

**District 4 Legacy of Service
Area 15 South Florida**

August 2024

**District 4
Legacy of Service
Area 15 South Florida**

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PREFACE

The District 4 Committee of Alcoholics Anonymous serves the groups in the Sarasota-Bradenton area, providing a platform to share experiences and effectively carry the A.A. message within the district. Additionally, District 4 contributes to the broader A.A. mission through participation in the Area Assembly and the General Service Conference for the U.S./Canada, held annually in New York. Funded by voluntary contributions from the groups it supports, the Committee's structure follows "The A.A. Service Manual and Twelve Concepts for World Service" and adheres to the Twelve Steps, Twelve Traditions, and Concepts of Service. The "Guidelines for Current Practices" are drawn from the District's "Book of Resolutions," reflecting current actions and updated annually. Responsibilities of District Officers and Service Committees are outlined based on past experiences and passed motions that shape District 4's practices.

DISTRICT 4 LEGACY OF SERVICE

"Our Twelfth Step—carrying the message—is the basic service the A.A. fellowship provides. Hence, an A.A. service is anything that helps us reach a fellow sufferer." Co-founder Bill W. wrote these words for the 1st General Service Conference in 1951. The methods for delivering the message have evolved over time in District 4, as documented in our "Book of Resolutions." Currently, District 4 has eight committees dedicated to Twelfth Step activities and two committees that manage District business. These Service Committees, except the Current Practices Committee, meet monthly to share group experiences. Each Chairperson reports to the District Committee, which includes five District Officers, District Committee Members (DCMs), Alternate Committee Members (ACMs), General Service Representatives (GSRs), and Alternate General Service Representatives (AGSRs) from the Sarasota-Bradenton area.

Every month, the District Officers, DCMs, ACMs, District Committee Chairpersons, GSRs, and AGSRs meet to share their Twelfth Step experiences. In April, Area 15 (South Florida) Assembly convenes, where representatives (DCMs and GSRs) vote to guide the Area 15 Delegate in representing our collective group conscience at the Annual Conference in New York. Every two years in October, District 4 representatives elect a new board of District Officers to serve for the next two years, following the Third Legacy procedure as outlined in the Service Manual. Additionally, in October of even-numbered years, a new board of Area 15 Officers is elected by South Florida's voting representatives at an Area 15 Assembly.

Why All This Structure?

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Bernard Smith, the non-alcoholic Chairman of A.A.'s Board of Trustees, explained in 1954 that while those of us who have found A.A. may not need this structure for our own recovery, it is essential for ensuring the recovery of those still suffering. This structure is crucial to support the recovery of future generations and to provide a permanent haven for all alcoholics who may seek rebirth in A.A., just as we have.

DISTRICT CHAIRPERSON RESPONSIBILITIES

The District Chairperson serves as the voice of the District, setting aside personal opinions to support the General Service Representatives (GSRs) and District Committee Members (DCMs). They practice key leadership principles: leading by example and serving with humility.

- **Chairing Meetings:** Leads all District business meetings.
- **Agenda Setting:** Prepares the agenda for business meetings.
- **Reporting:** Submits a written report to the District Secretary detailing key activities since the previous meeting.
- **Area Representation:** Attends Area Quarterly/Assemblies, prepares and submits a report of District 4 activities to the Area 15 Secretary, and provides a copy to the Area 15 Business Meeting interpreter. Also attends the monthly Area 15 District Chairs meeting.
- **Committee Involvement:** Is an ex-officio member of all standing committees, attending meetings at least quarterly. Attends monthly Intergroup meetings and submits a written report. May attend Central Office Board meetings, with attendance primarily the responsibility of the Alternate District Chairperson.
- **Current Practices Committee:** Serves as a non-voting member and, upon term completion, chairs the committee as the immediate past Chairperson.
- **Appointments:** Appoints the Finance Committee Chairperson, Quarterly Coordinator, and Founders Day Dinner Program Chairperson.
- **Budgeting:** Participates in the Finance Committee and develops an annual budget to cover the District Chairperson's expenses.
- **Events:** Organizes events for the Delegate's Report to the District and New Year's Eve celebrations. May organize and chair quarterly Leadership Team meetings if desired.
- **Financial Requests:** Provides the Treasurer with budget requests.
- **Training and Transition:** May attend the Southeastern Regional Forum as the incoming Chair. Reviews and updates the Current Practice and Legacy of Service documents before leaving the position, and meets

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with the incoming Chair to review these documents. Transfers necessary templates and account information (e.g., Zoom, Blogs) to the incoming Chair.

