

DISTRICT 42 SERVICE WORK CHAIRPERSON'S JOB DESCRIPTIONS

District 42 has decided that these guidelines are necessary in order to provide the best possible level of Service Work activity so that we may live up to our obligations as outlined in our 12 A.A. Traditions. Items not necessarily listed in the order of importance.

Jeffrey Grohne 10/18/07 2:13 PM

Comment: These guidelines were approved by District 42 in 2000...to my knowledge they still are in effect.

GENERIC REQUIREMENTS FOR ALL COMMITTEE CHAIRPERSONS

- All Service Committees

1. Regular attendance at the monthly DISTRICT meeting every month, or attendance by Comm. Chair's alternate/assistant so that a full report of that Committee's works and progress may be made available for review by the DISTRICT as a whole. Each Comm. Chairperson is to have an Alternate, or Assistant Chairperson.
2. Each Committee Chairperson for **TFC, PI, CPC, TSAC, & CF** will be responsible for holding informational/recruitment workshops twice per year for their area of service. The purpose is to expand the members of their Committees and to carry the message of their Committee to others who may volunteer later, as well as training for current volunteers. The Workshop Comm. will coordinate all Workshops.
3. Each monthly report to the DISTRICT will include at a minimum, the number of volunteers active within the Committee, the type of work they are doing, the current status of the Committee's upcoming workshops, events, etc. and basically explain what they are doing and why. As well as dissemination of announcements for the GSR's to take back to their Home Groups.
4. Committee Chairpersons will also be responsible for growing their Committee in terms of the total number of volunteers it has, but also expanding it's reach into the community. For example: the PI/CPC Comm. would report they handed out literature to 2 more Libraries last month, and that they now have 2 more volunteers than the prior month bringing their total volunteers to "X".
5. Committee Chairpersons will serve a two-year term of office as will their Alternates. Committee Chairpersons will hold only one job at any given time other than being a GSR as well as a Committee Chairperson.
6. Each Committee Chairperson will be responsible for writing a brief article for each issue of the BREAKTHROUGH addressing upcoming events for the Committee, and detailing the work the Committee is achieving.
7. Chairpersons will motivate their volunteers to carry the message, not necessarily do all the work by themselves.
8. Chairpersons and their Alternates are expected to regularly attend Assembly and Committee Meetings.

CORRECTIONAL FACILITIES (CFC)

COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC)

1. Recruit, train, motivate and plan services for volunteers to carry the AA message into jails and other correctional facilities.
2. Must follow the GSO Handbook and be very aware of our 12 Traditions.

1. Recruit, train and motivate volunteers to carry the AA message to the professional community as outlined in the GSO Handbook.
2. Targeting efforts toward Doctors, Lawyers, Bail bondsmen, Police and Fire depts. etc.
3. Literature distribution and face-to-face contact with these professionals to let them know more about AA and the services we can provide.
4. Knowledge of our 12 Traditions is a must.
5. Chairperson and the Alternate should have two years of sobriety and be through the 5th Step. with their sponsor. Currently have a sponsor and have that person's permission to take the job.
6. Literature purchases are to be cleared through the DISTRICT prior to being made.
7. All Generic guidelines are to be followed.

11/2000

CORRECTIONAL FACILITIES (CFC)

1. Recruit, train, motivate and plan activities for volunteers to carry the AA message into Jails and other correctional facilities.
2. Must follow the GSO Handbook and be very aware of our 12 Traditions.
3. Chairperson and the Alternate should have a minimum of five years of sobriety and be currently sponsored and have the permission of that sponsor to take the job.
4. Must be able to pass the background check at the jails, no felony arrests in the last 5 years.
5. All Generic requirements are to be followed.
6. Literature purchases must be cleared through the DISTRICT prior to being made and also have to be approved by the facility as being "safe" to take into the jail.
7. Chairperson will coordinate activities with other CFC Chairpersons from the other Districts in the 4X area. (D-40, 41, 43)

11/2000

Rev. 1/14/02

LCM

1. Recruit, train and motivate volunteers to carry the message of the DISTRICT and its available services to those meetings and groups that do not have a GSR. Assist those Groups and meetings that want to become Autonomous do so.
2. Chairperson and their Alternate should have a minimum of 2 years sobriety, been through the 5th. Step with their Sponsor, be currently Sponsored, and have that person's permission to take the job.
3. Direct the activities of, and schedule to visitation of, the volunteers to go to all the meetings in our DISTRICT and offer the services of the DISTRICT.
4. Volunteers should have a minimum of 1 year of sobriety, a valid drivers license and a car so they can get around, and permission of their Sponsor to take the job.
5. It is not the intent for the LCM and it's volunteers to become the GSR's for those meetings, but rather to suggest they get connected to AA as a whole by having one of their own.
6. BREAKTHROUGH Newsletters may be distributed to these non-participating meetings as a means of getting allowed to make a short announcement regarding the DISTRICT.
7. Whenever possible seek out the Group Secretary, Treasurer, or other officer so that the volunteer may come and address the next steering committee meeting, if any, and explore getting that group connected and active in AA.
8. Time required to do the job would be approximately 2 hours per week, which includes actual time spent at new AA meetings making announcements.
9. Attend 4X Meetings as the District's representative.
10. Process AA paperwork for "New Group Information" & "Group Change Forms". Sending appropriate copies of each to N.I.A. and to GSO.

