

South Florida General Service District 10

Legacy of Service

August 21, 2023

GENERAL SERVICE DISTRICT 10

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GENERAL SERVICE DISTRICT 10

PREFACE

The South Florida General Service District 10 (D10) of Alcoholics Anonymous (AA) is a service body for the AA Groups in District 10, Miami-Dade County, Florida. Its primary purpose is to provide a forum for sharing our collective experience in carrying the AA message in D10. 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 reach a fellow sufferer. District 10 is supported by the voluntary contributions of the Groups it serves.

How best to carry the AA message has evolved through the years. District 10 has eleven (11) Standing Service Committees focused on 12th Step activities and conducting District business: Accessibilities, Archives, Communications, Corrections, Current Practice, Grapevine, Gratitude Dinner, Literature, Public Information /Cooperation with the Professional Community, Remote Communities and Treatment. The Committee structure borrows much from the *AA Service Manual* and is ever mindful of the *Twelve Steps of Alcoholics Anonymous* and *Twelve Concepts for World Service*.

Why all this structure?

Bernard Smith, non-alcoholic Chairman of AA's Board of Trustees, answered this question in 1954 by saying that, although those of us who have found AA may not need this to ensure 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 ensure 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."

DISTRICT 10 SOUTH FLORIDA *LEGACY OF SERVICE*

The District 10 Miami's *Legacy of Service* describes how the District's Trusted Servants (Officers, District Committee Members, Alternate Committee Members and Committees) do their jobs including: Position Requirements, Term, Responsibilities, Committee Composition and Committee Procedures. While some parts of these descriptions are backed up by Motions located in the District 10 *Book of Current Practice*, many others are simply the collective experience of past Officers, DCMs, ACM, and Committees.

This *Legacy of Service* for South Florida District 10 is updated by its Trusted Servants and published every two years. Updates are available in the Minutes of the District 10 business meetings. The *Legacy of Service* as a whole is not approved or adopted by the District 10 Body.

GENERAL SERVICE DISTRICT 10

District Chairperson

- Qualifications:** 5 years sobriety with 4 years of service in District 10. Past or present DCM. Knowledge of AA Traditions and Concepts.
- Term:** One-year position with the option to stand for a second year. All officers will stand for reelection in October of the year falling between District elections (Motion 95).
- Scope:** The primary function of the District 10 Chair is to maintain and ensure that the business of District 10 (Miami Dade County AA) is conducted efficiently through the District 10 Service Body; and to efficiently pass information from District 10 Officers, Committees, Groups and Miami-Dade Intergroup to Area 15, the Area 15 Delegate, the General Service Conference, the General Service Office, the General Service Board, the AA Corporations. The Chair also passes information from these AA service bodies onto District 10.

Responsibilities/Procedures:

District 10:

1. Votes in District 10 only to break a tie.
2. Attends and Chair's monthly District 10 business meetings.
3. Email a report of the position's activities to the District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting. Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
4. Submits the position's annual budget to the District Treasurer in October.
5. Uses the Email address and password assigned to this position for all District 10 business.
6. Saves all communications on the District's cloud service as directed.
7. Reviews Annual General Service Conference background material and report to District 10 as needed.
8. Appoints Chairpersons of all standing committees at the beginning of each term of office and as vacancies occur. Chairpersons are to be presented to the District Body for disapproval. These appointments shall be made from active members of the General Service body, preferably at the level of DCM or ACM.
9. Appoints Ad Hoc Committees as needed.
10. Shall be an ex-officio member of all standing and ad hoc committees and ultimately be responsible for their functioning within the guidelines of District 10.
11. Bears ultimate responsibility for overseeing the proper functioning of the Alternate Chair, Treasurer, Recording Secretary and Registrar and shall make interim appointments to fill these positions as necessary.
12. Upon newly elected, attends Southeast Regional Forum held in December of the same year of the October elections, funded by District 10 General fund. (Before January term starts)
13. Serves as a co-signer on the District 10 checking and savings account.
14. Holds a second key to District PO Box.
15. Reviews the calendar for the term of office to assure there are no conflicts with first Tuesday of the month meetings (holidays or election days).
16. Maintains the District 10 Calendar of Committee Meetings and Events.
17. Maintains a long-range calendar of District, Area, Regional and National events of importance to the District 10 Body.
18. Signs contract for Gratitude Dinner facility and other event facilities as needed in title of position "District 10 Chairperson".
19. Ensures that the Treasurer maintains the annual Florida Incorporation status paid (and up to date).
20. Reports to District 10 concerning the Area 15 Quarterly District Chairpersons sharing sessions.
21. Arranges monthly workshops and District inventory questions.

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22. Reviews Annual General Service Conference background material and assigns District 10 Trusted Servants responsibilities for reporting their review of Conference material to the District 10 Body.

Area15:

1. Is a voting member of Area 15.
2. Has Motion Making ability.
3. Funded by District 10, one (1) night lodging to Area 15 quarterly business meetings.
4. Area 15 Quarterly Business Meeting attendance is required (motion 333).
5. Attends Area 15 Quarterly Chairpersons' Meeting.
6. Presents a District 10 Report to Area 15 during Quarterly business meetings and submits a written report to Area 15 Recording Secretary at the Business Meeting reflecting the activities of District 10.
7. Represent the Group Conscience of District 10 to Area 15,

GENERAL SERVICE DISTRICT 10

Alternate Chairperson

- Qualification:** 5 years sobriety with 4 years of service in District 10, past or present DCM. Knowledge of AA Traditions and Concepts.
- Term:** One-year position with the option to stand for a second year. All officers will stand for reelection in October of the years falling between District election years. (Motion 95, 373).
- Scope:** The Alternate Chairperson assists with the Chair's responsibilities and is responsible for coordinating the District ACMs and DCMs.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 Business Meetings. (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive Business Meetings may result in dismissal from the position held (Motion 331).
3. Stands in for Chairperson if the Chairperson is unavailable to fulfill any duties.
4. Assists with Chairperson's responsibilities as requested.
5. Is a member of the District 10 Current Practice Committee.
6. Serve as a co-signer on the District 10 checking and savings account.
7. Reports monthly at the District 10 Business meeting. Oral reports are limited to 3 minutes.
8. Emails report to District 10 Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
9. Submits District 10 Alternate Chairperson budget to the Treasurer every October.
10. Reviews Annual General Service Conference background material as requested.
11. Uses the Email address and password assigned to this position for all District 10 business.
12. Saves all communications on the District's Cloud service as directed.
13. Serves as the DCM/ACM Coordinator for District 10.
14. Compiles and maintains an up-to-date list of District 10 Groups in cooperation with the District Chairperson and Registrar.
15. Chairs the ACM/DCM sharing session held prior to the monthly District 10 Business Meeting. This time may be used to inform DCM/ACM on their role in the District.
16. Educates and advises DCMs and Alternate DCMS about their responsibilities.
17. In cooperation with the District Chair, assigns DCMs and Alternate DCMs to District 10 Groups.
18. Notifies GSR's and Alternate GSR's who their DCM or ACM is along with their contact information.
19. In the event of a full complement of DCMs and ACMs at the Quarterly Business Meeting, the DCM Coordinator will determine voting eligibility.
20. Is a member of the District's annual Budget Development Committee
21. Is a member of the Current Practice Committee

Area 15:

22. This Position is not a voting member at the Area 15 business meeting but does vote if standing instead of the District 10 Chairperson.
23. Funded by District 10, one (1) night lodging to Area 15 Quarterly business meetings.

