
DISTRICT 8 DCM

Description: The District 8 DCM is a member of the executive committee, along with the Alternate DCM, Secretary, and Treasurer.

Voting Status: The District 8 DCM is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of four to five years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

1. Needs to have the time and energy to serve the District well.
2. Carry the groups' conscience to Area 24 business meetings.
3. Inform the District of votes and discussion had at Area 24 business meetings.
4. Chair District meetings.
5. Attend all Area 24 business meetings.
6. Have a basic knowledge of Robert's Rules of Order.
7. Set up opportunities for the Delegate to give their report.

DISTRICT 8 ALTERNATE DCM

Description: The District 8 Alternate DCM is a member of the executive committee, along with the DCM, Secretary, and Treasurer.

Voting Status: The District 8 Alternate DCM is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

The alternate DCM stands ready to perform the duties of the DCM should he or she be unable to. The alternate DCM should be familiar with the SOP of the DCM in the event that it is necessary to perform those duties. In addition, the alternate DCM performs the registrar function for our district. As such, the information on groups and meetings, old and new is collected for distribution to the district through the District 8 webmaster via updating the website and to be sent to the area alternate delegate to update the area records and forward the information on to GSO.

Specific action steps and duties that I performed as the alternate DCM:

Specific action steps and duties that I performed as the alternate DCM:

1. Compile a list of district groups and meetings. (A digital copy of all the meetings is available on an Excel spreadsheet.) Review & update the district meeting schedule. Cross reference the district web site information with the area web site information. Update the information as necessary, confirming meetings and groups meeting times and places and removing defunct information.
2. Make copies of Group Information Change Forms and New Group Information Forms. Make these available at each district meeting. Inform the district where these forms can be located, how they can be turned in and when they should be used.

3. Maintain the data base of all groups on an Excel spreadsheet. This data base is updated each time information is received from a group. (Monthly) This is the spreadsheet that is used to produce a district directory.
4. Provide a written report at each district meeting. Email this to the secretary prior to the meeting, preferably no later than the weekend before the district meeting. This report should contain the work done during the past month, which is usually simply an update on group changes during the past month. Use the report to remind the GSR's of the importance of keeping up to date with group information and properly filling out the group change forms and the new group forms. This tends to be the primary function of the Alternate DCM, as far as busy work between district meetings. Of course, the primary function is to fill in as DCM when it might be needed.
5. An accounting of the number of groups and meetings in the district each month & how many were represented at the district meeting were sometimes provided in the report.
6. Collect Group Change forms and New Group forms each month at the district meeting. Scan each form to a pdf file and forward the form by email to the alternate delegate.
7. Send the district secretary and the district web site chair pertinent updated group information received each month at the district meeting. The district secretary was sent updated contact information from each group and meeting. The district web site chair was sent updated meeting time and place information along with removal of defunct meetings and addition of new meetings.
8. An updated district directory is to be compiled with updated group information and presented to the district in June. This directory is sent by email to the district secretary to be sent out with the June meeting minutes. The directory was compiled using a Word document that was merged with the data from the Excel spreadsheet data base of district meeting and group information. In addition to the PDF file of the directory a printed version should be brought to the June District meeting for those requesting a printed version. The printed copies have been limited to the groups that don't have the means to print their own from the PDF file that is emailed with the June minutes of the district meeting.
9. Attend the spring and fall Area 24 Conferences each year. At the spring conference the first year an area directory is made available. Request a PDF copy of that directory and make it available to all district members upon their request.
10. At each area conference attend the DCM sharing session on Friday night. Any new ideas or information should be recorded and taken back to the district at the next district meeting.
11. Attend the area business meetings at each area conference and the meetings in January, March and August. Stand in for the DCM, if necessary, and represent District 8.
12. Set out a signup sheet for GSR's, Alternate GSR's & Service Chairs to sign in on. Keep track of the groups and meetings that attend the district meetings and compiled that information, making it available to the district every six month in July and January.
13. Be prepared to chair the district meeting in the absence of the DCM.
14. Maintain the various materials that are sat out each month on the back table of the district meeting. A storage bin holds copies of forms, a handbook, upcoming event fliers left on the back table and any other documentation used by the district. At the end of each district meeting the forms and flyers from the table need to be collected and placed in the district storage bin.

DISTRICT 8 SECRETARY

Description: The District 8 Secretary is a member of the executive committee, along with the DCM, Alternate DCM, and Treasurer.

