

District 7 Bylaws Area 52

Alcoholics Anonymous

(Revised: August 11, 2019)

District 7 exists to fulfill an obligation to serve and support its member Groups and help them to carry the message of Alcoholics Anonymous to the alcoholic who still suffers. The District 7 Committee consists of trusted servants and does not govern.

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Bylaws for District 7, Area 52, Alcoholics Anonymous

Overview

District 7 is made up of AA groups within the boundaries as set by Area 52 (see Appendix 1: Map of Area 52 and Districts).

The most important of the group's trusted servants may be the General Service Representative (GSR). The GSR is elected by the Group and represents the Group by carrying the concerns of the Group to the District and Area, and bringing information back to the Group from the District and Area. The GSR is the link between the Group and AA as a whole. The GSRs of District 7 along with elected Chairs form the District Committee.

The following trusted servants are elected by the District Committee to serve two-year terms.

1. District Committee Member (DCM)
2. Alternate District Committee Member
3. Secretary
4. Treasurer
5. Public Information/Cooperation with the Professional Community (PI/CPC) Chair
6. Corrections Chair
7. Treatment Centers Chair
8. Grapevine Chair
9. Hotline Chair
10. Meeting List Chair
11. Literature Chair
12. Workshops Chair
13. Archives Chair
14. Announcements Chair

Guidelines for District Chairs

Suggested Sobriety & Service Requirements for Service

For the following District Committee Chairs it is suggested to have 4 years of continuous sobriety and 2 years of service in the AA Service Structure (GSR, District, Area, etc.):

- DCM
- Alternate DCM
- Secretary
- Treasurer

For the following District Committee Chairs it is suggested they have 1 year of continuous sobriety:

- PI/CPC
- Literature
- Corrections
- Treatment Centers
- Workshops

For the following District Committee Chairs there is no suggested minimum of continuous sobriety:

- Grapevine
- Hotline
- Meeting List
- Archives
- Announcements

Spirit of Rotation

In the spirit of rotation, it is suggested that an elected Chair rotates out of their role after serving a full two-year term. Elected Chairs rotating out of a full two-year term are able to be elected to serve as Chair of a different committee. If a Chair has taken on the responsibilities of a Committee during the second year of a term, that Chair is able to stand or be nominated to that same Committee at the next election for a full two-year term.

If a Chair is vacated in the middle of a term that Chair is able to be filled by anyone meeting the District's suggested sobriety and service requirements who is willing to stand. If more than 1 person is willing to serve the vacated Chair then a special election will be held as Agenda Item 1 at the first District Meeting following that Chair's vacancy.

There are no appointed District Committee positions.

Responsibilities of District Chairs

All Elected District Officers & Chairs

Attend all District Meetings.

Provide written and verbal reports at District 7 meetings. Reports should include a list of any/all recent past and future activities since last report, use of funds, and any items that call for additional input from the District Committee or use of District 7 funds.

District Chairs are allowed to create their own Committees, comprised of members of Alcoholics Anonymous, for the purposes of better fulfilling their obligations to the member Groups of District 7.

Each Committee has a non-accumulating monthly budget of \$25 to be used prudently and at their discretion for the purposes of District 7 business.

Additional details for each position can be found in Appendix 4: District 7 Position Descriptions.

District Committee Member (DCM)

The DCM is our link with Area 52. The DCM's responsibility is to serve as a representative of District 7 and to act in the best interest of AA as a whole.

Serves as the Chair of District Meetings.

Establishes District Meeting agenda and distributes agendas to District 7 Committee Members via email no less than one week prior to District Meetings and brings printed copies to District Meetings.

Attends all Area 52 Assemblies to:

- Give the District 7 report to the Area
- Obtain the Area 52 Assembly report and relay at the District Meeting following an Assembly
- Serve on selected Area 52 Committees

Serves as an authorized agent to sign District 7 contracts.

Connects with registered District 7 groups to encourage attendance at District Meetings and offer District 7's services.

Serves as cosigner on District 7 checking account.

Alternate District Committee Member

The Alternate DCM will need to fulfill the duties of the DCM in the event the DCM is unable to perform them. (See DCM.)

Assists DCM at District Meetings.

Chairs the Bylaws Revision Committee and District 7 Audit Committee.

