

## **Structure and Operating Procedures for District 6 Elgin General Service Representative Committee Meeting**

We are but trusted servants of Alcoholics Anonymous. The suggested Structure and Operating Procedures presented here for the District 6 Elgin General Service Representative Committee were deemed acceptable for presentation to the District 6 Elgin General Service Committee by the 2021 Ad Hoc Committee. Originally drafted on August 2006, revised 2017(first revision), 2019 (second revision), 2021 (third revision)

There are no rules in Alcoholics Anonymous. The operating procedures that follow have been presented by the District 6 Elgin Ad Hoc committee and not by command.

These guidelines are to assist us as we serve. They are compatible with the Twelve Steps, Twelve Traditions, Twelve Concepts and the A.A. Service Manual and adhere strictly to the primary purpose of Alcoholics Anonymous – to carry the message to the Alcoholic who still suffers.

Future District 6 Elgin General Service Representative Committees may, of course, decide to exercise their “*right of decision*” and change these guidelines. Such changes will be a result of informed group conscience and in the spirit of true A.A unity, service and recovery.

In keeping with our “primary purpose” most of which that follows, has been adopted from the Twelve Traditions, the Twelve Concepts, and the A.A. Service Manual.

2006 (2017 Revised) (2019 Revised) (2021 Revised)

District 6 Elgin General Service Representative Committee.

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**The AA Preamble**

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

*Reprinted with permission of The AA Grapevine, Inc.*

**The Twelve Steps of Alcoholics Anonymous**

1. We admitted we were powerless over alcohol and that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.

5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics and to practice these principles in all our affairs.

*Reprinted from the Big Book of Alcoholics Anonymous, pg. 59, 60 with permission of A.A. World Services, Inc.*

### **The Twelve Traditions of Alcoholics Anonymous**

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. 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.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. Group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never to be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

*Reprinted from The Big Book of Alcoholics Anonymous, pg. 562 with permission of A.A. World Services, Inc.*

## **G.S.R. Statement**

We are the General Service Representatives. We are the link in the chain of communication of the groups with the General Service Conference and the world of AA. We realize the Ultimate Authority in AA is a loving God, as he may express Himself in our Group Conscience. As trusted servants, our job is to bring information to our groups in order that they may reach an informed Group Conscience. In passing along this Group Conscience, we are helping to maintain the unity and strength so vital to our Fellowship. Let us therefore, have the courage to speak up when we have something to share, and the wisdom to do what is right for the groups as a whole.

### **The Twelve Concepts for World Service (Short Form)**

The Twelve Concepts for World Service were written by A.A.'s co-founder Bill W., and were adopted by the General Service Conference of Alcoholics Anonymous in 1962. The Concepts are an interpretation of A.A.'s world service structure as it emerged through A.A.'s early history and experience. The short form of the Concepts reads:

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.
3. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of over-all policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

12. The Conference Shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action.

*Reprinted from the Big Book of Alcoholics Anonymous page 574, with permission of AA World Services Inc.*

### **District 6 Elgin General Service Representative Committee Meeting Guidelines**

The District 6 Elgin General Service Representative Committee Meeting starts at two o'clock (2:00 pm) on the third Sunday of each month, with consideration to exclude some months as voted upon by the District Committee.

The meeting assists in carrying the message of Alcoholics Anonymous to the still suffering alcoholic by providing a forum to:

- a. Serve the collective conscience as expressed by Elgin District 6 General Service Representatives.
- b. Select trusted servants to carry out District 6 duties and responsibilities.
- c. Facilitate the transfer of knowledge across AA service structure.

Any member of Alcoholics Anonymous within District 6 Elgin is welcome to attend the District 6 Elgin General Service Representative Committee as a visitor. Visitors have the right to speak as long as they are acknowledged by the Chair, introduce themselves, and adhere to the guidelines suggested to other members in the Structure and Operating Procedures. Groups belonging to District 6 Elgin are encouraged to have a General Service Representative and their Alternate General Service Representative who are registered with the General Service Office, present at each of the monthly meetings.

The past term District Committee Member is invited to attend the following term's meetings as a visitor to advise when needed.

The guidelines which follow are intended to assist in the structure and functions of the District Committee.

