

DISTRICT 41 COMMITTEE POSITION DESCRIPTIONS

ACCESSIBILITY:

Accessibility Needs: The purpose of the accessibility needs chair is to assure A.A. accessibility to all persons wanting such, but especially those with physical impairments such as hearing, vision or other physical problem, but also includes those chronically ill, mentally ill or homebound. This includes giving such people access to materials (audio, visual, and braille), organizing special transport to meetings for those needing it or possibly bringing meetings to those unable to attend existing meetings. This person should keep in contact with other A.A. members working with special needs people to be aware of all opportunities or changes that may be implemented in this area

ARCHIVES:

The mission of the archivist is to be aware of all information available regarding A.A., to make this information accessible to district A.A. members and other researcher, and to provide a context for understanding A.A.'s progression, principles and traditions. The archivist will:

- Receive, classify and index all relevant district material, such as administrative files and records, correspondence, and literary works and artifacts considered to have historical importance to the district
- Hold and preserve such material
- Provide access to these materials, as determined by the archivist in consultation with other committee members
- Serve as a resource and laboratory to stimulate and nourish learning
- Provide information services to assist the operations of the district

BRIDGING THE GAP:

Treatment Facilities: Matters regarding carrying the AA message into hospitals, rehabilitation centers and treatment facilities.

The purpose of the Bridging The Gap chair is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts (Bridging the Gap). This person handles all inquiries from persons seeking to perform service work in our local communities and all inquiries from outside groups,

such as hospital and, treatment facilities and institutions, other district/area/national committees.

CORRECTIONS:

The purpose of the corrections chair is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts. This person handles all inquiries from persons seeking to perform service work in our local communities and all inquiries from outside groups, such as correctional facilities and institutions, other district/area/national committees. They should keep in contact with other corrections committee members outside of the district to be aware of any changes taking place in the corrections area.

C.P.C. Cooperation with the Professional Community

Cooperation with the Professional Community: The purpose of the CPC chair is to provide accurate A.A. information to those who have contact with alcoholics through their profession. These groups include local health care professionals, educators, clergy members, lawyers, social workers, union leaders, industrial managers and government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do and what we cannot do. This person should keep in contact with other CPC committee members outside of the district to be aware of any changes or opportunities taking place in the CPC field.

Cooperation with the Professional Community: Matters regarding A.A.'s relationship with the Professional Community, including research inquiries from students at institutions of higher learning.

D.C.M. (District Community Member):

The D.C.M. carries the collective group conscience of the A.A. groups in the district to the area committee. By maintaining active contact, both with the groups in the district and with the area delegate, the D.C.M. is a key link in ensuring that all the A.A. groups are aware of the importance of their total participation in local, district, area and world services. Among the two-way communication responsibilities of the D.C.M. are:

- Holding regular meetings of all G.S.R.s in the district.
- Assisting the delegate in obtaining group information in time to meet the deadline for appropriate A.A. directories.
- Keeping G.S.R.s informed about Conference activities.
- Acquainting G.S.R.s with *The A.A. Service Manual*, Box 4- 5-9, and other A.A. literature.
- Holding workshops on carrying the message of the Seventh Tradition to non-supporting A.A. groups.
- Holding sharing sessions on just about any service subject.
- And, of course, making a regular practice of talking to groups (new and old) on the responsibilities of general service work.

GRAPEVINE

The function of the Grapevine chair is to ensure all persons in the district are made aware of the Grapevine magazine and to increase sales of this publication through this awareness. In addition, this person should keep everyone aware of any changes, or proposed changes, to the Grapevine or its content or format. This should be accomplished by keeping in contact with other Grapevine committees both locally and nationally.

L.C.M. Local Committee Member(s)

L.C.M. Local Committee Member(s): The LCM(s) have the important task of passing information spreading the word on what's happening in A.A. locally, in the area and in the New York office to those groups that do not have GSRs. This means letting people know about: Events taking place (locally and in the area). This sharing of information should also include presenting local service opportunities, stressing the need for volunteers and continuing financial support, to local A.A. groups. The LCM's should also carry feedback from the various groups about the individual group's specific interest or concerns for presentation to the district committee. It is not the intent for the LCM and its 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.

LITERATURE:

Literature: The function of the literature chair consists of, but is not limited to the following: Inform groups through displays and other suitable methods of all available Conference-approved literature, audiovisual material and other specific items.

- Become familiar with information on G.S.O's A.A. website (www.aa.org)
- Provide literature, when requested, for group functions
- Consider suggestions regarding proposed additions to and changes in Conference-approved literature and audiovisual material

P.I. Public Information:

Public Information: Matters regarding A.A.'s™ relationship with the general public including schools, students and Media professionals. Questions pertaining to the Anonymity of AA members at the public level.

We participate in the DuPage County Health and Senior Fairs.

Public Information: The purpose of the P.I. chair is to carry the A.A. message to the alcoholic that still suffers. Working together with others (local committee members, other district/area/national committees) they should convey A.A. information to the general public, including the media. P.I. persons can visit schools, businesses and community meetings for this purpose. They should keep in

contact with other P.I. committee members outside of the district to be aware of any changes or opportunities taking place in the P.I. area.

TREATMENT:

Treatment Facilities: Matters regarding carrying the AA message into hospitals, rehabilitation centers and treatment facilities.

The purpose of the treatment chair is to coordinate the work of individual A.A. members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of smoothing the way from the facility to the larger A.A. community through prerelease contacts (Bridging the Gap). This person handles all inquiries from persons seeking to perform service work in our local communities and all inquiries from outside groups, such as hospital and, treatment facilities and institutions, other district/area/national committees.

WORKSHOPS:

The purpose of the workshop chair is to help stimulate, expand, and sometimes explain various subjects and concepts of the A.A. program to interested members and groups regarding various facets of the A.A. program. This is done by soliciting ideas and subjects considered important to individuals and groups within our local A.A. community, then delving into available information regarding these proposed subjects and finally presenting these findings to the attending A.A. members in an appropriate manner and setting.

The chair should recruit, train and motivate volunteers to help facilitate district efforts to put on informative and educational workshops. These tasks should include:

- booking a meeting space for workshops.
- arrange for room setup and cleanup.
- arrange for food and refreshments
- manage publicity for all workshops, including flyer, and announcements
- annually seek/propose workshop topics, and upon committee approval, set up a calendar for the year