Secretary

The District 7 Secretary is responsible for keeping a log of District Meetings through meeting minutes, group/committee report forms, etc.

Distributes District Meeting minutes to District 7 Committee Members via email no more than one week after District Meetings and brings printed copies to District Meetings.

Maintains District 7 GSR and Committee Chair contact list.

Records all passed actions from District Meetings separately from District Meeting minutes.

Treasurer

The District 7 Treasurer maintains the district's checkbook(s), bank account(s), and balance sheet(s).

Receives submitted contributions and deposit them in a timely manner, no more than 1 month between deposits.

Pays all approved District 7 bills and reimbursements.

Maintains all District 7 contracts, public and private and serves as an authorized agent to sign contracts.

Provides written and verbal reports at District 7 meetings of the Districts current financial position including a list of all transactions since the last report and any discrepancies. .

Collects Grapevine subscriptions from the District 7 PO Box and disperses them to their proper entities.

In the event the DCM and Alt. DCM are absent, Treasurer will be responsible for conducting the District Committee Meeting.

Public Information/Cooperation with the Professional Community (PI/CPC) Chair

The District 7 PI/CPC Chair provides information about A.A. to the public and those who have contact with alcoholics through their profession. This includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in the field of alcoholism, etc. Information is provided about where we are, what we are, what we can do, and what we

cannot do.

Corrections Chair

The District 7 Corrections Chair is responsible for carrying the message of Alcoholics Anonymous to correctional facilities in District 7. These may include jails, juvenile detention centers, prisons, halfway houses, etc.

Treatment Centers Chair

The District 7 Treatment Centers Chair is responsible for carrying the message of Alcoholics Anonymous to treatment facilities in District 7. This may include hospitals, halfway houses, treatment centers, etc.

Grapevine Chair

The District 7 Grapevine Chair is responsible for encouraging broader use of AA's meeting in print.

Hotline Chair

The District 7 Hotline Chair is responsible for ensuring the District 7 Alcoholics Anonymous phone number is active and can service people seeking help or information about AA.

Meeting List Chair

The District 7 Meeting List Chair maintains District 7 meeting list changes in both paper and electronic formats. Meeting lists include and are limited to all AA meetings conducted by listed AA Groups (defined by a Group having a Group Service Number, provided by GSO).

Distributes District 7 Meeting Lists to District 7 Committee Members via email prior to District Meetings and brings printed copies to District Meetings.

Literature Chair

The District 7 Literature Chair is responsible for managing District 7 conference-approved literature which includes maintaining inventory (books, pamphlets, etc.) according to demand and availability of funds, ordering literature for District 7, and assisting groups and members of District 7 acquire the literature they seek.

Workshops Chair

The District 7 Workshops Chair is responsible for all aspects of AA Workshops held in District 7.

Archives Chair

The District 7 Archives Chair is responsible for collecting, organizing, and preserving the records pertinent to the history of Alcoholics Anonymous in District 7.

Announcements Chair

The District 7 Announcements Chair is responsible for collecting information about AA events and presenting it to the District 7 Committee. I.e. flyers, websites, contact persons, or schedules for roundups, workshops, anniversary celebrations, retreats, etc.

Guiding Principles for District 7

Administration

Committee Meetings

District Meetings are held monthly.

District Meetings follow Robert's Rules of order as a guide for their proceedings. (See Appendix 2: Robert's Rules: A Brief Guide to District Meeting Procedures)

The DCM has no opinion during a District Meeting and serves only to keep the meeting on agenda and ensure proper meeting procedure is being followed.

The DCM may step out as Chair to express an opinion or participate in discussion for a particular action. Following that action the DCM will step back in as Chair.

The DCM will offer a vote as DCM only in the event of a tie in order to break the tie.

When the DCM is unable to serve or steps out as Chair of the District Meeting, then the Alternate DCM will step in as Chair. If the Alternate DCM is unable to serve, then the Treasurer will step in as Chair. If the Treasurer is unable to serve, then the Secretary will step in as Chair.

