

DISTRICT 5 COMMITMENTS

Elections and Duties Quick Reference Guide

(As Per Pages '5 thru 17' of Current District 5 Guidelines)

Article VI. District Elections *(Pgs. 5-6)*

A. Positions and Eligibility *(Pg. 5)*

1. D.C.M.C. and Alternate D.C.M.C. *(Pg. 5)*

- a. A background in A.A. service work which is related to the G.S.R. position.
- b. Minimum suggested sobriety of two years.
- c. The time, energy and willingness to serve the District well.
- d. Availability to attend all Area Service meetings, Area Assemblies, and other Area events.

2. D.C.M.'s and Alternate D.C.M.'s *(Pg. 5)*

- a. A background in A.A. service work which is related to the G.S.R. position.
- b. Minimum suggested sobriety of two years.
- c. The time, energy and willingness to serve the District well.
- d. Availability to attend all Area Service meetings, Area Assemblies, and other Area events.

3. Secretary *(Pg. 5)*

- a. Minimum suggested sobriety of two years.
- b. The time, energy and willingness to serve the District well.

4. Treasurer *(Pg. 5)*

- a. Minimum suggested sobriety of two years.
- b. The time, energy and willingness to serve the District well

5. Registrar *(Pg. 5)*

- a. Minimum suggested sobriety of two years.
- b. The time, energy and willingness to serve the District well

6. Standing Committee Chairs *(Pg. 5)*

- a. Minimum suggested sobriety of two years.
- b. The time, energy and willingness to serve the District well

7. The current D.C.M.C. and all past D.C.M.C.'s are ineligible for election to a District Officer position in which they have served in the past. They are encouraged to participate in other District positions.

B. Election Procedure *(Pg. 6)*

1. Elections are held every two years and shall select all District Officers, D.C.M.'s, Alternate D.C.M.'s and Standing Committee Chairs.

2. The principle of Rotation applies to all District 5 positions. “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.”¹
3. The term of office for District 5 Trusted Servants is two years commencing on January first of the even-numbered year following the election.
4. The D.C.M.C. is elected by Third Legacy procedure.
5. Other District Officers, D.C.M.’s, Alternate D.C.M.’s and Standing Committee Chairs are elected by majority vote.
6. Voting may be by written ballot or a show of hands.
7. It is preferred that more than one person be nominated for each office and that nominations be accepted from the District 5 Election Eligibility List. The Registrar shall prepare the list and distribute it at the two District Committee meetings prior to the District 5 election.

C. Vacated and Newly Created Positions *(Pg. 6)*

1. Vacated District Officer and Standing Committee Chair positions will be filled automatically by the alternate. If there is no alternate, the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District Committee meeting. The Secretary will notify members by placing the confirmation notice on the agenda. *(Pg. 6)*
2. Newly created District Officer and Standing Committee positions will be filled by an election, or the D.C.M.C. may appoint a member to the position subject to confirmation by vote at the next District Committee meeting. *(Pg. 6)*

1. Reprinted from the A.A. Service Manual 2018-2020 Ed., Page S24, Para. 1, with permission of A.A. World Services, Inc.

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Article VII. Duties of District Officers *(Pgs. 7-11)*

A. District Committee Member Chair (D.C.M.C.) *(Pgs. 7-8)*

1. Maintain an effective service structure throughout the District.
2. Visit Groups that request information on General Service, the A.A. service structure, application of the Traditions or any other question the Group desires information on.
3. “Makes sure that G.S.R.’s are acquainted with The A.A. Service Manual, the Twelve Concepts for World Service, the G.S.O. bulletin Box 4-5-9, workbooks and guidelines from G.S.O., and any other service material.”²
4. Maintain custody of keys to the District meeting room, Post Office box and District locker. Coordinate with the landlord and become the District 5 responsible party.
5. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.

2. Reprinted from the A.A. Service Manual 2018-2020 Ed., Page S32, Section “Duties”, bullet point number 7, with permission of A.A. World Services, Inc.

