

UPDATED December 5, 2021  
**District 61 N.I.A. Area 20**

**SHORT DESCRIPTIONS**  
**OF ELECTED DISTRICT 61 POSITIONS**

*I am responsible...when anyone,  
anywhere reaches out for help,  
I want the hand of A.A. to always be there.  
And for that, I am responsible*

**District positions are for two (2) year term and each Position has an alternate position that supports the main position.**

**\*\*\*\* You must be present at the district elections to stand for  
the position and be elected \*\*\*\***

**District Committee Member (DCM):** The district committee member (DCM) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the district committee, made up of all G.S.R.s in the district and the district committee chairs, the DCM. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the area committee. Attendance at area assemblies and committee meetings is necessary. This averages about seven meetings a year. The meetings can be held anywhere in Area 20, however, lucky for us, many take place in LaFox at the Lord of Life church. The DCM is responsible for bringing our districts ideas and suggestions back to the area. In addition, the DCM is responsible for chairing our monthly District 61 meetings. These are held the last Friday of the month. The November and December meetings are combined due to the holidays, for a total of 11 district meetings. The DCM is responsible for sending out the district reminders, chairing the monthly district meeting, keeping order and trying to keep the district meeting focused and on topic. The DCM should have 4-5 years of sobriety.

**Alternate DCM:** The alternate DCM supports the DCM. They attend assemblies and committee meetings along with the DCM. They attend all District 61 monthly meetings. They lead the district meetings in the absence of the DCM, and they take on special projects as they see fit.

**Secretary:** The District Secretary is responsible for the taking and typing of the minutes of our monthly district meetings. They gather all committee reports and add them to the monthly minutes. The secretary is also responsible for delivering to the printer, the schedules, meeting minutes and agendas. They are responsible for coordinating delivery of all printed materials to the monthly district meeting and is the liaison between the printer and the district. The Secretary is also provided with the District 61 lap top for the use of recording, filing, and archiving minutes, schedules, and agendas.

**Treasurer:** The Treasurer is one of the most trusted and valuable positions here in the district. The following are the qualifications and responsibilities:

**Qualifications:**

- Bookkeeping experience and computer skills are recommended.
- A minimum of five to ten hours per month will be required.
- Additional time will be required for budget preparation, monthly reports, etc.
- Requires a responsible person with a solid period of sobriety.

**Responsibilities:**

- Maintain banks account(s). Checking should have non-profit status. The operating reserve fund can be transferred to the incoming Treasurer in December.
- At the end of a Treasurer's first year the operating reserve should be held after disbursement of excess funds for the start of the new year.
- Open or maintain the local P.O. Box. Collect mail at least once a week, recording contributions of all types appropriately in the accounting system.
- All funds should be transferred from out-going treasurer to the new treasurer on the first of the year. The transfer of funds should include the prudent reserve plus all other reserves as specified in the District budget.
- The bank should mail a monthly bank statement to the treasurer. Both the treasurer and alternate treasurer should have access to the account and should have the authority to write checks.
- Arrange to spend time with the outgoing treasurer to obtain necessary computer training and knowledge of the District accounting software.
- Order remittance envelopes when required. 500 envelopes are suggested.
- Make a permanent record of all contributions. Note check number, and amount on each envelope. Where information is only on the check – make a copy of the check.

- Record the donations in a database or spreadsheet including group name, group number, amount and date of contribution.
- Generate and mail a letter acknowledging and thanking the group for their donation.
- Make deposits as money is received.
- Write and disburse checks. The appropriate officer should request all disbursements or committee chairperson with a completed reimbursement request (including itemized receipts) before a check is issued.
- Compile Treasurer's reports. These are to be completed and available at each District meeting. Treasurer and/or Alternate Treasurer present the reports verbally and submit detailed financial reports.
- Prepare and submit a treasurer's draft proposal of the coming year's budget to the October District meeting for review and changes. The Treasurer for final approval then submits the budget draft to the December District meeting for approval.
- Maintain files of all reports and records for three years. Records and reports in excess of three years old should be handed over to the Archivist.
- Be watchful over all expenditures and their appropriateness to the District purpose and function. Notify any budgeted trusted servant when they are approaching the limit of their budget.
- Balance All banks accounts with the checkbook and treasurer's records monthly. Balance the treasurer's report to the checkbook.
- Be aware of account and identification numbers and the purpose for which each is used. Such as:
  - Federal ID
  - Tax Exempt Number
  - Illinois State Sales Tax Exempt Number
  - Bank Account Number(s)
- Attend District and Area Committee meetings.

