

District 9 Service Manual



2022 – 2023 Edition

This service manual is intended to provide service guidelines for the trusted servants of District 9, Area 29. This document is not intended to replace or restate *The A.A. Service Manual Combined With Twelve Concepts For World Service*.

Foreword

The purpose of the District 9 Service Manual is to assist the Alcoholics Anonymous groups of District 9 in carrying the message of Alcoholics Anonymous to still suffering alcoholics. District 9 must be vigilant to protect the spirit of A.A. through the Steps, Traditions, and Concepts. *The A.A. Service Manual Combined With Twelve Concepts For World Service* (hereafter referred to as *The A.A. Service Manual*) and A.A. guidelines published by the General Service Office will remain our guides to service in Alcoholics Anonymous. District 9 has no authority on its own account; it is derived from the participating groups or A.A. as a whole. Decisions within District 9 shall be made by the group conscience of the members involved.

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District 9 Geographic Boundaries

District 9 is a geographical territory within Area 29 of Alcoholics Anonymous. The District boundaries were created by the ad hoc Districting Committee of Area 29 and approved at the Area 29 Assembly. District 9 encompasses all of Carroll County Maryland.



The District Committee is responsible for serving all of the A.A. groups in District 9 and participates in activities that carry the message of Alcoholics Anonymous.

The District Committee

The District Committee is made up of the elected positions listed below, appointed Committee Chairs and General Service Representatives (GSRs). The elected positions (via Third Legacy Procedure as outlined in the current *A.A. Service Manual*) serve a term of two years beginning January 1 of even-numbered years and end December 31 of the following odd-numbered year. The Committee Chairs generally serve a two-year term and are appointed by the DCM. Officers and Committee Chairs are expected to be present at all District 9 Business meetings every odd-numbered month and at the District 9 Committee meetings every even-numbered month.

Elected Positions

District Committee Member (DCM)

The DCM serves as an essential link between the District and Area 29. As a member of the Area Committee, the DCM carries the District conscience to the Area Delegate and the Area Committee and brings back information to the District.

The A.A. Service Manual suggests that the DCM have at least four to five years of sobriety, a working knowledge of the Traditions, and experience at the group and District levels of A.A. The DCM also:

- Schedules and leads the District Business and Committee meetings
- Fills the Committee Chair positions by appointment
- Facilitates reminders to the District members of events and meetings
- Keeps the GSRs informed about General Service Conference activities
- Ensures that GSRs are acquainted with *The A.A. Service Manual*, as well as other General Service Office and A.A. periodicals
- Regularly visits groups, new and old, to inform them about the responsibilities of general service work and encourage them to elect a GSR
- Attends all Area Committee and Assembly meetings and delivers a DCM report at each
- Attends the Conference Agenda Review Committee meeting and the Area 29 Mini-Conference
- Reports changes in group status to the Area Registrar (e.g., change of GSR, group meeting date, time, and location, and other group contact information)
- Maintains a master file of District meeting information
- One of the three signers on the District checking account
- The incoming DCM will coordinate with the host site for Committee meetings and sign any needed agreements, including, if necessary, a key-holder agreement
- Does not vote at District Business meetings
- Conducts new GSR and Alt GSR orientations at District Business meetings

- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly elected DCM

Alternate District Committee Member (Alt DCM)

The Alt DCM serves as the backup to the DCM. It is suggested that the Alt DCM have a working knowledge of the Traditions and experience at the group and District levels of A.A. If the DCM should resign or is unable to serve, the Alt DCM should be prepared to step in. The Alt DCM is encouraged to assist with, participate in, and share the DCM's responsibilities at District and Area meetings. Like the DCM, it is suggested that the Alt DCM have at least four to five years of sobriety. The Alt DCM also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Manages the needs of the District, as directed by the DCM, and assists the DCM as needed (e.g. Outreach, ad hoc committee chair, and other special projects)
- Reaches out to inactive groups in the District
- One of three signers on the District checking account
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly elected Alt DCM

Treasurer

The Treasurer's primary duty is overseeing the District's financial well-being, receiving and disbursing funds, and maintaining the District checking account. It is suggested that the Treasurer have at least two years of sobriety, a working knowledge of the Traditions, and experience at the group and District levels of A.A. The Treasurer also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- One of the three signers on the District checking account
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly elected Treasurer

Additional Treasurer Responsibilities

Budget

The Treasurer, DCM, and Alt DCM, in cooperation with the Committee Chairs, develop the budget for the upcoming year. The Treasurer updates the status of the current fiscal year's budget for each Business meeting based on the District's actual income and expenses. The annual budget is voted on and approved at the January District meeting.

