

DISTRICT 56 ROLE DESCRIPTIONS

<https://area72aa.org/area-72-committee/service-positions/>

In general, District leadership roles require a minimum of one year sobriety and two or more where specified. Supporting a Chair/leadership role on a committee has no minimum requirement.

District Committee Member (DCM)

Qualifications: Previously served as a GSR, 4+ years of sobriety

Duties: The DCM is responsible for maintaining strong communication and coordination between the district, area, and the General Service Representatives (GSRs). This role includes attending district meetings, area assemblies, and quarterly gatherings, as well as overseeing the monthly district meeting. DCM serves as the main point of contact with the Area Delegate and the Area Committee and ensures that GSRs are well-informed about the Service Manual and supported in their service roles.

Alternate District Committee Member (Alt DCM)

Qualifications: 3+ years of sobriety

Duties: The Alternate District Committee Member (Alt-DCM) serves as the backup for the District Committee Member (DCM), stepping in to fulfil DCM's responsibilities in the event of resignation or unavailability. The Alt-DCM is kept informed of all district matters by the DCM to ensure a seamless transition and continuity of leadership. In addition to this role, the Alt-DCM is tasked with organizing the Annual Gratitude Banquet in partnership with the Activities Chair, working with a large committee to coordinate all aspects of the event.

Secretary

Qualifications: 1+ years of sobriety. Requires a strong commitment to attending all meetings and proficient computer skills.

Description: The District Secretary serves as the primary point of contact for communication between the district and its groups, as well as for members reaching out to the district via the website. The Secretary is responsible for taking accurate and detailed minutes during the monthly district meetings and distributing them to district members within one week. Additionally, the Secretary maintains an up-to-date mailing list of all district groups, GSRs, Alt-GSRs, and Trustees, coordinating contact information with the Registrar.

Treasurer

Qualifications: 2+ years of sobriety

Description: Is the guardian of Tradition Seven. Informs the District of financial matters. Has the ability to project future costs of the district, what is possible as far as future spending, and cost comparisons with past spending. Surveys and communicates all money-related issues as they arise. Custodian of bank account (signatory), safeguards the district funds, maintains prudent reserves, deposits 7th tradition funds, disburses funds, records financial transactions (income & payments) monthly to District in formal financial reports. Contacts the Alano Club Treasurer to ensure checks for literature sold there are received by the district.

Accessibility Chair

Qualifications: 1+ years of sobriety

Description: The Accessibility Chair is responsible for promoting inclusivity within District 56 by addressing and resolving accessibility challenges faced by members and AA groups. This role involves using the guidelines from the *Accessibilities Workbook* and *Accessibility for All Alcoholics* to provide information and raise awareness about accessibility issues. The Chair can form and lead a committee dedicated to developing and sharing solutions that help ensure all individuals—regardless of their circumstances—can access the hand of AA.

Activities Chair

Qualifications: 2+ years of sobriety

Description: The Special Events Coordinator is responsible for organizing and executing a variety of events for District 56 members. This includes creating and leading a committee to plan and execute events throughout the year, with a primary focus on the district 56 July BBQ picnic at HJ Carroll Park. The Chair has access to the District 56 event supplies located in the rented storage and keeps an inventory of event supplies, ensuring that all necessary materials are stocked and available for smooth event execution. In partnership with the Alt-DCM, the Activities Chair is tasked with organizing the Annual Gratitude Banquet working with a large committee to coordinate all aspects of the event.

Answering Service Chair

Qualifications: 1+ years of sobriety

Description: serves as the primary liaison between District 56 and the answering service. This role is critical in ensuring that the alcoholic who still suffers and is seeking the hand of AA has a direct and timely connection to AA. The Chair will maintain regular communication with the answering service to monitor call volumes, assess system performance, and ensure that the service meets the needs of the district. Additionally, the Chair will engage with AA members to enlist and confirm volunteer participation, ensuring that a reliable network of volunteers is available to respond to calls.

Archives Chair

Qualifications: 1+ years of sobriety

Description: The Archives Chair is responsible for receiving, classifying, and preserving the historical business and financial records of the district, ensuring they are easily accessible to District 56 AA members. In addition to maintaining and organizing these records, the Archives Chair curates displays for events, such as the Gratitude Banquet, to showcase the district's history and legacy.

