

# Responsibilities and Guidelines for District Assembly Members

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## General Guidelines: Elected Group Assembly Members (GSR & Alternate GSR)

The position of GSR and Alternate GSR is described in detail in Chapter 2 of *The AA Service Manual*.

### Terms, & Qualifications:

1. All positions are elected by the home group for a two-year term of service in the District and Area Assemblies.
2. It is stated by the General Service Office and General Service Conference that all prospective candidates for GSR have usually achieved at least two years of continuous sobriety at the time of their nomination.
3. Suggestion of any length of sobriety qualification for GSR, Alternate GSR and Meeting Representative none the less remains the domain of the individual group.
4. That all candidates have the time, and make considerable effort, to attend District and Area Assembly Meetings.
5. That any GSR, Alternate GSR or Meeting representative understand the conscience of the group but have the ability to listen to all points of view, and be prepared to exercise their individual Right of Decision.
6. All consideration and judgment in these matters remains the responsibility of the individual A.A. group.

Regardless of voting status at a given meeting Alternate GSRs are most strongly encouraged to attend any or all District Assembly Meetings. Their input in the course of deliberations is much appreciated. They are to be reminded that they have every right to speak in discussions on District matters. Sincere and effectively stated views on the District Floor can very often affect the outcome of a vote on any issue.

## General Guidelines: Elected District Assembly Member

### Terms, Nomination & Qualifying:

1. All positions are for a two year term of service.
2. It is suggested that candidates for DCM, Alternate DCM and District Treasurer have, at time of nomination, achieved at least five (5) years continuous sobriety.
3. It is suggested that candidates for LCM, District Secretary, Standing Committee Chairmen, District Representative and any other Elected District Assembly Member position, further established by the Assembly, have at that time achieved at least three (3) years of continuous sobriety.
4. All candidates for an Elected District Assembly Member position ought to:
  - a. Be a member of District Twelve / NHAA 43.<sup>1</sup>
  - b. Appear in person before the District Assembly.
  - c. Be nominated by an A.A. member of District Twelve or stand in nomination by volunteering.
  - d. Be absolutely prepared to actively serve throughout the full, two year term of office.
  - e. Have read and fully understand the guidelines for the position they are seeking.

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<sup>1</sup> A member of District 12 is considered to be any individual who is a member of Alcoholics Anonymous and lives within the confines of District 12/ NHAA 43, or who regularly attends his home group located in District 12. The District Assembly may also choose to consider candidates who reside in locales immediately surrounding District Twelve, who regularly attend A.A. meetings within the District and who indicate a sincere desire to serve the best interests of District Twelve under the concept of A.A. as a whole.

- f. Concur with the current responsibilities and guidelines for service, in the post they are seeking, as defined in the District Service Manual.
  - g. Be advised and prepared to abide by any changes that the District Assembly sees as necessary to the responsibilities of the post during the period of the term.
  - h. Be willing to exercise personal judgment and creative abilities in the discharging of the duties of the position.
  - i. Familiarize themselves with the A.A. Service Manual, District Twelve Service Manual and the Guidelines for Participation in the District Assembly.
  - j. Qualify before the District Assembly.
5. All consideration and judgment in these matters remains at the discretion of the District Assembly.

### **Voting Status:**

Voting status is defined by the District Twelve Charter, Article 5 – *Voting Members of the District Assembly*.

### **Attendance:**

It is suggested that Elected District Assembly Members attend all or most District Assembly and assigned committee Meetings. Three consecutive absences without response to contact attempts will be perceived as dereliction of delegated responsibilities and may provide cause for consideration of removal from the post.

It is further, and strongly, recommended that all Elected District Assembly Members make every attempt to attend some Area Assembly Meetings during the course of their term.

### **Financial Responsibilities:**

All Elected District Assembly Members, requiring funding for service activities, must submit an annual written budget request to the Finance Committee to support the annual budget process. The request should list expected expenses with as much supporting detail as is reasonable to provide for review and approval of the requests by the District Finance Committee and the District Assembly.

### **General Responsibilities:**

1. It is strongly recommended by the Assembly that each District Standing Committee Chairman appoint an Assistant Chairman to share fully in the duties of managing the committee. Should the Chairman be unable to serve, or need to step down from the post, the Assistant Chairman may assume an “Interim” role until a new Chairman is elected.
2. It is further recommended that the Chairman appoint an appropriate number of committee members, deemed as necessary, to effectively carry out the responsibilities of the committee.
3. It is expected that the Chairman of a Committee call regular meetings of the committee in order to facilitate solid communication, delegation of responsibilities and effective action in achieving the goals set for such bodies.
4. District Officers and any other Elected District Assembly Member named to any particular committees, by virtue of their position, are expected to attend the regularly scheduled meetings of such committees. This will ensure a greater awareness of service responsibilities, maintain continuity in the flow of information, and promote unity of the Assembly. Elected District Assembly Members and Assistant Chairmen should attend all, or at least most, District Assembly Meetings during their term. It is also emphasized that they make every attempt to attend some Quarterly Assembly Meetings of the NH Area 43 during that time period.
5. In order to promote greater overall understanding and cooperation the Assembly recommends that all Officers, Committee Chairmen and District Representatives make honest efforts to communicate with each other as well as with any GSR, Alternate GSR, and A.A. Group members on issues of District business. It has

proven most beneficial when this occurs not only in the District Assembly but at every opportunity between meetings.

6. All Elected District Assembly Members are asked to consider some attendance at District Functions, Service Events and Group Anniversaries in the spirit of fellowship among our members.
7. The Assembly requests that, if any Elected District Assembly Member finds it necessary to step down from their position, prior to the end of their term, they notify the Assembly in writing through the offices of the District Committee Member and the Chairman of the Assembly, (Alternate DCM).

### **Reference Material:**

It is strongly recommended that all District Assembly Members review and familiarize themselves with the following materials and attend any workshops, forums, sharing sessions, conferences or events, District or otherwise, that are offered for their benefit.

- The A.A. Service Manual.
- The Twelve Steps of A.A.
- The Twelve Traditions of A.A.
- The Twelve Concepts For World Service.
- The Three Legacies of A.A. as described in “A.A. Comes of Age.”
- A.A. Guidelines.
- Service literature and service materials which are available from The General Service Office. (May be purchased through the Area 43 Service Office)
- Conference Approved Books and Pamphlets of Alcoholics Anonymous.
- *The District Twelve Service Manual*