Finance reporting

The Treasurer is responsible for tracking the District's income and expenses. Reports are distributed at each District Business meeting. These reports are normally sent out to GSRs, Committee Chairs, and Officers a few days before each meeting for review. Group contributions and budget tracking are included in the bi-monthly reports.

Group contributions

Groups in District 9 periodically send contributions to the District, which allows the District to carry A.A.'s message. Contributions are either sent to the Treasurer's PO Box or given directly to the Treasurer. The Treasurer is responsible for collecting and recording contributions, sending acknowledgement letters to the groups, and depositing the contributions into the District checking account.

Accounts payable

The following are some of the expenditures that the Treasurer is responsible for paying or facilitating:

- District Business and Committee meeting hall rental
- P.O. Box rental
- A.A. World Services (AAWS) and Grapevine literature orders*
- Meeting directory (Where and When) printing
- Alcothon, Workshop, and Event Committee expenses**
- Travel and Committee expenses
- Website domain and hosting renewal

*Literature, as a rule, is self-funding. The Treasurer facilitates payments for new literature and stale inventory replacement. The cost for new literature is generally recovered from ongoing sales.

**The Treasurer manages the cash outlays for the Alcothons, Workshop, and Events Committee as income and expenses are unpredictable.

Bank account and P.O. Box administration

The District has two checking accounts and an A.A. P.O. Box at a location of the Treasurer's choosing. The Treasurer maintains the Operating Account and monitors the Events account. The District Operating Account is funded by Tradition 7 group contributions and literature sales. It is not comingled with the funds from voluntary contributions made by those who attend events and other activities—the Events Account. The Treasurer and the Events Committee Chair have access to the Events Account for the purpose of financial risk mitigation, oversight, and auditing. Similarly, the Treasurer, DCM, and Alt DCM are the stewards of the funds from Distinct 9 Tradition 7 group contributions and literature sales. Transparency relating to all financial dealings is of paramount importance.

Secretary

The Secretary's primary responsibility is to record the minutes of the District Business and Committee meetings. It is suggested the Secretary have at least two years of sobriety. The Secretary also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Incorporates reports from the Committees into the District Business meeting minutes
- Distributes minutes to the District contact list within 14 days of the District meeting and again seven days prior to the next Business meeting
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly elected Secretary

NOTE: There may be some individuals who do not have email, and it is helpful for those individuals to receive a hard copy of the minutes. It is helpful, although not required, for the Secretary to have access to a computer to transcribe the minutes. The District owns an audio recorder to aid in the creation of the minutes.

District Service Committees

Accessibility

The Accessibility Committee Chair's primary responsibility is to ensure that meetings listed in the District's Where and When are correctly identified as wheelchair accessible. The Chair uses the District Accessibility Questionnaire to evaluate each meetings' location. The Accessibility Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Utilize the available Accessibility information kit and/or workbook to fulfill committee obligations or responsibilities
- Scans completed Accessibility Questionnaires and emails them to the Registrar to validate against the Where and When. The scanned questionnaires are uploaded to the District website document store, and the hard copy is given to the District Archivist
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Accessibility Chair

Alcothon, Thanksgiving

The primary duty of the Thanksgiving Day Alcothon Committee Chair is to coordinate the District Thanksgiving Day Alcothon and ensure that the event is well run. The Thanksgiving Day Alcothon Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Organizes the Thanksgiving Day Alcothon, including finding a location, setup, and clean up
- Makes every effort to notify Area 29 Technologies, Workshop, and Margenser chairs, also Baltimore and West Central Intergroups of event
- Plans food and beverages for the event
- Recruits speakers to lead the meetings and volunteers to run the event
- Works with the District Treasurer on the financial needs for the Alcothon
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Thanksgiving Day Alcothon Chair

NOTE: The Thanksgiving Day Alcothon generally starts at noon on Thanksgiving Day and runs until 6pm. Selected groups host a 45-minute meeting beginning at the top of each hour with 15 minutes of transition time between meetings.