Voting Status: The District 8 Secretary is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

1. Where no other member of the executive committee is present at a District 8 Business Meeting, the Secretary should act as Chairperson of said business meeting.
2. Record the minutes of every District 8 Business meeting.
3. Distribute, in a timely manner, said minutes to the following:
 - a. The District Officers of District 8.
 - b. All Service Chairs from District 8.
 - c. All registered GSR's from District 8.
 - d. All registered group contacts from District 8.
 - e. The Chairperson of Area 24.
 - f. The Delegate of Area 24.
 - g. Copies should be made available to other A.A. members when possible without incurring undue expense to the District, or at the specific request of the District Body.
4. Distribute communications from the Executive Committee, and/or Subcommittee chairs to the main Minutes mailing list, in-between monthly meetings, where necessary.

DISTRICT 8 TREASURER

Description: The District 8 Treasurer is a member of the executive committee, along with the DCM, Alternate DCM, and Secretary.

Voting Status: The District 8 Treasurer is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

Where neither the DCM or Alternate DCM is present at a District 8 Business Meeting, the Treasurer should act as Chairperson of said business meeting.

The Treasurer is responsible for all financial activities of the District, including accounting of cash receipts and disbursements, District mailbox, maintenance of bank account and reporting of financial results and financial position at monthly district meetings.

Weekly Duties

- Check for incoming mail at the post office on Council Street.
- Forward all correspondence to the appropriate officer or District Chairperson.
- Prepare deposits and send to the bank at Farmer's State Bank.
- Prepare checks for the payment of bills – hotline and literature primarily.

Monthly Duties

- Summarize the cash transactions in the check register.
- Prepare Treasurer's report of transaction.
- Reconcile check register balance with the monthly bank statement.
- Present Treasurer's report at all District meetings.
- Maintain correspondence if any with bank and vendors.

- Reimburse officers and District chair persons for documented expenses incurred.
- Pay monthly rent at the church.
- Maintain paid invoice for all disbursements.

Semi-Annually

- Cooperate in the audit of the books by members of the District every six months.

Annually

- Prepare a budget of expenditures for the next fiscal year.
- Train new Treasurer if election year.

Was directed by the District on 5/16/2005 that "The District account be moved to Farmers State Bank."

DISTRICT 8 ARCHIVES SUBCOMMITTEE CHAIR

Description: The District 8 Archives Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Archives Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

1. Maintains custody of District 8 Archives collection.
2. Preserves, restores, identifies and catalogs all material in the collection.
3. Develops, creates and maintains exhibits.
4. Displays collection at AA groups and service functions.
5. Researches and purchases materials and supplies for Archives storage and preservation.
6. Trains members in Archives techniques and skills.
7. Collects historical and current material for collection.
8. Obtain written Group Histories submitted by GSR's or group historians.
9. Plans and presents workshops.
10. Early December of each year - inform District Treasurer of the yearly rent for the Archives storage facility. (\$60.00 per year to the Marion Industrial Club.)
11. Throughout the year inform the Fellowship of the Archives need for current meeting Minutes, Group fliers, reports and items for the collection
12. Continue to file and inventory all new items received for the collection.
13. Maintain security of collection both within the storage facility and when items are taken Out for display and workshops.
14. Follow standard archival procedures to care and protect the collection: climate control; Storage and filing; cleanliness of site, both storage and display; keep food and drinks Out of storage area, work area and display area; seek advice of professionals to answer Any questions about Archives.
15. Enjoy carrying the message of recovery by using the past to show where we are going and what we have been doing along the way. Only those who do not understand their Past will be doomed to repeat it!

DISTRICT 8 CORRECTIONS SUBCOMMITTEE CHAIR

Description: The District 8 Corrections Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Corrections Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

It is the District 8 Corrections Subcommittee Chairperson's responsibility to coordinate individual volunteers to go into correctional facilities within District 8. We are currently carrying the message into one prison, three county jails and one halfway house.

Responsibilities:

- Anamosa State Penitentiary:
 - Maintain good communication with liaison to facility and Davis-Werb Group (Mike M. 319-213-4267, bigbookmike@gmail.com)
 - Call team leaders once per year and verify volunteers on their team are still active
 - Keep an updated list of all members going into the facility
 - Distribute annual schedule to team leaders once per year (Annual schedule is down by Mike M.)
 - Have applications available to members that want to volunteer
- Linn County Jail:
 - Maintain volunteer list and schedules for the following meetings:
 - Women's meetings:
 - Saturday mornings at 9:00am on the third floor
 - Men's meetings:
 - Monday nights at 7:00pm on the fourth floor
 - Tuesday nights at 7:00pm on the third floor
 - Saturday mornings at 9:00am on the second floor
 - Contacts for the facility:
 - Chaplin Bob 319-892-6300
 - Volunteer coordinator Maridee Dugger 319-365-7180
- Lary Nelson Center:
 - Maintain volunteer list and schedule for the following meeting:
 - Men's meeting:
 - Tuesday nights at 6:30pm in the cafeteria (4 different groups rotate)
 - Facility contact:
 - Bobby Peters 319-730-1231
- Report meeting status of Jones, Iowa and Benton County jails to District.
- Other responsibilities:

- Report pink can balances to District.
- Direct groups where to mail pink can funds to Area 24.
- Respond to all bridge the gap request as received.
- Attend all corrections workshops, if possible.
- Grow in understanding and effectiveness.

