

District 6

Legacy Of Service and Guidelines

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**GENERAL LEGACY OF SERVICE
DISTRICT 6 OFFICERS 2019-2020**

GENERAL GUIDELINES FOR OFFICERS DISTRICT 6, 2019-2020

This page is all of the general guidelines that the officers have in common. This page will be in the Legacy of service once only and the succeeding pages will be the selective procedures for each officer position

QUALIFICATIONS

The requirements for an individual to serve as officer is no less than two years sobriety and served no less than one year as a past or present DCM in the South Florida Area (#341 2/2004)

GUIDELINES

Be familiar with and understand computer applications and programs that may be utilized by the district. Such programs may include BUT NOT LIMITED TO Microsoft Word, Microsoft Excel, Microsoft Access, E-mail and PDF Files

Be familiar with conducting meetings using established parliamentary procedures to ensure a proper and efficient order of business.

Performs any other duties that may relate to the function of this position

Prepares and gives a monthly report (not to exceed 4 minutes to the body and gives or e-mails the written report to the recording secretary for the district minutes in two forms of scrubbed (first name and initial only of last name) and un scrubbed (full name)

All district 6 trusted servants refrain from standing on election day for the same position unless they are fulfilling an unexpired term. However after the election day is over they may stand for the same position if they so desire at any time when requests are done to fulfill empty positions

Maintains open communication with the other officers on issues and actions of the District and the Area

All officers are allowed to express their views away from the dais. They return to their presiding position after their views are expressed, unless they need to speak to the issue again. The chairperson should relinquish the chair duties to the Alternate Chairperson during the time of expressing his or her view and or absence from the dais.

All voting members of district 6, plus the chairperson (a non voter, who casts a vote only in the event to break a tie) have a right to put forth a motion to the body

All district 6 trusted servants refrain from standing on election day for the same position unless they are fulfilling an unexpired term. However after the election day is over they may stand for the same position if they so desire at any time when requests are done to fill empty positions

In the event of a District Officer missing two consecutive District meetings without excuse, the registrar informs the chairperson of the absences and the chairperson will contact the individual as to their intent with respect to continuing service and to report back to district the result of the conversation. This was done to maintain a standard of attendance for District 6 Officers. (6-2019)

In the event of a District Officer missing two consecutive district meetings without excuse, and attends the next quarterly will not be reimbursed. The registrar informs the chairperson of the absences and the chairperson will contact the individual or the individual has discussed the situation with the chairperson, The chairperson uses their discretion for reimbursement and reports back to the district the result of the conversation. This was done to maintain a standard of attendance for District 6 Officers. (6-2019)

Where feasible, attends the workshop at the South Florida area quarterlies respective to their position

GENERAL GUIDELINES FOR OFFICERS DISTRICT 6, 2019-2020

Where feasible, be available to attend all self-supporting events sponsored by District 6 and the various Inter groups throughout the year.

Receives defrayed funding, from the district treasurer, for the cost of attending the Area 15 quarterly weekends. This is usually one nights lodging at the agreed quarterly room rate. Or may receive defrayment to and from the quarterly, if they have not stayed overnight as above, at the current IRS reimbursement on mileage

Reviews the scope/procedure of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

To contact the officers, Please Email [\(nameoftheofficer\)@district6aa.com](mailto:(nameoftheofficer)@district6aa.com) or contact the individual officer whose information is on the current District 6 agenda

GUIDELINES CHAIRPERSON DISTRICT 6, 2019-2020

Presides at all district meetings and performs such duties as are customary to this position.

Be familiar with conducting meetings using established parliamentary procedures to ensure a proper and efficient order of business

Prepares the agenda for the monthly business meetings throughout the year.

Reviews all motions and accepts the motions as written (that are to be submitted to the chairperson one week after the last district business meeting, the date and time for submission to be noted on the agenda).

Provides the recording secretary with the agenda, motion or motions one week after the last district business meeting

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

Maintains an open channel with and is available for concerns of all District officers, committee standing chairpersons, alternate standing committee chairpersons, district committee members, alternate district committee members, general service representatives and alternate general service representatives on issues and actions of the District and the Area.

Delegates responsibilities to the appropriate individual or individuals when necessary.

The Chairman has NO VOTE on district business except to break a tie.

Reads a list of voting DCMs, voting ACMs (in the absence of their DCM), GSRs and voting AGSRs (in the absence of their GSR), at the quarterly business meeting and voting assemblies. The Alternate Chairperson provides the vote count information to the chairperson.

Presents a summary report of the prior three months activity of the district to the area body at the quarterly business meetings.

Is a voting member at the Quarterly Area Business Meeting

Is a liaison with the Area, the Region and the General Service Office as required to assure an informed group conscience for AA in District 6.

Reviews the scope/procedure of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

To Contact the chairperson, please E-mail chair@district6aa.org or contact the individual chairperson whose information is on the current District 6 agenda

GUIDELINES ALTERNATE CHAIRPERSON DISTRICT 6, 2019-2020

Assumes the role of the Chairperson in his/her absence from a District 6 Area 15 or business meetings

In the event that the chairperson is absent at the quarterly the alternate chairperson votes for the district as a voting member at the quarterly

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

Provides the new GSRs each month with a copy of the AA Service Manual and the district 6 introductory GSR pamphlet.

The GSR/DCM sharing session will be conducted by the current Alternate Chairperson from 6:35 pm to 7:00 pm. The Alternate Chair will start the DCM/GSR sharing with the traditions checklist, then ask for topics, or plan appropriate discussions, promoting a free exchange of ideas and comments relative to group and general service matters. (motion #586 7/2018)

If a chairperson of a committee is not present during the committee reports, the alternate chairperson gives a short description of the committee's purpose or scope (This description is provided in the Legacy of service)

Serves as the OVERALL DCM DISTRICT 6 COORDINATOR.

Where feasible attends DCM/GSR sharing and planning meetings scheduled by the County DCM Coordinators.

