

**Fredericksburg District (District 30)  
Virginia Area (Area 71) of Alcoholics Anonymous**

**DISTRICT GUIDELINES**

**Standing Committees, Special Assignment Coordinators,  
and Group Service Representatives (GSRs)**

**DISTRICT PREAMBLE**

Fredericksburg District (District 30) of the Virginia Area Assembly (Area 71) of Alcoholics Anonymous is a service body and shall protect and respect the autonomy and the privilege of dissent of any A.A. group in the Fredericksburg District of the Virginia Area Assembly. District 30 shall be ever mindful of the ideals expressed in the Twelve Steps, the Twelve Traditions, the Twelve Concepts for World Service, and the A.A. and VAC Service Manuals, and shall strive to provide the voice of the group conscience of the unity of the Fredericksburg District. The primary purpose of the Fredericksburg District shall be service. The Fredericksburg District shall encourage all its groups to participate in the business of the District and to support the District in its efforts to cooperate with the Virginia Area Assembly, General Service Office, and A.A. World Services.

**GENERAL**

The following guidelines have been established as reference material for the successful operation of the Standing Committees and Special Assignment Coordinators. While not intended to be all-inclusive, it is the desire of the District that these guidelines will be useful as a catalyst to provide communication between the Standing Committees and the District A.A. groups. General guidelines for Standing Committees are noted in sections 4 and 5 of Chapter I.

**1 STANDING COMMITTEES**

**1.1 Budget and Finance Committee**

The Finance and Budget Committee is established to present a sound fiscal budget to the District, keeping in mind our Tradition of self-support and that sufficient operating funds, plus a prudent reserve, should be the District's fiscal policy. The prudent reserve for the District shall be at least equal to the non-discretionary expenses of the previous year, but not exceed the total expenses of the previous year.

The membership of the Finance and Budget Committee shall include a Chair, ADCM, and District Treasurer. Additionally, membership is open to any District Member that wishes to be involved. The responsibilities of the Finance and Budget Committee are to:

- *Request budgets from the District Officers, Standing Committee Chair, and Special Assignment Coordinators for the coming year. Budgets for the upcoming year are due to the Finance and Budget Committee by September 1st.*
- *Aid Groups in becoming self-supporting and shall assist Groups in budget and other financial problems.*
- *Encourage contributions from Groups and A.A. members to the District, VAC, and G.S.O. and will produce and make available contribution envelopes to those who need them.*
- *Prepare and submit a budget for the coming year to the District at its November District meeting.*

## 1.2 Corrections Committee

The Corrections Committee is established to carry the message of A.A. to those people incarcerated. The responsibilities of the Corrections Committee are to:

- *Encourage participation by all A.A. Members to carrying the message of recovery to inmates housed in correctional facilities*
- *Coordinate the flow of information from the District to alcoholics in correctional facilities*
- *Promote the use of the GSO “Correctional Facilities Guidelines” within the District*
- *Understand, respect, and support adherence to all correctional facilities' rules and regulations*
- *Encourage correspondence by A.A. Members to share their experience, strength, and hope, through letters, with those incarcerated*
- *Liaise with the Corrections Committee at VAC*

## 1.3 Entertainment Committee

The Entertainment Committee is established to effectuate the spirit of fellowship and to show that we are not a glum lot. The responsibilities of the Entertainment Committee are to:

- *Assign subcommittee chairperson(s) for entertainment and fellowship events*
- *Coordinate between subcommittee chairs and the District on issues pertaining to fellowship and entertainment events*
- *Oversee finances for entertainment and fellowship activities and events*

## 1.4 Hotline Committee

The Hotline Committee is established to... The responsibilities of the Hotline Committee are to:

## 1.5 Workshop Committee

The Workshop Committee is established to plan, coordinate, and conduct District-sponsored workshops. The responsibilities of the Workshop Committee are to:

- *Solicit opinions and ideas for workshop topics from A.A. Groups and Members within the District*
- *Present workshop topics to District Members for approval*
- *Provide information about upcoming District-sponsored workshops to A.A. Groups and Members within the District*
- *Plan, coordinate, and conduct District-sponsored workshops*
- *Provide workshop materials to Archives Committee and maintain copies to be used for future workshop planning*

## 1.6 Service Manual Committee

The Service Manual Committee is established to create and maintain the service structure and guidance policy for the District Committee. The responsibilities of the Service Manual Committee are to:

- *Produce and periodically review the District service manual; giving deference to the A.A. Traditions and Concepts of Service, and to the guidelines of the A.A. and VAC service manuals.*

## 2 SPECIAL ASSIGNMENT COORDINATORS

### 2.1 Chips and Literature Coordinator

The Chips and Literature Coordinator is tasked to act as a central point of contact within the District to facilitate a cost-effective method of providing A.A. literature and chips to Groups. The responsibilities of the Chips and Literature Coordinator are to:

- *Inform A.A. Groups and Members within the District of the availability and benefits of the A.A. World Services, Inc. publications and literature.*

