

**District 7**  
**Lee County, plus parts of Hendry and Glades Counties**

**Within South Florida Area 15**

# **Legacy of Service**

**27 October 2024**

## Our Legacy

Recovery, Unity, Service — these are the Three Legacies given to the whole membership of A.A. by its founders and their fellow old-timers. When this heritage was announced, at the St. Louis Convention in 1955, celebrating A.A.'s 20th birthday, Doctor Bob was already gone. But Bill W. spoke for him and the other pioneers, as well as for himself, in turning over to all of us the responsibility for A.A.'s continuation and growth.

The AA Service Manual is the current version of the handbook that was first known as the Third Legacy Manual. "Our Twelfth Step - Carrying the Message - is the basic service that the AA Fellowship gives...hence, an AA service is anything whatever that helps us to reach a fellow sufferer..." co-founder Bill W. wrote these words to preface the first General Service Conference in 1951. The sum total of all these services is our Third Legacy of Service. Concerning any given service, we therefore pose but one question: "Is this service really needed?" If it is, then maintain it we must, or fail in our mission to those who need and seek AA.

Why all this structure? Bernard Smith, non-alcoholic Chairman of AA's Board of Trustees, answered this in 1954 when saying those of us who have found AA may not need this to insure our own recovery. "We do need it to ensure the recovery of the alcoholic who still stumbles in the darkness one short block from this room. We need it to insure the recovery of a child being born tonight, destined to alcoholism. We need it to provide in keeping with our Twelfth Step, a permanent haven for all alcoholics who, in the ages ahead can find in AA the rebirth which brought us back to life."

How best to carry the AA message has evolved through the years. In District 7 we have Service Committees focused on our 12th Step activities. These Service Committees meet to share District experience. Each Committee Chairperson reports this activity to the District Committee at our regular business meetings. The District Committee is composed of the five (5) District Officers, the Chairpersons of each Standing and Annual Committee, the District Committee Members (DCM) and General Service Representatives (GSR). District trusted servants also meet and share service experience with the South Florida Area 15 service structure. Every other year the District Committee uses our Third Legacy procedure to elect trusted servants to serve the next two years.

Our District 7, "Legacy of Service", is our general mission of service and is not to be confused with our Current Practices or Service Guidelines, our operating procedure by resolution. A "Legacy of Service" for a particular District Officer position or for a particular Standing Committee is simply a narrative of the experience of that Officer or Committee that may be referenced by their successors as a guide, but it is neither binding on them, nor voted upon by the District body. It differs from a "job description" in that it describes what has been done, but not necessarily what ought to be done in the future.

## **Position: District 7 Chairperson**

### **Recommended Qualifications:**

- 5 years of sobriety
- 4 years of service in District 7
- 1 year as a DCM in District 7

### **Responsibilities:**

1. Establish all district meeting dates for each year of the commitment.
  - a. Meeting dates are typically the last Sunday of the month, held from 2:00pm to 4:00pm at YANA.
    - i. The March and April dates need to be evaluated for conflicts with Easter Sunday.
    - ii. The May date is typically the Sunday prior to Memorial Day.
    - iii. No meeting in November.
    - iv. The December meeting is held the 1<sup>st</sup> or 2<sup>nd</sup> Sunday, ensuring it is not coincident with the Thanksgiving weekend.
  - b. Provide dates to the venue (YANA) and share with district body.
  - c. Coordinate with Area delegate to set date and time for the Delegate's Report to the District. If this is done in lieu of a district business meeting, all reports and business will be deferred except for officer reports.
2. Presides over the District 7 Business Meeting to ensure each meeting is run effectively and generally conducted according to Robert's Rules of Order.
  - a. Set agenda for monthly business meeting.
  - b. Distribute the agenda, personally or via the Registrar or Secretary
3. Review all motions submitted. If a motion is to be included on the agenda;
  - a. forward a copy to the District Secretary and/or the Current Practice Committee chair for inclusion in the Book of Motions.
4. Review the minutes after the Secretary assembles them, and once approved, send the minutes back to the Secretary.
5. Coordinates District 7 activities with Officers, Committee Chairs, and DCM's.
6. Serve as ex-officio member of all standing and ad-hoc committees of the District.
7. Serve as a co-signer on the District 7 bank account.
8. Hold a second key to District PO Box.
9. Appoints the finance chairperson in January of the opposite year of the regular election.
10. Monitor chairperson email.
  - a. Act on pertinent emails in reasonably timely manner.
  - b. Pass on relevant information from Area and GSO to the District 7 body.
11. Submit a budget request to the Finance Chairperson prior to September 30<sup>th</sup> each year for expenses of the district chairperson position.
12. Submit a check request for expenses to the Treasurer for reimbursement.
13. Appoint temporary special committees as necessary and act as ex-officio member without vote except to break a tie.
14. With the assistance of the Registrar, undertake to maintain a manageable number of groups within a loosely formed geographic area, to aid the elected DCMs and ACMs in serving their respective groups
15. Serves as the primary point of contact for the Area 15 South Florida