- **Documentation:** Updates the Legacy of Service description before rotating out of the position.

Helpful Qualifications

- **Experience:** At least 3 years of sobriety and past or present DCM experience.
- **Knowledge:** Understanding of A.A. Traditions and Concepts.
- **Skills:** Basic meeting management and computer skills.

Helpful Resources

- **Documents:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past District 4 Chairs, current Area 15 District Chairs, Area 15 Chairperson, Area 15 Delegate and Alternate Delegate, past Delegates.
- **Policies:** District 4 and Area 15 Reimbursement Policies.

DISTRICT ALTERNATE CHAIRPERSON RESPONSIBILITIES

The District Alternate Chairperson plays a vital role in supporting the District Chairperson and providing guidance to District 4 DCMs (District Committee Members).

- **Co-Chairing Meetings:** Assists in co-chairing all District business meetings and submits a written report of activities to the District Secretary.
- **Workshops:** Chairs regular workshops for DCMs, ACMs, GSRs, and AGSRs, usually held before the monthly District Meeting. Concepts are reviewed in odd-numbered years, and Traditions are reviewed in even-numbered years.
- **DCM Coordination:** Acts as the coordinator for District 4 DCMs, offering support and guidance.
- **Rotating DCM:** Provides coverage for subdistricts without a DCM.
- **Central Office Participation:** Attends Central Office Board meetings.

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- **Area Assembly Attendance:** Participates in Area Quarterly/Assemblies, particularly attending District Chair Meetings and DCM Workshops.
- **Voting:** Votes as a DCM at Area 15 Assembly if a District 4 subdistrict DCM position is unfilled or if the DCM/Alternate DCM for a subdistrict is not present.
- **Committee Involvement:** Serves as an ex-officio member of all District Service Committees and attends committee meetings upon request or at least quarterly.
- **Event Organization:** Organizes the Annual “Carry the Message Event.”
- **Budgeting:** Participates in the District 4 Annual Budget Process to ensure any anticipated expenses for the coming year are included.
- **Documentation:** Updates the Legacy of Service description before leaving the position.

Helpful Qualifications

- **Experience:** At least 3 years of sobriety and past or present DCM experience.
- **Knowledge:** Understanding of A.A. Traditions and Concepts.
- **Skills:** Basic meeting management and computer skills.

Helpful Resources

- **Documents:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past Alternate District 4 Chairs, current Area 15 Alternate District Chairs, Area 15 Chairperson, Area 15 Delegate and Alternate Delegate, past Delegates.
- **Policies:** District 4 and Area 15 Reimbursement Policies.

DISTRICT TREASURER RESPONSIBILITIES

The District Treasurer manages all financial activities, ensuring accurate tracking of income and expenses. A key role is helping GSRs and DCMs understand the District’s financial status to inform their groups.

- **Financial Accountability:** Responsible for all District funds received and disbursed, adhering to District 4 financial guidelines.

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- **Monthly Financial Reports:** Prepares a financial package at the end of each month, including a profit and loss statement, report of group contributions, balance sheet, actual vs. budget results for the month and year-to-date, and a bank reconciliation report. Additional reports may be added as needed.
- **Report Distribution:** Emails the Treasurer's report to the District Secretary and Technology Chair at least one week before the District meeting. Presents a summary of the District's financial health at business meetings and addresses attendees' questions.
- **Supervising Collections:** Oversees basket collections at all District business meetings and events.
- **Area Participation:** Attends Area Quarterlies and participates in the meeting of District Treasurers.
- **Banking:** Manages bank deposits and payments for budgeted and approved District expenses.
- **Payment Processing:** Processes manual checks and Zelle payments in QuickBooks.
- **Digital Contributions:** Offers a digital option for Seventh Tradition Basket Contributions at both in-person and online (Zoom, etc.) business meetings, alongside cash contributions.
- **Event Accounting:** Records ticket sales and expenses for special events as they occur.
- **Coordination with Area 15:** Works with the Area 15 Treasurer and the District Hosting Committee Treasurer for financial reporting and cash advances when hosting events.
- **Finance Committee Coordination:** Meets monthly with the Finance Committee Chair to review financial transactions.
- **Annual Budgeting:** Prepares an annual estimate of financial needs for the Committee and submits it to the Finance Chair for the District 4 budget.
- **Transition and Training:** Assists the incoming Treasurer with the transition by providing relevant documents, templates, software passwords, and guidance on setting up new email addresses if needed.

