

WESTERN
PENNSYLVANIA
AREA 60

DISTRICT
COMMITTEE
MEMBER

HANDBOOK



[Revised February 6, 2008]

THE DISTRICT COMMITTEE MEMBER

The district committee member (D.C.M.) 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, the D.C.M. 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 committee. (The pamphlet "Your D.C.M." available from the General Service Office, provides basic information on this service job.)

FINANCIAL SUPPORT: Current experience indicates that many districts provide financial support for their D.C.M.s to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.

Qualifications

- The district committee member has usually served as a G.S.R. and is elected by other G.S.R.'s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.
- A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

Duties

The D.C.M.'s job is primarily that of two-way communication. The D.C.M.:

- Regularly attends all district meetings and area assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Holds regular meetings of all G.S.R.s in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis.
- Assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities; this includes setting up opportunities for the delegate's Conference report, occasionally making the Conference report if the delegate cannot be present, and inviting the delegate to regular district meetings.

- 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.
- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed about Conference-approved books and pamphlets. Organizes workshops and/or sharing sessions on service activities.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the delegate and alternate, and exchanges them with other districts.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of *talking to groups* (new and old) on the responsibilities of general service work.

Term, Eligibility, and Election Procedures

The D.C.M.'s term of office is two years, coinciding in most areas with the terms of the delegate, committee officers, and G.S.R.s. Some areas, however, rotate half their committee members each year. D.C.M.s are generally elected in the fall of the year. The election should take place *after* the G.S.R. election and *before* that of the area delegate, because the D.C.M. is chosen either from among currently serving G.S.R.s or from a combination of past and present G.S.R.s. In most areas, a candidate for an area committee officer or Conference delegate must be a committee member before being eligible for election. While district meetings to elect committee members are most often held in advance of area assemblies, and separate from them, occasionally travel distances make this impractical and/or a hardship. (This usually means more districts should be set up.) If necessary, therefore, meetings to elect committee members can be held immediately before area assemblies at the place where the assembly meets.

The committee member who is finishing a term sets up the election meeting and, in most districts, notifies the G.S.R.s who have just been elected and those who are going out of office.

The method of election should be decided by the area assembly or by the district committee. Some options are:

- Most district committees allow all current voting members of the district committee to vote in district elections.
- Some committees also allow newly elected G.S.R.s a vote, even though they might not take office until some time after the election.

Many district committees include alternate D.C.M.s, a secretary and/or treasurer, and other officers or service committee chairpersons in addition to the D.C.M and G.S.R.s. Sometimes, these jobs are held by the G.S.R.s already on the committee; sometimes, they call for additional voting members, who are eligible to stand for D.C.M.

Election is either by written ballot or show of hands, with a majority needed to elect. A district may also choose to follow Third Legacy Procedure (see page S20), which requires a two-thirds majority.

The Alternate D.C.M.

The alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the D.C.M., by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities at district and area meetings.

Redistricting

If it were not for adding committee members to take care of new groups as A.A. grows, the General Service Conference might well become unwieldy. As the number of groups increases and it becomes too difficult for the D.C.M. to communicate with them all, several courses can be followed:

- *New districts*: Divide the district into two or more districts, each with its own D.C.M.

- *Local Committee Member (L.C.M.)*: A large district could divide itself into smaller districts (often called subdistricts or local districts), each electing a local committee member. Depending on area practice, these L.C.M.s may or may not be voting members of the area committee and may or may not hold regular meetings with the G.S.R.s they serve.

- *District Committee Member Chairperson (D.C.M.C.)*: A large district in a city or county may hold regular meetings led by a D.C.M.C., who serves as 'the link between the district and the area. Within this large district, there are as many district subdivisions as needed to adequately serve the groups. Each of these may be called a subdistrict, local district, or zone. Each is served by a D.C.M., who may hold regular meetings of G.S.R.s. In some areas, these D.C.M.s are voting members of the area committee and assembly; in some, they are not.

Good communication and cooperation among groups, districts, and areas is important when redistricting or other changes in district structure are undertaken. There are many variations, but the goal is the same: to take care of expansion at the district level.

When additional committee members are elected to respond to expansion, qualifications and election methods listed for a D.C.M. can serve as guidelines.

All above Reprinted from "The A.A. Service Manual, Pages S29-S32," with Permission of AA World Service

WHERE DOES THE D.C.M. COME FROM?