Special Committees

In the interest of District 7, there may be some non-permanent, special committees which need to be formed and have a Chair, either elected or volunteered. District 7 does not mandate an election for Special Committee Chairs. Examples of a special committee may include but are not limited to District 7 Campout, Bylaws, Audit, State Roundup, any Regional or National Conferences hosted by District 7, etc. After a Special Committee has been formed and a Chair selected, that Committee will be on the District Meeting agenda and the Chair for that Committee will be responsible for giving a Committee report at each District Meeting for the duration of the Special Committee. After an event conducted by a special Committee is complete, a final report from the Committee Chair must be delivered no later than the second District Meeting following the completion of the event at which time

the Special Committee will be dissolved.

Special Committee Chairs or alternatives do not receive a vote on the District Committee.

Committee Reports

Each Chair is responsible for considering and reporting on any agenda items assigned to them and their committee for that committee's suggested purpose. A Chair may simply discuss ideas and report these at the District Meeting for input or suggestions, or make specific recommendations that they wish the District Committee to act upon.

GSR Reports

General Service Representatives in attendance at District Meetings will give a report for their group including but not limited to:

- Updates on attendance
- Changes in group information like meeting time, location, etc.
- Requests their group may have of District 7 or Area 52
- Report any problems their group may be experiencing
- Share any successes their group may be having

New District 7 Chairs & GSRs

In order to make the transition as seamless as possible and in AA's spirit of rotation, a new member packet will be made by the outgoing DCM and will include job descriptions, District 7 Passed Actions, agenda and minutes from the previous District Meeting, and the most recent contact list available.

Outgoing Chairs shall pass along all relevant information from their term as Chair to the incoming Chairs.

Assembly Attendance

District 7 will reimburse the cost of 1 member, usually the DCM (or Alternate DCM, District 7 Secretary, or District 7 Treasurer - in that order) to attend Area 52 Assemblies. Typically, reasonable costs include 2 nights lodging, prudent meal spending, and mileage reimbursement according to the State of North Dakota reimbursement rates. District 7 attendee must submit all associated receipts. Additionally, District 7 shall reimburse the DCM or alt. DCM for the West Central Regional Service Conference (WCRSC) and Regional Forums.

Bylaws Revisions & Amendments

It may be deemed prudent by the District 7 Committee to formally review and/or revise District 7's Bylaws. A Bylaw Revision Committee will be formed and will be chaired by the Alternate DCM and include exactly 5 other members of the District 7 Committee (Officers, Chairs, and GSRs).

In order for the District 7 bylaws to be amended, whether deemed necessary

by the Revision Committee or otherwise, a 2/3 majority vote by the District Committee is needed.

Suggested Bylaw amendments can come from any member of the District Committee at any time and do not need to follow a formal review by the Revision Committee.

Finance

Prudent Reserve & General Funds

District 7 maintains a Prudent Reserve only as a means to rebuild the treasury in the event of depletion. Any use of Prudent Reserve funds must be approved by a 2/3 majority vote by the District 7 Committee.

Any use of District 7 General funds that is not pre-approved must be approved by a simple majority (51%) of the District 7 Committee.

Group Contributions & Contributions to the Entities

District 7 is supported by contributions from the individual groups that comprise its membership. It is the responsibility of the groups to contribute to District at a level they see fit. It is also the group's responsibility to contribute to Area and GSO at a level they see fit. (A commonly accepted split of contributed funds is 50% to District, 25% to Area, and 25% to GSO.)

It is not the responsibility of District 7 to make the groups contributions to any of the other entities. All contributions made to District 7 will be considered a contribution to District 7 only.

It is the obligation of District 7 to make its own contribution to Area and GSO as it sees fit, usually suggested as a 50/50 split of any funds remaining after its prudent reserve and other budgetary obligations are met.

District 7 Audit

At the end of each fiscal year (Jan 1-Dec 31) it is suggested that an audit of District 7's financials take place. This audit is to be conducted by a special committee Chaired by the Alternate DCM and include 1 past District 7 Treasurer and 1 District 7 GSR or 2 District 7 GSRs if a past Treasurer is not available. The audit will include review of the balance sheet, verification of income and expenses, and a review of the checkbook ledger. (See Appendix 3: Audit Template)

Elections

District 7 Elections

District 7 Elections are decided by a simple majority (51%) of the District Committee.

Elections are held in September of even years and newly elected Chairs assume new positions officially in the following January.

Any Officers or Chairs who wish to be elected must be present to be nominated or to stand for a position at the time of the election.

