



Algona, Auburn, Federal Way, Pacific
Area 72 - District 32

<https://District32aa.org>

District 32 Trusted Servants Handbook

2019-2020

Introduction (Preface)

It is the intent of this handbook to serve as a reference guide to the trusted servants of District 32. It includes their responsibilities and allowed expenses as determined by previous group consciences.

This handbook is intended to supplement, not replace, the "The AA Service Manual". Job descriptions and expenses have been compiled from past District 32 motions and current practice.

District Information

CONTRIBUTIONS

Contributions to the District should be sent to the PO Box Listed below. Please provide the Group Name or Group Identification Number. Checks should be made out to:

District 32 – Western Washington

MAILING ADDRESS

District 32

P.O. Box 4722

Federal Way, WA 98063

ABOUT A TAX ID NUMBER

The District has obtained an IRS Tax Identification Number. Groups should obtain their own tax ID number using IRS form SS-4

BUDGET GUIDELINES

- The District establishes a Bi-annual District budget in order to be responsible to the groups we serve, per the 9th Tradition.
- All District committees will submit to the Treasurer proposed realistic, estimated yearly needs to assist in preparation of the annual budget.
- If no changes are necessary, the annual budget for the previous year will be used.
- The annual budget will be approved by 2/3 majority of the District Committee Members.

PRACTICES AND PRINCIPLES

1. Area 72 has made it clear any member can bring a topic for discussion. (Any motion and subsequent Seconded must be made by a voting member.) If you wish to add "...supported by District 32" or "We in District 32..." we require you seek District support having GSRs bring the subject to the home groups for approval.
2. When an item of business has already been taken to the groups for group conscience, only the DCM and GSRs will cast votes at the District for approval or disapproval of the motion. A 2/3 majority is required for approval.
3. Housekeeping motions (Excepting a service position report, Nominate Service position, change business meeting format, etc..) are different. Any A.A. member attending the meeting may make a motion of this type, second it, and vote. This is in accordance of a "Group Conscience". Only a simple majority (more than half) is required to pass this type of motion.

4. District 32 will take its inventory at least once a rotation (2 years). “Taking a commercial inventory is a fact-finding, fact-facing process.” [ch5 BB.] “Willingness to take inventory brings light and new confidence.” [Step 4,12×12]
5. In all matters of the District’s conduct, we follow the principles of AA’s 12 Traditions and 12 Concepts.
6. Any funds at the end of each year over the prudent reserve (3-months budgeted expenses) will be distributed to Greater Seattle Intergroup, Western Washington Area 72, General Service Office, and other entities decided upon among the District 32 Committee. The amounts or percentages of contribution will be decided by those in attendance at the January District Meeting. Information or proposals presented at the preceding December District Meeting are helpful in this process.

GENERAL

The Groups elect GSRs for terms determined by the individual Groups (the recommended term is 2 years). All other District 32 trusted servants are elected to two-year terms by the voting members in September/October (prior to the Area Assembly) of even numbered years. Whenever possible, these positions should be filled by AAs with prior experience as past GSRs or trusted servants and active in service. However, current GSRs may fill these positions as necessary.

ALTERNATES

Some District 32 positions have Alternates. Alternates should be ready to take over Trusted Servant positions at any time. Trusted Servants should get their alternates involved as much as possible, so that the alternate will be ready to take over when needed.

Many Trusted Servants share their duties equally with their alternates. Whenever this Handbook talks about the duties of a specific Trusted Servant it should be understood this means “Trusted Servant including their alternate.”

SUB-COMMITTEES / COORDINATORS

Some committees have specific tasks assigned to them. For example:

C.P.C. has a member or members designated to receive email requests from hospital personnel indicating a patient has requested to speak to someone about Alcoholics Anonymous. The C.P.C. committee has full discretion how to fill this vital role or the C.P.C. Chair may fill the role themselves. Other district committees may have similar situations. Each enjoy the autonomy of any A.A. group providing they follow the A.A. Traditions. Additional costs incurred to accomplish these tasks are included in the parent committee budget amount.

REMOVAL OF TRUSTED SERVANTS

All District 32 Trusted Servants serve the groups. The groups, through their GSR’s, may remove and/or replace any District elected trusted servant for any valid reason by a

2/3 majority vote after discussion and a motion to do so. It is the district group conscience that if any District 32 Trusted Servant is not present for, or is not represented at, more than three District meetings in a row, then the GSR's may elect a new person for that position following discussion and a motion to do so.

SERVICE POSITION DESCRIPTION OUTLINE

Each service position described in this handbook has a brief synopsis of what need the position fulfills followed by these four subsections:

Qualifications

- When not specified the only requirement is to be elected by the GSRs.

Responsibilities

- There has been much discussion over the words: must, may, should, expected... Please know it is understood volunteering for your service position has with it our thanks, our trust, and our hope it will return to you so much more, as it has to those who have served before us.

Position Guidelines (from GSO publications, Area 72 Handbook, Past Servants)

- Unless otherwise stated within this handbook or waived by vote at the district meeting, District 32 will follow a suggested "... at least 2 years of continuous sobriety" for Trusted Servant positions. Although this would also apply to Standing Committee Chair persons, it certainly does not apply to other members of any particular committee.