Helpful Qualifications

- **Experience:** At least 3 years of sobriety and past or present GSR experience.
- **Knowledge:** Understanding of A.A. Traditions and Concepts, basic accounting principles.
- **Skills:** Basic meeting management and computer skills.

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Helpful Resources

- **Documents:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past and current District 4 Treasurers, current Area 15 Treasurer.

DISTRICT RECORDING SECRETARY RESPONSIBILITIES

The District Recording Secretary is crucial in maintaining communication within District 4.

- **Document Distribution:** Receives and distributes budgets, Treasurer's reports, meeting agendas, and additional documents such as flyers for Assemblies.
- **Meeting Recording:** Records the monthly General Service business meeting or utilizes a digital recording if the meeting is conducted in hybrid form.
- **Report Collection :** Receives Standing Committee reports via email for inclusion in the monthly minutes.
- **Email Liaison :** Works with the Registrar to keep the District email list updated and maintains an Excel file of email recipients.
- **Website Coordination:** Forwards Committee Reports to the Technology Chair for posting on the District website. Edits reports only for uniformity in font and size, and to remove last names.
- **Record Keeping:** Adds pertinent information or motions from the monthly business meeting to maintain an accurate record. Sends all passed motions to the Current Practice Chair for updating records.
- **Minutes Management:** Sends minutes of District 4 business meetings to the Technology Chair for website posting. Seeks corrections or amendments and approval of minutes at the next monthly meeting.
- **Area Assembly Participation:** Attends Area Quarterly Assemblies and participates in the Secretary/Treasurer workshop if possible.
- **Web Coordination:** Contacts the Web Committee to post motions and other documents online.
- **Budget Development:** Develops an annual budget to cover Secretary expenses and submits it to the Finance Committee.
- **Transition Assistance :** Assists the incoming Secretary with the transition by providing relevant documents, templates, software passwords, and setting up a new email address if needed.

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Helpful Qualifications

- **Experience:** At least 1 year of sobriety and past or present GSR experience.
- **Knowledge:** Understanding of A.A. Traditions and Concepts.
- **Skills:** Basic computer skills and ability to take minutes at District Business Meetings.

Helpful Resources

- **Documents:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past District 4 Secretaries, current Area 15 District Secretaries, Area 15 Chairperson.
- **Policies:** District 4 and Area 15 Reimbursement Policies.

DISTRICT REGISTRAR RESPONSIBILITIES

The District Registrar is essential for maintaining accurate contact information for GSRs, DCMs, Committee Chairs, and Panel Members, ensuring effective communication within District 4.

- **Database Maintenance:** Keeps membership data up to date, recording registration details in the appropriate database (currently Area 15 AirTable) for groups, GSRs, DCMs, Service Committee Chairs, and District Officers.
- **Area Assembly Participation:** Attends Area Quarterly Assemblies and provides a count of eligible voters to the District Chairperson. Suggested workshops include the Registrars Meeting, GSR Workshop, and DCM Workshop. May also attend interim Zoom meetings if scheduled by the Area 15 Registrar.
- **Email Coordination:** Provides email addresses to the recording secretary for the mailing list.
- **Data Coordination:** Works with the Area Registrar, Sara-Mana Intergroup, and GSO manager to keep data current.
- **Group Assignment:** Assigns existing and new groups to appropriate sub-districts based on geographic location.
- **Support for DCMs/ACMs:** Prepares information to assist DCMs/ACMs with changes in their sub-districts and works with the DCM coordinator as needed.
- **Attendance Recording:** Records attendance at District business meetings, taking roll call for DCMs and ACMs. Voting member attendance is recorded if needed for determining a 2/3 majority for motions.
- **Form Management:** Distributes and collects new group and group change forms, encouraging updates through online forms.