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6. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), and the Regional Forum. Events requiring lengthy travel may be attended if District funds permit.
 7. Participate as a member of the District Steering Committee, the Area Service Committee and the Assembly.
 8. Chair the monthly District 5 Committee meeting and the District 5 Steering Committee meeting.
 9. Maintain active communications between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York.
 10. Encourage and assist D.C.M.'s and Standing Committee Chairs to develop leadership, knowledge and experience in General Service work.
 11. Submit verified and updated List of Eligible Voters in District 5 to the Area Chair at the last Area Service Committee meeting preceding the Election Assembly.
 12. Appoint members to volunteer positions as needed.
 13. Maintain responsibility for the following District Election tasks.
 - a. Conduct the biennial District Election and any other District elections.
 - b. Form and chair the District Election Committee for the District Election and other District elections as required.
 - c. Include the Alternate D.C.M.C., Secretary and the District Registrar as members of the District Election Committee.
 - d. Chair the election proceedings on the day of the election.
 - e. Ensure that the results of the District Election are distributed to District 5 and the Mid-Southern California Area; and that any reports required are promptly sent.
 14. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.
- B. Alternate District Committee Member Chair (Alternate D.C.M.C.) (Pg. 8)**
1. Assist the D.C.M.C. to maintain an effective service structure throughout the District.
 2. Substitute for the D.C.M.C. when necessary.
 3. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
 4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
 5. Participate as a member of the District Steering Committee, the Area Service Committee and the Assembly.
 6. Participate as a member of the District Election Committee.

*A 'Service Sponsor', as defined, used throughout these guidelines, is someone with General Service experience that can mentor a G.S.R. or someone new to a District position.

7. Chair District special project committees.
8. Submit reports on District special service project committees.
9. Contact all District Officers, Subdistrict D.C.M.'s, and Standing Committee Chairs each month and advise them of the date and time of the forthcoming District Steering Committee meeting, the District Committee meeting, and the next M.S.C.A meeting
10. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.

C. Secretary (Pgs. 8-9)

1. Maintain District records and perform secretarial services.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee Meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Participate as a member of the District Election Committee
6. Print and distribute monthly District Committee meeting agenda. Distribute at the District 5 Committee meeting and send copies to the M.S.C.A. Delegate and the G.S.O. (U.S. Southwest Regional Correspondence Coordinator).
7. Take the minutes of the District Committee meeting and the District Steering Committee meeting. Present the minutes of the District Committee meeting at the following meeting for approval.
8. When approved by the District Committee and corrections have been made, distribute the minutes and next District Committee meeting agenda to the Area Delegate, the Area Chair, the Conference Coordinator of the General Service Office in New York, and to District 5.
9. Prepare the District meeting place for the monthly meeting.
10. Maintain custody of District secretarial supplies.
11. Maintain copies of all District minutes, agenda, and correspondence in good condition.
12. Place *Alcoholics Anonymous* (the "Big Book"), *Twelve Steps and Twelve Traditions*, and *The A.A. Service Manual* at the head table.
13. Return District property to the District locker.
14. Ensure that the meeting room is left clean and orderly.
15. Process correspondence as required.
16. Receive current mailing and telephone lists of the District members from the Registrar.
17. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.

*A 'Service Sponsor', as defined, used throughout these guidelines, is someone with General Service experience that can mentor a G.S.R. or someone new to a District position.

D. Treasurer (Pgs. 9-10)

1. Maintain the District funds securely.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Keep accurate and permanent records of District funds.
6. Validate Group names and registration numbers with the Registrar to keep the District Group records accurate.
7. Record donations to the District using the Group's name and registration number on the District Treasurer and meeting record forms.
8. Maintain the Treasurer's records in good condition.
9. Acknowledge donations by receipts to the donors.
10. Provide the Secretary with a copy of the Treasurer's Report which contains a list of donating Groups for inclusion in the monthly District Committee minutes.
11. Pass baskets for Seventh Tradition donations as needed for special purposes. Record the amount donated for the meeting minutes.
12. Make a copy of the Treasurer's record and meeting record of the previous month's meeting available at District Committee meetings for D.C.M.C. approval.
13. Maintain checkbook records and balance the District bank account.
14. Ensure that District expenses, including the District Post Office Box, are paid on time.
15. Ensure that the D.C.M.C.'s name is placed on the District bank account.
16. Maintain custody of the Treasurer's records, District self-addressed envelopes, other Treasurer's supplies, and the key to the District Post Office Box.
17. Place a supply of District self-addressed donation envelopes on the table at each District Committee meeting for the G.S.R.'s to take to their Groups.
18. Distribute any Post Office Box mail to the proper District members.
19. Prepare an annual district proposed financial forecast and *present it to the district in November*, to be voted on by the district committee in December.
20. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.

