

Alcoholics Anonymous

District 12 Guidelines and Handbook
Southwest Texas - Area 68, District 12
March 2011



For these following counties:
Bandera, Gillespie, Kerr, Kendall, Kimble

District 12 Guidelines and Handbook

Southwest Texas - Area 68, District 12

INTRODUCTION

District 12 is one of the thirty-four districts that make up Southwest Texas Area [SWTA] 68, which covers an area from Brownwood [Brown county] on the north to Brownsville [Cameron County] on the south and El Campo [Wharton County] on the east to Del Rio [Val Verde County] on the west. Counties represented by District 12 are Bandera, Gillespie, Kerr, Kendall, and Kimble. The cities in this district, which are known as the Texas Hill Country, are: Bandera, Boerne, Center Point, Comfort, Fredericksburg, Harper, Ingram, Junction, and Kerrville.

District 12 is represented by a committee made of GSRs of registered groups and elected officers. Meetings are held the second Sunday of the month at rotating locations across the Hill Country [locations appear later]. General Service Representatives [GSR] are vital to the make-up of the Committee and the functional running of the District. It is supported by officers as follows: DCM, Alt DCM, Secretary, Alt Secretary, and Treasurer. District 12 is fortunate to have a number of Standing Committees. The chairpersons of these are as follows: Grapevine, Archives, Public Information, Cooperation with Professional Community, Correctional Facilities, Treatment Facilities, Helpline and Bilingual/Spanish speaking.

District 12 is financially supported by the contribution of the groups. The activities of the district and responsibilities of the officers and committees depend directly on these contributions, as kept by the District Treasurer. The District sends the DCM, fully-funded, to Area Assemblies and Workshops every quarter, as well as sending, fully funded, all committee chairpersons to workshops twice a year.

DISTRICT 12 MEETINGS AND LOCATIONS

<u>Month</u>	<u>Location</u>	<u>Facility</u>
Jan	Ingram	The Outpost
Feb	Fredericksburg	United Methodist Church
Mar	Kerrville	720 Club
Apr	Lake Hills	United Methodist Church
May	Medina	Medina Group
June	Center Point	The AA Hall
July	Stonewall	Stone Sober
Aug	Bandera	Community Church
Sep	Boerne	Boerne Noon Group
Oct	Boerne	40700 IH10
Nov	Kerrville	2211 Club
Dec	Fredericksburg	St Barnabas

The District consists of District Officers, Committee Chairs, their respective Alternates and AA's who volunteer in support of the District.

District Officers:

1. The District Committee Member (DCM)
2. Alternate DCM
3. Secretary
4. Alternate secretary
5. Treasurer

Committee Chairpersons:

1. Helpline
2. Grapevine
3. Public Information
4. Treatment Facilities
5. Correctional Facilities
6. Cooperation with Professional Community
7. Archives
8. Bilingual
9. Newsletter

DCM Guidelines

Southwest Texas - Area 68, District 12

Function

The District Committee Member (DCM) is a vital link between the group's GSR and the Area 68 Service structure. A DCM is an AA member who has served as a GSR and whom other GSR's wish to make responsible for their District activities. An able, experienced GSR makes a good DCM provided he or she has the time and desire to work closely with the groups of the District and Area 68. DCM's serve a two year term and are usually elected before the Area Assembly Meeting where the delegate is elected.

The Alternate is also elected to act as the DCM's stand-in and to automatically replace the DCM who resigns or is unable to serve for any reason. Often this is the runner-up in the DCM election. The DCM will be asked to resign if they find they cannot assume the responsibilities of the job, for the District GSRs need this leadership.

Qualifications

- A background in AA service work.
- Two or more years sobriety.
- Alternate DCM has the same qualifications as the DCM.
- Willing to serve full length of the two year term and carry out responsibilities.
- Able to convey by means of note taking, etc. the District conscience to larger Area level and report back to the District.
- Leadership ability, time and energy to serve the Area and District well.

DCM Duties and Responsibilities

- Attend all District 12 meetings or delegate the Alternate DCM to go in his or her place.
- Chairs the monthly District Meetings.
- Assist Area Registrar in obtaining group information.
- Keeps GSR informed of the District and Area activities.
- Acquaints GSR's with AA Service Manual, Box 4-5-9, and AA literature.
- Visits groups and encourages participation and support of GSR's.
- Maintain a link of communication between groups, District and Area.
- Carry the collective Group Conscience of the AA groups in the District to Area.
- Visit groups that request information on General Service Structure.
- Attends Area Service Committee meetings, Area Assembly and the Pre-Service Conference.
- Keeps abreast of issues regarding violations of AA Traditions to the attention of the delegate.
- Be eligible to Area Office.