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- **GSR and DCM Orientation:** Encourages new GSRs and DCMs to review orientation materials available online.
- **Database Updates:** Updates the database with new District 4 panel members after elections.
- **Archival Preparation:** Prepares records for archival storage.
- **Visual Mapping:** Maintains and updates a visual DCM map with sub-district boundaries, proposing changes when imbalances occur.
- **Budgeting:** Develops an annual budget for Registrar expenses and submits it to the Finance Committee.
- **Transition and Training:** Assists the incoming Registrar by providing relevant documents, templates, software passwords, and guidance on setting up a new email address if needed.

Helpful Qualifications

- **Experience:** At least 1 year of sobriety and past or present GSR experience.
- **Knowledge:** Understanding of A.A. Traditions and Concepts.
- **Skills:** Basic computer skills and experience with or interest in databases.

Helpful Resources

- **Documents:** Software Manual for Azure Database, District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past District 4 Registrars, current Area 15 District Registrars, Area 15 Chairperson, Area 15 Delegate and Alternate Delegate, past Delegates.
- **Policies:** District 4 and Area 15 Reimbursement Policies.

DISTRICT SERVICE COMMITTEES

DISTRICT ACCESSIBILITIES COMMITTEE

Composition:

- Comprises A.A. community volunteers, including a Chairperson, Secretary, and Telephone Liaison elected by the committee members. The Chairperson is ratified by the District General Service Body.

Scope:

- Focuses on making the A.A. message and participation accessible to individuals with special needs, including those who are mobility-impaired, learning-impaired, visually or hearing impaired, chronically ill, home or hospital-bound, and the elderly.

Procedure:

- Holds monthly meetings and requests funds during budget preparation.

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- The Chairperson attends Area Quarterly Assemblies and reports to the Area Special Needs Committee.

Current Activities:

- Organize outreach projects for the accessibility community.
- Participate in events like Founders Day, New Year's Eve, and the Gratitude Dinner by setting up displays.
- Conduct weekly virtual A.A. meetings for the Accessibility Community.
- Prepare monthly reports and annual budgets.

Helpful Qualifications:

- Understanding of accessibility needs within the A.A. community.
- Basic organizational and communication skills.

Helpful Resources:

- District 4 Current Practice, Legacy of Service, and Book of Motions documents.
- A.A. Service Manual and Twelve Concepts for World Services.
- Accessibility Workbook available on A.A..org.
- Past and current committee chairs, Area 15 officers.
- District 4 and Area 15 Reimbursement Policies.

DISTRICT ARCHIVES COMMITTEE

Composition:

- The District 4 Archivist, elected by the committee and ratified by the District General Service Body, serves as the Chairperson.
- Composed of members from the A.A. community.

Scope:

- Preserves materials that document the history of A.A. in District 4.

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- Collects unique A.A.-related materials donated by members in the Sarasota Bradenton Area.

Procedure:

- Meets monthly to preserve A.A.'s history.
- Makes the District 4 Archives collection available for events and presentations to interested A.A. groups.
- Chairperson attends Area Quarterlies.

DISTRICT CURRENT PRACTICES COMMITTEE

Composition:

- Chaired by the Immediate Past District Chairperson, the committee includes two members selected by the chairperson. The current District Chairperson serves as a non-voting member.

Scope:

- Maintains the “District 4 Book of Motions” and updates the “District 4 Current Practices” document, reflecting changes approved by the District. Also updates the “Legacy of Services” to align with current practices. Corrects any grammatical, numerical, or punctuation errors in these documents. Reviews practices that are outdated or no longer performed and presents them for review by the General Services body. If a practice is not reaffirmed or modified, it is removed from the Current Practice document but remains in the Book of Motions.

Procedure:

- The committee meets at least quarterly to fulfill its duties and reports to the District Committee. It is a non-budgeted committee but may request funds as needed. The Chairperson attends Area Quarterly Assemblies.

Current Activities:

- Record all motions in the Book of Motions, including background information.
- Update the Current Practice document with ongoing activities or responsibilities identified in passed motions.
- Assist Panel members and Committee Chairs in reviewing and revising their Legacy of Service descriptions every two years.
- Prepare and present a monthly report at the District 4 Business Meeting.