## Agenda

1. Open with a moment of silence, followed by the Serenity Prayer
2. Read the GSR Statement
3. Read the 12 Concepts for World Service
4. Read the 12 Traditions of Alcoholics Anonymous
5. Roll call for District Officers
6. Roll call for Sub-committee Representatives
7. Roll call for General Service Representatives and Alternates
8. Roll call for visitors
9. District Group Reports
10. Acceptance of the previous month's meeting minutes
11. District Committee Member's report
12. Alternate District Committee Member's report
13. District Secretary's report
14. District Treasurer's report
15. District Sub-Committee Reports
  - District Answering Service Representative
  - District Public Information Representative & C.P.C
  - District Grapevine Representative
  - Bridging the Gap & Treatment Representative
  - Archives Representative
  - Corrections Representative
  - Accessibilities/Remote Communities
  - Website Representative
16. Old Business (Address items from the previous month's meeting)
17. New Business (Address new items, discussions, motions, etc.)
18. 7<sup>th</sup> Tradition
19. Close with the Lord's Prayer

## Addressing the Gathered Body

Meeting participants shall be recognized by the Chairperson before talking. When speaking for the first time, meeting participants should state their name, and the service position they hold, if any, within their respective group. This will identify the participant and aid the District Secretary in recording the meeting minutes accurately. It is also requested that participants limit sharing to allow reasonable time for participation of all others in attendance.

Common courtesy should be observed while someone is speaking. Conversations when others are talking, interruptions and other similar disruptions are discouraged. Cell phones should be turned off or set to vibrate.

## Motions

Motions may be made at an appropriate time during the proceedings.

Motions Shall be duly seconded. The District Committee Member Shall then allow time for discussion and voting, as appropriate.

When voting:

- Substantial Unanimity = two-thirds (66⅔ %) majority of the vote
- Simple Majority = 50% + 1 of the vote

## Definitions

### District Motions:

- Any Motion that includes matters that may affect the groups within District 6 Elgin, the scope, operation or structure of the District 6 Elgin General Service Representative meeting, or non- budgeted financial requests Shall require substantial unanimity (66⅔ %) of the vote.
- Approved or defeated motions are usually limited to a single consideration per term.

### Housekeeping Motions:

- All housekeeping matters, which are items that will not affect the groups within District 6 Elgin, the scope, operation or structure of the District 6 Elgin General Service Representative meeting (such as accepting meeting minutes and reports) Shall require simple majority (50% + 1) of the vote.

### Tabling a Motion: Postponing a discussion to a later time

- Requires a motion and a second
- No discussion
- Requires a simple majority

Minority Opinion: Concept V (Right of Appeal) allows us to speak to a position after a vote has been taken if on the unsuccessful side.

Reconsideration: Following the minority opinion a motion to reconsider the vote, made by a member who voted with the majority and seconded by anyone.

- Simple majority (50% + 1) to pass - if successful, resume debate on the original motion.

Calling the Question: is a motion to bring the discussion to a halt if no new information is being brought to the table.

- Must be made in order (recognized by the District Committee Member and have the floor)

- Requires a seconder
- No discussion
- Requires a simple majority (50% + 1) to pass

Point of Order: A query in a formal discussion or meeting as to whether correct procedure is being followed.

- Can be made by any voting member
- The meeting is halted
- The DCM addresses the 'Point of Order'
- Once the 'Point of Order' is resolved, the meeting resumes

Sense of the Meeting: A measure of the "mood" of those in attendance.

- General agreement reached by an assembled group; "no vote was taken, but after the discussion the chair requested the sense of the meeting"
- All voting members may raise their hand

Amendments: If a voting member wishes to have the motion amended there are two ways to have the amendment put into effect.

- a) Friendly: If both the mover and the seconder of the original motion agree to the amendment, then the same can be amended without anything further. This is then the motion that is discussed and it is as if there was no amendment made as it takes the place of the original motion, except for Notices of Motion.
- b) Motion to Amend: An amendment is a motion to change, to add words to, or to omit words from, a pending original motion. The change is usually to clarify or improve the wording of the original motion and must, of course, be germane to that motion.

The amendment can be reconsidered, and requires only a simple majority vote, even if the motion to be amended requires a two-thirds (66⅔ %) vote to be adopted.