Continuing growth of the fellowship brings new opportunities for service to the DCM. As the number of groups in an Area increase, the maintenance of a vital active link between groups and the fellowship as a whole becomes a challenge to the DCM. By maintaining active contact, both with the groups in the District and with Area delegate, the DCM is a key link in ensuring all AA groups are aware of the importance of their total participation in local, District, Area and World Services.

Secretary Guidelines

Southwest Texas - Area 68, District 12

Function

A good Secretary can add great vitality and drive to the District Meeting. Even the best committee can be greatly handicapped by an inefficient secretary and, conversely, can be much more effective with a competent one. Taking minutes of meetings means sifting through quite a few thousand words to get the kernel, the essence of what has been said and record it for future use.

Qualifications

- Be a good listener.
- Attend all District Committee Meetings or delegate Alternate in his or her place.
- Be able to convey by means of note taking, etc. the District Committee's conscience to record proceedings for future reference.
- One or more years sobriety.
- Alternate Secretary has the same qualifications as the Secretary.
- Willing to serve full length of the two year term and carry out responsibilities.
- Interest, time and energy to serve the District well.

Secretary's Duties and Responsibilities

The Secretary takes down minutes of the meetings, reads and keeps track of previous minutes, and assists DCM in running monthly District Committee Meeting. Some service in Group or Central Office or General Services is useful, as is some background in general office work. Computer skills are useful but not required. The job requires some time and needs to be carried out on schedule; this takes interest, not to mention devotion.

The Alternate is also elected to act as the Secretary's stand-in and to automatically replace the Secretary who resigns or is unable to serve for any reason. The Secretary may be asked to resign if they find they cannot assume the responsibilities of the job.

Treasurer Guidelines

Southwest Texas - Area 68, District 12

Function

The primary function of the Treasurer is to receive group contributions, pay bills as they come due, maintain financial records and make periodic financial reports to the District 12 Committee. All financial records are maintained in a manual check book record and also duplicated in the Quicken program.

Qualifications

- Attend all District Committee Meetings.
- Two or more years sobriety.
- Willing to serve full length of the two year term and carry out responsibilities.
- Interest, time and energy to serve the District well.
- Previous bookkeeping skills are not required although would be helpful as well as some basic computer and/or knowledge of the Quicken computer program.

Treasurer Duties and Responsibilities

The Area Treasurer should be a responsible person who can keep good records and handle money with integrity. The Treasurer needs to take care to hand on all records, bank account names and numbers and any other essential information when he or she rotates off.

The primary source of income is contributions from groups in the District. Per AA Traditions, any income other than contributions from the groups in District 12 should be subject to the District Committee approval before acceptance. Receipt of a contribution would prompt the following:

- Record group contributions in the Group Donations History.
- Prepare and mail a receipt to the contributing group.
- Post a Monthly Financial Report.
- Prepare a Deposit Slip and take deposit to the bank.
- Record deposit in check book and post to Quicken records.
- Post Office Box should be checked and deposits made weekly.

Payments of a District 12 obligation would include the following:

- Receipt of a bill.
- Receipts for cash expenditures to be reimbursed to various committee chairpersons.
- Any other payments as directed by District 12 Committee, such as purchase of various supplies in support of committee activities.
- Issuance of a check would be recorded as a post to the Monthly Financial Report, be recorded as a check in the manual check book record and posted to Quicken program.

An example of a payment would be a receipt of a bill such as AT&T monthly charges for Help Line, annual charges by Verizon for Help Line entry in phone book, and \$75 check to San Antonio Central Service Office for monthly contribution for handling Help Line calls. These would all be recorded in manual check book record and entered on the computer as a post to Quicken records. There would also be an associated entry in the Monthly Financial Report.

Grapevine Rep Guidelines

Southwest Texas - Area 68, District 12

Function

Grapevine Rep's basic job is to make the magazine available to the group, and to encourage AA's to: read it, subscribe to it, write for it, and suggest its use in Twelfth Step work.

Qualifications

- Committee Chair - two or more years sobriety
- Willing to serve full length of term and carry out responsibilities.