- *Encourage A.A. Groups and Members within the District to purchase and read Conference-approved literature.*
- *Accept requests, process orders, and accept payment for A.A. literature and chips from A.A. Members and Groups within the District*
- *Maintain a prudent reserve inventory of commonly requested A.A. literature and chips to facilitate an expedited availability to A.A. Members and Groups within the District. Funds to ensure the availability of a prudent reserve inventory should be included in the annual budget request from the Chair of the Chips and Literature Committee.*
- *Fulfill orders by arranging a pick-up time/location or by delivering products to the requesting A.A. Member or Group*
- *Keep current on new, upcoming and revised literature/material from GSO*
- *Liaise with the Literature Committee at VAC*

## **2.2 Archives Coordinator**

The Archives Coordinator is tasked as the official archival agent of the District. The objectives of the Archives Coordinator shall be the collection, preservation, and administration of the official records of the District, as well as personal papers and other items donated to the Archives which document and/or describe the history and activities of A.A. in this District.

The Archives Coordinator maintains final responsibility, through the DCM, for the use of the Archives and exercises its group conscience regarding all matters of general policy. The Archives Coordinator promotes interest in the Archives and accepts articles and items of historical interest or for administrative use consistent with the objectives of the District Archives. The Archives Coordinator's responsibilities are to:

- *Collect and preserve the heritage and official records of the District and to encourage Groups to prepare and maintain a Group history*
- *Exercise custodial responsibility and maintain the integrity of District correspondence, newsletters, historical documents, photographs, and newspaper articles, as appropriate*
- *Be cognizant of the necessity to protect the anonymity of all AA members and the confidentiality of all AA records*
- *Make archival material available to persons with a valid reason for reviewing it. Authorization for review and disclosure will be referred to the DCM*
- *Maintain an inventory of all archived material*

## **2.3 Public Information Coordinator**

The Public Information (PI) Coordinator is tasked to offer and provide information about A.A. to professionals in the community, such as educators, health care providers, the clergy, court officials and others who have contact with practicing alcoholics. The responsibilities of the PI Coordinator are to:

- *Research and give deference to PI guidelines and current issues suggested by the General Service Conference or Area and report any relevant information to the District and A.A. Groups*
- *Encourage the use of the GSO Public Information Kit within the District*
- *Coordinate with the Corrections Committee, in contacting law enforcement activities, educational institutions and other public information facilities*
- *Liaise with the PI Committee of the VAC*

## **2.4 Website Coordinator**

The Website Coordinator is tasked to... The responsibilities of the Website Coordinator are to:

## **2.5 Grapevine Coordinator**

The Grapevine Coordinator is responsible to:

- *Inform A.A. Groups and Members in the District of the availability of and the benefits from the A.A. Grapevine*
- *Promote A.A. Grapevine subscriptions for A.A. Groups and Members within the District*
- *Advocate the election of a Grapevine representative in individual AA groups and to be available to assist those representatives as necessary*
- *Liaise with the Grapevine Committee of the VAC*

## **2.6 Newsletter Coordinator**

The Newsletter Coordinator is responsible to:

- *Solicit input for the Newsletter and notify District Members of the deadline for submission of articles*
- *Create quarterly candidate Newsletter and provide it to the DCM for review*
- *Upon successful review from the DCM, produce Newsletters for distribution at the District meeting. Production numbers shall be determined by the District.*
- *Provide the Newsletter to the District Secretary and the Website Committee in a common electronic format for dissemination*
- *Provide a printed copy of the Newsletter to the Archive Committee*

## **2.7 Where & When Coordinator**

The District's printed meeting list is called the **Where & When**. The Where & When Coordinator is responsible to:

- *Solicit input for revisions to the printed Where & When meeting list*
- *Create and produce printed meeting lists monthly, in the quantities determined by the District*
- *Distribute Where & When meeting lists at the District meetings and, when requested, to A.A. Groups and Members within the District*
- *Provide the Where & When to the District Secretary and the Website Committee in a common electronic format for dissemination*
- *Provide a printed copy of the Where and When to the Archive Committee*

## **2.8 GSR Welcoming / Group Outreach Coordinator**

The GSR Welcoming / Group Outreach Coordinator is tasked to assist new GSRs in understanding their responsibilities. The responsibilities of the GSR Welcoming and Group Outreach Coordinator are to:

- *Welcome new GSR's and assist them with group paperwork and follow-up to ensure they receive their GSR kits from the GSO*
- *Encourage and assist opening lines of communication between Groups and the rest of the A.A. Service Structure (District, VAC, and GSO)*
- *Visit inactive A.A. Groups and make District informational packets available to them*

## **3 GSRs**

The GSR has the job of linking their Group with A.A. as a whole. Only when a GSR keeps their Group informed, and communicates their group conscience, can the Conference truly act for A.A. as a whole. Detailed information for GSRs can be found in the A.A. Service Manual and in other literature available from A.A. or from the Chips and Literature Committee. GSRs are expected to:

- *Attend District meetings and Area assemblies to represent the voice of their group conscience*
- *Take back Conference, Area, and District issues and actions to their Groups*
- *Research information from A.A. literature and service manuals and solicit help from the GSR Welcoming and Group Outreach Committee pertaining to their responsibilities as GSR*
- *Communicate GSO, Area, and District guidelines pertaining to their associated Groups*