

ARIZONA AREA 03 – DISTRICT 08-000

***MARICOPA COUNTY
SERVICE MEETING
(MCSM)***

&

***DISTRICT COMMITTEE
MEMBER MEETING
(DCM)***

GUIDELINES

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MCSM

PURPOSE:

To carry the message of Recovery, Unity, and Service by scheduling regular meetings, led by the DCMC, which provides an all encompassing information link between the area and home groups.

ATTENDEES:

All District 08 service representatives

AGENDA FOR MCSM:

Agenda is set by the DCM meeting.

- To conduct an orderly meeting in a timely manner, Robert's Rules will apply as presented in the Arizona Area Handbook.
- These guidelines do not supercede any AA Conference approved literature.
- Any amendments or revisions to these guidelines shall require a 2/3-majority of votes cast at the MCSM.

JOB DESCRIPTIONS, RESPONSIBILITIES, & QUALIFICATIONS

DCMC:

Chairs the MCSM and DCM meeting; Stands in for defunct DCMs and coordinates District reorganization, if and when necessary; Maintains communications with Intergroups; Assists DCMs to improve GSR participation in their districts when necessary; Attends Agenda Committee Meetings; Works with the Treasurer when deciding approvals for DCM's and GSR's reimbursements; Attendance at PRAASA and The Forum is suggested if funds are made available by District 08 and they are able and willing to attend; Responsible for keeping District 08 archives, including the rotations' archives (i.e. minutes, reports, programs, etc.); Maintains and provides an accurate and current list of all District 08 DCMs and their districts to all Central Offices and Intergroups within District 08; Provides a written report to the Secretary at each MCSM. Schedule all MCSM dates for upcoming year with approval of the DCM's at the November MCSM.

Suggested Qualifications – Minimum of 4 to 5 years of continuous sobriety and past or current DCM experience.

ALT. DCMC:

Assists DCMC in their duties; Chairs the District 08 workshop team; Selects Maricopa County workshop team for use within the Area, when requested by Area; Attendance at PRAASA and The Forum is suggested, if funds are made available by District 08 and they are able and willing to attend ; Assists Orientation Chairperson in providing a general job description to new GSRs (i.e. what their purpose is and what their responsibilities are as a GSR); Hosts a Mock Election in the odd-numbered years and a service-orientated workshop in the even-numbered years; Provides a written report to the Secretary at each MCSM.

Suggested Qualifications – Minimum of 4 to 5 years of continuous sobriety and past or current DCM experience.

TREASURER:

Maintains an accurate and current accounting of District 08 income and expenses, including a list of contributions by group; Ensures that all expenses are paid promptly (i.e. rent, insurance, travel reimbursement, etc.); Works with DCMC when deciding approvals for DCM's and GSR's reimbursements; Attends the Finance Budget Committee Meetings in an advisory capacity; Ensures a smooth transition of all bank account transactions for the new rotation (i.e. signature cards, bank statements, etc.); Provides a written report of all expenses to the attendees and the Secretary at each MCSM.

Suggested Qualifications – Minimum of 2 years of continuous sobriety and past finance experience.

SECRETARY:

MCSM: Records minutes at each MCSM meeting; prepares a written report of the previous meeting minutes, provides a written agenda for all meetings, and makes copies of both for distribution at each MCSM; Provides sign-in sheets for each MSCM; Updates the MCSM Past Actions Book and Guidelines. Prepares the annual important dates calendar for District and submits changes and updates to the Area 03 Web-servant for publication; Updates the District 08 master contact list, as needed; Sends calendar reminders for each MCSM and DCM meeting; Assists the DCMC in notifying members of the MCSM body of important information regarding District 08 business.

DCM: Records minutes at each DCM meeting; Prepares a written report of the previous month's minutes, provides a written agenda of current month's meeting, and makes copies of both for distribution at each DCM meeting; Provides sign-in sheets for each DCM meeting; Retains all documentation to be added to the District 08 archives at the end of the rotation. Documentation includes all originally signed minutes, agendas, sign-in sheets, and written reports from both the MSCM and DCM meetings.

Suggested Qualifications – Minimum of 2 years of continuous sobriety.

JOB DESCRIPTIONS, RESPONSIBILITIES, & QUALIFICATIONS (CNT'D.)

ORIENTATION CHAIRPERSON:

Provides a general job description to new GSRs, with assistance from the Alt. DCMC (i.e. what their purpose is and what their responsibilities are as a GSR); Purchases pamphlets and service manuals for the orientation packets provided to new GSRs; Updates and makes copies of all additional paperwork in the packet; Includes a letter to remind GSRs to return their new GSR packets after they receive a new one from GSO; Updates and distributes to DCMs a 7th Tradition info sheet and informs the DCM to add their information before distributing to GSRs; Attends the MCSM and DCM meetings.

