

District 13E

Policies and Procedures

Purpose & Scope

District 13E is an important part of Lafayette-area service structure. We strive to ensure that AA will be here for still-suffering alcoholics, today and for many years to come.

These guidelines and procedures are designed to provide guidance to anyone interested in district service. Our intent is to make them reflect what we do and yet be easy enough to change so that we are never overly restricted in how we operate. They should serve to keep the district aligned with AA's Traditions, Concepts, and the AA Service Manual. Newcomers should be able to use them to find attractive ways into service. Oldtimers should be able to rely on them to maintain an even keel in district business.

The guidelines should provide a minimum standard for district jobs and yet challenge anyone undertaking those jobs to go beyond the minimums. While AA tends to make service positions dependent on minimum lengths of sobriety, those are always only guides, and acceptance for any service position ought never be totally dependent on the number on someone's chip. Desire, enthusiasm, and commitment will always lead to better outcomes.

Our policies and procedures should encourage and cultivate those interested in service to become stewards of AA and to ensure the hand of AA will continue to be there for members old, new, and yet to come.

These policies and procedures shall be available to all who are interested and should be stored in our archives and posted and kept current on our website. These policies and procedures can be amended at any time by a motion to the district and a successful vote.

1. District membership

Who Can Attend? Who has a Voice? GSRs or their alternates, service committee chairs or their alternates, and district officers and adjuncts are expected to attend district meetings. Because they are open meetings, within AA's concept of open meetings, anyone may attend, and in some cases non-alcoholics may be invited to attend to help us work toward some particular goal. In harmony with Concept 4 [the Traditional Right of Participation], AAs responsible at the district level have a voice in any business which may come up. Other AAs and guests may be granted voice by the DCM at the time they are asked or wish to speak.

Who can vote? Voting is limited to those currently in district service positions including the DCM, Alternate DCM, Secretary, Treasurer, adjuncts [Archives and Website], Committee Chairs or their alternates [Accessibilities, Corrections, Grapevine, PI/CPC, and Treatment], and Central Office Liaison and all group GSRs or their alternates. Ad-hoc committee chairs, if not included above, can vote as long as that committee is still in service. Past DCMs from District 13E can remain active in the district as advisors, function as a link to our past, and are allowed to vote.

How does a group join the district? Any active AA group within the geographical boundaries of District 13 [see box below] can become a member of District 13E. Any AA group that is in a district which is considered inactive and is geographically adjacent to district 13 can become a member of District 13E. Contact the District 13E DCM and ask to join or attend a district meeting and ask there. This assumes there is a group conscience decision to join the district. Such an action should be made in full compliance with Tradition 4, i.e., complete, open consultation with the group's existing district [if it is active].

What are the geographical boundaries of District 13? According to the Louisiana Area Assembly, District 13 is comprised of the following: All of Lafayette Parish and Vermillion Parish, Acadia Parish south of I-10, and northern St. Martin Parish north and northeast St. Martin. Within that area, District 13C and 13E both operate without any further geographical delineation. Districts 13A, 13B, and 13D no longer exist.

How does a group move to another district? Seek a group conscience within their home group for the decision to move, then contact DCM of the district they desire to move into [see joining above]. Notify District 13E you are leaving.

Coming and going. If your group undertakes to change districts, once you have gone through the practical requirements outlined here and in Tradition 4, remember to inform the rest of the AA service structure. Make sure both districts are aware of the move and inform the Louisiana Area Assembly Registrar by email or at an area assembly meeting. In addition, notify GSO by submitting a Group Change Form on-line or by mail.

Officer and committee chair terms & elections: In keeping with AA's spirit of rotation and to allow as many people as possible to serve in our general service positions, all District 13E positions are two-year terms with rotation set for 1 January of even years. Thus we will accept nominations and elect new officers at the November meeting in odd years. If an officer or committee chair is elected to fill a vacancy outside of the standard election dates, they may finish that term and stand for their own term at the next odd year election if they desire. All others will stand down from whatever position they hold, but may stand any other position that may become available. Elections will be held in the manner described in the AA Service Manual under Third Legacy Procedure [S21]. The time between the election in November and taking office in January is intended to allow ample time to transfer knowledge, files, materials, and software between the incumbent and the new servant.

