

# **DISTRICT 43 SERVICE WORK JOB DESCRIPTIONS & PROCEDURES**

# TABLE OF CONTENTS

## JOB DESCRIPTIONS

1. All Committee Chairpersons.....	3
2. General Service Representative (G.S.R.).....	4
3. District Committee Member (D.C.M.) & Alternate DCM.....	5
4. Secretary.....	6
5. Treasurer.....	7
6. <i>Groupvine</i> Editor.....	8
7. Cooperation with the Professional Community (C.P.C)/ Public Information (P.I.) .....	9
8. Correctional Facilities (C.F.).....	10
9. Grapevine Representative.....	11
10. Local Committee Member (L.C.M.).....	12
11. Special Needs.....	13
12. Treatment Facilities Committee (T.C.F.).....	14
13. Twelve Step Answering Service.....	15
14. Events Committee .....	16
15. Literature Committee.....	17
16. Archives Committee / Archivist.....	18
17. Webmaster .....	19-20

## **DISTRICT 43 SERVICE WORK**

### **COMMITTEE CHAIRPERSON'S JOB DESCRIPTION**

District 43 has decided that these guidelines are necessary in order to provide the best possible level of Service Work activity so that we may live up to our obligations as outlined in our 12 A.A. Traditions. Items not necessarily listed in the order of importance.

#### **GENERIC REQUIREMENTS FOR ALL COMMITTEE CHAIRPERSONS**

1. Regular attendance at monthly DISTRICT meeting every month, or attendance by Committee Chair's alternate/assistant so that a full report of that Committee's works and progress may be made available for review by the DISTRICT as a whole. Each Committee Chairperson is to have an Alternate, or Assistant Chairperson.
2. Committee Chairs are generally elected in December of even years, for the next 2 years
3. Each Committee Chairperson for Treatment Facilities Committee (T.F.C.), Public Information (P.I.)/ Cooperation with the Professional Committee (C.P.C.), Twelve Step Answering Service, and Correctional Facilities (C.F.) may for hold informational/recruitment workshops twice per year for their area of service. The purpose is to expand the members of their Committees and to carry the message of their Committee to others who may volunteer later, as well as training for current volunteers. The Events Committee will help coordinate all Workshops.
4. Each Committee Chairperson is responsible for developing an annual committee budget that will be submitted to the Treasurer and DCM in December.
5. Each monthly report to the DISTRICT will include at a minimum, the number of volunteers active within the Committee, the type of work they are doing, the current status of the Committee's upcoming workshops, events, etc., and basically explain what they are doing and why. As well as dissemination of announcements for the G.S.R.'s to take back to their Home Groups.
6. Committee Chairpersons will also be responsible for growing their Committee in terms of the total number of volunteers it has, but also expanding its reach into the community. For example: the PI/CPC Committee would report they handed out literature to 2 more libraries last month, and that they now have 2 more volunteers than the prior month bringing their total volunteers to "X".
7. Committee Chairpersons will serve a two-year term of office as will their Alternates. Committee Chairpersons will hold only one job at any given time, other than being a G.S.R.
8. Each Committee Chairperson will be responsible for writing a brief article for each issue of the Groupvine addressing upcoming events for the Committee, and detailing the work the Committee is achieving.
9. Chairpersons will help volunteers to carry the message, not necessarily do all the work by themselves.
10. Chairpersons and/or their Alternates are expected to regularly attend Area 20 Assembly and Area Committee Meetings and coordinate with other respective District committees in our Area, particularly the other Du Page County Districts (40, 41, and 42).

## **DISTRICT 43 SERVICE WORK**

### **GENERAL SERVICE REPRESENTATIVE (G.S.R.) JOB DESCRIPTION**

As a General Service Representative (G.S.R.), the G.S.R. is responsible for linking one's Home Group with the whole of A.A. The G.S.R. is asked to serve a two year term (rotation). A group will also typically have an Alternate G.S.R. to help the G.S.R. Having an Alternate is of great assistance in the G.S.R.'s work. The G.S.R. will be asked to keep one's Home Group informed of all District and Area activities and information along with "passing on" the information incoming from General Service Office (G.S.O.).

