

# District 9 Service Manual



*2024 – 2025 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*.

## **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 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.

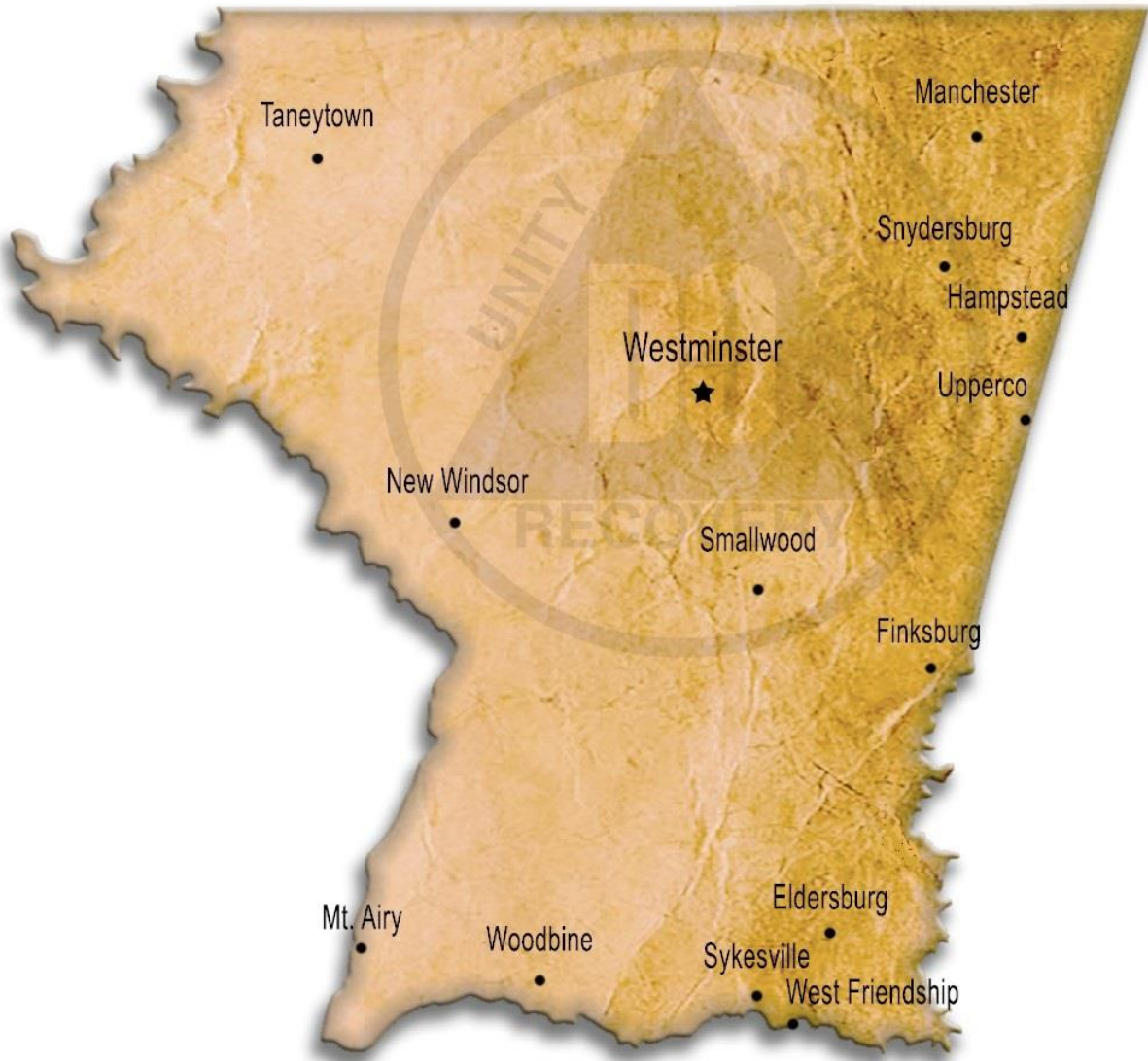
# Table of Contents

<u>District 9 Geographic Boundaries</u> .....	1
<u>The District Committee</u> .....	2
<u>Elected Positions</u> .....	2
<u>District Committee Member (DCM)</u> .....	2
<u>Alternate District Committee Member (Alt DCM)</u> .....	3
<u>Treasurer</u> .....	3
<u>Secretary</u> .....	5
<u>District Service Committees</u> .....	6
<u>Accessibility</u> .....	6
<u>Alcothon, Thanksgiving</u> .....	6
<u>Alcothon, Christmas</u> .....	7
<u>Alcothon, New Year's</u> .....	7
<u>Archives</u> .....	8
<u>Corrections-Treatment</u> .....	8
<u>Events</u> .....	9
<u>Finance Committee</u> .....	9
<u>Grapevine</u> .....	10
<u>Host</u> .....	10
<u>Intergroup Liaison</u> .....	11
<u>Literature</u> .....	11
<u>Outreach</u> .....	12
<u>Public Information/Cooperation with the Professional Community</u> .....	12
<u>Registrar</u> .....	13
<u>Service Manual Committee</u> .....	13
<u>Technology</u> .....	14
<u>Website</u> .....	14
<u>Webmaster</u> .....	15
<u>Postmaster</u> .....	15
<u>Workshop</u> .....	15
<u>Co-Chairs</u> .....	16
<u>Absences</u> .....	16
<u>General Service Representative (GSR)</u> .....	16

<u>Spirit of Rotation</u> .....	17
<u>Zoom Meetings</u> .....	17
<u>Election Procedure</u> .....	17
<u>Twelve Traditions and Twelve Concepts</u> .....	17
<u>Concept III – The Right of Decision</u> .....	18
<u>District Travel &amp; Expenses Policies</u> .....	19
<u>Inclement Weather Policy</u> .....	20
<u>Service Sponsorship</u> .....	20

## District 9 Geographic Boundaries

District 9 is a geographical territory within Area 29 of Alcoholics Anonymous. The District boundaries were created by the 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 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. GSR's are expected to attend all District 9 Business meetings and are encouraged to attend committee meetings and Area 29 Assemblies

## 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*, Page S31, 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
- Recruits and appoints the Committee Chair positions
- 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* and the *Twelve Concepts for World Service*.
- Regularly visits groups 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
- 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 wellbeing, 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 next page

### *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, hosting renewal, and Zoom, if needed

\*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 are 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. It is suggested that chair has 2 years of continuous sobriety. The Accessibility Chair also:

