

Alcoholics Anonymous, Area 30 - DISTRICT 1 & 2

HELP NEEDED - JOB DESCRIPTIONS updated 3/25/21

- **District Chair:** Monthly time commitment – approx 1.5 hour per month to Chair our Monthly District Meeting following Roberts Rules to the best of our ability. Resources and training provided.
- **District Registrar:** Time commitment – approx 2 hours per month. Attend 1 hour Monthly District Meeting. Receive forms from new GSRs and forward to NY Office. Help maintain GSR/Chairs Contact List. Resources and training provided.
- **Secretary:** Time commitment - approx 4 hrs per month. Approx 1 hour to record minutes from monthly District Meeting, 2 hours to type up minutes from recorder/notes, gather attachments, add new GSR emails to database and distribute via email. Resources, training and support provided.
- **Treatment Facility:** Time commitment – varies. approx 2 hrs per month to attend District & Area 30 Meeting. Goal is to work towards coordinating AA members to carry the message into interested Treatment Facilities. Serve as a point person. Conduct outreach. Grow our interaction within the community. Resources and training provided.
- **Archives:** Time commitment – approx 2 hours per month to attend District and Area 30 Monthly Meeting to share information between the two. Goal is to share and preserve the AA history within our District.
- **Intergroup Liaison:** Time commitment – approx 2 hours per month to attend District and Intergroup Monthly Meetings in the absence of the Intergroup Chair. Goal is to keep communication lines open.
- **CPC/PI (Cooperation with the Professional Community and Public Information Committee):** Time commitment – approx 2 hours per month to attend the District and the Area 30 CPC/PI meeting in the absence of the CPC/PI Chair. Goal is to provide information about AA to those who have direct contact with alcoholics in their profession.
- **Grapevine:** Time commitment – approx 2 hours to attend monthly District and Area 30 meeting. Goal is to increase awareness within the halls of the spiritual value of the grapevine. Training and resources provided.
- **Website:** Time commitment – varies. approx 2 hrs to attend Monthly District & Area Website Meeting. Maintain & enhance the District website www.aacapecod.org