G.S.R.s In each district usually elect their D.C.M.s. The qualifications for a good district committee member are not complicated: background in AA service work that goes with the G.S.R. job, and perhaps some Central Office/Intergroup service; enough sobriety (say 4 to 5 years) to be eligible for election to area office; and the time and energy to serve the groups and district well.

WHEN IS THE D.C.M. ELECTED?

D.C.M.s are usually elected before the area assembly meeting at which the delegate is elected... in area 60 that is in the even years

HOW LONG DOES THE D.C.M. SERVE?

Most D.C.M.s serve for a two-year period.

WHAT DOES A D.C.M. DO?

The D.C.M. carries the collective group conscience of the A.A. groups in the district to the area committee.

Among the two-way communication responsibilities of the D.C.M. are:

- Holding regular meetings of all G.S.R.s in the district
- Assisting the delegate in obtaining up-to-date group information in time to meet the deadline for appropriate A.A. directories.
- Keeping G.S.R.s informed about Conference activities.
- Acquainting G.S.R.s with The A.A. Service Manual, Box 4-5-9, and other A.A. literature.
- Holding workshops on carrying the message of the 7th Tradition to non-supporting A.A. groups.
- Holding sharing sessions on just about any service subject.
- And of course, making a regular practice of talking to groups (new & old) on the responsibilities of general service work.

Experience is now indicating that many districts are now financially supporting their district committee members to attend service functions.

ARE THERE GROWING RESPONSIBILITIES FOR THE D.C.M.?

Continuing growth of the Fellowship brings new opportunities for service to the D.C.M. As the numbers of groups in an area increase, the maintenance of a vital active link between the groups and the Fellowship as a whole becomes a challenge, to the D.C.M.s. By maintaining active contact, both with the groups in the district and with the area delegate, the D.C.M. is a key link in ensuring that all the A.A. groups are aware of the importance of their total participation in local, district, area and world services.

A HANDY CHECKLIST - A District Committee Members Duties

Most area delegates report that a district committee member can be most productive through these measures:

- Holding regular meetings of all GSR's in the district. About half of the areas reporting hold monthly district meetings. Many hold them quarterly; some every other month.
- Assisting the delegate in obtaining group information in time to meet the deadline for the appropriate A.A. directory.
- Keeping G.S.R.'s informed about Conference activities. This would include setting up time-and-expense-saving opportunities for the delegate's Conference report.
- Getting G.S.R.'s acquainted with "The A.A. Service Manual" and "Box 4-5-9."
- Keeping groups informed about Conference approved books and pamphlets.
- Holding workshops on almost any service activity.

In the next rank of importance were these duties - other ways in which, a district committee member could become useful - ways that would also prove personally rewarding:

- Helping make the Conference report to groups, in situations where the delegate could not.
- Getting G.S.R.'s acquainted with the Guidelines from G.S.O.
- And with the "Twelve Concepts for World Service," the P.I. Workbook, and any other service material.
- Holding sharing sessions on just about any service subject.
- And, of course, making a regular practice of talking to groups (new and old) on the responsibilities of general service work.

That about summed up the D.C.M.'s basic responsibilities. In addition, delegates suggested other useful activities. At least one area reported each of the following duties for a district committee member:

- Setting up a public information subcommittee.
- Keeping in touch with the alternate D.C.M. and with the delegate by phone, mail, or email on a regular basis.
- Sending all district meeting minutes to alternate and to delegate; also exchanging them with other districts.
- Tying mini-service conferences in with some of the regular district committee meetings

- Inviting delegate to district meetings; interpreting group conscience for delegate-groups opinions, not the D.C.M.'s own.
- Carrying a specific message from delegate to each district meeting and workshop.
- Arranging for one or more area committee officers to appear at every district meeting.
- Organizing district and inter-district meetings; arranging for delegate to speak at intergroup meetings.
- Making sure that minutes of all meetings go to committee officers, as well as to delegate, and that copies of correspondence go to delegate.
- Making sure that the alternate functions when the regular D.C.M. cannot.
- Bringing Traditions problems to the attention of the delegate.
- Stressing with G.S.R.'s their eligibility for election as district committee member and as Conference delegate; stressing also the high priority of A.A. service work.
- Contributing to the monthly newsletter in the area.
- Visiting groups, to fill holes where G.S.R.'s are weak - and, prior to elections, to remind groups of the duties and qualifications of G.S.R.'s.
- Helping G.S.R.'s to make interesting reports to groups, and encouraging them to bring new A.A. members to sharing sessions as their guests.
- Attending all possible conferences and conventions to get ideas.
- Helping with regional conferences. Though these are sponsored by state or provincial committees, host cities can use district committee members' help.
- Encouraging discussion of the Traditions at group meetings regularly.