Grapevine Rep Duties

- Make sure that copies of the magazines are available and displayed at meetings.
- Announce the arrival of each new issue.
- Share about articles in the magazines.
- Encourage individual subscriptions.
- Encourage the group to buy subscriptions in the group's name.
- Stock Grapevine items on the literature table.
- Announce the publication of new items.
- Encourage members to submit articles and humor pieces.
- Initiate efforts to donate subscriptions to public and school libraries, hospitals, prisons, doctors' offices, churches, or to the place where the group meets.
- Suggest a Grapevine or La Viña topic meeting for the group.
- Encourage the use of Grapevine or La Viña subscriptions as gifts.
- Announce special features on the Grapevine website.
- Refer members to the Digital Archive for articles about AA history or discussion topics.

The GVR may receive the magazine on behalf of the group, or ask the group to relegate this job to another member. Some GVRs also order back issues to give away. Making Grapevine and La Viña order forms available or posting them on the bulletin board can be part of the job as well.

From AA Service Manual (page S136)

The GVR's job is to make sure that members are aware of the Fellowship's international journal and the enhancements to sobriety it offers. The GVR is the group's contact with the Grapevine office.

New GVRs should send their name, address, group name and group service number to the Grapevine (P. O. Box 1980, Grand Central Station, New York, NY 10163). They will receive quarterly mailings containing order forms for the magazine and special items, along with occasional special announcements and updates. Of course, the GVR reads the magazine regularly, announces its arrival at the group each month, and lets members know how to order subscriptions. The GVR also encourages the group to take out a subscription in quantity to sell at meetings – and if the group grows, increase its order.

A Typical GvR/RLV Pitch: "My name is Mary S., I'm an alcoholic, and I'm your Grapevine and La Viña representative. The new Grapevines are in. They're up here on the literature table. It looks like a good issue: I especially like the interview with Dr. Bob's son, Smitty. In it, Smitty talks about what it was like having Bill W. and a stream of drunks live in his house. He also provides a closer look at our co-founder, commenting on his love of cars, his tattoo, and his sly sense of humor."

Public Information Guidelines

Southwest Texas - Area 68, District 12

Function

Like all of AA, the primary purpose of members involved with public information service is to carry the AA message to the alcoholic who still suffers. The committee chairperson together with other members of the local Public Information Committee, convey AA information to the general public, including the media and AA members in the community.

Once elected, Committee Chairperson should obtain, either through GSO or previous chairperson, the Public Information Workbook since much of the information needed to perform these duties is contained there.

Qualifications

- Committee Chair - two or more years sobriety is suggested.
- Have a thorough knowledge of the AA program, being able to provide consistent and accurate information about the Program of Alcoholics Anonymous and the Fellowship.
- Willingness to organize and carry out projects in the local community which carry the AA message to those inside and outside the Fellowship.

PI Chairperson Duties

- Recruit committee members.
- Purchase needed pamphlets and other PI materials needed to accomplish goals.
- Study the PI Workbook provided by GSO. It provides a wealth of solid information helpful in getting a new committee off the ground.
- Form a committee which meets regularly to narrow the focus of PI goals to fit with the needs of the local community. Committee Meetings to be posted on district website and in newsletter.
- Lead committee meetings at which the Traditions and basic AA pamphlets are studied to give members a firm grasp of what AA does and does not do. Ideas are also exchanged at the planning meetings regarding execution of PI Committee duties and common misconceptions regarding AA and their members.
- Motivates members to carry out goals.
- Attend monthly District meetings at which Committee activities are reported.
- Attend the SWTA-68 Summer and Winter Workshops and reports back to District 12.

AA's Public Information Committee Chairperson carries the message by getting in touch with:

- Media
- Schools
- Clergy
- Senior Centers
- Libraries
- Hotels
- Hospitals
- Local AA signage
- General Public
- AA Fellowship

Please note: Industry and Physicians are handled by Professional Community Committee while Police and Jails handled by CFC Committee. However, it has been tradition in our district for all committees to work together in a spirit of cooperation to achieve our common purpose.

Remember when dealing with the public:

- Stick to Personal Recovery.
- We are not authorities on alcoholism.
- We share our recovery but are NOT professionals.
- We have no official definition of alcoholism.
- We have no profound knowledge of its causes or cure.

