

# District Committee Member

## Fact Sheet

### from Area 79 BC/Yukon

Welcome to General Service in BC/Yukon Area 79. This fact sheet contains important information for incoming District Committee Members. It is intended to aid you and answer some of your questions. It also outlines some basic facts of what is offered in the way of services, from your Area.

#### WHAT IS THE AREA COMMITTEE?

The Area Committee is made up of all the Area 79 District Committee Members (DCM) or their alternates, plus the elected and appointed members of the General Service Committee. All members of the committee are eligible to vote at Quarterlies and Assemblies.

The **elected members** of the Area Committee who also sit on the General Service Committee (GSC) are:

**Delegate** – Reports to and from the General Service Conference.

**Alternate Delegate** – Assists Delegate in responsibilities.

**Chair of Area 79** – Responsible for the agenda and chairing Area and General Service Committee (GSC) meetings, assigns travel of committee members.

**Alternate Chair of Area 79** – Assists Chair in responsibilities

**Registrar** – Maintains Group Records of Districts and Groups in Area 79 and informs the General Service Office (GSO) in New York.

**Treasurer** – Maintains payables and receivables for Area 79. Chairs Finance Committee.

**Secretary** – Records meetings and prepares the minutes.

These members serve a two-year term. Please see the *Service Manual* for details on their responsibilities.

**Standing committees** of the Area Committee are:

- Archives
- Co-operation with the Professional Community (CPC)
- Correctional Facilities
- Grapevine
- Grassroots – Our Area 79 Newsletter
- Literature
- Public Information (PI)
- Remote Communities
- Treatment Facilities

Chairs of these committees are appointed by the Area Chair and ratified by the Area Committee. They then become members of the General Service Committee (GSC) and Area Committee. These members serve a two-year term. Please see the *Alcoholics Anonymous Committee Guidelines (www.aa.org)* and the *BC/Yukon Area 79 website (www.bcyukonaa.org)* for details on their responsibilities.

The following are non-voting service positions that may be appointed.

- Webmaster appointed by Public Information Chair
- Archivist appointed by Archives Chair
- Alternate Treasurer appointed by the Treasurer

#### WHAT ARE SOME OF THE RESPONSIBILITIES OF DISTRICT COMMITTEE MEMBERS PARTICULAR TO AREA 79?

You are going to be a busy person! Along with the duties of District Committee Members (DCM) *outlined in the Service Manual* and the requirements of your District, the following are some of the things asked of you by the Area Committee:

District Reports ... Try to keep them brief and informative. Reports are sometimes given orally, but always in a written format. Give a neatly written copy or print out to the secretary and if possible include a copy on disk or email.

Attend and participate in your assigned committee.

Maintain your District's page on [www.bcyukonaa.org](http://www.bcyukonaa.org) the BC/Yukon Website.

Pick up your DCM package. They are handed out at each Quarterly and Assembly. They include:

- Registered Group Information sheets for each District. It is important to keep Group information up to date.
- Other Information from the Registrar.
- Special information from the General Service Committee

Participate in discussion of floor items and ask questions at the microphone. Your voice is important.

District Committee Members (DCM) are encouraged to subscribe to Grassroots and Grapevine.

Mini Assemblies and Multi-District Meetings are held monthly and quarterly in various regions of Area 79. These bodies are extensions of the Districts they serve and are not part of the Area Committee.

Some A.A. members involved in service choose to have Service Sponsors. It is recommended that you choose someone who is familiar with service in Area 79.

Always be prepared to have fun and grow in service!

#### WHAT IS AVAILABLE IN AREA 79 TO ME, AS A DISTRICT COMMITTEE MEMBER (DCM), AND TO THE DISTRICT I REPRESENT?

There is a budgeted amount for travel assistance for District Committee Members (DCM) from remote Districts. Assistance is for travel to Assemblies only. Contact the Chair or Treasurer for details.

General Service Committee (GSC) members are available to facilitate your district's workshops, luncheons or seminars on any topic relevant to Alcoholics Anonymous.

The Archives are available when requested at Rallies and Round-Ups. A General Service Committee member accompanies the archives. In order to aid the Archives chair, please complete the Archives Request form. This form is available from the Archives Chair or on line at [www.bcyukonaa.org](http://www.bcyukonaa.org)

The Delegate is available to travel to your District to present his/her Delegates report. Audio tapes or CD's of the report will be included in the July DCM Packages.

The Archives Chair can help to inform your District on how to set up your own District Archives.

A limited number of devices to aid the hearing impaired are available for use at Quarterlies and Assemblies.

At each Quarterly and Assembly you will receive an envelope from the Registrar with up to date Group records and other information from the Area committee.

Area 79 works together with the General Service Office (GSO) to maintain Group records. The Registrar will forward your changes to GSO. Please note that these changes are not automatically reflected on the Treasurer's report or the website.

Our website address is [www.bcyukonaa.org](http://www.bcyukonaa.org) Please see the section "How to I find us on the web?"