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24. Area 15 Quarterly Business Meeting attendance is required (motion 333). Absence from a Quarterly business meeting must be excused by the District Chair.
25. Attends Area 15 Quarterly District Chairperson's meeting.
26. Takes the Roll Call of District 10 Members attending the Area 15 Quarterly Business Meeting and reports to the District 10 Chair prior to the beginning of the Meeting.

GENERAL SERVICE DISTRICT 10

District Treasurer

Qualifications:	3 years sobriety with 3 years of service in District 10. Past or present DCM in District 10. Knowledge of AA Traditions and Concepts.
Term	One year term with the option to stand for a second year. All Officers will stand for reelection in October of the year falling between District elections.
Scope:	The District 10 Treasurer oversees the general financial management of the District. The Treasurer plans and monitors the District budget; collects, deposits and keeps track of contributions; expends funds for the District's obligations; and reports regularly to the District 10 Body.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10
2. Attends monthly District 10 Business Meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Goes to the bank with incoming District 10 Chairperson and Alternate chairperson with Minutes listing elected officers and signs the signature cards.
4. Picks up District 10 mail from District 10 mailbox monthly.
5. Deposits all contributions to District 10 in the District 10 checking account.
6. Transfers funds from electronic sources to District checking account.
7. Pays all obligations incurred by District 10 that have been authorized for payment by District 10 or as instructed by the District 10 Chairperson.
8. Reconciles the checking account monthly.
9. Passes the baskets, in accordance with the Seventh Tradition, at all District 10 business meetings and Area 15 Quarterlies hosted by District 10 and includes the electronic source identifier for electronic contributions as well.
10. Prepares and presents the District 10 Financial Report and Group Contribution Report at every District 10 business meeting. Make copies for attendees of the business meeting.
11. Emails monthly report to District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
12. Reserves rooms for upcoming Area 15 Assemblies. District 10 normally reserves 20 room reservations for (2) nights each.
13. Collects funds for any room nights that are not funded by District 10. i.e., GSRs or Alt GSRs.
14. Is mindful of the current budget for the funded nights for the assembly.
15. In October, requests that all Officers and Standing Committee Chairs submit their budget request for the following calendar year.
16. Chair of the District's annual Budget Development Committee.
17. Prepares the annual District 10 Budget. Presents the proposed annual budget to District 10 at the December Business Meeting. District 10 will accept or amend the proposed annual budget at the January Business Meeting for immediate implementation.
18. Sends quarterly acknowledgements to thank Groups for their contributions,
19. Annually distributes excess general funds upon the unreconciled bank balance, dated January 31 of each year (Motion 364). All funds in excess of operating funds shall be distributed with 50% going to Area 15 and 50% going to the General Service Office.
20. Uses the Email address and password that may be assigned to the position for all District 10 business.
21. Saves all District communications on the District's cloud service as directed.
22. Reviews Annual General Service Conference background material as requested.

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Area 15:

23. This position is not a voting member of Area 15.
24. Attends Area 15 Quarterly Business Meeting as well as Treasurer's Meetings and reports to the District at the following District 10 business meeting regarding the Assembly (motion 30). Absence from a Quarterly business meeting must be excused by the District Chair.
25. Funded one (1) night lodging at Area 15 quarterly business meeting. Area 15 quarterly business meeting attendance is required (motion 333).

GENERAL SERVICE DISTRICT 10

District Registrar

- Qualifications:** 3 years of sobriety and 3 years of service in District 10, Past or present DCM or ACM. A GSR may serve if necessary. Knowledge of AA Traditions and Concepts.
- Term:** One year position with the option to stand for a second year. All officers will stand for reelection in October of the year falling between District election years. (Motion 95).
- Scope:** Develops, maintains, and shares, as is necessary, a record of all groups in District 10 including: group name, meeting location, meeting times and GSR or Group contact information. Records attendance at District 10 Business Meetings.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 Business Meetings. (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Emails report to the District 10 Secretary no later than 7 days following the monthly District 10 meeting. Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
4. Maintains the database of the District 10 Trusted Servants and Groups participating in District 10.
5. Advises the Alternate Chair of newly registered groups who registered through District 10, Area 15, GSO and Miami-Dade Intergroup.
6. Ensures that all new Group requests are processed and submitted to the Area 15 Registrar.
7. Registers new GSRs and Alt GSRs, DCMs, ACMs, Committee Chairpersons, and District Officers.
8. Conducts District 10 Business Meeting Roll Call.
9. Reports to the District Body on matters discussed at the Area Registrars' meeting.
10. Use the Email address and password assigned to this position for all District 10 business.
11. Saves all communications on the District's Cloud service as directed.
12. Review Annual General Service Conference background material and report to District 10 as requested.
13. Submits District 10 Registrar Budget to the Treasurer every October.

Area 15:

14. The Registrar position is not a voting member of the Area 15 business meeting.
15. Funded by District 10, one (1) night lodging to Area 15 Quarterly Business Meetings.
16. Area 15 Quarterly Business Meeting attendance is required (motion 333). Absence from a Quarterly business meeting must be excused by the District Chair.
17. Attend Area 15 Meeting related to the position's responsibility.
18. Corresponds with the Area 15 Registrar to record new or updated trusted servants in the Area 15 and GSO databases.

GENERAL SERVICE DISTRICT 10

District 10 Recording Secretary

- Qualifications:** 3 years Sobriety and 3 years' service in District 10. Past or present ACM or DCM. A GSR may serve if necessary. Knowledge of AA Traditions and Concepts.
- Term:** One-year position with the option to stand for a second year. All officers will stand for reelection in October of the year falling between District elections. (Motion 95).
- Scope:** The District 10 Recording Secretary is responsible for collecting reports from the Officers and Committee Chairs and for preparing and distributing the minutes of the monthly District Business meeting. This includes announcements and flyers of upcoming events within the District along with the Agenda for the following month.