Alcothon, Christmas

The primary duty of the Christmas Day Alcothon Committee Chair is to coordinate the District Christmas Day Alcothon and ensure that the event is well run. The Christmas Day Alcothon Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Organizes the Christmas Day Alcothon, including finding a location, setup, and clean up
- Makes every effort to notify Area 29 Technologies, Workshop, and Margenser chairs, also Baltimore and West Central Intergroups of event
- Plans food and beverages for the event
- Recruits speakers to lead the meetings and volunteers to run the event
- Works with the District Treasurer on the financial needs for the Alcothon
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Christmas Day Alcothon Chair

NOTE: The Christmas Day Alcothon generally starts at noon on Christmas Day and runs until 6pm. Selected groups host a 45-minute meeting beginning at the top of each hour with 15 minutes of transition time between meetings.

Alcothon, New Year's

The primary duty of the New Year's Alcothon Committee Chair is to coordinate the District New Year's Alcothon and ensure the event is well run. New Year's Alcothon Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Organizes the 24-hour New Year's Alcothon, including the location, set up, and clean up

- Makes every effort to notify Area 29 Technologies, Workshop, and Margenser chairs, also Baltimore and West Central Intergrups of event
- Plans food and beverages for the event
- Coordinates the group time slot drawing at the November District Business meeting
- Recruits volunteers to help with the Alcothon and ensures at least one Alcothon Committee member is present at all times during the event
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed New Year's Alcothon Chair

NOTE: The New Year's Alcothon generally starts at 6pm on New Year's Eve and runs until 6pm on New Year's Day. Meeting times for each participating group are determined by a random drawing at the November District Business meeting. In the event that there are more groups than time slots, it has been customary to ask selected groups to share their time slot. Each group hosts a 45-minute meeting beginning at the top of each hour with 15 minutes for transition time between meetings.

Archives

The Archive Committee Chair's primary responsibility is to maintain and document the District's history. Archive materials include group histories, minutes from District meetings, flyers for special events and activities (such as group anniversary meetings), Events Committee activities, and Workshops. The Archives Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Utilize the available Archives workbook to fulfill committee obligations or responsibilities
- Safeguards District archives and other related materials
- Forwards copies of the District archives to the Area Archives Chair and Area Archivist as requested
- Presents an Archives display at all District service activities
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Archives Chair

Corrections-Treatment

The Corrections and Treatment Committee (CTC) Chair coordinates and acts as liaison between District 9 and institutions (hospitals, treatment centers, and corrections).

The CTC Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Utilizes the available Corrections and Treatment information kit and/or workbook to fulfill committee obligations or responsibilities
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed CTC Chair

The Committee is largely composed of group members, most of whom take on the role of liaison or sponsor to each of the active facilities and ensure that the A.A. meetings being taken into each institution are reliably attended. The budget allows for the purchase of literature, which is given directly to meeting attendees. Literature is not provided directly to facilities but to patients. A shared online calendar contains all of the commitments under the CTC.

As of 2019, the Corrections and Treatment Committee works with the following facilities:

Shoemaker Center (28-day rehab) – Multiple meetings per week are brought in by District groups or individuals. The liaison recruits home groups and individuals to carry meetings into the facility and makes sure that the commitments are maintained.

MMIOP: (Mountain Manor Intensive Outpatient) – Multiple meetings per week are brought in by District groups or individuals. The liaison recruits home groups and individuals to carry meetings into the facility and makes sure that the commitments are maintained.

CCDC: Carroll County Detention Center (Women's) – Multiple meetings per month are brought in by District groups or individuals. Two sponsors per meeting are cleared for one-year commitments and take in one meeting per month. Up to 20 speakers are allowed each year who also require clearance. Sponsors and speakers need to attend an introductory orientation at the facility. The liaison recruits meeting sponsors, is responsible for seeing that the sponsors are meeting their commitments, and communicates any related issues to CCDC personnel.

CCDC: Carroll County Detention Center (Men's) – Multiple meetings per month are brought in by District groups or individuals. 2 co-sponsors are cleared for the one-year commitment, speakers are require clearance. Co-sponsors and speakers need to attend an introductory orientation at the facility. At most, three people (two co-sponsors and one speaker) per meeting are allowed in the facility. The liaison recruits meeting sponsors, is responsible for seeing that the co-sponsors are meeting their commitments and communicates any related issues to CCDC personnel.