DISTRICT 8 COOPERATION WITH THE PROFESSIONAL COMMUNITY (CPC) SUBCOMMITTEE CHAIR

Description: The District 8 CPC Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 CPC Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

Cooperation with the Non-Alcoholic Professional

Cooperating with nonalcoholic professionals is a way to serve those who are serving the still suffering alcoholic. Such people often meet the alcoholic in places where A.A. is not present. Through professionals, alcoholics may be reached who might otherwise never find the program, or they may be reached sooner with the help of informed non-AA's.

A professional can be a family doctor or other health care professional, a member of the clergy, a law enforcement or court official, and educator, a social worker, an employer, EAP counselor, an alcoholism counselor or anyone who deals with problem drinkers in the course of their work. CPC also reaches out to the students of aforementioned professions.

You may wish to use packets to the Legal, Clergy, Business or EAP, Health Care, or Student Professional which have been designed with relevant brochures and a cover letter. There are also client packets for the professional to distribute to the potential alcoholic they are working with. These packets utilize the guidelines developed by GSO

Cooperation with the AA Member Reaching Out to a Professional

CPC Subcommittee Chairperson also helps to support the AA member and/or group who is reaching out to the professional to support their efforts. Toward that end, CPC provides written material and/or presents to the individual AA member or group with a focusing on:

Singleness of purpose statement has been added to pamphlets to share with professionals.

Some professionals refer to alcoholism and drug addiction as "substance abuse" or "Chemical dependency". Non-alcoholics are therefore, sometimes introduced to AA and encouraged to attend AA meetings. We are reminded that anyone may attend OPEN AA meetings, but only those with a drinking problem may attend CLOSED meetings.

Consideration of the Twelve Traditions when working with Professionals.

Consideration of the Anonymity statement when working with these professionals.

Individuals anonymity at the public level, with use of first name and say you are a member of Alcoholics Anonymous.

There are packets available for the AA member interested in CPC work with a professional in their life.

Getting Started

1. Get a committee to present at professional locations, notify members through GSR's, local groups, District, or any interested AA member is welcome to participate.
2. Contact local professionals and let them know you are with A.A. and would be glad to have a presentation meeting letting them know what A.A. can and cannot do for alcoholics.
3. Consult the CPC manual for the various ways to demonstrate CPC presentation, such as: Workshops, exhibits, newsletters.
4. Use advance planning to set up dates with professionals, to have a good showing of committee members.
5. Use sample letters to contact professionals.
6. Meet with district groups to discuss the ways the individual AA member can reach out to a professional in their life.
7. Stay in contact with previous CPC subcommittee chair(s) and Area CPC chairs. Coordinate and collaborate with other District committees where there may be an overlap in services

CPC Serves the Professional Serving the Still Suffering Alcoholic.

The professional does not need education. They are educated. However, there are some key points to keep in mind when communicating with non-alcoholic professionals:

What A.A. Does:

Nonalcoholic guests are welcome at "open" A.A. meetings. Attendance at "closed" meetings is limited to those who are alcoholic or think they may have a drinking problem.

At A.A. meetings members share their recovery experiences with anyone seeking help with a drinking problem. And give person to person services or "sponsorship" to the alcoholics coming to A.A.

What A.A. Does NOT Do:

1. Make medical or psychiatric diagnoses or prognoses, or advice.
 2. Provide drying out or nursing services, hospitalization, drugs, housing, jobs, money, or other welfare services.
 3. Accept money for its services or contributions from outside sources.
 4. Provide letters of reference to parole boards, lawyers, court officials, social agencies, employers, etc...
1. Engage in or support education, research, or professional treatment.

The CPC Manual is a Great Resource!

AA Fact sheet.

What AA does and does not do.

AA Newsletter for professionals.

Box 459.

History section.

Catalog for order forms.

Pamphlets to hand out to professionals.

Sample letters for various professionals

And more!!.....