Correctional Facility Committee Guidelines

Southwest Texas - Area 68, District 12

Function

The primary purpose is to carry the AA message into correctional facilities, one alcoholic helping another alcoholic find sobriety and staying sober.

Qualifications

- Experience in AA service work.
- Committee Chair – two or more years of sobriety, one male and one female as chair and alt. Chair.
- Pass a background check administered by the local correctional facility.
- Willing to serve full length of the two year term and carry out responsibilities.
- Leadership ability, time and energy to serve the Area and District well.

CFC Chairperson Duties and Responsibilities

- Attend all District 12 meetings or delegate representative to go in his or her place.
- Report at each district meeting on current and planned activities within the district.
- Organize resources to do CFC committee action(s) and work.
- Request money for literature and associated functions.
- Organize and maintain meetings inside correctional facilities.
- Organize and schedule official orientation as required by each facility.
- Develop and maintain a good, respectful relationship with jail administrators and personnel.
- Periodically attend group meetings throughout district to inform and recruit AA volunteers to be approved and chair meetings inside.
- Act as a liaison between facility personnel and AA volunteers to assure correctional facility rules and policies are understood and followed.
- All communications with correctional facilities is limited to chairperson and/or the alternate.
- Act as/or delegate a volunteer to make and maintain an accurate schedule of chairpersons appointed to each facility on a weekly and monthly basis.
- It is preferable to schedule two men and two women to each meeting. New volunteers are paired with a veteran volunteer for at least a few meetings before going alone.
- Attend and or report to District 12 monthly committee meetings.
- Attend Area and/or regional workshops when possible.
- Plan and organize District Correction Workshop when possible, preferably annually.

Volunteer Responsibilities

- Inside meetings are held by a meeting chairperson and a vice chairperson when possible.
- One or more years of continuous sobriety.
- Volunteers choose to be either the meeting chair or the vice chair when they are scheduled for a meeting.
- Meeting chair is responsible for meeting taking place.
- Meeting chair shall contact the scheduler two days prior to the meeting date and report any changes to the schedule.
- Within two days of the meeting chair shall make a post meeting report to the District Chair of who attended and how the proceedings went.
- Know and adhere to all jail rules and policies.

Conduct

- Before going in, make a habit of patting yourself down. Checking all pockets for possible cigarettes, chewing gum, lighters, money, wallet, knives, pencils and jewelry.
- Make sure you leave your cell phone in your car as this and other items listed are considered contraband by jail administrators. It is also a crime.
- Keep the meeting to one hour. Start and end on time.
- No foul language should be used.
- Set a good example of the success achievable by a recovered alcoholic.
- Display a high standard in the way we act, talk, and dress. Use common sense.
- We are to be an example of living a successful life, being happy, joyous and free.

Dress

- Common sense should prevail, dress nice and conservative.
- Business casual is the goal.
- No provocative or suggestive clothing or make-up.
- No shorts.
- No sleeveless shirts.
- No open toe shoes. Socks are required.
- Only conservative jewelry is to be worn in the facility. No heavy chains, bracelets or necklaces. Women may wear small earrings. Wedding rings are allowed. Men should not wear pierced jewelry.
- No visible tattoos, especially gang signs or colors.
- No shirts with writing or advertising, this is contrary to jail policy and AA traditions.
- Hair should be neat and groomed, including beards and mustaches.
- Dress like you are going to church, not on a date.

Volunteer Regulations

- All vehicles brought onto the premises by volunteers will remain locked and are subject to search.
- Never give any legal advice to an inmate or discuss their legal situation.
- Jail rules are not to be broken, they are to be read, understood and followed.
- Avoid criticism of the facility or judicial systems with inmates.
- Upon entering the jail, volunteers will give their keys and picture ID to jail staff. These items are the only things that are to be taken inside. A soft cover AA Big Book is allowed. Remember, you are subject to a search at all times.

The Meeting Proceedings

- Prior to going in, pick a topic from the Big Book of Alcoholics Anonymous. Try to focus on the first five chapters.
- Get meetings started as soon as possible.
- After inmates are seated, start with a moment of silence followed by the Serenity Prayer.
- Introduce yourself and read the preamble of AA.
- This is a meeting of Alcoholics Anonymous and is conducted as such. Usually an open discussion format is followed.
- Try to keep the discussion on the solution. Remember, we all have years of experience with the problem but do give the inmate some time to tell their stories, if they choose to do so.
- Be flexible with the meeting. Sometimes none of the inmates will volunteer to share but don't let it turn into a "speaker meeting."
- Do share a little about yourself so the inmates can "identify" with your experience.
- Close on time, circle up, and say the Lord's Prayer.

