

Legacy of Service
District 4, Area 15, South Florida

District Four

Legacy of Services

Area 15 South Florida

Legacy of Service District 4, Area 15, South Florida

Introduction

This introduction is to help you understand the three different documents we use in district 4 to document our policies and procedures. These three documents are the Legacy of Service, Current Practice, and the Book of Motions.

The Legacy of Service is the document that has the job description of each position. It also contains the duties that that person is responsible for in whatever position they have been elected to. The district four panel position elections are held in October every two years. Parts of the Legacy of Service may be changed by person filling the position, but policies (i.e., passed motions) listed in the Legacy of Service may only be changed through a motion to the district body.

Current Practice document lists all passed motions that pertain to the current business procedures that take place in district 4. Each of these motions is listed under the position that it affects for ease of locating.

For example, if you are looking for a current practice that pertains to the district Recording Secretary you would go to the Recording Secretary section. In that section you will find all motions passed that refer to the duties and responsibilities that the recording secretary should be practicing currently.

The Book of Motions is the last document which has all the motions that have been brought to the body since record keeping began. Each motion has a number and a date. The motions are listed in numerical / date order. This document includes passed, failed, postponed, and withdrawn motions and is simply an historic record. Just because a motion in this document is recorded as passed does not necessarily make it a current practice.

Hopefully this introduction is giving you a bit of information as to how we use these three documents in district 4 and hopefully it will help you determine which document to consult to find what you were looking for. It is our responsibility as the Current Practices committee to make these documents as accessible and understandable as possible.

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PREFACE

The District-4 Committee of Alcoholics Anonymous is a service body for the groups in the Sarasota – Bradenton area. Its primary purpose is to provide a forum for sharing collective 12th step experience and how best to carry the AA message in District 4. The District also has the responsibility to carry that message worldwide via the Area Assembly and the General Service Conference U.S./Canada, held in New York every April. District-4 is supported by the voluntary contributions of the groups it serves. The Committee structure borrows much from “The AA Service Manual and Twelve Concepts for World Service; is ever mindful of the Twelve Steps, the Twelve Traditions and the Concepts of Service. The “Guidelines for Current Practices” is drawn from the District’s “Book of Resolutions” and reflects those actions currently in practice and is updated yearly. The overviews of the District Officer’s responsibilities and the composition, scope, and procedure of each Service Committee were contributed by those that have served in those capacities, along with motions passed, reflecting District-4 experience.

DISTRICT-4 LEGACY OF SERVICE

“Our Twelfth Step – carrying the message – is the basic service the AA fellowship gives.... hence, an AA service is anything whatever that helps us to reach a fellow sufferer.” Co-founder Bill W. wrote these words to preface the 1st General Service Conference in 1951. How best to carry the message has evolved through years of experience here in District-4, as a look through our history encapsulated in our “Book of Resolutions” will reveal. In District-4 we now have 8 committees focused on 12th Step activities and 2 committees concerned with running District business. These Service Committees meet monthly with the exception of the Current Practices Committee, to share group experience. Each Chairperson reports to the District Committee, which is composed of a Board with 5 District Officers, District Committee Members (DCM’s), Alternate Committee Members (ACM’s), General Service Representatives (GSR’s) and Alternate General Service Representatives (AGSR’s) from the groups in the Sarasota – Bradenton area. Once a month the District Officers, DCM’s, ACM’s, District Committee Chairpersons, GSR’s and AGSR’s meet to share their collective 12th Step experience. Once a year in April there is an Area-15 (South Florida), Assembly where all representatives (DCM’s & GSR’s) have a voting voice to aid the Area 15 Delegate in carrying our collective group conscience to the Annual Conference in New York. On even years in October, District-4 representatives (DCM’s & GSR’s), elect a new board of District-4 Officers to serve for the next 2 years, via the Third Legacy procedure as described in the Service Manual (pages S20-S21 in the 2005-2006 Edition.) Also on even years in October a new board of Area-15 Officers is also elected by the voting representatives of South Florida at an Area-15 voting Assembly.

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WHY ALL THIS STRUCTURE?

Bernard Smith, non-alcoholic Chairman of AA's Board of Trustees, answered this in 1954 when saying that those of us who have found AA may not need this to insure our own recovery but that "we do need it to insure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to insure the recovery of a child being born tonight, destined to alcoholism. We need it to provide in keeping with our 12th Step, a permanent haven for all alcoholics who, in the ages ahead can find in AA the rebirth which brought us back to life."