Foreseeable Expenses

- Most service positions have "Quarterlies", gathering of people in the same service positions in other districts. This often require travel and observe Seventh Tradition for support. Perhaps providing literature is part of the service position. Known expenditure are to be listed in the description so we understand what is being asked.
- Appendix A lists the approved budget for each position. The GSRs of the district must approve Trusted Servants expenses exceeding the allocated budget on a case by case basis prior to reimbursement. All expenditures require receipts, either reimbursed expenses, or budgeted procurement.

District Trusted Servants

The District Committee consists of the following trusted servant positions.

Your group's link to A.A. as a whole

General Service Representative (GSR) #60

Service Committees

Accessibilities

Archives

– Archivist

Cooperation with the Prof. Comm. (CPC)

– Hospital 12th Step Call

Corrections & Institutions

– Bridge (D.O.C.)

Grapevine & Literature

Public Information (PI)

– School Panel

Treatment

– Bridging the Gap

Web and Tech

Young Peoples

District communication

Third Legacy

Intergroup Liaison

Annual Events

District administration

Secretary & Meeting Schedules

Treasurer / Alt-Treasurer

Alternate DCM – District Registrar

District Committee Member (DCM)

General Service Representative (GSR)

The GSRs serve their Home Group directly. It is up to each GSR's Home Group to define the qualifications, description, guidelines, and Foreseeable expenses for their GSR. However, the following is recommended. The District will forward a new GSR's information to the General Service Office (G.S.O.). GSO will send a kit containing GSR information.

QUALIFICATIONS

- Refer to "The AA Service Manual" Chapter 2. (Included in the GSR kit)

RESPONSIBILITIES

It is "Suggested" GSRs attend:

- All District 32 GSR meetings
- Their Home Group business meetings
- A Pre-Conference
- The Delegates Report
- A Pre-Assembly
- The Area Assembly

POSITION GUIDELINES

- Refer to "The AA Service Manual" Chapter 2. (Included in the GSR kit)

FORESEEABLE EXPENSES

The district reimburses no GSR expenses. A GSR's funding comes from their Home Group.

Reoccurring	Description	Amount

Accessibility Committee Chair

In order to accomplish the stated goal, “Accessibility is about giving equal access to everyone”, The Accessibility Committee gathers information, provides assistance, and determines funds the Districts accessibility needs, within the guidelines established in the Area 72 Handbook.

QUALIFICATIONS

- Familiarity with Area 72 Accessibility policies would be helpful.
- Previously a GSR.

RESPONSIBILITIES

- Chair a quarterly Accessibility meeting with group representatives.
- Attend each monthly District Meeting and report on activities.
- Attend each Area 72 Accessibility Quarterlies and report to the District Meeting and Group representatives.
- Submit to the Treasurer proposed realistic, estimated yearly needs
- Maintain a volunteer list for the Mobile Meeting program (with help of GSRs and/or group representatives).
- Coordinate Mobile Meeting volunteers’ connection with Meeting requester.
- Facilitate the taking of meetings to home-bound, or AA’s in Hospitals and care facilities
- Be available to present information on accessibility barriers and possible solutions as well as the Mobile Meeting program to home groups.
- Attend Greater Seattle Intergroup Accessibility Committee meetings to coordinate the activities between the District and Intergroup.

POSITION GUIDELINES

- Refer to “AA Guidelines – Accessibility

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Alternate DCM – District Registrar

Become acting DCM when the DCM is unavailable; helps the DCM in performance of his/her duties and is the District registrar. As District registrar, the Alternate DCM updates the Area Registrar’s information, registers new GSRs and groups, and maintains the District contact list (booklet).

QUALIFICATIONS

It is recommended the DCM have at least three to four years of continuous sobriety. Otherwise, Same as for DCM

RESPONSIBILITIES

Essential

- Register new GSRs and groups and keeps the District Registry updated.
- Updates the Area Registrar’s information
- Maintains the District contact list (directory booklet).
- Prints and distributes a District Directory twice a year.
- Attend each monthly District Meeting and report on activities.

Highly Recommended:

- Attend each Area Business Quarterly
- Attend Pre-Conference
- Attend Delegates Report
- Attend Pre-Assembly
- Attend Area Assembly
- Attend Delegates Report.

POSITION GUIDELINES

- Refer to “The AA Service Manual” Chapter 3 (DCM duties).

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Annual Events Chair

Events occur annually in our district: The Picnic in July and more may form. This position has the job of coordinating the large number of people required for these events. Delegation is key! The conductor of an orchestra doesn't play an instrument, but the role is vital.

QUALIFICATIONS

- Understand people(alcoholic and non-alcoholic)
- Interface with Public Information (PI) committee
- Ability to lead from the middle

RESPONSIBILITIES

- Provides District with copies of relevant information (flyers, etc.)
- Submit to the Treasurer proposed realistic, estimated yearly needs

POSITION GUIDELINES

- Refer to literature of AA and Al-anon

FORESEEABLE EXPENSES

See Appendix A.

Reoccurring	Description	Amount
3rd Sun. July	Annual Picnic:	
	Site Reservation	
	Hot Dogs / Hamburgers / Buns	
	Condiments	
	Water	

Archives Committee Chair

Is responsible for maintaining records of the District's and AA's history, including old literature, newspaper articles, photographs, and event programs.