It is suggested that when multiple nominees are standing for a position, they briefly present their qualifications for that position.

For the election of the DCM when there are two people running, the candidate receiving less votes will become the Alternate DCM. In the event that there are more than two people running, a second election for all candidates not receiving the most votes will be held for the position of Alternate DCM.

District 7 Voting

Votes for District 7 elections, actions, or other situation requiring a vote are allocated 1 per District Committee member in attendance.

Voting Committee Members include:

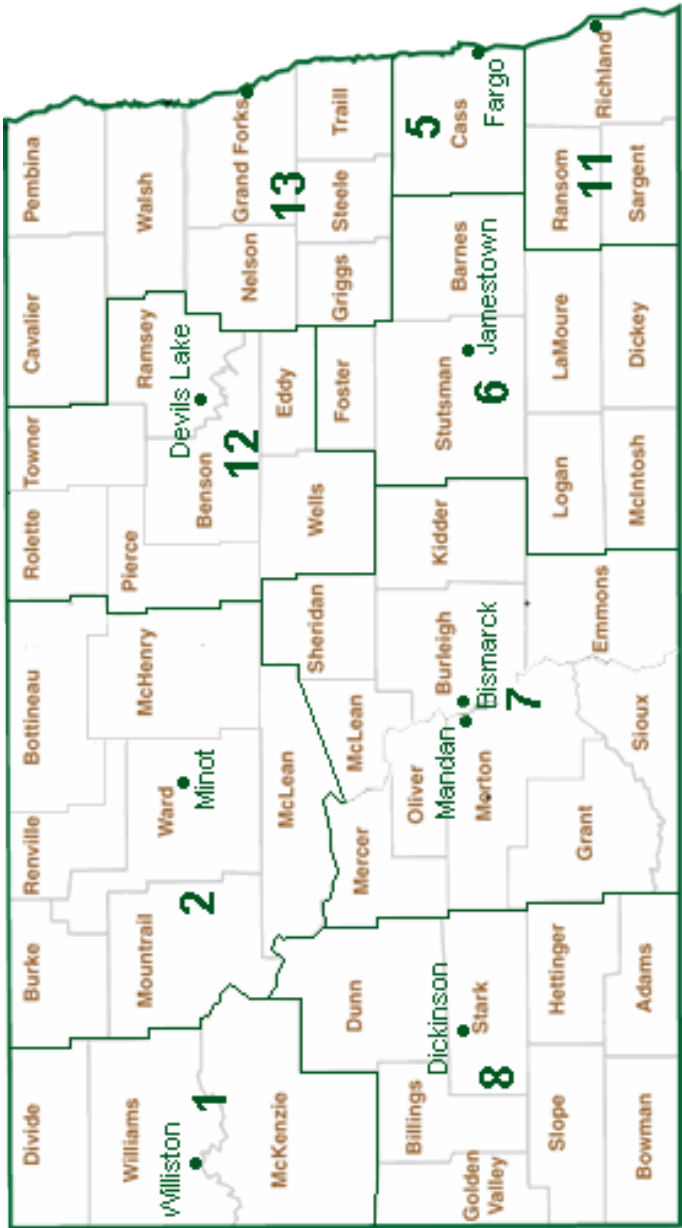
- District 7 GSRs or selected alternate
- District 7 Committee Chairs or selected alternate
- District 7 Officers (acting DCM only in the event of a tie)

It is strongly suggested by District 7 that Officers and Chairs do not serve as GSRs for groups and that group GSRs only serve as a GSR for one group in order that an honest collective of District 7 is represented at District Meetings. If a Committee Member is serving as Chair or Officer and group GSR or as a GSR for multiple groups that member only receives 1 vote.

Any action or recommendation brought forth at a District Meeting which the District Committee feels requires further input from District 7 groups should be tabled until the following District Meeting. This to ensure the District Committee allows for thoughtful contemplation and feedback by its member groups before a vote is conducted.

APPENDICES

Appendix 1: Map of Area 52 and Districts



Appendix 2: Robert's Rules: A Brief Guide to District Meeting Procedures

The function of rules of procedure is to make it possible for the District to carry out its responsibility in a reasonable amount of time and to arrive at the effective group conscience of the body. The District Meeting is generally best served with as few rules as possible to allow it to do its business. Some basic rules are:

MOTION: Any motion made must be followed by a second in order for discussion to proceed. In order for a motion to carry a simple majority will be needed at the District Meeting.