DISTRICT BOARD MEMBER RESPONSIBILITIES

DISTRICT CHAIRPERSON

- Chairs all District business meetings
- Sets business meeting agenda
- Attends Area Quarterly/ Assemblies
- Is an Ex-Officio member of all standing committees, attending meetings at least on a quarterly basis
- Attends monthly Intergroup meeting and submits a written report
- Is a non-voting member of the Current Practices Committee
- As immediate past Chairperson chairs the Current Practices Committee
- Appoints the Finance Committee Chairperson, Quarterly Coordinator and Founders Day Dinner Program Chairperson
- Is a member of the Finance Committee
- Organizes event for Delegate's Report to the District
- Organizes event for New Year's Eve
- If desired may organize and chair quarterly Leadership Team meetings
- Furnishes the Treasurer with any request for funds at budget time
- As incoming Chair, may attend Southeastern Regional Forum

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DISTRICT ALTERNATE CHAIRPERSON

- Co-chairs all District business meetings
- Chairs regular DCM, ACM, GSR and AGSR workshop/ meeting
- Is DCM coordinator
- Is a rotating DCM
- Attends Central Office Board meetings
- Attends Area Quarterly/ Assemblies
- Is an Ex-Officio member of all District Service Committees and attends committee meetings upon request or at least on a quarterly basis.
- Organize the Annual “Carry the Message Event”

DISTRICT TREASURER

- Accountable for all District monies received and distributed
- Follows the District 4 financial guidelines
- E-mails Treasurers report to the District at least 1 week prior to the District meeting
- At District meetings, distributes and reports contributions by groups for preceding month
- Includes a syllabus of the Designated Expense account numbers in the June and October minutes
- Supervises basket collection at all District business meetings and functions
- Attends Area Quarterlies
- Makes bank deposits & pays District expenses that are budgeted/approved
- To continue, on a permanent basis, to offer a digital option(s) for seventh Tradition Basket Contributions at the District Business meetings in addition to cash contributions. The digital contribution option shall be available at both in person and online (zoom etc.) business meetings. Note- this motion does not limit the district’s ability to change or add pay platforms in the future in order to make this option available to more people or easier to use by the district.

DISTRICT REGISTRAR

- Maintains membership roster and records registration data of the District groups, GSR’s, DCM’s, Service Committee Chairs and District Officers
- Coordinates with Area Registrar, Sara-Mana Intergroup and GSO to keep data current
- Assigns existing and new groups to appropriate sub-district based on geographic location
- Proposes boundary changes to sub-districts when imbalances occur

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- Coordinates any changes or updates with DCM's/ ACM's for their respective sub-districts
- Records attendance at District business meeting
- Distributes and collects new group and group change forms
- Distributes new GSR packets
- Prints and maintains an inventory of all forms, including Spanish, necessary for recording changes
- Attends Area Quarterly/ Assemblies and provides District Chairperson with a list of eligible voters
- The current Registrar will assist in the transition of the incoming Registrar by providing a written procedures summary prior to vacating the position ● Prepares a set of records for archival storage

DISTRICT RECORDING SECRETARY

- Receives and distributes budgets, Treasurer's reports, monthly General Services business meeting agenda, monthly DCM/ GSR workshop agenda and any additional documentation to be distributed with monthly minutes i.e. flyer for Quarterly/ Assembly
- Records monthly General Service business meeting
- Receives Standing Committee reports via e-mail at recordingsecretary@dist4gsaa.org for inclusion in monthly minutes
- The only editing done is to make text uniform in font and size and to remove/ scrub for any last names.
- Adds any pertinent information or motions decided upon at monthly business meeting where appropriate to maintain accurate record of meeting events
- Distributes minutes to membership of record based on database from Registrar
- Asks for any corrections or amendments to prior month's minutes and approval of minutes as submitted at monthly business meeting
- Provides Treasurer with any request for funds at budget time and receipts for expenses
- Attends Area Quarterly/ Assemblies
- Contacts Web Committee to post motions and other documents to the website

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DISTRICT SERVICE COMMITTEES

DISTRICT ARCHIVES COMMITTEE

COMPOSITION: The District 4 Archivist serves as Chairperson of the Archives Committee and is elected by the committee and then ratified by the District General Service Body. The Archives Committee is composed of members of the AA community.

