

WESTERN  
PENNSYLVANIA  
AREA 60

DISTRICT  
COMMITTEE  
MEMBER  
HANDBOOK



[Revised December 2013]

## **THE DISTRICT COMMITTEE MEMBER**

The district committee member (D.C.M.) is an essential link between the group G.S.R. and the area delegate to the General Service Conference. As leader of the district committee, made up of all G.S.R.s in the district, the D.C.M. is exposed to the group conscience of that district. As a member of the area committee, he or she is able to pass on the district's thinking to the delegate and the committee. (The pamphlet "Your D.C.M." available from the General Service Office, provides basic information on this service job.)

### **FINANCIAL SUPPORT**

Current experience indicates that many districts provide financial support for their D.C.M.s to attend service functions. Invariably, this pays off in increased activity, interest, and group participation.

### **Qualifications**

- The district committee member has usually served as a G.S.R. and is elected by other G.S.R.s to take responsibility for district activities. If the person chosen is a current G.S.R., a new G.S.R. should be elected to fill his or her position.
- A D.C.M. should have enough sobriety (generally four or five years) to be eligible for election as delegate.
- He or she also needs to have the time and energy to serve the district well.

### **Duties**

The D.C.M.'s job is primarily that of two-way communication. The D.C.M. carries the collective group conscience of the A.A. groups in the district to the area committee.

- Holds regular meetings of all G.S.R.s in the district.
- Regularly attends all Area Committee Meetings and Assemblies.
- Receives reports from the groups through G.S.R.s and through frequent personal contacts with groups in the district.
- Helps the Conference delegate cover the area, which would be impossible for the delegate to do on a group-by-group basis and assists the delegate in obtaining group information in time to meet the deadline for A.A. directories.
- Keeps G.S.R.s informed about Conference activities and Makes sure that G.S.R.s are acquainted with *The A.A. Service Manual*, *The Twelve Traditions*,

*The Twelve Concepts for World Service*, the G.S.O. newsletter *Box 4-5-9*, workbooks and the *A.A. Guidelines* from G.S.O., and other Conference Approved and Service Material.

- Helps G.S.R.s make interesting reports to groups, and encourages them to bring new A.A. members to service events.
- Keeps groups informed, through the GSR, about Conference-approved books and pamphlets. Organizes workshops and/or sharing sessions on service activities and the importance of the 7<sup>th</sup> Tradition.
- Regularly keeps in touch with the alternate D.C.M. and the delegate; sends district minutes to the Delegate and Alternate, and exchanges them with other districts; inviting the Delegate to regular district meetings.
- Brings Traditions problems to the attention of the delegate.
- Makes a regular practice of *talking to groups* (new and old) on the responsibilities of general service work.
- Assists new groups and helps them to become registered with GSO.

### **Term, Eligibility, and Election Procedures**

The D.C.M.'s term of office is two years, coinciding in most areas with the terms of the delegate, committee officers, and G.S.R.s. Some areas, however, rotate half their committee members each year. D.C.M.s are generally elected in the fall of the year. The election should take place *after* the G.S.R. election and *before* that of the area delegate, because the D.C.M. is chosen either from among currently serving G.S.R.s or from a combination of past and present G.S.R.s. In most areas, a candidate for an area committee officer or Conference delegate must be a committee member before being eligible for election. While district meetings to elect committee members are most often held in advance of area assemblies, and separate from them, occasionally travel distances make this impractical and/or a hardship. (This usually means more districts should be set up.) If necessary, therefore, meetings to elect committee members can be held immediately before area assemblies at the place where the assembly meets. The committee member who is finishing a term sets up the election meeting and, in most districts, notifies the G.S.R.s who have just been elected and those who are going out of office. The method of election should be decided by the area assembly or by the district committee. Some options are:

- Most district committees allow all current voting members of the district committee to vote in district elections.

- Some committees also allow newly elected G.S.R.s a vote, even though they might not take office until some time after the election.

Many district committees include alternate D.C.M.s, a secretary and/or treasurer, and other officers or service committee chairpersons in addition to the D.C.M and G.S.R.s. Sometimes, these jobs are held by the G.S.R.s already on the committee; sometimes, they call for additional voting members, who are eligible to stand for D.C.M. Election is either by written ballot or show of hands, with a majority needed to elect. A district may also choose to follow Third Legacy Procedure (see page S20), which requires a two-thirds majority.

