

**District 19**  
**New Hampshire Area 43**  
**Alcoholics Anonymous**  
**Service Manual**



[www.nhdistrict19.com](http://www.nhdistrict19.com)

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New Hampshire Area Assembly of Alcoholics Anonymous, Inc.

NHAA District 19, P.O. Box 169, Keene, NH 03431-0169

Committee Meeting: 6:00 pm on the first Wednesday of each month  
at the YANA Center, 36 Carpenter Street, Keene, NH

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## **Introduction**

This publication is a supplement to *The A.A. Service Manual Combined with Twelve Concepts for World Service*<sup>1</sup> and the *New Hampshire Area 43 General Service Assembly Service Handbook*<sup>2</sup>. District 19 Group Members are encouraged to read these publications to learn about A.A.'s service structure.

## **What is District 19?**

The New Hampshire Area 43 General Service Assembly recognizes District 19 as the representative of A.A. groups and declared meetings in these communities:

Ashuelot  
Chesterfield  
Drewsville  
East Swanzey  
Fitzwilliam  
Gilsum  
Hinsdale  
Keene  
Munsonville  
Nelson  
North Walpole  
Richmond  
Roxbury  
Spofford  
Stoddard  
Sullivan  
Surry  
Swanzey  
Troy  
Walpole  
West Chesterfield  
West Swanzey  
Westmoreland  
Winchester

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<sup>1</sup> [https://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](https://www.aa.org/assets/en_US/en_bm-31.pdf)

<sup>2</sup> <https://nhaa.net/wp-content/uploads/2015/12/2016-2017-Area-43-Handbook.pdf>

For the purpose of this manual, individuals who self-identify as alcoholics and attend registered meetings in the above communities are referred to as *District 19 A.A. Members*.

Each group and meeting<sup>3</sup> in District 19 has the option to elect a *Group Service Representative* (G.S.R.).<sup>4</sup>

The *District 19 Group* consists of: G.S.R.s (including Alternate G.S.R.s and Acting G.S.R.s<sup>5</sup>), Committee Chairpersons, Committee Members, and District Officers.

The District 19 Group elects *District Representatives*. District Representatives are *Officers* and *Committee Chairs*.

The District 19 Officers are:

1. D.C.M. (District Committee Member)
2. Alternate D.C.M.
3. Secretary
4. Treasurer

The District 19 Committees are:

1. Corrections
2. Functions/Events
3. Hotline
4. Literature/Grapevine
5. PI/CPC (Public Info./Cooperation with Professional Community)
6. Registrar
7. Treatment
8. Technology
9. Archives

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<sup>3</sup> From the A.A. pamphlet *The A.A. Group ... Where It All Begins* (pages 12-13):

“Most A.A. members meet in A.A. groups as defined by the long form of our Third Tradition. However, some A.A. members hold A.A. meetings that differ from the common understanding of a group. These members simply gather at a set time and place for a meeting, perhaps for convenience or other special situations. The main difference between meetings and groups is that A.A. groups generally continue to exist outside the prescribed meeting hours, ready to provide Twelfth Step help when needed.

“A.A. groups are encouraged to register with G.S.O., as well as with their local offices: area, district, intergroup or central office. A.A. meetings can be listed in local meeting lists.”

<sup>4</sup> For information about Service Positions, see *Job Descriptions* on page 10.

<sup>5</sup> If neither a G.S.R. nor an Alternate G.S.R. is able to attend a District meeting, the G.S.R. may delegate an Acting G.S.R. to attend on a one-time basis.

## How Does District 19 Operate?

District 19 meetings are chaired by the D.C.M., or, in his/her absence, the Alternate D.C.M. The presiding Officer cannot make motions and votes only to break a tie.

Group Members are entitled to make motions, second motions, and vote on motions. Alternate or Acting G.S.R.s are entitled to vote only when the G.S.R. for the group they represent is absent.

A quorum<sup>6</sup> shall consist of however many voting Members are present at a District meeting. A majority vote by Members shall be considered binding upon the elected or appointed District Representatives and Committees. If fewer than 1/3 (one-third) voting Members are present, business is restricted to standing agenda items<sup>7</sup> only.