1. The G.S.R.'s attendance at the 12 G.S.R./District Meetings held once a month is required.
2. The G.S.R. is encouraged to attend as many District events as possible. District 43 holds its monthly meeting on the 2<sup>nd</sup> Sunday of each month (exceptions made in May and other conflicting holidays).
3. The G.S.R.'s attendance at the four (4) Area (Northern Illinois Area – N.I.A.) Assemblies throughout the calendar year is strongly suggested and indeed a part of the G.S.R.'s responsibility.
4. Generally, GSR's are elected at the end of the year so that they can begin their term in January, although this is up to each group to decide.

If the G.S.R. does not have copies of the A.A. Service Manual from G.S.O. and the Northern Illinois Service Manual, please procure one each A.S.A.P. See the D.C.M. or the Secretary. The G.S.R. is the heart of the group conscience of Alcoholics Anonymous. Two of sobriety and worked the 12 steps is recommended. Being a G.S.R. for more than one Group at a time is not recommended. The G.S.R. will receive a G.S.R. Kit and the bi-monthly "Box 459" Newsletter from G.S.O. – New York. ASK QUESTIONS. BRING IN IDEAS. ENCOURAGE SERVICE IN THE HOME GROUP.

## **DISTRICT 43 SERVICE WORK**

### **DISTRICT COMMITTEE MEMBER (D.C.M.) JOB DESCRIPTION**

The District Committee Member (D.C.M.) is elected every two (2) years. Five years of sobriety is recommended. The D.C.M. carries the collective conscience of the Groups to the Area Committee. The D.C.M. is the key link between the Groups, the District, the Area, and General Service Office (G.S.O.).

1. The D.C.M. holds regular meetings of the G.S.R.s in District 43. District 43 holds 12 of these meetings on a monthly basis.
2. The D.C.M. and alt. D.C.M are elected in December of every odd year for the next 2 years (e.g. in Dec. of 2013, the next DCM and Alt. DCM will be elected for 2014-2015).
3. The D.C.M. assists the Area Chair, Delegate, and Registrar of Area 20 in obtaining Group Information (changes, deletions, and new Groups), utilizing the efforts of the Local Committee Member (L.C.M.) and Secretary – assure the accuracy of the Directory Listing in the District 43 and thus Area 20 and G.S.O.
4. The D.C.M. keeps the G.S.R. informed about all Area 20 and G.S.O. activities and business.
5. The D.C.M. acquaints the G.S.R.s with the Area 20 Service Manual and the G.S.O. Service Manual.
6. The D.C.M. stands ready to hold sharing workshops about any service subject.
7. The D.C.M. attends all Area 20 Assemblies, Committee Meetings, and Workshops.
8. The D.C.M. makes every attempt to visit (attend) every meeting (Group) in District 43 during his/her two (2) year rotation.
9. The D.C.M. stands ready to accept requests from Area 20 to join an Area Committee or Chair.

### **ALTERNATE DISTRICT COMMITTEE MEMBER (D.C.M.) JOB DESCRIPTION**

The Alternate District Committee Member (D.C.M.) also is elected every two (2) years. The same job description as the D.C.M. pertains. The Alternate D.C.M. should seriously consider standing for the D.C.M. position at the end of the two (2) year rotation. In District 43, the Alternate D.C.M. is equal in responsibility and office to the D.C.M.

## **DISTRICT 43 SERVICE WORK**

### **SECRETARY JOB DESCRIPTION**

One year (1) of sobriety is recommended for this position.