PUBLIC INFORMATION: (PI)

1. Recruit, train, motivate, and plan ways for volunteers to carry the AA message to the outside community through such as outlets as Libraries, schools churches etc.
2. Follow the guidelines published by GSO for the PI committee and educate volunteers on how AA relates itself to the community, our Traditions as well as anonymity issues etc.
3. Chairperson and Alternate Chairperson should have a minimum of 2 years of sobriety and have completed the 5th. Step with their Sponsor, and have a Sponsor currently and have that Sponsor's permission to take on the job.
4. All Generic Guidelines are to be followed.
5. Volunteers for this Committee should have at least 2 years of sobriety and have completed the 5th. Step under direction of their Sponsor, and be currently sponsored before they can speak to the public. Literature distribution volunteers may have any length of sobriety, provided they have permission from their Sponsors.
6. Literature purchases are to be cleared through the DISTRICT prior to being made.
7. The time required for this position is approximately 1 hour per week.

11/2000

TREATMENT FACILITIES COMM. (TFC)

1. Recruit, train, and motivate and plan ways for volunteers to become active in carrying the AA message into Treatment facilities through meetings, speakers, and literature distribution.
2. Follow the guidelines published by GSO for TFC and educate the volunteers on how AA cooperates but does not affiliate, with Treatment facilities.
3. Chairperson and Alternate Chairperson should have a minimum of five years of sobriety, been through the 5th. Step with their Sponsor, have a Sponsor currently and have that Sponsor's permission to take on the job.
4. The TFC Comm. will reactivate the Temporary Contact Program to help newcomers coming out of Treatment find their way to meetings etc.
5. The TFC Comm. will work with other TFC Comms. Through the new 4X Group and help coordinate the efforts of all 4 Districts in helping the newcomers.
6. New meetings for Treatment Facilities should be set up in cooperation with the Institutions in our District.
7. All existing AA meetings being held currently in those Institutions are to be evaluated for correctness and staffing. The GSO TFC Handbook is to be the guide for all TFC efforts and each TFC meeting will be handled and run according to our 12 AA Traditions so that we do not damage AA's effectiveness.
8. The goal is to have all AA meetings held in Treatment facilities to conform to AA guidelines so that the message to the newcomer is as clear and concise as possible.
9. Chairperson and their Alternate are to personally visit each Facility and explain the DISTRICT'S services to them and seek ways for the DISTRICT to be of service, as well as explaining our Traditions and what we can, and cannot do.
10. All Generic Guidelines are to be followed, and volunteers who work on this Committee should have a minimum of 1 year of sobriety and have a Sponsor who approves of their volunteering.
11. The time required to handle this position would be approximately 2 hours per week

WORKSHOP COMMITTEE (WSC)

1. Recruit, train, motivate and plan ways for volunteers to work behind the scenes in facilitating the DISTRICT'S efforts to put on informative and educational workshops.
2. Book meeting space for Workshops.
3. Arrange for room setup and cleanup.
4. Arrange for coffee, donuts etc. if requested.
5. Handle publicity for all Workshops, flyers, and announcements in the BREAKTHROUGH etc.
6. Set up the Calendar of events for the upcoming year and coordinate with the various Committee Chairpersons to have their materials ready well in advance for printing and publicity distribution etc.
7. Chairperson and their Alternate should have 2 years sobriety, volunteers may have any level of sobriety as long as they have the permission of their Sponsor.
8. The time required to handle this position would be approximately 1 hour per week.

12 STEP ANSWERING SERVICE (TSAC)

1. Recruit, train, motivate and plan for volunteers to take 12 Step calls from the DISTRICT'S answering system.
2. Chairperson or committee members need telephone, software, and hardware experience and need to be able to maintain the answering service systems and generate activity reports.
3. Activity reports are to be made available at each DISTRICT meeting.
4. Maintain the DISTRICT'S equipment and make sure it is housed in a location that provides us 24/7 access, as well as backup power capability.
5. Maintain a current list of all volunteers with phone numbers and addresses and update as needed on a timely basis.
6. Maintain the meeting schedule in the database keeping all meeting information current and accurate.
7. Chairperson should have at least two years of sobriety, as should the Alternate. They should also have a sponsor, and permission from their sponsor to take the job.
8. Knowledge of working with "wet" drunks especially Chapters 2,3, & 7 in the Big Book.
9. Chairperson's time requirement to do the job is approximately one hour per week.