*A 'Service Sponsor', as defined, used throughout these guidelines, is someone with General Service experience that can mentor a G.S.R. or someone new to a District position.

E. Registrar (Pgs. 10-11)

1. Maintain accurate records of District Groups and G.S.R.'s including name, address and telephone number of all Group officers and G.S.R.'s.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee and Area Assembly.
5. Participate as a member of the District Election Committee.
6. Work closely with D.C.M.'s, the G.S.R. School Chair, Secretary, Treasurer and G.S.R.'s to keep District Group records current.
7. Inform the D.C.M.C, Area Registrar, the G.S.O. Records Department and/or the Conference Secretary of changes in Group, or officer information as necessary.
8. Inform new G.S.R.'s of their Group name and number as it is currently registered with G.S.O.
9. Distribute and collect attendance sheets at District Committee meetings.
10. Distribute updated mailing lists to the D.C.M.C. and the Secretary as soon as feasible after each District Committee meeting.
11. Determine eligibility of members for election to District office.
12. Prepare and distribute a district election eligibility list, taken from Article VI. of these guidelines, at least two District Committee meetings prior to the District election.
13. Review and verify the M.S.C.A. Secretary's List of Eligible Voters and submit to the D.C.M.C. for delivery to the Area Chair.
14. Maintain and publish the District 5 Roster.
15. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.

*A 'Service Sponsor', as defined, used throughout these guidelines, is someone with General Service experience that can mentor a G.S.R. or someone new to a District position.

Article VIII. Duties of District Committee Member (D.C.M.) and Alternate District Committee Member (Alternate D.C.M.) (Pgs. 12-13)

A. District Committee Member (D.C.M.) (Pg. 12)

1. Maintain an effective service structure in the Subdistrict.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
4. Participate as a member of the District Steering Committee, the Area Service Committee, and Area Assembly.
5. Work toward full representation of all the Groups in the Subdistrict at all District Committee meetings, Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.
6. Contact G.S.R.'s prior to the monthly District 5 Committee meeting and encourage them to attend. Advise them of the date and time of the next District Committee meeting and the next M.S.C.A. meeting.
7. Assist the District Registrar in obtaining current Group information to update the District 5 Roster, the Area Roster and the Western Directory.
8. Conduct D.C.M./G.S.R. Subdistrict meetings prior to the monthly District Committee meeting and discuss pending Area business and Group problems, then give a report to the District.
9. Visit Groups in the Subdistrict that are experiencing problems, at the request of their G.S.R. Meet with group members to determine how to alleviate the situation.
10. Encourage and assist G.S.R.'s to develop leadership, knowledge and experience in General Service work.
11. Service sponsor Subdistrict G.S.R.'s by continuing their study of the Traditions, Concepts, The AA Group pamphlet, The A.A. Service Manual, Box 4-5-9, and other General Service material.
12. Visit Groups in the Subdistrict that do not have G.S.R.'s, explain the importance of Group representation in A.A. through a G.S.R., and encourage them to elect their own G.S.R.
13. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

B. Alternate District Committee Member (Alternate D.C.M.) (Pgs. 12-13)

1. Assist the D.C.M. to maintain an effective service structure in the Subdistrict.
2. Substitute for the D.C.M. when necessary.
3. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
4. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, and the Foro de M.S.C.A.

5. Participate as a voting member of the District Steering Committee and the District 5 Committee in the absence of the D.C.M.
6. Participate as a voting member of the Area Assembly in the absence of the D.C.M.
7. Participate as a voting member of the Area Service Committee in the absence of the D.C.M.
8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

Article IX. Duties of Standing Committee Chairs *(Pgs. 13-17)*

A. Accessibilities Committee Chair *(Pg. 13)*

1. Attend all Area Accessibilities Committee meetings and report to the district on activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Accessibilities Committee which is made up of G.S.R.'s and other interested members.
4. Develop and maintain a procedure to evaluate meeting places for helping special needs members and to determine accessibility to sites.
5. Make District 5 aware of the importance of the Accessibilities program.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

B. Archives Committee Chair *(Pgs. 13-14)*

1. Attend all Area Archives Committee meetings and report to the District on Archives activities.
2. Attend all meetings of the District 5 Committee, District 5 Steering Committee and the Area Assembly.
3. Coordinate with the Area Archivist and the Area Archives Committee Chair specifically in matters concerning District 5 Archives activity and generally in any Archives matters.
4. Prepare and maintain the District 5 Archives List.
5. Promote interest, activity and concern for the A.A. Archives program.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

C. Convention Liaison Committee Chair *(Pg. 14)*

1. Attend all Area Convention Liaison meetings and report to the District on A.A. Conventions in our Area.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain activity in conventions within the District 5 territory.
4. Become knowledgeable about all current and future conventions.

