

TRUSTED SERVANT GUIDELINES

DISTRICT 24

OF THE

SOUTHERN MINNESOTA
AREA ASSEMBLY

OF

ALCOHOLICS ANONYMOUS

DISTRICT 24 GUIDELINES

Preface

All Positions of leadership from GSR to Area Delegate are essential for communication. The District Officers and District Committee Member are necessary leadership roles to ensure effective communications within the fellowship and specifically, within our district.

The guidelines of the District 24, Southern Minnesota Area Assembly (General Service Conference Area 36) are not in any way intended to replace AA publications. Based on the experiences of previous trusted servants, they are a means to provide specific suggestions to those currently serving Alcoholics Anonymous in our District. The guidelines are written with the understanding that no action of any AA service entity is binding on another service entity or its successors. They may be modified as needed by any future District Committee.

The intent of these guidelines is not to replace any existing AA literature, but to broaden the experience and knowledge of our trusted servants. It is suggested that they become familiar with the following AA publications.

Alcoholics Anonymous (The Big Book)
Twelve Steps & Twelve Traditions
Alcoholics Anonymous Comes of Age
As Bill Sees It
Dr. Bob & the Good Oldtimers
Pass it On
The AA Service Manual/Twelve Concepts of World Service
Box 4-5-9
Trustees Quarterly Report
Annual General Service Conference Report

“General Service work may suffer from weak communications and lack of specifics.”
(Service Manual pg. 555, 1991-1992 edition)

Elected Officers of the District

District Committee Member (DCM)
Alternate District Committee Member
Community
Secretary
Treasurer

District Trusted Servants Serving the Area

District Committee Member
Alternate District Committee Member
General Service Representative (GSR)

Appointed Committee Chairpersons

Archives
Cooperation with the Professional
Correctional Facilities
Grapevine
Finance
Literature
Newsletter
Public Information
Treatment Facilities
Group Records Secretary

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Suggestions for District Officers

It is to be noted that all service positions of leadership, whether elected or appointed, are considered “trusted servant” positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

Each officer has responsibilities to AA groups and the district, to the Southern Minnesota Area Assembly and in some cases to the region and to the fellowship worldwide. The first activity of any trusted servant is to become informed as much as possible; not only with respect to their particular service responsibility, but all aspects of AA service. The following are some of the tasks entrusted to our district officers:

- Attend all Area Committee Meetings, all Area Assemblies, Delegate Workshops, and the Annual Area Service Conference.
- Attend monthly district steering committee meetings, sharing experience and information with other district officers and committee members.
- Attend Regional Forums and/or Conferences where fully reimbursed.
- Provide encouragement and help to the District Committee Member.
- Provide leadership in the District.
- Read and become familiar with the District Financial Guidelines, Trusted Servant Guidelines, Past Actions and Recommendations and any other documents the district has developed from its experience.
- Submit for reimbursement of expenses in a timely manner to ensure the consistent and more predictable disbursement of District funds.
- Be available to other committees, districts and groups to provide experience, strength and hope with respect to our Third Legacy of Service.
- When rotating out of office, help the incoming officers with sharing of experience, records, information and any helpful suggestions for serving as a District Officer.

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District Committee Member (DCM)

- Provide Leadership.
- Provide the primary communications link between the district as a whole and the Southern Minnesota Area.
- The DCM is the only officer authorized to sign agreements with Service providers on behalf of the district. Certain exceptions may apply for special services such as accounting and data processing, in which case, the appropriate officer will file with the DCM any agreements entered into.

