

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

Within South Florida Area 15

Legacy of Service

Updated August 26, 2026

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 held the Sunday prior to Memorial Day.
 - iii. There is not a meeting in November.
 - iv. The December meeting is held the 1st or 2nd Sunday, ensuring it is not coincident with the Thanksgiving weekend.
 - b. Provide dates to the venue (YANA) and share them with district body.
 - c. Coordinate with the 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 modified Robert's Rules of Order.
 - a. Set agenda for monthly business meeting.
 - b. Distribute the agenda, personally or via the Registrar or Secretary
 - c. Coordinates with the Registrar and Secretary to determine who will actually distribute district information.
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. Send any corrections 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 Committee chairperson in January of even numbered years. This appointment is intentionally offset from the terms of all other officers and committee chairs.
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 Committee prior to September 15 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 15 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. Coordinate with outgoing Chairperson, outgoing Treasurer and the Incoming Chairperson to transfer signature authority on all District bank accounts.
2. Collect mail from post office box bi-monthly and make deposits in checking account.
3. Receive all funds and deposit them in a designated checking account.
4. Pay all authorized District 7 expenses.
5. Utilize Quicken to record all district transactions.
6. Prepares a monthly report, copies of which are made available at monthly meetings by sending it to the secretary at least one week in advance of the upcoming business meeting. The report should include
 - Listing of all receipts and expenses for the past month
 - The balances of all district bank accounts
 - A summary of income and expenses as compared to the budget, to include the remaining amount available for each expense .
7. Keep all receipts, vouchers and checking records for a minimum of three years.
8. Budget requests should be submitted to the finance committee by September 15 for the following year.
9. 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.
10. Attend Area 15 Quarterly Treasurer meetings on Saturday.
11. Treasurer to attend Finance Committee meetings as scheduled by the Finance Committee chair.
12. 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 records and registration data of the District groups, GSR's, DCM's, Service Committee Chairs and District Officers in the Area 15 database (currently that is AirTable).
2. Maintains the District 7 e-mail distribution list in whatever software or application the district chooses to use. At present, that is MailChimp. Coordinates with the District Chairperson and Secretary to determine who will actually distribute district information.
3. Coordinates with District 7 DCMs, Area 15 Registrar, and the Lee County Area Intergroup to keep data current.
4. Participates in regular meetings held by the Area Registrar, in-person or virtual.
5. Assigns existing and new groups to appropriate sub-district based on geographic location.
6. Proposes boundary changes to sub-districts when imbalances occur.
7. Coordinates any changes or updates with DCM's/ ACM's for their respective subdistricts.
8. Utilize attendance information from District business meetings to update group information.
9. Distributes and collects new group and group change forms.
10. Prints and maintains an inventory of all forms, including Spanish, necessary for recording changes.
11. Attends Area 15 Quarterly Assemblies and participates in the Registrar workshops
12. The current Registrar will assist in the transition of the incoming Registrar by providing a written procedures summary prior to vacating the position.
13. Provides a set of records in hard copy and/or digital format to the district archives committee at least once per year.

Position: District 7 Secretary**Recommended Qualifications:**

3 years of sobriety
Past experience as a Group Secretary

Responsibilities

1. Record and Prepare minutes of each District 7 business meeting.
2. Get minutes translated to Spanish.
3. Utilize a sign in sheet to maintain records of attendance of all officers, DCMs, Committee Chairs, GSRs and guests.
4. If needed, coordinate with the Technology Committee to get a laptop computer to support the work of this position.
5. Print copies of the minutes, agenda, and treasurer report to distribute at monthly district meetings.
6. Coordinates with the District Chairperson and Registrar to determine who will actually distribute district information.
7. Budget requests should be submitted to the finance committee by September 15 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.
8. That the District 7 Business meeting minutes be sent to the body on or before 1 week prior to the next business meeting.
9. Review position description in the Service Guidelines and Legacy of Service and provide any needed updates to the Current Practices Committee at least once per year.
10. Attend the District Secretaries meeting at each of the Area 15 Quarterly Assemblies.

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
- Bridging the Gap
- Corrections
- Current Practice
- Finance
- Grapevine
- Hospitality
- Literature
- PI/CPC
- Outreach
- Treatment
- Technology

The following pages provide 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

Chairperson Recommended Qualifications:

- 2 years of Sobriety
- 1 yr of GSR Service
- Willingness to serve the District
- Computer skills and knowledge of website navigation helpful

Composition:

- Chairperson
- Additional membership of the committee is left up to the discretion of the Committee Chairperson. Membership could include a least one other person to assist with the committee duties and to potentially prepare that person to be a successor as chairperson.

