherever feasible, the Recording Secretary is available to attend all District 6 self-supporting events.

Attends the quarterly Area 15 Recording Secretary Workshop and the Area Assembly.

In the absence of the Alternate Chairperson, the Recording Secretary (along with the Registrar) is responsible for providing the District Chairperson an accurate accounting of District 6 voting members in attendance prior to the start of each Area 15 Quarterly Assembly Business Meeting, by position: District Chair, District Committee Member, Alternate Committee Member, General Service Representative, and Alternate General Service Representative.

Provides receipts for all purchases and expenses incurred while performing duties of this office to the District Treasurer.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Treasurer Responsibilities**

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The District Treasurer maintains a ledger of accounts for all District funds received and disbursed on a monthly basis.

All bank accounts must be reconciled monthly. Accounts require three (3) signatures- the current Treasurer, Chairperson, and Alternate Chairperson.

Provides a written report each month at the business meeting. The report must include:

- a. Checking account balances and transactions
  - b. All group contributions by county for participating groups both monthly and year to date
  - c. A quarterly comparison report by line item showing actual vs. budgeted income and expense figures and their corresponding percentages
  - d. A list of all checks written during the month sorted by ascending check number order.
- All reports are to be emailed to District 6 Recording Secretary for inclusion in the monthly minutes.

Supervises the basket collection at District business meeting.

Pays bills as presented (i.e. rent, insurance, postage, special activities expenses, etc.).

Distributes checks to Officers and Committee Chairpersons for expenditures as needed, provided expenses fall within the guidelines of each budget. Original receipts must be presented for record keeping.

Maintains copies of all group contribution checks, reconciled bank statements, and receipts for all Officer and Committee reimbursements.

Prepares a monthly "Thank you letter" to each group contributing to District 6.

Prepares the following year's annual budget for November's business meeting to be taken back to the groups and then a vote at December's business meeting. Advises District Chairperson on the financial status of the District.

Attends and participates as a non-voting member of the District 6 Finance Committee, providing essential documents for quarterly Finance Committee review.

Maintains files of all reports throughout the term of service and provides initialed originals to the Archives Committee for storage/preservation at the end of each year.

Makes room blocks for District Officers, Committee Chairs, District Committee Members, and Alternate District Committee Members for each Quarterly (district 6 has a 501c(3)).



Distributes defrayed monies to District Committee Members, voting Alternate Committee Members, Committee Chairpersons, and District Officers at the Area 15 Quarterly Assembly business meeting.

Attends the quarterly Area 15 Treasurer's Workshop and the Area Assembly.

Maintains open communication with the District Officers on issues and actions of the District and the Area.

Wherever feasible, the Treasurer is available to attend all District 6 self-supporting events.

Provides receipts for all purchases and expenses incurred while performing duties of this office.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

When District 6 hosts a Quarterly, the District Treasurer responsibilities are:

- Supervises the basket collection for Friday, and Saturday nights of the Quarterly
- Prepares a financial Quarterly Report to Area 15 Chair one week before each upcoming quarterly, for the 3 Quarterly Assemblies prior to hosting.

## **District Committee Members (DCMs) and Alternate Committee Members (ACMs)**

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### **Composition**

District Committee Members each represent a sub-district within one of the four (4) counties within District 6. Sub-districts have a varying number of groups, generally around 10.

A District Committee Member (DCM) in District 6 must have two (2) years of continuous sobriety and one (1) year, past or present as a General Service Representative (GSR) in any of our ninety three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6, and must attend meetings in the county in which they stand for DCM.

District Committee Members from each county shall select one of the newly elected District Committee Members as the county DCM Coordinator. The county DCM Coordinator should have no less than two (2) years sobriety and served no less than one (1) year of service past or present in the South Florida Area.

### **Procedure**

District Committee Members attend all monthly District 6 business meetings.

When requested, a selected District Committee Member presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

Obtain and provide to the Registrar current contact information from the groups they serve for the District 6 database.

Attend each quarterly Area Assembly as a voting member, to represent their respective groups. (Alternate Committee Members attend/vote in the place of an absent District Committee Member.)

Check in with the Alternate Chair at the Quarterly Assembly prior to 8:45am for inclusion in the District vote headcount.

