

JOB DESCRIPTIONS NAPA AA DISTRICT 11

Revised January 2024

GENERAL GUIDELINES

All General Service commitments are for one panel (two years).

Eligibility: Officers are not eligible for positions that they have held for the entire previous panel, however officers who were elected to their positions during the last year of the previous panel are eligible.

Sobriety: At least two years of continuous sobriety is suggested.

Meetings: The District 11 Business meeting is held from 10 AM – 12 Noon on the first Saturday of each month, except when there is an Area Assembly conflict OR voted by the District to change the meeting. See the Napa Web Site Home page under “Calendar” <http://www.aanapa.org> for times and locations for District 11 Business Meetings. The Area Committee Meeting is held from 12:30 PM to 3:30 PM at the Petaluma Community Center (320 N. McDowell Blvd) in a hybrid format on the fourth Saturday of each month, except in December when it is held on the 3rd Saturday OR when the Area votes to change the meeting. See the Area Web Site Home page called “About CNCA” at <http://www.CNCA06.org> for times and locations for Area Committee Meetings including PI/CPC, BTG, Archives, and DCM and DCMC Sharing Sessions.

DCMC

Eligibility: Current and past DCMCs of the District are not eligible for this position unless they have rotated out for two entire panels. Prior General Service (GSR or and/or District Officer) experience is recommended.

Meeting Expectations:

- ◆ Chairs Monthly District Meeting (1st Saturday from 10AM – 12PM)– expected
- ◆ Voting Member of the Monthly Area Committee Meeting in Petaluma (4th Saturday of the Month from 12:30 PM – 3:30 PM) – expected (Alternate may attend in DCMC’s place occasionally)
- ◆ Area DCMC Sharing Session (4th Saturday from 10AM – 11 AM) – expected
- ◆ Voting Member of the Area Assemblies (4 per year in various locations) – expected
- ◆ Officers Meetings (As determined by the Officers) - expected
- ◆ Sub-District meetings (two monthly at times set by sub-Districts) – welcomed
- ◆ PRAASA (annually in March) – It has been the policy of District 11 to fund the DCMC to PRAASA – strongly recommended
- ◆ Regional Forum (held biannually) – The District has sometimes funded the DCMC – suggested

Duties:

- ◆ The District Committee Member Chair is responsible for chairing the District Committee meetings, articulating the District Committee's group conscience to the

- ◆ Area Committee, and reporting to the District Committee on Area service affairs.
- ◆ The DCMC also chairs the monthly DCM/Officers meeting to review District business and prepares the agenda for the monthly District Committee business meeting.
- ◆ Keeps GSRs informed about Conference activities.
- ◆ Assists the DCM's in acquainting the GSRs with the AA Service Manual and the Twelve Concepts for World Service, Box 459, workbooks, and guidelines from GSO and other service material.
- ◆ Receives reports from the groups thorough GSRs.
- ◆ Assists the delegate in obtaining group information in time to meet the deadlines for AA directories.
- ◆ Communicates with the monthly Area visitor, shares ideas for visitor sharing sessions.
- ◆ Keeps groups informed about Conference approved books and pamphlets.
- ◆ Encourages and helps facilitate workshops and/or sharing sessions on service activities.
- ◆ Meets as needed with the Treasurer regarding the books, disbursements, and matters of financial interest to the District and is a member of the finance committee.
- ◆ Regularly keeps in touch with the Alternate DCMC and the Delegate; sends District minutes to the delegate and the alternate and exchanges them with other Districts.
- ◆ Brings Traditions problems to the attention of the alternate delegate, the District, and/or GSO.
- ◆ The DCMC is the liaison between the Area as a whole and the District.

ALTERNATE DCMC

Eligibility: Current and past DCMCs of the District are not eligible for this position unless they have rotated out for an entire Panel. Prior General Service (GSR or and/or District Officer) experience is recommended.