Specific Suggestions:

- Communicate information received in a timely manner to the district, making use of district meetings and committee meetings, workshops and the district newsletter.
- Arrange for reasonably priced meeting sites for the District General Service Meeting and District Committee meetings.
- If needed, sign agreements with providers of meeting space or other services on behalf of the District.
- Attend all District meetings and when asked provide reports and other information and listen for the districts group conscience on material presented.
- Publish the district calendar. This should be done no later than the last district meeting of the preceding year.
- Become thoroughly familiar with the General Service Conference topics.
- Preside at meetings of the District in an orderly fashion.
- Get to know district trusted servants.
- Coordinate annual group information updates with the Group Records Secretary.
- Represent the district in area matters.
- Prepare articles for the district newsletter.
- Schedule monthly District Committee meetings to ensure continuity, unify and effective communications.
- Appoint the chairpersons of the District Standing Committees (and alternates where needed), working with them and encouraging committee efforts.
- Help District Standing Committees understand how the Conference Advisory Actions apply to their committee activity.
- Prepare and submit the Annual Budget to the district steering committee prior to the October General Service Meeting.
- Encourage District Standing committees to discuss General Service Conference topics and to respond to advisory actions.
- Keep the Alternate DCM informed in the event that the DCM is unable to participate in any District function.
- Meet with district standing committees as needed, referring appropriate matters of District concern to the pertinent District standing committee or General Service Meeting.
- Review monthly financial statements and bank statements from the Treasurer, assuring as much as possible that the District funds are spent prudently and consistent with the district's purpose.

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Alternate District Committee Member (ADCM)

General Suggestions:

- Provide leadership.
- Remain active in district as well as area activities. Assist the District Committee Member as requested. Serve on the Area Structure Committee.
- In the absence of the District Committee Member, acts as District Committee Member and presides at steering committee meetings and District General Service Meetings.
- Should the District Committee Member be unable, sign contracts for Services.

Specific Suggestions:

- Attend all District Meetings to provide leadership and information.
- Work closely with the District Committee Member and District Officers to remain informed and assist them in whatever ways proves helpful to them and the General Service Meeting.
- Attend district meetings and when asked, provide information and experience. Become thoroughly familiar with the General Service Conference topics.
- Get to know other District Committee Chairs as well as GSRs, particularly new GSRs that might be attending their first District Meeting.
- Represent the District in area or regional matters in the absence of the District Committee Member. Keep the District Committee Member informed of any information received.
- Chair the District Structure committee (see suggestions for Structure) and attend all area structure meetings.
- Sign checks in the absence of the DCM, Secretary or Treasurer.

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Secretary

- Keep records (minutes) of all General Service Meetings and District Committee Meetings.
- Assist District Committee Member at District Meetings.
- Annually update the Recommendations and Actions of the District Committee and General Services Meetings.
- Send copies of the Steering Committee and General Service Meetings to all members of the District Committee. All Area Officers, Archives, both on the District level as well as Area Level, and as the need arises, various Area Committee Chairs.
- With the help of the DCM, develop agenda material for District General Service Meetings and have it available at all General Service Meetings.
- Sign checks for the District in the absence of either the DCM or Treasurer.

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Treasurer

General Suggestions:

- Handle all district moneys, keeping records of contributions and disbursements.
- A knowledge of, or the willingness to learn, some simple bookkeeping techniques will greatly aid a person in satisfactorily fulfilling the duties of this office.
- The District Financial Guidelines provide the Treasurer with specific procedures and district policy for handling district funds.

Specific Suggestions:

- Work closely with the District Committee Member in disbursement of district funds. The District Committee Member is the second signature on District checks. In the absence or unavailability of the District Committee Member, the Alternate District Committee Member or Secretary should sign. The District Committee Member should be notified of all checks signed in his or her absence.
- Secure a PO Box for receiving contributions.
- Supply the district as well as finance chairperson with contribution envelopes containing the address.
- Pick up contributions on a frequent basis, making all deposits as soon as possible. Send acknowledgements for contributions.
- Pay bills promptly (See Financial Guidelines).
- Provide monthly statements for our General Service Meeting.
- If asked, provide records to an independent CPA on an annual basis. This should be a person or firm not associated with the District in that the person or persons performing the review hold no position in the District. The CPA is to be paid for their professional services and is to be asked to render a report, and to prepare the Federal and State Tax Forms.
- Distribute the CPAs report and copies of the Federal and State Tax Forms to the District Committee Member and members of the District Committee.
- Complete the Annual Charitable Organization Report for the State of Minnesota, Submit to the District Committee Member for review and signature.
- Have the following items readily available at all District functions: District checkbook, District financial book, contribution envelopes, reimbursement forms, tax exemption certificates and the District Financial Policy Guidelines.