1. The Secretary takes the minutes of the Monthly General Service Representative (G.S.R.)/District meeting.
2. The Secretary prepares and distributes the minutes of the prior Meeting before the next Meeting by email or hardcopy. The Secretary prepares hard copies and brings them to the ensuing G.S.R./District meeting.
3. The Secretary makes the motion to accept the minutes as presented or offer corrections; asks for a second and a vote to accept.
4. The Secretary prepares the Meeting agenda, working with Committee Chairs, the District Committee Member (D.C.M.) and Alternate D.C.M. The Secretary sends out the agenda by email prior to the meeting and brings hard copies to the meeting.
5. The Secretary accepts the emailed monthly reports from the D.C.M.s and Committee Members, as well as those recorded in the minutes.
6. The Secretary accepts and distributes any messages or information from the D.C.M., Committee, Area, or General Service Office (G.S.O.) between meetings.
7. The Secretary maintains a current District 43 Committee Roster and Group (Meetings) list, and sends changes, deletions, additions to the Area 20 Registrar (who will forward it to the FNV G.S.O.) and the Du Page Directory Editor. Note: it is acknowledged that this work is dependent on the cooperation of the Groups and collaborates with the Local Committee Member (L.C.M.).
8. The Secretary checks the District 43 website from time to time, bringing questions of accuracy of information to the attention of the Webmaster.
9. The Secretary accepts Workshop flyers (sent by email) from the Workshop Chair or Hosting Group and distributes them to ALL G.S.R.s, District 43, and Area 20 Webmaster. The Secretary generally runs 50 hard copies of these flyers and brings them to the District meeting.
10. The Secretary attends as many Area 20 Assemblies possible.
11. The Secretary gets to know the Area 20 Secretary and Registrar.

## **DISTRICT 43 SERVICE WORK**

### **TREASURER JOB DESCRIPTION**

The Treasurer serves a two year term (rotation). Two to three years of sobriety are recommended.

1. The Treasurer keeps financial records of the District, and stores the previous Treasurer's notes, reports, records, etc.
2. The Treasurer keeps the District 43 Bank Account(s)/checkbook(s) current and accurate.
3. The Treasurer records all Group Donations and Committee expenses and maintains a file of all receipts for committee expenses as well as provides donation receipts back to the individual group.
4. The Treasurer visits the District 43 Mailbox at the downtown Naperville Post office regularly to pick up Group Donations, mail, et al. The key is passed from Treasurer to Treasurer. If a key should be lost, please see the post office which houses the District 43 mailbox.
5. The Treasurer presents a monthly Financial report at the General Service Representative (G.S.R.)/District Meeting, is prepared to answer questions, and accepts corrections. The Treasurer makes the motion to accept the report, and calls for a second and a vote.
6. The Treasurer prepares the yearly District Budget working with the District Committee Member (D.C.M.) and/or Alternate D.C.M.
7. The Treasurer pays the bills of the District (Newsletter Printer, rent, telephone bill, reimbursements to Committee Members for their expenses, yearly donation to the Area 20, et al.).
8. The Treasurer is responsible for making sure all applicable state and federal tax laws and procedures are being followed.
9. Maintains the District in good standing with all legal requirements for incorporation.
10. Retain a confidential file of all account and PIN numbers for Bank, ATM and phone accounts.

## DISTRICT 43 SERVICE WORK

### *Groupvine* EDITOR JOB DESCRIPTION

The Groupvine Editor should have at least 3 years of sobriety, worked the 12 Steps and have an understanding of our 12 Traditions.

1. The "Groupvine" Editor must possess a computer with word processing software . Suggested software would be "Word" for Windows OR "Pages" for the Mac.
2. The "Groupvine" Editor must have a sound working knowledge of the A.A. program and the 12 Traditions so the articles may be properly written, and or, edited for appropriate content.
3. The "Groupvine" Editor is responsible to get the finished work on the newsletter to the printer at least 10 business days before the date of distribution so that the printer can properly schedule the work and have the newsletter ready for pickup. The "Groupvine" Editor or assistants picks up the newsletter and brings it to the District meeting for distribution.
4. Creative and artistic control over the newsletter is the sole province of the Editor. Artwork, graphics, and the like may be used at the discretion of the "Groupvine" Editor
5. Previous journalism experience is not necessary, only a willingness to carry the message.
6. The "Groupvine" Newsletter belongs to all members of District 43; so therefore it must attempt to enlighten, entertain, educate, and inform the members of the District in an honest straight forward manner.
7. It usually takes about 2 hours per week. For each issue, the work typically adds up to about 8 hours.
8. Please note that issues are currently MONTHLY with a color issue being posted by our webmaster. 500 black and white copies printed on color paper are brought to the Dist. 43 monthly meeting for distribution of GSR's. Extra copies are left at the WSFC to accommodate those meetings without GSR's.