District 8 CPC Subcommittee Chair email address is: District8CPC@gmail.com

Your password is: flimsyreed

DISTRICT 8 GRAPEVINE SUBCOMMITTEE CHAIR

Description: The District 8 Grapevine Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Grapevine Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

The job of the District 8 Grapevine Subcommittee Chairperson is to familiarize members with the Fellowship's international journal The A.A. Grapevine, its bi-monthly Spanish-language magazine La Vina, and the enhancements to sobriety the magazines offer. The magazines contain articles written by A.A. members based upon their personal experiences; discussion topics; regular features, and a calendar of special A.A. events.

The District 8 Grapevine Subcommittee Chairperson participates in the activities of the Area 24 Grapevine committee, announces the arrival of new magazines at the group each month, encourages members to submit articles and illustrations, and explains how members can order their own subscriptions.

The District 8 Grapevine Subcommittee Chairperson attends the Area 24 conference committees; announces information to the district of changes, and or information taken from the conference concerning the Grapevine magazine.

The District 8 Grapevine Subcommittee Chairperson contacts treatment, hospitals, etc. to encourage subscriptions by offering free issues to sample the magazine.

The District 8 Grapevine Subcommittee Chairperson displays Grapevine Magazines at Conference committees, AA's yearly Roundup, and Holiday Speaker dinners and/or meetings. You may be contacted by another chairperson with instructions of where the Grapevine should be displayed.

DISTRICT 8 LITERATURE SUBCOMMITTEE CHAIR

Description: The District 8 Literature Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Literature Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. 2 year term requirement to be determined by district body. Elected by the membership of District 8 in even years for a two-year term. Must be able to have name on bank account.

Functions and Responsibilities:

Literature is vital in carrying A.A.'s message to those who need and want it. Only A.A.'s Conference Approved Literature should be considered in fulfilling the position (please see attachments 1, 2, and 3 on Conference Approved).

1. Familiarize yourself with A.A. Literature material.
2. Discuss Literature needs with District 8 meeting held on the 3rd Monday of every month at 7pm.
3. Place orders for Literature with G.S.O. in your preferred manner (re: order form, mail, phone, online). A debit card is supplied by the bank to ease online transactions as well as to expedite orders.
4. Form a Literature committee to assist in helping you meet the needs of District 8.
5. Give a written and oral report to District 8 on the 3rd Monday of each month. If you are unable to attend then give the report to one of your committee members to do for you, or send via email to District Secretary.
6. Have an accurate inventory of Literature material on hand at each District meeting.
7. Sell District 8 Literature accurately collecting money and monies owed, deposit funds into district 8 fund/literature bank acct at FSB bank.
8. Have a travelling Literature display available when asked and when possible. Set up display at these functions to aid in carrying A.A.'s message at group functions.
9. Attend A.A.'s conferences and assemblies as required by District 8. When attended, gather information pertinent to Literature and bring those inquiries and information before the District body at the monthly District meetings.
10. Follow A.A.'s Guidelines for Literature Chairperson.
11. Keep spread sheet up to date and turn in with monthly report income/expense balance to coincide with balance in bank acct.

DISTRICT 8 NEWSLETTER SUBCOMMITTEE CHAIR

Description: The District 8 Newsletter Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Newsletter Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

Physically, I produce an 11 X 17 sheet, folded in half, 3 hole punched, once a month. This is a 4 page newsletter that has copy on pages 1-3 dealing with any topic in A.A. In the last 18 months I printed one, 1 page article from a guest columnist. The rest of the 3 pages of copy have been from me.

I finish the newsletter close the 3rd Monday of the month. Have 50 copies printed at CopyWorks in the Lindale area. Pay \$25 plus or minus, depending who rings me up. I print on colored paper stock.

I take the 50 copies to the District 8 meeting, 3rd Monday of the month.

My guidelines:

- all articles are anonymous, including mine
- page 4 is used for events, chips, celebrations of any kind. I take the minutes from the district secretary, print any yearly chips that fall after the 3rd monday of the month, plus any that are relayed directly to me. I do not print monthly chip announcements.

There is a lot of latitude for the newsletter editor to print what they want. I try to keep my articles conversational.

DISTRICT 8 PUBLIC INFORMATION SUBCOMMITTEE CHAIR

Description: The District 8 Public Information Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Public Information Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term.

Functions and Responsibilities:

The Public Information (PI) Committee provides information about Alcoholics Anonymous to the general public within District 8. The committee is responsible for the District 8 Web Site activities verifying that information on the website is current and events are updated in conjunction and communication with the webmaster. The Public Information will work with the cooperation with the Professional Community (CPC) Committee Chair, shall request funds from the Finance Committee as needed, and submits reasonable documentation to the Treasurer for reimbursement. Core membership of the committee will consist of the PI Chair, District 8 Webmaster, the Assistant Webmaster and other GSR's/members who wish to serve.