### Chairperson

16. Facilitates communication between Area 15 and District 7.
17. Attends all Area 15 South Florida Assemblies and business meetings.
  - a. Participate in Area Chairpersons' sharing session on Saturday.
  - b. Present a 3 minute report (maximum) to Area 15 at the Sunday business meeting reflecting the activities of District 7. Prior to presenting, provide an electronic copy of the report to the Spanish language interpreter. Provide an electronic copy of the report (MS Word, Times New Roman size 11 font, justified, to the Area 15 Secretary.
  - c. Provide the Area 15 Registrar with the District 7 vote count.
  - d. Represent the group conscience of District 7 before Area 15.
  - e. When necessary, conduct a DCM/ACM caucus prior to the Area 15 business meeting.
  - f. Report back to District 7 things that are relevant to all groups, especially those not represented at the assembly.
18. Poll the District 7 body to determine if District 7 wants to submit a bid to host an upcoming quarterly.
  - a. If so, convene an ad-hoc committee to prepare the bid.
  - b. Serve as an ex-officio member of the committee.
19. As the chairperson rotates out, they shall serve as the Current Practices Committee Chair for the following panel.

**Position: District 7 Alternate Chairperson**

**Recommended Qualifications:**

- 5 years of sobriety
- 2 years of service in District 7
- 1 year as a DCM in District 7

**Responsibilities:**

1. Perform the duties of the chairperson in his or her absence.
2. Perform other duties as assigned by the chairperson.
3. Participate, where possible, in all officers' activities to provide assistance as necessary.
4. Coordinate with the chairperson to ensure that the hour prior to each District 7 business meeting is best utilized to assist with the development of the District's GSRs.
5. Serve as the chairperson of a committee to conduct the annual District 7 Carry the Message Day event.
6. District 7 inventory conducted bi-annually in even numbered years.
  - a. Coordinate with the chairperson to schedule the District 7 inventory.
  - b. Either facilitate the inventory or coordinate with someone else (such as a past delegate) to facilitate the inventory.
  - c. Ensure notes are recorded and provide a report during a subsequent business meeting.
7. Serves as the quarterly assembly coordinator for rooms and rides.
8. Along with the chairperson, assist in the recruiting and development of DCMs.
9. Submits a budget request to the finance committee by September 30 for the following year.
10. Submits a check request to the Treasurer for reimbursement of funds expended.

**Position: District 7 Treasurer**

**Recommended Qualifications:**

4 years of sobriety  
Prior experience as a Group Treasurer  
Experience with Quick Books or Quicken

**Responsibilities:**

1. Collect mail from post office box bi-monthly and make deposits in checking account.
2. Have a working knowledge of Quicken
3. Receive all funds and deposit them in a designated checking account.
4. Pay all authorized District 7 expenses.
5. Prepares a monthly report of all receipts and expenses, copies of which made available at monthly meetings. The report should include, as a separate line item, the prudent reserve.
6. Keep all receipts, vouchers and checking records for a minimum of three years.
7. Checking account to require Treasurer's signature only.
8. Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.
9. Attend Quarterly Treasurer meeting on Saturday.
10. Treasurer to attend Finance Committee meetings as scheduled by the Finance chair.
11. At the end of term, go to bank with new Treasurer and minutes of election meeting to transfer signing responsibilities.