Record Keeping All motions receiving a second Shall be recorded and maintained. This will serve as a record of decision for the District 6 Elgin General Service Representatives and contain the following information for each motion:

- a) The motion wording
- b) The type of motion (house-keeping or District)
- c) The bearer of the motion and the backer of the motion
- d) The number of votes for and against each motion
- e) The final disposition of the motion (passed, failed, withdrawn)

### **Voting**

Voting on any motion that involves District 6 finances or operating procedures shall observe Tradition 2 which 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.”

Group conscience will direct the course that District 6 Elgin General Service Committee follows when passing agenda items.

As we acknowledge that attendance is not always possible, District 6 Elgin General Service Representative Committee would allow a vote by proxy. All proxy votes must be presented to the DCM prior to the start of the meeting.



Before each vote is taken, the number of voting members shall be determined to ensure an accurate count on the votes.

Voting members are: General Service Representatives (in their absence, Alternate GSR or vote by proxy). The Representatives vote on behalf of their respective group. Each voting member has only one vote.

Only the General Service Representatives are considered eligible to vote on District Motions. All subjects brought before the District Committee that are considered Group Conscience matters. (*Anything that affects District finances or Operating Procedures is considered a group conscience matter*). In addition, anything that has been presented as a “notice of motion” will also be voted on by General Service Representatives (in their absence, Alternate GSR or by Proxy). Each group has but one vote.

The District Committee Member votes only to break a tie.

### **Electing Officers Third Legacy Procedure**

#### Purpose

A.A.’s Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A., and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting rather than withdraw.

#### Procedure

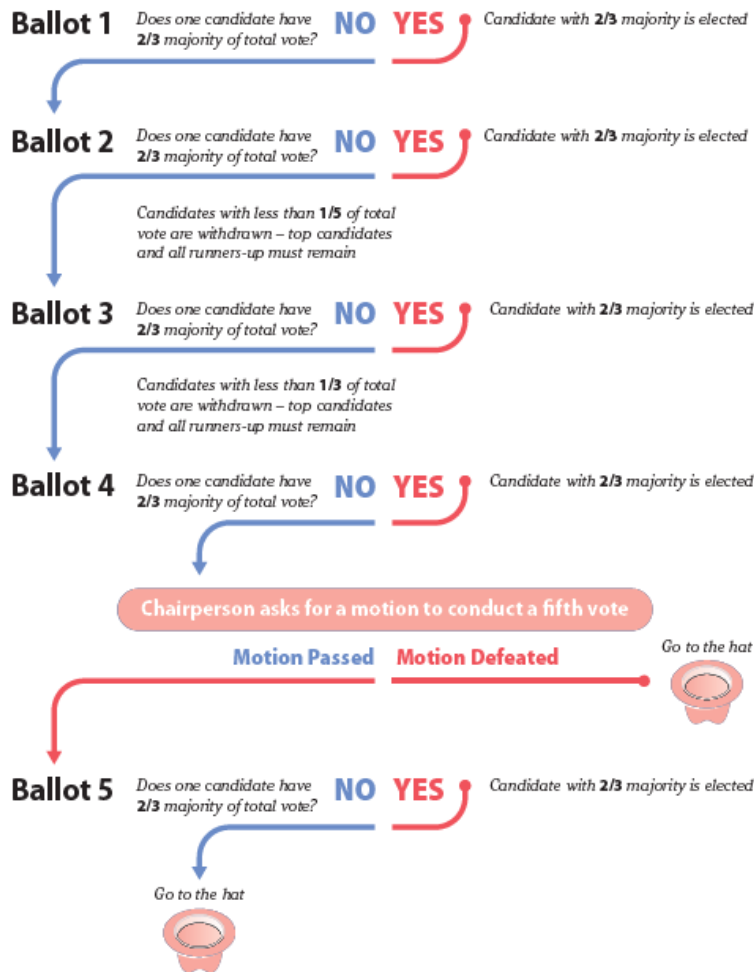
1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
  - a. The first candidate to receive two-thirds of the total vote is elected.
2. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn—except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
3. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
4. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.
  - At this point, the chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
  - If this motion is defeated, balloting is over and the choice is made by lot— “going to the hat”—immediately.
  - If the motion carries, a fifth and final ballot is conducted.
5. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied

first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain. 6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

6. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

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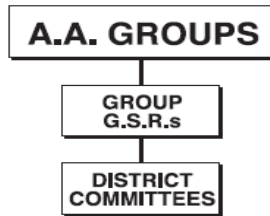
**THE THIRD LEGACY PROCEDURE**



Appendix G

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## The District Committee



The District 6 Elgin General Service Representative Committee Meeting Shall consist of General Service Representatives, District Officers and Sub-Committees.