All District 19 Group Members are invited to share information, ask questions, and propose topics for discussion.

Members of A.A. are invited to attend and participate in discussion at District Group and District Committee meetings. Although they are not eligible to vote, their input is appreciated.

Any District 19 Group Member can make a motion to reorganize the District. Because this action may bring about a change in the structure or function of Officers and/or Committees, a vote to carry such a motion requires that at least 3/4 (three-quarters) of the Voting Members be present. To assure proper communication, prudent discussion, and full representation of the groups in District 19, a vote to reorganize shall occur no sooner than the next regularly scheduled District meeting after a motion to reorganize the District has been made and seconded.

## Parliamentary Procedure

District 19 follows the lead of the General Service Conference, operating under the guidance of *Robert's Rules of Order*<sup>8</sup> on as informal a basis as possible to preserve the rights of all concerned. However, *Robert's Rules* must sometimes give way to A.A.'s 12 Traditions and 12 Concepts.

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<sup>6</sup> According to Merriam-Webster, a quorum is “the number of officers or members of a body that when duly assembled is legally competent to transact business.”

<sup>7</sup> Standing agenda items are addressed every month, and exclude old and new business.

<sup>8</sup> *Robert's Rules of Order* is a manual of parliamentary procedure.

Please refer to the *New Hampshire Area 43 General Service Assembly Service Handbook* for a summary of Parliamentary Procedure.

## **District Meetings**

District Meetings are held on the first Wednesday of each month at 6:00 pm at the YANA Center, 36 Carpenter Street, Keene. In the event of a temporary change in time or venue, appropriate notice will be given.

### **District 19 Meeting Format**

1. Moment of silence followed by Serenity Prayer (recite as a group):

*God, grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.*

2. A.A. Preamble (recite as a group):

*Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.*

*The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution, does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.*

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3. Ask volunteer to read short form Tradition of the month (i.e., January/Tradition One, February/Tradition Two, etc.)

4. Role call/sign-in sheet—Secretary records the names of everyone in attendance, including guests by first name and last initial

5. Officer Reports

- D.C.M.
- Alternate D.C.M.
- Secretary (followed by discussion, and a motion to accept)
- Treasurer (followed by discussion, and a motion to accept)

6. Committee Reports (hold questions until after last Committee report)

- Corrections
- Functions/Events
- Hotline
- Literature/Grapevine
- PI/CPC<sup>9</sup>
- Registrar
- Treatment
- Technology
- Archives

Questions/Discussion regarding Committee reports

7. GSR reports

8. Old business

9. New business

10. Motion to Adjourn

11. Responsibility statement (recite as a group)

## **Elections**

Each District 19 Group Member is entitled to nominate and vote, except:

- An Alternate or Acting G.S.R. is entitled to vote only in the absence of their respective Group's G.S.R.
- The D.C.M. votes only to break a tie.

Officers and Committee Chairs are elected by the District 19 Group at the October District 19 meeting on odd-numbered years (2019, 2021, etc.).<sup>10</sup>

The term of office for all District Representatives is two years. If a person has served only a portion of a two-year term, two consecutive terms are allowed. In this case, a nomination and vote are required.

If a District Representative leaves office mid-term, the District Group may call for nominations and elect a replacement at the next District meeting following notification of the vacancy to all District groups.

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<sup>9</sup> Public Information/Cooperation with Professional Community

<sup>10</sup> Elections are held in October, terms begin the following January.

District Committee Chairs may appoint Assistant Chairs, Treasurers, and other support staff to their Committees, providing candidates are voted in at the next District meeting. The D.C.M. (or Alt. D.C.M.) may call for an *Instance of Approval*<sup>11</sup> of any appointments at the time of notification of such appointments at the District meeting.

Election of District Representatives shall be conducted according to the Third Legacy Procedure (A.A Service Manual page s21), or as close to this as deemed practicable by the District. Election of District Representatives at any other District meeting (i.e., to fill a vacancy) shall be conducted by written ballot of two-thirds majority to carry if contested. Third Legacy procedure shall apply (see pages s20 & s21 in The A.A. Service Manual).