**Position: District 7 Registrar**

**Recommended Qualifications:**

- 3 years of sobriety
- 2 years of general service
- Experience with on-line databases

**Responsibilities:**

1. Maintains membership roster and records registration data of the District groups, GSR's, DCM's, Service Committee Chairs and District Officers.
2. Coordinates with Area Registrar, Intergroup and GSO to keep data current.
3. Participates in regular virtual meetings held by the Area Registrar.
4. Assigns existing and new groups to appropriate sub-district based on geographic location.
5. Proposes boundary changes to sub-districts when imbalances occur.
6. Coordinates any changes or updates with DCM's/ ACM's for their respective subdistricts.
7. Records attendance at District business meetings.
8. Distributes and collects new group and group change forms.
9. Prints and maintains an inventory of all forms, including Spanish, necessary for recording changes.
10. Attends Area Quarterly Assemblies and participates in the Registrar workshops
11. The current Registrar will assist in the transition of the incoming Registrar by providing a written procedures summary prior to vacating the position.
12. Prepares a set of records for archival storage.

**Position: District 7 Secretary**

**Recommended Qualifications:**

- 3 years of sobriety
- Past experience as a Group Secretary

**Responsibilities**

1. Record and Prepare minutes of each meeting.
2. Translate minutes to Spanish
3. Maintain records of attendance of all officers and members.
4. Be responsible for the district secretary computer and compile rules and instructions for handling same to pass on to the subsequent secretary.
5. Print copies of the minutes, agenda, and treasurer report to distribute at monthly district meetings.
6. Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.
7. That the District 7 Business meeting minutes be sent to the body on or before 1 week prior to the next business meeting.
8. Review position description in the Current Practice Book and bring any needed updates to the January District Meeting.
9. Attend the District Secretaries meeting at each of the Area 15 Quarterly Assembly.



# **COMMITTEES**

District 7 currently has twelve (12) Standing Committees and three (3) Special Committees.

This section of the document is broken into two different sections, one for Standing Committees and one for Special Committees.

## **STANDING COMMITTEES**

District 7 has designated the following to be Standing Committees.

### **Standing Committees**

- Accessibilities
- Archives
- Corrections
- Current Practice
- Finance
- Grapevine
- Hospitality
- Literature
- PI/CPC
- Outreach
- Treatment
- Website

The following pages provides a description of the Composition, Scope and Procedures for these committees. At a minimum, the duties of the chairperson are provided. Some Committees have provided more structure and information than others.

### **Accessibilities Committee**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Offers a forum in the groups in District 7 to share their experience in carrying the AA message to those with special needs.
- Coordinates with Lee County Area Intergroup with special needs requests.
- Maintains a special needs display
- Presents display and gives position description at District 7 service workshops
- Budget requests should be submitted to the finance committee by September 30 for the following year.
- A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

## **Archives Committee**

### **Chairperson Qualifications:**

- 3 years of sobriety
- 1 year as a GSR in District 7

### **Responsibilities:**

- Store and maintain the archival materials of District 7.
- Provide Archive's display at District 7 events as well as requested by groups in District 7.
- Attend District 7 monthly business meeting, reporting on Archive Committee activities.
- Attend the Quarterly Meetings of Area 15 Archives Committee meetings and report District 7 activities to Area 15.
- Report Area 15 Archives Committee information from Quarterly to District 7.
- Monitor committee email.
- Communicate with Web Site Chair, keeping Committee information up to date.
- Prepare an annual budget for the Archives Committee and forward it to the Finance Chair of District 7.

## Corrections Committee

Each of these positions is a two-year commitment. Candidates stand for the position at the Committee meeting held in November, and elections are held at the December meeting during “even” years. The position begins in January of the following year (“odd” years). In the event a member has to step down before the term is finished, the position will be given to the person standing for that position who received the next highest number of votes. If no one else stood for that position, the Steering Committee asks for volunteers from the Corrections Committee membership to fill the rest of the vacant term. Minimum 1 year sobriety required.

