

Come help District 28 Carry the message....

Election – Qualifications & Duties

(Source 2025 District 28 Structures and Guidelines pages 4 to page 13.)

(Full version of District 28 Structures and Guidelines is available on the District 28 Website.)

Election Procedures: Nominations/Standing for Office will be made at the September District meeting and elections will take place at the October District meeting in the same rotation as the Area 14 Panels elections. 2027-2028 Panel is Panel 77. Officers **will assume their new office in January.**

Term of Office: The term of office for all trusted servants is **two years**, coinciding with North Florida Area 14 elections/panels.

Qualifications for District Trusted Servants.

DCM (District Committee Member):

- Has served as a GSR.
- Have at least four or five years of sobriety.
- Be familiar with both the *Twelve Traditions* and *Twelve Concepts*.
- Have the time and energy to serve the District well.
- Be able to lead the District while respecting the conscience of the District.
- Have an email address or other easy way of maintaining contact with GSRs and other members.
- Be familiar with the GSO and Area websites.

Alt. DCM (Alternate District Committee Member) - The Alt. DCM serves as a backup for the DCM and should have the same qualifications.

Secretary - Reasonable period of sobriety, usually two years, and have the time, energy and ability to serve.

Treasurer - Reasonable period of sobriety, usually two years, and have the time, energy and ability to serve.

Standing Committee Chairperson or Alternate - Reasonable period of sobriety, usually two years, and have the time, energy and ability to serve.

GSR - Reasonable period of sobriety, usually two years, and have the time, energy and ability to serve.

Duties of the Trusted Servants (Elected Officers):

DCM

The DCM's job is primarily that of two-way communication. The DCM

- Attends all District 28 meetings and Area 14 Assemblies.
- Appoints the Chairpersons of the various District Service Committees. In making appointments, the DCM may consult with the Alt. DCM and other District Trusted Servants.
- Receives reports from groups through GSRs.
- Helps the Area Delegate cover the Area.
- Encourages the GSRs to be familiar with The AA Service Manual, The Twelve Concepts of World Service, the GSO bulletin Box 4-5-9, workbooks and guidelines from GSO, any other service material such as the current edition of the AA Service Manual and any correspondence from the GSO and the Area that might be of interest.

Alt. DCM

The Alt. DCM is encouraged to assist, participate and share in the DCM's responsibilities at the District and Area Meetings.

- Attends all District meetings and Area 14 Assemblies.
- Opens and closes up the District meeting room.
- Encourages the GSRs to be familiar with The AA Service Manual, The Twelve Concepts of World Service, the GSO bulletin Box 4-5-9, workbooks and guidelines from the GSO and any other service material.
- Assists the DCM and Work shop Chair in organizing workshops and/or sharing sessions on service activities.
- Maintains and updates the Where and When and arranges for new printings when necessary.
- The Alt. DCM. and two GSRs will conduct an annual audit each January.

Secretary

Prepares and distributes minutes of the District Meetings. Minutes should be distributed to District Trusted Servants, Standing Committee Chairpersons, Alt. Committee Chairpersons, GSRs, Alt. GSRs using postal mail if necessary.

- Maintains and updates mailing lists and email distribution lists.
- Maintains and updates GSR lists and forwards changes to the Area Registrar.
- Handles special mailings or bulletins as may be requested by the DCM.
- Maintains and updates the District Structures and Guidelines, annually showing revisions made in the preceding year.
- Keep the District Advisory Actions (Motions) list up to date.
- Keeps copies of all District Meetings and correspondence for archival purposes.

- Takes the roll call at District Meetings.

Treasurer

- Keeps all financial records for the District.
- Reports all financial transactions at the District Meeting. The monthly Treasurer's Report must be a full report for the previous calendar month; an interim report to keep members apprised of current expenses and income up to the date of the meeting should also be orally presented if requested.
- Pays all expenditures approved by the District.
- Has all financial records available for the annual audit.
- Reconciles the monthly bank statements.
- Prepare proposed Annual Budget with the DCM and Committee Chairs.
- Maintains and monitors budget expenditures.
- Turns over all financial records of the District at the conclusion of the term of office.

Duties of the Committee Chairs: <i>Carrying the message...</i>

Accessibilities Chairperson

- Job Description: Accessibilities Chair and Committee are to work to ensure equal access by everyone to AA; the goal is to find the means to assist people who have problems which limit their attendance at regular meetings and remove barriers whenever possible. The chair should enlighten AA members and Groups of special needs.
- The Accessibilities Chair shall develop and preside over a committee which aids in carrying out the purpose of the committee – carrying the message to those who have barriers to access meetings.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Accessibilities Committee Workshop on Saturday.
- Display Accessibilities information at District Events.

Archives Chairperson.