Provides the District Chairperson an accurate accounting of District 6 voting members in attendance prior to the start of each South Florida Area Business Assembly Meetings, by position: District Chair, District Committee Members or Alternate District Committee members (voting in place of an absent District Committee Member) General Service Representatives or Alternate General Service Representative (voting in place of an absent General Service Representative)

In the absence of the chairperson at the Area 15 business meeting the voting information is provided to the alternate chairperson by the Recording Secretary and Registrar

Reviews the scope/procedure of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

To Contact the Alternate District 6 Chairperson please Email altchair@district6aa.org or contact the individual officer whose information is on the current District 6 agenda

GUIDELINES REGISTRAR DISTRICT 6, 2019-2020

Prepares sign in sheets, by county, for all General Service Representatives, Alternate General Service

Representatives and visitors to be available at the beginning of the district business meeting each month and gives to Archives Chairperson to be included with the monthly minutes.

Takes the roll call at each district meeting of all officers, DCMs, ACMS, Committee Chairpersons and Intergroup/Central Office Liaisons.

Announces to the body every month during their report that anybody on the roll call does not need to sign in on the sign in sheets

Provides the recording secretary each month with an e-mailed list of the people that will need the district minutes mailed. This list may be small but there are people who do not have computer access and some who have requested a mailed copy

Provides the recording secretary each month with a list of additional e-mail requests for District 6 e-mailed minutes. (recording secretary maintains the master e-mail list)

Prepares a list of the officers, DCM's, ACM's, committee chairpersons, Intergroup/Central Office liaisons in scrubbed and unscrubbed (full names) versions. The list to include name, position, e-mail address, and telephone number. This list is to be given to the recording secretary to be included in both sets of minutes

Prepares and maintains an up-to-date data base, and other pertinent information on groups within the District with the General Service Representatives (GSRs), Alternate General Service Representatives (AGSRs), District Committee Members (DCMs), Alternate District Committee Members (ACMs), and Mail Contacts.

E-mails this list of updated material to the District DCM Coordinator to use for the DCMs And ACMs to use for contact information to their groups

Maintains and co-ordinates mailing lists from the district data base for the Area Registrar to send to the General Service Office (New York) for placement in the area and GSO data bases.

If the Alternate Chairperson will not be present at a Quarterly, the Registrar and Recording Secretary provides the Chairperson, before the beginning of the South Florida Area Quarterly voting meetings, with an accurate accounting of the District Committee Members and or Alternate District Committee members (voting in place of an absent District Committee Member) General Service Representatives and

Alternate General Service Representatives (voting in place of an absent General Service Representative) present for voting purposes.

Reviews the scope/procedure of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

To Contact the registrar, please Email registrar@district6aa.org or contact the individual officer whose information is on the current District 6 Agenda

GUIDELINES RECORDING SECRETARY DISTRICT 6, 2019-2020

The recording Sec. is responsible for preparing and distributing the minutes of the monthly district business meeting, including written report from the officers committee chairpersons, district committee members, Intergroup liaisons, the full treasurers report, all flyers for district, Intergroup/Central office and area events (including a quarterly copy of the Area agenda and motions). The agenda provided by the chairperson for the next month's meeting with all motions for that meeting

These reports are presented either at the business meeting or by e-mail one week after the business meeting. The reports are to be submitted on one 8 x 12 piece of paper)

Takes notes on all discussions at the monthly district meeting and includes pertinent information with the minutes.

Receives any motions in written or typed form that comes into the meeting as time sensitive motions, before the meeting ends

Prepares the district minutes in an e-mailed format (scrubbed-First name and First letter of Last name) and printed for mailing format (un scrubbed-Full name). Maintains and updates the list of e-mailed recipients and mailed recipients

Works closely with the registrar to keep track of the list of recipients

Keeps track of all correspondence between GSO, Area and the district

E-mails or mails the minutes to the individuals requesting one or the other. The lists are provided by the registrar with the treasurer's report, flyers, agenda and or area information.

The minutes are to be mailed or e-mailed to all members of the district, 8 days after the last District Meeting. The minutes are to be in a format that has been traditionally followed in District 6 (# 545-2/2015)

Mails or e-mails the district minutes and the treasurer's report to the South Florida Area Chairperson and Delegate.

Supplies extra copies of the minutes at the district meeting for new GSRs and visitors.

Supplies a clean copy of the un scrubbed minutes and the sign in sheets to the current Archives Chairperson for the preservation of all the district minutes and motions.

If the Alternate Chairperson will not be present at a Quarterly, the Recording Secretary and Registrar provides the Chairperson, before the beginning of the South Florida Area Quarterly voting meetings, with an accurate accounting of the District Committee Members and or Alternate District Committee members (voting in place of an absent District Committee Member) General Service Representatives and Alternate General Service Representatives (voting in place of an absent General Service Representative) present for voting purposes.

Before sending the minutes out to the e-mail or mail recipients and Archives Chairperson have the completed minutes be reviewed by the chairperson. This is to verify all the information is included and in the suggested format

Reviews the scope/procedure of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

To Contact the recording secretary please Email secretary@district6aa.org. or contact the individual officer whose information is on the current District 6 agenda

GUIDELINES TREASURER DISTRICT 6 AREA 15 2019-2020

Maintains seven years of treasurer's reports and recorded checking account statements for GSR District 6, Inc, events, savings and prudent reserves separately filed and safely stored in care of the Archives Committee beginning with Panel 63 January 2013. When seven years is reached in 2020 the oldest year will be eliminated.

All items in the financial records given to the Archives Committee must be initialed by the treasurer and the finance chairperson

Maintains records of group contributions thus enabling notification to DCMs of their Groups' 7th Tradition activity. Prepares a monthly treasurer's report of income, expenditures.

Is a non-voting member of the district 6 finance committee. Must present all records each quarter to the Finance Committee chairperson for reconciliation

Requests a budget amount in the month of October from all persons receiving budgetary funds from the district to establish budget parameters for the upcoming year. The budget to be approved in December after the proposed budget is presented in November to the body

Prepares a monthly report of contributions by group and county

Distributes defrayed monies to DCMs, Committee Chairpersons and Officers at the South Florida Area Quarterly Business Meeting.