### Chairperson

- Attends & chairs monthly & quarterly Corrections Committee meetings.
- Works with other members to prepare the agenda for committee meeting.
- Has frequent access to email and texts and is timely in responding to both.
- Responds to Area and District requests for information and communication, including the GSO Corrections Desk.
- Responds to calls made to Lee County Area Intergroup from released inmates through the “Corrections Connection” by finding a volunteer to take the offender to an AA meeting.
- Keeps District 7 & Lee County Area Intergroup informed of committee efforts by regular reports.
- Attends District 7 meetings on the last Sunday of each month to give a report on the activity and needs of the Committee, as well as field questions concerning the Corrections Committee.\*
- Attends the Corrections Committee workshop held quarterly at each of the Area 15 Assemblies.\*
- Attends the annual “Carry the Message Day” event held by District 7.
- Submits proposed budget for the following year to the District 7 Finance chair by September 29<sup>th</sup> of each year.
- Work to make a smooth transition from tenure as Chairperson to the newly elected servant.

\*The Committee voted that due to the frequency of the meetings required by this position the Chairperson can delegate attendance to another member of the Corrections Committee.

### Secretary

- Attends monthly Steering Committee meetings and quarterly Regular Committee meetings.
- Take down the minutes of the monthly meetings. Pass around an attendance sheet.
- Forwards the minutes to the Corrections Committee members within a few days.
- Within a week prior to the next monthly meeting, sends out an email reminder to all Corrections Members to ask for agenda items (Google Docs has been used for this recently and works well). Agenda Items are anything they would like addressed by the Committee, any questions or concerns they have. These will be added to the agenda under the appropriate category. Specify in March, June, September and December that attendance is mandatory.
- On the day of the Staff Meeting (second Tuesday of each month) print out an ample number of agendas and bring to the meeting.
- Maintain the phone/email list - Compare the attendance sheet to the list monthly/quarterly for changes.
- Have the ability to set up group email lists in anticipation of notification of the Committee of meetings, changes etc.
- Consider attending Carry the Message Day in October.
- Announce often, at meetings, the need for volunteers when the need exists (this will be done when the Chairperson at meetings asks for AA related announcements).
- Assist new secretary in learning her/his duties to help make the transition as smooth as possible.

### Male Coordinator

- Attends monthly Steering Committee meetings and Quarterly regular Committee meetings.
- Maintain online calendar on Google Calendar of men assigned to carry meetings into Corrections facilities maintained by the Lee County Sheriff's Office (LCSO)
- May be called upon to assist volunteers in finding coverage. Volunteers are expected to, first, attempt to find their own coverage if unable to fulfill their commitment due to unforeseen circumstances.
- Shepherd new volunteers into the service work by arranging for them to go to meetings with an experienced AA volunteer.
- Educate and advocate. Help new and experienced volunteers deal with challenges they face in this service work. Work to help with inmate concerns and issues with LCSO.
- Commit to make every reasonable effort to cover all scheduled meetings at the facilities.
- Work to make a smooth transition from tenure as Men's Coordinator to the newly elected servant.

### Female Coordinator

- Attends monthly Steering Committee meetings and Quarterly regular Committee meetings.
- Maintain online calendar on Google Calendar of women assigned to carry meetings into Corrections facilities maintained by the Lee County Sheriff's Office (LCSO).

- May be called upon to assist volunteers in finding coverage. Volunteers are expected to, first, attempt to find their own coverage if unable to fulfill their commitment due to unforeseen circumstances.
- Shepherd new volunteers into the service work by arranging for them to go to meetings with an experienced AA volunteer.
- Educate and advocate. Help new and experienced volunteers deal with challenges they face in this service work. Work to help with inmate concerns and issues with LCSO.
- Work to make a smooth transition tenure as Women's Coordinator to the newly elected servant.