## **DISTRICT 43 SERVICE WORK**

### **PUBLIC INFORMATION (P.I.)**

#### **COOPERATION WITH THE PROFESSIONAL COMMUNITY (C.P.C.)**

##### **JOB DESCRIPTION**

The Cooperation with the Professional Community (C.P.C.) AND Public Information (P.I.) Chair and Alternate Chair should have at least 2 years of sobriety, and be thoroughly knowledgeable in AA's 12 Traditions and 12 Concepts and be comfortable with public speaking and making presentations.

1. The C.P.C./P.I. Chair recruits, trains, and motivates volunteers to carry the A.A. message to the professional community as outlines in the G.S.O. Handbook.
2. The C.P.C./P.I. Chair targets efforts towards professionals such as doctors, lawyers, bail bondsmen, police and fire departments, etc.
3. Literature distribution and face-to-face contact with these professionals to let them know more about A.A. and the services that can be provided.
4. In addition to face to face meetings, mailings to professionals may be done by the Committee.
5. Knowledge of the 12 Traditions is a must.
6. Literature purchases are to be cleared through the District prior to being made.
7. All generic GSO guidelines are to be followed.

## **DISTRICT 43 SERVICE WORK**

### **CORRECTIONAL FACILITIES (C.F.)**

#### **JOB DESCRIPTION**

The Correctional Facilities (C.F.) Chair and Alternate Chair should have at least 2 years of sobriety, and currently be Sponsored and have an understanding of AA's 12 Traditions.

1. The C.F. Chair recruits, trains, and motivates volunteers, and plans activities for volunteers to carry the A.A. message into jails and other correctional facilities.
2. The C.F. Chair must follow the G.S.O. Handbook and be very aware of the 12 Traditions.
3. The C.F. Chair must be able to pass the background check at the jails, no felony arrests in the last 5 years.
4. Literature purchases must be cleared through the District prior to being made as part of the budget and also have to be approved by the facility as being "safe" to bring into the jail.
5. The C.F. Chair coordinates activities with other C.F. Chairpersons from other Districts in the area such as District 40, District 41, and District 42.
6. The C.F. Chair coordinates with the Area 20 Corrections Chair

## **DISTRICT 43 SERVICE WORK**

### **GRAPEVINE**

#### **JOB DESCRIPTION**

The Grapevine Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Grapevine Chair recruits, trains, and motivates volunteers to go to meetings and carry the message of the Grapevine.
2. The G.S.O. has guidelines for these volunteers to follow, as well as subscription forms and the like to allow more people to enjoy the Grapevine.
3. The time required for this work would be approximately 1 hour per month, not including time spent at District business meetings.