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- Distribute the report to the Recording Secretary before the monthly meeting.
- Serve as a resource during meetings for questions on Current Practices and past motions.
- Attend Area 15 Current Practice meetings and the Quarterly Assembly.
- Prepare an annual budget estimate for the committee and submit it to the Finance Chair.
- The outgoing Chair assists the incoming Chair with the transition, providing all relevant documents and templates, and aiding in setting up a new email address if needed.

Helpful Qualifications:

- Experience as a past District 4 Chair.
- Understanding of A.A. Traditions and Concepts.
- Basic computer skills and general meeting management skills.

Helpful Resources

- **Documentation:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past and current committee chairs, Area 15 officers.
- **Policies:** District 4 and Area 15 Reimbursement Policies.

DISTRICT EVENTS COMMITTEE

Composition:

Any member of the A.A. community may join this committee. Elected Committee Officers, including the Chairperson and Secretary, must have a minimum of 2 years of sobriety. The Committee Chairperson is elected by the committee and ratified by the District General Service Body.

Scope:

To organize and manage special events in District 4. The committee is not obligated to host any event it deems inappropriate.

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Procedure:

The Events Committee is funded on a per-event basis. Only General Service may propose a project to the committee. The committee requires approval from General Service to proceed with an event. Each event will be funded by District 4's budget with the goal of being self-supporting. The Events Committee may also propose event ideas to General Service/District 4.

DISTRICT FINANCE COMMITTEE

Composition:

- Includes Finance Chairperson (appointed by the District Chairperson), District Chairperson, District Treasurer, and two additional members selected by the Finance Chairperson and ratified by the District General Service body.

Scope:

- Oversees the finances of District 4, adhering to Concept IX and District 4 guidelines.
- Assists trusted servants with budget requests and prepares the annual budget.
- Reviews financial transactions and provides guidance on unbudgeted fund requests.

Procedure:

- Prepares the annual budget for GSRs to review and approve.
- Meets at least quarterly.
- Submits a written report of activities to the Recording Secretary and presents it at the District 4 Business Meeting.

Current Activities:

- Reviews monthly financial transactions with the District Treasurer.
- Develops a timeline for budget requests.
- Proposes and seeks approval for the annual budget.
- Determines and allocates excess funds according to guidelines.
- Provides training and transition assistance to the incoming Chair.

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Helpful Resources

- **Documentation:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past and current committee chairs, Area 15 officers.
- **Policies:** District 4 and Area 15 Reimbursement Policies.

DISTRICT GRAPEVINE COMMITTEE

Composition:

- Includes all District Grapevine Representatives and any A.A. members interested in promoting the Grapevine.
- The Committee Chairperson and Alternate Chairperson are elected by committee members and ratified by the District General Service body.

Scope:

- Promotes the purchase of the Grapevine Magazine and related materials within the A.A. community.
- Provides displays at events such as the Gratitude Dinner, Old-timers '(Founder's Day) Dinner, Area Quarterly meetings hosted by District 4, and others upon request.

Procedure:

- Holds quarterly meetings and additional meetings as needed, either in-person or virtually.
- The Chairperson attends Area Quarterly Assemblies to report and share experiences with the Area Grapevine Committee.

Current Activities:

- Recruit new members to join the Grapevine Committee.
- Support group Grapevine representatives and encourage active participation.
- Attend Area Assemblies to stay informed about current Grapevine events and initiatives.
- Utilize the Grapevine website and budget to promote Grapevine materials.
- Prepare and present monthly reports at District 4 Business Meetings.

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- Submit an annual budget for the Grapevine Committee to the Finance Committee.

Helpful Qualifications:

- Interest in promoting the benefits of the Grapevine.
- Understanding of A.A. Traditions and Concepts.
- Basic meeting management and computer skills.

Helpful Resources:

- A.A.Grapevine.org website and the Grapevine App.
- District 4 Current Practice, Legacy of Service, and Book of Motions documents.
- A.A. Service Manual and Twelve Concepts for World Services.
- Concept IX and the “12 & 12.”
- Past District 4 Grapevine Chairs.
- District 4 and Area 15 Reimbursement Policies.