Mountain Manor Sykesville – Multiple meetings per month are brought in by District groups or individuals. The liaison for MMRSS recruits home groups and individuals to carry meetings into the facility and ensures that the commitments are maintained.

Bridging the Gap (BTG) The CTC brings an informational meeting in to its partner institutions on a monthly basis. At each meeting, information is gathered from patients, clients, and inmates regarding their discharge date and contact information. A Temporary Contact (TC) list is created that pairs each patient, client, and inmate with an A.A. contact person when they are released. For people discharged out of the District, other BTG regions are contacted in order to coordinate a TC.

* Some facilities may receive an additional meeting based on the calendar. All meetings listed are subject to change.

Events

The primary duty of the Events Committee Chair is to coordinate and ensure the success of District events. The Events Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Plans and hosts events for District, including the Spiritual Breakfast, annual picnic, and dances
- Selects and plans the time, date, and location for various A.A. events that does not conflict with District 9, Area 29, Intergroup, or other activities and coordinates the menu and speaker(s)
- Makes every effort to notify Area 29 Technologies, Workshop, and Margenser chairs, also Baltimore and West Central Intergroups of event
- May be asked to assist the Host Committee with any District Maryland General Service Committee, or Assembly events
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Events Chair

NOTE: The Events Committee is fully self-supporting through the funds generated from its events. Whatever monies the Events Committee raises remain with the Committee to fund future events. The funds are kept separate from the District 9 operating account.

Finance Committee

The Finance Committee is responsible for working with Committee Chairs to prepare the annual budget. The Committee consists of the DCM (Chair), Treasurer, Alt DCM, and three GSRs. Two of the GSRs are elected in even-numbered years and one GSR is elected in odd-numbered years at the November District business meeting. The term of each Committee member is two years. The Finance Committee's duties include:

- Proposes financial policy for the District
- Reviews all budgetary requests
- Makes recommendations regarding the District finances and address other matters as directed by the District Committee members

Grapevine

The Grapevine Committee Chair's primary responsibility is to ensure *Grapevine* literature is available for purchase and to communicate to the District the importance of the *Grapevine* as "A.A.'s Meeting in Print and Media." The Grapevine Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Promotes *Grapevine* subscriptions
- Informs the District when new *Grapevine* literature is available
- Maintains an inventory of *Grapevine* books and materials
- Keeps an inventory of back issues of *Grapevine* for distribution at institutional commitments
- Fills orders placed on the District website
- Delivers or makes arrangements for order pick up
- Coordinates with the Treasurer for inventory replenishment
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Grapevine Chair

Host

The Host Committee Chair's primary duty is to provide hospitality and refreshments for the District Business and Committee meetings and the Area 29 Assembly and Committee meetings, as needed. The Host Committee Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Sets up and provides refreshments for the District Business and Committee meetings
- Passes the basket in support of Tradition 7 at District Business and Committee meetings
- Cleans up after the meeting and secures the meeting space
- Provides support for events and workshops as needed
- Hosts Area 29 Assembly and Committee meetings, as needed, and ensures a donation to the host venue
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Host Committee Chair

Intergroup Liaison

The Intergroup Liaison's primary responsibility is to serve as a conduit between the District and regional Intergroups. The Liaison carries information between the District and the Intergroups such as meeting changes or updates. The Intergroup Liaison also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Attends monthly Intergroup meetings
- Gives District report at monthly West Central Intergroup (WCI) meetings (District reports do not occur at Baltimore Intergroup meetings)
- Distributes Intergroup flyers at District Business and Committee meetings
- Distributes District flyers at Intergroup meetings
- Emails minutes and reports from both Intergroup meetings to District 9 Officers, Committee Chairs, and GSRs
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Intergroup Liaison

NOTE: The Baltimore Intergroup meets at 8pm on the second Monday of the month at the Cathedral of the Incarnation (4 East University Parkway, Baltimore, MD 21218). The West Central Intergroup meets at 7pm on the last Thursday of the month at Trinity United Methodist Church in Frederick (703 West Patrick Street, Frederick, MD 21701).