Procedures/Responsibilities:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Records all District 10 Business Meeting for the purpose of developing Meeting Minutes. (Motion 46)
4. Minutes will include all actions including Motions, which will be included verbatim, actions taken (Passed/failed/abled/withdrawn/etc.) and Background information on Motions as well as minority opinions if any; results of elections; accompanying documents including Committee Reports furnished by Officers and Chairpersons of Committees; financial statements, upcoming quarterly flyer, etc.
5. Distributes minutes to District 10 mailing list no later than 14 days after the monthly District meeting (Motion 448).
6. Provides copies at the monthly Business Meeting of documents, notices, flyers, Area 15 Business Meeting Agenda's, extra District Minutes, and other information as directed by the Chairperson.
7. In the absence of the Registrar, takes the roll call.
8. Uses the Email address and password assigned to this position for all District 10 business.
9. Saves all communications, Reports and Minutes on the District's Cloud Service as directed.
10. Reviews Annual General Service Conference background material and report to District 10 as requested.
11. Submits District 10 Recording Secretary budget to the Treasurer every October.
12. Is a de facto member of the Current Practice Committee.

Area 15:

13. This position is not voting member of the Area 15 Business Meeting.
14. Funded by District 10, one (1) night lodging to Area 15 Quarterly Business Meetings.
15. Area 15 Quarterly Business Meeting attendance is required (motion 333). Absence from a Quarterly Business Meeting must be excused by the District Chair.
16. Attends Area 15 Meeting related to the position's responsibilities.

GENERAL SERVICE DISTRICT 10

District Committee Member (DCM)

- Qualifications:** 5 years sobriety with 2 years of service in District 10, Alternate Committee Member (6 months) and General Service Representative (minimum 1 year). Knowledge of AA Traditions and Concepts.
- Term:** Two-year term. Term corresponds with the General Service Panel (Motion 94).
- Scope:** The District Committee Member (DCM) is elected by the District 10 Body to serve as an essential link between AA Groups, their General Service Representatives (GSR), and Area 15 and the Area 15 General Service Conference Delegate. The DCM communicates, educates, and assists groups in matters related to the application of AA's Traditions, Concepts, Guidelines, Principles and suggested operation at the Group level and in understanding the General Service structure.

Responsibilities/Procedures:

District 10

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Attends monthly District 10 DCM/ACM Meeting.
4. Uses the Email address and password assigned to the position for all District 10 business.
5. Saves all District communications on the District's Cloud service as directed.
6. Reviews Annual General Service Conference background material and reports to District 10 as requested.
7. Assigned as the District 10 Representative to specific Groups.
8. Serves as a service advisor to the assigned Groups.
9. Guides new Groups through the Group registration process.
10. Reports Group status changes to the DCM Coordinator and District Registrar.
11. Assists GSRs of assigned Groups in understanding District 10 and Area 15 (including Assemblies) operations and service structure including: the *AA Service Manual, Box 459*, Conference approved Literature, service activities, understanding of Conference Material, all GSO Guidelines, AA Concepts, AA Traditions, other service material, services that GSO provides.
12. Helps/Guides GSRs in fulfilling their responsibility to communicate local, District, Area, GSO, and AAWS information to their Group.
13. Assists GSRs with problems, issues, questions, concerns and changes related to the application of AA's Traditions, Concepts, Guidelines, Principles and suggested operations of their Group.
14. If a group does not have a GSR, then the DCM should attempt to contact the Group to make them aware of the benefits and responsibility of carrying their voice to District 10.
15. Facilitates Group Inventories at a Group's request.

Area 15

16. Represents the District as a voting member at Area. Quarterly Business Meetings.
17. Funded by District 10 for one-night Hotel stay at Area Quarterlies.
18. Area 15 Quarterly Business meeting attendance is required (Motion 333). Absence from a Quarterly business meeting must be excused by the District Chair.
19. Attends Area 15 Quarterly DCM sharing.
20. May make Motions at Area 15 Business Meetings

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Alternate Committee Member (ACM)

- Qualifications:** 3 years sobriety with 2 years of service in District 10, GSR minimum of 1 year. Knowledge of the AA Traditions and Concepts.
- Term:** Two-year term. Term corresponds with the General Service Panel (Motion 94).
- Scope:** The scope of an ACM position is to assist District 10's District Committee Members (DCM) in fulfilling the DCMs responsibilities in linking groups with District 10, Area 15, the Area Delegate, AA as a whole and to grow into the position of DCM.

Responsibilities/Procedures:

District 10:

1. Is a voting Member of District 10.
2. Attends monthly District 10 Business Meetings (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Attends monthly District 10 DCM/ACM Meeting.
4. Uses the Email address and password that may be assigned to the position for all District 10 business.
5. Saves all communications on the District's Cloud Service as directed.
6. Reviews Annual General Service Conference background material and reports to District 10 as requested.
7. Assigned as the District 10 representative to specific Groups.
8. Serves as a service advisor to the assigned Groups.
9. If a Group does not have a GSR, the ACM attempts to contact the group to make them aware of the benefits and responsibility of carrying their voice to District 10.
10. Facilitates Group Inventories at a Group's request.

Area 15:

11. Is not a voting member at Area 15 Business Meetings unless designated by the District 10 Alt-Chair to complete the District 10 DCM voting complement during the Area 15 business meeting.
12. If designated, as noted in 11 above, the ACM is funded for one-night Hotel stay at Area Quarterlies.
13. If designated, as noted in 11 above, attends Area 15 Quarterly Business meeting and DCM sharing. Absence from a Quarterly business meeting must be excused by the District Chair.

GENERAL SERVICE DISTRICT 10

Accessibilities Committee Chairperson

- Qualifications:** 3 years sobriety. GSR (minimum 1 year). Knowledge of the Traditions and Concepts
- Term:** Two-year position appointed by the District 10 Chairperson and presented for disapproval to the District 10 Body. (Motion 145, 449).
- Composition:** Chairperson, Alternate Chairperson, interested District and Group members.
- Scope:** The purpose of this Committee is: to offer a forum for District Groups to share their experiences with carrying the A.A. message to those with a variety of accessibility challenges; to explore, develop, and offer resources to alcoholics with significant barriers to receiving the Alcoholics Anonymous message and to participating in our program of recovery.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Reports Committee activities monthly at District 10 business meeting. Oral Reports are limited to 3 minutes. (Motion 106)
4. Emails report to District 10 Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
5. Uses the Email address and password assigned to this position for all District 10 business.
6. Saves all Committee communications on the District's cloud service as directed.
7. Reviews Annual General Service Conference background material and reports to District 10 as requested.
8. Submits District 10 Accessibilities Committee budget to the Treasurer every October.