5. Promote attendance at Alcoholics Anonymous conventions.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

D. Cooperation with the Professional Community (C.P.C.) Chair *(Pg. 14)*

1. Attend all Area C.P.C. meetings and report to the District on C.P.C. activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Form and maintain a District 5 C.P.C. Committee made up of G.S.R.'s and other interested members.
4. Establish projects for the District 5 C.P.C. Committee to work on.
5. Intercede on the behalf of Groups experiencing problems with the court card program or treatment center members.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

E. Grapevine Committee Chair *(Pgs. 14-15)*

1. Attend all Area Grapevine Committee meetings and report to the District on Grapevine activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Form and maintain a District 5 Grapevine Committee made up of Group Grapevine Representatives (GvR's) and other interested members.
4. At District meetings, remind G.S.R.'s to mention the AA Grapevine magazine in their G.S.R. reports on a regular basis.
5. Distribute AA Grapevine and La Vina subscription forms at each District Committee meeting.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

F. G.S.R. School Committee Chair *(Pg. 15)*

1. Conduct a brief orientation for new G.S.R.'s one half hour prior to the District Committee meeting and encourage them to attend the Area G.S.R. School.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Participate as a member of the Area G.S.R. School Committee.
4. Provide new G.S.R.'s with a copy of the District 5 Guidelines, The A.A. Service Manual, pamphlets and other General Service training material.
5. Maintain custody of G.S.R. School material.
6. Distribute literature, as available, to new G.S.R.'s.
7. Provide donation envelopes from District 5, the Mid-Southern California Area and G.S.O. to new G.S.R.'s.

8. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

G. Hospital and Institution (H.&I.) Liaison Committee Chair *(Pg. 15)*

1. Attend all H.&I. Committee meetings held by the M.S.C.A. H.&I. Committee Chair and report to the District on H.&I. activities.
2. Attend H.&I. meetings within District 5 boundaries and report on H.&I. matters to District 5.
3. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
4. Maintain activity in H.&I. projects in the District 5 territory.
5. Coordinate any General Service and H.&I. activities that are required.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

H. Intergroup Liaison Committee Chair *(Pg. 16)*

1. Attend Orange County and/or North Orange County Intergroup Association meetings and report to District 5 on Intergroup matters.
2. Maintain activity in District 5 Intergroup projects.
3. Coordinate any General Service and Intergroup activities that are required.
4. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
5. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

I. Literature Committee Chair *(Pg. 16)*

1. Attend all Area Literature Committee meetings and report to the District on A.A. literature activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Encourage A.A. members to purchase and read A.A. Conference-approved literature.
4. Inform District members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material and other special items.
5. Set up a display rack at the District Committee meeting and stock it with a varied selection of service oriented A.A. Conference-approved literature.
6. Consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material. Coordinate any recommended change with the District 5 Steering Committee; the District 5 Committee; the Area Literature Committee, Area Service Committee and Area Assembly as required; and the General Service Office.
7. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

J. Newsletter Committee Chair *(Pgs. 16-17)*

1. Serve as Editor of the District Newsletter.

2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Newsletter Committee which is comprised of G.S.R.'s and other interested members.
4. Solicit contributions to the District Newsletter from other District General Service trusted servants.

K. Public Information (P.I.) Committee Chair *(Pg. 17)*

1. Attend all Area Public Information Committee meetings and report to the District on recent activities.
2. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
3. Maintain the District 5 Public Information Committee which is made up of G.S.R.'s and other interested members.
4. Develop District-approved and funded P.I. projects, e.g. those found in the Public Information Workbook. Report on their status at District meetings.
5. Provide the D.C.M.C. a monthly written report on the status of all Public Information projects that District 5 is involved with.
6. Service Sponsor replacement to ensure an orderly transfer of responsibilities.