One General Service Representative from each group (to be elected by the group)

District Officers:

- One District Committee Member
- One Alternate District Committee Member.
- One District Treasurer.
- One District Secretary.

Sub-Committees:

- One Answering Service Representative.
- One Public Information / Cooperation with Professional Community Representative.
- One Grapevine Representative.
- One Bridging the Gap / Treatment Representative.
- One Archives Representative.
- One Corrections Representative.
- One Accessibilities/Remote Communities Representative
- One Website Representative.

### Principles of Rotation:

*Traditionally, rotation ensures that service positions, like nearly everything else in A.A., are passed around for all to share. Many positions have alternates who can step into the service positions if needed.*

*To step out of an A.A. office we love can be hard. If we have been doing a good job, if we honestly don't see anyone else around willing, qualified, or with the time to do it, and if our friends agree, it's especially tough. But it can be a real step forward in growth — a step into the humility that is, for some people, the spiritual essence of anonymity.*

*Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us "to place principles before personalities."*

*Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than any fame. With no A.A. "status" at stake, we needn't compete for titles or praise — we have complete freedom to serve as we are needed.*

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## Position Descriptions

### General Service Representative (GSR)

*No reference or guideline listed within the District 6 Elgin General Service Representative Committee Operating Procedures should be construed as having authority over, or interference with the responsibilities of the General Service Representative's duties.*

The General Service Representative (G.S.R.)

General Services Common Practice:

- The General Service Representative is any member of an A.A. registered group within District 6 elected by the group, using any method of that group's own selecting. The elected General Service Representative acts primarily as a connecting link between their group and the General Service Representative Committee.
- The General Service Representative and an Alternate General Service Representative should be elected for a term of two years, in the same year as the election of the District Committee. It is recommended that the group election be held in the month of September, with their term of service to begin January 1, of the following year.
- The General Service Representatives expenses for travel, food and lodging in connection with service activities, are generally not included in the District budget. General Service Representatives are responsible for booking their own accommodation for Area 86 Spring and Fall assemblies.

### The District Committee Member (DCM)

*The duties of the District Committee Member are contained in Chapter 3 of the A.A. Service Manual*

#### DUTIES & RESPONSIBILITIES

Every district is different, but the following are relatively common service activities undertaken by DCMs:

1. Regularly hold district meetings. DCMs are asked to give reports to the GSRs on news, issues, proposals and future events from the area and G.S.O. It is also important for DCMs to keep the GSRs informed about Conference activities, perhaps even assisting the delegate in reporting the proceedings of the General Service Conference, either by organizing report-backs or delivering the reports to their districts in lieu of the delegate. GSRs are typically asked to report on what's happening in their groups, and DCMs can make sure that GSRs have what they need in order to assure good communication across the service structure. (See the section titled "Making Reports" in Chapter 1 for a list of publications that can be helpful to DCMs in making reports to the district.)
2. Regularly attend area assemblies. The number of assemblies during the year varies by area. All DCMs (and GSRs) from around the area are asked to attend. DCMs (and GSRs) are voting members of these assemblies. (See Chapter 3 for more information on the area and assemblies.)
3. Reach out to groups in the district that do not have GSRs. Some groups may have little or no history of electing GSRs. Some may have had active GSRs in the past, but no longer. The DCM is asked to open a line of communication with these groups. The purpose is not to badger them into electing GSRs, but to begin to connect them to A.A. as a whole.
4. Organize workshops and/or sharing sessions on service activities.

5. Bring Traditions problems to the attention of the delegate.
6. Help GSRs become acquainted with The A.A. Service Manual/Twelve Concepts for World Service. DCMs can also be helpful by introducing the GSRs to Box 4-5-9 and service material from G.S.O., which includes workbooks and guidelines on an array of topics.
7. Alert the district's GSRs to new literature, service materials and technology applications from G.S.O. and Grapevine. This includes new books published by A.A. World Services and the Grapevine. The literature catalogs of the two corporations are an excellent resource. DCMs often hear about new literature before it appears in the catalog, and it can be helpful to alert GSRs on what's coming. The groups may have questions and comments on these. The DCM can help the GSRs address these while also passing them along to the area and the delegate.
8. Assist the delegate in obtaining group contact information for A.A. Regional Directories. These directories are used for A.A. purposes only. They include information on individual groups by city within each province or territory, with contact information on group contacts.
9. In many areas, DCMs attend area committee meetings in addition to area assemblies. The purpose and scheduling of these meetings varies by area. (For more information, see Chapter 4 of this manual on the area committee.)