Meetings Expectations:

- ◆ Chairs monthly PI/CPC Committee Meeting (Establishes time and place) - expected
- ◆ Monthly District business meeting – expected
- ◆ Monthly Officer's meetings - expected
- ◆ Area PI/CPC Committee meetings in Petaluma - expected
- ◆ Area Committee meeting in Petaluma – suggested
- ◆ Sub-District meetings – welcome
- ◆ Assemblies– suggested

Duties:

- ◆ If the DCMC resigns or is unable to serve for any reason, the alternate assumes the position.
- ◆ Voting Member of the Monthly Area Committee Meeting in Petaluma (4th Saturday of the Month from 12:30 PM – 3:30 PM) when DCMC is unavailable.
- ◆ Chairs and organizes the District PI/CPC committee.
- ◆ Coordinates the District PI/CPC functions.
- ◆ Reports on PI/CPC activities at the monthly District Meeting.
- ◆ In the DCMC's absence the Alternate DCMC is a voting member of the Area Committee Meetings and at Area Business Meetings. (Assemblies)

- ◆ Assists in preparing and conducting District Meetings.

DCM

Eligibility: Served as a GSR or Actively served as Alternate GSR for a panel. Current and past DCM's of the District are not eligible for this position unless they have rotated out for an entire Panel.

Meeting Expectations:

- ◆ Monthly District business meeting – expected
- ◆ Provide written Report to the DCMC for the DBM - Expected
- ◆ Chairs their monthly Sub District Meeting – expected
- ◆ Monthly Officer's meetings - expected
- ◆ Voting member of the monthly Area Committee Meeting in Petaluma - expected
- ◆ Voting member at the Area Assemblies (4 per year) – expected
- ◆ DCM sharing session which meets prior to the monthly Area Committee Meeting - suggested

Duties:

- ◆ Serve specific sub-District as liaison for groups and GSRs of that sub-District.
- ◆ Holds monthly sub-District meetings; helping GSRs learn and fulfill their roles by discussing the Twelve Concepts and Twelve Traditions, providing information on running business meetings, taking group consciences or inventories, and keeping their groups safe.
- ◆ Share information and ideas to support groups and resolve issues of the groups, by assisting the GSR.
- ◆ Help GSRs in taking their Group Consciences on Agenda Topics
- ◆ Disseminate information about current District, Area, Regional and World Conference issues.
- ◆ Facilitate group inventories when requested.
- ◆ Visit “dark meetings” – suggested.

SECRETARY

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Records minutes of the monthly District meeting.
- ◆ Type the minutes and distribute them to District Officers and GSRs within 2 weeks of the meeting. (Email will be used for those who have it, otherwise the minutes will be sent by US mail)

- ◆ Records minutes of the monthly District Officers meeting and distributes accordingly.
Suggested

TREASURER

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) – suggested

Duties:

- ◆ Twice a month, get mail from the General Service post office box.
- ◆ Give undelivered mail to registrar.
- ◆ Post checks into Receipts Journal.
- ◆ Process and return receipts for contributions to groups.
- ◆ Make bank deposits and maintain check register.
- ◆ Pay various expenses expected by General Service.
- ◆ Reconcile bank statements.
- ◆ Create a monthly treasurer's report of financial activities.

Meets with the DCMC quarterly to prepare disbursements activities.

ACCESSIBILITIES COMMITTEE CHAIR

Meeting Expectations:

- ◆ Chairs the District 11 Creates and Chairs Accessibility Committee Meeting- expected.
- ◆ Monthly Officer's Meetings - expected.
- ◆ Monthly District business meeting - expected.
- ◆ Monthly Area Accessibility Committee in Petaluma – expected.
- ◆ Area Assemblies (4 per year) - suggested.

Duties:

- ◆ Ability to receive and send Email is a Requirement of this position.
- ◆ Support members with a variety of accessibility challenges
- ◆ Communications that keep the public and appropriate agencies informed about local AA accessibility.
- ◆ Providing resources and guidance to groups so that they can accommodate all AA members.
- ◆ Keeps the District informed about Area 06 and District 11 Accessibility activities.