## **Guidelines for Officers and Committee Chairs**

District Officers, Committee Chairs, and Committee Members are the service arm of the District. Their duties are custodial in nature. Except for decisions on matters of policy, finance, or A.A. Tradition liable to affect A.A. as a whole, these positions have freedom of action in the routine conduct of the local policy and business affairs of District 19.

It is nevertheless understood that the Officers shall at all times have the right to decide which actions or decisions may require the approval of the District.

The District may also discuss and recommend appropriate action in respect to deviations from A.A. Traditions and Concepts, or harmful misuse of the name “Alcoholics Anonymous.” (The authority on this belongs to the A.A. General Service Conference. See A.A. Service Manual page S96 for more information).

**Attendance:** It is suggested that Officers and Committee Chairs attend monthly District 19 meetings. Three absences without contact is cause for removal from post, at the discretion of the Group.

**Financial Responsibilities:** Officers and Committee Chairs must submit an annual budget request to the Treasurer. The request should list expected expenses with as much supporting detail as is reasonable to provide for review and approval by the Treasurer. All reimbursements require a receipt.

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<sup>11</sup> Members vote for a number of candidates and the candidate with the most votes wins.



**Reference Material:** It is suggested that Officers, Committee Chairs, and Co-Chairs familiarize themselves with the following literature:

- *The A.A. Service Manual*
- *NH Area 43 General Service Assembly Service Handbook*
- *The District 19 Service Manual* (this document)
- *The Twelve Steps of A.A.*
- *The Twelve Traditions of A.A.*
- *The Twelve Concepts for World Services*
- *The Legacies of A.A. as described in A.A. Comes of Age*
- Service literature and service materials available from G.S.O.
- A.A. Conference approved books and pamphlets

## **Job Descriptions**

### **General Service Representative (G.S.R.)**

A General Service Representative (G.S.R.), Alternate G.S.R., and/or Acting G.S.R. is elected by an A.A. group or meeting to serve as a liaison with District 19, which, in turn, serves as a liaison with Area 43 and the General Service Organization (G.S.O.—see chart on page 25).

As the voice of group conscience, a G.S.R. conveys a group’s thoughts to the District, which passes them on to the Conference. This communication is a two-way street, making the G.S.R. responsible for reporting to the group Conference actions that affect A.A. unity, health, and growth. Only when a G.S.R. keeps the group informed, and communicates the group conscience, can the Conference truly act for A.A. as a whole.

G.S.R.’s attend District meetings and are invited to attend Area Assemblies.

In the spirit of Concept III, groups endow their representatives with the “Right of Decision.” When warranted, G.S.R.s may depart from their group’s opinions on District matters. Having participated in discussions at the district meeting, these participants are now part of a more informed group conscience. Being trusted servants of the groups, they should be free to decide what questions should be taken to the group level, whether for information, for discussion, or for their own direct instruction.

Election of a G.S.R. to a District position bears the risk of potential conflicts of interest. The G.S.O. approved pamphlet *G.S.R.—Your group’s link to A.A. as a whole* says: “What happens if your group’s

G.S.R. is elected committee member for your district? Then the alternate automatically becomes your G.S.R.—an extra reason for care in filling both offices.” The same pamphlet says, “Active membership in a home group—yours—is also important, and your G.S.R. should hold no other offices in any group.” In other words, a GSR should not hold another position at the group level (i.e., Secretary or Treasurer) or district level (i.e., committee member). The District should carefully weigh the impact of specific positions, potential conflicts of interest, and individual candidates when considering the election of a sitting G.S.R. to an additional District position. Any G.S.R. so elected to a District position shall hold the position in an acting capacity until a normal term is completed or until a candidate who can fill the position in a full-time capacity is found and elected.

Qualifications:

1. Experience shows that most effective G.S.R.’s have been active in group service, and have encountered situations in which the Twelve Traditions have been called upon to solve problems.
2. Suggested two (2) years continuous sobriety.
3. Time and energy to attend District 19 meetings and Area 43 Assemblies.
4. The confidence of the group they represent and the ability to listen to all points of view.