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#### Alternate District Committee Member

The alternate DCM serves as a backup for the DCM. If the DCM is unable to attend a district meeting or area assembly, the alternate DCM can step in. The alternate can chair the district meeting and vote on behalf of the district at an area assembly or area committee meeting. If the DCM resigns or is unable to serve for any reason, the alternate often steps in. How this is handled is up to the GSRs in the district.

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#### The District Treasurer

**QUALIFICATIONS:** It is recommended that the treasurer be a person with a minimum of two years sobriety. They should be organized in order to keep good records. Having some accounting or bookkeeping experience is useful.

**DUTIES:**

- **Monies Payable:** The Treasure and co-signer will be responsible to issue payments for approved budget expenses or as directed by the voting committee (GSR). Any new or non-budget approved expenses exceeding \$50.00 would be brought to the committee's attention for approval prior to release of any funds.
- **Monies Receivable:** The treasure will be responsible for receiving donations to the district for deposits. Any monies received from groups and special contributions with be directly deposited provided they remain consistent with guidance presented in Pamphlet f-3\_selfsupport.pdf (Where money and Spirituality mix), which includes the following "Special contributions: funds realized from conventions, conferences, dinners, area get-togethers, etc. (no limitations on these contributions)". Monies received outside of the guidance presented in the pamphlet would be brought to the Committee's attention for further direction.

The District Secretary

QUALIFICATIONS: It is recommended that the secretary be a person with a minimum of two years sobriety.

DUTIES: The secretary records and distributes minutes of District meetings; keeps contact information up to date and sends out District communications.

The District Secretary:

- Shall record the District 6 Elgin General Service Representative meeting minutes and distribute to all parties within a reasonable time frame.
- Shall endeavor to email a draft agenda to District 6 Elgin General Service Representative Committee members within a reasonable time frame prior to the meeting to provide the opportunity to add items for discussion.
- Shall direct District 6 Elgin General Service Representatives to a copy of the Structure and Operating Procedures located within the website.
- Shall distribute monthly District 6 Elgin birthday anniversary forms for General Service Representatives to complete.

**Sub-Committee Representatives**

*Sub Committee Representatives Shall be available at all times to assist in all matters pertaining to their office, and to provide assistance in the event of District workshops and District functions associated with their office.*

Telephone Answering Service Representative

The Telephone Answering Service Representative:

- Shall maintain the District Answering Service.
- Shall endeavor to enroll qualified candidates for Answering Service duties.
- Shall obtain and distribute updated Answering Service volunteer lists to the Answering Service provider on an as needed basis.
- Shall be the sole contact with the Answering Service provider.
- Shall review the monthly call listing supplied by the Answering Service provider to track calls made to the Service provider.
- Shall, when deemed necessary, conduct an instructive workshop for new Answering Service volunteers.
- Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District 6 Elgin business.
- Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.

- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

#### Public Information/Cooperation with Professional Community Representative

The Public Information/Cooperation with Professional Community Representative (PI/CPC):

- Shall form a committee, if necessary, to carry the A.A. message to the still suffering alcoholic indirectly and directly, by informing the general public about the A.A. program.
- Shall adhere to the Guidelines in the Public Information Workbook. Only approved Public Information literature is used.
- Shall be allocated a predetermined, annual financial float by the District 6 Elgin General Service Representative Committee to stock Public Information literature.
- Shall be the sole purchaser for Public Information literature.
- Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District business. Mileage compensation is predetermined at the start of each term by the District 6 Elgin General Service Representative Committee.
- Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

#### Grapevine Representative

The Grapevine Representative:

- Shall cultivate a strong relationship with District Groups to enable knowledge and support of Grapevine resources.
- Shall order from the Area 86 Sub-Representative the required literature to fulfill the responsibilities of office and maintain the Grapevine display kit.
- Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District 6 Elgin business.
- Shall maintain an accurate inventory of grapevine resources and monitor costs related to the District Grapevine budget.
- Shall attend all District meetings and prepares a written report to present to the committee and submit to the District Secretary.
- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