ARCHIVES CHAIR

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – expected
- ◆ Monthly Area Archives committee meeting in Petaluma – expected
- ◆ Attend Area Archives workdays in Walnut Creek – expected periodically (quarterly)

- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Maintain archives for District 11
 - Work in cooperation with groups to get Group Histories (started Fall 2014)
 - Keep digital/records of District Minutes and Meetings.
 - Take Oral History of our old timers.
- ◆ Accept archival donations.
- ◆ Maintain, store, organize, catalogue, and protect District 11 archive items in Walnut Creek.
- ◆ Encourage groups to provide their group histories to the Archivist.

BEGINNER’S MEETING CHAIR

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer’s meeting - expected
- ◆ Attends the weekly Beginners meeting as needed to ensure that it is functioning smoothly - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Finds volunteers to chair the weekly Beginners meeting in accordance with the format established by the District. (2 people for 6 weeks at a time)
- ◆ Ensures that the volunteer chair people understand the format of the meeting and that it is sponsored by the District.
- ◆ Obtains Living Sober and “Big” Books from the Literature/Grapevine Chair for the meetings. (Provided free of charge to newcomers at the meetings)
- ◆ Coordinates collection of any 7th tradition funds and payment of the rent for the meeting with the District Treasurer.
- ◆ With the assistance of the GSRs and District Officers makes certain that other AA groups in the District are aware of the Beginner’s Meeting and of its format and purpose.
- ◆ Keeps the District up to date regarding the meeting, including bringing any concerns to the District for discussion/action.

BRIDGING THE GAP (BTG) COMMITTEE CHAIR

Meeting Expectations:

- ◆ Chairs the District 11 Bridging the Gap Committee Meeting- expected
- ◆ Monthly Officer’s Meetings - expected
- ◆ Monthly District business meeting - expected
- ◆ Monthly Area Bridging the Gap Committee in Petaluma – expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Ability to receive and send Email is a Requirement of this position.

- ◆ Receive requests for Bridging the Gap Services via Email.
- ◆ Assigns committee members or volunteers to take people to their first outside meeting.
- ◆ Makes presentations to Institutions within the District to inform staff/clients about BTG.
- ◆ Keeps the District informed about BTG activities.

FINANCIAL OVERSIGHT COMMITTEE CHAIR

Eligibility: Any member of the FOC can be elected chair, excluding the District Treasurer.

Meeting Expectations:

- ◆ Monthly District business meeting – expected
- ◆ Monthly Officer’s meetings - expected
- ◆ Financial Oversight Committee Meetings (Establishes time and place; recommended at least quarterly) - expected
- ◆ Area Committee Meetings (Petaluma) – suggested
- ◆ Area Assemblies--suggested

Duties:

- ◆ Plans and facilitates the meetings and prepares agendas for the Financial Oversight Committee.
- ◆ Prepares a bi-annual report from the Financial Oversight Committee to the district body (June & December).
- ◆ Facilitates annual district budget preparation with members of the Financial Oversight Committee.
- ◆ Presents Annual District Budget for following year (no later than October) to the district body, for disapproval.
- ◆ Reports FOC activities at the monthly District Meeting.

H&I LIAISON

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly H&I Committee meetings (first Friday of the Month) - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Keeps the District apprised of the activities of H&I in the District.
- ◆ Communicates any H&I needs to the District so that the GSRs can advise their groups of the needs.
- ◆ Acts as an ambassador for District 11 to the local H&I Committee, keeping that Committee apprised of activities in the District.

INTERGROUP LIAISON

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Intergroup meetings (second Saturday of the month) - expected

- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Keeps the District apprised of the activities of Intergroup.
- ◆ Communicates any Intergroup needs to the District.
- ◆ Acts as an ambassador for District 11 to Intergroup, keeping them apprised of activities in the District.