Area 60 of Western Pennsylvania General Service, Inc. Suggested Guidelines for Days of Sharing

Days of Sharing can be held anytime during the year. An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity and Service) and gives us a chance to share our experience strength and hope through workshops, sharing sessions and fellowship. Days of Sharing offer our members an opportunity to see and learn about Archives, Literature, Grapevine and other Area services available.

A. Host District is responsible for:

1 Site/facility

- a. One large room to accommodate 100 people.
- b. Three break-out rooms for workshops /sharing sessions
- c. Space for Archives, Literature, Grapevine and other coordinator displays (TF, Corrections Committee, Website, etc...)

2. Date and time

- a. date should be cleared with the Area to avoid conflicting with other Area activities.

3. Flyers

- a. Flyers should indicate sponsorship by Area 60.
- b. Flyers should include map and directions to site

4. Host should provide coffee

5. Nametags and registration

6. Workshops/sharing sessions

- a. It is suggested that workshops/sharing sessions be service-oriented and that at least one be devoted to an area committee such as Treatment Facility.
- b. It is suggested that DCMs and GSRs from other districts be considered in selecting panelists. This may increase attendance and participation fro other districts.
- c. It is suggested that an "ask-it-basket" or "What's on your mind?" session – with Area servants as panelists be scheduled before closing the Day of Sharing.

B. Area 60 Officers and Coordinators are responsible for:

1. Distributing flyers via area Newsletter or other area mailing
2. Service coordinators displays
3. Serving on a panel if requested by host district
4. No other committee meeting should be scheduled during the Day of Sharing.
5. The Area Chairperson (or designate) shall open the Day of Sharing program with a brief introduction of attending officers and coordinators.

C. Financing

Like any AA event, a day of sharing should be self-supporting. To show Area support and sponsorship, the Area Treasurer will advance \$200.00 in seed money to host district(s) to be returned to Area Treasury after the day of sharing.

D. Opening and closing formats

1. Area Chairperson

- a. Opens the Day of Sharing and briefly lists upcoming area events
- b. Introduces other Area Officers and Coordinators, who briefly describe their responsibilities.
- c. Describes the duties and responsibilities of any officer or coordinator whom is unable to attend.
- d. Explain the purpose and rotation of Days of Sharing.
- e. Turn the program over to the Host District Chairperson.

2. Host District Chairperson

- a. Announce the program schedule for the day.
- b. Conducts suggested "ask-it-basket" or "What's on your mind" session.
Closes the Day of Sharing at the end of the day.