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Suggestions for District Standing Committee Chairpersons

It is noted that all service positions of leadership, whether elected or appointed, are considered “trusted servant” positions. The authority required for these trusted servants to carry out their assigned responsibilities is given to them in accordance with our Tenth Concept.

The standing committee chairpersons of the District are appointed by the District Committee Member. The District Committee Member may replace or remove any committee chairperson if he or she finds it necessary.

Each committee chair is responsible for the following in serving the District:

- Attend all District Meetings, all Area Assemblies (where you have a corresponding Area Committee), the Annual Service Conference and the Delegate’s Workshop and Regional Forums and/or Conferences where fully reimbursed.
- Provide leadership in the District.
- Read and become familiar with the AA Service Manual, All Committee Guidelines, District Financial Guidelines, Trusted Servant Guidelines, Past Actions and Recommendations and any other documents the district has developed from its experience.
- Submit committee budget information as requested by the District Committee Member to help in planning the District budget and manage committee activities within the Budget and Financial Guidelines, requesting additional funds if necessary. Any expenditure over \$50.00 must be cleared with the District Treasurer *prior* to incurring the expense.
- Submit for reimbursement of expenses in a timely manner to ensure a consistent and more predictable disbursement of District Funds.
- Be available to committees, other districts and groups to provide experience, strength and hope with respect to the committee chair position.
- Request and encourage each AA group within the District to elect or appoint a representative to the committee, preferably the GSR but other interested people may also serve on the committee.
- Hold regular meetings with the committee. These may be in addition to the regularly scheduled meetings provided for prior to each District meeting. Inform each representative of the time and location of the meetings.
- Exchange information with other committees in the district, particularly those in which some committee work may overlap the defined committee responsibilities.
- Coordinate with the District Committee Member in the appointment of an alternate committee chairperson.
- Report Committee activities and information in each edition of the District Newsletter.
- When rotating out of office, help the incoming chairperson with sharing of experience, records, information and any helpful suggestions for serving the district.

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Archives

Purpose:

Gather current and historical information about AA, especially in our District, and to preserve it in a meaningful order.

Provide a clearinghouse of information in the District with respect to Archives, coordinating the exchange of ideas and resources between groups. Provide experience and assistance in developing projects that will further the carrying of our AA message with respect to Archives.

Specific suggestions:

- Read and become familiar with all of AA's history-related materials such as AA Comes of Age, Pass It On, Dr. Bob and the Good Oldtimers, **Markings on the Journey, the Markings Newsletter**, etc. ...
- Communicate and cooperate in a working relationship with the Area Archivist as well as the Area Archives Committee.
- Work with groups within our District and inspire them to collect historical items and information.
- Talk at groups and workshops about history when asked.
- Gather present and historical information about AA in the District.
- Keep all historical information such as a way as to make it accessible and to preserve it for future generations. If necessary arrange for proper space and storage of District Archive materials.
- Ensure that confidential materials are properly stored, while ensuring access in the appropriate circumstances.
- Where necessary maintain inventory of historical displays, providing them at any AA function when requested.
- Obtain newspaper and magazine clippings for the Public Information Committee or other sources and maintain in news clippings scrapbook. Gather old and new flyers from all over the District and preserve in flyer scrapbook. Gather old and new Grapevines and maintain Grapevine historical display in cooperation with the Grapevine Committee.
- Report committee activities and information in each issue of the District Newsletter.

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Cooperation with the Professional Community (CPC)

Purpose:

Provide a clearinghouse of information in the District with respect to CPC, coordinating the exchange of ideas and resources between meetings in our District and concentrating on providing information about AA to those who have contact with alcoholics through their profession. Provide experience and assistance in developing projects that will further the carrying of our AA message through CPC.