Responsible for advising the district Chairperson of the financial status of the District. as well as the status of our tax exempt status

Responsible for reporting the information on the status of the 501C district project

Reviews the guidelines of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

To Contact the treasurer, please Email treasurer@district6aa.org. or contact the individual chairperson whose information is on the current District 6 agenda

**GENERAL LEGACY OF SERVICE
DISTRICT 6 DISTRICT COMMITTEE MEMBERS
ALTERNATE DISTRICT COMMITTEE MEMBERS
2019-2020**

GENERAL GUIDELINES FOR DISTRICT COMMITTEE MEMBER AND ALTERNATE DISTRICT COMMITTEE MEMBER 2019-2020

QUALIFICATIONS

The qualifications for a District Committee Member (DCM) or Alternate District Committee Member (ACM) must have a minimum of two years of continuous sobriety and one year as a past or present GSR in any of the ninety three 93 areas within the United States and Canada

GUIDELINES

The District Committee Member (DCM) is an essential link between the group General Service Representative and the Area Delegate to the General Service Conference. Their job is a 2-way street.

In District 6 we have sub divisions in each of our counties within our District. We have a total of five counties that the DCMs serve. These counties are Glades County (Northern section), Indian River County, Martin County, Okeechobee County and St. Lucie County.

DCMs are usually responsible for the right number of groups in terms of the committee members ability to keep in frequent touch with them to learn the problems and to find ways to contribute to their growth well-being. This could be as few as five or as many as 90 groups. Population density and the geographic size of the district will affect the ability of the DCM to communicate with their groups See chapter three in the Service Manual

The DCM's from each county select a County DCM coordinator, who has responsibility for all DCM's in that county. The DCM's and DCM coordinator in each county are responsible to the alternate chairperson in District 6 (who is designated as the overall DCM coordinator for the district)

The DCMS from each county along with the county DCM coordinator from that county provide a new set of subdivisions at each 2 year rotation with the DCMS assigned to the groups that they prefer to serve. The DCM coordinator will report the names of the DCMs assigned to each sub division to the registrar for the purposes of roll call and identification.

Each county DCM coordinator will have an available copy of the assigned groupings with the assigned DCM so that new GSRs and alternate GSRS will know who the DCM is

for their group. This person will also provide the overall District DCM Coordinator (Alternate Chairperson) with a copy of the above

DCMs are allowed to make motions at both the district and area. When planning on doing a motion the individual must comply with regulations for both the district and the area in order to present the motion. They should consult their service sponsor if they are planning to present a motion

As a member of the District, DCMs are part of the voice of the group's conscience.

DCMs should try to meet with any new General Service Representatives (GSR) from the groups to which they are assigned prior to their first District meeting. They should also plan on meeting with their GSRS on a regular basis to discuss their collective issues and seek solutions. Either the DCM or GSR can bring the issues to the district meeting for discussion

DCMs receive reports from the group conscience meetings through their GSRs and through frequent personal contacts with their assigned groups. They can also help the GSRs prepare their report for the group conscience meeting

GENERAL GUIDELINES DISTRICT COMMITTEE MEMBER DCM AND ALTERNATE DISTRICT COMMITTEE MEMBER 2019-2020

The District elects DCMs through the third legacy procedure. If a newly elected DCM is a current GSR, they are required to resign from the group service position. They should encourage the group to elect a new GSR to fill the vacancy. DCMs must be willing and have the time and energy to serve the District to the best of their ability.

The term of the DCM is two years and generally coincides with the South Florida Area election of officers. Elections are held in even years at the November District Meeting with service to begin the following January.

A candidate wishing to serve as DCM will be given the opportunity during the District Business Meeting in November of the even year to state their qualifications. If there is more than one candidate for an office, the voting will be by written ballot. When there is only one candidate, the election will be by a show of hands. The candidate must receive a majority vote.

In the spirit of rotation, no person shall be a candidate for immediate re-election to the same position unless no one else stands for the position and should wait at least one month before re standing. Motion # 594

DCMs regularly attend all District Meetings and Area Quarterlies/Assemblies. DCMs are defrayed by the District for Quarterly/Assembly attendance and participation as per District resolution.

The DCM should report to the area quarterly business meeting at 8:45 am to be included in the in the count for voting at the area

DCMs occasionally attend meetings and group conscience/business meetings of the groups they serve

When requested by the district chairperson the DCM presents an oral report of no more than 4 minutes, to the district, about the activity going on in their groups. They provide their written report to the recording secretary for inclusion in the monthly business minutes

When requested by the district chairperson the DCM or a Committee Chairperson will serve to present an orientation to the new GSRs

DCMs explain the importance and significance of service work, answer questions, provide information, promote the 7th Tradition and our self support efforts, and assist the GSR wherever possible. They ensure the GSRs are acquainted with all GSO Guidelines and Conference approved service material including but not limited to those listed under GSR Responsibilities and Duties."

DCMs help GSRs make informative and interesting reports to their groups and encourage them to bring new members to service events.

DCMs help keep groups informed about Conference approved books and pamphlets.

DCMs organize workshops and/or sharing sessions on service activities.

DCMs bring Traditions problems to the attention of the District Chairperson.

DCMs make a regular practice of talking to groups about the opportunities and responsibilities of General Service work.

The DCM will deliver contribution letters to their groups when provided by the Area and District Treasurer

**GENERAL LEGACY OF SERVICE
COMMITTEE CHAIRPERSONS AND
ALTERNATE CHAIRPERSONS
2019-2020**

GENERAL GUIDELINES FOR COMMITTEE CHAIRPERSONS AND ALTERNATE CHAIRPERSONS 2019-2020

This page is all of the general guidelines that the committee chairpersons have in common. This page will be in the legacy of service once only and the succeeding pages will be the selective scope/procedures for each chairperson position.