### Bridging the Gap/ Treatment Representative

The Bridging the Gap/ Treatment Representative:

- Shall liaise with the Area Bridging the Gap Subcommittee Chair.
- Shall liaise with the Corrections Representative for District 6 Elgin General Service Representative Committee.
- Shall contact treatment facilities in our area to make them aware of the program and facilitate bridges.
- Shall form a committee of volunteers and facilitate carrying our message of recovery to alcoholics in treatment and community settings.
- Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

### Archives Representative

The Archives Representative:

1. Shall liaise with the Area Archives Subcommittee Chair.
2. Shall determine what to include in the collection, and work towards making material available to the greatest extent possible to members of our fellowship and those in the public realm with a valid interest in Alcoholics Anonymous.
3. Shall collect, organize, and preserve material of historical interest. Typically, the archivist selects a representative sample of the collection and arranges those into a traveling display.
4. Shall be responsible for both the physical and the intellectual integrity of the collection. It is important to ensure the privacy and protect the anonymity of members whose names are included in the collected documents.
5. Shall be responsible to report to the Area/District committee or, if it exists, the Area/District archives committee, about new material received and give updates about ongoing projects at the archives.
6. Shall attend all District meetings and prepare a concise written report to present to the committee and submit to the District Secretary.
7. Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

### Corrections Representative

The Corrections Representative:

- Shall liaise with the Area Corrections Subcommittee Chair and the Corrections Chair for District 11 London.



- Shall attempt to acquire A.A. volunteers who are qualified and interested in carrying the message of recovery to alcoholics in correction facilities.
- Shall ensure meetings in the correction facility are attended by qualified volunteers.
- Shall send completed "Screening of Volunteer's "documentation to the Corrections Chair for District 11 London.
- Shall works closely with the Bridging the Gap Representative to ensure persons in custody obtain contact with Alcoholics Anonymous upon release.
- Shall ensure adequate literature is maintained.
- Shall attends all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

#### Accessibilities/Remote Communities Representative

The Accessibilities/Remote Communities Representative:

- Shall liaise with the Area Treatment and the Area Accessibilities/Remote Communities Sub-committee chairs.
- Shall become familiar with A.A. workbooks and other material pertaining to both the Accessibilities and Remote Communities portfolio (Special Needs Guidelines (MG16) and workbook (M48i)).
- Shall, when possible, make an effort to inform members on the multiple aspects of types of accessibility needs in order to raise awareness in helping to carry the message to as many members and suffering alcoholics as possible.
- Shall provide pamphlets and used Grapevines to individuals with accessibility and address any special needs or concerns.
- Shall have any out-of-pocket expenses reimbursed by the District Treasurer when conducting authorized District 6 Elgin business.
- Shall attend all District meetings and prepares a written report to present to the committee and submit to the District Secretary.
- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

#### Website Representative

The Website Representative

- Shall liaise with the Area Website Committee Chair.
- Shall become familiar with A.A. workbooks and other material pertaining to this position particularly MG-18 A.A Guidelines -Internet.

- Shall maintain frequent contact with the chairpersons of the Public Information/Cooperation with the Professional Community Representative, District officers, the General Service Office and any other affected A.A. service entities.
- Shall monitor and record all expenses. Expenses include maintenance and provisioning of the website which includes out of pocket expenses incurred by the Website Representative directly related to their service.
- Shall be required to use their personal information and personal credit card information for the renewal of the website hosting and domain name. An annual budget request Shall be submitted to the District for approval as required.
- Shall perform regular maintenance of the site including changing information requested by groups, adding events, and implementing changes in the presentation of information posted on our website.
- Shall attend all District meetings and prepare a written report to present to the committee and submit to the District Secretary.
- Shall pass on material and detailed information pertaining to the position to the incoming representative to ensure a smooth transition.

We trust that these procedures will guide us as we serve, and support our primary purpose:

*To carry the message of Alcoholics Anonymous, to the Alcoholic who still suffers.*

Yours in loving service,

Structure and Operating Procedure Ad-Hoc Committee

Original 2006 (2017 Amended) (2019 Amended) (2021 Amended)

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