Committee Operation:

9. Chairs monthly Committee meeting.
10. Reviews Accessibilities workbook (M48i) and service material regarding committee responsibility.
11. Maintains and stores any District 10 listening devices.
12. Attends and displays Accessibilities material at District 10 events.

Area 15:

13. The Accessibilities Committee Chairperson is not a voting member of the Area 15 Business Meeting.
14. Attending Area 15 Quarterly Business and Accessibilities Meetings is required (motion 333). Absence from the Quarterly Business meeting must be excused by the District Chair.
15. Provides written report at the following District 10 business meeting regarding the assembly (motion 30).
16. Funded one (1) night lodging at Area 15 quarterly business meeting.
17. Alternate Chairperson of standing committee shall be reimbursed in the event committee chairperson cannot attend (motion 204).

GENERAL SERVICE DISTRICT 10

Archives Committee Chairperson

- Qualifications:** 3 years sobriety. GSR (minimum 1 year. Knowledge of the Traditions and Concepts.
- Term:** Two-year position appointed by the District 10 Chair and presented to the District 10 Body for disapproval. This position has the option of an additional 2-year term.
- Composition:** Chairperson, Alternate Chair, interested District and Group members.
- Scope:** The purpose and mission of the District Archives Committee is the: collection, preservation and storage of District 10 historical and business documents so that they may be researched, retrieved and displayed as needed

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 Business Meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Reports Committee activities at the following District 10 Business Meeting. Oral report is limited to 3 minutes.
4. Emails report to District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting (Motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
5. Reviews Annual General Service Conference background material when requested.
6. Submits District 10 Archives Committee budget to the Treasurer every October.
7. Uses the Email address and password assigned to this position for all District 10 business.
8. Saves all communications on the District's Cloud Service as directed.

Committee Operation:

9. Chairs monthly Committee meeting.
10. Has access to storage unit.
11. Maintains and stores District 10 archival material and business documents.
12. Attends and displays Archive material at District 10 events.

Area 15:

13. This position is not a voting member at Area 15 Business Meetings.
14. Funded one (1) night lodging at Area 15 quarterly business meeting. Area 15 quarterly business meeting attendance is required (motion 333). Absence from the Quarterly Business meeting must be excused by the District Chair.
15. Alternate Chairperson of Standing Committee shall be reimbursed in the event committee chairperson cannot attend (motion 204).
16. Attends Area 15 Quarterly Business as well as Archive Meetings and report to the District at the following District 10 business meeting regarding the assembly (motion 30).

GENERAL SERVICE DISTRICT 10

Big Service Breakfast Committee Chairperson

- Qualifications:** 2 years sobriety. GSR (minimum 1 year).
- Term:** One-year position appointed by the District 10 Chairperson and presented to the District 10 Body for disapproval.
- Composition:** Chair, Alternate Chair, Treasurer, interested members.
- Scope:** The purpose of the Committee is, in even years, to organize an annual breakfast event that informs AA members about service opportunities; and, in odd years, assists the Miami-Dade Intergroup in organizing the event.

Responsibilities/Procedures:

District 10:

1. Attend monthly District 10 business meetings. (Motion 31)
2. Reports monthly at District business meetings. Oral reports are limited to 3 minutes.
3. Emails report of the Committee's activities to District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
4. Uses the Email address and password assigned to your position for all District 10 business.
5. Saves all Committee communications on the District's cloud service as directed.
6. This position is not eligible to vote at District 10 unless the person qualifies due to being a GSR, Alternate GSR (voting in lieu of the GSR), DCM, ACM or Officer.

Committee Operation:

7. Chairs Committee meeting and reports activities at the scheduled District 10 Business Meeting (Motion 30).
8. Assist Miami-Dade Intergroup with the event in even years.
9. Submit final estimated budget to the District 10 Chairperson for review no later than the August District 10 Business Meeting. No funds will be distributed prior to the review except for deposits needed on rental equipment and ticket printing.
10. Excess funds for the event shall be split 50/50 with Intergroup after all Committee expenses have been paid (Motion 421).
11. Within 30 days following the event, the Committee will conduct a Wrap-Up Meeting to review and discuss its experience. The Committee shall produce a written Summary Report describing and documenting its experience so that it may be shared with subsequent Committees. The Report shall be given to the District 10 Chair within 30 days of the Wrap-Up Meeting and made available to the District 10 body. (Motion 488)

Area15:

12. This position is not funded to attend nor eligible to vote at Area 15 business meetings, unless the person qualifies due to being a GSR, Alternate GSR (voting in lieu of the GSR), DCM, ACM (Voting in lieu of a DCM) or District Officer.

GENERAL SERVICE DISTRICT 10

Corrections Committee Chairperson

- Qualifications:** 3 years sobriety. GSR (minimum 1 year). Knowledge of the Traditions and Concepts.
- Term:** Two-year position appointed by the District 10 Chairperson and presented for disapproval to the District 10 Body. (Motion 145, 449).
- Composition:** Committee Chairperson, Alternate Chairperson, Group Corrections participants
- Scope:** The purpose of this Committee is to coordinate, encourage, facilitate, and offer a forum to individual AA members and groups who are interested in carrying our message of recovery to alcoholics behind the walls of correctional facilities.

Responsibilities/Procedure:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive Business Meetings may result in dismissal from the position held (Motion 331).
3. Reports monthly at District business meetings. Oral Reports are limited to a 3-minutes. (Motion 106)
4. Emails monthly Committee reports to District 10 Secretary no later than 7 days following the monthly District 10 meeting (Motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
5. Submits Corrections Committee annual budget to the District Treasurer every October.
6. Reviews Annual General Service Conference background material and reports to District 10 as requested.
7. Uses the Email address and password assigned to the position for all District 10 business.
8. Saves all Committee communications on the District's Cloud service as directed.

Committee Operations:

9. Acts as liaison between correctional facilities and District 10. (motion 65).
10. Chairs monthly Committee meeting.
11. Establishes and maintains a relationship with Correction facility professionals.
12. Offers approved guidelines for sharing experience in carrying the AA message into correctional facilities.
13. Reviews Corrections Workbook (M45i) and service material regarding committee responsibilities.
14. Provides help to trusted servants for local, state, and federal clearances.
15. Attend and display Corrections material at District 10 events.