QUALIFICATIONS

The qualifications for chairperson for these committees, per resolution (# 517 02/2014). Individuals must have a minimum of two years of continuous sobriety and one year as a past or present General Service Representative (GSR) in any of our ninety three (93) areas within the United States and Canada. An alternate chairperson be appointed as a member of all the District 6 standing committees. The chairperson of these committees will appoint this person per resolution (# 603 07/2019). The alternate chairperson must meet the same requirements set by resolution as standing district committee chairpersons and be defrayed at the rate set by resolution for attending area quarterly assemblies in the absence of the committee chairperson unless otherwise defrayed. The term of the DCM is two years and generally coincides with the South Florida Area election of officers. Elections are held in even years at the November District Meeting with service to begin the following January.

There will be no waived requirements/qualifications for any of the district officers, committee chairpersons, DCMs and ACMs

COMPOSITION

All of the district standing committees are composed of a chairperson that has been elected by the District 6 body per requirement resolutions. The Current Practice Committee Chairperson position, by resolution, is automatically filled by the immediate past District 6 chairperson when willing and able to serve. If this individual is not available to serve then the Current Practice Chairperson is selected as above. The Finance Committee chairperson is appointed by the current District 6 chairperson. The Finance Committee Chairperson appoints two members from the General Service body with financial backgrounds. An alternate chairperson is appointed by the chairperson also as per requirement resolutions, Other members of the committee are DCM's, ACM's, GSR's and AGSRs. Also, anyone from any of our groups, may be a member of these committees and they do not have to be participating in general service with District 6. The Finance Committee does not utilize volunteers

SCOPE AND PROCEDURE

These two items will be the responsibility of the current serving chairperson for evaluating the committee's business and functioning for the two year panel of service. This reflects the overall duties and activities of each service entity in District 6, Area 15. All of the currently serving District 6 Officers, Committee Chairpersons and the overall DCM Coordinator (alternate district 6 chairperson)

The following items pertain in general to all the above mentioned people

The committee holds a scheduled meeting, when necessary for members. Most communication and work distribution is done via computer

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes

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

Receives defrayed funding, from the district treasurer, for the cost of attending the Area 15 quarterly weekends. This is usually one nights lodging at the agreed quarterly room rate. Or may receive defrayment to and from the quarterly, if they have not stayed overnight as above, at the current IRS reimbursement on mileage

Expenses incurred performing duties of this office must be submitted to the Treasurer, including items, which, you, individually, are absorbing as a contribution. These must be itemized to enable annual budgeting for the district as a whole.

All voting members of district 6, plus the chairperson (a non voter, who casts a vote only in the event to break a tie) have a right to put forth a motion to the body

All district 6 trusted servants refrain from standing on election day for the same position unless they are fulfilling an unexpired term. However after the election day is over they may stand for the same position if they so desire at any time when requests are done to fill empty positions

All District 6 officers, and committee chairpersons will provide, at the October business meeting during their report time, a description of what their position is and what has been done in the past two years This will give anybody a general idea of what each position entails in a general preview of the job description so as to let those interested make an informed decision about standing for the positions

Reviews the scope/procedure of the position listed in the Legacy of Service document and provides a notation of no changes or makes changes and submits the information to the Current Practice Committee Chairperson at the October business meeting at the two (2) year rotation time. In addition, changes needed to be added to the scope/procedure due to motions passed or committee decisions may be submitted, at any time, to the Current Practice Committee Chairperson. The Current Practice Committee Chairperson will be responsible for submitting the changes to the Legacy of Service document and to the Website Committee Chairperson for inclusion in the District 6 Website. These changes will be designed to guide the next chairperson selected for the position.

CONTACT

To contact a District 6 committee chairperson, please e-mail: [\(name of committee\)@district6aa.org](mailto:(name of committee)@district6aa.org) or contact the individual chairperson whose information is on the current District agenda

ACCESSIBILITIES COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

Volunteers carry the message of Alcoholics Anonymous to members who have special needs such as visual impairment, deaf or hard of hearing, chronically ill or home bound, and those who are developmentally disabled

SCOPE:

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

PROCEDURE:

The Committee communicates with other Districts to share contact experiences

The Committee stays up to date on information about newly developed and current GSO literature in various Accessible formats including Braille and printed publications, recorded electronic audio and visual formats such as CDs, DVDs, online versions of Accessibility available through the GSO websites and such other materials as they are developed.

The Accessibilities Committee reviews with the Literature committee Conference approved pamphlets, books and audiovisual material related to Accessibility challenges and solutions currently available for sale through local Intergroup and Central offices and for display and sales at group and District functions upon request.

The Accessibilities Committee has its own District 6 pamphlet (designed by a former committee chairperson) which at this writing has not been located. It was designed in 2013. When found it will need to be reviewed with the Literature Committee per Literature Legacy of Service

The Accessibilities Committee works with the District 6 Website Committee to offer access to online-accessible AA materials and links to Accessibility-enabled AA meetings.

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

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 4 minutes, providing a written copy to the Recording Secretary for inclusion in the business meeting minutes.

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

The Chairperson 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.

To contact the District 6 Accessibilities Committee chairperson please email accessabilities@district6aa.org, or contact the individual chairperson whose information is on the current District 6 agenda

ARCHIVES COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

The Archives Committee gives us an opportunity to actively share our history; another way we "pass it on"! Members may transport and set up displays at Events, categorize and inventory incoming items

SCOPE:

The objective of the District 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. The purpose of the Archives Committee is to maintain the archived material on behalf of and for all AA groups, in our 5 counties (Glades a portion of, shared with District 7), Indian River, Martin, Okeechobee, and St Lucie) that make up District 6. We have three Central Offices/Inter groups (Indian River, Martin, St Lucie (serves Okeechobee as well) in our District that also keeps archival material belonging to said **counties and may or may not have an Archives Committee.**

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.

The Archives committee is currently converting the above information into a digital process.