QUALIFICATIONS

- Familiarity with District 32 history and experience in care and storage of archives.

RESPONSIBILITIES

- Maintain District 32 Archives per guidelines
- Coordinate with Archivist to collect personal stories and archival material
- Coordinate with Archivist to plan and organize volunteers for work parties
- Participate in Work Parties
- Attend Quarterly Archives meetings
- Attend monthly District Meetings and report on activities.
- Attend each Area 72 Accessibility Quarterlies and report to the District Meeting and Group representatives.
- Maintain an Archives display.
- Exhibit Archives at AA functions when requested.
- Submit to the Treasurer proposed realistic, estimated yearly needs.

POSITION GUIDELINES

- Refer to "AA Guidelines – Archives" (MG-17)

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Archivist

The main purpose of the District 32 Archives, consistent with AA's primary purpose, is to keep the record straight so that myth does not predominate over fact as to the local history of the Fellowship. The District Archives gives the District a sense of its own past and an opportunity to study it. The Archives Committee exists to provide a safe and secure repository for the receipt, storage and preservation of archival material relevant to the past and present activities of Alcoholics Anonymous and its members within the District. It actively displays historical material so that the maximum number of members of the Fellowship may benefit. The Archives Committee assists and acts as a resource for district and other local AA activities.

QUALIFICATIONS

- Desired archival experience. In lieu of experience, a willingness to learn preservation and restoration techniques and principals.

RESPONSIBILITIES

- Manage archives work parties
- Participate in archives training opportunities
- Maintain the digital catalog, a consistent filing system, manage our repository and collections such as artifacts, paper, audio information, photographs, and videos.
- Participate in Work Parties
- Attend Area 72 AA Archives Quarterlies

POSITION GUIDELINES

- District 32 will follow a suggested "... at least 2 years of continuous sobriety" for Trusted Servant positions. Although this would also apply to Standing Committee Chair persons, it certainly does not apply to other members of any particular committee.

FORESEEABLE EXPENSES

Reoccurring	Description	Amount
	Supplies for the preservation and restoration of archival items	
	Travel expenses to Quarterlies and Workshops	

Bridging the Gap (BTG) Coordinator

Many temporary contact connections are channeled through Greater Seattle Intergroup (GSIG) Treatment Committee. Our Treatment committee coordinates with groups in district 32 to obtain lists of A.A. temporary contacts. Sometimes, individual groups sponsor an A.A. meeting at the treatment facility and initiate temporary contact connections with newcomers as they get ready to leave the facility. A more effective programs seem to result from group's working through our district Treatment Committee. No matter how many or few treatment centers are in our district, we serve the returning alcoholic by getting them to the rooms and introducing them to a new way of living.

QUALIFICATIONS

- Request having a sponsor and have gone through the steps at least once.
- Two years of continuous sobriety will increase potential of reliability in being a contact point for both GSIG and any direct communications with treatment centers.
- Experience as an alcoholic and recovery in A.A

RESPONSIBILITIES

- Create, Expand, and maintain list(s) of people willing to be a temporary contact within the BTG program
- Open communication with GSIG Treatment to insure our availability to connect with newcomers from treatment
- Keep GSR's updated with statistical information and communicate about where to find signup sheets/pamphlets related to BTG

POSITION GUIDELINES

- MG-14 – A.A. Guidelines on Treatment Committees
- P-49 – Bridging the Gap—Between Treatment and A.A. Through Contact Programs
- Be familiar with the paper “Information on Alcoholics Anonymous,” particularly the section on what A.A. does and does not do.

FORESEEABLE EXPENSES

Reoccurring	Description	Amount
	Communication w/GSIG may help w/Pamphlets	

Cooperation with the Professional Community (CPC)

Primarily educational in scope, CPC work seeks to explain what AA is and what AA is not to professionals, treatment center workers, lawyers, police, judges, teachers, clergy, cooperative assistance programs, business managers, and union leaders. The District CPC Chair should attend Area CPC Committee Quarterlies, relay information on service opportunities to members, and encourages others to participate.

QUALIFICATIONS

- Familiarity with AA cooperation with the professional community principles and practices.

RESPONSIBILITIES

- Chair a quarterly CPC Meeting with group representatives (if available).
- Attend all four CPC quarterlies and report to District Meeting and group representatives.
- Submit to the Treasurer proposed realistic, estimated yearly needs.
- Be available to present information on CPC activities to home groups (when requested).
- Attend monthly District Meetings and report on activities.
- Attending Greater Seattle Intergroup PI Committee meetings to coordinate the activities between the District and Intergroup.
- The PI Chair may also participate in the following activities:
- CPC booth at State and County Fairs (Monroe, Puyallup, etc.)
- Speaking at non-AA informational meetings (Professional Conventions, Luncheons, etc.)

POSITION GUIDELINES

- Refer to “AA Guidelines – Cooperation with the Professional Community (MG-11) and Cooperating with Court, D.W.I. and Similar Programs” (MG-05)

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Corrections & Institutions Committee Chair

Corrections work consists of any project reaching out to the alcoholic who is in prison, jail, or other correctional facility. This work can include running or coordinating meetings in facilities, writing alcoholics in prison, or helping the AA who is being released from prison to get to a meeting on the outside(Bridging). The district Corrections Chair attends Area Corrections Committee Quarterlies, relays information on service/12th Step opportunities to members and encourages others to participate.