3. Meeting place, time, and procedures

Where and when do we meet? District 13E currently meets at the Covenant United Methodist Church [UMC], 300 E Martial Ave in Lafayette. We generally meet in the center service building in room 5, 7, or 9. The meetings are scheduled for 6 pm on the 2nd Wednesday of the month. Known changes are broadcast by the secretary via email. Unknown changes are figured out on site. District members also meet informally at the quarterly Louisiana Area Assembly [A4] and are encouraged to attend whenever they can. No formal business is conducted at A4.

Meeting format. The DCM [Alt] opens the meeting with a prayer. That is followed by the secretary's report [Reading of the previous month's minutes is generally waived since they are electronically broadcast to all interested parties just after the previous meeting and just prior to the current meeting along with the meeting agenda.], treasurer's report, and DCM report. Following that, committee and service adjunct [Website and Archives] reports are given. Next GSRs give group reports that contain items that are of interest to the district. Then Old Business and New

Business are addressed. In closing, the DCM leads in another prayer or AA service statement.

Agenda: The agenda is set out in the meeting format described above by the secretary. If the secretary hasn't received an agenda from the DCM by the Friday prior to the meeting, call or otherwise ping the DCM to remind them. Then send out the agenda along with the previous month's minutes [and this month's financial report if the treasurer has it ready.] This is meant to act as a reminder of the meeting and an invitation to everyone for additional agenda topics. Additional topics may be added up until the afternoon of the meeting so attendees can prepare to address them.

- Anyone with an interest can submit an agenda item to the DCM prior to the monthly meeting. Agenda items can also be presented at the meeting during new business. Agenda items will be thoroughly discussed with everyone in attendance, with all opinions given a chance to be heard.

Motions:

- All motions shall be limited to one issue. Any proposal which is submitted with multiple issues shall be broken down by the DCM into individual proposals for each separate issue.

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- All motions shall be structured to include the following information: the motion itself, a statement of current practice, and any budgetary impacts if passed.

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- If the motion is not included in the agenda, it should be produced in enough copies for all voting members. Only those items of business determined by a "sense of the meeting" to be urgent and/or routinely administrative will be voted on immediately.

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- District business meetings will generally follow the following guidelines:

1. A Motion Is Made:

- If it does not receive a second, it dies.
- After a second, debate is opened.
- If it involves expenditure of district funds, the Treasurer will be asked to report.
- If a voting member calls for the question, a second will be required or else debate resumes. Calling the question cannot be used to limit fruitful discussion. The DCM will determine if such a move is premature and either accept the call or overrule it and continue discussion.
- The question must be called in turn with no other input or justification given.

- If the question is seconded, a 2/3 vote ends the debate or else debate resumes.
- If the question is not called, debate will go on until there is no more discussion.

2. A Motion Is Voted:

- It requires a 2/3 vote to pass to insure substantial unanimity within the district.
- The losing side will be asked if they wish to speak for their position.
- If so, the winning side will be asked if there is a motion to reconsider; if so it requires a second.
- A simple majority is required to reconsider. If passed, discussion is re-commenced and business resumes as if the proposal was just made [See 1. Above].
- Items will then be voted up, down, or tabled until the next meeting.

3. A Motion to Table:

- A motion may be tabled for several reasons. In general, tabling keeps the motion alive but delays any further action on it until the next meeting. It provides time to gather more information and expand on the clarity and impact of the original motion. Anyone voting may make a motion to table a motion.
- Debate on a tabled motion will be resumed under "Old Business" at the next District meeting by a motion to take it off the table [simple majority] and the voting process will be the same as above.

4. Duties and Responsibilities of District Officers and Service Adjuncts

General duties: Having volunteered for, or been appointed to, district AA service positions, incumbents have a responsibility to attend district business meetings if at all possible or send an alternate to represent them. At a bare minimum, reports should be emailed/texted to the DCM or secretary before the meeting. Effective functioning of the district depends on the continuous effort of all its members. Commitment is a true AA virtue.