- Is a voting member and 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 Alcothon Committee Chair is to coordinate the District Thanksgiving Alcothon and ensure that the event is well run. It is suggested that chair has 2 years of sobriety. The Thanksgiving Day Alcothon Chair also:

- Is a voting member and 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 Alcothon; including finding a location, setup, clean up, food and refreshments, and speakers and volunteers
- Forwards flyers of event to District 9, Baltimore and West Central Intergroups
- Chair 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 Alcothon Chair

NOTE: The Thanksgiving 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 Alcothon Committee Chair is to coordinate the District Christmas Alcothon and ensure that the event is well run. It is suggested the chair has 2 years of sobriety. The Christmas Alcothon Chair also:

- Is a voting member and attends all District 9 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 Alcothon; including finding a location, setup, clean up, food and refreshments, and speakers and volunteers
- Forwards flyers of event to District 9, Baltimore and West Central Intergroups
- Chair 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 Alcothon Chair

NOTE: The Christmas 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. It is suggested the chair has 2 years sobriety. New Year's Alcothon Chair also:

- Is a voting member and attends all District 9 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 Alcothon; including finding a location, setup, clean up, food and refreshments, and volunteers
- Forwards flyers of event to District 9, Baltimore and West Central Intergroups
- Coordinates the group time slot drawing at the November District Business meeting and works with the District Treasurer on the financial needs for the Alcothon
- 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. It is suggested that chair has 2 years of sobriety. The Archives Chair also:

- Is a voting member and attends all District 9 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
- 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). It is suggested chair has 2 years of sobriety. The CTC Chair also:

- Is a voting member and attends all District 9 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 the clients and not to the facilities. Maintains an up-to-date calendar of all the commitments under the CTC.

## Events

The primary duty of the Events Committee Chair is to coordinate and ensure the success of District events. It is suggested chair has 2 years of sobriety. The Events Chair also:

- Is a voting member and attends all District 9 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
- Plans the time, date, and location for various A.A. events and coordinates the menu and speaker(s)
- Forwards flyers of event to District 9, Baltimore and West Central Intergroups
- 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 District 9 Operating account.

\*\*\*Any monies advanced from District 9 to Events, is expected to be repaid from event proceeds.