SECOND: A motion from the floor must have a Second in order to be considered. Without a Second, a motion "dies."

THINGS THAT CAN HAPPEN TO A MOTION: After a motion is made and seconded, discussion and possible vote follows. However, a secondary motion to the original motion may also be made. Such motions are:

To Amend: A motion to amend requires a second and then is followed by discussion and vote. Discussion of the original motion then resumes (with a possible amendment).

To Postpone: A motion may be made to postpone a motion being considered. Such a motion requires a second and if passed the motion may be postponed until a definite time or may be postponed "indefinitely", which in effect kills the motion. A motion may also be "tabled" until the next meeting, but then will require a motion to "take it off the table", or the motion will then die. A motion can be referred to committee by a motion made and passed by the Assembly

CALLING THE QUESTION: At any time during discussion, a motion can be made to vote immediately (calling the question). Such a motion is not debatable, but requires a second. A motion to call the question requires a 2/3 vote for passage. If the motion to call the question passes, a vote is taken immediately on the motion under consideration.

MINORITY OPINION: After a vote on an issue, the chair asks if the minority wishes to speak. Only those who voted in the minority may speak at this time. The Chair then asks, "Do I hear a motion to reconsider?" Only someone who voted in the majority may make a motion to reconsider, and the motion requires a second. If the motion to reconsider is passed, discussion and vote will follow, but discussion is limited to new considerations of the question under debate. After a second vote, the action cannot be considered again.

REACHING DECISIONS...VOTING: If discussion on a matter signifies considerable favor, the chairperson may ask, "Is it the sense of the meeting that this motion be adopted?" If there is no objection, the motion is considered passed. Voting may be done by voice vote, where the chair will ask for ayes and nays and then will declare the vote for or against. If

someone disagrees with the count, or if the voice vote is not conclusive, the chair must then ask for a show of hands or a standing vote, with an actual count being taken.

Generally, motions are decided by a majority vote, except in manners that limit or close debate which requires a 2/3 majority (such as a motion to call the question).

While all AA members may take part in discussion... motions, seconds, and voting are limited to acting GSRs or Alternates and District Committee Chairs.

Appendix 3: Audit Template

DISTRICT 7 ALCOHOLICS ANONYMOUS AUDIT OF TREASURER RECORDS – FINAL REPORT

Audit for the fiscal year of _____.

We obtained from the Treasurer the following items:

1. Receipts/invoices for payments
2. Bank statements and cancelled checks
3. Transaction register
4. Most recent balance sheet

Our procedure:

1. Review the last financial statement and correspond several items with the totals in the transaction register
2. Select, at random, several transactions and followed them through from writing the check to posting in balance sheet
3. Look for any items that are out of line and compare the invoice/expense vouchers
4. Refer any questions to the Treasurer
5. File a report with the District 7 Assembly

At the end of our audit, the Committee found _____ exceptions.

Below is a list of the exceptions and any recommendations.

AUDIT COMMITTEE MEMBERS:

_____ (Alternate DCM)
_____ (Past Treasurer/GSR)
_____ (GSR)

Appendix 4: District 7 Committee Chair Descriptions

Reference documents containing additional suggestions and guidelines for each chair position can be found on www.aa.org.

District 7 Treasurer

- Attend monthly District 7 business meetings
- Maintain the District 7 checkbook, reconcile at least every quarter
- Receive contributions from District 7 groups and other sources
- Make deposits within 2 weeks of receiving contributions
- Pay bills promptly – phone, rent and reimbursements approved by the District Committee
- Provide a monthly written report of the financial condition of District 7.
 - This report will show the general fund, prudent reserve and special events separately.
 - This report will also show the total District 7 assets at the end.
 - This report will include a separate list of checks written and deposits made.
- Grapevine
 - Keep track of subscriptions sent to the District 7 PO Box
 - Disburse Grapevine subscriptions to appropriate groups
 - Make the District 7 Committee aware of any Grapevine renewals

