

Looking for a way to give back?

District 16 Needs You!

Here's what we need ...

DCM Appointed Committee Chair Positions

What will be asked of you

- All Committee Chairs are asked to attend and report at the monthly District meeting
- Each year, Committee Chairs are asked to submit a budget for their committee
- A full description of the Committee Chair responsibilities is in the A.A. Service Manual
- Helpful information for each position is on the GSO “yellow sheet” guidelines that the chair receives when they register with GSO and can currently be downloaded on the aa.org website
- Other duties as described in the District Guidelines and Procedures are available at <https://medfordareaaa.org/service/>
- Attendance at quarterly Area Assemblies is optional, but a great experience

DCM Appointed Committee Chair Positions

***** Indicate OPEN Positions***

Access Chair: Term of Service - 2 years

Gather information and shared experience from the General Service Office (GSO), Areas, Districts, and A.A. Groups on ways to carry the message of A.A. to the still-suffering alcoholic or current members with access/special needs and to communicate that information to the groups, districts and service committees.

Rotation by appointment - EVERY ODD YEAR

Duties and Responsibilities of Access Chair:

- *Assist members with Access or Special needs, to overcome barriers; mental, physical, geographic, cultural, ethnic, spiritual or emotional, who may be having difficulty participating in AA meetings*
- *Utilize all resources above to become familiar with Safety and Inclusiveness issues that may affect access to meetings*
- *Coordinate with Area 58 Access and Safety Committee in the development of workshops and presentations*

Archivist Chair: Term of Service - 8 years

The main purpose of the District 16 Archives, consistent with Alcoholics Anonymous' primary purpose, is to keep the record straight. The District Archives gives the District a sense of its own past and an opportunity to study it. The District Archives exists to receive, classify and index all relevant material, including, but not limited to, administrative files and records, correspondence, and literary and artifactual works considered to have historical (and spiritual) import to Alcoholics Anonymous, and to hold and preserve such material, making access and display possible, with a mindful view toward the anonymity of our members.

Rotation by appointment - EVERY ODD YEAR 2025/2027

Duties and Responsibilities of Archives Chair:

- *The Archivist is to receive, classify and index all District 16 relevant material Develop for viewing a traveling display*
- *Archivists may assume the responsibility for and show the display to individual Groups and District events upon request*
- *The Archivist shall maintain strict rule regarding Confidentiality and Anonymity and adhere to AA's 12 Traditions which states that anonymity is the spiritual foundation of our fellowship*

Correctional Facilities Men and Correctional Facilities Women: Term of Service - 2 years

The Corrections Chairs facilitate taking A.A. meetings inside the Jackson County correctional facilities. They organize outside A.A. members to attend inside meetings on a regular basis. Currently meetings are held on the 2nd, 3rd, and 4th Wednesday of the month at 7 p.m. at Jackson County Jail.

Rotation by appointment - EVERY EVEN YEAR

Duties and Responsibilities of Corrections Chair:

- *Maintain and organize a volunteer base*
- *Assist volunteers in obtaining clearance to enter the various facilities*
- *Maintain good communication with the Jackson County correctional facilities coordinator*
- *Address any problems or concerns brought to A.A. from the Jackson County correctional facilities coordinator*

****CPC/PI Committee Chair: Term of Service - 2 years**

District 16 has combined *Cooperation with the Professional Community* and *Public Information* to work together on committee activities and duties. We realize there are many instances of overlapping responsibilities among all committees and welcome working together for our common purpose.

Rotation by appointment - EVERY EVEN YEAR

❖ Cooperation with the Professional Community Committee (CPC)

The purpose is to provide information about A.A. to those who have contact with alcoholics through their profession. This group includes, among others, doctors, clergy, judges, social workers and law enforcement. Information is provided about where we are, what we are, what we can and cannot do.

❖ Public Information (PI)

The purpose is to carry the A.A. message to the still-suffering alcoholic by informing the general public – media, schools, industry, etc., about what the AA program has to offer. This is done through public service announcements, visits to schools, and other organizations.

****Events Chair: Term of Service - 2 years**

The purpose of the Events Chair and Committee is to support the Three Legacies of A.A. (*Recovery, Unity and Service*) and carry the A.A. message through special events. These include, but are not limited to, workshops, speaker meetings, panels, conferences and other events that support the Three Legacies. Events, and their costs, are approved by the District.