DISTRICT HOSPITALS AND INSTITUTIONS COMMITTEE

Composition:

- Comprises A.A. community members, including 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 experience on the Hospitals and Institutions Committee.

Scope:

- Carries the A.A. message by providing meetings in hospitals and institutions within the Sarasota-Manatee area.
- Provides, maintains, and distributes a supply of Conference-approved literature for these meetings.

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Procedure:

- Conducts monthly committee meetings and reports activities to the District.
- Communicates with the GSO and Area Treatment and Corrections Committees.
- Supports the “Bridging the Gap” program.
- The Chairperson attends Area Quarterly Assemblies to report District activities.

Current Activities:

- Conduct monthly meetings to discuss ways to improve and expand the Committee’s reach.
- Recruit and communicate with new volunteers.
- Provide literature to Coordinators as needed.
- Attend Area 15 Quarterly Assemblies.
- Prepare an annual budget for the Committee.

Helpful Qualifications:

- 3 years of sobriety.
- 1 year of experience on the H&I Committee.

Helpful Resources

- **Documents:** District 4 Current Practice, Legacy of Service, Book of Motions, A.A. Service Manual, Twelve Concepts for World Services, Concept IX, 12 & 12.
- **Contacts:** Past and current District 4 H&I Chairs, current Area 15 Corrections Chair, Area 15 Treatment Chair, Area 15 District Chairs.
- **Polices:** District 4 and Area 15 Reimbursement Polices

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DISTRICT LITERATURE COMMITTEE

Composition:

- Open to all interested A.A. members in District 4.
- Home group-selected Literature Representatives in District 4 are especially encouraged to participate.
- The District 4 Literature Chair must have a minimum of 2 years of sobriety and is elected by the committee members, with ratification by the District General Service Body.
- The Alternate Chair, Secretary, and Treasurer (roles may be combined) are selected by the Literature Committee members for a two-year rotation and ratified by the District General Service Body.

Scope:

- Review existing and proposed A.A. 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.
- Inform groups, district or area assembly members about available Conference-approved literature and audiovisual material through displays and other methods.
- Help groups and the District understand the vital role of Conference-approved literature in carrying the A.A. message.
- Consider suggestions regarding additions to and changes in Conference-approved literature and audiovisual materials.
- Encourage A.A. members to read and purchase A.A. literature.

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

Procedure:

- Holds periodic/monthly meetings for committee members, including group Literature Representatives, to collaborate, share experiences, and ask questions.
- The Chairperson attends Area Quarterlies to share experiences with other districts.
- Provides a literature display at hosted Quarterlies/Assemblies, as well as for groups and other District functions upon request.
- Share the breadth of available literature with GSRs and DCMs.

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- Attend District 4 monthly business meetings.
- Submit a written report of Literature activities to the District 4 Recording Secretary.
- Attend Area 15 Literature Committee meetings and share current and planned literature activities.
- Encourage groups to elect a Literature Chair to ensure meetings have literature available for distribution.
- Familiarize with District, Area, and National Websites (General Service: District 4, Area 15, Central Office, and Intergroup).
- Understand General Service Conference procedures for reviewing literature agenda items.
- Assist GSRs and DCMs in understanding key General Service Conference literature items and how to share them with their groups.
- Collaborate with other committees (Accessibilities, Grapevine, Events, Archives) and service entities (Central Office and Intergroup) on the availability and use of literature.
- Use the District 4 Blog and Intergroup Newsletter to broadcast information about A.A. literature.
- Assist PICPC and H&I in identifying appropriate literature for literature racks and facility distribution.
- Prepare an annual estimate of the committee's financial needs and provide it to the Finance Chair for inclusion in the District 4 budget.
- The current Chair will assist in the transition and training of the incoming Chair by providing all relevant documents before vacating the position, including transferring templates, providing software passwords, and assisting in setting up a new email address.
- Update the Legacy of Service description before rotating out of the Chair position.

Helpful Qualifications:

- 3 years of sobriety.
- 1 year of experience on the Literature Committee.
- Past or present GSR experience.
- Understanding of A.A. Traditions and Concepts.
- Basic meeting management skills.
- Basic computer skills.