When requested, District Committee Members/Alternate Committee Members will present New General Service Representative Orientation prior to the District 6 business meeting.

Initiate and maintain contact with each of the Groups in their sub-district, and notify their appropriate General Service Representatives by phone one week prior to the monthly district meeting.

Deliver Thank-You letters for contributions from District 6 and Area 15 Treasurers, as needed.

## **General Service Representative (GSR) and Alternate General Service Representative (AGSR)**

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### **Composition**

General Service Representatives are selected by their Group to represent group conscience at the District and Area business meetings.

Qualifications vary by group, but it is suggested a General Service Representative have 2 years of continuous sobriety at the time of their service.

### **Procedure**

General Service Representatives attend all monthly District 6 business meetings.

When possible, General Service Representatives, or Alternate General Service Representatives in their stead, attend each quarterly Area Assembly as a voting member, to represent their respective Groups.

General Service Representatives and voting Alternate General Service Representatives are responsible to check in with the Alternate Chair at the Quarterly Assembly by 8:45am for inclusion in the District vote headcount.

Discuss District 6 and Area 15 business and motions with their Group and carry the Group's conscience to the business meeting to represent their Group.

Maintain contact with their respective District Committee Member/Alternate Committee Member, requesting information or assistance as needed.

Deliver Thank-You letters to their Group for contributions from District 6 and Area 15 Treasurers, as needed.

## **District Standing Committees**

### **Archives Committee**

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#### **Composition**

The Archives Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

**Scope**

The objective of the District 6 Archives Committee is to collect, preserve and administer the official records of the District, as well as personal items donated which document or describe the history and activities of AA in District 6.

**Procedure**

The Archives Committee compiles and maintains paper copies of District Business Meeting Minutes, sign-in sheets and Event Flyers from each District Meeting. These are stored in binders, marked with appropriate dates.

Also stored in the District 6 storage locker and maintained by the Archives Committee:

- A notebook with information for successfully hosting an Area 15 Quarterly;
- Copies of all signed "General Speaker Waiver" forms;
- Seven (7) years of Treasurer's Reports and reconciled checking account statements for *GSR District 6, Inc.*, *GSR District 6, Inc. – Events*, and *GSR District 6, Inc. – Savings* (Prudent Reserves) separately filed, beginning with Panel 63, January 2013.

Storage space is also made available for Finance Committee Documents and Current Practice Documents, as requested.

The Chairperson organizes and runs a monthly Committee Meeting.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 Archives Committee meeting and the Area Assembly.

The Committee brings archival materials to all District 6 self-support events.

The Committee organizes the annual "Founders Day Lunch & Ice Cream Social" event.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

**Corrections Committee****Composition**

The Corrections Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

**Scope**

The District 6 Corrections Committee's purpose is to coordinate the work of individual A.A. members who are interested in carrying the message of recovery to alcoholics behind the walls in the jails and prisons of our District. We also coordinate smoothing the way from the facility to the larger A.A. community through prerelease contacts.

**Procedure**

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 Corrections Committee meeting and the Area Assembly.

The Corrections Committee hosts the annual Bowling for Big Books event in the month of February or March. All proceeds after expenses to be used to purchase AA Conference approved literature requested and distributed by the Corrections Committee.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

**Current Practice Committee**

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**Composition**

The Current Practice Committee is composed of a Chairperson, an Alternate Chairperson and committee members.

The Current Practice Chair position is filled by the immediate Past District 6 Chair, when willing and able; should the past District Chair not be available, then the position may be filled by anyone meeting the qualifications, preferably a past District 6 Chairperson. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

**Scope**

The function of the Current Practice committee is to establish and maintain the Current Practice Book, the Book of Motions and our Legacy of Service.

The Current Practice Book includes all motions that pass the consensus of the body, which affect the ongoing operation of District 6 business. The Book of Motions provides a history of motions made, regardless of their outcome and impact to ongoing operations. The Legacy of Service lists

each officer and each committee, and provides a composition, scope and procedure for each one. It reflects the overall duties and activities of each.

### **Procedure**

The Committee extracts all motions and their outcome from business meeting minutes to include in the Book of Motions. Those affecting ongoing operations are inserted appropriately into the Book of Current Practices.