### **The Alternate D.C.M.**

The alternate is a backup for the D.C.M. If the D.C.M. resigns or is unable to serve for any reason, the alternate steps in. Usually, the alternate is elected at the same time as the D.C.M., by the same procedure. Alternate committee members should be encouraged to assist, participate, and share in the D.C.M.'s responsibilities at district and area meetings.

### **ARE THERE GROWING RESPONSIBILITIES FOR THE D.C.M.?**

Continuing growth of the Fellowship brings new opportunities for service to the D.C.M. As the numbers of groups in an area increase, the maintenance of a vital active link between the groups and the Fellowship as a whole becomes a challenge, to the D.C.M.s. By maintaining active contact, both with the groups in the district and with the area delegate, the D.C.M. is a key link in ensuring that all the A.A. groups are aware of the importance of their total participation in local, district, area and world services.

## ***DEFINITION OF TERMS USED IN GENERAL SERVICE ACTIVITIES***

<b><u>A.A.W.S.</u></b>	-Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for the Conference-approved and service literature.
<b><u>Alternate</u></b>	-A service volunteer who at Group, District, or Area Level, assists, supports and participates in Service responsibilities where feasible, depending on local autonomy and local needs.
<b><u>Anonymity</u></b>	-The act of being anonymous.
<b><u>Anonymous</u></b>	-With no name known or acknowledged. I.e. Given, written, etc., by a person whose name is withheld.

<b><u>Area</u></b>	-A geographical division within a state or province. A conference Delegate comes from an Area. Normally there is one Area to a state or province, except in heavily A.A. populated places, than there may be two, three or more Areas in the state or province. PA has two Areas. Area 60 is Western PA. and Area 59 is Eastern PA.
<b><u>Assembly</u></b>	-A meeting of GSRs and Area Committee Members to discuss Area affairs and to elect a Delegate and Area Officers every other year.
<b><u>Autonomy</u></b>	-The quality or conditions of being autonomous...Self-Government.
<b><u>Autonomous</u></b>	-Having self-government...can function independently of other parts.
<b><u>Conference</u></b>	-The General Service Conference. This is the Annual Meeting of Conference Delegates each April in New York.
<b><u>Conference approved literature/videos</u></b>	-Pamphlets, books, videos, and films, produced under the auspices of various Conference trustees' committees which the appropriate Conference Committees have reviewed and recommended to the Conference for its' approval, and which have been approved by the Conference.
<b><u>D.O.S</u></b>	-Day of Sharing <i>see Area Activities pg. 8</i>
<b><u>Delegate</u></b>	-The man or woman elected at the election assembly every other year to represent the Area at the annual meeting of the Conference in NY and to bring back to the Area the results of the Conference Meeting.
<b><u>DCM</u></b>	-Sometimes called the committeeman or committeewoman. He/She is an experienced GSR elected by the other GSRs to represent the groups of their District in Area Committee Meetings (Quarterly Meetings)-and to coordinate service activities in the District.
<b><u>District meeting</u></b>	-The meetings of the DCM and the GSRs of the groups in the District.
<b><u>G.A.W.</u></b>	-Get-Away-Weekend <i>see area activities pg. 8</i>
<b><u>G.S.O.</u></b>	-The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.

- General Services** –Services performed by anyone in the general service structure (GSR, DCM, delegate, etc.).
- GSR** -The General Service Representative is the group contact with the General Service Office; and voting member of the area assemblies
- N.E.R.A.A.S.A.** -Northeast Regional Alcoholics Anonymous Service Assembly is held in the last weekend of February. This is a pre-conference event sponsored by the Northeast Regional Delegates (N.E.R.D.s) and hosted by the individual Area by formal bid.
- N.E.R.D.** -Northeast Regional Delegates.
- N.E.R.F.** -The Northeast Regional Forum is held in odd-numbered years. This event is sponsored by the Northeast Regional Trustee (N.E.R.T.) and the General Service Office, but hosted by the individual Area in the Northeast Region who bid for this opportunity. NERF is usually held in June.
- Quarterly Meeting** -Quarterly business meeting the Area Committee.
- Region** -A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S. and two in Canada.
- Sharing session** -A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken.
- Third Legacy** -A.A.'s Third Legacy is Service, the sum total of all A.A. services, from a twelve step call to coast-to-coast worldwide service activities. The first two legacies are recovery and unity.
- Trustee** -A member of A.A.'s General Service Board. Fourteen trustees are A.A. members (Class B); seven are nonalcoholic (Class A).