Cooperation with Professional Community Guidelines

Southwest Texas - Area 68, District 12

Function

The primary purpose of this committee is to provide information to professionals in the community regarding what AA can and can not do. Professionals include doctors, hospitals, counselors, social workers, lawyers, probation officers, judges, the clergy, employers and human resource managers. Literature geared toward a particular profession, meeting schedules, Big Books, and contact information for AA members is all beneficial to community professionals. Letters targeting specific professionals, as well as workshops, are objectives which should be considered in the future.

Qualifications

- Previous GSR experience with a background in AA service work.
- Committee Chair – two or more years of sobriety.
- Willing to serve full length of the two year term and carry out responsibilities.
- Leadership ability, time and energy to serve the Area and District well.

CPC Chairperson Duties and Responsibilities

- Attend all District 12 meetings or delegate the representative to go in his or her place.
- Report at each district meeting on current and planned activities within the district.
- Organize resources to do CPC committee action(s) work.
- Request money for literature, media announcements, etc.

One of the best ways to start your C.P.C. Twelfth Step work is to read the C.P.C. Workbook, which is a bounty of information gathered from AA's past experience in C.P.C. work. Here are some resources available:

C.P.C. KIT AND PAMPHLETS: The C.P.C. Kit contains information on all aspects of C.P.C. service, including the C.P.C. Workbook. The Kit also includes a history of C.P.C. since its beginnings, Guidelines, literature catalog & order form, pamphlets and copies of Box 4-5-9 (which may include a section on C.P.C. news) and About A. A., our newsletter for professionals along with a sample sign-up card. It is suggested that the basic "text" for C.P.C. committee members is the Conference approved pamphlet... "How A. A. Members Cooperate With Professionals." Most C.P.C. committees have found it helpful for each member to have a personal copy of the Cooperation With the Professional Community Workbook. GSO. (the General Service Office) furnishes a C.P.C. Kit to the area committee chairperson at no charge. Additional Kits and Workbooks may be purchased. A. A. ® Guidelines from GSO., Box 459, Grand Central Station, New York, NY 10163 A. A. Guidelines are compiled from the shared experience of A. A. members in various service areas. They also reflect guidance given through the Twelve Traditions and the General Service Conference (U.S. and Canada). In keeping with our Tradition of autonomy, except in matters affecting other groups or A. A. as a whole, most decisions are made by the group conscience of the members involved. The purpose of these Guidelines is to assist in reaching an informed group conscience.

C.P.C. IN ACTION: One suggestion is to work with one group of professionals at a time. When a list of professionals has been compiled, members of the C.P.C. committee would make an initial contact (by letter, phone or face-to-face), and offer to come and talk about what A. A. can and cannot do. You might also offer to take a professional or student to an open A. A. meeting in your area or provide A. A. literature describing our AA program of recovery, stressing our eagerness to act as a resource to the recovering alcoholic.

PROFESSIONAL MEETINGS AND CONFERENCES: The District 12 C.P.C. committee may request to be placed on the mailing list with community, state or area professional agencies. Specific suggestions and information about exhibiting at professional meetings is available from GSO.

PRESENTATIONS: See the C.P.C. Workbook for suggestions on presentations you might give in your community. Most C.P.C. committee members will be informed on A. A. and its history, and are able to give an accurate and positive impression of Alcoholics Anonymous. We stress our primary purpose, and Traditions of non affiliation, self-support and anonymity.

LITERATURE: The Conference-approved Literature and Other Service Material catalog has a section on C.P.C. specific items. There is also a catalog for Special Needs, and much of the literature is also available in Spanish and French.