An updated version of the Book of Current Practices must be provided to the Website Committee for posting at least every six (6) months, per resolution.

An updated version of the Legacy of Service document is provided bi-annually (prior to rotation elections) to the Website Committee for posting to the Current Practice page on district6aa.org. Sections of the Legacy of Service document are included on each appropriate Officer/Committee web page.

The Book of Motions is provided to the Website Committee annually, at the end of the year, for posting to the password protected area of the site.

The Committee prints a paper copy of the Book of Current Practices annually, in February, for those Officers, Committee Chairs, and District Committee Members who request one at the January meeting.

The Committee does not hold a regularly scheduled meeting for members. Instead, most communication and work distribution is done via email.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 Current Practice Committee meeting and the Area Assembly.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time. The Current Practice committee will use the changes to update the Legacy of Service document.

### **Events Committee**

#### **Composition**

The Events Committee is composed of a Chairperson, an Alternate Chairperson, a Treasurer and committee members.

Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

The Events Treasurer must meet the qualifications of Standing District Committee Chairpersons. If the Events Treasurer position is vacant, the Events Chairperson is responsible for the financial responsibilities of the committee.

All members of AA are welcome to participate as members of the committee.

### **Scope**

To carry the AA message via four (4) annual self-support events.

### **Procedure**

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 Finance Committee meeting (if acting as Treasurer, or meeting of choice if not) and the Area Assembly.

The Chairperson maintains records corresponding to each annual event, to be used to run all subsequent events.

The Events Treasurer maintains a checking account to finance each event and to take in all event proceeds.

The Events Treasurer manages funds for all four (4) events held annually, in addition to two (2) events hosted by the Corrections and Treatment Committees.

The Events Treasurer attends all District 6 business meetings and presents an oral income and expense report, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Events Treasurer distributes all funds to the District at the conclusion of each event.

The Events Treasurer attends the all quarterly Finance Committee meetings.

The Committee hosts four (4) self-supporting events each year, one per quarter per county. The Annual spaghetti Dinner in St. Lucie county between the January and April quarterly Area Assemblies; the Annual Founders Day Lunch and Ice Cream Social in Martin county between the April and July quarterly Area Assemblies, as close to Founders Day as possible; the Annual Okeechobee Fish Fry in Okeechobee county between the July and October quarterly Area Assemblies; the Annual Gratitude Dinner in Indian River county between the October and January quarterly Area Assemblies, in November if at all possible.

The Chairperson purchases a Sam's Club membership in the name of District 6 Events Committee to be renewed every year in January.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

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## **Finance Committee**

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### **Composition**

The Finance Committee is composed of a Chairperson, appointed by the District 6 Chairperson, two (2) additional members with some financial background, appointed by the Finance Committee Chairperson, the District Treasurer, as a non-voting member, and the Events Treasurer, as a non-voting member.

Appointed members of the committee will provide their qualifications for approval of the body.

All members of AA are welcome to attend as observers, but may not join as members of the committee.

### **Scope**

This non-funded committee is responsible to conduct a quarterly review of all District checking accounts and finances, and for providing required record-keeping documents.

### **Procedure**

The Committee holds a quarterly meeting of its members to conduct a review of all District checking accounts and finances.

Following the review, an initialed set of records are returned to the District Treasurer who, at the end of the calendar year, turns these over to the Archives Committee for appropriate storage.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Finance Committee meeting and the Area Assembly.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Grapevine Committee**

### **Composition**

The Grapevine Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.



### **Scope**

To renew interest in the Grapevine magazine, increasing levels of participation and discussion throughout District 6. The grapevine magazine is a literary voice of the alcoholic. It combines thought and experience, creating a forum for new ideas. Many of these ideas impact the growth of Alcoholics Anonymous as a whole.

### **Procedure**

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Grapevine Committee meeting and the Area Assembly.

The Grapevine Committee brings Grapevine materials to all District 6 self-support events.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Literature Committee**

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### **Composition**

The Literature Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

### **Scope**

Inform groups and District members of all available Conference-approved literature, audiovisual material, and other special items

Provide literature for Group and District functions

Consider suggestions regarding proposed changes and additions to Conference-approved literature and audiovisual material.

Encourage AA members to read and purchase AA Conference-approved literature.