#### Lee County Sheriff's Office (LCSO) Liaison

- Attends monthly Steering Committee meetings and quarterly regular Committee meetings.
- Convey both District 7 Corrections Committee and LCSO Programs' policies to new applicants.
- Inform LCSO with any changes to calendar of volunteers attending or substituting.
- Act as "middleman" for D7 Corrections Committee & LCSO Programs Personnel by maintaining open line of communications concerning policy changes, literature requests, orientation schedules, conflict resolution, and other issues as requested by either D7 CC or LCSO.
- Keep copies of all applications approved by LCSO; destroy all applications that are denied.
- Give contact info for all approved volunteers to Male/Female Coordinators, and copy the committee secretary, so membership list can be updated.
- Notify Male/Female Coordinators when volunteer has completed orientation.
- Work to make a smooth transition from tenure as LCSO Liaison to the newly elected servant.
- Moorehaven Correctional Facility (MHCF)/Hendry County Jail (HCJ) Liaisons
- Attends monthly Steering Committee meetings and quarterly regular Committee meetings.
- Maintain and publish monthly schedule of approved AA's assigned to carry meetings into MHCF or HCJ.
- Encourage new volunteers into MHCF/HCJ service work by announcing Corrections Committee (CC) meeting dates/application information at meetings.
- Provide MHCF/HCJ applications to new volunteers and once completed, forward to correct official for approval.
- Upon notice of approval, contact volunteer & schedule an orientation.
- Convey contact info of new volunteer to Secretary of Committee in order to update committee membership list.
- Educate and advocate. Help new and experienced MHCF/HCJ volunteers deal with challenges they face in this prison/jail. (For MHCF, work with Chaplain on annual MHCF volunteer orientation). Obtain and carry approved AA literature into the facility and other AA and inmate concerns and issues.
- Commit to make every reasonable effort to cover all scheduled meetings at MHCF/HCJ.
- Issue MHCF/MCJ report at CC quarterly meetings ((or via email for the agenda).

- As needed, copy via email, CC Annual Chair and MHCF trusted servants on MHCF/H CJ activities.
- Work to make a smooth, rotation transition from MHCF/H CJ Coordinator to newly elected servant.

#### Literature Coordinator

- Act as purchasing agent\* for the committee to purchase AA approved literature.
- Maintain a running report of the book inventory showing book name, quantity in stock to include book disbursement details (receiving individual/facility, quantity, date).
- Provide a storage facility for the book inventory.
- Provide a mailing address (Literature Coordinator's home address) for correspondence.
- Work with Corrections Committee members to ensure everyone gets the literature they need, from Lee and Hendry Counties to Moore Haven that we can continue to carry the message to the alcoholic who still suffers.
- \*The purchasing agent is responsible for locating the best price on literature (local Intergroup, AAWS, etc.) and securing that purchase. One secures the purchase in several ways.
- Through Intergroup, we are able to put it on the Corrections Committee account then notify the District Treasurer of the charge we have incurred with the form located under the Treasurer's name on the District website. He/she will then pay this charge and deduct it from our Corrections balance. We are then free to pick up the inventory from Intergroup.
- Log into AA World Service bookstore with our Corrections username and PW. Put the inventory you need in the virtual shopping cart, paying attention to free shipping parameters. Next, email the District treasurer that there is a pending purchase for us and as that he/she complete the purchase and deduct it from our account. The treasurer may or may not need our log in information.
- Any other vendor will require you to purchase the items and get reimbursed or make arrangements with the District Treasurer, depending on which vendor you are using etc.



## **Current Practices Committee**

### **Chairperson Recommended Qualifications:**

6 years of sobriety

4 years of service in District 7

Experience managing MS Office documents (Word and Excel), creation of PDF documents.

### **Composition:**

- The Chairperson of the Current Practice Committee by District 7 Service Guidelines is the immediate past District Chairperson.
- Additional membership of the committee is left up to the discretion of the Committee Chairperson. Membership should include at least two other members with sufficient general service experience to add value to the committee.

### **Scope:**

The Current Practice Committee is responsible to maintain the following District documents:

- District 7 Service Guidelines
- Legacy of Service
- The Book of Motions.