**District Registrar:** Is responsible for keeping track of all pertinent district information. They are in charge of keeping the district schedule, making all changes submitted monthly. The registrar also maintains the districts GSR database, with the list of all current GSR's. They also maintain the district list of current committee members. Specifically, see below:

- Meeting schedule: update when changes occur, send to secretary for printing.
- GSR database: update when changes occur, work with NIA Registrar to keep their database up-to-date also; run off copy and bring to district meeting for persons attending to check for accuracy; send e-mail copy to GSRs with e-mails.
- Committeeperson database: update when changes occur, work with NIA Registrar to keep their database up-to-date also; run off copy and bring to district meeting for persons attending to check for accuracy; send e-mail copy to Committeepersons with e-mails.

## **COMMITTEE CHAIR POSITIONS**

**Answering service:** The answering service is an outside service that receives calls from potential members and others looking for information about A.A. in our area. The answering service Chairperson. Is the liaison between our paid service and the District. They direct calls to the appropriate volunteers. They report all statistics back to the district at the monthly meeting.

**(Dist. 61 has combines the CPC & PI Committees) CPC (Cooperation with the Professional Community)** - Members of CPC committee inform professionals and future professionals about A.A -- what we are, where we are, what we can do, and what we cannot do. They attempt to establish better communication between A.A.s and professionals, and to find simple, effective ways of cooperating without affiliating.

Here is a list of professions that have been approached. Your CPC committee may think of others: alcoholism or other counselor; armed forces officer; athletic coach; corrections officer; court official; educator; employers or employee assistance professionals; health care professional (doctor, nurse, psychiatrist, psychologist, etc.); clergyperson; judge; juvenile services professional; law enforcement officer; lawyer (prosecutor, defense attorney); probation or parole professional; professional student; publichealth official; senior services professional; social worker; etc.

**Corrections:** Here in District 61 we have co-chairs. We have female and male to take care of the women and men population. Corrections work is an opportunity to carry the A.A. message to the confined alcoholic who wants to live sober, one day at a time. The chairperson is responsible for delivering approved literature to the jail. They schedule volunteers to staff the meetings at Kane County Jail. Women's meetings are held on Mondays at 7 pm depending on inmate availability. Lockdowns are frequent. They are the liaison between the corrections facility and the district.

**Grapevine:** The Grapevine is AA's meeting in print. The chairperson is responsible for improving the circulation of the Grapevine and delivering copies of the publication to those who request them.

**(Dist. 61 has combines the CPC & PI Committees) Public Information (P.I.)** in Alcoholics Anonymous means carrying the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. We carry the message by getting in touch with and responding to the media, schools, industry, and other organizations which can report on the nature and purpose of A.A. The chairperson is responsible for delivering approved literature and schedules to the general public and finding new and creative ways to deliver that information to them.

**Treatment:** The chairperson is responsible for coordinating and scheduling the volunteers who Bridge the Gap between treatment facilities and outpatient services and AA in our district, through temporary contact programs. The primary purpose of a Treatment Facilities committee is the same throughout the United States and Canada, to carry the A.A. message to the alcoholic who still suffers. There is probably no better place for an A.A. member to find a suffering alcoholic than in a treatment facility or outpatient treatment setting.

**Accessibility:** While there are no special A.A. members there are many members who have special needs. This would include those who may be hearing-, visually-, or speech-impaired, those who are homebound, chronically ill, those who use wheelchairs, walkers or crutches, and those who are developmentally disabled or who suffer from brain damage, stroke, etc. The chairperson is responsible for locating those in need and providing access to A.A. for those with special needs so that A.A. continues to be inclusive not exclusive.

**Webmaster:** The district webmaster is responsible for updating and keeping current the districts website. The webmaster collects new data, updates the schedule and meeting times on the web. They route district mail and mailboxes of committee members. This position is not an elected position.