### **District Committee Member (D.C.M.)**

For precise descriptions of qualifications and duties, refer to the *The A.A. Service Manual*<sup>12</sup>, pages S31-33, and the pamphlet titled *Your D.C.M.*

The D.C.M. is the vital link between G.S.R.s and the area service structure. The D.C.M. is District 19’s delegate to the annual General Service Conference. The D.C.M. regularly attends Area 43 monthly meetings and the annual Assembly. At these events, the D.C.M. reports on the status of District 19 and its activities, and represents the voice of District 19. The D.C.M. also delivers information from Area 43 meetings and the Area 43 Assembly to District 19. The D.C.M. is an *ex officio*<sup>13</sup> member of all District 19 committees. The D.C.M. should hold no other position at the group or district levels.

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<sup>12</sup> [https://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](https://www.aa.org/assets/en_US/en_bm-31.pdf)

<sup>13</sup> According to Merriam-Webster, *ex officio* means “by virtue or because of an office.”

Duties:

1. Chairs monthly District 19 meetings. Does not engage in debate. Votes only to break a tie.
2. Serves as *ex officio* member of District 19 Committees.
3. Conveys District 19 voice to Area 43.
4. Keeps District 19 informed about Conference activities.
5. Encourages G.S.R.s, Committee Chairs, and Officers to read relevant literature.
6. Encourages mini-workshops and at least one District-wide event during two-year term.
7. Visits District 19 group meetings.
8. Speaks with groups about G.S.R. representation.
9. Stays in regular contact with Alternate D.C.M. and Area Delegate.
10. When appropriate, invites Area 43 Delegate and/or Area 43 Committee Chairs to attend District 19 meetings.
11. Attends conferences and conventions.
12. Encourages District 19 to host one Area Quarterly Meeting during two-year term.

Qualifications:

1. A background in service work, preferably at both group and district levels.
2. Suggested four or five (4-5) years continuous sobriety.
3. The ability to sign or co-sign checks.
4. Time and energy to serve for entire two-year term.

**Alternate D.C.M.**

The Alternate D.C.M. (Alt. D.C.M.) fills in for the D.C.M. if and when the latter is unable to perform his/her duties. Therefore, the Alt. D.C.M. should be familiar with the D.C.M. position.

The Alt. D.C.M. should visit many, if not all, District 19 group meetings to maintain a feel for the local atmosphere of A.A. During the Alt. D.C.M.'s two-year term she/he should attend some Area 43 monthly and quarterly meetings.

The Alt. D.C.M. is required to file a written quarterly report with District 19. The Alt. D.C.M. may make monthly reports. The Alt. D.C.M. chairs the Service Manual Committee.

According to the A.A. Service Manual, “If the DCM resigns or is unable to serve for any reason, the alternate steps in.”

**Qualifications:**

1. A background in service work, preferably at both group and district levels.
2. Suggested four or five (4-5) years continuous sobriety.
3. The ability to sign or co-sign checks.
4. Time and energy to serve for entire two-year term.

**Treasurer**

**Duties:**

1. Present Treasurer’s report at District 19 meetings.
2. Maintain accurate financial records.
3. Balance checkbook.
4. Maintain a prudent reserve.
5. The ability to sign checks.
6. Pay bills.
7. Reimburse Group members for qualified expenditures.
8. Log donations from groups and meetings, and deposit funds.
9. Assure the D.C.M. and Alt. D.C.M. are registered with the bank to sign checks.
10. Seek help from A.A. resources (from the G.S.O. to individual A.A.s) when financial issues arise. Keep District 19 Group informed.
11. Serve as financial advisor to District 19 regarding fiscal policies.
12. Draft yearly budget with an ad-hoc committee. Submit budget to District 19 Group for approval.
13. Recommend mid-year changes if warranted.
14. Hold key to District 19 P.O. Box and deliver mail accordingly.

District 19’s financial policies are based on Tradition 1 and Concept 1. The following outline presents the manner in which District 19 should manage its inflows and outflows. A majority of the voting body is needed for change, which may come in the form of accepting a fiscal budget. The Prudent Reserve Fund ought not to exceed six (6) months of annual operating expenses. District 19 directs the Treasurer what to pay and the Treasurer writes checks and advises on policy.