### **Procedure:**

- The committee will hold meetings as needed, however there will be a minimum of one per quarter. Meetings may be held in-person or virtually via Zoom.
- The committee will utilize other communications such as e-mail as often as necessary.
- The committee will review and update their Composition, Scope and Procedure annually.
- Also consists of two members who have been or are currently DCMs
- Budget requests should be submitted to the finance committee by September 30 for the following year.
- A check request form and receipts will be submitted to the Treasurer for reimbursement of any committee expenses.
- If necessary to spend more money than is approved in the budget, a motion must be made to the body for approval. The motion must first be reviewed by the Finance Committee before being presented to the body for approval.
- The Current Practices Chairperson serves as a member of the Finance Committee.
- The committee is responsible for ensuring the Service Guidelines are followed during the conduct of business meetings.
- The committee is responsible for recording motions in the Book of Motions. As is applicable, if a motion changes anything with the Service Guidelines, that the Service Guidelines also be updated accordingly.

## **Finance Committee**

### **Chairperson Recommended Qualifications:**

- 4 years of sobriety
- 2 years of service in District 7
- Past experience managing money, such as a group or district Treasurer

### **Composition:**

The Chairperson of the Finance Committee is appointed by the District 7 Chairperson and approved by the body. The Committee membership is to include the District 7 Treasurer, the past District 7 Chair, and 2 others as the Finance Chair may deem appropriate. The District Chairperson serves as a non-voting ex-officio member of this committee.

### **Scope:**

The Finance committee oversees the finances of District 7 and is responsible for preparing the annual budget and providing the district with availability of funds to carry out service work, if requested by a committee. Compares current expenditures to budget. Reviews unbudgeted requests for funds for District trusted servants and standing committees. Reviews new motions to determine what, if any financial impact they will have on District 7.

### **Procedure:**

- Holds regular meetings (at a minimum of quarterly) or some form of communication of the Finance Committee to discuss requests for additional monies.
- Reviews all motions affecting the District 7 budget and may offer comment at the District 7 business meeting indicating how the motion will affect District 7.
- Receives budget inputs from the officers and committee chairs no later than the beginning of the September district business meeting.
- Prepares a draft budget for the following year and presents it at the October District 7 business meeting.
- Obtains changes in November and discusses with the officers and committee chairs as needed.
- Provides the final budget for approval at the December District 7 business meeting.
- All requests for non-budgeted funds be submitted to the Finance Committee for approval before being submitted to the Treasurer for payment.
- Any motion requiring non-budgeted funds will be discussed with Finance Committee, by the motion maker in person or virtually, prior to the motion being presented at the District 7 Business Meeting.
- The Finance Chair shall present a report to the District 7 body during the monthly District meetings and in written form for inclusion in the district minutes.
- Attends the Area 15 Quarterly Finance Committee meeting and any additional interim meetings.
- Present a display and be available for questions at District 7 workshops/Carry the Message Day events.

## **Grapevine Committee**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Offers a forum for groups in District 7 to share their experience in carrying the AA message about the Grapevine Magazine, La Vina and other materials published by Grapevine Inc.
- Presents Display and gives position description at District 7 service workshops
- Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

## **Hospitality Committee**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Is responsible for keeping an account of committee monies, both the annual budgeted amount and seventh tradition contributions.
- Track all expenses of supplies (food, drinks and staples).
- Orders materials for GSR packets (both English and Spanish) from the Lee County Intergroup as needed, not to exceed the annual budget of the committee.
- This accounting shall be available for review by the Finance committee.
- Is responsible for coffee and clean up commitments, post greeters at the door and distributes welcome packets to new GSRs at District 7 meetings.
- Budget requests should be submitted to the finance committee by September 30 for the following year.
- A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the Finance committee for approval before being submitted to the treasurer.

## **Literature Committee**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Offers a forum to groups in District 7 for sharing and reviewing conference approved literature
- Maintains a literature display
- Presents Display and gives position description at District 7 service workshops
- Budget requests should be submitted to the finance committee by September 30 for the following year. A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

## **Outreach Committee**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Chairperson to organize a committee to visit groups in District 7 that do not have GSR representation.
- Inform groups about function and need for district participation.