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Helpful Resources:

- District 4 Current Practice, Legacy of Service, and Book of Motions documents.
- A.A. Service Manual and Twelve Concepts for World Services.
- Concept IX.
- 12 & 12.
- District 4 Chair.
- Past District 4 Literature Chair.
- Current Area 15 Literature Chair.
- District 4 Technology Chair.
- Literature District Chairs from Area 15.
- A.A. Guidelines for Literature Committees published by the General Service Office.
- District 4 and Area 15 Reimbursement Policies.

DISTRICT PUBLIC INFORMATION AND COOPERATION WITH THE PROFESSIONAL COMMUNITY COMMITTEE

Composition:

- Includes A.A. community members and a Chairperson elected by committee members. The Chairperson must have 3 years of sobriety and 1 year of General Service or committee experience. The District General Service Body ratifies the Chairperson.

Scope:

- Provides a forum for sharing experiences in carrying the A.A. message to the public and professionals, such as those in education, healthcare, corrections, and employee assistance programs. The committee reviews and sometimes develops service literature and workbooks.

Procedure:

- Holds monthly meetings to update members on projects and community opportunities.
- Organizes seminars for professionals and public speaking engagements upon request.

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- Distributes A.A. literature to schools, libraries, and community centers.
- The Chairperson attends Area Quarterly Assemblies and reports to the Area PI/CPC Committee.

Current Activities:

- Conduct monthly meetings, which may be in-person, hybrid, or virtual.
- Distribute meeting minutes and maintain email lists.
- Develop and manage community contacts and projects.
- Plan and execute public information projects.
- Develop an annual budget and submit it to the Finance Committee.
- Present reports at District 4 Business Meetings and Area 15 Quarterly Assemblies.
- Assist in the transition of the incoming Chairperson.

Helpful Qualifications:

- 3 years of sobriety.
- Experience in the PI/CPC Committee.
- Past or present GSR experience.
- Understanding of A.A. Traditions and Concepts.
- Basic meeting management and computer skills.

Helpful Resources:

- District 4 Current Practice, Legacy of Service, and Book of Motions documents.
- A.A. Service Manual and Twelve Concepts for World Services.
- General Service Office PI/CPC Workbook.
- District 4 and Area 15 Reimbursement Policies.
- Past District 4 PI/CPC Chairs, Area 15 PI/CPC Chair, Area 15 District PI/CPC Chairs, District 4 Chair and Alternate Chair

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DISTRICT TECHNOLOGY COMMITTEE

Composition:

- The committee elects a Chair, Alternate Chair, and Web Servant, each with one vote. The District 4 Chair is an ex-officio member. Any A.A. member may attend meetings, but only one representative from each District 4 group may vote.

Qualifications and Responsibilities:

- Chair/Alternate Chair: Must have 3 years of sobriety, past GSR, ACM, or DCM experience, and some technical knowledge. Responsibilities include scheduling and chairing meetings, reporting to District 4, participating in Area 15 meetings, and managing the district website.
- Secretary/Treasurer: Must have 2 years of sobriety and committee participation experience. Responsibilities include recording and distributing meeting minutes, tracking the budget, and managing financial transactions.
- Web Servant: Must have 2 years of sobriety and sufficient technical knowledge to maintain the website. Responsibilities include website maintenance and content updates.

Scope:

- The Technology Committee is responsible for creating and maintaining the District 4 website, ensuring it aligns with A.A. Traditions and District 4 practices. The website targets A.A. members interested in General Service activities.
- **Content:** The website includes literature, information on District 4 activities, links to A.A. websites, and contact information for District officers and committees. A secure area contains minutes and other sensitive documents.

Procedure:

- Meets monthly and reports to the District 4 body, including sharing the website's secure area login details.

Helpful Qualifications:

- 3 years of sobriety.
- Experience with technology. Strong support from qualified Web Servant
- Past or present GSR experience.

District 4 Legacy of Service Area 15 South Florida

- Understanding of A.A. Traditions and Concepts.
- Basic meeting management and computer skills.

Helpful Resources:

- District 4 Current Practice, Legacy of Service, and Book of Motions documents.
- A.A. Service Manual and Twelve Concepts for World Services.
- Technology in A.A. Forum (TIA.A.-Forum) and National A.A. Technology Workshop (NA.A.TW).
- Past and current committee chairs, Area 15 officers.
- District 4 and Area 15 Reimbursement Policies.