Rotation by appointment - EVERY ODD YEAR

Duties and Responsibilities of Events Chair:

- *Plan, coordinate, and recruit volunteers for all district events*
- *May create sub-committees to support events*
- *Maintain inventory, i.e. cups, plates, coffee, etc., for special events when necessary*
- *Submit budget at District meeting for each proposed district event and submit a summary at the conclusion*

Events Co-Chair (Southern Oregon Speaker Meeting)

The Southern Oregon Speaker Meeting is a District 16 quarterly speaker meeting, typically scheduled the last Saturday of every quarter for the AA community, and is open to all to attend. Speakers are gathered from the AA community at large who offer experience, strength, and hope in sharing the message of recovery through the 12-Steps of Alcoholics Anonymous.

Rotation by appointment - EVERY EVEN YEAR

****Technology Outreach Committee Chair (Webmaster): Term of Service - 2 years**

The purpose of the committee is to manage and maintain the District 16 Website (www.MedfordAreaAA.org) and other available technology and to seek ways to use technology to assist the groups of the District to carry the message of Alcoholics Anonymous to the still-suffering alcoholic. Facilitate communication among GSRs, DCMs, District Committee members and AA members, and to improve an understanding of the workings of the District in order to encourage participation in service work.

Rotation by appointment - EVERY ODD YEAR

Duties and Responsibilities of the Technology Chair:

- *Ability to contribute approximately 7-12 hours per month this does not include any additional new tasks*
- *such as site redesign or building new pages*
- *Have a working knowledge of Wordpress or similar experience with web design*
- *Install updates*
- *Maintain Meeting Directory App*
- *Manage any changes needed to be made to the architecture, safety and security of the site*
- *Manage payments / upgrades / communication with domain host and server (w/ Treasurer)*
- *Update meeting changes on District website upon receipt of request from Central Office, District 16 or the groups themselves*
- *Post activities and events, in a timely manner to the District Website Calendar*
- *Post the Approved District 16 General Service Business meeting minutes, motions and Treasurer Reports on the Website.*
- *And other duties as needed and per District 16 Guidelines and Procedures*

****Co-Technology Chair: Term of Service - 2 years**

Rotation by appointment - EVERY EVEN YEAR

- *Assign District 16 GSuite emails and offer training for new District GSuite users*
- *Manage District 16 Zoom software account by collaborating with the District Secretary to schedule meetings sponsored/hosted by the District 16 Service Body*
- *Manage members of private Facebook group for District 16, including making FB Events per Website Posting Guidelines*
- *And other duties as needed per District 16 Technology Chair and per guidelines and procedures*

****Telephone Hotline Chair: Term of Service - 2 years**

The chair makes sure that when a still-suffering alcoholic reaches out to the AA Hotline for help, that call is answered by another alcoholic. The District works in cooperation with the Jackson County Central Office to carry out this responsibility. The Telephone Hotline Chair also maintains and organizes a volunteer phone base and responds to any requests or concerns regarding the Hotline process.

Rotation by appointment - EVERY EVEN YEAR

****Treatment Facilities Committee Chair: Term of Service - 2 years**

The TF chair coordinates the work of individual AA members and groups who carry the message to alcoholics in treatment facilities, and works to clarify what A.A. can and cannot do, within the Traditions, to help alcoholics in treatment.

Rotation by appointment - EVERY ODD YEAR

From Dr. Bob's Nightmare:

*"I spend a great deal of time passing on what I learned to others who want and need it badly.
I do it for four reasons:*

- 1. Sense of duty*
- 2. It is a pleasure*
- 3. Because in doing so I am paying my debt to the man who took time to pass it on to me*
- 4. Because every time I do I take out a little more insurance for myself against a possible slip*

Looking for a way to give back?

District 16 Needs You!

Here's what we need ...

GSR Elected Officer Chair Positions

What will be asked of you

- All officers are asked to attend and report at the monthly District meeting
- A full description of the officers' responsibilities is in the A.A. Service Manual.
- Helpful information for each position is on the GSO "yellow sheet" guidelines that the officer receives when they register with GSO and can currently be downloaded on the aa.org website
- Other duties as described in the District Guidelines and Procedures is available at
- Each year, they will submit a budget for their position.
- <https://medfordareaaa.org/service>
- Attendance at quarterly Area Assemblies is necessary for the DCM and optional – but a great experience – for other District officers.

GSR Elected Officer Positions

***** Indicate OPEN Positions***

*****DCM (District Committee Member): Term of Service - 2 years***

The DCM is elected by the District's GSRs to serve a two-year term that runs concurrent with the Area Officers. The DCM is a voting member of the Area Assembly and member of the Area Committee. An essential link between the GSRs and the Area Delegate to the General Service Conference, the DCM facilitates monthly district meetings.