District 7 Secretary

- Attend monthly District 7 business meetings
- Take minutes to include:
 - Attendance
 - Announcements
 - Tradition reading and discussion
 - Approval of prior month's minutes
 - Treasurer's report
 - Committee reports
 - Group reports
 - Old business
 - New business
- Provide hard copies of the monthly agenda for the meeting
- Provide hard copies of the group and committee reports for each meeting

- Maintain current contact information of District 7 committee members
- Email the minutes and agenda to District 7 committee members prior to each month's meeting
- Keep a hard copy of past minutes, agenda, treasurer's report and any written proposals or motions that are brought to the District 7 committee. This information will be available for reference at each monthly business meeting. All new material will be added as it becomes available.
- Printing Materials
 - Minutes and agendas – 20 copies
 - Group/committee report sheets – 30 copies
 - Cost – approximately \$20 at the library
- In the event of the secretary's absence, materials should be printed prior to the meeting so that they can be brought by another member. Also, there needs to be someone else to take meeting minutes.
- Outgoing secretary – provide templates for the minutes, the agenda, the contact list and the group/committee report form.

District 7 PI/CPC (Public Information and Cooperation with Professional Communities)

- Attend monthly District 7 business meetings
- Report on
- Form a committee of other AA members to complete the mission

PI – Public Information

- Carry the message of recovery to the still-suffering alcoholic by informing the general public about the A.A. program. We carry the message by getting in touch with and responding to the media, schools, industry, and other organizations which can report on the nature and purpose of A.A. and what it can do for alcoholics.
- Provide information about A.A. to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, government officials, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.
- Provide accurate AA information to the public when requested.
- Visit schools, businesses and community meetings for this purpose. Serve as a resource for the local media, emphasizing AA Traditions of anonymity, singleness of

purpose and non-affiliation, as well as offering A.A. public service announcements to radio and television stations.

- **PI Goals**
 - Encourage, inform and stimulate active participation in outreach work at some level by the AA fellowship of the District.
 - Assure that the libraries have a literature rack and at least one copy of the Big Book and the Twelve Steps and Twelve Traditions.
 - Place literature in hospitals and police stations keeping it stacked with appropriate literature and meeting schedules.
 - Supply meeting schedules for the front desks at hotels.
 - Participate in District 7 and Area 52 seminars, workshops and convention

CPC – Cooperation with Professional Communities

- Provide information about AA to those who have contact with alcoholics through their profession. This group includes health care professionals, educators, members of the clergy, lawyers, social workers, union leaders, and industrial managers, as well as those working in the field of alcoholism. Information is provided about where we are, what we are, what we can do, and what we cannot do.
- **CPC Goals**
 - Prepare literature packets for the various target populations for distribution and presentations.
 - Send letters and provide literature to Professionals who may have contact with still-suffering alcoholics; which includes Doctors, Nurses, Therapist, Counselors, Lawyers, DWI Monitors, Probation Officers, Juveniles Services, Social Services, Teachers, Employers, and Clergy offering A.A. literature and/or a presentation on AA – what we do and what we do not do.
- **Target Outreach Populations**
 - The fellowship of Alcoholics Anonymous of District 7
 - Newcomers and inquirers of A.A.
 - Local treatment and corrections facilities.
 - The General Public or anyone in need of A.A. literature and/or an A.A. contact.
 - Professionals in contact and treatment of the still-suffering alcoholic.
 - The clergy and their congregations.
 - Employers and employees dealing with effects of alcoholism in the workplace.
 - Teenagers and young adults in our local High Schools and Colleges.
 - Civic Organizations

District 7 Corrections

- Attend monthly District 7 business meetings
- It is strongly suggested that there is a co-chair due to the number of facilities and volunteers needed in the area of Corrections
- Carry the message of Alcoholics Anonymous to the Correctional Facilities in and around the Bismarck-Mandan area.
- Work closely with each facility and be aware of each facilities rules, requirements, and requests as they pertain to AA's participation.
- Keep District 7 committee members informed of the status of involvement in facilities
- Coordinate delivery of applications and scheduling of trainings for volunteers per each facility.
- Maintain list of approved volunteers for each facility.
- Coordinate with the program directors at local Correctional Facilities to schedule meetings and volunteers which include but are not limited to:
 - State Penitentiary
 - male
 - currently 1 weekly
 - State Minimum Security Prison (Farm)
 - Male
 - currently 1 weekly
 - Burleigh/Morton County Detention Center
 - Currently 1 men's and 1 women's weekly
 - State Juvenile Facility (YCC)
 - Currently no meetings.
 - Bismarck Transition Center
 - Currently 1 meeting on female side but there's another female meeting and one male meeting possible.
 - Center (Mandan) (male and female)
 - Currently no meetings
 - Prairie Learning Center (male) (currently 1 meeting weekly)