The committee, also stores in the District 6 storage locker and maintained by the Archives committee are the Grapevine materials. A notebook with information for successfully holding an Area 15 Quarterly. Copies of all "General Speaker Waiver" forms:

The committee maintains the above by keeping all past and current records of the District. Including, but not limited to, all minutes, correspondences, financial records (for the past 7 years) and special events records This includes seven (7) years of Treasurer reports and reconciled checking account statements for GSR District 6, Inc., -Events and GSR District 6, Inc.,-Savings (Prudent Reserves) separately filed, beginning with Panel 63, January 2013.

The committee's storage space is also made available for Finance Committee documents (other than above) and Current Practices documents, as requested.

The committee ensures the safety of past records by preserving them in as close to a perfect atmosphere as can be maintained by said storage facility. We protect such records against the elements to the best of our (committee's) ability

In addition to preserving our past, this committee is charged with the responsibility of preserving the present so future AA generations may view us as we are today.

The Archives committee has a traveling display, (films and a television set) that can be taken to any group that requests them. The traveling displays are present at all self-supporting District/group events.

The Archive Committee is responsible for bringing Archival material/displays to all District 6 self-supporting events throughout the calendar year.

The Chairperson organizes and runs a monthly Committee meeting.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

ARCHIVES COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Archives committee chairperson please email archives@district6aa.org or contact the individual chairperson whose information is on the current District 6 agenda

CORRECTIONS COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

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 (Please see links below for Martin & St Lucie County Jail applications) We also coordinate smoothing the way from the facility to the larger A.A. community through pre-release contacts.

PROCEDURE:

The Corrections Committee hosts an annual event called "Bowling for Big Books". The proceeds from this event are used for purchasing Big Books and other AA approved literature to be distributed to the inmates of the jails and prisons in our District. This event is traditionally held in February or March.

The Corrections Committee hosts a free BBQ annually for AA members who are interested in getting involved in this great area of service as well as those currently taking the message of recovery behind the walls of the jails and prisons in our District. The main objective of this event is to involve new volunteers and to share and team from each other through our experience with corrections work. County jail and State prison applications are available at this event along with literature on Corrections work.

A raffle is held to offset the cost of the BBQ. Raffle items are AA literature and tickets to District events only — never is there to be a 50/50. Proceeds above the cost of the event are used to purchase Big Books and other AA approved literature to be distributed to the inmates of the jails and prisons in our District. This event is traditionally held in July or August

The Corrections committee sponsors a pre-release program. Information and volunteer sign up for AA Corrections Prerelease program is available on the website. AA CORRECTIONS PRE-RELEASE CONTACT INFORMATION AND PAMPHLET IS AVAILABLE ON THE WEBSITE

The Corrections Committee places a "Pink Can" at various events for contributions.

The Corrections Correspondence Service (a special kind of AA Service) is a Twelfth Step opportunity which links A.A. members on the "outside" with A.A. members in correctional facilities to provide a source of experience as it relates to problems with alcohol. Men are linked with men and women with women. CORRECTIONS CORRESPONDENCE FORM IS AVAILABLE ON THE WEBSITE

The Chairperson or the alternate chairperson in their stead attends an annual National Corrections Conference supported by District 6 via motion # 606

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Corrections Committee for more information on service commitments or submitting the following county jail applications please email: Corrections@District6aa.org, or contact the individual chairperson whose information is on the current District 6 agenda

CURRENT PRACTICE COMMITTEE SCOPE AND PROCEDURE 2019-2020**Please refer to the District 6 website as there may be more information available**

The Current Practice Committee is responsible for updating our current motions to be incorporated into three entities (Book of Motions and Current Practice, Legacy of Service).

SCOPE:

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

The Current Practice document includes all motions that are presented for the consensus of the body, which affect the ongoing operation of District 6 business with the most current functioning motions. The Book of Motions document provides a history of motions made, regardless of their outcome and impact to ongoing operations.

The Legacy of Service document lists each service entity, and provides a composition, scope and procedure for each entity. It reflects the overall duties and activities of each service entity in District 6, Area 15.

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 Practice.

An updated version of the Book of Motions and 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 annually (in October) to the Website Committee for posting to the Current Practice page on district6aa.org. The Legacy of Service for each service entity is also posted on each committee's web page that is on the web site

The Book of Motions is provided to the Website Committee when updates have been applied, 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 holds a scheduled meeting when necessary for members. Most communication and work distribution is done via computer.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To Contact the District 6 Current Practice Committee Chairperson Please Email CurrentPractice@District6aa.org. Or contact the individual chairperson whose information is on the current District 6 agenda

EVENTS COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

To provide entertainment and fun for our alcoholics through a series of events held throughout year, all of which are self supporting events

SCOPE:

The committee works with a Chairperson, Alternate Chairperson and an Events Treasurer (not related to the District Treasurer's job responsibilities but cooperates with that individual with all funds). Each has specific responsibilities. The committee chairperson acts as an agent to obtain space for all of the venues presented during a calendar year, The committee chairperson takes upon the responsibility for obtaining such venues, contacting locations in advance, to booking and paying a required deposit when obtaining the contract. This is usually done months in advance to secure date and time. This individual and the District Chairperson work on the contract and the chairperson signs the contract when all financial, time element aspects, and general responsibilities of the district regarding the place for the event have been agreed upon. The Events Treasurer keeps track of all of the expenses for each event. The Events committee has a separate checking account that is not associated with the District general account. Each committee is responsible for maintaining receipts for expenses. The individual who spent money receives a check from the Events Treasurer. The Events Treasurer gives a final expenditure report at the end of the event and turns over any proceeds to the District Treasurer to be assigned to different entities. Each event's proceeds are allocated to a special entity (per Current Practice listed below).

There are many sub committees involved in the process of putting together an event. These committees are a chairperson and co chairperson, food preparation, salad preparation, decorating, refreshments (water and soda), servers, raffle tickets (only AA approved literature and vouchers for our events), ticket sales, speaker, coffee, greeters, desserts, set up, cleanup, and basket contributions, (clothes line gratitude dinner only) and supplies. The General Service Representative, or a District Committee Member asks groups if they want to participate in any event and then signs them up for a specific committee. There is no requirement, that an individual, who is not in General Service, cannot be a volunteer of any of these committees.