BASIC C.P.C. LITERATURE

For C.P.C. Committee Members:

1. Speaking at Non- A. A. Meetings, How A. A. Members Cooperate. . . C.P.C. Workbook
2. A Member's-Eye View of A. A.
3. Understanding Anonymity
4. Let's Be Friendly With Our Friends Information on Alcoholics Anonymous Three Talks to Medical Societies by Bill W.
A.A. Membership Survey

For Professionals:

1. Understanding Anonymity
2. Let's Be Friendly With Our Friends
3. If You Are a Professional. . . A. A. as a Resource for the Members of the Clergy Ask About A. A.
4. Health Care Professional -- Problems Other Than Alcohol A. A.
5. Membership Survey
6. Is There an Alcoholic in the Workplace?
7. A Message to Correctional
8. This Is A. A.
9. Facilities Professionals
10. A. A. In Your Community
11. Information on Alcoholics Anonymous

Treatment Facility Guidelines

Southwest Texas - Area 68, District 12

Function

With administration approval, District 12 Treatment facility committee has the responsibility to bring AA meetings into local area hospitals, encourage volunteer participation by holding monthly scheduling meetings, and communicate set rules regarding dress, discussion topics and patient-volunteer conduct.

Qualifications

- Committee Chair - two or more years sobriety.
- Have a desire and ability to organize and oversee AA meetings in local area treatment centers.

Treatment Facility Chairperson Duties

- Organize or delegate a monthly volunteer scheduling/orientation meeting and disseminate schedule to all volunteers through electronic communication (email and website).
- Develop and maintain a direct and respectful relationship with local hospital administrators, communicating feedback to volunteers. Communication with administrators should be limited to the Chairperson although local group outreach is not.
- Attend and/or report to District 12 monthly committee meetings and attend regional workshops when possible.
- Maintain unique guidelines for specific facilities including male-female conduct, dress, volunteer participation and attendance.

Volunteer Duties

- Actively working the 12 steps of Alcoholics Anonymous.
- Meeting Chairperson should have six months sobriety and is responsible for reading the meeting format to open and close the meeting. Format can be found at www.AA12.org as well as volunteer schedule for the month.
- We do our best to have two women and two men attend each meeting with one volunteer bringing the topic out of the first 164 pages of the Big Book of Alcoholics Anonymous. Given the nature of the treatment center setting, the first 63 pages is preferable.
- At Serenity House and Starlite, it is requested that men visit with men and women visit with women.
- Volunteers should remember they are representing Alcoholics Anonymous and dress modestly. Shorts are not allowed at Serenity House.
- Stay focused on the solution, limiting “war stories.” Crosstalk is not allowed.
- Share once in order to allow as much time as possible for patients to share. Do not share more than once unless no patients are sharing.
- Refrain from swearing and using profanity.
- Volunteers are required to show up 15 minutes early, sign in and respect designated smoking areas.
- Serenity House, Starlite and La Hacienda prefer we bring no more than 4 volunteers to a meeting with patients waiting 30 days to return to Starlite and 45 days to La Hacienda. The Salvation Army is an open meeting with no limits on attendance or time.
- It is not a requirement to have been hospitalized to do 12 Step work at treatment facilities, what is important is our personal experience with alcoholism. Volunteers are to share their experience, strength and hope; “what it was like, what happened, and what is like now.”

Bilingual Committee Guidelines

Southwest Texas - Area 68, District 12

Function

Bilingual Special Needs Committee Chair offers support for Spanish speaking AA groups. Members help each other maintain sobriety and share their recovery experiences. Bilingual Chairperson keeps information on locations, times and information concerning meetings conducted in Spanish.

Qualifications

- Two or more years sobriety.
- Willing to serve full length of the two year term and carry out responsibilities.
- Interest, time and energy to serve the District well.
- Have a desire and ability to communicate in Spanish.
- Have organization and scheduling skills to keep abreast of changes to Spanish speaking meetings, formats and literature.

Bilingual Chairperson Duties

- Coordinate weekly Spanish speaking meeting.
- Maintain Spanish literature or delegate someone to do so.
- Translate Spanish into English as required by the District and its Officers.
- Handle incoming calls from Spanish speaking AA's which are redirected from the District Helpline.
- Organize and schedule Spanish speaking meetings.

Helpline Guidelines

Southwest Texas - Area 68, District 12

Function

The main purpose of the Helpline position is to put the suffering alcoholic in touch with an individual contact or AA Group.

Qualifications

- Committee Chair - two or more years sobriety

Helpline Chairperson Duties:

It is the responsibility of the District Helpline chairperson to keep in touch with San Antonio Central Office as they currently handle all District 12 Helpline phone calls. The Helpline chairperson will, through contact with group GSR's, maintain a database of individuals along with their areas of interest in service work pertaining to call taking.

Common sense with a regard to AA principles is of much more help in maintaining a telephone service than is the establishment of administrative procedures.