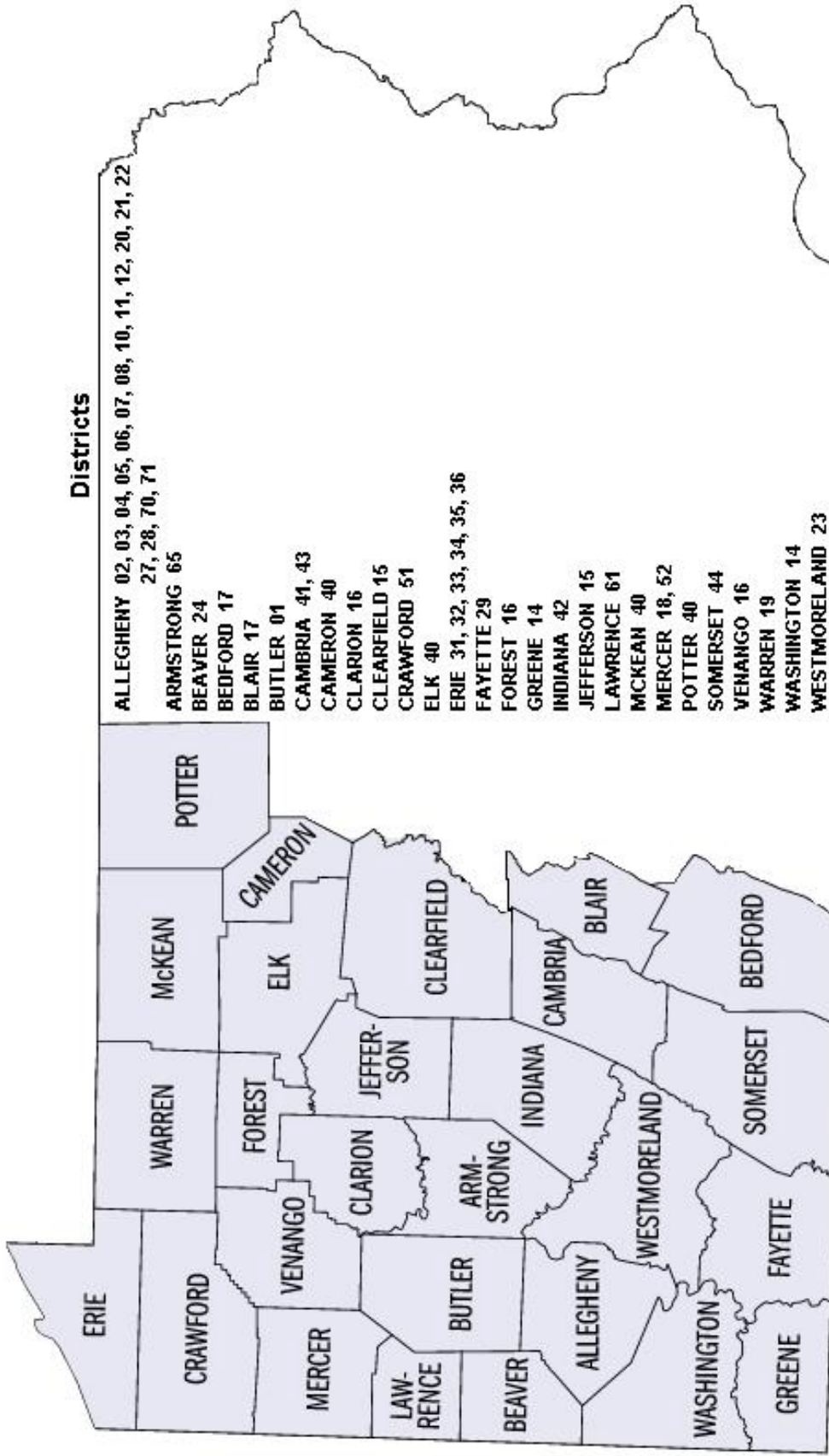
Area 60 of Western Pennsylvania Quarterlies & Assemblies
SUGGESTED GUIDELINES FOR HOST COMMITTEE

Dear DCM, Alt. DCM & District

1. Any AA member other than a DCM or Alternate DCM who volunteers their District for Host Committee for Area 60 meetings should have the approval of their DCM or Alternate DCM. Area should verify with District as soon as possible.
2. For Districts that volunteer, you should have a minimum of five to six volunteers to assist with initial setup, greeters for the meeting and coffee preparation. The Area Chair brings ([3] 100-cup pots for regular coffee, [2] 30 cup pots - [1] regular & [1] decaf, [1] 30-cup pot for hot water); and a spare coffee pot. The paper supplies and coffee supplies are provided by the Area. Occasionally you will be asked to help one or more of the officers/coordinators carry or help set up a table. The Chair will be available to answer questions or show you breakers, table storage, or coffee pot placement.
3. Meet with Chairperson at 7:50 am to set up coffee urns, hot water, and supplies. Set up all six pots but only start two 100-cup pots to perk, the hot water pot, and the decaf pot. It takes 50 minutes to an hour to percolate a pot of coffee. About 8:45 turn on the second pot of regular coffee. This is the back up pot. Make sure 100-cup pots are on separate circuits or they will blow circuit breaker when percolating.
4. Host Committee is responsible for purchasing at least 7 Doz. Donuts, Danish or combination of cakes, and 1 gallon of milk. Any other snack i.e. fruit, crackers, nuts are always welcome. Some Districts have brought bake goods donated by their members; that are also welcome. Please save receipts and turn into Treasurer for reimbursement. The Host must have receipts in order to be reimbursed. If you need money ahead of time, let the Treasurer know at least two weeks before the meeting. The Treasurer will send you a check. (Host committees spend \$50 - \$70 on average - maximum reimbursement is currently \$65.00)
5. DCM or Alternate DCM should be the coordinator for the Host Committee or appoint one of the committee to coordinate.
6. The hardest part of this job is to make sure that at least one 100-cup pot of coffee is put on as close to 8:00 am as possible - when members come in at 9:00 am for registration hot coffee is greatly appreciated.

