# SOUTH FLORIDA GENERAL SERVICE DISTRICT 8

## *Book of Current Practices*

## *Legacy of Service by Resolution 2020.10.a*

*Amended 2022.10*
*Amended 2023.08*
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**Legacy of Service**

The Legacy of Service is a flexible guide setting forth the Service Structure of District 8. It is intended to guide the District Trusted Servant concerning the minimum requirements to volunteer for any given service position, what the service position duties entail, and the support that District 8 will provide to ensure that the Trusted Servant is able to fulfill the requirements of the service position. The Legacy of Service is but a component of the overall Current Practice of District 8 and is intended to ensure that all service performed on behalf of District 8 is in the Spirit of the 12 Traditions of Alcoholics Anonymous and supports the Groups of District 8 in Carrying the Message.

<u>The following Service Positions will be designated as Officers of District 8:</u>
Chairperson
Alternate Chairperson
Treasurer
Registrar
Secretary
DCM Coordinator

<u>The following Committees will be designated as Standing Committees of District 8:</u>
Accessibilities Committee
Archives Committee
Corrections Committee
Current Practice Committee
Grapevine Committee
Literature Committee
PI/CPC Committee
Remote Communities Committee
Technology Committee
Treatment Committee
Website Committee

<u>The following will be designated District Service Positions:</u>
Palm Beach County Intergroup Liaison
South County Intergroup Liaison
Room and Ride Coordinator
Traditions & Concepts Committee

**Service Requirements**

**District Officers:**
5 years of sobriety
3 years of service in District 8
1 year of service as a DCM in District 8

**District Committee Member (DCM):**
4 years of sobriety
2 years of service in District 8
6 months of service as an ACM
1 year of service as a GSR

**Alternate Committee Member (ACM):**
3 years of sobriety
2 years of service in District 8
1 year of service as a GSR

**Standing Committee Chairpersons:**
See each position

**District Service Positions:**
2 years of sobriety
6 months of service as a GSR in District 8

**Voting, Motion(s), Lodging**

**The following Trusted Servants may vote on motions, at elections, and other matters concerning District 8:**

- District Officers
- Standing Committee Chairpersons
- District Committee Members (DCM)
- Alternate Committee Members (ACM) if the DCM is not present or there is not a DCM in the respective sub-district.
- General Service Representative (GSR)
- Alternate General Service Representative (Alt. GSR) if the GSR is not present

**The following Trusted Servants may submit a motion to the District 8 Chairperson for inclusion on the District 8 Business Meeting Agenda:**

- District Officers
- Standing Committee Chairpersons
- Traditions and Concept Committee Chairperson
- District Committee Members (DCM)
- Alternate Committee Members (ACM) – if there is not a DCM in the respective sub-district.
- General Service Representative (GSR)

**The following Trusted Servants will be reimbursed for 2 nights lodging to attend the Area 15 Quarterly/Assembly Weekend:**

- District Chairperson
- District Treasurer
- District Registrar

**The following Trusted Servants will be reimbursed for 1 night's lodging to attend the Area 15 Quarterly/Assembly Weekend:**

- District Alternate Chairperson
- District Secretary
- DCM Coordinator
- District Committee Member (DCM)
- Alternate Committee Members (ACM) if the DCM is not present or there is not a DCM in the respective sub-district.
- Standing Committee Chairpersons

# GENERAL SERVICE DISTRICT 8

**District Chairperson**

**Qualifications:**
5 years of sobriety
4 years of service in District 8
1 year as a DCM in District 8

**Responsibilities:**

1. Chair monthly business meeting of District 8.
2. Report to the body news, issues, proposals, and future events from the area and G.S.O.
3. Bring Traditions problems to the attention of the delegate.
4. Set agenda for monthly business meeting of District 8.
5. Review and forward motions to district secretary to be placed on District 8 agenda.
6. Establish all district meeting dates for each year of the commitment. Confirm said dates with the venue (The Triangle Club).
7. Share schedule with body and website chair to post to district 8 website.
8. Serve as a liaison between District 8 and Triangle Club.
9. Serve as ex-officio member of all district standing and ad-hoc committees.
10. Attend all business meetings of Area 15.
    a. Attend chairpersons' sharing session on Saturday and provide a report back to District 8 concerning the meeting.
    b. Present report to Area 15 at the business meeting reflecting the activities of District 8.
    c. Represent the group conscience of District 8 before Area 15.
    d. Poll the District 8 body to determine if District 8 wants to put our name in the hat to host an upcoming quarterly.
11. Be familiar with the G.S.O. and Area 15 websites.
12. Serve as a co-signer on the District 8 bank account.
13. Hold a second key to District PO Box.
14. Approve minutes and agenda after the secretary assembles the minutes, and once approved, send the minutes back to the secretary.
15. Pass on relevant information from Area 15 to the district secretary for distribution to the District 8 body.
16. Monitor chairperson email.
17. Submit a budget request to the treasurer every October for district chairperson position.

**District Alternate Chairperson**

**Qualifications:**
5 years of sobriety
4 years of service in District 8
1 year as a DCM in District 8

**Responsibilities:**

1. Serve as Chairperson of District 8 when the District Chairperson is absent.
2. Serve as Quarterly Coordinator when District 8 is awarded the bid for a Quarterly Meeting of Area 15.
3. Review Area 15 Quarterly/Assembly Planning Workshop for implementation if awarded the Quarterly.
4. Present a comprehensive budget, in the form of a new motion under new business for the Annual Founder's Day Dinner and Delegates Report every year in February.
5. Serve as coordinator for the Founder's Day Dinner and Delegate's Report.
6. Attend the District Chairpersons Meeting at Area 15 assemblies.
7. Attend the Quarterly Coordinators Meeting at Area 15 assemblies.
8. Facilitate GSR Orientation at the District 8 Business Meeting. The purpose of this meeting is to explain the GSR welcome packet, help new GSRs understand their position and responsibilities, and give new GSRs an opportunity to learn the processes within District 8. Orientation will be held for 15 minutes. The expenses associated with this service are part of the Alternate Chairperson's annual budget request.
9. Monitor position email.
10. Submit a budget request to the treasurer every October for district alternate chairperson position.
11. The District 8 Alternate Chair will be responsible for roll call when the Registrar is absent.