Scope:

The Accessibilities Committee is responsible for maintaining contact with the Lee County Intergroup Office to stay aware of special needs requests in our community. Committee is also responsible to maintain a Special Needs Display, have display readily available and manned at District 7 workshops and Carry the Message Day.

Procedure:

- 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 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.
- 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.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

Archives Committee

Chairperson Recommended Qualifications:

- 5 years of sobriety
- 1 year of experience serving as the GSR for a homegroup in District 7
- An interest in preserving the history of AA at the local level

Composition:

- Chairperson.
- Additional committee members may be added by the whatever means the committee sees fit.

Scope:

The Archives committee's primary purposes are:

- Store and maintain the archival materials of District 7.
- Store and maintain other relevant AA archival materials with an emphasis on AA in the local area.

Procedure:

- Committee Chair to review this legacy of service description and provide any needed updates to the Current Practices committee each January.
- Presents a display and communicates the role of the Archives Committee at District 7 events as well as when requested by groups in District 7.
- Presents a display of District 7 archives at Area 15 assemblies when the district acts as the host committee for an assembly.
- 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.
- Attend the annual state Archives Workshop.
- Communicate with Web Site Chair, keeping Committee information up to date.
- Budget requests shall be submitted to the finance committee no later than September 15 for the following year.
- Submit documentation to the Treasurer for reimbursement of any budgeted expenses.
- Requests to spend money for non-budgeted items or to exceed the committee's budget limits, must be submitted to the finance committee for approval in advance.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

Bridging the Gap Committee

Chairperson Recommended Qualifications:

3 years of sobriety

Experience serving on either the Treatment Committee or the Corrections Committee

Serve as the GSR for a homegroup

Composition:

- Chairperson.
- Secretary
- Additional committee members may be added by whatever means the committee sees fit.

Scope:

The Bridging the Gap committee's primary purposes are:

- Serve as a primary point of contact for alcoholics getting out of treatment, jail or prison that want assistance getting introduced to A.A. in the District 7 geographic area.
- Assist these people in getting to a few meetings and introducing them to other people at the meeting.
- Encouraging these people to connect to other A.A. members.

Procedure:

- Have a District 7 provided cell phone that can be published to serve as a point of contact with correctional institutions and treatment facilities.
- Receive requests from inmates and treatment facility clients that will land in the District 7 geographic area and communicate with them.
- Budget requests shall be submitted to the finance committee no later than September 30 for the following year.
- Annually, review and update this legacy of service document.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

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 29th 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/HCJ activities.
- Work to make a smooth, rotation transition from MHCF/HCJ 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) and the creation of PDF documents.

Composition:

- The Chairperson of the Current Practices Committee by District 7 Service Guidelines is the immediate past District Chairperson. If the immediate past District Chairperson is unable to fulfill that role, the current District Chairperson will appointment a Committee Chair.
- 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 Practices Committee is responsible to maintain and update 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 shall be submitted to the finance committee no later than September 15 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 in the Service Guidelines, that the Service Guidelines also be updated accordingly.
- With assistance from the Website Committee, ensure that up to documents are posted on the district website. (NOTE: The Book of Motions is to be password protected.)

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 presented to the body for disapproval. This appointment occurs off-cycle with normal District 7 elections such that the incoming chairperson begins their term on January 1st of odd calendar years.
- Committee membership shall include the District 7 Treasurer, the past District 7 Chair, and 2 other members as the Finance Chair may deem appropriate. The current 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 knowledge of 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.
- Receives budget inputs from the officers and committee chairs no later than the September district 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 may any additional interim meetings.
- May present a display and be available for questions at District 7 workshops/Carry the Message Day events.
- May conduct a Budget Submission Workshop to assist committee chairs prepare their budget inputs.
- Complete Florida and IRS annual filings.

Grapevine Committee

Chairperson Recommended Qualifications:

3 years of sobriety

Experience serving as the GSR or Grapevine Representative for a homegroup

Composition:

- Chairperson.
- Additional committee members may be added by the whatever means the committee sees fit. Group Grapevine representatives are very welcome to be a part of this committee.

