

DISTRICT 61

Positions Descriptions

November 2025

District Committee Member (DCM)

Qualifications: Previously served as a GSR, with a suggested 3+ years of sobriety.

DCM is an essential link between the group GSR and the Area Delegate to the General Service Conference (GSC). As the leader of the District committee, the DCM is exposed to the group conscience of that District. As a member of the area committee, they are able to pass on the District's thinking to the delegate. The DCM's role as Chair is to keep the meeting on track and ensure the agenda items are accomplished. It is the DCM's responsibility to ensure that an informed committee is achieved.

General Qualifications

- Has usually served as a GSR.
- Usually, a minimum of four years or more, sound, continuous sobriety to be eligible.
- The time and energy to serve the District well.
- The willingness and ability to serve a two-year term.
- Holds no other District Committee service position. Duties and Responsibilities. It is recommended that the DCM read and be familiar with the *AA Service Manual*, specifically the section on *The District and the DCM*, as well as the information listed in the pamphlet "*Your DCM*" and other items included in the DCM Kit.

It is recommended that the DCM:

- Attend all District meetings and Area Assembly and Committee meetings.
- Has frequent contact and open communication with District officers, committee chairs, and GSRs.
- Frequently visits groups, especially those who are not active in service or who are struggling.
- Promotes unity among groups.
- Communicate with the area delegate and alternate delegate.
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts.
- Introduce AA literature and service pieces to GSRs.
- Help new GSRs, keeping them informed and directing them to a GSR orientation.
- Encourage and/or assign GSRs to a District Standing Committee.
- Organizes District activities.
- Prepares an agenda for each district meeting.

Alternate District Committee Member (Alt DCM)

Qualifications: 2+ years of sobriety.

"The alternate is backup for the DCM if the DCM resigns or is unable to serve for any reason, the alt. steps in. Usually, the alt. is elected at the same time as the DCM, by the same procedure.

Alternate committee members should be encouraged to assist, participate, and share in the DCM responsibilities at district and area meetings. – *AA Service Manual*

General Qualifications

- Has usually served as a GSR.
- Usually a minimum of four years or more, sound, continuous sobriety.
- The time and energy to serve the District well.
- The willingness and ability to serve a two-year term.
- Holds no other District Committee service position. Duties and Responsibilities. It is recommended that the Alternate DCM read and be familiar with the *AA Service Manual*, specifically the section on *The District and the DCM*, as well as the information listed in the pamphlet, "*Your DCM*".

It is recommended that the Alternate DCM:

- Attend all District meetings and Area Committee meetings.
- Chair District meetings and attend area assemblies when the DCM cannot attend. Should attend at least one area assembly with the DCM.
- Has frequent contact and open communication with District officers, committee chairs, and GSRs.
- Aids the DCM in visiting groups.
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts.

Secretary and Alternate Secretary

Qualifications: 1+ years of sobriety. Requires a strong commitment to attending all meetings and proficient computer skills.

The Secretary serves as a District officer, keeps a record of District meeting minutes in written documentation, finalizes the minutes in a typed report, makes copies and distributes them to members of the District committee, keeps a close record of agenda items, and keeps the District committee information updated.

General Qualifications

- Has usually served as a GSR or previously served as a District Standing Committee Chair.
- Usually a minimum of two years' sound, continuous sobriety.
- Working knowledge of the Twelve Traditions of AA.
- The time and energy to serve the District well.
- The willingness and ability to serve a two-year term.
- Good organizational, communication, and basic computer skills.
- Access to a computer and email.
- Holds no other District Committee service position.
- Duties and Responsibilities:
- Attend all District meetings.
- Be familiar with AA literature, Twelve Steps, Traditions, and Concepts.
- Communicate with and aid the DCM in setting the agenda for each District meeting.
- Using notes and a recorder, type the minutes of the meeting in summary form.
- Issue the minutes to the DCM for approval within 3-5 days after the District Meeting.
- Upon approval by the DCM, distribute the preliminary minutes by email immediately, so that GSRs have concise notes to share with their groups.
- Assist the DCM/Alt DCM in following approved voting procedures and protocol.
- Assist the DCM/Alt DCM in distributing other AA information as necessary.