These are brief descriptions. The AA Service Manual and pamphlets for each position provide more thorough descriptions.

DCM [District Committee Member]: As an essential link between AA groups and the Area Committee, the DCM acts as the leader of the District Committee. Communicating up and down the service structure is the DCM's primary function. The DCM's duties are expounded in the AA Service Manual, Chapter 3 [The District and the DCM], and "Your DCM," an AA pamphlet available at Central Office, Area Assembly, or online at GSO. In addition, the District 13E DCM acts as an alternating

chair [with the District 13C DCM] of the Acadiana Service Coordination Committee [ASCC] which meets at the beginning of each quarter.

The DCM should reach out to our district's groups and, when invited speak at the groups' business meetings or other formats, to inform the groups of what the district is currently doing and can do for our groups and community. The DCM should also seek out new groups in our area and inform and encourage them to become part of our district.

The DCM should encourage and support our district service committees, stay informed of their activities and help in any way that he or she can to help them be successful in their endeavors.

The district will send the DCM or Alternate DCM (if DCM cannot attend) to the four area assemblies each year and pay for a two-night stay. Allowances will be set or amended at the yearly budget meeting and approved by the district. The DCM shall give a report to the district following the area assembly to inform the district what business was conducted at the assembly.

The ASCC meets to update and then publish an Acadiana-area listing of Treatment, Corrections, and PI service opportunities [the TCPI list] each quarter. The list is emailed to ASCC members/attendees, both districts, the Central Office, the Plug 'n Jug, and other interested parties. It includes a listing of facilities, their directors or contacts, and all known meeting times and AA servers that correspond to them. For PI, the list is all served facilities and who is serving them. The TCPI list is intended to show open opportunities to carry the AA message and encourage AAs to find service opportunities. So far, the ASCC has met in the South Side Library [SSLib] so we can use their projection technology during the meeting rather than incur large printing costs for a list that is being updated. The District 13E DCM normally schedules the meeting and has the secretary notify all interested parties.

Alternate DCM [Alt DCM]: The Alt DCM is a backup to the DCM and acts to fill in when necessary, reduce the DCM's workload, expand the district's capabilities in service, and enable an expanded schedule of visits to groups in the district. An expanded view of the Alt DCM's function is presented in the AA Service Manual, Chapter 3.

Secretary: The primary duty of the secretary is to alert and inform groups, the district's service staff, and other interested parties of upcoming and completed business. Given the reach, speed, and costs of today's electronic world, the secretary can reach more people faster, more often, and cheaper than in the paper world of the past. Thus, the secretary should be proactive in getting the word out. In addition

to the concept of duties outlined in the AA Service Manual Chapter 5, The Area Committee, the district secretary should act as the primary technical component of the DCM's responsibility to communicate up and down the service structure. For further ideas on being the secretary, please see [How To Be The Secretary](#) in the appendix.

Treasurer: The treasurer's primary duties are to collect, bank, distribute, and report on the flow of funds into and out of the district. The treasurer should be a responsible person with solid sobriety, organized enough to track and report on money flows, and technically qualified enough to interact with the bank and check registers. In addition, they should be able to manage and track in- and out-flows of money and display them in an emailable financial report. Regularity and consistency of effort are key elements of keeping district finances on track. See [How To Be A Treasurer](#) in the appendix.

The Treasurer is the primary budgeting officer for the district. District officers and committee chairs will be called each Fall to estimate what budget they will need for the coming year. The Treasurer will work from those estimates with the DCM to make a proposed budget which will be voted for approval at the December meeting. Our current financial operations entail a quarterly Budget Reconciliation meeting to reallocate budgeted funds, where necessary, as the year progresses.

Archivist: The archivist collects, manages, and introduces relevant materials into the district archives database maintained on the website. Thus, the archivist works closely with the web servant to insure inclusion, update, backup, and access to district historical materials.

Web Servant: The web servant maintains and upgrades both the technical and content portions of the district website [District13E.org]. The technical area of the job entails knowing how to manage a website, how to upgrade it when necessary, and how to work with the company hosting the site. A prime requirement is the willingness to ask for help from wherever it might be available.