Inflows:

1. Seventh Tradition contributions from groups in District 19 to the General Treasury over and above the prudent reserve which is defined as three to six (3-6) months of operating expenses across all accounts.
2. Direct contributions from members of District 19, which may happen if an unexpected service need becomes clear.
3. Contributions received by sponsoring a special event such as a convention or conference to the General Treasury if there is a profit.
4. Interest from accounts.

Outflows:

1. Budgeted money for all District 19 A.A. services and business expenditures to be proposed by and allocated to the following committees and officers at the direction of the Treasurer and/or Budget committee, (as approved by the District 19 Group):
  - D.C.M. and Alt. D.C.M.
  - Secretary
  - Corrections
  - Functions/Events
  - Hotline
  - Literature/Grapevine
  - PI/CPC
  - Registrar
  - Treatment
  - Technology
  - Archives
  - Donate excess funds to Area 43 and/or G.S.O.
  - Other, as directed by the District 19 Group
2. Suggestions from A.A. members, G.S.R.s, Committees, or groups that improve service to group and newcomers. Any worthwhile idea, even if it goes over budget, should be discussed.

District 19's fiscal year begins on January 1. District 19 financial records are open to Group members.

Qualifications:

1. Able to count beyond the fingers on two hands.
2. Some experience in accounting and bookkeeping is helpful but not required;
3. Suggested four or five (4-5) years continuous sobriety;
4. Time and energy to serve for entire two-year term.

## **Secretary**

The primary responsibility of the Secretary is to take minutes at District 19 meetings and report them in a timely fashion (approximately one week) via e-mail to District 19 Group members. For Members without email, the Secretary should send minutes via U.S. Mail and/or provide hard copies at District 19 meetings. The Secretary should retain notes and written minutes and submit originals to the District 19 Registrar regularly.

The District will provide reimbursement for recorded expenses (paper, printing, postal costs, etc.).

Qualifications:

1. Sufficient computer literacy.
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

## **Functions Committee Chair**

The purpose of the Function Chairperson of District 19 is to plan, arrange and host dinners, workshops, and other such activities as requested by the District for the benefit and unity of members of A.A.

Qualifications:

1. Joie de vivre.
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

## **Registrar**

The Registrar is responsible for maintaining and disseminating District 19 group and meeting information. The Registrar keeps an updated file listing each group or meeting name, location, time and day, current membership count, type of meeting, G.S.O. reference number, G.S.R. (and Alternate G.S.R., if applicable) contact information.

Changes in group or meeting information are submitted to the Registrar by G.S.R.s via the *Area 43 Alcoholics Anonymous Group Change Form* (hard copy and electronic versions are available). Changes are sent to Area 43 and G.S.O.

The Registrar maintains a list of current District Officers and Committee Chairpersons, complete with mailing addresses, telephone numbers, and email addresses.

Annually, Area 43 provides the Registrar with a list of group information it has received from G.S.O. The Registrar is responsible for auditing this information to ensure accuracy and return it with corrections to Area 43.

The Registrar supplies District 19 with an annual report noting changes. This allows the District to close gaps in information.

The Registrar is responsible for printing the District 19 meeting list and for maintaining inventory.

Qualifications:

1. Capacity to work with mind-numbing details;
2. Suggested two (2) years continuous sobriety;
3. Time and energy to serve for entire two-year term.

### **PI/CPC (Public Information / Cooperation with the Professional Community)**

The PI/CPC Chair is District 19's primary liaison with outside entities, including, but not limited to:

- Education leaders (teachers, administrators, guidance counselors)
- Law enforcement personnel (police, probation officers—not jails and prisons)
- Legal professionals (lawyers, judges)
- Health care providers (doctors, nurses—not treatment facilities)
- Faith-based community leaders (clergy)
- Business leaders
- Media (print and electronic), etc.

The PI/CPC Chair works closely with her/his Area 43 counterpart to gather information, and with the Corrections and Treatment Committees

to avoid redundancy. The Chair may solicit volunteers from District 19 to speak at or otherwise help with events.