PROCEDURE:

People for the district scheduling any events should check with the local Inter groups, (Martin County, St Lucie County/Okeechobee) and Central Office (Indian River County) for conflicting event dates. Likewise when the inter group or central office schedule events they should check with the district for conflicting event dates.

District 6 holds its self-supporting events in the following manner each year.

1. SPAGHETTI DINNER to be held usually in the month of February following the January Assembly. To be held in St. Lucie County. Proceeds from the event support District 6
2. FOUNDERS DAY LUNCHEON AND ICE CREAM SOCIAL to be held usually in the month of May following the April Assembly. To be held in Martin County. The Archives Committee helps find two to four speakers with 25 years or more sobriety. Proceeds from the event to support District 6
3. FISH FRY to be held usually in August following the July Assembly. To be held in Okeechobee County. Proceeds from the event to support District 6
4. GRATITUDE DINNER to be held usually in November following the October Assembly. To be held in Indian River County. Proceeds from the event to support the General Service Office in New York.

Also assists the Treatment Committee, the Corrections Committee and the District with other scheduled events.

Assists with the Treatment committee that holds a Breakfast for Dinner event. No set date and time is preferred. Proceeds to support the Treatment Committee with the purchase of AA materials (books and literature to dispense at treatment facilities). The event is scheduled after the main events have been scheduled. It can be any time of the year and can be set up in any county but usually is held in St Lucie County.

EVENTS COMMITTEE SCOPE AND PROCEDURE 2019-2020**Please refer to the District 6 website as there may be more information available**

Assists with the Corrections Committee that holds a Bowling for Big Books event. No set date and time is preferred. Proceeds to support the Corrections Committee with the purchase of AA materials, (books and literature to dispense in correctional facilities, when allowed). The event is scheduled after the main events have been scheduled. It can be any time of the year and can be set up in any county but usually is held in Martin County.

Assists the district with a Carry the Message Day which is scheduled annually or periodically during the year

For both, the Breakfast for Dinner and the Bowling for Big Books events, the monies involved are deposited into the Events account and checks are written on a monthly basis for reimbursement for literature and other expenses.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting if the committee exists at the area level and the Area Assembly.

To Contact the District 6 Events Committee Chairperson Please Email events@district6aa.org or contact the individual chairperson whose information is on the current District 6 agenda

FINANCE COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

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

SCOPE:

The chairperson of the district appoints the chairperson and the chairperson of the committee appoints two member to be on the committee. These members must have financial background. the current treasurer and the current Events Treasurer are automatically members of this committee

PROCEDURE:

The Committee holds a quarterly meeting of its members to conduct a review of all District 6 checking accounts and finances.

Following the review, an initialed set of records at the end of the calendar year, the Finance committee Chair turns these over to the Archives Committee for appropriate storage.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Finance committee please e-mail to Finance@District6aa.org or contact the individual chairperson whose information is on the current District 6 agenda

GRAPEVINE and LA VIÑA COMMITTEE SCOPE AND PRECEDURE 2019-2020**Please refer to the District 6 website as there may be more information available**

The Grapevine Committee promotes subscriptions to the AA Grapevine and the La Viña which is published bimonthly for our Spanish speaking members

SCOPE:

Promote recognition of the Grapevine/La Viña magazines as the International Journal of Alcoholics Anonymous contribution to the preservation of the powerful unity of Alcoholics Anonymous through its subscriptions and submission of article and voice recordings that continue to preserve the powerful unity of AA.

PROCEDURE:

The committee promotes recognition of the Grapevine and La Viña magazine's content each month and how the stories reflect the experience, strength, and hope of alcoholics and AA

The committee provides a visual display of Grapevine and La Viña history, literature, current projects, magazines and subscriptions for group and district functions.

The committee collaborates with other district committees in their outreach efforts to carry the message to alcoholics by using the magazines as powerful 12 step tools.

The committee encourages AA members and groups to subscribe to the Grapevine/La Viña magazines.

The committee encourages AA members to submit articles and recordings of their experience, strength, and hope to the Grapevine/La Viña magazines.

The committee holds monthly meetings to fulfill its responsibilities.

The Chairperson or Alternate Chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes providing a written copy to the Recording Secretary for Inclusion in the business meeting minutes.

The Chairperson or Alternate Chairperson in their stead, only attends the Quarterly Area 15 Grapevine Committee meeting and Area Assembly.

To contact the District 6 Grapevine and La Viña committee please e-mail to grapevine@district6aa.org or contact the individual chairperson whose information is on the current District 6 agenda.

LITERATURE COMMITTEE SCOPE, AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

The Literature Committee reviews and discusses changes in our literature especially the pamphlets and keeps literature on hand

SCOPE:

The chairperson and the committee develop ideas and methods to best accomplish the committee's purposes of informing groups in District 6 of all available conference-approved literature, audiovisual material, and other special items provided through our local inter groups, and the general service office. Consider any suggestions regarding literature@district6aa.org committee encourages AA members to read and purchase AA conference approved literature.

PROCEDURE:

The committee holds monthly meetings (when feasible) to fulfill its responsibilities for the committee. The chairperson gives an oral and written report of committee activities at the monthly district meeting. The chairperson attends the area 15 quarterly literature committee meeting where an oral report and written report of the past three months of district 6 literature committee activities.

Each year in April, the committee reviews the conference agenda items for literature for the general service conference. The chairperson reports the suggestions of the committee on these items to the district meeting prior to the April area assembly.. The chairperson also reports the conference item review suggestions at the April area assembly to the area literature committee. The Area literature chairperson presents our views to the delegate for review to take the area committee's recommendations to the general service yearly conference.

The committee has the responsibility of evaluating and updating the district service materials to include but not limited to the GSR Introductory Pamphlet, the General Information Service Pamphlet when necessary. The update is provided to the district for approval with a sense of the meeting. Some committee's have their own literature material and if it needs updating the chairperson of said committee can bring the changes to the Literature committee for approval with changes suggested. After updated revision the Literature chairperson presents the brochure for sense of the meeting approval

The committee makes itself available to provide literature.