Scope:

The Grapevine committee's primary purposes are:

- To offer 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.
- Help groups within the district to understand the value of having a Grapevine Representative

Procedure:

- Committee Chair to review this legacy of service description and provide any needed updates to the Current Practices committee each January.
- Presents a display and communicates the role of the Grapevine Committee at District 7 service workshops such as Carry the Message Day or at assemblies when the district acts as the host committee.
- Budget requests shall be submitted to the finance committee no later than September 15 for the following year.
- Submit documentation to the Treasurer for reimbursement of any budgeted expenses.
- Requests to spend money for non-budgeted items or to exceed the committee's budget limits, must be submitted to the finance committee for approval in advance.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

Hospitality Committee

Chairperson Recommended Qualifications:

- 2 years of sobriety
- Experience managing A.A. funds
- Willingness to serve the District

Composition:

- Chairperson
- Additional membership of the committee is left up to the discretion of the Committee Chairperson. Membership could include at least one other member to assist with the committee duties and to potentially prepare that person to be a successor as chairperson.

Scope:

The Hospitality Committee is responsible providing refreshments at District 7 business meetings. For a business meeting that is designated as a “Delegate Report”, there are additional refreshments required that is supported by a separate budget line item.

Procedure:

- The Committee Chair shall review the duties and responsibilities listed in the District’s Service Guidelines and Legacy of Service documents annually. Updates should be provided to the Current Practices committee prior to the January district meeting.
- Is responsible for keeping an account of committee monies, both the annual budgeted amount and seventh tradition contributions.
- There are 2 budgeted line items, one which is specifically for the Hospitality Committee and one that is for the Delegate’s Report which requires additional food to be purchased.
- Track all expenses of refreshment supplies (food, drinks and staples).
- Track all expenses for materials that go into the GSR packets (both English and Spanish). Materials are purchased from the Lee County Area 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, posting greeters at the door and distributing welcome packets to new GSRs at District 7 meetings.
- Budget requests shall be submitted to the finance committee no later than September 15 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.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

GSR Packets, as defined by Motion 2-15, are to consist of, but not limited to, the following Conference approved literature:

Pamphlets:

- AA Tradition How It Developed (P-17)
- Circles of Love (P-45)

- The Twelve Traditions Illustrated (P-43)
- The Twelve Concepts for World Service Illustrated (P-8)
- G.S.R. – General Service Representative (P-19)
- Inside A.A. (P-18)
- Your D.C.M. (F-12)
- The A.A. Group (P-16)
- Self-Support: Where Money And Spirituality Mix (F-3)
- You're A.A. General Service Office (F-6)

Others:

- The A.A. Service Manual (BM-31)
- District 7 Current Practices (replaced to be the District 7 Service Guidelines), provided by the Current Practices committee

The selection of the pamphlet literature is derived from the A.A. Service Manual and the pamphlet The A.A. Group.

The cost of each packet is approximately \$6.00.

Literature Committee

Chairperson Recommended Qualifications:

- Three years of continuous sobriety
- Prior service as a GSR.

Composition:

The Literature Committee is comprised of a Chairperson, Alternate Chairperson, Secretary and Treasurer. All interested A.A. members in District 7 are eligible to participate.

- The chairperson is elected by the Literature Committee (assuming it consists of more than 1 person) and presented to the District 7 body for disapproval.
- Alternate Chairperson, Secretary and Treasurer are appointed by the Literature Committee. The recommended qualifications for these positions are two years of sobriety and previous service as a GSR.
- Chairperson and other officer positions are a two-year term, corresponding with the terms of other District 7 elected trusted servants.

Scope:

The Literature Committee derives its mission from the A.A. Guidelines for Literature Committees published by the General Service Office:

- Informs groups, District, or Area Assembly members, through displays and other suitable methods, of all available Conference-approved literature, audiovisual material, and other special items.
- Chairperson prepares and submits an annual budget as requested by the District 7 Finance Committee.
- Shares with General Service Representatives the wide array of A.A. service literature that is available, and where to find resources on the South Florida Area 15 website (area15aa.org) and GSO's A.A. website (www.aa.org).
- Attends the South Florida Area 15 Literature Committee workshops at area assemblies and shares experience, strength, and hope regarding carrying the A.A. message through literature.
- Becomes familiar with the general content of all literature and reviews existing or new pamphlet drafts as they are prepared.