Central Office Liaison: The Central Office is governed by a council of group representatives [COR] from groups supported by the Central Office and a steering committee that oversees the ongoing business of the office itself. The Central Office Liaison represents the district at the COR meetings and acts as both a two-way information conduit for the district and the Central Office and as a voting member of the COR committee.

District 13C Liaison: To deconflict and integrate service efforts in the Lafayette area, the two districts share a rotating liaison position. The primary duties are to attend both districts' meetings and report back and forth on what each of the districts is doing and planning. The job switches between the districts every two years. The liaison only holds voting rights in their home district.

5. Duties and Responsibilities of Service Committee Chairs

General Duties: Service committee chairs are the district focal points for specific areas of AA service. In some cases, they act primarily as individuals; in other cases, they form and act through committees composed of group service chairs/ reps and other interested individuals. In some cases, the focus is more on the groups themselves and chairs act to inform and encourage group discussion and efforts in their specific area. In other cases, their efforts also may include wide-ranging CPC [Cooperation with the Professional Community] work to enable direct work by group AAs plus an effort to encourage them to become involved in 12th Step service.

- Chairs have a responsibility to attend district business meetings if at all possible or send an alternate to represent them. At a bare minimum, reports should be emailed/texted to the DCM or secretary before the meeting. Effective functioning of the district depends on the continuous effort of all its members. Commitment is a true AA virtue.
- Service committee Chairs have a wealth of background support for their efforts: talking to others doing the same work, contacting their fellow chairs in District 13C or other districts, contacting their Louisiana Area Assembly counterpart at xx@aa-louisiana.org, contacting their GSO support office at aa.org, using AA pamphlets available through our central office or at aa.org, or peruse our archives on our website at district13e.org. This is AA; when in doubt, ask!

Corrections Committee Chair:

The purpose of the Corrections Committee is to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics behind the walls, and to set up means of smoothing the way from the facility to the larger AA community through prerelease contacts. A committee formed within the AA service structure works more effectively than an individual member or group.

The Corrections Committee Chair is responsible for attending district functions and reporting on the committee's upcoming plans for carrying the AA message into local

correctional facilities. The Corrections Chair is the key link to getting meetings and literature to those inside local correctional facilities. Thus, the chair may be generally involved in CPC-type work with local corrections institutions.

- The basic functions of corrections committees are described in the Corrections Workbook and in the AA Corrections Committee guidelines [MG-06]. The Chair coordinates the work of individual members and groups who are interested in carrying the message of recovery into correctional facilities or in corresponding by mail with alcoholics anywhere in the corrections system. The primary work in this area is done in coordination with the District 13C Corrections Committee and through the Acadiana Service Coordination Committee [ASCC] which meets at the beginning of each quarter to provide updating information and produce the Treatment, Corrections, & Public Information [TCPI] list for publication in the Lafayette area.

o Network with local prisons and jails to ensure the hand of AA is being extended to those who, while incarcerated, want to begin or stay on the journey of sobriety. Work with all groups in the district to make sure prison meetings are being held and attended and that there is literature available for inmates to work with.

o The corrections committee informs local meetings about the various service opportunities available to carry our message to alcoholics behind bars, or to help with the transition from a facility into the larger AA fellowship. They are also the point of contact for any questions and concerns about Twelve Step work at a corrections facility. The Corrections Chair actively seeks volunteers willing to apply and train to take meetings into corrections facilities

o The Corrections Chair should plan to attend and assist the Area Corrections Chair in putting on the Area 27 Corrections Conference if at all possible.

Grapevine Committee Chair:

The Grapevine Committee Chair is charged with encouraging the use of the Grapevine magazine, other publications, and website by AAs and those they routinely deal with: treatment centers, corrections facilities, AA groups, and those professionals who often provide first-line referrals to AA. This effort is staffed through group Grapevine Reps and others willing to participate. Much Grapevine committee work is based on finding new ways to engage the fellowship with the Grapevine and encouraging them to spread the magazine and other publications into our meetings and our Twelfth Step work. Become a cheerleader. The Grapevine never goes out of date; 1944 stories are just as current as this year's stories.