## **DISTRICT 43 SERVICE WORK**

### **LOCAL COMMITTEE MEMBER (L.C.M.)**

#### **JOB DESCRIPTION**

The Local Committee Member (L.C.M.) Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The L.C.M. Chair recruits, trains, and motivates volunteers to carry the message of the District and its available services to those meetings and groups that do not have a G.S.R. The L.C.M. Chair also assists those groups and meetings that want to become autonomous to do so. Please know that it is not the intent for the L.C.M. and volunteers to become the G.S.R.'s for those meeting. Rather it may be suggested how the group can get connected to A.A. as a whole by having their own G.S.R. If no group member would like to be G.S.R., it may be suggested that the group elect a main contact.
2. The L.C.M. Chair directs the activities and schedules visitations of volunteers to visit all meetings in the District and offer the services of the District.
3. The Groupvine newsletters may be distributed at these non-participating meetings as a means of being permitted to make a short announcement regarding the District.
4. Wherever possible, the L.C.M. Chair should seek out the group's secretary, treasurer, or other officer; so that the volunteer may attend and address the next steering committee meeting, if any, and explore getting the group connected and active in A.A.
5. Time required for this service work is approximately 2 hours per week, which includes time spent at new A.A. meetings, making announcements.
6. The L.C.M. Chair processes A.A. paperwork for the "New Group Information" and "Group Change" forms, and submits information to District Secretary, who in turns sends changes to the Area 20 Registrar, who sends it G.S.O.
7. It is suggested that the L.C.M. Chair keep Du Page and open meeting directories and current event flyers, the hardcopy of the group information forms, and pamphlets on "The A.A. Group...Where It All Begins" and "G.S.R..." on hand. Also it may be helpful to continue to be educated on the bigger picture of how A.A. works and stay current on Area Assembly motions.

## **DISTRICT 43 SERVICE WORK**

### **SPECIAL NEEDS**

#### **JOB DESCRIPTION**

The Special Needs Committee Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Special Needs Chair maintains the corps of volunteers to bring A.A. meetings into any facility where requested.
2. The Special Needs Chair maintains the list of volunteers offering rides to those who are handicapped to meetings and A.A. events only.
3. The Special Needs Chair works with the C.P.C., P.I., and the Answering Service Committees closely.
4. The Special Needs Chair maintains a supply of pamphlets, as well as the Conferenced approved books and literature, working with the P.I., C.P.C., and Literature Chairs in both English and Spanish.
5. The Special Needs Chair maintains a library of special A.A. literature, D.V.D.s, and C.D.s for those who are hearing and visually impaired. Note: the use of A.A.W.S. Braille literature such as the Big Book and 12&12 is becoming less needed or requested for; so keep a reasonable supply of C.D.s and P.S.A.s on hand.
6. The Special Needs Chair maintains the contact with District 43 interpreters of American Sign Language and Spanish, and makes their contact information known to groups.

## **DISTRICT 43 SERVICE WORK**

### **TREATMENT FACILITIES COMMITTEE (T.F.C.)**

#### **JOB DESCRIPTION**

The Treatment Facilities Committee (T.F.C.) Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The T.F.C. Chair recruits, trains, motivates, and plans ways for volunteers to become active in carrying the A.A. message into treatment facilities through meetings, speakers, and literature distribution.
2. The T.F.C. Chair follows the guidelines published by G.S.O. for the Treatment Facilities Committee and educates volunteers on how A.A. cooperates but does not affiliate with treatment facilities.
3. The T.F.C. Chair reactivates the Temporary Contact Program to help newcomers coming out of treatment to find their way to meetings.
4. The T.F.C. Chair works with other T.F.C. Chairs through the new and helps coordinate efforts of all 4 Districts in helping newcomers.
5. New meetings for treatment facilities should be set up in cooperation with the institutions in the District.
6. All existing A.A. meetings being held currently in those institutions are to be evaluated for correctness and staffing. The G.S.O. T.F.C. Handbook is to be the guide for all T.F.C. efforts and each T.F.C. meeting; for which they are handled and run according to the 12 Traditions so as not to damage the effectiveness of A.A.
7. The goal is to have all A.A. meetings that are held in treatment facilities conform to A.A. guidelines; so that the message to the newcomer is as clear and concise as possible.
8. The T.F.C. Chair and Alternate Chair are to personally visit each facility, explain the District's services to them, and seek ways for the District to be of service, as well explaining the 12 Traditions and what A.A. can and cannot do.
9. Volunteers of this committee should have at least 1 year of sobriety and have a Sponsor who approves of their volunteering.
10. The time required for this position is approximately 2 hours per week.