District 7 Treatment Centers

- Attend monthly District 7 business meetings
- Provide appropriate AA literature to treatment facilities
- Coordinate meetings in treatment facilities
- Provide education about AA to treatment facility staff
- Promote AA's Bridge the Gap program

District 7 Grapevine

- Attend monthly District 7 business meetings
- Promote the Grapevine within District 7

District 7 Hotline

- Attend monthly District 7 business meetings
- Local hotline number 701-222-2100
- Maintain a list of men and women willing to answer the hotline number and rotate these names on a routine basis
- Update the hotline recording as necessary to include changes in meeting information

District 7 Meeting List

- Maintain monthly District meeting lists in a paper and electronic form.
- Bring designated number of paper copies to each District 7 monthly district meeting.
- Send an electronic copy of the most current meeting list to the committee members and chairs on a monthly basis
- Confers with GSRs or other approved representatives to assure accurate description of their meeting.
- Complete description of a meeting should include:
 - meeting name
 - day & time
 - location with address (also specific details to benefit the attendee finding the meeting)
 - Wheelchair accessibility
 - Meeting format or type

District 7 Literature

- Attend monthly District 7 business meetings
- Assure that A.A. literature is available for A.A. groups, service meetings and other A.A. events.
- Inform groups and District of all available Conference-approved literature, audiovisual material and other special items.
- Maintain a stock of suggested literature for District 7.
- Keep order catalogs on hand for GSRs, groups, or members who would like to order their own literature.
- Set up Literature displays for viewing and for sale at District 7 (and potentially other local) events.
- Order literature for specific District purposes and District Chair Committees.
- Become familiar with the general contents of AA's literature in order to provide information to inquirers.
- Participate in any District and Area discussions about AA literature which may include changes to our literature and audiovisual

material.

District 7 Workshops

- Attend monthly District 7 business meetings
- Provide written monthly report regarding past, current and future activities.
- This report should include:
 - date/time of event
 - location
 - speaker
 - budget
 - number of people in attendance
- Construct workshop event flyers
- Communicate the event at local meetings, on AAND.org and surrounding area websites.
- How to Plan Workshops:
 - Choose speaker(s) to facilitate the event
 - Choose the topic(s) of the event
 - Choose date(s) of event (generally weekends)
 - Choose the event location: confirm date with facility, sign any agreements needed, decide room layout, amount of coffee needed, microphone, podium, projector and projector screen if needed.
 - Speak with facility regarding outside smokers and preferred location.
 - Develop format of the event
 - Create flyer for event entailing date, location, speaker, topic, cost per person (generally 7th tradition), and person of contact.
 - Book hotel room for speaker(s) if needed
 - Decide if a treasure, host, facilities coordinator, people counter or secretary is needed.
 - Maintain contact with the speaker to confirm needs for the event

District 7 Archives

- Attend monthly District 7 business meetings
- Collect, preserve, and share the rich and meaningful heritage of the District 7 AA Fellowship.
- Promote knowledge and understanding of the origins, goals and program of Alcoholics Anonymous.
- Collect AA information in the form of such items as
 - Books/pamphlets about A.A.;
 - Documents developed locally to support Twelfth Step work;

- Photographs;
- Directories;
- Meeting lists;
- Newsletters (particularly those published by your area/district);
- Audio recordings;
- News clippings;
- Magazine articles;
- Correspondence;
- Minutes of service committees.
- Display materials at local AA events such as the Area 52 Assembly and the Area 52 Roundup when able.
- Digitize archives to preserve them for future generations.

District 7 Announcements

- Attend monthly District 7 business meetings
- Collecting information about AA group and/or meeting events and presenting it to District 7 Meetings. I.e. flyers, websites, contact persons, or schedules for roundups, workshops, anniversary celebrations, retreats, etc.

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