Literature

The Literature Committee Chair's primary duty is to ensure that A.A. literature is available at all District meetings and workshops, and processes orders for District 9 groups and Committees. The Chair should have a working knowledge of all A.A. World Services literature. The Committee is a resource for GSRs who need to purchase literature for their groups. All funds collected from literature sales are turned over to the District Treasurer. The Literature Committee Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Facilitates literature order pick-ups at District Business meetings
- Makes arrangements to drop off literature orders to groups
- Maintains an inventory of A.A. World Services literature
- Coordinates replenishment orders* with the District 9 Treasurer
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Literature Chair

*The Chair places literature orders through the District Treasurer.

Outreach

The Outreach Committee Chair's primary responsibility is to visit meetings and speak to the groups regarding what the District is, what the District does and to promote involvement in the District. The Outreach Chair communicates any updates to the Registrar. The Outreach Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Works with the registrar to see what meetings are not being represented at District meetings
- Works with the registrar to maintain the list of groups that are active in the District
- Gathers meeting updates, distributes fliers on District or Area activities
- Maintains a list of meetings visited
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Outreach Chair

Public Information/Cooperation with the Professional Community

The Public Information (PI) and Cooperation with the Professional Community (CPC) Committee Chair's primary responsibility is to increase awareness of A.A. in the community and facilitates requests for printed material and speakers. The PI/CPC Committee participates in community health fairs and other events. The Committee makes literature available to the medical, religious, mental health, and law enforcement communities and facilitates communication between A.A. and community members who encounter alcoholics through their profession (such as physicians, nurses, clergymen, lawyers, and social workers). The PI/CPC Committee Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Utilizes the available PI and CPC information kit and/or workbook to fulfill committee obligations or responsibilities
- Provides information about A.A.—who we are, where we are, what we are, and what we can and cannot do. (See the pamphlet, "How A.A. Members Cooperate with Professionals")
- Ensures that Where and When publications and A.A.-approved pamphlets are in stock and up to date at various locations
- Maintains a file of current responsibilities and obligations, a log of community literature locations, and information on in-progress projects for the newly appointed PI/CPC Chair

Registrar

The Registrar's primary duty is to maintain a list of active meetings in District 9 for use in print and online. The Registrar promptly communicates changes to the Website Committee Chair. The Registrar also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Distributes a sign-in sheet (contact list) including name, position, group, email address, and phone number at each District meeting
- Works with the Webmaster to maintain the Where and When page on the District 9 website
- Gathers meeting updates through GSRs, meeting announcements, emails, and any other verified sources*
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Registrar

*Meeting updates are verified through GSRs and other trusted servants.

Service Manual Committee

The Service Manual Committee's primary responsibility is to update the service manual for the District. The Committee consists of a past DCM, current DCM, Alt DCM (who will serve as Chair), and two GSRs, chosen by the aforementioned members. The other responsibilities of the Service Manual Committee include:

- Reviews the District Service Manual every two years and present any modifications at the July Business Meeting ensuring adherence to the A.A. Traditions, Concepts of Service, and to the guidelines of the A.A. Service Manual and the Maryland General Service Handbook
- Submits a budget request in October of every odd-numbered year for printing of handbook

All substantive content changes to the District Service Manual must be approved by a substantial majority (2/3) of the District Committee members.

Technology

The Technology Chair's primary duty is to maintain an inventory and store all items and equipment for use in District 9. This person should have a minimum 5 years of continuous sobriety and should be available for District 9 activities and functions.

The Technology Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Maintains and stores the following items and equipment: PA system, podium, projector, easels, window shades, event signs, and binding machine in a safe and secure location and keeps an inventory listing of all items that are the property of District 9
- Provides setup and ensures the proper functioning of the audio system at District events, including but not limited to: workshops, Alcothons and Event Committee activities.
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Technology Chair

Website

The Website Committee Chair's primary duty is to maintain and enhance the District website. The website carries the message of Alcoholics Anonymous to Carroll County. It

provides an online resource for information about A.A. and District events and activities. All content on the website adheres to the principles of the Twelve Traditions. The Website Committee includes the District Webmaster and Postmaster, who are appointed by the Website Chair and DCM. Any major changes to the site shall be submitted by the District Website Committee for approval by the District members. The Website Committee Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Implements content ideas and feedback from District Chairs, groups, and individuals
- Responds to email sent through the site
- Ensures all information on the site is accurate, current, and in-line with the Traditions
- Renews the website domain (d9mdaa.org) as well as the hosting as required
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Website Chair