Work with GSRs and group Grapevine Reps to increase Grapevine subscriptions to groups and members. Work with PI/CPC, Treatment, and Corrections to place subscriptions in institutions and health-care facilities for access by those seeking a

way out and a path to sobriety. The Grapevine can be many people's first introduction to AA and sobriety.

Public Information/Cooperation with the Professional Community [PI/CPC]

Committee Chair: The PI/CPC Committee Chair organizes and directs the committee in communicating with the general public [PI] and with professionals in the health care, law enforcement, treatment, corrections, human resources, counseling, sociology, ministry, education, communications, and judicial systems [CPC]. The committee cooperates, without affiliation, with those seeking to help active alcoholics and provides support and resources to AA members seeking to educate professionals with whom they have contact. Use the PI/CPC workbooks and pamphlets to get further guidance and expand avenues of opportunity.

PI: Work with the general public in varieties of ways to provide information, education, and public service announcements to help extend the hand of AA to the alcoholic who still suffers and/or family and friends of the alcoholic who might be influential in getting them to AA. We carry the message by getting in touch with, and responding to, the media, schools, industry, medical and religious organizations which can further extend information on the nature and purpose of AA and what it can do for the alcoholic.

- Maintain AA literature in public and school libraries. In addition to literature racks, we ensure that libraries have copies of Alcoholics Anonymous, The Twelve Steps and Twelve Traditions, and Living Sober.
- Place literature racks stocked with appropriate literature in high schools, colleges, and other locations that may be frequented by alcoholics, potential alcoholics, or their families.

CPC: CPC provides those who have professional contact with alcoholics, information about what AA is and isn't, and what AA does and does not do. We try to establish good rapport and cooperation between the professional community and AA members of the Area, district, and group levels. CPC continues to be one of our great assets in carrying the AA message to the still-suffering alcoholic. Our purpose is to inform professionals and their staffs what we are, where we are, what we can do, and what we cannot do. We attempt to establish better communication between AA and professionals and find simple, effective ways of cooperating without affiliating.

Additionally, CPC works with other district and group service chairs and committees to teach them how to do the CPC work necessary to begin AA programs in outside

facilities. For instance, Treatment and Corrections must do CPC work with new and existing facilities and their staffs before AAs can begin bringing meetings into the facility.

- Offer CPC presentations to hospital staffs, courts, industry etc.
- Encourage members to Adopt Your Doctor by giving them the pamphlet *AA as a Resource for the Health Care Professional* and permission for a rack of AA literature in waiting rooms.
- Contact convalescent homes and senior centers in the district to offer AA literature and/or presentations on AA.
- Respond to speaking requests at non-AA meetings. Participate in health fairs and other events where appropriate.

Special Needs/Accessibilities Committee Chair: When faced with the challenges of accommodating AAs with special needs, we would do well to remember AA's Responsibility Declaration: "When anyone, anywhere reaches out for help I want the hand of AA always to be there. And for that I am responsible." Meeting the challenge of carrying the message to special needs populations makes this position difficult but ultimately very rewarding. Everyone who wants to stop drinking, regardless of their handicaps, should have the opportunity to be a part of AA and achieve sobriety.

- Contact and work with the Area 27 Accessibilities Chair and GSO Accessibilities Desk to get up to speed and learn about this evolving area of service.
- Work with your district committee and group committees to identify meeting-place limitations. Have the group explore ways to make their facility more accessible and usable to special needs people.
- Work with the Central Office to provide transportation and access to district meetings that meet in facilities that are accessible to them.
- Educate AAs as part of district workshops on Special Needs and Accessibility.

Treatment Committee Chair: Treatment Committees are formed to coordinate the work of individual AA members and groups who are interested in carrying our message of recovery to alcoholics in treatment and outpatient settings, and to set up means of "bridging the gap" from the facility to an AA group in the individual's community. According to the 2014 AA Membership Survey, 74% of our members cited treatment or counseling as an important part of their journey to AA.