QUALIFICATIONS

- Experience at carrying the AA message into Corrections Facilities is preferred.

RESPONSIBILITIES

- Chair a quarterly Corrections facilities meeting with group representatives.
- Attend each monthly District Meeting and report on activities.
- Attend each Area Corrections Quarterly and report to the District Meeting and Group representatives.
- Submit to the Treasurer proposed realistic, estimated yearly needs
- Maintain a volunteer list for the Bridging program (with help of GSRs and/or group representatives).
- Coordinate Bridge volunteers' connection with Bridge requester.
- Be available to present information on carrying the AA message in correctional facilities and the Bridge program to home groups (when requested).
- Arrange for volunteers to support AA meetings in correctional facilities. At this time there are none in District 32, however, these volunteers should be made available for neighboring districts that have such facilities.
- Attend Greater Seattle Intergroup Corrections Committee meetings to coordinate the activities between the District and Intergroup.

POSITION GUIDELINES

- Refer to "AA Guidelines – Correctional Facilities Committees" (MG-06)
- Refer to "AA Guidelines – Cooperating with Court, D.W.I. and Similar Programs" (MG-05)

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

District Committee Member (DCM)

The DCM is the liaison for the two-way communication between the groups and the AA service structure. The DCM is expected to lead monthly meetings of District GSRs and other committee members and to keep GSRs informed about District, Area, regional, and Conference activities.

The DCM attends service meetings (Area Quarterlies, Assemblies, etc.) and reports back to the District. During such interaction the DCM listens for GSRs and their group's needs and ideas to help facilitate the voices reach the other Districts, Greater Seattle Intergroup, Area 72, the Regional structure, and the General Service Conference.

A more complete checklist of DCM/Alt. DCM duties appears in the AA Service Manual on pages S28 through S30. Neither the DCM nor the alternate DCM should hold other service commitments at the District or Area level. They are usually elected in the fall of even numbered years from attending GSRs and Committee Members.

QUALIFICATIONS

- The DCM usually has served as a GSR (not mandatory) and is elected by the GSRs. It is recommended the DCM have four to five years of continuous sobriety.
- Refer to "The AA Service Manual" Chapter 3 for additional recommended qualifications.

RESPONSIBILITIES

Essential

- Prepare an Agenda for each District Meeting
- Chair each District Meeting
- Attend Area Assembly
- Attend Pre-Conference, Delegate's Report, and Pre-Assembly
- Arrange for a District Inventory at least once during the rotation.
- Submit to the Treasurer proposed realistic, estimated yearly needs.
- Attend home group business meetings when requested by GSR.
- Refer to "The AA Service Manual" Chapter 3 section entitled "Duties"

Highly Recommended

- Hold a GSR orientation for new GSRs at beginning of the rotation.
- Attend each Area Business Quarterly and report to GSR's
- Attend at least one Regional Conference (PRAASA)
- Coordinate with Other DCMs to plan Pre-Conferences, Pre-Assemblies and Delegate Reports
- Work with District standing committees to keep in touch with their needs

- Make copies of Western Washington Area 72 Handbook for all groups as needed.

POSITION GUIDELINES

- Refer to “The AA Service Manual” Chapter 3 (DCM duties).

FORESEEABLE EXPENSES

Travel & Logging is budgeted. See Appendix A.

Reoccurring	Description	Amount

Grapevine & Literature Committee Chair

Orders AA literature so vitally necessary for District 32 in spreading the message of AA. Work includes making AA's aware of the variety of conference approved literature available and assisting groups to bring literature suggestions to the appropriate Conference committee. The GV/Lit Chair attends Area GV/Lit Committee Quarterlies and relay information on AA literature to members

QUALIFICATIONS

- Familiarity with AA literature and the AA Grapevine, including prices and use statistics.

RESPONSIBILITIES

- Educate the fellowship about A.A. Literature, related service material and how to obtain it.
- Maintain a literature display consisting of items from A.A.W.S., G.S.O., A.A. Grapevine, Inc., and other A.A. Material.
- Be available to give informed talks on A.A. literature and take a display to various service workshops, groups and the district functions.
- Hold monthly Literature and Grapevine Committee meetings with group representatives.
- Attend monthly District meetings and report on committee activities.
- Attend Area Grapevine and Literature Committee meetings.
- Submit to the Treasurer proposed realistic, estimated yearly needs.
- Attend Greater Seattle Intergroup GV & Lit Committee meetings to coordinate the activities between the District and Intergroup.

POSITION GUIDELINES

- Refer to "AA Guidelines – Literature Committees" (MG-09), Grapevine Workbook, and the Literature Committee Guidelines (MG-9) from G.S.O

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Hospital 12th Step Dispatcher

Receive Email notifications from area hospitals requesting a 12-step call from a member of Alcoholics Anonymous. Dispatch persons from the Hospital 12 step volunteer list for District 32 area Hospitals. You must have access to E mail and be able to use your phone at anytime throughout the day 6am – 9pm. The agreement is we will respond within 4 hours of receiving an Email, so if you are busy and unable to reply right away this gives you opportunity to make yourself available.