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

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Offers a forum in the groups in District 7 to share their experience in carrying the AA message to the general public and to professionals who in their work come into contact with alcoholics.
- Sends to various publishers of media a copy of the Public Information Letter available from G.S.O. once a year.
- Maintains PI/CPC display
- Presents display and gives position description at District 7 service workshops
- Budget requests should be submitted to the finance committee by September 30 for the following year.
- A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.

## **Treatment Facilities**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Offers a forum in the groups in District 7 to share their experience in carrying the AA message in treatment facilities.
- Maintains a treatment display
- Presents display at District 7 workshops
- Gives position description at District service workshops
- Budget requests should be submitted to the finance committee by September 30 for the following year.
- A check request form should be used for funds that exceed those budgeted. All requests for non-budgeted funds should be submitted to the finance committee for approval before being submitted to the treasurer.



## **Website Committee**

- Committee Chair should review position description and bring any needed updates to the January district meeting.
- Update and backup the website.
- Keeps track of usage on Google analytics.
- Reports website activities.
- Materials posted shall bear only first names and initial of last name.
- Present a report to the District 7 Business Meeting; the report should include the password to the secure area.
- Shall be maintained in accordance with the Traditions, the Concepts, and District 7 Current Practices.

## **Special Committees**

District 7 has designated the following Special Committees:

- Intergroup Liaison
- Carry the Message Day Committee
- Quarterly Host Committee

## **Intergroup Liaison**

- The Intergroup Liaison facilitates an exchange of information between the Lee County Area Intergroup (LCAI) and District 7.
- This position is jointly approved by both District 7 and the LCAI.
- The Liaison should review and update this position description annually.
- The Liaison is expected to attend regular business meetings for both District 7 and LCAI and to provide an exchange of relevant information to each body.

## **Carry the Message Day Committee**

### **Composition**

Chaired by the District 7 Alternate Chairperson

A minimum of five additional members shall be recruited by the Alternate Chairperson

### **Scope**

A “Carry the Message Day” event is intended to spread the word of general service opportunities and capabilities within District 7. It should highlight many of the District’s standing committees.

The event will be conducted in any year in which the District is not serving as a host committee for an Area Assembly.

### **Procedure**

- The committee is responsible to plan, schedule, budget, coordinate and conduct the “Carry the Message Day” event.
- The committee shall submit a budget request to the Finance Committee each year prior to September 30<sup>th</sup> for the following year.
- The committee shall submit documentation for expenses to the Treasurer in accordance with district reimbursement policy.
- The committee shall review this Legacy of Service document and update it annually.

## **Quarterly Host Committee**

### **Composition:**

When the district bids to serve as the host district of an Area 15 Quarterly Assembly, the district will establish a Quarterly Host Committee. The committee will have the following composition:

- Chairperson.
- Alternate Chairperson
- Secretary
- Treasurer
- Hotel Liaison

### **Scope**

In concert with the Area 15 Quarterly Coordinator Committee, submit a bid to serve as the host district for a future Area 15 Quarterly Assembly.

If selected to service, the committee will serve as District 7's primary representatives to allow Area 15 to successfully conduct a Quarterly Assembly in the host hotel. This includes the full range of responsibilities described in the Quarterly Coordinator Committee's Planning Workbook.

### **Procedure**

- Once a bid is secured, the following Sub-Committee Chairpersons/Positions will be designated/recruited:
  - Banquet
  - Coffee
  - Hospitality
  - Program
  - Speakers
  - Greeters
  - Registration
  - Room Scanners
  - Ready Squad
  - Special Needs
  - Voice of the Quarterly
- The procedures for this committee are provided in the Quarterly Coordinator Committee's Planning Workbook.
- The committee will set up and maintain a bank account for the purposes of collecting and spending monies directly associated with the business of the committee.
- The committee will receive seed money from Area 15.
- The committee shall provide updates regularly at District business meetings.
- The committee shall provide reports & updates at Quarterly Coordinator Committee meeting during Area Assembly weekends, from the time of bid acceptance through the next quarterly after which we served as the host district. A formal final report is required at the last required event.
- The committee will provide a final accounting report to District 7 and transfer all remaining monies to the District 7 Treasurer.