The Treatment Chair is responsible for attending district functions and reporting on the committee's upcoming plans for carrying the AA message into local treatment facilities.

Thus, the chair may be generally involved in CPC-type work with local treatment facilities.

The basic functions of treatment committees are described in the Treatment Workbook, the AA Treatment Committee Guidelines [MG-14], and in various AA pamphlets. The committee coordinates the work of individual members and groups who are interested in carrying the message of recovery into treatment facilities.

The primary work in this area is done in coordination with the District 13C Treatment Committee and through the Acadiana Service Coordination Committee [ASCC] which meets at the beginning of each quarter to provide updating information and produce the Treatment, Corrections, & Public Information [TCPI] list for publication in the Lafayette area. Network with local treatment centers and detoxes to insure the hand of AA is being offered. Work with district groups to insure available slots are being reliably filled and that AA literature is being provided.

The Treatment Committee shares at local meetings about the various service opportunities available to carry our message to alcoholics in treatment and help with their transition from a facility into the larger AA fellowship. A committee works more effectively than an individual member to coordinate the various opportunities in this area. It is also the point of contact for any questions and concerns about Twelve Step work at a treatment facility. Work with groups in the district to make sure treatment center meetings are being held, attended and that there is literature available for patients to work with.

- The Treatment Chair actively seeks volunteers willing to take meetings into treatment facilities
- The Treatment Chair should assist the Area Treatment Chair if at all possible.

Ad Hoc Committees: Ad hoc committees are not a permanent part of the AA service structure. They are formed in response to emerging issues and are used to study those issues, plan and organize events, or assist the district in whatever ways may be needed. In general, they come into being, function, and then go out of existence. The chair of an ad hoc committee will generally be asked to form the committee, work with them to accomplish the task(s), and report on the progress and final determinations of the committee. In some cases, the chair will be expected to propose a motion to the district for further action.

Workshop Committee: The Workshop Committee is a semi-permanent ad hoc committee used to plan and execute two yearly district workshops. It's makeup

changes with each workshop. Some of the items it confronts are scheduling, venue, topic, participation, feeding, door prizes, and cleanup. A final report is given at the district meeting and includes costs, problems met and solved, participant feedback, and any lessons learned for future workshops.

As we are part of the AA service structure, our workshops should either be on a service-related topic or involve as many district members as possible in offering their service in producing the workshop. Part of the workshop committee's work entails finding, renting, and preparing a place to hold the workshop. Size, cost, access, internal facilities, and ambience are all factors the committee should consider. Our workshops should be open events, with anyone interested encouraged to attend.

Following Tradition 4, workshop committees should try to deconflict their events with the Central Office, District 13C, Louisiana Area Assembly, the State Convention, and any other local or regional AA/Al-Anon events which might cut attendance at the workshop [Cajun Country Conference, Fellowship of the Spirit South, etc.]. The committee shall produce a flier as early as possible and assign committee members to distribute them to as many AA groups and appropriate organizations in our area as possible to promote and inform.

Appendix

HOW TO BE THE SECRETARY

One Day At A Time! ODAT. **O**ppportunity—an election or an opening. **D**esire—Get your hand up—yours, not your sponsor’s. **A**bility—can you do it? Do you have a computer, printer, email? Can you take notes or record the meeting? Can you write simple sentences? **T**ime—a little each day or a surge when necessary. Can you commit all the way to the end of the term or for two years? Got all that? Then you are ready.

Now that you’re the secretary [You didn’t think there would be anyone else standing for it, did you?], your primary job is to keep people informed.

First, what happened at the business meeting? We inform people about that by publishing minutes. We get the minutes by suiting up and showing up at the business meeting. About the first thing on any agenda is the Secretary’s Report. Traditionally it allows the secretary to read the previous minutes and take inputs for any corrections to them. Because of email, reading the minutes is often waived and only corrections are taken here. The chair then asks for a motion to accept the minutes, which is then voted on. This makes the preceding minutes a matter of public record and a formal record of our group, district, committee, or whatever.