Additional Duties of PI Chair:

1. Attend monthly District 8 business meetings and provide report.
2. Attend Area 24 Conferences.
3. Ensure yearly update of contact list at answering service is current and all members listed are still willing to serve.
4. Provide current copies of PSA's to local media, verify when and if they are being put into action.
5. Attend fairs and events when requested, providing literature when needed.
6. Obtain quarterly, or bi-annual stats on calls to the AA hotline and report to the District.
7. Check in with the answering service regularly to ensure they have all the information they need and determine what needs they may have to better serve our population of callers.
8. Work in conjunction with CPC Committee events when requested.
9. Maintain archived information from previous PI Chairs.
10. Distribute PI information (hotline and website information) to the local health/corrections/community outlets.
11. Looks for creative ideas and means to provide information to the general public.

DISTRICT 8 TREATMENT SUBCOMMITTEE CHAIR

Description: The District 8 Treatment Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Treatment Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term, with one continuous year in active service at the district level.

Functions and Responsibilities:

The absolute most important thing the District 8 Treatment Subcommittee Chairperson should do is be thoroughly informed with the 12-traditions and the Treatment Facilities Workbook, which may be obtained from the General Service Office. Other pamphlets that would be helpful are Problems other than Alcohol, AA Tradition How it Developed, The AA Group...where it all begins, and AA in Treatment Facilities. It is also important that the District 8 Treatment Subcommittee Chairperson is familiar with chapter seven, Working with Others, in the Big Book.

Knowing these pamphlets will be extremely important in upholding the Singleness of Purpose.

This Singleness of Purpose can be found in the pamphlet Problems Other the Alcohol, and is "sobriety-freedom from alcohol-through the teaching and practice of the Twelve Steps, is the sole purpose of an AA group". It is also in the Treatment Facilities Workbook on page 15 and states, "AA does offer a solution to one problem: alcoholism. This singleness of purpose unites alcoholics in a common bond, which is the key to recovery in AA".

The reason this is important is that in treatment facilities there are many people with many different problems, all of which are forced to attend the AA meetings. The meetings in these treatment centers are *open* which means anyone may attend but only alcoholics may participate.

It is important that the members going into the treatment center, carrying the AA message, are not being misleading and implying AA solves problems other then alcohol.

Duties:

The job of the District 8 Treatment Subcommittee Chairperson will be as active as one makes it. "Practical experience shows that nothing will so much insure immunity from drinking as intensive work with other alcoholics." (Big Book, pg 103)

The chair needs to attend as many of the District meetings as possible. They should also use the budget provided to supply the AA meetings in the treatment facility with extra literature. These meetings are barely self-supporting and need literature (big books and pamphlets) on hand if someone is interested. It is also important to keep in contact with individuals who regularly attend these meetings to help in any way needed.

The District 8 Treatment Subcommittee Chairperson should also reach out once a year to any alcohol treatment organizations. By doing this the lines of communication and cooperation will stay open. Providing these individuals with any information they may need will be helpful to them.

DISTRICT 8 WEBMASTER SUBCOMMITTEE CHAIR

Description: The District 8 Webmaster Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Webmaster Subcommittee Chairperson is a voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Elected by the membership of District 8 in even years for a two-year term, with one continuous year in active service at the district level. However, due to the difficulty finding individuals with the necessary technical skills, the Webmaster may stand for re-election to the position.

The Webmaster should participate actively in the selection of their successor, should they stand down. This is essential to maintain effective website management. If possible, the Webmaster should remain in service when replaced for a reasonable period of time to assist the incoming chair.

Functions and Responsibilities: Maintain the District 8 Website.

Duties:

1. Attend monthly District 8 business meetings and provide a report.
2. Facilitate maintenance of accurate meeting listings in a timely manner.
3. Improve webmaster accountability to and communication with District 8.

DISTRICT 8 PAST ACTION SUBCOMMITTEE CHAIR

Description: The District 8 Past Action Subcommittee Chairperson is a member of the District 8 Committee.

Voting Status: The District 8 Past Action Subcommittee Chairperson is a Non-Voting position.

Selection and Qualifications Requirements: Must be an active member of Alcoholics Anonymous, with a minimum of two years of continuous sobriety. Appointed by DCM and serves at the pleasure of the District.

Functions and Responsibilities: Maintain the District 8 Past Actions and District 8 Guidelines. Responsible for presenting upon request during District 8 meeting actions that may pertain to district business.

Duties:

1. Attend monthly District 8 business meetings and provide a report.
2. Present upon request during District 8 meeting actions that may pertain to district business.