Area 15:

16. The Correction Committee Chairperson is not a voting member of the Area 15 Business Meeting.
17. Attends Area 15 Quarterly Business and Corrections Meetings. Reports to the District at the following District 10 business meeting regarding the assembly (motion 30).
18. Funded one (1) night lodging at Area 15 quarterly business meeting outside Miami-Dade. Area 15 quarterly business meeting attendance is required (motion 333). Absence from a Quarterly business meeting must be excused by the District Chair.
19. Alternate chairperson of standing committee shall be reimbursed in the event committee chairperson cannot attend (motion 204).
20. Often reviews and sometimes presents suggested changes and/or developments in AA literature and workbooks at the Area level.

GENERAL SERVICE DISTRICT 10

Current Practice Committee Chairperson

- Qualifications:** Immediate Past District Chairperson in District 10
- Term:** 2-year term
- Composition:** Committee Chairperson, Alternate Chairperson, District 10 Chair, Recording Secretary, interested District 10 Committee Members.
- Scope:** The primary function of the Current Practice Committee is to maintain and keep up to date District 10's "Book of Motions", "Book of Current Practice" and "Legacy of Service". The Committee also provides members of the District Committee with assistance in writing Motions.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 Business Meetings (Motion 31). Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
3. Reports monthly at District business meetings. Oral reports are limited to 3 minutes (Motion 32).
4. Emails monthly Committee reports to District 10 Secretary no later than 7 days following the monthly District 10 meeting (Motion 32). Reports should be written for inclusion in the minutes. Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
5. Submits Current Practice Committee annual budget to the District Treasurer every October.
6. Reviews Annual General Service Conference background material and reports to District 10 as requested.
7. Uses the Email address and password assigned to the position for all District 10 business.
8. Saves all Committee communications on the District's Cloud service as directed.
9. Is a member of the District's annual Budget Development Committee

Committee Operation:

10. Chairs Current Practice Committee meetings to review, revise and update the District 10 "Book of Current Practice" and "Legacy of Service" according to motions passed by District 10 and reports activities at the next scheduled District 10 business meeting.
11. Updates the "Book of Motions" monthly.
12. Provides all updated District documents to the District 10 Chair and the Communications Committee for placement on the District 10 Website.
13. Provides, the "Book of Motions" and the "Book of Current Practice" annually and "Legacy of Service" every other year, to the Communications Committee for placement on the District 10 Website.
14. Provides assistance in writing motions to trusted servants when requested.
15. Assists the District with matters related to Business Meeting Procedures (including *Roberts Rules of Order*).
16. Advises the District 10 body on the relationship between current business matters and District 10's past motions and practices.

Area 15:

17. Is not a voting member at Area 15 Business Meetings
18. Is funded by District 10 for one (1) night lodging at Area 15 Quarterly business meeting.
19. Attends Area 15 Quarterly Business Meeting (motion 333) and Area 15 Current Practice Committee Meetings and reports to the District at the following District 10 business meeting regarding the Assembly (motion 30). Absence from the Area 15 Quarterly meeting must be excused by the District Chair.

GENERAL SERVICE DISTRICT 10

Grapevine / LaViña Committee

- Qualifications:** 2 years sobriety - GSR (minimum 1 year) – Knowledge of the Traditions and Concepts
- Term:** Two (2)-year position appointed by the District 10 Chairperson and presented for disapproval to District 10 body (Motion 45, 449).
- Composition:** Chairperson, Alternate Chairperson, Sub-Committee Chairpersons (Set up, Raffle, Cooking, Coffee, Servers, Entertainment, and Beverage) and members interested in doing service.
- Scope:** The purpose of this Committee is to support members' knowledge and use of the Grapevine Magazine, LaVina Magazine and Grapevine literature. The Committee sponsors District 10's annual Grapevine Roundup and uses the event's excess funds to purchase Grapevine literature.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 Business Meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive Business Meetings may result in dismissal from the position held (Motion 331).
3. Reports Committee activities at District 10 Business Meetings. Oral reports are limited to 3 minutes.
4. Emails report to District 10 Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
5. The annual fee for District 10's insurance policy is split equally as an expense among the Grapevine, Gratitude Dinner and the District. (motion 370)
6. Uses the Email address and password assigned to the position for all District 10 business.
7. Saves all District communications on the District's Cloud service as directed.
8. Attends and displays Grapevine material at District 10 events.
9. Reviews Annual General Service Conference background material as requested.
10. Submit District 10 Grapevine Committee budget to the Treasurer every October.

Committee Operation:

11. Coordinates with General Service Representatives (GSR's) in carrying the message of the Grapevine in their Group.
12. Chairs the Annual Grapevine Round-up (April). Request deposit for Round-up Facility Rental and Permits in January (Motion 343).
13. Submits the final estimate budget to District 10 Chairperson for review no later than the March District 10 Business Meeting
14. Excess funds are to be used to purchase Grapevine/LaVina literature.
15. Round-Up Raffle Tickets will be sold for contributed conference approved literature and Grapevine Publications.
16. Basket will not be passed at any District 10 event where tickets are sold for the event, unless an event has failed to be self-supporting (Motion 393)
17. Within 30 days following the event, the Committee will conduct a Wrap-Up Meeting to review and discuss its experience. The Committee shall produce a written Summary Report describing and documenting its experience so that it may be shared with subsequent Committees. The report shall be given to the District 10 Chair within 30 days of the Wrap-Up Meeting and made available to the District 10 body. (Motion 488)
18. Coordinates with other Committee Chairs to use the Grapevine/LaVina in their service areas.

GENERAL SERVICE DISTRICT 10

Area 15:

19. Is not a voting member at the Area 15 Business Meeting.
20. Attends Area 15 Quarterly Business as well as Grapevine Committee Meetings and reports to the District at the following District 10 business meeting regarding the assembly (motion 30).
21. Funded one (1) night lodging at Area 15 Quarterly Business Meeting. Area 15 Quarterly business meeting attendance is required (motion 333). Absence from a Quarterly business meeting must be excused by the District Chair.
22. Alternate Chairpersons of Standing Committees are reimbursed for one (1) night lodging in the event Committee Chairperson cannot attend a Quarterly (motion 204).

GENERAL SERVICE DISTRICT 10

Gratitude Dinner Committee

- Qualifications:** 3 years sobriety - GSR (minimum 1 year) – Knowledge of the Traditions and Concepts - Past or present DCM/ACM with at least three (3) years past service on the Gratitude Dinner Committee (motion 139) - Past Gratitude Dinner Committee Alternate Chairperson suggested.
- Term:** One-year position appointed by the District 10 chairperson with the approval of the General Service body. (Motion 145, 449).
- Composition:** Gratitude Dinner Chairperson, Alternate Chairpersons, Sub-Committee Chairpersons (Set Up, Clean Up, Coffee, Decorations, Dessert, Raffle, Greeters, Secretary, Servers Hospitality/Registration), and members who wish to do service.
- Scope:** The purpose of the Gratitude Dinner is to raise money to send to the General Service Office in New York in gratitude for AA and our sobriety. The fellowship we all enjoy during the dinner is secondary (motion 38).