The PI/CPC Chair may initiate contact with outside entities, or respond to inquiries from them. The Chair may disseminate information about A.A. (not promotion), and arrange for the delivery of literature, displays, etc.

Solid contact with the Area 43 PI/CPC Chair(s) is required.

This position requires good judgment and a sound appreciation of A.A. Traditions.

The Chairs should be familiar with and take guidance from the various AA pamphlets and the AA Guidelines (yellow pages) which are available from GSO. Two (2) continuous years of sobriety is suggested.

Qualifications:

1. A solid grounding in A.A. literature, and in the Three Legacies of Recovery, Unity, and Service (and/or a desire to learn).
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

### **Corrections Committee Chair**

The Corrections Committee Chair ensures that A.A. meetings are available to all corrections facilities within District 19, and cooperates with the Area 43 Corrections Committee to supply meetings at State facilities outside District 19.

The Chair coordinates meetings held at these locations through cooperation with the corrections officials. The Chair is responsible for keeping these facilities supplied with A.A. pamphlets and books. This is done primarily through a budget allotted by District 19 and supplemented by donations of literature from groups within District 19.

The Chair must stay in contact with the Area 43 Corrections Chair on matters related to the State Prison system and its impact on A.A. groups and speakers attending those facilities. The Chair should work with the State representative on guidelines of listing contact people in District 19 for prisoners entering society after incarceration.



The Chair may visit groups within the District and speak on the need and purpose of service work regarding the prison system. In addition, the position is responsible for monthly reports to the District.

Qualifications:

1. A good understanding of A.A. Traditions and patience with a strict prison system (and/or a desire to learn).
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

### **Treatment Facilities Chair**

This position is responsible for bringing the A.A. message to non-corrections related treatment facilities within District 19.

The Chair maintains a list of all treatment and related facilities within District 19. This contact list should include the names of all directors and/or program organizers within these facilities.

The Chair is responsible for communicating to these facilities guidelines for A.A. assistance available to treatment programs. A.A. literature, including District 19 meeting lists, may be provided to the facilities upon request. Meetings and special presentations may also be arranged according to A.A. Traditions. The Chair may request volunteer speakers from groups within District 19.

The Chair should be in solid contact with the Area 43 Treatment Facilities Chair. Sharing information and experience is key to success.

Qualifications:

1. A good understanding of A.A. Traditions (or a desire to learn).
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

### **Grapevine Representative**

The Grapevine Representative is responsible for the general state of awareness of the Grapevine offerings on the group and District levels. The role is chiefly one of promoting Grapevine subscriptions by individuals and groups as well as presenting the myriad of other materials, such as CD's, the Grapevine produces.

When asked, the Grapevine Representative secures and presents Grapevine displays at District 19 functions, meetings, and workshops. The representative may speak at individual groups in order to educate A.A. members on what is current in Grapevine material. The post should remain in regular contact with the Area 43 Grapevine Representative and the Grapevine itself to keep up on changes and to share experience.

Qualifications:

1. Ability to read (and/or a desire to learn).
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

### **Hotline Representative**

The Hotline Representative links volunteers in District 19 with calls made to the hotline. The Hotline Representative should have time available to attend District meetings and Area Hotline Committee meetings. The Hotline Representative attends meetings of the Area 43 Hotline Committee, receives group hotline volunteer lists from G.S.R.s and provides them to Area 43, receives hotline report sheets from the area and reports the results to the District.

Qualifications:

1. A telephone (and/or a desire to get one).
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

### **Technology Committee**

The purpose of the Technology Committee is to maintain the District 19 Website, District 19 email, and to be a resource for recommending, purchasing, and installing computer and hardware and software for use by District 19. The Technology Committee should make an effort to conform to the Area 43 bylaws (Area 43 Service Handbook, Appendix I).

Qualifications:

1. Not a Luddite.
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

## **Archives Committee**

The purpose of the Archives Committee is to preserve the history of A.A. in NHAA Area 43, District 19. The committee maintains records, memorabilia, and other items from our past so that we as a fellowship remember our history, growth, successes, and troubles.