Archives Guidelines

Texas Hill Country - Area 68, District 12

Function

The Archives Coordinator is tasked as the official archival agent of the District. The objectives of the Archives Coordinator shall be the collection, preservation, and administration of the official records of the District, as well as personal papers and other items donated to the Archives which document and/or describe the history and activities of AA in this District.

Qualifications

- Organizational skills and ability to keep track of District material and artifacts.
- A background in AA service work.
- Committee Chair - Two or more years sobriety.
- Willing to serve full length of the two year term and carry out responsibilities.
- Interest, time and energy to serve the District well.

Archives Chairperson Duties and Responsibilities

The Archives Coordinator maintains final responsibility, through the DCM, for the use of the Archives and exercises its group conscious regarding all matters of general policy. The Archives Coordinator promotes interest in the Archives and accepts articles and items of historical interest or for administrative use consistent with the objectives of the District Archives. The Archives Coordinator's responsibilities are to:

- Collect and preserve the heritage and official records of the District and to encourage Groups to prepare and maintain a Group history.
- Exercise custodial responsibility and maintain the integrity of District correspondence, newsletters, historical documents, photographs, and newspaper articles as appropriate.
- Be cognizant of the necessity to protect the anonymity of all AA members and the confidentiality of all AA records.
- Make archival material available to persons with a valid reason for reviewing it. Authorization for review and disclosure will be referred to the DCM.
- Maintain an inventory of all archived material.
- Attend all District 12 meetings or delegate representative to go in his or her place.
- Establish budgets, policies and procedures regarding District Archives.

Newsletter Guidelines

Southwest Texas - Area 68, District 12

Function

The District 12 Newsletter, called The Stand, is published monthly. The Newsletter Committee consists of a District 12 Newsletter Committee Chair and volunteer AA's charged with the responsibility of producing and distributing The Stand while conforming to AA Traditions. The Newsletter is published for the benefit of the District 12 AA members and includes:

- Local AA news and information about groups and District committees.
- Reprinted material from AA literature and Grapevine.
- Information regarding AA service, events and announcements.
- Sharing of experience in recovery, unity, and service.
- Information from District 12 meetings.

Qualifications

- Previous publishing experience recommended but not required.
- A background in AA service work.
- Committee Chair - Two or more years sobriety (Volunteers – active member of Alcoholics Anonymous).
- Willing to serve full length of the 2 year term and carry out responsibilities.
- Interest, time and energy to serve the District well.
- Ability to stay informed of events.
- Be organized and meet deadlines required for publishing hard copy and uploading to District web site.
- Computer knowledge and some experience in publishing is recommended.

Newsletter Chairperson Duties and Responsibilities

- Attend all District 12 meetings or delegate representative to go in his or her place.
- Composing, printing and distributing the Newsletter.
- Conducting monthly Committee meetings.
- Preparing an annual budget for presentation/approval by the District.
- Reporting on Newsletter activities at the monthly District Meetings.
- Selecting AA member(s) to serve on the newsletter committee.
- Ensuring that a current mailing list is kept containing recipients of the Newsletter.
- Ensuring that the content of the Newsletter represents the purpose and scope of this committee set forth in this document.
- Coordination and communication with the Web Team.

All actions of the Newsletter Committee and all content of The Newsletter publication will be governed by the Twelve Traditions of AA, the Twelve Concepts for World Service, the Guidelines of Area 68 and the Guidelines of the District 12 Newsletter Committee.

Given the time-sensitive nature of the Newsletter, it is imperative that the Newsletter be delivered on time each month. It is the responsibility of the Newsletter Committee to ensure that the monthly Newsletter is delivered, ready for distribution, to the monthly meeting of the District. In addition, the Newsletter will be posted on the District 12 web site at www.aa12.org.

The Newsletter committee, when possible, will be made up of the following members: Chairperson and any interested District 12 members who have a working knowledge of or ability to learn about current Newsletter issues/operations. It is strongly suggested that committee members attend all meetings of the Newsletter Committee.

The Newsletter will be distributed through the following ways:

1. Available for download on District 12 web page: www.aa12.org.
2. Hard copies printed out and made available at monthly District Meetings (50 copies).
3. Emailed to District 12 trusted servants and District 12 GSR's.

Alcoholics Anonymous

Southwest Texas Area 68 District 12

"Whenever anyone, anywhere, reaches out for help,
I want the hand of AA always to be there,
and for that, I am responsible."

For more information please visit: www.aa12.org