QUALIFICATIONS

- Currently sober for at least 1 year
- Able to Send and receive Email and Text messages between 6am and 9 pm

RESPONSIBILITIES

- Keep a copy or link to current volunteer List that is kept on district 32's web site so you have it available anytime you receive the Email from the Hospital.
- Contact persons on the Volunteers list via Text Message or voice
- Reply to the Hospital to let them know you have someone available within a 4-hour window to visit the patient at the hospital or give the patient a call if they request a call instead of a visit.
- Keep newcomer packets stocked at the Alono club counter for Volunteers to take with them. It should have P-01 This is AA, P-02 Frequently Asked questions about AA, P24 A newcomer Asks... P36 Is AA for Me? And F-1 AA at a glance. You should also add a meeting schedule to each packet. You can buy packets already made up from Seattle Intergroup book store at the Alono club or pick them up at the Monthly Intergroup CPC/PI meeting in Seattle using CPC budgeted allotment.
- Remind the person who volunteers to take a buddy and if they would like, pick up the literature at the Alono club on their way to the hospital. If you are going to be unavailable or unable to access Email for some reason, please have someone you can count on to back you up.

POSITION GUIDELINES

- Other districts in Area 72 have the same or a similar program. Please interact with these to further develop guidelines.

FORESEEABLE EXPENSES

Reoccurring	Description	Amount
	Communication w/GSIG may help w/Pamphlets	

Intergroup Liaison

Has the job of maintaining two-way communication between the District/Groups and the Seattle Intergroup. Attends Intergroup meetings, relays information on service/12th Step opportunities, and encourages coordination between the District and Intergroup committees.

QUALIFICATIONS

- Familiarity with the Greater Seattle Intergroup operations and services.

RESPONSIBILITIES

- Attends Monthly Intergroup Board meetings and reports back to District meeting.
- Presents District 32 news/info to Intergroup as necessary.
- Provides District with copies of relevant Inter group information (flyers, etc.)
- Submit to the Treasurer proposed realistic, estimated yearly needs.

POSITION GUIDELINES

- Refer to “AA Guidelines – Central or Intergroup Offices” (MG-02).

FORESEEABLE EXPENSES

See Appendix A.

Reoccurring	Description	Amount

Public Information (PI) Committee Chair

A service primarily educational in scope, PI work includes speaking at , and training other members to speak at, non-AA meetings, developing and distributing public service announcements, appearing at schools, health fairs, and other non-AA events, and working with the media to explain our tradition regarding anonymity. The District PI Chair attends Area PI Committee Quarterlies, relay information on service opportunities to members, and encourages others to participate.

QUALIFICATIONS

- Familiarity with AA public information principles and practices.

RESPONSIBILITIES

- Chair a quarterly PI Meeting with group representatives (if available).
- Attend all four PI quarterlies and report to District Meeting and group representatives.
- Submit to the Treasurer proposed realistic, estimated yearly needs.
- Be available to present information on Public Information activities to home groups.
- Attending Greater Seattle Intergroup PI Committee meetings to coordinate the activities between the District and Intergroup.
- The PI Chair may also participate in the following activities:
 - PI booth at State and County Fairs (Monroe, Puyallup, etc.)
 - Speaking at non-AA informational meetings (schools, etc.)

POSITION GUIDELINES

- Refer to “AA Guidelines – Public Information” (MG-7)

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Secretary

Is responsible for maintaining a record of District business and activities and communicating this record to the GSRs and District Committee. The secretary is generally responsible for all written communication from the District.

QUALIFICATIONS

- Experience with recording minutes and preparing reports for distribution at the home group level is preferred.

RESPONSIBILITIES

- Attend all monthly District GSR meetings, take notes, mail (or e-mail) minutes to all GSR's and Committee Chairs, and keep a copy for the official District Record in Archives;
- Maintain the ongoing record of all District Passed Motions and all Failed Motions for the District Handbook
- Attend and take notes at District 32 annual Inventory, for District Record, and Archives.
- Submit to the Treasurer proposed realistic, estimated yearly needs
- Maintain this District Handbook. At the end of his/her rotation, presents up to date copies to incoming GSRs and district Trusted Servants.
- May prepare and distribute a District Newsletter (optional).

POSITION GUIDELINES

- Refer to AA Service Manual- pg. S41

FORESEEABLE EXPENSES

No annual budget has been established for the Secretary. Receipts for copies and supplies are remitted for reimbursement out of the budget item District Expenses (See Appendix A.)

Third Legacy

Educates the fellowship on the principles and concepts of AA service through workshops and presentations.

QUALIFICATIONS

- Familiarity and experience with AA's 12 Traditions and 12 Concepts and the AA service structure, including the responsibilities of the various officers and committees. It is advisable, but not mandatory, that this position be filled by a past DCM or GSR.

RESPONSIBILITIES

None established.

POSITION GUIDELINES

None established.

FORESEEABLE EXPENSES

No annual budget established.

Treasurer / Alt-Treasurer

Is responsible for receiving, disbursing, and reporting on funds for the District. These funds are generated by donations from the groups. Funds are dispensed as directed by the committee and GSRs.

Alternate Treasurer assists the Treasurer as needed to collect and disburse funds and provide reports.

QUALIFICATIONS

- The Treasurer should have served as a home group Treasurer, have a good knowledge of 7th Tradition principles and practices, and experience in basic financial practices (tracking and reporting on funds).