The District 19 Archives Committee shall operate in the spirit of guidelines such as: (MG-17) Archives Guidelines, (M-41) Archives Workbook, (SMF-169) Researching A.A. Group History, Archives Preservation Guidelines, Digitizing Archival Material Guidelines, Oral Histories Kit, (F-&) The AA Archives, and similar materials as may become available from time to time.

Archives materials shall remain in the possession of the Archives Committee Chairperson, except when borrowed for displays or at events, or for off-site research. The Archives Committee shall make a best effort to make Archives material available for view by all members.

Qualifications:

1. Likes old stuff.
2. Suggested two (2) years continuous sobriety.
3. Time and energy to serve for entire two-year term.

## **Other Committee Chairs**

Qualifications:

1. Suggested two (2) years continuous sobriety.
2. Time and energy to serve for entire two-year term.

## **Editing the District 19 Service Manual**

Once during each 2-year term, a District 19 Service Manual Committee is assembled to review the District 19 Service Manual, and to make edits as deemed appropriate.

Preferably in advance of the October District 19 meeting, the Alternate D.C.M. assembles a Committee of 3-5 A.A.s with a suggested two (2) years of continuous sobriety. The Alternate D.C.M. chairs Service Manual Committee meetings. He/she does not have a vote except to break a tie.

The Committee is encouraged to work by consensus, but in the event a vote is necessary, a majority of those assembled should suffice. Once the District 19 Service Manual has been reviewed by the committee, it may be printed without further review.

The Service Manual Committee should not make rules. The Committee should avoid matters that affect District policy. The committee should incorporate changes in policy made during the course of the year by the District Group. The Committee should also consider suggestions from District A.A.s. Any and all changes should be consistent with A.A.'s Three Legacies of Recovery, Unity, and Service.

## **General Warranties**

This *District 19 Service Manual*, along with other guidelines, policies, and procedures that may be developed in the future, are not legally binding. Instead, the District Group relies on the moral authority embodied in A.A.'s Three Legacies of Recovery, Unity, and Service, along with the Twelve Traditions and Twelve Concepts for guidance.

District 19 shall take care never to become a seat of wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that District members never be placed in positions of unqualified authority over others; that all important decisions be reached by discussion, vote, and whenever possible, substantial majority; that no District action ever be personally punitive or an incitement to public controversy; that though the District may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous, the District will always remain democratic in thought and action.

## **The Twelve Concepts For World Service**

I. The final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.

II. When, in 1955, the A.A. groups confirmed the permanent charter for their General Service Conference, they thereby delegated to the Conference complete authority for the active maintenance of our world services and there-by made the Conference—excepting for any change in the Twelve Traditions or in Article 12 of the Conference Charter—the actual voice and the effective conscience for our whole Society.

III. As a traditional means of creating and maintaining a clearly defined working relation between the groups, the Conference, the A.A. General Service Board and its several service corporations, staffs, committees and executives, and of thus insuring their effective leadership, it is here suggested that we endow each of these elements of world service with a traditional “Right of Decision.”

IV. Throughout our Conference structure, we ought to maintain at all responsible levels a traditional “Right of Participation,” taking care that each classification or group of our world servants shall be allowed a voting representation in reasonable proportion to the responsibility that each must discharge.

V. Throughout our world service structure, a traditional “Right of Appeal” ought to prevail, thus assuring us that minority opinion will be heard and that petitions for the redress of personal grievances will be carefully considered.

VI. On behalf of A.A. as a whole, our General Service Conference has the principal responsibility for the maintenance of our world services, and it traditionally has the final decision respecting large matters of general policy and finance. But the Conference also recognizes that the chief initiative and the active responsibility in most of these matters should be exercised primarily by the Trustee members of the Conference when they act among themselves as the General Service Board of Alcoholics Anonymous.

VII. The Conference recognizes that the Charter and the Bylaws of the General Service Board are legal instruments: that the Trustees are thereby

fully empowered to manage and conduct all of the world service affairs of Alcoholics Anonymous. It is further understood that the Conference Charter itself is not a legal document: that it relies instead upon the force of tradition and the power of the A.A. purse for its final effectiveness.

