



District 12 needs YOU!

Opportunities to serve are plentiful, rewarding, and fun!

"We know you will not want to miss it. Frequent contact with newcomers and with each other is the bright spot of our lives." (B.B., Ch.7, p.89)

Elections

*General Service Positions**

Saturday, Nov. 1, 2025, 9:30 AM @ Hayward Serenity Club

District Committee Member (DCM)

Secretary

Treasurer

Webmaster

Committee Chairs

(Archives; Cooperation with Professional Community; Corrections; Events; Grapevine; Literature; Public Information; Treatment & Accessibility)

** Alternates for Officers and Committee Chairs are also available*

Other service opportunities: Additional General Service Representatives (GSRs) are needed for unrepresented A.A. groups. Volunteers are also needed to serve on committees or perform tasks including: taking AA meetings into the Sawyer Co. Jail; answering calls on the District Helpline; distributing A.A. information & resources within the District.

For more information

- *Contact your group's GSR*
- *Speak with a District 12 trusted servant*
- *Email: haywardwiareaaa@gmail.com*

Descriptions of service positions and committees (over)

DCM – The District Committee Member is the leader of the District and is responsible for chairing the monthly service meetings. The DCM represents the District at Area 74 assemblies and participates in Area business through voice and vote. The DCM serves as a communication link bringing news and information from the Area and GSO to District 12, and carrying back questions, comments and concerns raised by AA groups and members. (Refer to the AA Service manual¹ for suggested qualifications and a full list of duties and responsibilities.)

ALT-DCM –The Alternate DCM can serve as the leader of the District during times when the DCM is unavailable to serve. At such times, the Alternate DCM may assume some or all of the roles and responsibilities of the DCM. Otherwise, at times when the DCM is available, the Alternate DCM has no official role or duties.

SECRETARY – The District Secretary takes notes, prepares and distributes the minutes from District 12 monthly business meetings. Occasionally, the Secretary may also be asked to provide these services at other District meetings. Preferably, the monthly meeting minutes will be provided to the DCM and other trusted servants no less than two weeks prior to the next meeting to allow their review and use in developing the next meeting's agenda.

TREASURER – The District Treasurer is manager of the District's finances. This includes depositing funds and making expenditures from the District's checking account. The Treasurer also assists with creating an annual budget and prepares monthly financial reports detailing financial transactions, account balances and budget status.

WEBMASTER – The District Webmaster manages the District's website, email account and Helpline. Responsibilities include: monitoring and troubleshooting issues with the website; updating the A.A. meeting schedule; adding events to the District Calendar; posting information and resources to the website; assisting with access and operation of the video conferencing application used for conducting hybrid or online-only meetings.

COMMITTEE CHAIRS (the excerpts below are from <https://www.aa.org/service-committees>)

A.A. service committees work to ensure the A.A. message reaches people who may need it. Many alcoholics first hear A.A.'s message of hope thanks to the work of the volunteers on these committees.

Accessibilities committees serve to assist those who have significant barriers that must be overcome to insure full participation in A.A.

Archives committees work to collect, preserve and share the history of A.A.

Cooperation with the Professional Community (C.P.C.) Committees work to inform professionals who are likely to come into contact with problem drinkers about A.A.

Corrections committees work to carry the A.A. message of recovery to incarcerated alcoholics.

Literature committees work to convey the importance of A.A. literature to recovery. They make sure that A.A. literature is available to A.A. groups, service meetings, A.A. events and the general public.

Public Information committees work to convey A.A. information to the general public.

Treatment committees work to carry the A.A. message into treatment settings where there may be suffering alcoholics.

..and also these District 12-specific service committees:

Events committee plans and implements various types of events (e.g., sharing sessions, speakers, workshops) that strive to preserve and strengthen the three A.A. legacies, Recovery, Unity and Service for AA members within District 12 and the surrounding area. Recent examples include: Sponsorship Workshop; Founder's Day Celebration; Sharing Session on Agenda Items of the A.A. General Service Conference.

Structures and Guidelines committee works to document the service structure (roles and responsibilities) and operational guidelines for conducting general service work in District 12. Documenting and periodically updating this information as needed should help the District to conduct its work with greater efficiency and effectiveness.

¹The A.A. Service Manual combined with Twelve Concepts for World Service by Bill W.
2024-2026 Edition. Revised and Updated. October 2024 © Alcoholics Anonymous World Services, Inc., 2024.
<https://www.aa.org/aa-service-manualtwelve-concepts-world-services>