Next the secretary switches from output to input by taking notes of what is going on. Who is there? Who is missing? What’s the gist of the committee and other position reports? What old and new business was discussed? Often these reports and inputs don’t come in a nice orderly manner but are mixed throughout the meeting [We’re AAs!]. Don’t be afraid to stop the proceedings and ask for something to be repeated. As secretary, your job is to realign all the events back into agenda order. So, if someone brought up new business in a committee report, you find a way to put the new business into the New Business section of the minutes.

Next comes the fun part of the job; writing the minutes! You get a chance to inject a little of your style into what may have been as exciting as chewing cardboard. How can you clarify the complex and make the discussions and points clear without just repeating everything that was said? If dead horses were beat into glue at the meeting, a simple, “Discussion followed,” gets the point across. But if there were some notable points made, find a way to fit them in concisely. This is all electronic; keep going until you are done.

Congratulations! You’ve finished the minutes—almost. Spell check, edit, proofread. Email them to the chair for review if you’re new at this. The chair may have a better feel for parts of the discussion you were a little hazy on. So, revise and now you’re done—almost.

Now you have to get the minutes out to the members. A crash effort the night before the next meeting and some copies from down the street to hand out at the next meeting are worthless. You no longer have minutes, you have history. You need to get the minutes out as soon after the meeting as you can. There may be taskings in them that can't wait until the next meeting. People may have made deals to share info that they forget until the minutes remind them. So get them out now.

Email the minutes to everyone who is on your list. What list? The list you made from the sign-in sheet at the meeting, added to by everyone who signs up over time. Sorry, you're the secretary, not the "minutes maker." Get names, numbers, and emails from everyone who is a member of your group. Make a group address in your email system and send the minutes to everyone. Publish the list itself every once in a while; people in service like to get in touch with each other to get things done.

Don't forget HALT 2.0. Ask for **H**elp, work on **A**cceptance, **L**isten, then **T**alk. Great job, secretary!

HOW TO BE THE TREASURER

One Day At A Time! ODAT. **O**ppportunity—an election or an opening. **D**esire—Get your hand up—yours, not your sponsor's. **A**bility—can you do it? Do you have a computer, printer, email? Can you manage a checkbook? Can you reconcile your records with the bank's records?? **T**ime—a little each day or a surge when necessary. Can you commit all the way to the end of the term or for two years? Got all that? Then you are ready.

Now that you're the treasurer [You didn't think there would be anyone else standing for it, did you?], your primary job is to keep track of what comes in and what goes out. In addition, you have to clearly present all of that to the rest of the district. But first, you have to actually become the treasurer. Getting elected is just the first step. Next you have to get the bank to believe you are the new treasurer. Since the Patriot Act, that's become a challenge; but it's not impossible. First, have the old or new secretary prepare a copy of the minutes that clearly shows you got elected. Bill W doesn't hack it. It has to be Bill Wilson. In addition, the secretary, through the minutes, has to explicitly direct the bank what to do, e.g., "For Chase Bank, please remove John Barleycorn from the account and install Bill Wilson." Then the secretary and the DCM need to sign the minutes over their signature blocks. Now you are ready to go to the bank; if you possibly can, take the outgoing treasurer with you. Dealing with the bank will take all of your sobriety. Make an appointment or walk in and tell the teller that you want to change your account. You'll probably be passed to a bank manager. Tell them that you want to change the account by adding yourself and removing the old treasurer, and then shut up. Silence is the most

powerful tool you have available at this point. Eventually they will get uncomfortable with all the silence, look up the account, ask for your documentation [the signed minutes and maybe your EIN (which they already have)], and waffle for a while to see if they think you are running some kind of scam. More silence; add a smile. Finally, they will get tired of the silence and do the deal for you. That will include getting all your personal data, possibly setting up new computer ID and password, etc, and anything else they can dream up to take more time and make it more difficult. Silent smile.