## **DISTRICT 43 SERVICE WORK**

### **TWELVE STEP ANSWERING SERVICE (T.S.A.C.)**

#### **JOB DESCRIPTION**

The Twelve Step Answering Service (T.S.A.C.) Chair and Alternate should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The T.S.A.C. Chair recruits, trains, motivates, and plans for volunteers to take 12 Step calls form the District's answering system.
2. The T.S.A.C. Chair or committee members need telephone, software, and hardware experience, be able to maintain the answering service systems, and generate activity reports.
3. Activity reports are to be made available at each District meeting.
4. The T.S.A.C. Chair maintains the District's equipment and makes sure it is housed in a location that provides 24/7 access, as well as backup power capability.
5. The T.S.A.C. Chair maintains a current list of all volunteers with phone numbers and addresses, and updates it as needed on a timely basis.
6. The T.S.A.C. Chair maintains the meeting schedule in the database, keeping all meeting information current and accurate.
7. The T.S.A.C. Chair has a knowledge of working with "wet" drunks especially regarding Chapter 2, 3, and 7 in the Big Book.
8. The T.S.A.C. Chair's time requirement for this service work is approximately 1 hour per week.

## **DISTRICT 43 SERVICE WORK**

### **EVENTS COMMITTEE**

#### **JOB DESCRIPTION**

The EVENTS Committee Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The EVENTS Committee Chair recruits, trains, motivates, and plans for volunteers to work behind the scenes in facilitating the District's efforts to put on informative and educational workshops.
2. The EVENTS Committee Chair books meeting spaces for workshops, picnics, etc.
3. The EVENTS Committee Chair arranges for room setup and cleanup, as well as arranges for coffee, donuts, food, etc. if requested.
4. The EVENTS Committee Chair handles publicity for all workshops, flyers, and announcements in the Groupvine, etc.
5. The EVENTS Committee Chair sets up the calendar of events for the upcoming year and coordinates with the various Committee Chairpersons to have their materials ready well in advance for printing and publicity distributions.
6. The time required for the service work of this position is approximately 1 hour per week.
7. The EVENTS Chair coordinates with the DCM and other Districts for the annual DuPage Open.

## **DISTRICT 43 SERVICE WORK**

### **LITERATURE COMMITTEE**

#### **JOB DESCRIPTION**

The LITERATURE Committee Chair and Alternate Chair should have at least 2 years of sobriety, have worked the 12 Steps, and have an understanding of AA's 12 Traditions.

1. The Literature Committee Chair coordinates the purchase of AA literature for District Needs.
2. The Literature Chair coordinates with the Treasurer to purchase the literature for the various service committees.
3. The Chair keeps abreast of any new literature available from GSO and communicates this information to the District.
4. The Literature Chair assembles and maintains an inventory of newcomer packets for group needs. Agreed upon cost is \$1 each per previous district vote.

## **DISTRICT 43 SERVICE WORK**

### **ARCHIVES COMMITTEE / ARCHIVIST**

#### **JOB DESCRIPTION**

The ARCHIVES Committee Chair and Alternate Chair should have at least 5 years of sobriety.

The ARCHIVIST should have at least 10 years of sobriety with a strong interest in holding this position for an extended period of time. A good, general knowledge of AA's history is suggested.

The DISTRICT 43 ARCHIVES mission reflects the Archives guidelines of our General Service Office. The AA Archives Committee's mission of service is to receive, classify and index all relevant material, including but not limited to, administrative files and records, correspondence, literary works and artifacts that are considered to have historical import to Alcoholics Anonymous. The Archives Committee mission also is to hold and preserve such material, making access possible, as determined by the present Archivist in consultation with the Archives Committee, to members of Alcoholics Anonymous, and to those of the public who may have a valid need to review said material, provided that such access is mindful to preserving the anonymity of our members.

