

Please consider if you are willing to stand for a district position this November. You can talk with the current officers about what they do, how much time it takes, etc. I especially would like to speak with anyone who may be interested in the Web Servant position. I would be happy to show you how to update the website and discuss all other tasks I am responsible for.

What follows are excerpts from the District 25 Structure Manual. Last month (June) I listed each officer and the qualification for the position. This month I list the duties for each officer. There are more details about the duties for each officer and election process in the completed manual. [Click this link for the complete manual.](#)

Lenny T.

Chapter 3 of the structure manual is the: “Officer eligibility, nomination and election” section. This process will be used in November 2024. Each GSR will be asked if they are willing to stand for a 2-year term for the following positions:

1. District Committee Member (DCM)
2. Assistant District Committee Member (ADCM)
3. Secretary
4. Treasurer
5. Web Servant

**The District Committee Member (DCM)** is the elected trusted servant of the district committee which is made up of all GSRs in the district. The DCM reports information from District meetings at Area meetings. The D.C.M. carries the collective group conscience of the A.A. groups in the district to the Area committee. The DCM is also responsible for coordinating and assisting the efforts of the other GSRs in the District.

**DCM District level duties**

1. Conducts the monthly District Meeting
2. Reports on all Area 59 events, decisions, and other pertinent information
3. Assists and coordinates the work of other District Officers when necessary
4. Makes sure group information is up-to-date in files of both GSO and Area 59
5. Contacts any District Officer who has not attended three consecutive District Meetings

**DCM Area level duties**

1. Attends Area 59 Quarterly Business Meetings as the District representative
2. Is assigned to an Area 59 subcommittee and attends separate meetings with subcommittee members to conduct the business of the subcommittee
3. Attends Area 59 workshops to bring the message of the subcommittees back to the district
4. Provides a verbal and written report to Area 59 on status of District 25, presenting any concerns of District 25 to Area 59 for feedback, and subsequently presenting appropriate Area feedback to the district panel at next monthly District Meeting
5. Attends Area 59 functions such as Pre-Conference Sharing Session, Delegate’s Conference Report, Share-A-Day, or other Mini-Assemblies
6. Attends Area 59 Annual Assembly Convention

7. Attends NERAASA annually (usually February)
8. Attends NERF every other year

### **Alternate District Committee Member**

The ADCM has the same qualifications for office as the DCM, and should be elected at the same time for a concurrent term.

#### **ADCM District level duties**

1. Assists the DCM and assumes the duties of the DCM when he or she is not available to serve
2. Grapevine Committee representative, will attend the monthly Grapevine Committee meetings and keep District 25 informed of events.
3. Coordinates a workshop subcommittee consisting of GSRs and AGSRs. Coordinates at least one workshop per year, hosted by District 25 or co-hosted by District 25 and neighboring districts

#### **ADCM Area level duties**

1. Attends Area 59 Quarterly Business Meetings with the DCM, whenever possible
2. Attends Area 59 Quarterly Business Meetings in the absence of the DCM
3. Attends the Area 59 Annual Assembly Convention
4. Attends NERAASA annually (usually February)
5. Attends NERF every other year

### **Secretary**

The District Secretary serves a two-year term, with a suggested minimum of three years continuous sobriety at the beginning of the term, and have served as a GSR.

#### **Secretary District level duties**

1. Records and prepares District Meeting minutes, emails to District panel and has copies available at the subsequent monthly District meeting
2. Sends copies of District Meeting Minutes to Area 59 Officers.
3. Updates the GSR & AGSR Contact List.
4. Forwards a copy of unapproved minutes to the Panel members within 14-days following a District meeting.

#### **Secretary Area level duties**

1. Attends at least one (1) Area 59 Quarterly Business Meeting

### **Treasurer**

The District Treasurer serves a two-year term with a suggested minimum of four years continuous sobriety at the beginning of the term, and have served as a GSR. In addition, it is strongly suggested the District Treasurer be currently employed or have a consistent and viable form of income if not employed.

#### **Treasurer District level duties**

1. Receive all monies (checks PO Box regularly) and deposits them in the district bank account. This requires going to Germantown post office.

- 2.Pays all District authorized expenses
- 3.Keeps accurate records of all transactions
- 4.Prepare and distributes a written report at each District meeting. It is suggested the report include the following information:
  - a. Beginning balance
  - b. 7th Tradition (District Meeting)
  - c. Other income
  - d. Itemized expenses,
  - e. Ending balance, including prudent reserve

**Treasurer Area level duties**

- 1.Attends at least one (1) Area 59 Quarterly Business Meeting

**Web Servant**

District 25 has had a website at [District25AA.org](http://District25AA.org) since 2011, which is the first year we had a Web Servant. The Web Servant maintains the account with GoDaddy.com to pay for all aspects of the website. Additional services were added 2017 for the Officers to have an email suite. The Web Servants acts as the administrator for the MS Office package for five accounts.

**Web Servant District level duties**

- 1.Maintains the GoDaddy.com account, monitor service end dates and make payments to continue services.
- 2.Assign passwords for District Officer email accounts
- 3.Updates District 25 website, including adding the monthly meeting Officer reports
- 4.Request reimbursement from Treasurer for authorized payments
- 5.Assist District Officers with MS Office 365 products
- 6.Encourage people to use the website through regular reports including periodic statistics/activity using Google Analytics

**Web Servant Area level duties**

- 1.Attends at least one (1) Area 59 Quarterly Business Meeting.

PLEASE consider enhancing your sobriety through service as a District 25 officer.

Elections will be November 2024.

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Submitted by Lenny. T., Chair of District 25 Structure Committee