

DISTRICT 25 OFFICER POSITIONS

DISTRICT TREASURER:

- The District Treasurer serves a 2-year term and should have a suggested minimum of 4 years continuous sobriety at the beginning of the term, have served as a GSR, and hold no other service position at the district level. It is strongly suggested the District Treasurer be currently employed, or have a consistent and viable form of income.
- Note: If Treasurer-Elect currently holds another service position within the district, that position must be resigned.
- Receive all monies (checks PO Box regularly) and deposit them in the District bank account.
- Pays all District expenses and keeps accurate records of all transactions .
- Provides Expense Account Forms for District members .
- Prepares and distributes a written report at each District meeting, including:
 - o Beginning balance, 7th Tradition (District Meeting) , Other income, Itemized expenses, Ending balance (including prudent reserve)

DISTRICT SECRETARY:

- The District Secretary serves a 2-year term, should have a suggested minimum of 3 years continuous sobriety at the beginning of the term, and have served as a GSR.
- Note: If Secretary-Elect currently holds another service position within the district, that position must be resigned.
(We can consider changing this requirement.)
- Records and prepares District Meeting minutes, e-mails to District panel and Area 59 Officers, and has a copy available at the subsequent monthly District meeting.
- Keeps an updated list of GSR and AGSR names, addresses, and phone numbers.

DISTRICT 25 WEB SERVANT

- The District Web Servant serves a one-year term.
Updates District 25 website and calendar.

ALTERNATE DISTRICT COMMITTEE MEMBER (ADCM):

(Ref. the A.A. Service Manual, 2006-2007 edition, pages S28 and S29):

- The ADCM has the same qualifications for office as the DCM, and should be elected at the same time for a concurrent term.
- Assists the DCM and assumes the duties of the DCM when he or she is not available to serve
- Coordinates at least one workshop per year, hosted by District 27 or co-hosted by District 27 and neighboring districts
- Coordinates Anniversary of AA in Philadelphia event, usually in March, except for

milestone anniversaries, e.g. 75 th

- Attends Area 59 meetings with the DCM, whenever possible. Attends Area 59 meetings in the absence of the DCM
- Attends the Area 59 Annual Assembly Convention, and as many of the Area functions attended by the DCM as is practical.

Maintains listing of new GSRs and AGSRs to GSO so they can receive appropriate information packets.

DISTRICT COMMITTEE MEMBER (DCM):

- (Ref. the A.A. Service Manual, 2006-2007 edition, pages S28 and S29):
- The District Committee Member (DCM) is, in fact, a member of the Area Committee representing the District.
- He or she should have a suggested minimum 4 years of continuous sobriety at the beginning of the term, as well as past experience as a GSR. Working knowledge of the Traditions and an ability to conduct a business meeting are strongly recommended.
- 2 Year term the December Area meeting in what has been an Area election year.
- Attends Area 59 Quarterly Business Meetings as the District representative.
- Is assigned to an Area 59 subcommittee and attends separate meetings with subcommittee members to conduct the business of the subcommittee . Attends Area 59 workshops to bring the message of the subcommittees back to the District
- Provides a verbal and written report to Area 59 on status of District 27, presenting any concerns of District 27 to Area 59 for feedback, and subsequently presenting appropriate Area feedback to the District panel at next monthly District Meeting.
- Attends Area 59 functions such as Pre-Conference Sharing Session, Delegate's Conference Report, Share-A-Day, or other Mini-Assemblies, Annual Convention Assemblies.