RESPONSIBILITIES

- All expenses incurred by District trusted servants will be reimbursed by the Treasurer providing receipts are provided and the amount does not exceed the established annual budget for the position.
- Treasurer prepares a report for distribution at each district meeting at the meetings. The report shows annual budgets, expenses by committees, contribution sources, and beginning and ending balances.

3rd Mon. Jul:	Budget Change Requests Reminder
3rd Mon. Aug:	Budget Change Requests Submitted
(Sat) 9 days before 3rd Mon. Sep:	Budget Committee Meeting (Proxy Request read at meeting) Chair: Treasurer Secretary: Alt-Treasurer Members(6): DCM, Alt-DCM, Past DCM -or- Treasurer, and 3 GSRs
3rd Mon. Sep:	Budget Committee Recommendation to Home-Groups Via GSRs
3rd Mon. Oct:	Approve Home-group suggestions
3rd Mon. Nov:	Approve Next year's budget

POSITION GUIDELINES

- Refer to "AA Guidelines – Finance" (MG-15)

FORESEEABLE EXPENSES

No annual budget has been established for the Treasurer. Receipts for copies and supplies are remitted for reimbursement out of the budget item District Expenses (See Appendix A.)

Treatment (H&I) Committee

Helps reach alcoholics in hospitals and treatment facilities. Programs can include: running or coordinating in-facility meetings; providing panelists to describe what AA is and is not; and passes on the AA message through books, pamphlets and word of mouth. Also coordinates the Bridge the Gap program, helping the AA who is being released from treatment to get to a meeting on the outside. The district TF Chair should attend Area Treatment Committee Quarterlies, relays information on service/12th Step opportunities to members and encourages others to participate.

QUALIFICATIONS

- Experience at carrying the AA message into Treatment Facilities is preferred.

RESPONSIBILITIES

- Chair a Quarterly Treatment facilities meeting with group representatives.
- Attend each monthly District Meeting and report on activities.
- Attend each Area Treatment Quarterly and report to the District Meeting and Group representatives.
- Submit to the Treasurer proposed realistic, estimated yearly needs
- Maintain a volunteer list for Bridge-The-Gap (with help of GSRs and/or group representatives).
- Coordinate volunteers to participate in the Bridge-The-Gap Program.
- Be available to present information on “Carrying the AA in treatment facilities” and the “Bridge-The-Gap” program to home groups when requested.
- Attend Greater Seattle Intergroup Treatment Committee meetings to coordinate the activities between the District and Intergroup.

POSITION GUIDELINES

- Refer to “AA Guidelines – Treatment Facilities Committees” (MG-06)

FORESEEABLE EXPENSES

Reoccurring	Description	Amount

Web and Tech Committee

Has the job of maintaining and updating the District 32 web site, District32aa.org, and email address for the service positions for our district. Monitor and be the contact person for issues pertaining to our web presents. (Webmaster@District32aa.org)

Qualifications

- Familiarity with computers and a willingness to learn the necessary computer languages/programs

Responsibilities

- Attend monthly District 32 Meetings and report on activities.
- Maintain website and updates site with District 32 minutes, Group Flyers, Area information pertaining to District 32, Etc.
- Conduct maintenance procedures to ensure site integrity
- Maintain forwarding for servant position Email addresses
- Maintain District 32 Meeting Schedule entries
- Submit to the Treasurer proposed realistic, estimated yearly needs.

Position Guidelines

- Refer to “AA Guidelines – Area Website following Tradition 11.

Foreseeable Expenses

Reoccurring	Description	Amount
5 yrs.	Domain Hosting	
	Domain Name	

Young Peoples Chair

Alcoholism is a rough word to deal with, yet nobody is too young (or too old) to have trouble with booze. That's because alcoholism is an illness. It can hit anyone; young, old, rich, poor, and it doesn't matter how long we've been drinking or what we've been drinking. It's what our drinking does to us that counts.

QUALIFICATIONS

- Have a minimum of 1-year continuous sobriety.
- Have a working knowledge of and willingness to adhere to the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous.

RESPONSIBILITIES

- Attend monthly District 32 Meetings and report on activities.
- Submit to the Treasurer proposed realistic, estimated yearly needs.
- Have knowledge of the meetings in the district.
- Reach out to schools to find out if there is a need to start on campus meetings.
- Coordinate workshops aimed at young people on traditions and concepts.
- Determine if there is a need in the district to create a young person's meeting, unless in direct conflict with neighboring meetings.
- Help existing service bodies such as PI/CPC/H&T/Corrections and Bridge the Gap with finding young speakers for panels, workshops, and 12 step calls for any young alcoholic.

POSITION GUIDELINES

- Refer to "Young People and A.A." P-4.

FORESEEABLE EXPENSES

- See Appendix A.