SCOPE: The Archives Committee within AA has been established to preserve materials from which our history will be written. The Archives Committee collects material, which is unique to AA in District 4 and receives AA related materials which are donated to the District by AA members who live in the Sarasota-Bradenton Area.

PROCEDURE: The Archives Committee meets monthly to preserve materials as part of preserving AA's future. The Committee makes the District 4 Archives collection available for events and to present Archive's presentations for interested AA groups within District 4. **THE BEST WAY TO ENSURE THE FUTURE OF ALCOHOLICS ANONYMOUS IS TO PRESERVE IT'S PAST**". Chairperson attends Area Quarterlies.

DISTRICT CURRENT PRACTICES

COMPOSITION: The committee is composed of the Immediate Past District Chairperson, who chairs the committee, and two choices of the committee chairperson. District Chairperson is a non-voting member.

SCOPE: Maintains the history of the submission and disposition of all District 4 motions in "THE DISTRICT 4 BOOK OF MOTIONS", and updates the document "DISTRICT 4 CURRENT PRACTICES" to reflect the appropriate changes. And updates the LEGACY OF SERVICES to reflect any changes made by the current panel.

PROCEDURE: The Current Practices Committee is an unbudgeted committee. The committee holds quarterly meetings to conduct its responsibilities. It reports activities to the District Committee and provides the Treasurer and the District committee with any requests for funds. Chairperson attends Area Quarterly/ Assemblies.

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DISTRICT EVENTS COMMITTEE

COMPOSITION: Any member of the AA community may become a member of this committee.

Minimum requirements of Elected Committee Officers are as follows: Chairperson and Secretary

2 years of sobriety. There will be a designated member and alternate from General Service, Intergroup, and Central Office active on this committee at all times. Committee Chairperson is elected by the committee and ratified by the District General Service Body.

SCOPE: To provide secondary service committees (i.e. setup, coffee, escort, cleanup, food, greeting collection, etc.), to organize and carry out special events in District-4 when asked. The Events Committee has no obligation to put on any event it deems inappropriate.

PROCEDURE: The Events Committee is an unbudgeted committee. Only Central Office, General Service or Intergroup may approach the committee with a proposed project. The Events committee does not need approval from both Intergroup and General Service to take on an event.

Each Event will be funded by the entity that approached the Events Committee with the project. The Events Committee may approach any one of the three service entities with ideas about events for the community. Chairperson attends Area Quarterly/ Assemblies.

DISTRICT FINANCE COMMITTEE

COMPOSITION: The committee will consist of Finance Chairperson appointed by the District Chairperson, District Chairperson, District Treasurer and two persons in district selected by the Finance Chairperson and ratified by the General Service body of District 4.

SCOPE: Prepare the annual budget. Monitor financial condition and maintain Financial Guidelines of District-4, and report to the District GSR's. Review for approval or disapproval written requests for additional monies or increases in current budget.

PROCEDURE: Prepare annual budget in timely manner so GSR's can bring it to their groups. Request Intergroup to make up a flier to insert in the newsletter to show the proposed budget. Meet minimum of once every quarter. Chairperson attends Area Quarterly/ Assemblies.

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DISTRICT GRAPEVINE COMMITTEE

COMPOSITION: All District Grapevine Representatives and any member of the AA community interested in promoting the Grapevine. Committee Chairperson and Alternate Chairperson are chosen by members of the committee and ratified by the District General Service body.

SCOPE: To promote the purchase of the Grapevine Magazine and related material to the AA community. Provide a display for the Gratitude Dinner, Old-timers' Dinner, Area Quarterly meeting hosted by District-4 and for any other event when requested.

PROCEDURE: Holds quarterly meetings and additional meetings held as needed at the discretion of the chair, to share group experience and ideas on how to further promote Grapevine materials. Chairperson attends Area Quarterly/ Assemblies to report to Area Grapevine Committee and share experience.