Procedure:

- The Chairperson attends District 7 monthly business meetings and provides oral and written reports at those meetings.
- The Chairperson also attends South Florida Area 15 Quarterly Assembly Literature Committee Meetings and provides a report to the Area 15 Literature Committee.
- In January of each year, the Committee reviews conference agenda items for literature. The Chairperson reports the Committee's suggestions to the District 7 meeting prior to the April Area Assembly and then to the Area Literature Chair at the April Assembly.
- Budget requests shall be submitted to the finance committee no later than September 15 for the following year.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

Outreach Committee

Chairperson Recommended Qualifications:

- 3 years of sobriety
- Experience serving as the GSR for a homegroup

Composition:

- Chairperson.
- Additional committee members may be added by whatever means the committee sees fit.

Scope:

The Outreach committee's primary purposes are:

- To visit groups in District 7 that do not have GSR representation at the district level.
- Keep in contact with current GSRs and DCMs about the functions of district, needs of committees and the importance of carrying our 12th step to those who have yet find A.A.
- Assist groups with putting on service workshops where traditions, concepts and service pamphlets can be introduced.
- Help groups within a sub-district to understand the value of having a DCM.

Procedure:

- Assist groups without GSRs to understand the value of having a GSR and to help groups within a sub-district to understand the value of having a DCM.
- Offer to groups the opportunity to have a "Service" Meeting or Workshop in lieu of a regular meeting or on another occasion picked by the group. Come up with a Topic List to choose from and a list of Qualified Speakers. (i.e, Group pamphlet, GSR pamphlet, Traction, Concepts, Money and Spirituality, etc...)
- Utilize and provide information sheets to groups about District structure and what we do.
- Info sheets on new GSR info (things relative to District meetings, Area Assemblies, service sponsor, logistics of the aforementioned, when elections are held, booking hotels.
- Find out which meetings in our district service area are just meetings and which are registered groups. Which groups do not have a voice (i.e., no GSR) to focus on carrying the message.
- Assist groups with getting their events posted on the district website via the Technology Committee.
- Budget requests shall be submitted to the finance committee no later than September 15 for the following year.
- Annually, review and update this legacy of service document.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

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

Chairperson Recommended Qualifications:

- 3 years of sobriety
- Experience serving as the GSR for a homegroup

Composition:

- Chairperson.
- Secretary
- Additional committee members may be added by whatever means the committee sees fit.

Scope:

The PI/CPC committee's primary purposes are:

- To increase awareness about A.A. both in the general public (Public Information) and with Professional Communities (Cooperation with the Professional Community)
- Offer a forum to District 7 groups and members to share experience in carrying the A.A. message through displays, public information announcements and workshops.
- Collaborate with Area 15 PI/CPC Committee and with PI/CPC committees of other districts within Area 15.

Procedure:

- Conduct monthly committee meetings.
- Review and utilize the PI/CPC workbook available through the A.A. General Service Office.
- Oversee the Adopt A Library program.
- Utilize public media including TV, radio, websites and libraries to provide opportunities for awareness for the general public and to professional communities.
- Work with professional associations to provide awareness through workshops, information tables and displays.
- Provide applicable literature as a means to increase awareness and education.
- Provide a verbal and written report at the District 7 business meeting that summarizes committee efforts and the expenditure of committee funds.
- Attend Area 15 PI/CPC meetings, both virtually and in-person.
- Budget requests shall be submitted to the finance committee no later than September 15 for the following year.
- Annually, review and update this legacy of service document.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

Treatment Facilities Committee

Following are the Bylaws provided by the South Florida Area 15 District 7 Treatment Committee

Article I: Roles and Responsibilities

Section 1: Chairperson. The Chairperson of the South Florida Area 15 District 7 Treatment Committee shall:

1. Coordination
 - Collaborate with other committees and communicate with the facility director to resolve issues.
2. Meeting Attendance
 - Attend District meetings on the fourth Sunday of every month.
 - Participate in Area meetings via Zoom and attend quarterly in-person meetings when possible.
 - Attend and facilitate the monthly Treatment Committee meeting.
3. Literature
 - Be one of two individuals, along with the Treasurer/Literature Coordinator, authorized to procure books and other materials from Intergroup.
4. Voting Restrictions
 - Refrain from voting in elections for new officers.