Webmaster

The Webmaster's primary duty is to maintain all facets of the website. The Webmaster's other duties include:

- Updates existing pages on website in a timely fashion
- Adds new pages as required
- Implements and maintains solutions for spam/malware
- Monitors and responds to the Webmaster@d9mdaa.org emails on daily basis
- Maintains and updates the District website utilizing standard industry technologies

Postmaster

The Postmaster's primary duty is to maintain all of the District's email addresses. The Postmaster's other duties include:

- Adds, deletes, and modifies District 9 email addresses and email forwarders
- Monitors and responds to all postmaster@d9mdaa.org emails on a daily basis
- Relays spam/malware detections from website form submissions to the Webmaster
- Assists Officers and Chairs with setting up their email client accounts

Note: The Webmaster and Postmaster jobs historically have been performed by the same person. The District website has a comprehensive page of guidelines for the website here: <http://d9mdaa.org/guidelines.php>

Workshop

The Workshop Committee Chair's primary duty is to facilitate workshops on select topics of interest for A.A. members. Topics are selected as follows:

- Polling GSRs
- Suggestions from the DCM, Alt DCM, and Committee Chairs
- In collaboration with the Area 29 Workshop Committee

The Workshop Chair also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings
- Reports at the District Business meeting and provides a written copy of the report to the Secretary
- Submits a budget request in October for the next fiscal year
- Selects a location—picks up a key, other instructions, and makes the rental payment (if applicable)
- Sets up before and cleans up after each workshop
- Recruits a speaker or speaker panel for the workshop
- Provides refreshments and a small thank you gift to the speaker or speakers
- Selects a date and time for the workshop that does not conflict with District 9, Area 29, Intergroup, or other activities
- Makes every effort to notify Area 29 Technologies, Workshop, Margenser chairs, as well as Baltimore and West Central Intergroups of event
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Workshop Chair

Co-Chairs

In order to provide continuity for District business, it is suggested that each District Committee Chair have an alternate who can fulfill the duties of the Chair in his or her absence.

Absences

Each District Officer and Committee Chair should make arrangements to send a substitute if they are going to be absent from a District meeting or other function. In the event of illness or an emergency, they should notify an Officer. Anyone elected or appointed to a service position in the District will be presumed to have resigned after three consecutive, unexplained absences from District meetings.

General Service Representative (GSR)

The GSR provides a link between Home Groups and A.A. as a whole. The Conference can only truly act for A.A. as a whole when the GSR keeps their group informed and communicates their group conscience. Detailed information for GSRs can be found in *The A.A. Service Manual* and in other A.A. literature. It is suggested that a GSR have at least two years of sobriety and the confidence of their Home Group. The GSR also:

- Votes at District Business meetings
- Attends all District Business and Committee meetings and Area 29 Assembly and Committee meetings
- Becomes familiar with *The A.A. Service Manual*
- Represents their group conscience at Area Assemblies and, as needed, elsewhere
- Takes Conference, Area, and District issues and actions back to their group
- Seeks and offers advice and guidance to the DCM, Alt DCM, and other GSRs
- Communicates GSO, Area, and District guidelines that affect their Home Group
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed GSR

Spirit of Rotation

Tradition Two states: "For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern... As A.A. developed its own democracy, the principle of a rotating committee was formed, limiting its own authority. The principle of rotation allows our trusted servants to move on in service, giving newer members the privilege of serving. No one should hold onto a position of trust long enough to feel proprietary. This discourages newcomers from service. It is better that a service position remains open, affording an opportunity to a newcomer."

Election Procedure

District 9 holds elections for its Officers in November of each odd-numbered year. The elected Officers begin a two-year term of service beginning on January 1 of the following even-numbered year. The District utilizes the Third Legacy Procedure as outlined in *The A.A. Service Manual*. In the event of an Officer stepping out of service before their term is up, a special election is held at the next Business meeting after the officer has stepped down or has expressed their intent to do so.