DISTRICT HOSPITALS AND INSTITUTIONS COMMITTEE

COMPOSITION: Members from the AA community, a Committee Chairperson, an Alternate Chairperson, a Secretary/ Treasurer, a "Bridging the Gap" Coordinator and Coordinators for all hospitals and institutions. The Committee Chairperson must have at least 3 years of continuous sobriety and 1 year of Hospitals and Institutions Committee experience. The elected Committee Chairperson is ratified by the District General Service body.

SCOPE: Carry the AA message by providing meetings to hospitals and institutions within the Sarasota- Manatee area. Provides, maintains and distributes a supply of Conference approved literature for facility meetings.

PROCEDURE: Conducts monthly committee meeting and reports activities to the District. Communicates with G.S.O. and the Area Treatment and Corrections Committees. Supports the "Bridging the Gap" program. Committee Chairperson attends Area Quarterly/ Assemblies to report District activities to Area Treatment and Corrections Committees.

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DISTRICT LITERATURE COMMITTEE

COMPOSITION: Any Member of the AA Community interested in AA literature. The Chairperson must have a minimum of 2 years sobriety and is elected by the Committee Members, and then ratified by the District General Service Body.

SCOPE: Review existing and proposed AA Literature and Audio-Visual Materials as requested by General Service, Area Delegate, or the District. Review Conference Literature Agenda Items and report to the District or Area as requested. Periodically select a Pamphlet for study and encourage Home Group Coordinators.

Note – The Literature Committee will not stock, distribute, or sell literature.

PROCEDURE: Holds monthly meetings to share experience, make recommendations, Reports, and study AA Literature. Chairperson attends Area Quarterlies to share experience with other Districts. Provides a literature display at hosted Quarterly/ Assemblies, as well as for groups and other District functions when requested.

DISTRICT PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE

COMPOSITION: Members from the AA community and a Chairperson elected by the members of the committee. The Chairperson must have 3 years of sobriety and 1 year of General Service or committee experience. The District General Service Body ratifies the elected Committee Chairperson.

SCOPE: Offers forum to community groups for sharing their experience in carrying the message to the general public and to professionals in colleges, universities, medical schools, correctional training centers, human resources, and employee assistance programs, who in their work come into contact with alcoholics. Reviews and sometimes develops service literature and workbooks.

PROCEDURE: Holds monthly meetings to inform committee on projects and opportunities in the community. Holds seminars for professionals and public speaking engagements for the general public upon request. Distributes AA literature to schools, libraries, bus stations, and

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community centers etc. Chairperson attends Area Quarterly/ Assemblies and reports to the Area PI/CPC Committee to share District experience.

DISTRICT ACCESSIBILITES COMMITTEE

COMPOSITION: Volunteers from the AA community. A Committee Chairperson, Secretary and Telephone Liaison are elected from and by the committee persons. The Chairperson is ratified by the District General Service Body.

SCOPE: The Accessibilities Committee explores, develops, and offers alternatives to making the AA message and participation in our program available to those with special needs. Special needs include persons who are; mobility impaired, learning impaired, blind or visually impaired, deaf or hearing impaired, chronically ill, home or hospital bound and the elderly who request assistance.

PROCEDURE: Holds monthly meetings. Requests any funds at budget time. Chairperson attends Area Quarterly/ Assemblies to report to Area Special Needs Committee and share District experience.

DISTRICT TRADITIONS COMMITTEE

(Please reference Motion 222 in the Book of Motions)

District 4 Website Committee

Composition

This committee elects a chair, alternate chair, secretary / treasurer and web servant; each carries one vote within the committee. The District 4 Chair is an ex-officio member of the District 4 website committee. Any AA member may attend the District 4 website committee meeting. However, only one member of each District 4 group represented may cast a vote.

District 4 website committee officers' qualifications and responsibilities are as follows:

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a) Chair / Alternate Chair

Qualifications:

- ✓ Three (3) years sobriety.
- ✓ Past service GSR, ACM, or DCM (any location) OR minimum of one (1) year of District 4 service;
- ✓ One (1) year of website committee experience (any location).
- ✓ Must be familiar with A.A.'s Traditions
- ✓ Some technical knowledge about website development is advantageous, but not required.