Procedures/Responsibilities.

1. Is a voting member of District 10.
2. Attends monthly District 10 Business meetings.
3. Emails report of the position's activities to the District 10 Recording Secretary no later than 7 following the monthly District 10 meeting. Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
4. Submits final estimate budget to District 10 Chairperson for review no later than District
5. 10 Business Meeting (motion 43).
6. Uses the Email address and password assigned to this position for all District 10 business.
7. Saves all Committee communications on the District's cloud service as directed.
8. Reviews Annual General Service Conference background material and report to District 10 as requested.
9. The annual fee for the District insurance policy will be split equally among the Gratitude Dinner, Grapevine Committee and the District Committee. (motion 370)
10. Annually after the completion of the Gratitude Dinner and before final disbursement of funds, the Gratitude Dinner shall make a contribution to District 10 to cover one third of the expense for the coming year for the District 10 storage space. (motion 399).
11. Gratitude Dinner Alt-chairperson shall be a past or present DCM/ACM or present GSR with 2 years past service of the Gratitude Dinner Committee. Appointed by District 10 Chairperson and approved by District 10 General Service body (motion 140).
12. Annually, District 10 shall purchase six (6) Gratitude Dinner tickets to provide invitations to friends of AA within the district to attend event. Final selection shall be made by PI/CPC committee and District 10 Chairperson (motion 409).

GENERAL SERVICE DISTRICT 10

Committee Operation:

13. Chairs monthly Committee meeting and reports activities at the following District 10 Business Meeting. Oral Reports are limited to 3 minutes.
14. Past Gratitude Dinner Chairperson is responsible for transporting the event speaker from the Airport/ Hotel and event (motion 121).
15. Chairs the Annual District 10 Gratitude Dinner.
16. Event to be held on the second (2nd) Saturday in November if possible (motion 184).
17. Excess funds from the event shall distributed to the General Service Office (GSO) in New York after all committee expenses have been paid.
18. Within 30 days following the event, the Committee will conduct a Wrap-Up Meeting to review and discuss its experience. The Committee shall produce a written Summary Report describing and documenting its experience so that it may be shared with subsequent Committees. The Report shall be given to the District 10 Chair within 30 days of the Wrap-Up Meeting and made available to the District 10 body. (Motion 488)

Area 15

19. This is not a voting member at the Area 15 Business Meeting.
20. This position is not funded for the Area 15 Quarterly Assembly.

GENERAL SERVICE DISTRICT 10

Intergroup Liaison

- Qualifications:** 2 years sobriety, GSR (minimum 1 year), Knowledge of the Traditions and Concepts
- Term:** Two-year position appointed by the District 10 chairperson and presented to the District 10 body for disapproval. (Motion 145, 449).
- Scope:** The purpose of this position is to maintain active contact with Miami-Dade Intergroup and keep the district informed of Intergroup activities in the spirit of cooperation.

Procedure/Responsibilities:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings.
3. Attends monthly Miami-Dade Intergroup meetings.
4. Reports on Miami-Dade Intergroup at the monthly District 10 Business meeting. Oral reports are limited to 3 minutes.
5. Emails report to District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting. (motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
6. District 10 Contributes \$400 Annually to our Intergroup Messenger in the spirit of the 7th Tradition (motion 352).
7. Uses the Email address and password assigned to this position for all District 10 business.
8. Saves all Liaison communications on the District's cloud service as directed.
9. Reviews Annual General Service Conference background material and reports to District 10 as requested.

Area 15:

10. This position is not funded to attend nor eligible to vote at the Area 15 business meeting unless otherwise qualified as a GSR, Alternate GSR (voting in lieu of the GSR), DCM , ACM or Officer.

GENERAL SERVICE DISTRICT 10

District 17 Liaison

- Qualifications:** 2 years sobriety. GSR (minimum 1 year). Knowledge of the Traditions and Concepts. Able to communicate in Spanish and English.
- Term:** Two-year position appointed by the District 10 Chairperson and presented to the District 10 body for disapproval. (Motion 145, 449)
- Scope:** The purpose of this position is to maintain an exchange of communication with District 17, in the spirit of cooperation.

Procedures/Responsibilities:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings.
3. Attends monthly District 17 meetings and report activities at the following District 10 business meeting. Oral reports are limited to 3 minutes.
4. Emails report to District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
5. Uses the Email address and password assigned to this position for all District 10 business.
6. Saves all Liaison communications on the District's cloud service as directed.
7. Reviews Annual General Service Conference background material and reports to District 10 as requested.

Area 15:

8. This position is not eligible to vote at Area 15 unless otherwise qualified as a GSR, Alternate GSR (voting in lieu of the GSR), DCM, ACM or Officer.
9. Position is not funded to attend Area 15 Business Meetings.

GENERAL SERVICE DISTRICT 10

Literature Committee Chairperson

- Qualifications:** 2 years sobriety. GSR (minimum 1 year), Knowledge of the Traditions and Concepts
- Term:** Two (2)-year position appointed by the District 10 Chairperson and presented to the General Service Body for disapproval. (Motion 145, 449).
- Composition:** Chairperson, Alternate Chairperson, GSR's elected by their Groups with Literature responsibility, interested AA members.
- Scope:** The purpose of the Literature Committee is to encourage the knowledge and use of all material published by Alcoholics Anonymous World Services. The Committee keeps the District informed concerning changes or additions to all literature and maintains a display of AA approved literature to share at District and Group events

Procedures/Responsibilities:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 Business Meetings.
3. Report Committee activities at the scheduled District 10 Business meetings. Oral reports are limited to 3 minutes.
4. Emails report of the Committee's activities to the District 10 Recording Secretary no later than 7 days following the monthly District 10 Business Meeting (motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
5. Submits the Committee's annual budget to the District Treasurer in October.
6. Uses the Email address and password assigned to this position for all District 10 business.
7. Saves all Committee communications on the District's cloud service as directed.
8. Reviews Annual General Service Conference background material and report to District 10 as requested.

Committee Operation:

9. Chairs monthly Committee meeting.
10. Keeps District 10 and Groups Informed of changes or additions to AA literature.
11. Uses Committee Guidelines suggested in the General Service Workbook.
12. Has service manuals available at the monthly District 10 Business Meeting (motion 392).
13. Attends and displays AA Literature at District 10 events.