### **Procedure**

The Committee holds quarterly meetings to fulfill its responsibilities.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Literature Committee meeting and the Area Assembly.

The Literature committee is available to provide literature displays, pamphlets, books and audiovisual material for sale for group and District functions upon request.

The Committee maintains a supply of various Conference approved literature for District Meetings and to give to new General Service Representatives.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Public Information/Cooperation with the Professional Community**

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### **Composition**

The PI/CPC Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

A Secretary is selected by committee members to record minutes of the committee meetings.

All members of AA are welcome to participate as members of the committee.

### **Scope**

The Public Information/Cooperation with the Professional Community Committee is responsible for providing information about A. A. to professionals that have contact with alcoholics through their profession and to inform the general public about the availability of AA program.

Information is provided about what A.A. does and does not do.

### **Procedure**

The Chairperson organizes and runs a monthly/bi-monthly Committee Meeting.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 PI/CPC Committee meeting and the Area Assembly.

The committee performs the following activities:

- Donates AA books to public libraries within District 6
- Purchases and distributes AA material, including the Grapevine, the Big Book and pamphlets to local professionals, including lawyers, judges, doctors, and police
- Provides speakers for local schools
- Provides literature to local geriatric facilities
- Provides meeting schedules to local hotels and motels
- Participates in local health fairs
- Places a small ad in newspapers around the holiday season
- Provides information, including meeting lists to offices of local Bail Bondsmen
- Distributes AA-approved Radio and TV Public Service Announcements to local stations in District 6

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Remote Communities Committee**

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### **Composition**

The Remote Communities Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

### **Scope**

Remote communities are defined as those where carrying the AA message is difficult because of geographical, language or cultural barriers. The purpose of this committee is to locate, identify and reach out to members of these communities, offering the hand of AA where needed.

### **Procedure**

The Chairperson organizes and runs a monthly Committee Meeting.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Remote Communities Committee meeting and the Area Assembly.

The Committee communicates with other Districts to share contact experiences.

The Committee stays up to date on information about literature in various languages, available through GSO.

Committee members travel throughout all four (4) counties and the Brighton Seminole Reservation.

Participation in activities (meetings, conventions, etc) may require travel to rural areas outside District 6 in conjunction with the Remote Communities Committee of other Districts.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Room and Ride Committee**

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### **Composition**

A Chairperson that has been elected by District 6 body per requirement resolutions. Four members of the committee, appointed by the elected Chairperson consisting of one member from each county, Indian River, Okeechobee, St. Lucie and Martin.

### **Scope**

Committee and Chairperson communicate the district needs for Rides to both District 6 and Area 15 business meetings. A "needs help" sign in sheet will be provided at District 6 monthly business meetings. The members of the committee and the Chairperson will offer support to any GSR's that may not have gotten a room reservation on time, or who are finding it hard to get to business meetings. The committee hopes to be a link for incoming GSR's to District 6.

### **Procedure**

The committee meets at the Area Quarterly meetings to discuss any new ideas for Room and Ride organization. The committee members make themselves available by phone and email to the Chairperson who will direct those concerns by county. The committee Chairperson will be directly available at the District 6 Business meetings and during the time in between the Area 15 quarterlies for questions and help with Room and Ride.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Special Needs Committee**

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### **Composition**

The Special Needs Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

### **Scope**

The committee constantly works to improve and maintain accessibility to AA for persons with special needs.

### **Procedure**

The Chairperson organizes and runs a monthly Committee Meeting.

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Special Needs Committee meeting and the Area Assembly.

The Special Needs Committee brings materials to all District 6 self-support events.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

## **Treatment Committee**

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### **Composition**

The Treatment Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

**Scope**

The Treatment Committee coordinates the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities, and sets up means of "Bridging the Gap" from the facility to an A.A. group in the individual's community.

**Procedure**

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Treatment Committee meeting and the Area Assembly.

The Committee hosts an annual Breakfast for Big Books Event in the months of February or March. All proceeds after expenses are used to purchase AA Conference approved literature requested and distributed by the Treatment Committee. The Events Committee Treasurer transfers any funds remaining, after purchase of literature, to the District 6 General Fund.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.

