

# DISTRICT 8 OF AREA 24 SERVICE POSITION JOB DESCRIPTIONS (SPJD)

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## DOCUMENT HISTORY AND OVERVIEW

The District 8 Service Position Job Descriptions document was, in the past, known as the “SOP” or “Standard Operating Procedures” document. Unfortunately, those terms mean very specific things to certain populations (e.g. members of the military, corporate usage), causing confusion about what the document’s purpose was, and how it out to be used and maintained.

This was changed in January of 2023 by a vote of the District 8 body to better reflect the document’s purpose, which is to provide a high-level, but specific overview of the job definitions of the various established service positions at the district level in District 8.

Each job description should consist of the following:

1. Clear title of the service position.
2. A brief description of the position.
3. The voting status of the position (voting, non-voting) as a member of the District 8 voting body.
4. Selection and qualification requirements for the position.
5. High-level, but specific job functions and requirements for the position.

Maintenance of this document is the responsibility of the District 8 Guidelines Chair, and should be reviewed at least annually in consultation with the holder of the service position. Changes may also be required throughout the year as postions may be modified, added or removed by the District 8 body.

Questions should be directed to the Guidelines Chair at [guidelines@aa-cedarrapids.org](mailto:guidelines@aa-cedarrapids.org).

## **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. Attend monthly business meetings of District 8, and provide a report.
2. Attend Area 24 Conferences, quarterly business meetings, and act as a trusted servant to carry the conscience of District 8's groups.
3. Inform the District of votes and discussion had at Area 24 business meetings.
4. Chair District meetings.
5. Have a basic knowledge of Robert's Rules of Order.
6. Set up opportunities for the Delegate to give their report.
7. Follow A.A.'s Guidelines for DCM's.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Where the DCM is not present at the District 8 business meeting, the Alternate DCM should act as Chairperson of said business meeting.
3. Attend all meetings of Area 24 with DCM.
4. Stand ready to perform the duties of the DCM should he or she be unable to.
5. Be familiar with the SPJD of the DCM in the event that it is necessary to perform those duties.
6. Perform the registrar function for District 8, involving the gathering and maintenance of information on the groups and meetings of District 8 for accurate publication in District 8 meeting lists and registries, and to be sent on to the Area 24 Alternate Delegate, who is the registrar for Area 24.
7. Share changes to meeting statuses with the District 8 Technology Committee to ensure quick and accurate maintenance of electronic meeting registries.
8. Maintain the quarterly update of the printable meeting list, working with our professional printing partner.
9. Ensure up-to-date copies of Group Information Change Forms and New Group Information Forms are available to groups and meetings, both online and at business meetings of District 8, and provide information about the process of maintaining the

group/meeting information to the groups at each monthly District 8 business meeting.

10. Keep District 8 Secretary promptly informed of any updated group contact information.
11. Produce and maintain a district directory for distribution at the District 8 monthly business meeting.
12. Maintain the information in the District 8 storage bin for use at monthly District 8 business meetings. This storage bin holds copies of forms and directories, plus all other documentation used by the district. At the end of each District 8 business meeting, all remaining flyers from the presentation table should be collected placed in the storage bin for future use or reference.
13. Follow A.A.'s Guidelines for Alternate DCM.



## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Where neither the DCM or the Alternate DCM are present at the District 8 business meeting, the Treasurer should act as Chairperson of said business meeting.
3. Be familiar with the SPJD of the DCM in the event that it is necessary to perform those duties.
4. 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.
5. Weekly Duties:
  - a. Check for incoming mail at the post office on Council Street.
  - b. Forward all correspondence to the appropriate officer or District Chairperson.
  - c. Prepare deposits and send to the bank at Farmer's State Bank.
  - d. Prepare checks for the payment of bills – hotline and literature primarily.
6. Monthly Duties:
  - a. Summarize the cash transactions in the check register.
  - b. Prepare Treasurer's report of transaction.
  - c. Reconcile check register balance with the monthly bank statement.
  - d. Present Treasurer's report at all District meetings.

- e. Maintain correspondence if any with bank and vendors.
  - f. Reimburse officers and District chair persons for documented expenses incurred.
  - g. Pay monthly rent at the church.
  - h. Maintain paid invoice for all disbursements.
7. Semi-Annual Duties:
- a. Cooperate in the audit of the books by members of the District every six months.
8. Annual Duties:
- a. Prepare a budget of expenditures for the next fiscal year.
  - b. Train new Treasurer if election year.

## **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. Attend monthly business meetings of District 8, and provide a report.
2. Where no other member of the executive committee (DCM, Alternate DCM or Treasurer) is present at a District 8 Business Meeting, the Secretary should act as Chairperson of said business meeting.
3. Be familiar with the SPJD of the DCM in the event that it is necessary to perform those duties.
4. Record the minutes of every District 8 Business meeting.
5. 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. The Chairperson of District 8 Al-Anon.
  - h. 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.

6. Distribute communications from the Executive Committee, and/or Subcommittee chairs to the main Minutes mailing list, in-between monthly meetings, where necessary.