The literature committee has literature displays that can be requested for group and district functions. The displays are usually brought to all of the distinct fundraising activities.

The committee maintains a supply of various Conference approved literature for district meetings. This literature is generally for display only. Anybody interested in purchasing certain items on display can request this information from the literature committee chairperson, the general service office literature catalog and or from our central office/inter groups.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Literature committee please e-mail to Literature@District6AA.org or contact the individual chairperson whose information is on the current District 6 agenda

PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

The committee provides information about Alcoholics Anonymous to the public, and to those who have contact with alcoholics through their profession. Members might fulfill speaking engagements or place literature in the community

SCOPE:

PUBLIC INFORMATION

The purpose of PI service work is to provide accurate AA information to the public when requested. PI committees visit schools, businesses and community meetings for this purpose. They also serve as resources for our friends in the local media, emphasizing our Traditions of anonymity, singleness of purpose and non-affiliation, as well as offering AA public service announcements to radio and television stations.

COOPERATION WITH THE PROFESSIONAL COMMUNITY

Members of these committees provide information about AA to those who have contact with Alcoholics through their profession. This group includes healthcare professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.

PROCEDURE:

The PICPC committee chairperson holds monthly meetings to fulfill its responsibilities for the committee. The chairperson gives an oral and written report of committee activities at the monthly district meeting. The chairperson attends the area 15 quarterly PICPC committee meeting where an oral report and written report the past three months of district 6 PICPC activities.

Each year in April, the committee reviews the conference agenda items for PICPC for the general service conference. The chairperson reports the suggestions of the committee on these items to the district meeting prior to the April area assembly and gets a sense of the meeting. The chairperson also reports the conference item review suggestions at the April area assembly to the area PICPC committee. The area PICPC chairperson presents our views to the delegate for review to take the area committee's recommendations to the general service yearly conference.

The PI committee provides accurate information about AA to the public through print, television, radio, and electronic media. Displays conference approved PICPC literature at health fairs, libraries, hospitals, police stations, hotels, colleges. Places Public Service Announcements with radio and television stations. Responds to speaking requests at non-AA meetings in the district.

Keeps Fellowship informed by building a wider understanding of the Twelve Traditions as it pertains to anonymity.

The CPC committee communicates with the professional community when requested, what AA is and what AA isn't through conference approved literature, workshops, personal meetings and public meetings.

We extend our friendship to those who have contact with alcoholics through their professions including clergy, legal and law enforcement, educators, health care professionals, social workers, mental health professionals, vocational and employment guides, and community business leaders.

Keeps Fellowship informed by building a wider understanding of the Twelve Traditions as it pertains to non-affiliation.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

**PUBLIC INFORMATION/COOPERATION WITH THE PROFESSIONAL COMMUNITY
COMMITTEE SCOPE AND PROCEDURE 2019-2020**

Please refer to the District 6 website as there may be more information available

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Public Information Cooperation with the Professional Community committee chairperson please e-mail PICPC@district6aa.org or contact the individual chairperson whose information is on the current District 6 agenda

REMOTE COMMUNITIES SCOPE AND PROCEDURE 2019 – 2020

Please refer to the District 6 website as there may be more information available

The committee carries the AA message to those who may not have easy access to meetings due to geography, language, and other obstacles.

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 (or alternate chairperson) attends all District 6 business meetings and presents an oral report, followed up by written report to the district secretary, of committee activities. The chairperson (or alternate chairperson) attends the Area 15 quarterly remote communities committee meeting and reports district committee activity since the prior assembly.

The chairperson organizes and holds a monthly committee meeting.

The committee members provide literature packets to those areas where remote communities have been identified.

The Chairperson, or alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the district 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Remote Communities committee chairperson please email remotecomunities@district6aa.org or contact the individual chairperson whose information is on the current district 6 agenda

ROOM AND RIDE COMMITTEE LEGACY OF SERVICE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

This committee assists and coordinates rooms and rides for district meetings and area quarterlies (assemblies).

SCOPE:

The Committee, if contacted by anyone in the district for assistance with a ride to and from our district meeting and or area quarterlies is responsible for helping these individuals with that request. The Committee aids in obtaining roommates for sharing at the quarterlies

PROCEDURE:

The chairperson obtains a list of volunteers willing to provide a ride to either the district meeting or the area quarterlies
The chairperson obtains a list of volunteers willing to share a room at the area quarterlies
The chairperson asks at each district meeting if there is anyone who may need any assistance from this committee.

The chairperson also requests from the attendees at the district meetings if they know of someone interested in service who might need rides to the meetings

The chairperson once contacted by someone who needs a room or a roommate (for someone already with a reservation) to share the room at the quarterly makes requests for the individuals when necessary at the district meeting

The Chairperson, or Alternate Chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, providing a written copy to the Recording Secretary for inclusion in the District 6 business meeting minutes.

The Chairperson, or Alternate Chairperson in their stead, attends the quarterly Area 15 committee meeting, if the committee exists at the area level, and the Area Assembly.

To contact the District 6 Room and Ride committee chairperson please email roomandride@district6aa.org, or contact the individual chairperson whose information is on the current District 6 agenda

TREATMENT COMMITTEE SCOPE AND PROCEDURE 2019-2020

Please refer to the District 6 website as there may be more information available

The Treatment Committee places and coordinates restricted AA meetings for clients/patients in treatment facilities throughout District 6. Individual members and groups who are interested in carrying our message of recovery to alcoholics in treatment facilities work through this committee.

SCOPE:

The District 6 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.

The District 6 Treatment Committee hosts a bi-annual event called "Breakfast for Big Books".

Proceeds for this event help to fund the purchase of Big Books for the clients of the treatment facilities who are starting their recovery. Breakfast for Big Books is held once in the spring and once in the fall.

PROCEDURE:

The committee provides a Bridging the Gap program (See separate Scope and procedure for this process). This person is selected by the chairperson

In order to volunteer in the treatment facilities an individual should have a minimum of one year of sobriety and a working knowledge of the Twelve Steps of Alcoholics Anonymous.