Election Rotation - EVERY ODD YEAR

Duties and Responsibilities of DCM:

- *Recommended completion of a LDCM term or GSR term*
- *First year of term attends the Oregon Area Orientation, to be fully funded by the District*
- *Appoint Service Committee members as described*
- *Set agenda for and chair District business meetings*
- *Help Service Committees as needed*
- *Attend Area Assemblies*
- *Appoint Ad Hoc committees to address specific issues as needed*
- *Oversee the Website Committee*
- *Assist Area Registrar with updating and maintaining District Roster of meetings*
- *Assist GSRs when needed at group meetings*
- *Assist Area Delegate with processing of Conference agenda items at District level*
- *Assist Delegate in scheduling pre and post Conference reports to District*
- *Attend Pacific Regional AA Service Assembly (PRAASA) when funds are available, and give verbal and written reports to the District.*
- *Attendance at the Pacific Northwest Conference (PNC) or the Pacific Region Forum may be an option in addition to PRAASA, or in place of PRAASA Attend 2nd DCM Orientation when funds are available*

LDCM (Local District Committee Member - Sub Districts A, B, C, D & E): Term of Service - 2 years

Visit meetings in your sub-district, report monthly at District meetings about events in the local district and assist GSRs and the DCM when needed. Assist DCM and Area Registrar update the District meeting roster.

LDCM - A, C and E - Election Rotation EVERY EVEN YEAR

LDCM - B and D - Election Rotation EVERY ODD YEAR

****LDCM-A** (Ashland, Phoenix and Talent)

LDCM-B (Medford)

****LDCM-C** (Applegate, Jacksonville, Ruch, MFG and DOTR)

****LDCM-D** (Central Point, White City, Eagle Point, Shady Cove, Gold Hill, Butte Fall and Prospect)

LDCM-E (Linguistics ASL)

Duties and Responsibilities of LDCM:

- Recommended completion of a GSR term
- Attend and report at monthly District meetings
- Perform duties of DCM in DCM's absence
- Assist DCM as needed
- Attend quarterly Oregon Area Assemblies
- Assist GSRs when needed at group meetings
- Visit with groups

****Secretary: Term of Service 2 years**

Election Rotation - EVERY ODD YEAR

Duties and Responsibilities of the Secretary:

- Recommended completion of a GSR term
- Attends monthly District meetings and records minutes
- Provide District meeting minutes to each District Committee Member and each GSR, after they have been reviewed by the DCM
- Makes copies of and distributes District documents as needed
- Communicates with the DCM regarding event announcement updates for District meeting agenda Reprints, makes available for the web and distributes District Guidelines when requested by the DCM
- Recommended completion of a GSR term and a solid period of sobriety
- Attends monthly District Meetings

I am responsible ...

When anyone, anywhere, reaches out for help,

I want the hand of A.A. always to be there.

And for that: I am responsible.



Treasurer: Term of Service - 2 years

The Treasurer keeps financial records for the District and reports regularly at District meetings. Persuasiveness, firmness, and diplomacy will help the Treasurer do the job. The Treasurer shall maintain all books of the District in accordance with generally accepted accounting principles utilized by Area 58 Finance Committee using the Expenses and Reimbursements Form (2018/2020 Service Manual S47)

Election Rotation - EVERY EVEN YEAR

Suggested Qualifications for the Treasurer

- *The time, energy and willingness to serve the District*
- *A background in Service at the Group or District level*
- *Suggested 4 years of continuous sobriety*
- *A responsible person with a good bookkeeping background*

Duties and Responsibilities of District Treasurer

- *Prepare and provide a verbal / digital Treasurer's Report to the District Secretary and DCM prior to the monthly District Business meetings including a copy of the bank statement*
- *Attends monthly District Meetings*
- *Picks up mail from District 16's Post Office box*
- *Makes deposits and writes checks for District expenses*
- *Monitor Treasurer email*
- *Shall maintain clear and adequate accounting records of all District 16 funds*
- *Other duties as described in the District 16 Guidelines and Procedures*

Alternate Treasurer: Term of Service - 2 years

Election Rotation - EVERY ODD YEAR

Duties and Responsibilities of the Alt - Treasurer:

- *Recommended completion of a GSR term and a solid period of sobriety*
- *Attends monthly District Meetings*
- *Has key to Post Office Box*
- *Is signatory on District checking account*
- *Audits District books every six months and provides a report at the District meeting*
- *Fulfills functions of the Treasurer in the event the Treasurer is unable or unwilling to perform duties*

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