## **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. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Archives committee.
3. Be familiar with the SPJD of this position.
4. Follow Any and all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Maintain custody of District 8 Archives collection.
6. Ensure annual rent is paid for Archives storage at the Marion Industrial Club. In early December of each year inform District Treasurer of the yearly rent for the Archives storage facility (currently \$60.00)
7. Preserve, restore, identify and catalog all material in the collection.
8. Develop, create and maintain exhibits.
9. Display collection at AA groups and service functions, as requested.
10. Research and purchase materials and supplies for Archives storage and preservation.
11. Train members in Archives techniques and skills.
12. Collect historical and current material for collection.
13. Obtain written Group Histories submitted by GSR's or group historians.
14. Plan and present workshops.

15. Gather meeting minutes from District 8, groups, event fliers, reports and other items for the collection.
16. Continue to file and inventory all new items received for the collection.
17. Maintain security of collection both within the storage facility and when items are taken out for display and workshops.
18. 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.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report, including all Corrections commitment statuses.
2. Participate in the activities of the Area 24 Corrections committee; attending all Corrections Workshops, if possible.
3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Coordinate and maintain volunteer lists and schedules for correctional commitments within District 8.
6. Contact team leaders for commitments on an at-least annual basis and verify volunteers on their team are still active.
7. Have applications available to members that want to volunteer.
8. Maintain good communication as liaison with all District 8 Corrections commitments.
9. Report pink can balances to District 8.
10. Direct groups where to mail Pink Can funds to Area 24.
11. Respond to all Bridging the Gap requests, as received.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 CPC committee.
3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Cooperate with non-alcoholic professionals to carry the message of what A.A. is, and is not. Such professionals can include family doctors or other health care professionals, members of the clergy, law enforcement or court officials, educators, social workers, alcoholism counselors or anyone who deals with problem drinkers in the course of their work.
6. Singleness of purpose statement should be shared with professionals.
7. Ensure the Twelve Traditions, and particularly anonymity, are carefully considered when working with professionals. Individuals should remain anonymous at the public level, please use first name and say you are a member of Alcoholics Anonymous.
8. Develop a committee to present at professional locations.
9. Contact local professionals to schedule and conduct presentation meetings letting them know what A.A. can and cannot do for alcoholics.



10. Consult the CPC manual for the various ways to demonstrate CPC presentation, such as: Workshops, exhibits, newsletters.
11. Use sample letters to contact professionals.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Grapevine committee; announce information to the district of changes, and or information taken from the conference concerning the Grapevine magazine.
3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. 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.
6. Announce the arrival of new magazines at the group each month.
7. Encourage members to submit articles and illustrations.
8. Explain how members can order their own subscriptions.
9. Contact treatment, hospitals, etc. to encourage subscriptions by offering free issues to sample the magazine.
10. Prepare and present displays for Grapevine Magazines at A.A. events, such as the Cedar River Roundup, Holiday Speaker dinners, etc., or when otherwise requested.

## **DISTRICT 8 GUIDELINES CHAIR (Non-Voting)**

### **Description:**

The District 8 Guidelines Chairperson is an appointed, advisory member of the District 8 Committee.

### **Voting Status:**

The District 8 Guidelines 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. The Guidelines Chair is an advisory position to the District, and as such is appointed by, and serves at the pleasure of the District 8 DCM.

### **Functions and Responsibilities:**

1. Attend monthly business meetings of District 8 – monthly reports are not required or expected from this position.
2. Provide relevant informative detail from District 8 Guidelines during, or related to, the work of the District 8 body when either requested by a member of the body, or when recognizing the need for clarification or information to assist the District 8 body in its work.
3. Maintain the District 8 Guidelines document by:
  - a. Making edits and additions to the guidelines as necessary due to the work of the District 8 body. Additionally, the Guidelines Chair may exercise prudent discretion in making substantive structural changes to the guidelines to improve clarity and presentation. All changes to the guideline come with the following requirements:
  - b. Changes should only be made to record the actual work of the District 8 body through its voted actions.
  - c. Changes to Guidelines presentation should only be made when the changes would be significantly curative to the effectiveness of the guidelines.

- d. All changes to the guidelines should be presented to the body with the Before and After versions of any changes for a vote of approval by the District 8 body.
  - e. It be recognized that the integrity of the guidelines is a two-way street, with the District 8 body's care and attention being essential to the process.
4. Maintain the District 8 SPJD document by:
- a. Making edits and additions as necessary due to the changes in nature or duties of individual service positions. Additionally, the Guidelines Chair may exercise prudent discretion in making substantive structural changes to the SPJD document to improve clarity and presentation. All changes to the SPJD document come with the following requirements:
  - b. Changes to the SPJD document should only be made to record actual and substantial changes to the duties, requirements or definition of a District 8 service position, or the addition or removal of a District 8 service position.
  - c. Changes to the SPJD document's presentation should only be made when the changes would be significantly curative to the effectiveness of the SPJD document.
  - d. All changes to the SPJD document should be presented to the body with the Before and After versions of any changes for a vote of approval by the District 8 body.
  - e. It be recognized that the integrity of the SPJD document is a two-way street, with the District 8 body's care and attention being essential to the process.
5. Finally, that the Guidelines Chair always recognize its service is an advisory role only, and never a dictative one. The guidelines are just that – simply lines of guidance based on past action, not rules nor government.