GEOGRAPHICAL LOCATIONS OF AREA 60 DISTRICTS

<u>District</u>	<u>Location</u>
1	Butler - East Side / West Side - Prospect - Chicora - Lyndora
2	Pittsburgh - East Liberty
3	Pittsburgh - North Side - Bellevue
4	Pittsburgh - Bloomfield - Garfield - Lawrenceville - Millvale
5	Pittsburgh / North Hills - Ross Twp. - Allison Park - Glenshaw - Wexford - Etna - West View
6	Penn Hills - Wilkinsburg - Braddock - Frick Park - Edgewood
7	Pittsburgh / South Hills - Mount Lebanon
8	McKeesport - East McKeesport - Homestead - Clairton - West Mifflin – Hazelwood, Munhall, Greenfield, Glassport, Jefferson
10	Coraopolis - Sewickley - Moon Township
11	South West Pittsburgh - Beechview - Dormont - Carnegie - Bridgeville - Crafton
12	Aspinwall - Fox Chapel - Sharpville
14	Washington / Greene Counties - Washington - Waynesburg - Canonsburg - Bobtown
15	Jefferson / Clearfield Counties - DuBois - Punxsutawney - Brookville - Clearfield
16	Venango / Clarion / Forest Counties - Oil City - Clarion - Marienville - Sugar Creek
17	Blair / Bedford Counties - Altoona - Bedford - Tyrone - Claysburg
18	East Mercer County - Grove City - Slippery Rock - Stoneboro - Milledgeville
19	Warren County - Warren - Sheffield - Tidioute - Youngsville - Clarendon - Russell
20	Pittsburgh Central - Downtown - Hill District - Carson Street
21	Pittsburgh - Oakland - Squirrel Hill - Shadyside
22	Pittsburgh - South Side
23	Westmoreland County - Greensburg - Jeanette - Scottsdale - Ligonier - Latrobe - Blairsville
24	Lower Beaver Valley - Beaver Falls - Ambridge - Rochester - Frisco - Big Beaver
25	Beaver / Ohio Valley - Aliquippa - Beaver - Monaca - Midland - Vanport
27	Upper Allegheny Valley - Apollo - Tarentum - Natrona Hghts. - Vandergrift - New Kensington
28	Monroeville - Murrysville - Pitcairn - Wall - Delmont - Harrison City
29	Fayette County - Uniontown - Connellsville - Perryopolis
31	Erie County / East - Corry - Harborcreek - North East - Union City
32	Erie County / West - Albion - Edinboro - Girard - Fairview
33	East Erie
34	West Erie
35	Central Erie
36	South Erie - Mill Creek
40	Elk / McKean / Cameron / Potter Counties - Saint Mary's - Emporium - Smethport - Bradford
41	Johnstown - Lower Cambria County - Westmont - Beaverdale
42	Indiana County - Indiana - Blacklick - Homer City - Pikes Peak
43	North Cambria County - Ebensburg - Carroltown - Cresson - Portage
44	Somerset County - Somerset - Jerome - Rockwood - Meyersdale
45	Mid-Mon Valley - Vestaburg - California - Monessen - Monongahela - Charleroi
51	Crawford County - Meadville - Conneaut - Cambridge Springs - Titusville
52	West Mercer County - Greenville - Hermitage - Sharon - Mercer
61	Lawrence County - Ellwood City - New Castle - Bessemer - West Pittsburg
62	Butler County South - Mars - Evans City - Sarver
65	Armstrong County - Ford City - Kittanning - East Brady - Sagamore
70	Pittsburgh / South Hills - Pleasant Hills - Whitehall
71	Bethel Park-South Park- Upper St. Clair



Districts

- ALLEGHENY 02, 03, 04, 05, 06, 07, 08, 10, 11, 12, 20, 21, 22, 27, 28, 70, 71
- ARMSTRONG 65
- BEAVER 24
- BEDFORD 17
- BLAIR 17
- BUTLER 01
- CAMBRIA 41, 43
- CAMERON 40
- CLARION 16
- CLEARFIELD 15
- CRAWFORD 51
- ELK 40
- ERIE 31, 32, 33, 34, 35, 36
- FAYETTE 29
- FOREST 16
- GREENE 14
- INDIANA 42
- JEFFERSON 15
- LAWRENCE 61
- MCKEAN 40
- MERCER 18, 52
- POTTER 40
- SOMERSET 44
- VENANGO 16
- WARREN 19
- WASHINGTON 14
- WESTMORELAND 23