Recorded tapes of meetings are available upon request for any Group wishing to use them.

### **WHY ARE DISTRICT COMMITTEE MEMBERS ASSIGNED TO A COMMITTEE?**

At the beginning of each two year term, District Committee Members are assigned to sit on specific committees. This is done to ensure that all committees are well represented with a cross section of the Area. This also provides your District with a good view of Area service from term to term. General Service Representatives are assigned to committees at each Quarterly and Assembly on a random basis. Alternate District Committee Members, Alternate General Service Representatives, visitors may sit on the committee of their choice.

### **WHAT ARE QUARTERLIES AND ASSEMBLIES?**

**Quarterlies:** These meetings are held three times per year, January, April and July, in various locations and are attended by all District Committee Members and/or their alternates and the members of the General Service Committee. Although General Service Representatives do not have a vote at Area quarterlies, they most certainly have a voice and are encouraged to attend. In Area 79, the April Quarterly is combined with the Pre-Conference Assembly. Minutes of these meetings are published in Grassroots.

Things you can usually expect to participate in at Quarterlies are:

Friday night opens with a meeting chaired by the host District. This is followed by a meeting of the Area Committee (District Committee Members and the General Service Committee). This informal meeting serves as a discussion forum regarding common problems and solutions throughout the Area. At the same time, there is a similar meeting for Alternate District Committee Members, General Service Representatives, their alternates and visitors.

The business meeting of Area 79 begins Saturday morning with some housekeeping items and introduction of new District Committee Members, General Service Representatives and their alternates. Reports are given by General Service Committee members and District Committee Members. If time permits, these will be given orally, if not, a written copy will be given to the Area Secretary and your District's package will be picked up from the Registrar. Committee meetings will be held and District Committee Members will attend their assigned committee. Reports of these meetings will be given later in the day. New and old Area business will be discussed.

During discussion periods, a light system will be in effect limiting the time of each speaker to two minutes. No one will speak for a second time until everyone wishing to speak has been heard. The minority voice will always be heard whenever voting takes place, except when asking for a show of hands for a sense of the meeting.

**Pre-Conference Assembly:** This Assembly takes place in conjunction with the April Quarterly making it a three-day event, usually from Friday night to Sunday at noon. Instead of the usual committee assignments, the body will be broken into committees to mirror the Conference and discuss the agenda items for the Conference and report back to the Assembly giving the Delegate an informed conscience to guide him/her at the General Service Conference. A synopsis of the background material for the agenda items will be sent to all Districts as soon as possible before the Assembly. District Committee Members are encouraged to copy that information and distribute it to the Groups within their District. Minutes of these meetings will be published in Grassroots.

**Voting Assembly:** This meeting is attended by all General Service Representatives, District Committee Members and the General Service Committee and any interested A.A. members. This is a three-day event, usually from Friday night to Sunday at noon. At this meeting, motions affecting Area 79 or A.A. as a whole will be discussed and voted upon. Anyone making a motion is encouraged to send it to the Chair with any background information in plenty of time to be included in the agenda. Motions may also be made from the floor, these must be presented to the secretary, in writing, by 11:00 a.m. Saturday. When possible, motions and background material will be sent to all Districts as soon as possible before the Assembly. District Committee Members are encouraged to copy this information and distribute it to the Groups within their District. Minutes of these meetings will be published in Grassroots.

At this Assembly, Districts may bid to host Quarterlies and Assemblies for the coming year and also the BC/Yukon Convention. Guidelines are available for hosting the events.

On even numbered years, this Assembly is also an Election Assembly. At this time the Area Committee and General Service Representatives will elect the Delegate, Alternate Delegate, Chair, Alternate Chair, Treasurer, Secretary and Registrar. Members wishing to let their names stand for election will write their names on a board and be prepared to give a brief outline of their service history. It is recommended that they have served on the Area 79 Committee. Voting will follow the Third Legacy Procedure as outlined in the *Service Manual*.

Members wishing to let their names stand for appointed positions are encouraged to send their service resume to the newly elected Chair following the Election Assembly.

### **HOW DO I FIND US ON THE WEB?**

[www.bcyukonaa.org](http://www.bcyukonaa.org)

This website is designed to serve members of Alcoholics Anonymous in Area 79. It is maintained by the webmaster under the direction of the Public Information Committee Chair. It includes information about the General Service Committee positions plus email contact to these individuals, up coming events including Quarterlies and Assemblies, archives information, etc. In addition there are pages for each District in the Area to list their current meetings.

It is important to remember two things regarding the District pages: It is the responsibility of each District to keep their meeting information up to date. Contact the Public Information chair if you have any questions about the website. This website is public domain and anonymity must be safeguarded.

### **WHAT IS GRASSROOTS?**

It is the Area 79 newsletter and is published six times per year. The Area minutes are published in four issues and these issues are automatically sent to all registered DCM's and GSR's to share with their Groups. Subscribers receive all six issues.