## **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. Elected by the membership of District 8 in even years for a two-year term.

### **Functions and Responsibilities:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Literature committee.
3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Familiarize yourself with A.A. Literature material, and what Conference Approved Literature is.
6. Place orders for Literature with G.S.O..
7. Form a Literature committee to assist in helping you meet the needs of District 8.
8. Maintain accurate inventory of Literature material on hand and available at each District meeting.
9. Sell District 8 Literature accurately collecting money and monies owed, utilizing and maintaining responsibility for the District 8 Literature bank account.
10. 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.
11. Follow A.A.'s Guidelines for Literature Chairperson.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Newsletter committee.
3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Produce a regular newsletter for District 8, and communicate that document to the Webmaster under the Tech Committee for posting on the District 8 Website.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Public Information committee.
3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Provide current copies of PSA's to local media, verify when and if they are being put into action.
6. Attend fairs and events when requested, providing literature when needed.
7. Maintain responsibility as the point-of-contact for the District 8 answering service.
8. Obtain quarterly, or bi-annual stats on calls to the District 8 answering service and report back to the District.
9. Ensure, on a regularly basis, that answering service has all information needed to best serve callers.
10. Collect and maintain contact list for answering service, ensuring it is current and all members listed are still willing to serve. Updates should be provided on a regular, and at-least annual basis.
11. Distribute answering service number and website information to local health, corrections and other community outlets.

12. Seek and develop creative ideas and means, with close attendance to the Twelve Traditions, to provide information to the general public about Alcoholics Anonymous.
13. Follow A.A.'s Guidelines for Public Information Chairperson.



## **DISTRICT 8 TECHNOLOGY SUBCOMMITTEE CHAIR**

### **Description:**

The District 8 Technology Subcommittee Chairperson is a member of the District 8 Committee.

### **Voting Status:**

The District 8 Technology 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 Technology Committee Chair will manage the District 8 Technology Subcommittee, whose membership beyond the Chairperson should, at-minimum, consist of the following positions as appointed by the Technology Chair:

1. Secretary
2. Website Administrator (aka Webmaster).

Additional technical assistants will assist in maintenance of hardware/software support – Also with writing, graphical design and content creation.

The Technology Committee Chair will welcome interested people that can bring with them a wide variety of abilities and talents. These include skills such as: writing; graphics creation; project management and of course various aspects of technology. All interested members are encouraged to join. Technical experience is not required in order to participate on the Technology Committee, however, for the specific positions listed below, those members should have Internet access, some basic knowledge and a willingness to learn. If a position is not filled by a Committee Member, the Technology Chair will fulfill the duties.

Primary duties of the District 8 Technology Chair are:

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Technical/Website committee.

3. Be familiar with the SPJD of this position.
4. Follow all current A.A. General Service Guidelines for this position, which may be obtained from the General Service Office.
5. Maintain relationships with and be the primary contact for the Website hosting service, and any professional web development service or companies engaged by District 8.
6. Ensures that the domain name(s) are renewed and protected appropriately.
7. Maintain SSL certificate(s).
8. Provide Website statistics.
9. Maintain District 8 email accounts.
10. Manage Email Rosters for District 8 Officers, Committee Chairs, and GSR distribution.
11. Manage Content Management/File Sharing Service, currently using DropBox.
12. Manage user access and security for the Website and any other software or service utilized by District 8.
13. Verify license renewals for software, and that all supporting software/plugins are maintained.
14. Establish and maintain the budget for the District 8 Technology Committee.
15. Answer emails addressed to the District 8 Technology Chair promptly.
16. Make recommendations and purchases of District 8 technical hardware or software.
17. Assist in setup of technical hardware or software.
18. Maintain inventory of District 8 owned technology devices, computers and peripherals (printers, projectors, etc.).
19. Maintain a list of any software licenses owned by District 8.
20. Wipe software and data from devices before passing on for disposal.
21. Hold regular committee meetings.
22. The Technology Chair is a voting member of the District 8 Committee and will be reimbursed (as are other District Officers) for travel expenses to attend Area Assemblies.

## **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:**

1. Attend monthly business meetings of District 8, and provide a report.
2. Participate in the activities of the Area 24 Treatment committee.
3. Be familiar with the SPJD of this position.
4. Follow Any and all current A.A. General Service Guidelines for this position, including A.A.'s Guidelines for Treatment Chairperson, and the Treatment Facilities Workbook, which may be obtained from the General Service Office.
5. Maintain contact with local Treatment organizations, ensuring the lines of communication and cooperation stay open and active.

## Document History

| Who           | When      | Why  |
|---------------|-----------|--|
| District Body | 3/18/2024 | Approved document with all relevant changes. |
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