Treasurer and Alternate Treasurer

Qualifications: 4+ years of sobriety.

The Treasurer serves as a District officer, keeps a record of District monies and bank account, makes deposits and writes checks as approved, checks the Post Office box regularly, prepares a monthly typed report, makes copies and distributes to members of the District committee, upholds the 7th Tradition, and aids the District committee in making wise, prudent decisions regarding the expenses.

General Qualifications

- Has usually served as a GSR or previously served as a District Standing Committee Chair.
- Usually a minimum of two years' sound, continuous sobriety.
- Working knowledge of the Twelve Traditions of AA.
- The time and energy to serve the District well.
- The willingness and ability to serve a two-year term.
- Good organizational, communication, and basic computer skills.
- Access to a computer and email.
- Holds no other District Committee service position. Duties and Responsibilities
- Attend all District meetings.
- Keep an accurate account of all income and expenses.
- Assist the DCM/Alt to inform and encourage groups about self-support through contributions.
- Pay District bills as approved by the District committee
- Uphold and assist the District Committee in adhering to the approved budget.
- Checks the Post Office Box regularly.
- Makes deposits and pays bills promptly.
- Distribute the financial report to the committee members by email in advance of the meeting.
- Have copies of and give a financial report at each District meeting.

Standing Committees Chairs & Alternates

Please note: Alternates for each Committee will participate alongside Chairs to learn from and support the Committee as a whole. The Alt. would step in when the Chair is unable to attend or needs to step out of the position. The Alt would also have experience standing for the Chair position in an election year.

Accessibility Chair

Qualifications: 1+ years of sobriety.

Main duties:

1. Responsible for promoting inclusivity within District 61 by addressing and resolving accessibility challenges faced by members and AA groups.
 2. The role involves using the guidelines from the Accessibilities Workbook and Accessibility for All Alcoholics to provide information and raise awareness about accessibility issues.
 3. Can form and lead a committee dedicated to developing and sharing solutions that help ensure all individuals—regardless of their circumstances—can access the hand of AA.
- Activities

Answering Service Chair and Alternate

Qualifications: 1+ years of sobriety.

Main duties:

1. This role is critical in ensuring that the alcoholic who still suffers and is seeking the hand of AA has a direct and timely connection to AA.
2. Hold an annual volunteer meeting to attract, maintain, and educate volunteers.
3. Monitor call volumes and assess system performance while keeping volunteers informed through regular emails.
4. Attend monthly district meeting and report.

Archives Chair (New District Position) voting member at district meetings only

Qualifications: 1+ years of sobriety.

Main Duties:

1. Responsible for receiving, classifying, and preserving the historical business and financial records of the District, ensuring they are easily accessible to District 61 AA members.
2. Coordinate with the GSR of each District's group to record any history the group may want added for historical purposes.
3. Gathers and stores anonymized photos and the like.
4. In addition to maintaining and organizing these records, the Archives Chair curates displays for events to showcase the District's history and legacy.

Corrections Chair and Alternate

Qualifications: 3+ years of sobriety.

Main Duties:

1. The Corrections Chair is responsible for organizing and leading a committee that brings the AA message of hope and sobriety to the alcoholic who still suffers in correctional facilities.
2. Works closely with correctional staff to ensure compliance with facility requirements, facilitates training for committee members, and oversees the delivery of AA meetings and literature to those who seek recovery in these settings. The goal is to extend the hand of AA to the alcoholic who still suffers.

CPC & PI Chair (Cooperation with the Professional Community and Public Information)

Qualifications: 2+ years of sobriety.

Main Duties:

1. The CPC/PI Chairs are dedicated to informing community professionals about Alcoholics Anonymous and its services.
2. The Chair is responsible for distributing AA literature, including meeting schedules, to key locations.
3. Connecting with professionals who may come into contact with individuals who have alcoholism.