AA groups in District 6 volunteer their home groups to bring meetings into treatment facilities which provides a great way to carry the message of recovery to the sick and suffering alcoholic. These groups must sign up with the treatment committee before entering the facilities

The chairperson organizes and holds a monthly committee meeting.

The Treatment Committee provides a schedule of available facilities and available time slots needing meetings. At times there might be a waiting list for those groups that wish to volunteer their services

The committee holds a monthly business meeting at the Martin County Intergroup on the first Saturday of the month at 9 am.

The committee provides meeting guidelines for taking meetings into treatment facilities as well as a general format for the meeting itself.

The chairperson or the alternate chairperson in their stead, attends all District 6 business meetings and presents an oral report of no more than 4 minutes, provides a written copy to the Recording Secretary for inclusion in the District 6 business meeting minutes

The chairperson or the alternate chairperson in their stead, attends the quarterly Area 15 Treatment Committee meeting and the area assembly

To contact the District 6 Treatment committee chairperson please email treatment@district6aa.org. or contact the individual chairperson whose information is on the current District 6 agenda

BRIDGING THE GAP SCOPE AND PRECEDURE 2019-2020 CONJUNCTION WITH TREATMENT COMMITTEE

Please refer to the District 6 website as there may be more information available

SCOPE:

The main object of Bridging the Gap program is to make the transition from treatment to AA simple and easy. Bridging the Gap is a temporary contact program that assists people who are leaving treatment in getting connected with meetings in the place they live.

PROCEDURE:

The bridging the gap coordinator works in conjunction with the district Treatment Committee to perform its responsibilities

Bridging the Gap program helps people with rides to and from meetings

Bridging the gap program helps introduce the released clients to local people in an effort to build their support group.

A local AA member will volunteer to contact the person on or near their discharge date and offer to help get them to their first few meetings.

Bridging the Gap program does not offer employment, money, or housing

Bridging the gap program does not provide sponsors for the AA program but if sponsorship should occur out of the relationship that will be a totally natural occurrence not a specific function of Bridging the Gap.

To contact the district 6 Bridging the Gap program coordinator see below or contact the individual coordinator whose information is on the current District 6 agenda

District 6 Treatment Committee Email: treatment@District6aa.org

District 6 Bridging the Gap Email: BridgetheGag.@District6aa.org

District 6 Bridging the Gap phone: (772) 49S0BER (772.497.6237)

WEBSITE COMMITTEE LEGACY OF SERVICE SCOPE AND PROCEDURE 2019-2020**Please refer to the District 6 website as there may be more information available**

The primary purpose of the District 6 Website is to provide a path to recovery for suffering and recovering alcoholics seeking help and supports all district efforts to do the same. The Website Committee is responsible for making the District 6 website an increasingly more valuable resource, servicing newcomers seeking help, visitors and members seeking meeting and fellowship opportunities, increasing awareness of service opportunities, and reporting the business of our District.

SCOPE:

The function of the District 6 Website Committee is to maintain the District 6 website, which includes maintaining accounts with service providers and updating "@district6aa.org" email forwards as needed as well as editing and updating website content within the confines of current practice.

The purpose of the site is to act as an information center for the District 6 officers and committees, and 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. The District 6 website also provides Alcoholics Anonymous meeting resources and service materials, serves as an access point for communicating with District 6 trusted servants and includes a calendar of A.A. events within District 6 or directly relevant to members residing within District 6.

PROCEDURE:

The Committee maintains accounts with service providers related to continuing ownership of the "district6aa.org" domain name, hosting the website (includes "forwarding" emails), "SSL" website security, and one professional email to be used by the District 6 Recording Secretary.

Service providers require a credit card on file. This has been provided by a member of the Website Committee but can be provided by any trusted servant. Receipts for expenses are submitted to the District 6 Treasurer for reimbursement.

The Committee maintains and updates "@district6aa.org" forwarding email addresses for all District 6 officers and committee chairpersons. These "forwarding" email addresses allow rotating trusted servants to receive appropriate emails at their private email addresses. The Committee updates all email forwards when a new panel rotates in and maintains individual email forwards on an as needed basis.

The Committee maintains the professional email used by the recording secretary on an as needed basis by assisting in setup of the secretary computer and/or providing information related to using webmail access.

The Committee maintains and updates the content of the District 6 website, with content including the following:

- Information regarding time and place of meetings and events held by District 6, it's committees and other AA service entities as approved by motion and listed in current practice, with updates made on a monthly basis and as needed.

- Links to AA service entities as approved and listed in current practice, with disclaimers that the District 6 web site is in no way affiliated external sites.

- Links to AA literature with source acknowledgements as approved and listed in current practice.

- Individual links to the District 6 officers and committee chairs generic email addresses; pages for all District 6 committees.

- A password protected area where District 6 business documents can be downloaded, including the Monthly Agenda, Monthly Minutes, and the Treasurer's Report.

- Pages for each District 6 Committee, which are updated upon request of each committee provided the request falls within Current Practice guidelines.

 - Regular updates are made to the Events Committee webpage on a regular basis (approximately quarterly) in order to promote the next upcoming event and to Current Practice materials whenever provided by the Current Practice Committee (at least annually).

WEBSITE COMMITTEE LEGACY OF SERVICE SCOPE AND PROCEDURE 2019-2020**Please refer to the District 6 website as there may be more information available**

The Committee reviews all requests for additions or changes for consistency with current practice and AA traditions. The Committee then responds with suggestions as needed.

Whenever needed, the Committee takes responsibility for maintaining an account with a provider of video meetings services and setting up meetings for District 6 and its committees. The Committee also sets up video meetings for regular AA groups that are part of District 6, upon request, in time periods not used by District 6 and further provides a calendar of video meetings held by AA groups that are part of District 6 and request inclusion, regardless of whether or not their meeting is hosted on the District 6 account.

To contact the District 6 Website committee chairperson please email website@district6aa.org or contact the individual chairperson whose information is on the current District 6 agenda.