Corrections Chair

Qualifications: 3+ years of sobriety

Description: The Corrections Chair is responsible for organizing and leading a committee that brings the AA message of hope and sobriety to the alcoholic that still suffers in correctional facilities. The Chair works closely with correctional staff to ensure compliance with facility requirements, facilitates training for committee members, and oversees the delivery of AA meetings and literature to those who seek recovery in these settings. The goal is to extend the hand of AA to the alcoholic that still suffers.

CPC/PI Chair (Cooperation with the Professional Community and Public Information)

Qualifications: 2+ years of sobriety

Description: The CPC/PI Chair leads a committee dedicated to informing professionals in the community about Alcoholics Anonymous and its services. The chair is responsible for distributing AA literature, including meeting schedules, to key locations. Connecting with professionals who may come into contact with individuals suffering from alcoholism.

Literature Chair

Qualifications: 1+ years of sobriety

Description: The Literature Chair is responsible for maintaining a stock of AA literature, including General Service Conference-approved materials, and ensuring availability at various events such as workshops, conferences, and meetings. They should order literature for district activities within the budget, be familiar with the content of all materials to assist inquirers, and actively participate in committee functions, including Area 72 literature meetings. Regular communication with group literature chairs is key, helping to facilitate orders and educate groups about coin ordering. Additionally, they manage a minimal book library at the Alano Club, ensure proceeds are given to the District Treasurer, and maintain district literature storage, while coordinating the annual literature budget with the Treasurer.

Registrar

Qualifications: 1+ years of sobriety

Description: The Registrar maintains accurate records of District 56 groups and General Service Representatives (GSRs), promptly submitting updates to the Area Registrar via email at dist56registrar@area72aa.org. They assist new groups in registering with the Area Registrar, who updates the master list of meetings and trusted servants with GSO. The Registrar is encouraged to attend Area 72 Zoom meetings (2-3 hours per quarter) and District 56 business meetings (1 hour monthly) to provide updates and stay informed.

Schedules Chair

Qualifications: 1 + years of sobriety. Attention to detail and proficient computer skills.

Description: The Schedules Chair is responsible for regularly updating the District 56 group meeting schedule and ensuring it is printed seasonally (Jan/April/July/October). This includes sending schedule updates to the Web Chair for online posting. Schedules Chair will place the printing orders and pick them up. The Schedules Chair works closely with the CPC-PI Chair to determine the timing of printing orders and the number of schedules needed for each quarter.

Treatment Facilities Chair

Qualifications: 1+ years of sobriety

Description: The Treatment and Facilities Chair is responsible for coordinating the efforts of individual AA members and groups who are committed to carrying the message of recovery to alcoholics in treatment facilities. This role involves building and maintaining relationships with treatment centers, organizing volunteer efforts, and ensuring that individuals in treatment have access to AA meetings, literature, and the hand of AA.

Young Peoples Chair

Qualifications: 1+ years of sobriety

Description: The Young People's Chair is responsible for extending the hand of AA to young people, as well as to professionals and organizations that work with them. This role also involves helping bridge young people to AA, encouraging their active participation in the fellowship. Forming and leading a committee to assist with this is encouraged.

Web Chair

Qualifications: 2+ years of sobriety, some website programming knowledge.

Description: The Web Chair is responsible for maintaining the District 56 website, ensuring it serves as a vital tool for carrying the AA message to the alcoholic who still suffers. This includes regularly updating the site with the latest meeting schedules, district events, and other relevant information. The Web Chair maintains the district meeting Google Sheet which links to Area 72 which in turn updates the district online meeting list as well as the AA Meeting Guide App. The Web Chair collaborates with the Area Web Chair to stay informed about any changes or updates that may impact the district's website and its functionality. Collaboration and partnership with the Technology Chair.

Technology Chair

Qualifications: 1+ years of sobriety

Description: The Technology Chair is responsible for coordinating all audio-visual (AV), hardware, and software support for the monthly District 56 meetings, and the sound system at the annual gratitude banquet, ensuring smooth and efficient operation. This role also includes managing the District's Zoom account and collaborating closely with the Web Chair to ensure seamless integration of technology for both in-person and virtual attendees.