A.A.'s Third Legacy Procedure is facilitated by an outside party, usually Area 29 trusted servants, selected by the DCM or Alt DCM. In the event of a mid-term election, the process is conducted by an Officer of District 9, unless another Officer wishes to invite

an outside impartial trusted servant to do so, as is their right, as defined in Concept III – The Right of Decision.

Twelve Traditions and Twelve Concepts

"A.A.'s Twelve Steps are principles for personal recovery. The Twelve Traditions ensure the unity of the Fellowship. The Twelve Concepts provide a group of related principles to help ensure that various elements of A.A.'s service structure remain responsive and responsible to those they serve.

To those now in its fold, Alcoholics Anonymous has made the difference between misery and sobriety, and often the difference between life and death. A.A. can, of course, mean just as much to uncounted alcoholics not yet reached.

Therefore, no society of men and women ever had a more urgent need for continuous effectiveness and permanent unity. We alcoholics see that we must work together and hang together, else most of us will finally die alone.

The 12 Traditions of Alcoholics Anonymous are, we A.A.'s believe, the best answers that our experience has yet given to those ever-urgent questions, 'How can A.A. best function?' and, 'How can A.A. best stay whole and so survive?' *Alcoholics Anonymous*, page 561

For The Twelve Traditions of A.A., see the short form and long form in *The A.A. Service Manual*.

For The Twelve Concepts of World Service see Page IV, short form, and V, long form, of *The A.A. Service Manual*."

Concept III – The Right of Decision

The Twelve Concepts for World Service can be found in *The A.A. Service Manual* beginning on Page I in the back half of the book. Concept III states that trusted servants in A.A. are endowed with the 'Right of Decision', meaning we trust them to make decisions on our behalf. This is vitally important at all levels of service: The group trusts the GSR to act on its behalf, the GSRs trust the DCM to act on their behalf, the GSRs and DCM trust the Area Officers, Chairs, and Delegate to act on our behalf, and we all trust the General Service Conference members to act on all of our behalf.

Every trusted servant and every A.A. entity—at all levels of service—has the right to decide...how they will interpret and apply their own authority and responsibility to each particular problem or situation as it arises. That is, they can decide which problems they

will dispose of themselves and upon which matters they will report, consult, or ask specific directions. This is the essence of 'The Right of Decision.'

But this right also means the Fellowship must have trust in its trusted servants. If the groups instruct their GSRs rather than giving them a 'Right of Decision', then the area conference is hamstrung. If the GSRs instruct the area delegates rather than giving them a 'Right of Decision', then the General Service Conference is hamstrung, As Bill points out, 'our Conference delegates are primarily the servants of A.A. as they should cast their votes according to the best dictates of their own judgment and conscience at that time.'

Bill warns against using 'The Right of Decision' as an excuse for failure to make the proper reports of actions taken; or for exceeding a clearly defined authority; or for failing to consult the proper people before making an important decision. But he concludes:

Our entire A.A. program rests squarely upon the principle of mutual trust. We trust God, we trust A.A., and we trust each other." Reprinted from *the Western Washington State Area 72 District 46 Handbook*

District Travel & Expenses Policies

The purpose of this policy is to provide Chairs and Officers seeking reimbursement with specific guidelines covering District travel and other expenses as well as the documentation required to substantiate requests for reimbursement.

Chairs and Officers will utilize the District Expense Report sheet. It is expected that all receipts are retained and submitted with the completed expense sheet. Upon receipt, the Treasurer will reimburse the Chairs and Officers in a timely manner.

It is expected that when Chairs and Officers incur District expenses, they should exercise discretion and good business judgment with respect to those expenses. Members should be cost-conscious and spend money as carefully and judiciously as they would spend their own funds as District groups donate these contributions.

Because it is not possible to anticipate all of the situations that Chairs and Officers may encounter in conducting District business, this policy is designed to allow for flexibility in addressing unique circumstances that may require occasional exceptions. Travel mileage will be reimbursed by the amount set by the District Committee.

The District will send the DCM or the Alt DCM to:

- Area 29 Assembly/Committee Meetings (10)
- Area 29 Mini-Conference

- NERAASA (Northeast Regional A.A. Service Assembly)
- NERF (Northeast Regional Forum)

Travel expenses for the above items shall be included in the District's annual budget, which is approved by the District Committee members.