Reoccurring	Description	Amount

APPENDIX A

Annual Budget 2019-2020 (Updated Jan. 2019)

<u>Budget item</u>	<u>Budgeted</u>	<u>Sub-total</u>
District expenses	\$400.00	
Schedules	\$300.00	
Storage	\$948.00	
Rent	\$180.00	
Picnic	\$300.00	
		\$2,128.00
DCM	\$650.00	
PRAASA (Once 2 yrs.) \$800 total	\$800.00	
Alt DCM (District Registrar)	\$650.00	
		\$2,100.00
3rd Legacy	\$200.00	
Accessibilities	\$200.00	
Archives	\$350.00	
Corrections	\$200.00	
*Corrections Bridge (Lit./Sup.)	\$0	
Cooperation Professional Community (CPC)	\$200.00	
*Hosp. 12th Step (Lit./Sup.)	\$0	
Grapevine and Literature	\$200.00	
Treatment (H&I)	\$200.00	
*Bridging the Gap (Lit./Sup.)	\$200.00	
Public Information (PI)	\$200.00	
*School Panel (Lit./Sup.)	\$200.00	
Web Presents	\$400.00	
Young People	\$200.00	
		\$2,750.00
Quarterly Host Seed Money	\$300.00	
Total	\$7,278.00	

(*) No specific meeting at Intergroup/GSO or Area. Discussed as projects within a parent committee.

APPENDIX B

Motions Passed

ID	Motion	Made By	Seconded	Result
03.01[1]	Hand out packets every quarter instead of monthly at the GSR meetings	Kevin	Unknown	Passed
03.02[1]	Cover the \$45.00 for PRASSA registration	Unknown	Unknown	Passed
03.11[1]	Extend the GSR meeting to 2 Hrs. for a 3 month trial period, starting in January, 2004, w/meeting starting at 7 PM (½ Hr. earlier.)	Kevin/Susie	Leo	Passed
03.11[2]	Advance Kelly \$100.00 to buy food for the December 13, 2003 Quarterly, Hosted by, Dist. 32	Kelly	Al	Passed
04.01[2]	one nights stay at PRASSA for the Dcm attending	Kevin	Walter	Passed
04.02[1]	[Form] a Dist. 32 web site Ad Hoc committee	Wayne	John Paul	Passed
04.02[2]	BLA donation from Dist. 32. to be \$200.00	Susie/Kevin	John Paul	Passed
04.03[1]	Let Donna select the storage site for the Archives. For a 6 month lease	Wayne	George	Passed
04.03[2]	Keep the GSR meeting start time at 7 PM for another 3 months, instead of 6 months	Leo	Kevin	Passed
04.10[1]	Compensate Norm \$10.00 for traveling to facilitate elections	Unknown	Unknown	Passed
04.10[2]	Create Website as summarized by Ad Hoc Web Site Committee on Sept.20,2004	Unknown	Unknown	Passed
04.11[2]	District 32 is to donate \$100.00 to Burien Little Assembly for 2005	Kevin	Bill	Passed
05.01[1]	Reimburse Kelly for the money paid to King County Parks in the amount of \$195.00	Wayne	Jim	Passed
05.01[2]	August Pre-Assembly \$50.00 to help cover the translation and facility costs	Luke	Jim	Passed
05.01[3]	Invite Monroe PI booth Committee member come speak and district 32 to pay gas money	Ned	Wayne	Passed
05.01[4]	The District secretary will create (one sheet of paper both sides) schedule and maintain updates	Bill W.	Kevin	Passed
05.02[1]	Debbie our Alternate Area Chair come to give us a presentation on hosting the Quarterly at our next district meeting	Wayne	Judy	Passed
05.02[1]	Kathy D (Secretary) Provide sample paper schedule	Judy	Walter	Passed

ID	Motion	Made By	Seconded	Result
05.02[2]	Approve PRASSA Preliminary Budget of \$464.90	Judy	Mary Ann	Passed
05.03[1]	Make a bid to host the Western Washington Area Quarterly in January of 2006	Susie	Luke	Passed
05.04[1]	\$30.00 to District 41 for the first two quarters for ASL	Mary Ann	Jean Paul	Passed
05.04[2]	\$36.00 to increase email services	Jim	Bill	Passed
05.06[1]	Finish the ream of 500 Schedules – divide up – take to groups to discuss if the district will print them or the groups	Kelly	Walter	Passed
05.07[1]	Reimburse Kelly \$50.00 paid at Pre-Assembly	Kathy	Judy	Passed
05.08[1]	\$25.00 for PI Booth in Federal Way School	Susie	Bill	Passed
05.08[2]	Bid for January 2007 Quarterly	Judy	Susie	Passed
05.11[1]	\$20.00 gas money for Dawna H (Area CPC) Presentation	Kelly	Susie	Passed
06.03[2]	read the GSR responsibility statement in addition to what we already read at the beginning of the business meetings	Judy	Wayne	Passed
06.03[3]	\$200 for the CPC/PI literature request	Kathy	Judy	Passed
06.04[1]	increase the prudent reserve to \$800.00	Steve	Kathy	Passed
06.05[1]	\$20 for gas: THIRD LEGACY PRESENTATION: Gail H. and Ernie M.	Susie	Lisa	Passed
06.05[2]	We support a Take A Professional to Lunch (TAPL) for District 32	Kathy	Jim	Passed
06.07[1]	send \$ 50.00 to the hosting district Western Washington Area Assembly	Kelly	Michelle	Passed
06.07[2]	\$50.00 to the PI committee for the booth at the Monroe Fair	Steve	Jim	Passed
06.08[1]	Pay for Larry's gas to Intergroup monthly meeting	Michelle	Betty	Passed
06.09[1]	Tommy S. guest speaker Area Chairperson for Accessibility	Jim C.	Bob	Passed
06.11[1]	\$50.00 to the Burien Little Assembly	Steve	Susie	Passed
07.10[1]	a recorder can be used taping the GSR meetings so the secretary can later transcribe	Unknown	Unknown	Passed
07.11[1]	\$50 for Burien Little Assembly	Unknown	Unknown	Passed