Section 2: Co-Chairperson. The Co-Chairperson shall:

1. Support Role
 - Serve as a backup to the Chairperson.
2. Agenda Management
 - Collaborate with the Chairperson to update the agenda and ensure it is sent to the Secretary.
3. Meeting Attendance
 - Be encouraged to attend Area and District meetings.
 - Attend the monthly Treatment Committee meeting and help co-facilitate.
4. Voting Rights
 - Be permitted to vote in elections for new officers.

Section 3: Secretary. The Secretary shall:

1. Recordkeeping
 - Take notes during committee meetings and update minutes.
 - Send meeting minutes and agendas to committee members prior to monthly meetings.
2. Printing and Distribution
 - Print approximately 10 copies of the agenda and minutes for each monthly meeting.
 - Be reimbursed by the committee for ink and paper expenses.
3. Meeting Attendance
 - Attend the monthly Treatment Committee meeting.
4. Voting Rights
 - Be permitted to vote in elections for new officers.

Section 4: Treasurer/Literature Coordinator. The Treasurer/Literature Coordinator shall:

1. Financial Oversight
 - Oversee committee funds, including reimbursements for approved expenses.
 - Start discussion with the committee about any changes to the budget in September.
2. Procurement and Distribution
 - Collect books and literature from Intergroup and ensure materials are available at committee meetings.
 - If possible, deliver literature every 2 weeks to facilities and maintain necessary stock.
3. Authorization
 - Be one of two individuals, along with the Chairperson, authorized to procure books and other materials from Intergroup.
4. Adaptability
 - Note: The combination of Treasurer and Literature Coordinator roles can be adjusted based on the needs of the committee.
5. Meeting Attendance
 - Attend the monthly Treatment Committee meeting.

Article II: Panel Leaders

1. Requirements
 - Suggested 1 year of sobriety.
 - Worked the 12 steps with a sponsor.
2. Responsibilities
 - Commit to a 1-year term, attending facilities every two weeks to lead meetings.
 - Follow dress code guidelines and refrain from profanity during meetings.
 - Coordinate with the committee for a smooth transition to a replacement upon rotation out.
3. Training and Support
 - Receive an orientation from the Chairperson or Co-Chairperson, including two shadow visits with a committee member.
 - Encourage guest speakers or adapt meeting formats to facility needs.
4. Meeting Attendance
 - It is highly encouraged to attend the monthly business meeting, but panel leaders must attend at least quarterly.
 - Panel leaders who do not attend at least quarterly will receive a warning and then be asked to step down after missing another quarter.
5. Rotation and Accountability
 - Serve up to two consecutive years in adherence to the Spirit of Rotation.
 - Be asked to step down after missing three commitments.
6. Coverage
 - If a panel leader cannot fulfill their commitment, they must find a replacement within the treatment committee. If they are unable to do so, they must notify the Chair and Co-Chair with ample notice so coverage can be arranged.

Article III: Facility Coordinators

1. Responsibilities
 - Attend the monthly Treatment Committee meeting.
 - Call all panel leaders before the monthly meeting to gather updates.
 - Inform the Treasurer/Literature Coordinator of any literature needs.

Article IV: Dress Code and Facility Compliance All committee members and panel leaders must adhere to the following guidelines:

1. Prohibited Attire
 - No miniskirts, tank tops, flip-flops, revealing clothing, or inappropriate messaging (e.g., alcohol-related logos).
2. Facility Compliance
 - All committee members must adhere to the rules and codes of conduct at the facilities where meetings are held.

Article V: Elections and Terms

1. Election Schedule
 - Elections for new officers shall be held every two years in December of even years.
2. Term Length
 - Officer positions are a two-year commitment.
3. Position Requirements
 - Chairperson, Co-Chairperson, Secretary, and Treasurer/Literature Coordinator: Minimum of 2 years of sobriety.
 - Panel Leaders: Suggested 1 year of sobriety. Worked the 12 steps with a sponsor.
 - Speakers: Minimum of 90 days of sobriety.

Article VI: General Committee Guidelines

1. New Members
 - Individuals new to the Treatment Committee are encouraged to attend monthly committee meetings to familiarize themselves with the committee's operations and expectations.

Technology Committee

Chairperson Recommended Qualifications:

2 years of sobriety

Professional or personal experience with information technology hardware/software and website maintenance.

Composition:

- The Chairperson of the Technology Committee is elected by the body during the Districts normal election cycle (even years) with the term of service beginning on January 1st (odd years).
- Additional committee members are to be added as needed to share the workload and to gain specific technology expertise.