1. The Archives Committee Chair and Alternate Chair will be rotating positions elected every 2 years.
2. The Archivist position is intended to be a longer term position to allow for a longer-range continuity in keeping an archives library. The position should be reviewed every 2 years so that the District body can amend if needed.
3. The Archives Committee will coordinate with the Archivist to determine which materials are best suited to be added to District Archives.
4. The Archivist will manage the storage of archived materials and pay rent where applicable.
5. The Archives Committee will work with the Treasurer in developing a budget for expenses and payment of any Committee costs, including storage if needed.
6. The Archives Committee will become familiar with the District Archives collection and will work within the guidelines of the Archives Workbook from GSO Archives.
7. The Archives Committee may be asked to display materials at District or Area events, and will be responsible for setting up displays, transporting materials, covering the display during the event, etc.
8. The Archives Committee will continue to develop ongoing projects, which include collecting group history forms and obtaining oral histories from individual AAs.
9. The Alternate Archivist is appointed with group approval and reviewed every two (2) years. The same job description as the Archivist. pertains. In District 43, the Alternate D.C.M. is equal in responsibility and office to the D.C.M.

## **DISTRICT 43 SERVICE WORK**

### **WEBMASTER**

#### **JOB DESCRIPTION**

The WEBMASTER and Alternate Chair should have at least 2 years of sobriety and have a working knowledge of our 12 Traditions. The Webmaster should have a good working knowledge of computers and the internet. The position is intended to be longer term, but should be reviewed every 2 years. The Webmaster will coordinate with the Groupvine Chair, DCM, Secretary, Events Chair, and District Committee Chairs.

The previously adopted Mission Policy & Guidelines will serve as the guide for how our District website adheres to our Traditions.

#### ***Mission Policy***

District 43 will maintain an Internet website that will:

- Provide the public information concerning the A.A. program of recovery.
- Provide current information on A.A. groups, meetings, and events within the District.
- Provide information pertinent to the operation of the District.

#### ***Guidelines***

The information posted to the website will accord with the principles and Traditions of A.A., paying special attention to the following:

- Anonymity – Full names of individuals; personal telephone numbers; full-face or identifiable photographs; personal postal and email address will not be displayed on the website. (Personal telephone numbers, without last names, may appear on event flyers posted to this site with the permission of the submitter.)
- Affiliation – The district website shall not endorse or be affiliated in any manner with any outside organization and will provide links only to registered A.A. service entities.
- Copyrights – All material posted to the district website will comply with international copyright law. Copyrighted material and registered trademarks will only be used with the permission of the copyright holder. When such material is used, the owner of the copyright or trademark will be acknowledged (e.g. Alcoholics Anonymous®, A.A.®, the Big Book® are registered trademarks of Alcoholics Anonymous World Services, Inc.; The Grapevine®, and AA Grapevine® are registered trademarks of The A.A. Grapevine, Inc.)

## WEBMASTER *continued*

### **Content**

In support of the Mission Policy, the content posted to the website will address each of the Mission Goals as follows:

- Public Information on the AA program of recovery – The text of the Twelve Steps of Alcoholics Anonymous, the Twelve Traditions of Alcoholics Anonymous, and the A.A Preamble will be posted to the site. Additionally, links to A.A. World Services, the A.A. Grapevine, and other A.A. Service Entities will be provided. If available, resources in languages other than English will be posted.
- Current Information on A.A. Groups, Meetings and Events within the District – Dated Schedules (both printable and display based) of the Meetings within the district will be posted. These postings will include the dates, locations, handicap access status, as well as whether the meetings are closed or open. Explanation of “closed” and “open” Meetings will be posted. If available, meeting information in languages other than English will be posted.

A calendar of Events that are either hosted by the district, or that occur within the District Boundaries will be provided.

Recent copies of the District Newsletter will be posted.

- Provide information pertinent to operation of the District – Any available documentation that provides explanations or guidelines as to how the District provides its Services will be posted. Such documentation may include:
  - This document.
  - Explanations of how the District Answering Service operates.
  - Any District Service Positions that are available.
  - Any documentation provided by District concerning its service operation or resources (e.g. Archive or Group History forms).