ID	Motion	Made By	Seconded	Result
08.04[1]	District 32 Handbook,one to each home group, so hopefully these can stay in the home group for future reference	Unknown	Unknown	Passed
09.02[1]	\$100.00 to District 15 for our part of the Pre conference	Mike G	Unknown	Passed
09.06[1]	picnic budget is increased by \$200.00	Becky F	Unknown	Passed
09.08[1]	increase the budget for Corrections in 2009 only to cover travel costs for the next two quarterlies at the current rate of .408 cents per mile. The budget will be re-set to \$200.00 at the end of this year.	Unknown	Unknown	Passed
09.09[1]	reimburse Jean Paul for dinner expense for his meeting [\$???)	Unknown	Unknown	Passed
09.09[2]	give Wayne O. funds to purchase books [\$???)	Unknown	Unknown	Passed
09.11[1]	give former PI Chairperson, Wayne O., funds to purchase books [\$???)	Unknown	Unknown	Passed
09.11[2]	raise the prudent reserve from \$800.00 to \$1,000.00	James	Unknown	Passed
10.08[1]	\$210 to replace John M. grill burned up at district picnic	Unknown	Unknown	Passed
11.01[1]	organize a GSR workshop	Julie	Unknown	Passed
11.07[1]	of \$655.00 D32 Picnic fund, \$321.00 used. \$100.00 Donated to Brooklake & \$25 to D31 for Pre-Assembly	Unknown	Unknown	Passed
12.09[1]	have any Guest speakers at our District meetings to take precedence over normal business and committee reports and share their information at the beginning of the District meeting	Unknown	Unknown	Passed
13.01[1]	A form being made up by next month's GSR meeting to start a committee of GSR's to approach other groups	Unknown	Unknown	Passed
15.05[1]	include a separate on website to include non-AA related events. Amend to a 6 month trial period and to be referred to as "Sober Events"	Jessica	Unknown	Passed
16.02[1]	print updated meeting schedules using prudent reserve fund	Gary	Unknown	Passed
16.05[1]	Remove Dale M. from Grapevine and literature Rep for District 32	Unknown	Unknown	Passed

ID	Motion	Made By	Seconded Result	
16.05[2]	Dale M. to not present himself as a representative of District 32 in any way, at meetings or to Seattle intergroup.	Unknown	Unknown	Passed
16.05[3]	Dale has the right to continue as GSR for Saturday Men's Stag group. No member will be denied access to business meeting	Unknown	Unknown	Passed
16.06[1]	Keep the same day (3rd Sunday in July) for annual picnic	Wayne	Unknown	Passed
16.06[2]	Someone should be in charge, party planner? (future).Reserve and pay for site now and a year ahead of time.	Wayne	Unknown	Passed
16.06[3]	have semiannual G.S.R. schools, February, October	Wayne	Jeanne	Passed
17.01[1]	District 32 to donate 100.00 to BLA	Unknown	Unknown	Passed
18.05[1]	pay one lump sum for 12 months of storage	Deanne	Greg	Passed
18.08[1]	change name from "H&I" to "Treatment Committee" Email: treatment@district32aa.org	Heather S.	Jim H	Passed
18.11[1]	Switch to new [Website hosting] company as long as the cost does not exceed \$190 for the year	Unknown	Unknown	Passed
18.11[2]	approve Budget B [To be outlined in 2019-20 District Handbook]	Dylan	Terry	Passed
18.11[3]	Change from non-profit to a not for profit and to add Morgan to the bank account	Nic	Gavin	Passed
18.11[4]	an ad-hoc committee be formed to update/modify the "trusted servant handbook review January 21st, 2019	Greg	Nic	Passed

Motions Failed

ID	Motion	Made By	Seconded	Result
09.08[2]	a detailed accounting of what was submitted this year by Committee Chairs so that a review of expenses can be done in order to make the new budgets in the coming year	Unknown	Unknown	Failed
10.09[2]	District 32 hosts the May/June 2011 Grapevine Quarterly	John M	Unknown	Failed
10.11[1]	create another Chairperson Position for Bridging the Gap	Emden	Unknown	Failed
11.07[2]	purchase more older GVs and/or any donations	Aliza		Failed
16.01[1]	have 2 assemblies or add more time for business during assembly	Sara S		Failed
08.01[1]	We move that the General Service Conference instruct AAWS to produce and publish a book containing personal stories from geographically remote areas of the world.	Susie		Presented
04.11[1]	District 32 is to donate \$200.00 to the Little Burien Assembly	Bill W.	Unknown	Resended
10.09[1]	link to the Area Newspaper on our District 32 website	James		Tabled
04.01[1]	[Intent-info] for the web site has been handed out to the groups in attendance	Luck C.	Unknown	unknown
05.11[2]	\$50.00 Donation Burien Little Assembly	Kathy	Unknown	unknown
06.01[1]	increase the payment made contribution to the area (Bridging the Gap)	Jan	John Paul	unknown