Grapevine Chair and Alternate

Chair Qualifications: 1+ years of sobriety.

Main Duties:

1. Responsible for promoting readership of the Grapevine according to the guidelines provided in the GSO Grapevine Workbook.
2. Provides subscription forms and copies of the Grapevine to Groups and individuals as requested, and will visit meetings to promote the Grapevine.
3. Informs the District when the Grapevine is soliciting article submissions on specific topics. The Committee will also provide information on various publications and e-books available from the Grapevine, as well as information for the Grapevine digital archive and website.

(New District Position) voting members at their District's monthly business meetings.
LCM Chair Qualifications: 2+ years of sobriety.

Main Duties:

1. It is important to remember that the LCM is not an officer of their local group and does not act as a substitute for a GSR. Their role is to motivate and empower the groups to connect with the larger AA fellowship, not to serve as their de facto representatives.
2. An LCM is the "eyes and ears" of the District and an outreach ambassador. They work to visit groups that are not regularly represented at district meetings to encourage them to elect a GSR.
3. Inform groups about district-level business, events, and other ways to get involved in the broader AA service structure beyond the home group.
4. Be a resource for groups, offering guidance on AA's Traditions, Concepts, and guidelines when needed. They are a vital communication link, reporting group feedback and information back to the District Committee Member (DCM) and district leadership.

Literature Chair and Alternate

Qualifications: 1+ years of sobriety.

Main Duties:

1. Responsible for maintaining a stock of General Service Conference-approved materials and Newcomer Packets for distribution to any meeting in need or to any area facility that requests.
2. Regular communication with group literature chairs is key, helping to facilitate orders and educate groups about coin ordering.

Registrar Chair and Alternate

Qualifications: 1+ years of sobriety.

Main Duties:

1. Attention to detail and proficiency with computers.
2. The Registrar maintains accurate records of District 61 groups and General Service Representatives (GSRs).
3. Assist new groups in registering with the Area Registrar, who updates the master list of meetings and trusted servants with GSO.
4. Promptly submits updates to the Area Registrar via email.
5. Communicating with the Area Registrar to keep the Area's records correctly updated.

Treatment Facilities Chair and Alternate

Chair Qualifications: 2+ years of sobriety.

Main Duties:

4. The Treatment and Facilities Chair is responsible for coordinating the efforts of individual AA members and groups who are committed to carrying the message of recovery to alcoholics in treatment facilities.
5. This role involves building and maintaining relationships with treatment centers, organizing volunteer efforts, and ensuring that individuals in treatment have access to AA meetings, literature, and the hand of AA.

Webmaster Chair and Alternate

Qualifications: 2+ years of sobriety, some website programming knowledge.

Main Duties:

1. The Web Chair is responsible for maintaining the District 61 website, ensuring it serves as a vital tool for carrying the AA message to the alcoholic who still suffers.
2. This includes regularly updating the site with the latest meeting schedules, district events, and other relevant information; coordinating all audio-visual (AV), hardware, and software support for the monthly District 61 meetings; and ensuring smooth, efficient operation.
3. This role also includes managing the District's Zoom account.
4. Serves as the primary point of contact for communication between the District and its groups, as well as for members reaching out to the District via the website.

(New District Position) voting member at both the District and the Area

Young People's Chair and Alternate

Qualifications: 1+ years of sobriety.

Main Duties:

1. The Young People's Chair is responsible for extending the hand of AA to young people, as well as to professionals and organizations that work with them.
2. This role also involves helping young people bridge into AA and encouraging their active participation in the fellowship.
3. Forming and leading a committee to assist with this is encouraged.

PROPOSED FUTURE POSITION (this would be a non-voting position)

Special Events Chair

Qualifications: 1+ years of sobriety

Proposed Duties: This could lead to a broader definition as the position develops.

1. The Special Events Coordinator is responsible for coordinating with the individuals who have been leading District events, such as the District 61 Picnic and Christmas Party, by helping to recruit volunteers where they are needed.
2. Maintain ongoing communication with volunteers and event leaders.