Specific Suggestions:

- Obtain, read and use CPC workbook and any related materials from GSO.
- Find productive and creative ways of cooperating without affiliating, attempting to establish better communications between AA and professionals.
- Work with our fellowship by holding workshops and encouraging GSRs to participate in local work.
- Encourage groups and AA members to communicate about AA with professionals.
- Utilize and help coordinate the resources of groups to develop and maintain contact with professional groups in the district.
- Coordinate with the Southern Minnesota Area on staffing booths with various displays at conventions within the district.
- Utilize subcommittees as a way of better reaching specific professional groups.
- Report committee activities and information in each issue of the District Newsletter.

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Correctional Facilities

Purpose:

Lead and coordinate the work of individual AA members and groups in the district to carry the AA message to alcoholics in correctional facilities located in our District and assist other districts when asked.

Provide a clearinghouse of information in the District with respect to correctional facilities work, coordinating the exchange of ideas and resources between groups and other districts. Provide experience and assistance in developing projects that will further the carrying of our AA message in correctional facilities.

Specific Suggestions:

- Obtain, read and use Correctional Facilities workbook and any related materials from GSO.
- Work with CPC to develop necessary joint subcommittee (i.e.: DWI programs, youth orientation programs, etc.).
- Work with local, state and federal facilities in the district to let them be aware of contact lists.
- Work with local, county and state officials in coordination of the Correctional Facilities programs.
- Assist in placing AA literature in correctional facilities.
- Coordinate the work of AA members and groups who are interested in carrying the AA message inside the walls.
- Coordinate the means for inmates to “bridge the gap” from prison or institution into the larger AA community.
- Maintain directory of all Correctional Facilities within the District and ensure contact with these facilities.
- Maintain and support the Area correctional facilities contact list of groups and individuals currently either bringing AA to correctional facilities or having a desire to do so.
- Handle requests for pre-release sponsors.
- Support GSO projects in and out of correctional facilities.
- Report Committee activities and information in each issue of the District Newsletter.

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Finance

Purpose:

Keep abreast of and monitor the District's financial needs, policies and practices. This committee is responsible for reminding groups in the District of their 7th Tradition opportunities.

Provide a clearinghouse of information in the District with respect to finances, coordinating the exchange of ideas and resources between groups. Provide experience and assistance in developing projects that will enable groups to become "full partners" in Alcoholics Anonymous through the 7th Tradition.

Specific Suggestions:

- Obtain, read and use finance-related materials from GSO. Become thoroughly familiar with the District Financial guidelines.
- Review District Finance records and status with the committee and District Treasurer at each committee meeting.
- Assist the District Committee Member in preparing the District budget.
- Send 4 (quarterly) self-support mailings each year to the District fellowship.
- In cooperation with the Structure Committee, review and update District Financial Guidelines as needed.
- Must become familiar with the mailing process and postal regulations.
- Assist groups with the development and maintenance of financial policy and procedures.
- Report committee activities and information in each issue of the District Newsletter.

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Grapevine

Purpose:

Coordinate the work of individual AA members and groups to read, subscribe to and utilize the Grapevine and Grapevine-produced materials. Encourage individual AA members to contribute written material to the Grapevine for publication.

Provide a clearinghouse of information in the District with respect to the AA Grapevine, coordinating the exchange of ideas and resources between groups. Provide experience and assistance in developing projects that will further the carrying of our AA message through the Grapevine.

Specific Suggestions:

- Obtain, read and use the Grapevine workbook and any related materials.
- Maintain adequate inventory at District functions and workshops.
- Have guidelines for writing articles on hand at all displays, encouraging District participation in the Grapevine through the submission of articles.
- Encourage groups within the district to have Grapevine Representatives (GvR).
- Encourage Grapevine subscriptions throughout the District.
- Encourage Grapevine meetings and workshops.
- Report committee activities and information in each issue of the District Newsletter.

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Group Records Secretary

Purpose:

Maintain an accurate database and mailing list of the groups and trusted servants in the District. Maintain an accurate mailing list for the District Newsletter.

