

DISTRICT COMMITTEE MEMBER (DCM) REPORT GUIDELINES

(FRIENDLY SUGGESTIONS FOR WHAT TO INCLUDE IN A DCM REPORT)

- ❖ **Come prepared.** You will be expected to give a verbal report at Quarterlies and Assemblies. Write your report in advance (250-300 words) in order to stay within the 2 minute suggested time limit. An average speaker will take about 1 minute for every 150 words. You may wish to reference previous DCM Reports, which can be found in Grassroots Forum, the Area 79 Newsletter.

- ❖ Give us Your **Name, Position, District**, your District **Location**, its Geographical Boundaries or the Communities it serves.

- ❖ Who is **Present** at the Current Quarterly/Assembly, representing your District? (i.e. 3 GSRs, 1 Alt DCM)

- ❖ How **many** Groups and Meetings in your District?

- ❖ What is **happening** in your District? You may wish to Announce/Report on:
 - **Events** (since we last met and upcoming)- Gratitude Days, Rallies, Roundups, Workshops (facilitated by an Area 79 General Service Committee (GSC) Member or Otherwise), Public Information (PI) and/or Cooperation with Professional Community (CPC) Functions.
 - How your District is doing **Generally?** (Increase/decrease in number of Members; Average number of 12-Step calls per month)
 - How is **Attendance** at your District Meetings?
 - **New Groups/ Groups Folded** (or any other important changes)
 - **Landmark Occasions** (milestones, deaths)
 - **Concerns/Challenges** (or Any issues your District needs help with)
 - **Successes/Solutions** (or How your District has solved any problems)

- ❖ Finally, you may wish to thank the **Host** Committee