VIII. The Trustees of the General Service Board act in two primary capacities: (a) With respect to the larger matters of over-all policy and finance, they are the principal planners and administrators. They and their primary committees directly manage these affairs. (b) But with respect to our separately incorporated and constantly active services, the relation of the Trustees is mainly that of full stock ownership and of custodial oversight which they exercise through their ability to elect all directors of these entities.

IX. Good service leaders, together with sound and appropriate methods of choosing them, are at all levels indispensable for our future functioning and safety. The primary world service leadership once exercised by the founders of A.A. must necessarily be assumed by the Trustees of the General Service Board of Alcoholics Anonymous.

X. Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

XI. While the Trustees hold final responsibility for A.A.'s world service administration, they should always have the assistance of the best possible standing committees, corporate service directors, executives, staffs, and consultants. Therefore the composition of these underlying committees and service boards, the personal qualifications of their members, the manner of their induction into service, the systems of their rotation, the way in which they are related to each other, the special rights and duties of our executives, staffs, and consultants, together with a proper basis for the financial compensation of these special workers, will always be matters for serious care and concern.

XII. General Warranties of the Conference: in all its proceedings, the General Service Conference shall observe the spirit of the A.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the

Conference Members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no Conference action ever be personally punitive or an incitement to public controversy; that, though the Conference may act for the service of Alcoholics Anonymous, it shall never perform any acts of government; and that, like the Society of Alcoholics Anonymous which it serves, the Conference itself will always remain democratic in thought and action.

## **The Twelve Steps**

1. We admitted we were powerless over alcohol—that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

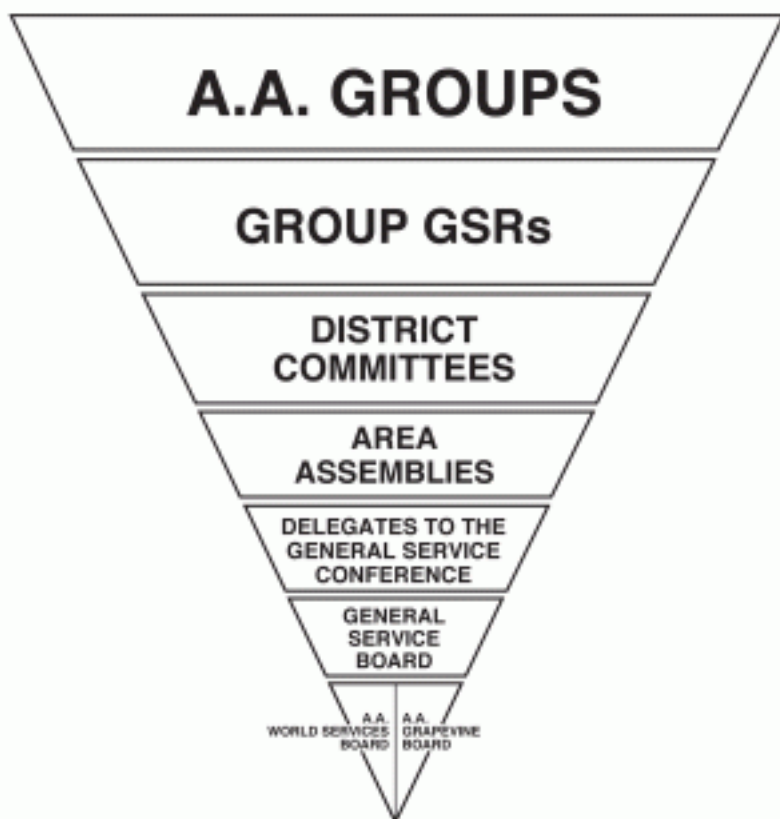
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## The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.



**STRUCTURE OF THE CONFERENCE**  
(U.S. and Canada)







I am responsible...  
When anyone, anywhere, reaches out for help,  
I want the hand of A.A. always to be there.  
And for that: I am responsible.

This document is maintained by the Service Manual Committee of District 19  
using guidelines set forth by the *NHAA Area 43 Assembly Service Handbook*  
and *The General Service Conference Manual*.