## 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 (chosen by these 3 members.) The term of each Committee member is two years. The Finance Committee's duties include:

- Propose financial policy for the District
- Review all budgetary requests
- Make recommendations for annual budget at November Business meeting 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." It is suggested chair has 2 years of sobriety. The Grapevine Chair also:

- Is a voting member and attends all District 9 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
- Maintains an inventory of *Grapevine* books and materials
- Fills orders placed on the District website
- 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. It is suggested chair has 2 years of sobriety. The Host Committee Chair also:

- Is a voting member and attends all District 9 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 Baltimore and West Central Intergroups. The Liaison carries information between the District and the Intergroups. It is suggested chair has 2 years of sobriety. The Intergroup Liaison also:

- Is a voting member and attends all District 9 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 Baltimore and West Central 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 Wednesday of the month at the All Saints Episcopal Church in Frederick (106 West Church 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 literature for their District 9 groups. All funds collected from literature sales are turned over to the District Treasurer. It is suggested chair has 2 years of sobriety. The Literature Committee Chair also:

- Is a voting member and attends all District 9 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 deliveries
- Maintains, with Treasurer, an inventory of A.A. World Services literature
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Literature Chair

## Outreach

The Outreach Committee Chair's primary responsibility is to visit meetings and to speak to the groups regarding what the district does and to promote Group involvement at the District level. It is suggested that chair has 2 years of sobriety. The Outreach Committee chair also:

- Is a voting member and attends all District 9 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 determine what groups are active participants at District level and what groups are not represented
- 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). It is suggested that chair has 2 years of sobriety. The PI/CPC Committee Chair also:

- Is a voting member and attends all District 9 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 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")
- The Chair 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. It is suggested chair has 2 years of sobriety. The Registrar also:

- Is a voting member and attends all District 9 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), at District meetings, 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 website and for printed Where and Whensi
- 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

## 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:

- Review 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 a list and storage of 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:

- Is a voting member and attends all District 9 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 and window shades, event signs, binding machine, and other District owned items that are purchased, in a safe and secure location
- Maintains a file of current responsibilities and obligations and information on in-progress projects for the newly appointed Keeper of the Stuff

## 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:
- Is a voting member and attends all District 9 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 and members
- Responds to email sent through the site
- Ensures all information on the site is accurate and current
- 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:

- Update existing pages on website in a timely fashion
- Add new pages as required
- Implement and maintain solutions for spam/malware
- Monitor and respond to the [Webmaster@d9mdaa.org](mailto:Webmaster@d9mdaa.org) emails on daily basis
- Be familiar with php, HTML, Javascript, and perl or be willing to learn these languages

## Postmaster

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

- Add, delete, and modify d9mdaa.org email addresses and email forwarders
- Monitor and respond to all [postmaster@d9mdaa.org](mailto:postmaster@d9mdaa.org) emails on a daily basis
- Promptly relay spam/malware detections from website form submissions to the Webmaster
- Assist 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. It is suggested chair has 2 years of sobriety. 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:

- Is a voting member and attends all District 9 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 the date (not to conflict with other AA functions), location, topic, speakers and volunteers to facilitate event.
- Organizes refreshments, payment to venue (with treasurer), gifts to speakers

- Post to website and distribute flyers for promotion
- Make arrangements with Technology Chair to use District equipment, as needed
- 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*, Page S26, 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:

- Is a voting member and attends all District 9 Business meetings and is encouraged to attend Committee meetings and Area 29 Assemblies
- Is familiar with the *A.A. Service Manual*
- 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.”

## Zoom Meetings

When hosting virtual/hybrid meetings, it is suggested to be mindful of personal anonymity. It is important not to broadcast attendee’s images or full names, without their consent.

## 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*, Page S21. 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, of *The A.A. Service Manual combined with Twelve Concepts for World Service*.

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

### Concept III – The Right of Decision

"The Twelve Concepts for World Service can be found the *A.A. Service Manual combined with Twelve Concepts for World Service* 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 General Service Office (Currently \$0.45 cents per mile).

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 the 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 before 4:00 PM day of meeting, updating the decision one way or the other.

## 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 AA member.

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

The basis of all sponsorship is to lead by example. Service sponsors can express to their sponsees, the pleasure and rewards of being involved in the service work of Alcoholics Anonymous.





## 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.