Responsibilities:

- ✓ Schedule, communicate, and chair monthly website committee meeting.
- ✓ Attend District 4 business meetings to report on and answer questions on website committee activities and website analytics.
- ✓ Participate in Area 15 website meeting; report pertinent and impactful information back to the District 4 website committee and District 4 monthly business meetings.
- ✓ Secures the website domain and ensures the domain name is renewed prior to expiration.
- ✓ Creates and/or coordinates the creation and maintenance of the district 4 website using agreed upon content, within the bounds of district-approved guidelines.
- ✓ Coordinates timely posting of requested incremental content within a target of (7) calendar days. Note that some requests may require additional time, depending on the scope of the request.

b) Secretary / Treasurer

Qualifications:

- ✓ Two (2) years sobriety.
- ✓ One (1) year participation in a committee OR in District 4 General Service.

Responsibilities:

- ✓ Attend monthly District 4 website committee meeting.
- ✓ Record notes and distribute minutes for the District 4 website committee meeting to the committee members.
- ✓ Participate in committee review of requested postings as needed.
- ✓ Track District 4 website committee budgeted funds and report status to the committee members.
- ✓ Request funds the District 4 Treasurer to reimburse committee expenditures.
- ✓ Provide receipts to District 4 Treasurer for all committee expenses.

c) Web Servant

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Qualifications:

- ✓ 2 years sobriety
- ✓ One (1) year participation in a committee OR in District 4 General Service.
- ✓ Must be familiar with A. A.'s Traditions.
- ✓ Sufficient technical knowledge to maintain the District 4 website (prefer at least one (1) year of website development experience).

Responsibilities:

- ✓ Attend monthly District 4 website committee meeting.
- ✓ Participate in committee review of requested postings as needed.
- ✓ Attend Area 15 website committee meeting when possible.
- ✓ Create and / or assist the committee chair in the creation of the District 4 website using agreed upon content.
- ✓ Maintains the District 4 website (operation, structure, and content) within the bounds of district-approved guidelines.
- ✓ Posts new and updated confirmed content to the District 4 website within the 7- day allotted timeframe from request time to posting time. Note that some requests may require additional time, depending on the scope of the request.

Scope

The Standing District 4 Website Committee is responsible for the creation and maintenance of the General Service District 4 website. The website shall be maintained in accordance with the A.A. Traditions and Concepts, and District 4's current practices. The District 4 website content targets those members of Alcoholics Anonymous participating or interested in General Service activities.

The District 4 website content shall include and be limited to the items listed below.

a) Literature

- ✓ 12 steps, 12 traditions, 12 concepts.
- ✓ A.A. Preamble.

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- ✓ “I Am Responsible” and “Declaration of Unity” statement.

b) District 4 Activities

- ✓ Information on District 4 Committee workshops and business meetings (currently every third Saturday of the month except the Conference report month and the month of December).
- ✓ Information on District 4 events, workshops and activities as requested by a District 4 officer or standing committee chair.

c) Links to AA Websites

- ✓ AAWS (General Service Office (GSO), located at www.aa.org)
- ✓ AA Grapevine, located at www.aagrapevine.org.
- ✓ Area 15 website, located at www.area15aa.org
- ✓ Any Central Office or Intergroup websites located within District 4. Currently www.aasrq.org is the only such website.
- ✓ A disclaimer to be displayed upon exiting the website to all external hyperlinks. Alternatively, a disclaimer may be displayed on the same page as the hyperlinks to state the links are to external websites and by clicking one of the links the visitor is leaving the District 4 General Service website.

d) Seated District 4 officers and committee chairs

- ✓ Ability for officers and committee chairs to use anonymous e-mail boxes and address forwarding for District 4 business.
- ✓ Availability of individual pages for District 4 standing committees and officers. Each standing committee chair officer is responsible to submit updated information for their individual pages to the website committee.
- ✓ District 4 service committees will submit their committees report to the District 4 Secretary. Service committee minutes will not be posted on the District website except within the District 4 monthly minutes

e) Secure Area

- ✓ The district 4 website will contain a password-protected (“secure”) section.
- ✓ The committee will post the District 4 minutes and agenda each month in the secure section of the District 4 website. The committee will post the District 4 updated current practices, along with an updated book of motions to the website committee, when submitted to the website committee.

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Procedure

The website committee meets monthly at a time separate from the monthly District committee workshop and business meeting. The website committee chair or alternate chair presents a report to the District 4 body during the District 4 business meeting; each report will include the username and password to the secure area of the District 4 website. The report, including the website username and password, will be included in the District 4 meeting minutes.