

DISTRICT 15 JOB DESCRIPTIONS

All district officers below attend all monthly District and Officers meetings.

Monthly time estimates are in addition to District and Officers meetings.

Committee positions rotate with the Panel every two years.

District Committee Member Chair (DCMC) – 10 to 20 hours per month

Not all Districts have DCMCs. Some only have DCMs A DCMC should have least 4 or 5 years sobriety and enough time and energy to serve the District well. Some of the ways the chair will be spending their time and energy are:

- Prepares agenda for and facilitates monthly District 15 General Service business and officers meetings. Attends DNI and HCI monthly business meetings to exchange information.
- Represents District 15 at monthly CNCA business meeting in Petaluma.
- Attends closed meeting for DCMCs same day as ACM (Area Committee Meeting)
- Prepares annual service calendar and tracks and updates all related events.
- Attends 4 Area Assemblies and PRAASA annually. Regional Forum bi-annually.
- Oversees and participate in all District events.

Alternate DCMC – 5 hours or less per month

- Prays for the health of the DCMC.
- Attends District meetings, HCI meetings, and H&I meetings. Is prepared to step in for DCMC as needed.

Registrar – 5 hours or less per month

- Keeps database current of meetings, addresses, times, GSR's, and contact people. Sends regular updates to the area registrar.
- Completes annual update due each April to be included in the Western Directory.
- Maintains contact with the Web/Directories Chair and DCMs to be informed on changes.
- Attends November Area Election Assembly bi-annually.

Treasurer – 10 to 20 hours per month

- Completes and compares all reports to the bank statements.
- Marks all checks cleared in the checkbook and balances checkbook.
- Compares ending balance from bank to report on Excel Spreadsheet.
- Brings 25 copies of Treasurer's Report to monthly District meetings.
- Collects mail from the PO Box
- Collects money from the 7th tradition at all District meetings.
- Collects money from directories sold and by volunteers elsewhere.
- Keeps track of all receipts makes deposits and handles all reimbursements for District travel.
- Keeps all transactions on report within the current month – no carryover.
- Chairs Budget Review Committee and makes and maintains annual budget.
- Pays annual web fees upon receipt of billing and/or as requested by Website & Directories Committee Chair.
- Pays for Zoom account if applicable

Recording Secretary – 10 hours or less per month

- Takes minutes at all District 15 meetings, regular and special.
- Brings 25 copies of minutes to District meetings.
- Circulates minutes of District meetings via email and the postal service as needed.
- Maintains current mail and phone list from sign-up sheets and other methods. Keeps mailing lists confidential. Coordinates such with registrar.
- Maintains a printed copy of minutes as an archive.
- Make amendments to minutes and submits final draft digitally to the Area Archivist
- Gives final draft of minutes in hard copy to District Archivist.

Literature/Grapevine – 5 hours or less per month

- Orders necessary literature for the District as required
- Stores, transports, and displays the literature at District meetings and functions.
- Encourages groups to have a Grapevine Representative in their group.
- Has close contact with the Area Literature/Grapevine Chair thus learning about updates and promotions

DCM-District Committee Member – 5 hours or less per month

There are four District Committee Members in District 15: one from Del Norte, one from Arcata/McKinleyville/Willow Creek, one from Eureka, and one from Southern Humboldt. The DCM is the liaison between the GSR's and CNCA 06 Area in Petaluma.

- A DCM's most immediate service is to assist a group's GSR in representing and communicating with the group.
- The DCM provides materials, acts as an information resource and protects the Traditions of AA.
- In a monthly meeting in Petaluma, the DCM works with other Districts in exploring the best means of keeping AA current and helping the suffering alcoholic while continuing to maintain our singleness of purpose.
- Attends the monthly Area CNCA 06 DCM Sharing Session. Every 3rd Saturday of the month

Coffeemaker – 5 hours or less per month

- Makes coffee and tea for monthly District meetings and District functions allowing time for setup/cleanup.
- Obtains supplies and turns in receipts to District Treasurer for reimbursement.
- Stores and transports supplies and coffee pots to the District meetings and other District functions.

Website & Directories Committee Chair – 10 hours or less per month This job description is taken from the Website Guidelines. The committee is on an as-needed basis.

- Oversees Website Committee (ad hoc) and maintenance of and updates to District website.
- At monthly District meetings: gives website/committee report(s).
- Prepares agenda for Website Committee meetings quarterly or as needed.
- Chairs Website Committee Meetings quarterly or as needed and prepares minutes.
- Updates meeting schedule using word processing software.
- Coordinates printing of directory with printer via email and/or in person (approximately quarterly).
- At monthly District meetings: brings printed directories for purchase, notes new and reports received changes to meeting schedule
- Brings or has volunteers bring directories for sale at the HCI Speaker meeting once a month.

Bridging The Gap Chair – 5 hours or less per month

- Is a member of the CNCA06 BTG Committee
- Meets monthly with Area BTG chair. These are hybrid meetings. You may attend by Zoom
- Chair Coordinates volunteers with BTG contact requests.
- Coordinates BTG presentations at treatment centers.
- Attends monthly Area meetings in addition to attending monthly District meetings. Keeps database of volunteer contacts.

PI/CPC Chair (Public Information and Cooperation with the Professional Community) – 15 hours or less per month

- Is a member of the CNCA 06 PI/CPC Committee, and as such attends monthly CNCA 06 PI/CPC meetings. These are hybrid meetings. You may attend by Zoom
- Chairs monthly PI/CPC Committee Meetings
- Organizes presenters and dates of PI Presentations
- Encourages participation of A.A. members as presenters and trains presenters.
- Distributes and keeps current printed A.A. material in the professional community.

. Archives Chair - About 5+ hours per month

The function of the Archives is to give members of the AA Fellowship a sense of its past and an opportunity to study it. The archives are also available to members of the non-A.A. professional community who may have an interest in the beginnings and development of A.A. in this district. The main purpose of the archives, consistent with A.A.'s primary

purpose, is to keep the record straight, so that myth does not predominate over fact as to the history of the Fellowship. The Archives Chair:

- Collects, stores, protects, catalogs, and organizes D15 historical materials located in our storage unit.
- Preserves the anonymity of individual A.A. members especially when cooperating with non-A.A. researchers.
- Collects archival material at monthly District 15 Officer's Meeting and Business Meeting.

Accessibilities Chair - 5 + hours per month

- Member of CNCA 06 Accessibility Committee, attends via Zoom
- Organizes and chairs monthly District 15 Accessibility Committee Meeting
- Works with groups and other service entities to inform and improve AA accessibility to all