LITERATURE/GRAPEVINE CHAIR

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officer's meetings – suggested
- ◆ Monthly Area Literature/Grapevine-LaViña committee meeting in Petaluma – suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Communicate information about AA Conference approved literature. (New and changes)
- ◆ Keep supply of service-related literature for General Service Representatives.
- ◆ Supply new GSR orientation with NEW GSR Orientation binders.
- ◆ Keep adequate supply of Service Manuals for distribution to District Officers and GSR's
- ◆ Maintain literature display at District events.
- ◆ Encourage subscriptions to Grapevine and La Viña.
- ◆ Inform District of Grapevine news.
- ◆ Encourage meetings and groups to have Grapevine Representative. (GVR)
- ◆ Maintain Grapevine display at District meetings and functions.

NAPYPAA LIAISON

Meeting Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly NAPYPAA meetings (at least one per month) - expected
- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Keeps the District apprised of the activities of NAPYPAA.
- ◆ Communicates any NAPYPAA needs to the District.
- ◆ Acts as an ambassador for District 11 to NAPYPAA, keeping them apprised of activities in the District.

REGISTRAR

Meetings Expectations:

- ◆ Monthly District business meeting - expected
- ◆ Monthly Officers meetings – expected
- ◆ Monthly Area meeting in Petaluma – suggested

- ◆ Area Assemblies (4 per year) - suggested

Duties:

- ◆ Maintain database of GSRs, DCMs, Groups, District and Area Officers.
- ◆ Forward group changes to the Webmaster
- ◆ Send changes to Area Registrar.
- ◆ Coordinate with Area Registrar to complete the annual update.
- ◆ Encourage groups to provide a contact person to the District Registrar.
- ◆ Notifies the Intergroup Webmaster(webmaster@aanapa.org) of any group change information, including any information received in the registrar@aanapa.org mail box and from the Web Link at<http://www.aanapa.org>, to "Report Group Changes here".
- ◆ In cooperation with the Secretary, print mailing list and supply mailing labels for the District if requested.

UNITY DAY CHAIR

Meeting Expectations:

- ◆ Monthly District business meetings during the months of March through July - expected
- ◆ Chairs the Unity Day Committee – expected

Duties:

- ◆ Obtains volunteers for the Unity Day Committee and Chairs that Committee.
- ◆ Brings the Unity Day Committee's recommendations regarding date, location, program (in addition to the Delegate's Conference Report), theme, entertainment, etc. to the District for approval. (Note the date must be coordinated with the Delegate)
- ◆ With the Unity Day Committee develops flyers and volunteer and potluck sign-up sheets. (Flyers are needed at least two months prior to the event so that they can be distributed at the Area Committee meeting)
- ◆ Develops a budget for Unity Day for approval by the District. Any requests for donations must also be approved by the District.
- ◆ Coordinates with the Treasurer to ensure that all expenses are paid in a timely fashion.
- ◆ Presents a final report from the Unity Day Committee, which should include actual expenses, attendance, and any recommendations.

WEB/TECH CHAIR

Meeting Expectations:

- ◆ Monthly District business meeting – expected
- ◆ Monthly District Officers meeting - expected
- ◆ Monthly Intergroup meetings (second Saturday of the month) - suggested
- ◆ Area Assemblies (4 per year) - suggested

Duties, Administrative:

- ◆ Ensures electronic/digital communication is available for District use
- ◆ Prepares an annual budget

- ◆ Recruits volunteers for the Web/Tech Committee

Tech Responsibilities:

- ◆ Provides electronic/digital communications for District 11 including Zoom updates and maintaining the Zoom site and is the direct contact with the Zoom provider
- ◆ Facilitates hybrid Beginner's Meeting and District Meetings with equipment and maintains said equipment, including computers, cables, cameras, sound equipment, etc necessary for hybrid meetings
- ◆ Maintains e-mail for District 11
- ◆ Acts as tech host for District electronic/digital events
- ◆ Maintains the aanapa.org website
 - Acts as liaison to the Napa Valley Web Committee
 - Is web editor for District 11
 - Maintains meeting schedule
 - Maintains current information as relates to District, Area and GSO
 - Posts agendas, minutes and report backs for District and Sub-District
 - Posts events and information from all relevant entities
 - Archives relevant information
 - Updates software
 - Maintains communication with host company
 - Removes erroneous information or dated material not suitable for archives