

DISTRICT 5

DISTRICT COMMITTEE MEMBER CHAIR (D.C.M.C.) DUTIES

As Per District 5 Guidelines
Revision I: October 11, 2021 (Pgs. 5 & 6)

Article VII. Duties of District Officers

A. District Committee Member Chair (D.C.M.C.)

1. Maintain an effective service structure throughout the District.
2. Visit Groups that request information on General Service, the A.A. service structure, application of the Traditions or any other question the Group desires information on.
3. "Makes sure that G.S.R.s are acquainted with *The A.A. Service Manual*, the *Twelve Concepts for World Service*, the G.S.O. bulletin *Box 4-5-9*, workbooks and guidelines from G.S.O., and any other service material."²
4. Coordinate with the landlord and become the District 5 responsible party.
5. Attend all meetings of the District 5 Committee and the District 5 Steering Committee.
6. Attend all Area Service Committee meetings, Area Assemblies, the Servathon, the Pre-Conference Workshop, the Foro de M.S.C.A., the Pacific Regional Alcoholics Anonymous Service Assembly (P.R.A.A.S.A.), and the Regional Forum. Events requiring lengthy travel may be attended if District funds permit.
7. Participate as a member of the District Steering Committee, the Area Service Committee, and the Assembly.
8. Chair the monthly District 5 Committee meeting and the District 5 Steering Committee meeting.
9. Maintain active communications between the District and the Mid-Southern California Area Delegate, the Area Service Committee, and the General Service Office in New York.
10. Encourage and assist D.C.M.s and Standing Committee Chairs to develop leadership, knowledge and experience in General Service work.
11. Submit verified and updated List of Eligible Voters in District 5 to the Area Chair at the last Area Service Committee meeting preceding the Election Assembly.
12. Appoint members to volunteer positions as needed.
13. Maintain responsibility for the following District Election tasks.
 - a. Conduct the biennial District Election and any other District elections.
 - b. Form and chair the District Election Committee for the District Election and other District elections as required.
 - c. Include the Alternate D.C.M.C., Secretary and the District Registrar as members of the District Election Committee.
 - d. Chair the election proceedings on the day of the election.
 - e. Ensure that the results of the District Election are distributed to District 5 and the Mid-Southern California Area; and that any reports required are promptly sent.
14. Service Sponsor* replacement to ensure an orderly transfer of responsibilities.

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² Reprinted from the A.A. Service Manual 2018-2020 Ed., Page S32, Section "Duties", bullet point number 7, with permission of A.A. World Services, Inc.