**Website Committee**

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**Composition**

The Website Committee is composed of a Chairperson, an Alternate Chairperson and committee members. Chairpersons must have a minimum of two (2) years of continuous sobriety and one (1) year as a past or present General Service Representative (GSR) in any of our ninety-three (93) Areas within the United States and Canada. Nominees must be full time Florida residents, living within District 6.

The committee appoints an Alternate Chair. Per resolution, the Alternate Chairperson must meet the qualifications of Standing District Committee Chairpersons.

All members of AA are welcome to participate as members of the committee.

**Scope**

The District 6 Website Committee facilitates the District 6 website, editing and updating its content by resolution.

The Purpose of the site is to act as a liaison for transitioning information from the General

Service Office (GSO), South Florida Area 15, and the local Intergroup/Central offices in Indian River, Martin and St. Lucie Counties, which also serve the counties of Okeechobee and Glades. It is also an information center for the District Committees and District Events.

The primary purpose of the District 6 Website is to provide a path to recovery for the suffering alcoholic seeking help.

### **Procedure**

The Chairperson attends all District 6 business meetings and presents an oral report of no more than 3 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

The Chairperson attends the quarterly Area 15 Website Committee meeting and the Area Assembly.

The Committee provides the following information on the District 6 Website:

- a) The following AA literature:
  - i) 12 Steps, 12 Traditions and 12 Concepts
  - ii) A.A. Preamble, excerpts from the "Big Book" of Alcoholics Anonymous, or any other Conference approved literature
  - iii) "I Am Responsible" and "Declaration of Unity" statements
- b) Hyperlinks to the following websites:
  - i) General Service Office located at [www.aa.org](http://www.aa.org)
  - ii) The Grapevine located at [www.aagrapevine.org](http://www.aagrapevine.org)
  - iii) Indian River Central Office located at [www.indianriveraa.org](http://www.indianriveraa.org)
  - iv) St. Lucie County Intergroup located at [www.stlucieintergroup.com](http://www.stlucieintergroup.com)
  - v) Martin County Intergroup located at [www.martincountyaa.org](http://www.martincountyaa.org)
  - vi) Area 15 located at [www.area15aa.org](http://www.area15aa.org)
  - vii) Area 15 Quarterly flyer and information located at [www.area15aa.org/M/Member\\_Services/member\\_services.html](http://www.area15aa.org/M/Member_Services/member_services.html)
- c) A disclaimer that the District 6 web site is in no way affiliated with AA World Services or Alcoholics Anonymous as a whole;
- d) A map, address and directions to the District 6 monthly meetings;
- e) Individual links to the District 6 officers and committee chairs generic email addresses; pages for all District 6 committees; and
- f) The Book of Current Practice and the Book of Motions for District 6
- g) A link on the front page of the District 6 website as the last entry under Quick Links to a sub-page for "Community Calendar." From there, users will be able to access links to all upcoming AA EVENTS held by District 6, Martin County Intergroup, St. Lucie Intergroup, Indian River Central Office.

The Community Calendar on the District 6 website will include, upon request of the sponsoring group, special group events, such as anniversary events or group picnics, that are held by listed A.A. groups within District 6.

The Calendar will also include all Federal and Florida State Holidays.

- h) A password protected area where District 6 business documents can be downloaded. Business documents will include the Monthly Agenda, Monthly Minutes, and the Treasurer's Report. To facilitate accessing this password protected area, a link will be added to District 6 website pages. The link will be titled "Business Documents." and will be the last entry under District 6 links.

The Website Committee will update the committee pages of the website, as requested by District Committees, provided the request falls within Current Practice guidelines. This includes updates of the Events Committee webpage on a regular basis (approximately quarterly) in order to promote the next upcoming event.

The Website Committee updates the community calendar on a monthly basis and as needed.

The Website Committee exercises due diligence in keeping District 6, Indian River Central Office, St. Lucie County Intergroup, and Martin County Intergroup meetings, events, and committee meetings up-to-date on the calendar by reviewing the minutes of district 6 meetings and periodically reviewing Central Office and Intergroup websites.

Reviews the responsibilities/procedure of the position listed in the Legacy of Service document and if necessary provides changes to the Current Practice Chairperson at the October business meeting at the two (2) year rotation time.