OK, now you are the actual treasurer. Your job now becomes an effort focused on three times each month. First, go pick up the mail which includes the incoming contributions from homegroups. A good time to do this is around the 15th of the month. Enter the checks into the district financial ledger, endorse them, and take them to the bank with a deposit slip. Second, on the last week of the month, prepare the monthly financial report [FinRep]. MS Excel is excellent for this. Ask the old treasurer how to use it and how the formulas work. Meticulously cross check the entries and sums, and when you are satisfied, send the report to the secretary for attachment to the announcement of the upcoming meeting. Finally, come to the meeting and explain what's going on in the FinRep; 1) Because few people read it in the email, 2) even fewer understood what it was telling them, and 3) this is your treasurer's report! Be prepared to answer any questions and expand on any actions taken.

The chair then asks for a motion to accept the minutes, which is then voted on. This makes the preceding report a matter of public record.

Congratulations! You've finished the treasurer's cycle—almost. Because of the way our service efforts ebb and flow, we hold a quarterly Budget Reconciliation meeting at the beginning of each quarter to address income, outflow and reallocation of funds among the service committees, etc. While the DCM will host the meeting, you will run it, discussing proposals from those attending. What happens at this meeting becomes the meat for your treasurer's report that month. Any proposals made should be added to the meeting agenda under New Business and formally proposed for discussion and vote at that meeting.

Don't forget HALT 2.0. Ask for **H**elp, work on **A**cceptance, **L**isten, then **T**alk. Great job, treasurer!

THE GRAPEVINE

OUR MEETING IN PRINT—Grapevine articles are direct and personal; they cover a wide range of experiences, geographic areas, and points of view. Like a meeting, the Grapevine tells what AA experience, strength, and hope are like on a day-to-day

basis—from problems solved to emotional and spiritual healing. As a monthly magazine, the Grapevine is the only AA literature that offers a month-by-month picture of the fellow-ship. Articles on the Twelve Steps, the Twelve Traditions, and AA history help ground AA members, while articles on the importance of sponsorship, home groups, and service offer them practical ways to stay sober.

FOR TWELFTH STEP WORK—Many AAs use the magazine in 12 Step work. After subscribers read the latest issue, they pass it along; others use subscriptions as gifts to sponsees or newcomers. A monthly Grapevine is a regular reminder of living sober, even if the newcomer slips; “The Grapevine keeps coming, even when the alcoholic doesn’t.”

TO STRENGTHEN INDIVIDUAL SOBRIETY—Readers often use the Grapevine as a portable meeting, taking it with them when they travel or commute to work. The magazine is a meeting in print on vacations, business or family trips, and during illness, when live meetings are not always available.

FOR MEETINGS—The Grapevine is an excellent basic resource since each issue reprints essential AA texts: the Steps, Traditions, Preamble, Serenity Prayer, and Responsibility Declaration. Discussion topics culled from each issue form the basis for many discussion groups. AAs who can’t get to meetings often rely on the Grapevine contact with AA.

A FORUM FOR NEWS AND DIFFERENT VIEWPOINTS—Matters of importance to AA as a whole are reported in the magazine. Concerns about current issues are also aired. Because the Grapevine reflects AA’s diversity, readers can learn how members in other parts of the country and the world are dealing with changing times.

STILL SUFFERING ALCOHOLICS:

By June 1947, AAs began a movement to get the magazine into prisons nationwide. For years, AA service committees on correctional facilities, as well as those on public information, cooperation with the professional community, and treatment facilities have used the magazine in their work with active alcoholics. Members and groups often give subscriptions to local prisons, hospitals, treatment centers, and the magazine is often found in the waiting rooms of those who treat alcoholics. The Grapevine gives new and prospective members a chance to get acquainted with AA in a low-key, no-pressure way, in private. It often helps people make a more comfortable transition between AA and a treatment or correctional facility.

THE GENERAL PUBLIC AND PROFESSIONALS:

Through its direct, first-person stories, the Grapevine helps inform the general public and members of the professional community about the way AA members stay sober.

Copies and subscriptions donated to schools and libraries are an important part of this outreach. An AA member whose work frequently brings him into contact with professionals who work with alcoholics says this about the Grapevine, "Whenever I speak to a group of professionals, I tell them they need the Grapevine in order to understand AA. They don't often have time to attend open meetings, but for a few dollars a year and about 45 minutes of reading time every month, at their leisure, they can get a picture of AA as it is lived today."