Inclement Weather Policy

The District meeting adheres to the Carroll County School Closing Policies.

If schools close or after-school activities are canceled or the snow emergency plan is in effect, then our meeting will not take place. If the meeting is cancelled, the next meeting will be a combination Business and Committee meeting.

An email and text will be sent out no later than 3 hours prior to the meeting.

Service Sponsorship

Sponsorship in A.A. is basically the same, whether helping another individual's recovery or service to a group. It can be defined as one alcoholic who has made some progress in recovery and/or performance in service, sharing this experience with another alcoholic who is just starting the journey.

It is the service sponsor's responsibility to present the various aspects of service: setting up a meeting; working on committees; participating in conferences, etc. In this matter it is important for the service sponsor to help individuals understand the distinction between serving the needs of the Fellowship and meeting the personal needs of another group member.

A service sponsor is usually someone who is knowledgeable in A.A. history and has a strong background in the service structure. The service sponsor encourages the individual member interested in this form of service to attend district meetings and to read about the history and structure of Alcoholics Anonymous.

The basis of all sponsorship is to lead by example. Service sponsors can impart to their sponsees the pleasure of involvement in the work of Alcoholics Anonymous.

(Excerpted from the A.A. pamphlet Questions and Answers on Sponsorship.)

Appendix I

2018-2020 Page #	Page Title	District Service Manual Updates/Changes
Cover	Cover	Date change to 2020 - 2022
Foreword	Foreword	Added full name of A.A. Service Manual and reference to it in following pages as The A.A. Service Manual
Table of Contents	Table of Contents	Updated Table of Contents to reflect page number Committee changes and new additions
Page 2	District Committee	Removed date for A.A. Service Manual and added 'the current A.A. Service Manual'
Page 2	District Committee Member	Changed bullet 5 from 'and the' to 'Combined With'
Page 6 – 17	District Committee Chair Positions	Removed Standing and Ad Hoc committee labels and all committees are referred to as District Committees. All committees are listed in alphabetical order with the exception of the alcothon committees which are listed in alphabetical but also chronological order
Page 6	Alcothon, Thanksgiving	Added Thanksgiving Day Alcothon Committee
Page 6,7,8	All Alcothon Committees	Added bullet 6. Notification of event to Area and Intergroups
Page 9 & 10	Corrections – Treatment	Changed date 'As of 2017' to 2019. Added sentence to the asterisk 'All meetings are subject to change.'
Page 11	Events Committee	Bullet 6. Changed wording to 'Selects and plans the time, date, and location for various A.A. events that does not conflict with District 9, Area 29, Intergroup, or other activities and coordinates the menu and speaker(s)'
Page 11	Events Committee	Added bullet 7. Notification of event to Area and Intergroups
Page 11	Events Committee	Changed last sentence in Note: 'The funds are kept separate from the District 9 operating account.'
Page 13	Intergroup Liaison	Bullet 8. Changed WCI to 'Intergroup meetings'
Page 13	Intergroup Liaison	Updated Note: to reflect West Central Intergroups new meeting day and location
Page 13	Outreach Committee	Added Outreach as new committee
Page 14	PI/CPC Committee	Bullet 7. Updated 'Ensures that District 9 Where and When directories and....'
Page 15	Service Manual Committee	Bullet 1. Changed 'July' to 'September'
Page 15	Technology Committee	Added Technology Committee
Page 17	Workshop Committee	Added bullet 10. Notification of event to Area and Intergroups
Page 18	General Service Rep.	Bullet 3. Changed 'Is' to 'Becomes'
Page 19	Twelve Traditions and Concepts	Fifth paragraph. Removed 'see page....' and added 'see the short form and long form in'
Page 20	Travel and Expense Policy	Fourth paragraph. Changed travel mileage reimbursement from General Service Office (\$.25 per mile) to 'the amount set by the District Committee'
Page 21	Weather Policy	Added Inclement Weather Policy
Page 21	Service Sponsorship	Added Service Sponsorship piece
Page 22	Appendix	Added Appendix page listing changes from 2018-2020 District Service Manual
All pages	Entire Document	Various minor grammatical corrections

Responsibility Statement

I am responsible...

When anyone, anywhere, reaches out for help,

I want the hand of A.A. always to be there.

And for that: I am responsible.