Area 15:

14. This position is not a voting member of the Area 15 business meeting.
15. Funded by District 10, one (1) night lodging to the Area 15 Quarterly Business Meeting.
16. Attends Area 15 Quarterly Business as well as Literature meetings and report to the District at the following District 10 Business Meeting regarding the Assembly (motion 30).
17. Alternate Chairperson of this Standing Committee shall be fund one (1) night lodging to Area 15 Quarterly Business Meeting in the event the Committee Chairperson cannot attend (Motion 204).

GENERAL SERVICE DISTRICT 10

Public Information/Cooperation with the Professional Community Committee

- Qualifications:** 3 years sobriety. GSR (minimum 1 year). Knowledge of the Traditions and Concepts.
- Term:** Two (2)-year position appointed by the District 10 chairperson and presented to the District 10 Body for disapproval.
- Qualifications:** Chairperson, Alternate Chairperson, volunteers from AA groups.
- Scope:** The PI/CPC Committee has two primary purposes. First, to increase awareness of AA in the community, handling requests for printed material and/or speakers. The second goal is to provide information about AA to those who have contact with alcoholics through their profession. Examples are clergy, lawyers, social workers, physicians, nurses, union leaders and industry managers, as well as those working in the field of alcoholism recovery. Volunteers on this committee fulfill speaking engagements at non-AA functions, such as D.U.I. schools, community organizations and schools. They also staff the Committee's display at local health, professional, educational and community fairs; and promote the use of AA Public Service Announcements.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive Business Meetings may result in dismissal from the position held (Motion 331).
3. Reports Committee activities at monthly District Business Meetings. Oral Reports are limited to 3 minutes.
4. Emails report to District 10 Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
5. Submits the Committee's annual budget to the District Treasurer in October.
6. Uses the Email address and password assigned to this position for all District 10 business.
7. Saves all Committee communications on the District's Cloud service as directed.
8. Reviews Annual General Service Conference background material and report to District 10 as requested.

Committee Operation:

9. Chairs monthly Committee meeting.
10. Uses Committee Guidelines suggested in the PC/CPC General Service Workbook.
11. Carries the message of Alcoholics Anonymous to the General Public through public media, electronic media, public information meetings, and display.
12. Communicates with professionals, who may have contact with Alcoholics, to share knowledge of the AA Program.
13. Maintains a display of Alcoholics Anonymous information for use at community events.
14. Works closely with the PI Committee from Miami-Dade Intergroup.
15. Maintains ongoing communication with local media concerning our position on anonymity.

GENERAL SERVICE DISTRICT 10

Area 15:

16. This position is not a voting member of the Area 15 business meeting.
17. Funded by District 10, one (1) night lodging to the Area 15 Quarterly Business Meeting.
18. Alternate Chairperson of this Standing Committee shall be fund one (1) night lodging to Area 15 Quarterly Business Meeting in the event the Committee Chairperson cannot attend.
19. Area 15 Quarterly Business Meeting attendance is required. Absence from a Quarterly business meeting must be excused by the District Chair.
20. Attends Area 15 Quarterly PI/CPC Committee Meetings and reports to the District 10 body.
21. Communicates to and from the PI/CPC Area 15 chairperson and the PI/CPC desk at G.S.O.

GENERAL SERVICE DISTRICT 10

Remote Communities Committee Chairperson

- Qualifications:** 3 years sobriety, GSR (minimum 1 year) Knowledge of the Traditions and Concepts
- Term:** Two (2)-year position appointed by the District 10 Chairperson and present to the General Service body for disapproval. (Motion 145, 449).
- Composition:** Chairperson, Alternate Chairperson, and volunteers from AA groups.
- Scope:** The purpose of the District 10 Remote Communities Committee is to identify, locate and communicate with communities of Alcoholics who are difficult to reach because of geography, language, or culture.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends monthly District 10 business meetings.
3. Reports on Committee activities at the District 10 monthly Business Meetings. Oral Reports are limited to 3 minutes.
4. Email the report of the Committee's activities to District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, Justified within the Email or as a WORD document attachment (not a PDF).
5. Submits the Committee's annual budget to the District Treasurer in October.
6. Uses the Email address and password assigned to your position for all District 10 business.
7. Saves all Committee communications on the District's cloud service as directed.
8. Reviews Annual General Service Conference background material and report to District 10 as requested.

Committee Operation:

9. Chairs monthly Committee meeting and report activities at the scheduled District 10 business meeting.
10. Attends and displays Remote Communities material at District 10 events.
11. Uses Remote Communities Committee Guidelines suggested in the General Service Workbook.

Area 15:

12. This position is not a voting member of the Area 15 business meeting.
13. Funded by District 10, one (1) night lodging to the Area 15 Quarterly Business Meeting.
14. Area 15 Quarterly Business Meeting attendance is required (Motion 333).
15. Attends Area 15 Quarterly Remote Community Committee Meetings.
16. Reports to the District at the following District 10 business meeting regarding the assembly.
17. Alternate Chairperson of this Standing Committee shall be funded one (1) night lodging to Area 15 Quarterly Business Meeting in the event the Committee Chairperson cannot attend.

GENERAL SERVICE DISTRICT 10

Treatment Committee

- Qualifications:** 3 years sobriety. GSR (minimum 1 year). Knowledge of Traditions and Concepts.
- Term:** Two (2) year term. Appointed by District Chairperson and presented for disapproval to the District 10 body.
- Composition:** Chairperson, Alternate Chairperson, AA members who bring meetings into Treatment facilities and members interested in bringing the Message of AA into Treatment facilities.
- Scope:** The Purpose of the District 10 Treatment Committee is to encourage and coordinate the work of individual AA members and Groups in carrying our message of recovery to alcoholics in treatment facilities, outpatient settings, detox centers, hospitals, shelters, and halfway houses. Further, the Committee works to set up a means of “bridging the gap” from the facility to an AA group in the individual’s community.

Responsibilities/Procedures:

District 10:

1. Is a voting member of District 10.
2. Attends District 10 Business Meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive Business Meetings may result in dismissal from the position held (Motion 331).
3. Reports Committee activities at District 10 Business Meetings. Oral reports are limited to 3 minutes.
4. Emails report to District 10 Secretary no later than 7 days following the monthly District 10 meeting (motion 32). Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
5. Submits the Committee’s annual budget to the District Treasurer in October.
6. Uses the Email address and password assigned to the position for all District 10 business.
7. Saves all Committee communications on the District’s cloud service as directed.
8. Reviews Annual General Service Conference background material and report to District 10 as requested.