- Job Description: Archives Chairperson is responsible for the collection and preservation of archived material as it pertains to District 28 in adherence to G.S.O. and Area 14 guidelines.
- The Archives Chair shall develop and preside over a committee which aids in carrying out the purpose of the committee.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.

- Attend Area 14 Assembly and participate in the Archives Committee Workshop on Saturday and work with the Area 14 Archives Chairperson as necessary.
- Display District Archives at District Events.
- Enhances the collection of Oral Histories from District members.
- Works with the Website Chairperson to enhance the Archives folder on the District Website.

Cooperation with the Professional Community (CPC) Chairperson

- Job Description: The CPC Chairperson is responsible to help to carry the A.A. message to the still suffering alcoholic through sharing information with professional groups and individuals who have contact with alcoholics. Is responsible for furthering mutual understanding and awareness of A.A. with the professional community.
- The CPC Chair shall develop and preside over a committee which aids in carrying out the purpose of the committee.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the CPC Committee Workshop on Saturday.
- Display CPC information at District Events.

Corrections Chairpersons – Men's and Women's

- Job Description: - Responsible for encouraging A.A. members to assume responsibility for carrying the message to alcoholics who are incarcerated.
- The Corrections Chair shall develop and preside over a committee which aids in carrying out the purpose of the committee.
- Works with local correctional officials to facilitate A.A. meetings and the distribution of General Service Conference approved A.A. literature in correctional facilities.
- Helps incarcerated people who are approaching release and are interested in AA to locate appropriate outside meeting locations by Bridging the Gap and making connections.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Corrections Committee Workshop on Saturday.
- Display Corrections information at District Events.

Grapevine/La Vina Chairperson

- Job Description: - The Grapevine/La Vina Chairperson is responsible for reviewing the development and circulation of the Grapevine and La Vina in the District and report Grapevine updates from Grapevine Inc.
- Makes suggestions to increase Grapevine and La Vina subscriptions.

- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Grapevine Committee Workshop on Saturday.
- Display Grapevine and La Vina information at District Events.

Literature Chairperson

- Job Description – The Literature Chairperson reports on all new publications or release dates of upcoming publications to the District.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Literature Committee Workshop on Saturday.
- Display Literature information at District Events.

Nature Coast Intergroup (NCI) Service Liaison

- Job Description: The Intergroup Liaison is responsible for keeping the District informed of NCI activities and in turn keeping N.C.I. informed of District activities.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Intergroup Committee Workshop on Saturday.
- Is encouraged to participate in events sponsored by the District and NCI.
- Display Intergroup information at District Events.

Public Information (PI) Chairperson

- Job Description: The Public Information Chair works to create a proper public understanding of the A.A. program and correct misunderstandings through the use of print and electronic media, public information meetings and speaking to community groups.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Public Information Committee Workshop on Saturday.
- Help with the distribution of the Where and When to facilities, institutions and individuals who have contact with alcoholics, and other suitable public places.
- Make sure libraries have a copy of Alcoholics Anonymous in their possession.
- Attends/Participate in Health Fairs when possible.
- Display Public Information at District Events.

Treatment Chairperson

- Job Description: The Treatment Chairperson is responsible for coordinating individual A.A. members and groups to carry the message to alcoholics in treatment facilities.
- Works with treatment facility officials in an attempt to schedule meetings and distribute AA General Service Conference A.A. approved literature.
- Helps to Bridge the Gap after release from treatment center to meetings.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Treatment Committee Workshop on Saturday.
- Display Treatment Information at District Events.

Web / Technology Chairperson

- Job Description: The Webmaster is responsible for keeping the District 28 Website up and active, keep meeting list/app up to date. Posts info/flyers of upcoming events on the website and adds events to the calendar on the website. Addresses technical issues as they arise.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Reports all additions and changes to content particularly in the District 28 Web Page
- Attend Area 14 Assembly and participate in the Technology Committee Workshop and the Website Administrative Committee on Saturday to keep up with A.A. policies on technology and websites and to share that information via a report to the District.
- Work with District Secretary and District Archivist to store history in on the website.
- Display Web/Technology Information at District Events.

Workshop Chairperson

- Job Description: The Workshop Chairperson is responsible for suggesting topics and recommending workshops that help to carry the A.A. message to the still suffering alcoholic and for the education of AA members.
- Is responsible for developing and organizing workshops that further mutual understanding, effectiveness and awareness of AA functions.
- Attend District Meetings and provide monthly report. Provide an electronic copy of said monthly report to the District Secretary.
- Attend Area 14 Assembly and participate in the Growth Committee Workshop on Saturday. Attending Area Committee meetings can be helpful in seeing what workshops are being offered in other Districts in Area 14 and report back to the District on what has been discovered at Area Assemblies.
- Display Workshop Information at District Events.