Specific Suggestions:

- Maintain a working relationship with the Area Group Records Secretary.
- Coordinate the annual group information updates with the Delegates and the DCM in the District.
- Record new groups in the District as the information is received by the DCM.
- Encourage Groups to provide accurate information for databases.
- Produce mailing lists/labels for District mailings.
- Maintain two backup files at separate locations, one with the District Secretary and the second at the discretion of the Group Records Secretary.
- Provide the District Committee with any information requested.
- Work with District Treasurer to maintain/produce records of group contributions.
- Report activities or information in the District Newsletter.

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Newsletter

Purpose:

Publish an informative and attractive newsletter to the District every month, providing it to the District fellowship in a timely fashion.

Specific Suggestions:

- Learn typesetting and layout skills or find committee members with these skills.
- Have a flexible layout.
- Produce copy for printers.
- If necessary become familiar with bulk mailing process.
- Maintain good relationships with printers and mailing vendors.
- Oversee and coordinate production and distribution of newsletter.
- Encourage Committee reports and be available to work with Committee Chairs on communications.
- Provide encouragement for writing articles, particularly to DCM and District Standing Committee Chairs.
- Keep informed of activities and issues going on within Alcoholics Anonymous as a whole.
- Gather useful Service information to publish for sources within the District, Area, Region and AA as a whole.
- Obtain, read and use other District newsletters (Area has record of these.). Listen to comments from groups on the content of the newsletter.
- Be aware that as committee grows and people get involved, there may be a need for both an editor and committee chair.
- Report committee activities and information in each issue of the District Newsletter.

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Public Information (PI)

Purpose:

Carry the message to the alcoholic who still suffers. The committee achieves this in two ways:

1. Through informing the general public about the AA program.
2. Through reaching the "third person" whom may know of someone with an alcohol problem.

Provide a clearinghouse of information in the District with respect to PI, coordinating the exchange of ideas and resources between groups. Provide experience and assistance in developing projects that will further the carrying of our AA message through PI.

Specific Suggestions:

- Obtain, read and use PI workbook and any related materials from GSO.
- Encourage attendance and participation in PI meetings.
- Coordinate any AA exposure to media within the District.
- Coordinate the activities of all public information as it relates to AA within the District.
- Maintain list of small newspapers, radio and TV stations in the District, and mail anonymity statements to publications with a circulation of 4999 or less.
- Develop and maintain District PI displays as necessary.
- Be available to meet with media professionals during normal business hours.
- Obtain and distribute conference approved radio, press and television materials throughout the District.
- Monitor AA anonymity at the level of press, radio and films, per DCM discretion.
- Coordinate, consult and provide information to groups and members who provide AA information for fairs, roundups, and non-AA groups or organizations.
- Report activities or information in the District Newsletter.

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Structure

Purpose:

The Structure Committee is the “Inventory Committee” of the district. It functions as a safeguard in the District to ensure better communications and cooperation in any aspect of our third legacy.

Specific Suggestions:

- Continually review how the District functions, how it communicates to assure the groups in the District are adequately served within the current structure.
- Monitor our service communications and suggest positive solutions.
- Communicate items of interest or concern based on how other Districts operate.
- Review General Service Conference Advisory Actions that are not covered by other standing committees – i.e., Policy/Admission, Report & Charter, Trustee, Conference and International Convention Committees.
- Provide information and past experience on redistricting, work with District Officers or group of groups that wish to form a new district so it can be done in an orderly manner.
- Produce and update the District Map at the end of each year.
- Work with the Group Records Secretary on maintaining district records, using the information to become more informed about the makeup and communication needs of our District.
- Review and suggest updates to District Finance and Trusted Servant guidelines as necessary, cooperating with any other committee or any officer in accomplishing this.
- Cooperate in informing and helping the District obtain more participation from its groups.
- Help familiarize new trusted servants (GSRs) with their responsibilities and opportunities in District Service.
- Report committee activities and information in each issue of the District Newsletter.