Committee Operation:

9. Chairs monthly Committee meeting. Provides a meeting agenda; and service goal / objectives as needed.
10. Tries to mitigate and resolve any issues at facilities and meetings assuring they are conforming to AA Traditions.
11. Maintains contact with key treatment facility personnel.
12. Assures that the Treatment Display is at all appropriate AA functions.
13. Places literature orders with G.S.O. in cooperation with the Literature Chair and considers cooperating with another AA groups/committees to achieve best discounts and free shipping.
14. Uses Committee Guidelines suggested in the General Service Workbook.
15. Coordinates with the Alternate Chair, as Liaisons to treatment facility administrators.
16. Reaches out and sets up direct meetings with new facility key contacts.
17. Creates and provides guidelines and meeting formats in cooperation with the facility, and posts to the Facility Gmail account as a pdf file.

GENERAL SERVICE DISTRICT 10

18. Provides volunteer member lists to facilities as necessary.
19. Sets up and conducts appropriate facility and member workshops as need be.
20. Primary responsibility, with the Alternate Chair, for all responses and correspondences for the Facilities and Facilitator Gmail accounts and updating the contact lists.

Area 15:

21. The position is not a voting member of the Area 15 business meeting.
22. Funded by District 10, one (1) night lodging to the Area 15 Quarterly Business Meeting. Absence must be approved by the District Chair.
23. Alternate Chairperson of this Standing Committee shall be fund one (1) night lodging to Area 15 Quarterly Business Meeting in the event the Committee Chairperson cannot attend.
24. Area 15 Quarterly Business Meeting attendance is required.
25. Attends Area 15 Quarterly Treatment Committee Meetings.
26. Reports to District 10 about Quarterly Treatment Meeting.
27. Host Treatment Workshops at Area 15 Assemblies held within District 10.

GENERAL SERVICE DISTRICT 10

Website/Communications Committee Chairperson

- Qualifications:** 3 years sobriety. GSR (minimum 1 year). Sufficient technical knowledge and experience in maintaining communication methods. Knowledge of the Traditions and Concepts
- Term:** Two-year position appointed by the District 10 Chairperson and presented for disapproval to the District 10 Body. (Motion 145, 449).
- Composition:** Chairperson, Alternate Chair, Webservant and interested District and Group members. Technical knowledge about the Internet and Website management and Virtual Platforms is advantageous but not required.
- Scope:** The purpose of the Communications Committee is to develop, maintain, manage and support all District 10 communication methods including but not limited to: Email system, Virtual Platforms, Website and other communication activities as necessary.

Responsibilities/Procedures:

District 10:

1. Attends monthly District 10 business meetings. Absence from 2 consecutive business meetings (without being excused by the District Chair) may result in not funding attendance at the Area Quarterly. Absence from 3 consecutive meetings may result in dismissal from the position held (Motion 331).
2. Is a voting member of District 10.
3. Submits District 10 Communication Committee budget to the Treasurer every October.
4. Reports Committee activities at the scheduled District 10 business meeting (motion 30). Oral reports are limited to 3 minutes.
5. Emails Committee reports to the District 10 Recording Secretary no later than 7 days following the monthly District 10 meeting (Motion 32). Reports are to be written in *New Times Roman*, 11, justified within the Email or as a WORD document attachment (not a PDF).
6. Reviews Annual General Service Conference background material as requested.
7. Any major change or addition of the Website's content must be approved by the District 10 body.
8. Provides technical support for Standing Committees and the District.

Committee Operations:

9. Chairs monthly Committee meeting.
10. Reports to the District 10 Body on any updates to the Website; number of visitors to the website; summary of requests and correspondence.
11. This Committee Chair shall select an Alternate Chair; and, in cooperation with the District Chair, shall select a Webservant.
12. Maintain anonymous e-mail boxes and addresses for the District 10 Officers, Committee Chairs, and events as needed.
13. Maintains the District 10 Website. Materials posted on the District 10 website shall bear only first names and the first letter of the last name of all AA members.
14. The website shall be updated continually, and maintained in accordance with the AA Traditions, Concepts and District 10 Current Practices
15. Maintains the District's capacity for virtual meetings as directed by the District Body
16. Attends and displays Website material at District 10 events.

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Area 15:

17. The Communication Committee Chairperson is not a voting member of Area 15 Business Meeting.
18. Attends Area 15 Quarterly Business Meeting and Website Committee meetings and reports to the District at the following District 10 business meeting regarding the assembly (motion 30).
19. Funded one (1) night lodging at Area 15 quarterly business meeting. Area 15 quarterly business meeting attendance is required (motion 333). Absence from the Area 15 Quarterly meeting must be excused by the District Chair.
20. Alternate Chairperson of Standing Committees are reimbursed in the event committee chairperson cannot attend (motion 204).

District 10 Website Content and Guidelines:

Content of the District 10 website shall include and be limited to the following:

1. The Website will be located on the Internet at www.District10Miami.org.
2. AA literature: 12 Steps, 12 Traditions, 12 Concepts; AA Preamble; "I Am Responsible" pledge and "Declaration of Unity" statement.
3. District 10 Post Office address.
4. A Grapevine/LaVina page.
5. "For Professionals" page.
6. General information on District 10, i.e., history, monthly events, announcements.
7. Information on District 10's upcoming Business Meetings, Standing Committee meetings, special events and workshops through Miami-Dade website.
8. Information on Area Assemblies, including the upcoming Host District's flyer.
9. Upcoming Motions for both District 10 and Area 15.
10. Links to Area 15 and any Intergroup within District 10 that wishes to include their website link on the District 10 Website. This will be particularly helpful for meeting lists.
11. A disclaimer shall be used for all links, advising the browser that they are leaving the District 10 website.
12. Individual pages for any District 10 Standing Committees and officers as they may request, each
 1. responsible to submit updated information for their individual pages to the Website Committee.
13. Post the scrubbed (no anonymity breaks, last names) District 10 minutes and agenda each month
 2. in a password protected area when requested, scrubbed documents to be provided to the Committee.
14. Post the updated and scrubbed District 10 Book of Current Practices, and Book of Motions and Legacy of Service to the website when requested.
15. How and where contributions may be made to District 10, Area 15, AA World Services, the General Service Board and Miami-Dade Intergroup.
16. Hyperlinks that will strictly be limited to:
 - i. AA World Services' website located at www.aa.org;
 - ii. The Grapevine and LaVina websites.
 - iii. Area 15 at www.area15aa.org
 - iv. The Miami-Dade Intergroup website located at www.AAMiamiDade.org
 - v. Any additional links are subject to the approval of the District 10 body.