Pamphlets found in the GSR orientation packet are as follows:

- AA at a Glance (F-1)
- AA Group (P-16)
- Circles of Love and Service (P-45)
- D.C.M. (F-12)
- G.S.R. (P-19)
- Inside AA (P-18)
- Self-Supporting: Where Money and Spirituality Mix (F-3)
- Your AA General Service Office (F-6)
- AA Service Manual/Twelve Concepts of World Service (BM-31)
- GSR/Group information change form
- Twelve Concepts for World Service (illustrated) (p-8)
- Twelve Traditions (illustrated) (p-43)

Suggested Qualifications – Minimum of 2 years of continuous sobriety.

SPECIAL NEEDS ACCESSIBILITIES COMMITTEE CHAIRPERSON:

DEFINITION: The District 08 Special Needs Accessibilities Committee defines AA's with special needs as persons who are blind or visually impaired, deaf or hard of hearing, chronically ill or homebound, and those who are developmentally disabled. The members of the Special Needs Accessibilities Committee explore, develop and offer resources to make the AA message and participation in our program available to everyone who reaches out for it.

JOB DESCRIPTION:

- The District 08 contact for GSO and other AA entities.
- Encourages Special Needs Accessibilities program participation in the groups.
- Maintains a current list of special needs volunteers and their phone numbers.
- Maintains a sample of literature and other materials available from the catalog of AA material for special needs and displays them at service functions, as requested.
- Organizes presentation teams for Groups requesting information and or help with special needs.
- Approves all expenses of sub-committees before submitting to the District Treasurer for reimbursement.
- Provides a written report to the District Secretary at each MCSM and attends monthly DCM meetings.
- Holds monthly SNAC meetings with agendas and written reports from Chair and Co-Chair.
- Retains all documentation to be added to District 08 archives.

Suggested Qualifications – Minimum of 2 years of continuous sobriety. (It is suggested that the Chairperson have some previous knowledge or experience with Special Needs).

JOB DESCRIPTIONS, RESPONSIBILITIES, & QUALIFICATIONS (CNT'D.)

REGISTRAR:

The District 08 Registrar obtains current information about registered groups and District Service Representatives (GSR's, DCM's, DCMC's and their alternates).

- Assists in communicating the information to Area 03 Registrar and Meeting List Coordinator.
- Provides new group information change forms at each MCSM and DCM meeting for Groups, DCMs and GSRs.
- Attends MCSM and DCM meetings.

Suggested Qualifications – Minimum of 2 years of continuous sobriety.

CORRECTIONS CHAIRPERSON:

DEFINITION: The Corrections Chairperson is a communication link between District 08 and the Area 03 Corrections Coordinator, Valleywide H & I (Hospitals & Institutions), and MCSM and DCM meetings.

JOB DESCRIPTION:

- The District 08 contact for GSO and A.A. entities.
- Attends MCSM, DCM and Valleywide H & I (Hospitals & Institutions) meetings.
- Attends Area Corrections Conference.
- Attends Area / District Corrections workshops.
- Encourages Corrections participation in the groups.
- Maintain a sample of A.A. literature and other materials available from the catalog on Corrections.
- Displays materials at District Service functions.
- Submits expenses to the District Treasurer for reimbursement.
- Provides a written report to the District Secretary at each MCSM and DCM meeting.

Suggested Qualifications – Minimum of 2 years of continuous sobriety.

SPANISH LIAISON:

DEFINITION: The Spanish Liaison is a communication link between District 08 and the Spanish District 16.

JOB DESCRIPTION:

- Attends Spanish District 16, MCSM, DCM business meetings.
- Provides a written report to the District Secretary at each MCSM and DCM meeting.
- Submits expenses to the District Treasurer for reimbursement.

Suggested Qualifications – Minimum of 2 years of continuous sobriety. (It is suggested that the Liaison have strong knowledge of the Spanish language, both oral and written).

**ALL SERVICE POSITIONS ARE 2-YEAR TERMS,
SERVING CONCURRENT WITH THE ARIZONA AREA.**

ELECTION PROCESS

DCMC & ALT. DCMC:

The election of the DCMC and Alt. DCMC of District 08 will be held at the November MCSM following the Area's November Election Assembly. The 3rd Legacy voting procedure, as described in the AA Service Manual, shall be used to elect both the DCMC and Alt. DCMC. Nominations for these positions will be taken from the floor.

If for any reason the elected DCMC cannot fulfill their term, the Alt. DCMC will assume the DCMC's duties until a new DCMC can be elected.

REMAINING POSITIONS:

The election of the Treasurer, Secretary, Registrar and all MCSM standing committee Chairpersons will be elected at the first meeting at the start of the new rotation. A Simple Majority vote will be used to elect these positions, which is a 50% plus 1 vote. Nominations for these positions will be taken from the floor at MCSM.

- All candidates for any position must be present at the time the election is being held.
- If a position is vacated or needs to be replaced for any reason, the DCMC may temporarily appoint a person until the vacated position can be announced at the earliest MCSM, then voted on at the following MCSM.
- For the suggested qualifications, please refer to the guideline section on Job Descriptions, Responsibilities, & Qualifications (pg. 4-6).

