

## **DCM's Role**

The DCM is a trusted servant, representing the groups within the District.

In Area services the DCM has a voting right in both the Area Committee and the Area Assembly. The DCM's knowledge of District thoughts and needs (the District conscience) is essential in Area Committee voting: the Area Committee determines what comes up for a vote at the Area Assembly (where GSRs have voting rights).

The DCM shares information up and down the triangle and encourages group participation in the AA service structure.

Along with the GSRs, the DCM works to provide services to the District.

The DCM facilitates the District meeting, wherein information is shared and local needs are discovered.

The DCM is also responsible for determining if a District meeting is canceled (see Meeting Cancellations or Changes: Inclement Weather or Church Activities).

The DCM may also represent the District by engaging with neighboring-District DCMs and the local Intergroup to share information and provide services.

The DCM brings the GSRs information on the latest happenings from the Area level (particularly information from the Area Committee and the Delegate) and from the GSO, Grapevine, GSC, and AA as a whole.

The DCM should also keep the groups apprised of and engaged with activities in the General Service Conference year-round process (including the Area's CARC process).

## **ALTERNATE DCM**

The alternate DCM serves as a backup for the DCM. If the DCM is unable to attend a district meeting or area assembly, the alternate DCM can step in. The alternate can chair the district meeting and vote on behalf of the district at an area assembly or area committee meeting. If the DCM resigns or is unable to serve for any reason, the alternate often steps in.

## Secretary's Role

The District Secretary takes minutes during District meetings. The Secretary presents the minutes for review at the subsequent District meeting, makes corrections as determined at the District meeting, distributes corrected minutes to GSRs and posts anonymity-protected versions to the websites noted below.

The Secretary maintains an up-to-date distribution list including active GSRs and any group/meeting points of contact.

The Secretary also ensures District minutes are posted to the NEMDAA Intergroup website and the District 28 page (<http://www.marylandaa.org/district-28/>) of the Area 29 website.

The Secretary helps the DCM and District committees post District announcements (workshops etc.) to the NEMDAA Intergroup and District 28 page of the Area 29 website.

1. Maintain up-to-date distribution list
2. Take minutes at District meetings
3. Distribute previous month's minutes 1 week prior to the subsequent District meeting
4. Present previous month's minutes at the subsequent District meeting
5. Correct and redistribute minutes as necessary
6. Submit minutes to NEMDAA and Area 29 for posting on websites

## **Treasurer's Role**

The District Treasurer maintains the District bank account, pays District expenses, and provides financial reports at each District meeting.

District financial reports include a breakdown of income, expenses, and balances from month to month. The Treasurer reconciles the bank account to the bank statement.

The Treasurer also presents an annual budget for approval by the active GSRs. The subsequent year's budget should be available at the October District meeting for GSRs to review and take back to their groups for discussion. The budget should be approved at either the November or December District meeting.

The District post office box is District 28, PO Box 348, Abingdon, MD 21009.

The District bank account is held at BB&T Bank.