Scope:

The Technology committee oversees all of the District's technology needs. Technology needs include computer hardware, software & software licenses, website and email hosting sites and audio-visual equipment. The committee shall maintain an inventory of all technology equipment/software.

Procedure:

- Holds regular committee meetings (a minimum of quarterly), either in person or virtually.
- Maintains an inventory of all District 7 technology accounts, software, and equipment, including domain registration, hosting, digital subscriptions, software, and hardware.
- Service providers may require a credit card on file. This may be provided by a member of the Technology Committee or the District 7 Treasurer. Receipts for expenses are submitted to the District 7 Treasurer for reimbursement.
- Manage and update all "@district7aa.org" email addresses for District officers and committee chairs, ensuring proper rotation and continuity.
- Maintain and update the District 7 website, including:
 - Current meeting and event information and flyers.
 - Links to AA service entities (District, Area, Intergroup, GSO) with appropriate disclaimers.
 - Forms, Committee pages documents
 - A password-protected area containing District minutes and the Book of Motions.
- Recommend technology purchases, replacements, or upgrades as needed to maintain functionality and reliability.
- Keep accurate records of all District-owned technology equipment, ensuring accountability and proper transfer during rotations.
- Maintain secure storage of all passwords, credentials, and backup data, performing regular backups of the website.
- Provide credentials and transition materials to incoming trusted servants at the end of each rotation.
- Attend and report on Area Assembly website meetings
- Present regular reports to the District 7 Business Meeting summarizing committee activities, website updates and usage, and expenses.
- Budget requests shall be submitted to the finance committee no later than September 15 for the following year.

- Annually, review and update this legacy of service document.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

Special Committees

District 7 has designated the following Special Committees:

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

Intergroup Liaison

Chairperson Recommended Qualifications:

3 years of sobriety

Experience as either a GSR or as an Intergroup Representative

Composition:

- The Chairperson is elected by the body during the Districts normal election cycle (even years) with the term of service beginning on January 1st (odd years).
- Although historically this has been treated as a position rather than a committee, it is listed as a special committee. Additional committee members may be added as needed to share the workload.

Scope:

- The Intergroup Liaison facilitates the exchange of information between the Lee County Area Intergroup (LCAI) and District 7.
- The chairperson position is jointly approved by both District 7 and the LCAI.

Procedure:

- 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.
- Participate in Area 15 Intergroup meetings
- Annually, review and update this legacy of service document.
- Bi-annually, elect a new chairperson and present that person to the District 7 body for disapproval either in October or December of even years. (If not elected by the committee, the position will be filled by election at a district business meeting.)

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.
- Budget requests shall be submitted to the finance committee no later than September 15 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.
- Co-Chairperson / Alt 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.

Nominations Committee

Composition

The committee will be co-chaired by the District Chairperson and the Current Practices chairperson. The co-chairs will appoint additional committee members who have held district service positions such as officer, committee chairperson, DCM or GSR.

Scope

The committee will form to create a group of candidates in preparation for the bi-annual October elections conducted in even numbered years. The goal of the committee is to improve upon the likelihood of the District having individuals elected that have a good understanding of the requirements for each of the elected positions. The committee's work will be considered complete after the October elections unless there are Officer positions or Standing Committee chairperson positions that have not been filled. However, the committee's work may not extend beyond December 31st of the calendar year.

Procedure

1. A nominations committee will be formed in January of even number years.
2. The co-chairs will appoint additional committee members who have held district service positions such as officer, committee chairperson, DCM or GSR.
3. The nominations committee will seek to find District 7 members who are viable candidates for the following:
 - a. Officers
 - b. Standing Committee Chairs, as needed
 - c. DCMs, as needed
4. While seeking candidates, the committee will collaboratively vet candidates.
 - a. Vetting candidates means to ensure that they meet the sobriety requirements, have the capability, experience and willingness to fill the requirements of the position.
 - b. Verify that the candidates understand the scope and procedure for the position.
5. The committee shall strive to have at least two candidates for each of the officer positions to present to the body for election via the 3rd legacy procedure.
6. If it is known that there will be vacancy for a Standing Committee Chairperson, the Nominations will attempt to find candidates and vet them as well.
7. If it is known that there will be a vacancy for DCM position, the Nominations will attempt to find candidates and vet them as well.