ELIGIBLE VOTERS

- GSRs and DCMs representing their home group or district.
- All elected officers: Treasurer, Secretary, Registrar and Alt. DCMC.
- All elected standing committee Chairpersons.
- Intergroup Liaisons.
- DCMC does not have a vote, except to break a tie.
- Alternates only vote if they are standing in for any of the above-mentioned positions.
(This does not pertain to Alt. DCMC, who has a vote as an elected officer.)

*Although you may hold multiple positions, you are only entitled to one vote.

*Visitors and invited guests do not have a vote.

*Only eligible voters can make nominations and second the nominations.

*Only eligible voters can make motions and second the motions.

BUDGET COMMITTEE

- A budget committee will consist of three GSRs and two DCMs, appointed by the DCMC, to establish an annual budget and to provide a semi-annual review prior to distribution of excess funds over and above the prudent reserve. The Committee rotation will coincide with the DCMC rotation.
- Review actual donations and actual expenses from past years. Establish a budget for the upcoming year to be presented to MCSM in November.
- Review budget in mid-year and recommend any changes that may seem necessary to the MCSM.
- Consider and make a recommendation (or not) to send any money over the prudent reserve to Arizona Area.
- Any DCMC and Alt. DCMC PRAASA and FORUM expenses to be determined on a yearly basis.

BUDGET

- Operating Fund will be maintained at \$200.
- Prudent Reserve will be established at six-month operating expenses.

Actions that require a 2/3-majority of votes cast:

- Budget Committee recommended changes.
- Approval of the budget in November.
- Any expenses over and above the budget line items.
- Any changes to the budget.

REIMBURSEMENTS

DCMC:

Area Assembly travel expenses will have a spending cap of \$800 per year and the Area Officers Travel Expense Guidelines will be used to determine expense reimbursement.

DCM:

Area Assembly travel expenses can be reimbursed to DCMs whose districts cannot afford to fully support them. There will be a maximum of \$50 for a three-day Assembly and \$25 for a one-day Assembly. The DCMC and Treasurer have the discretion to issue the reimbursement. Actual amount of reimbursement will be dependent on the number of applicants and the availability of funds.

GSR:

Area Assembly travel expenses can be reimbursed to GSRs whose home groups cannot afford to fully support them. There will be a maximum of \$50 for a three-day Assembly and \$25 for a one-day Assembly. The DCMC and Treasurer have the discretion to issue the reimbursement. Actual amount of reimbursement will be dependent on the number of applicants and the availability of funds.

Area Assembly travel expenses for the 2-day Voting Assembly on the odd numbered years, can be reimbursed to DCM / GSR's, whose districts and/or home groups cannot afford to fully support them, the same amount as a 3-day Assembly, a \$50 maximum. The DCMC and Treasurer have the discretion to issue the reimbursement. Actual amount of reimbursement will be dependent on the number of applicants and the availability of funds.

INTERGROUP LIAISON

PURPOSE:

To provide a communication link between the local Intergroups and the home groups they serve, through the GSRs, DCMs, and other persons in attendance at the MCSM.

RESPONSIBILITIES:

- Each Intergroup Liaison within the boundaries of the District 08 will present a brief report on the current circumstances and issues taking place within their Intergroup.
- The Intergroup Liaison is afforded the same voting privileges as the GSRs.
- The Liaison will provide a written report to the Secretary at each MCSM.

AD HOC COMMITTEE

PURPOSE:

A group of people chosen for consideration, investigation, and reporting on some matter of a specific purpose or special case only, which may result in possible action taken.

APPOINTING PROCESS:

The Chairperson is appointed by the DCMC. The appointed Chairperson may then ask volunteers to join the committee.

RESPONSIBILITIES:

The Chairperson will forward a final written report of their results to the DCMC.

DCM MEETING

PURPOSE:

The DCM meeting will act as a steering committee to set the direction and tone for the MCSM, as follows:

- Provide any additional information from the Delegate and GSO, including Box 459 for the DCM or Alternate DCM to take back to their individual District meetings.
- Provide an open forum for the DCMs of District 08, sharing information about the activities that are taking place within their respective districts and to share any problems and achievements.
- Decide on a topic of discussion and a facilitator for the next MCSM, if not already decided on at the previous MCSM.
- Set the MCSM agenda.
- DCMs are responsible for the coffee-making duties at the MCSM.
- Ideas from this group are a SENSE of the group, not a MOTION, that are taken back to the MCSM.

ATTENDEES:

All District 08 DCMs (voting Members)
Alt. DCMs (non-voting, unless substituting for DCM)
DCMC (non-voting member, except to break a tie)
Alt. DCMC (voting member)
Secretary from MCSM (voting member)
Invited Guests (non-voting)

AGENDA FOR DCM MEETING:

Agenda is set at the first meeting of the new rotation. Remember that the focus is on sharing information, not a continuation of business from the MCSM.