**District Treasurer**

**Qualifications:**
5 years of sobriety
3 years of service in District 8
1 year as a DCM in District 8

**Responsibilities:**

1. Pick up District 8 mail from the District 8 mailbox.
2. Go to the bank with the incoming and outgoing District 8 Chairpersons and Treasurers with a copy of the Minutes listing newly elected officers and sign the signature cards.
3. Deposit all contributions to District 8 in District 8 checking account.
4. Pay all obligations incurred by District 8 that have been authorized for payment by District 8 or as instructed by the District Chairperson.
5. Reconcile the checking account monthly.
6. Pass the baskets, in accordance with the Seventh Tradition, at all District 8 business meetings. Passing the basket at the Area 15 Quarterly would be the responsibility of the Quarterly Treasurer who may or may not be the District Treasurer.
7. Prepare the District 8 Financial Report and Group Contribution Report for every business meeting of District 8. Present this report at the business meeting. Make one copy for each subdistrict table at the business meeting.
8. Attend the Treasurer's Meeting at all Area 15 quarterlies and report to the District at the following business meeting regarding the meeting.
9. Audit the checking and savings account at the end of the panel in November and report to District 8 in December with the results or the audit. The audit is done by the current treasurer, the incoming treasurer, and a third party chosen by the current District 8 treasurer.
10. On December 31st, disburse excess funds from the current year in accordance with the Book of Current Practices.
11. Attend Area 15 business meetings and reimburse District 8 officers and committee chair attendees for lodging.
12. Monitor position email.
13. Send budget request forms to officers and committee chairpersons in September. In October all budget forms are turned into the Treasurer. In November, present the next year’s fiscal budgets to the District and place a motion to accept on the Agenda for December.
14. Email the final Reports and Budgets to the Website Committee Chairperson to be added to the District 8 Website.

**District Registrar**

**Qualifications:**
5 years sobriety
3 years of service in District 8
1 year as a DCM in District 8

**Responsibilities**:

1. Attend the District 8 Business Meeting when held, and ensure all new servants are informed about the role of District Registrar.
2. Gather registration information from all new GSRs and Alternate GSRs and enter all GSRs, Alternate GSRs, DCMs, and Alternate DCMs into Airtable, the Area database. Provide names and emails to the District Servant tasked with maintaining the District email roster.
3. Maintain a list of current District Officers, Committee Chairs, DCMs and ACMs with phone numbers. Provide updated list to the District Secretary and Chairperson.
4. When new Committee Chairs, DCMs and ACMs are elected, provide name, position, and phone number to the Website Chair to set up District emails.
5. Conduct Roll Call at the monthly Business meeting of District 8 of the above listed positions. Inform District Chair if a District Servant has three (3) unexcused absences.
6. Email District Secretary list of new GSRs, Alternate GSRs, and newly elected District Servants, along with Registrar Report, for listing in District Minutes.
7. Attend the Secretary/Registrar Meeting at the Area 15 Quarterly and report any pertinent business discussed at the next District 8 business meeting.
8. Take a comprehensive Vote Count on Sunday morning at the Area 15 Quarterly Assembly Business Meeting, and provide the District Chair with the count sheet provided by the Area Registrar.
9. Correspond with Area Registrar as needed with any issues with Airtable or GSO Member Services.
10. Provide DCMs with a current list of groups attributed to their Sub-Districts listed in Airtable. Work with District DCMs to update Airtable regarding inactive groups, and any group location or contact person changes.
11. Email all new GSRs and Alternate GSRs, welcoming them to service, and providing them with their DCMs name and email, a link to the District website, and a link to the GSR Tool Kit.
12. Monitor position email.
13. Review Legacy of Service by September of election years for any necessary updates.
14. Submit a budget for the position of Registrar to the Treasurer every October.

15. Pass along information, training, and standards of practice of the position to the newly elected Registrar during the months between election and transition.

**District Secretary**

**Qualifications:**
5 years of sobriety
3 years of service in District 8
1 year as a DCM in District 8

**Responsibilities:**

1. Record all actions, including motions – to be included verbatim; actions (incl. passed, failed, tabled, withdrawn, etc.) taken on motions; results of elections in the minutes, along with accompanying documents: committee reports furnished by officers and chairpersons of such committees; financial statements, district map, upcoming quarterly flyer, etc.
2. Furnish final business meeting agenda to the District Chairperson for review after the close of motions.
3. Email distribution of the minutes and other emails originating from the District 8 Chairperson to members in the District 8 database.
4. Serve as an *ex-officio* member of the Current Practices Committee.
5. Provide copies of upcoming Quarterly flyer and District Meeting Agenda at District 8 Business Meetings, along with extra District Minutes for new GSRs.
6. Attend all Area 15 Quarterlies; attend the District Secretaries meeting and report to the District 8 Business Meeting.
7. Provide copies at the District 8 Business Meeting of any correspondence deemed necessary by the District Chairperson.
8. Take the roll call for District 8 at the Quarterly Business Meeting of Area 15 in the absence of the Registrar.
9. The Secretary will compile the District 8 Business Meeting minutes and agenda and forward to the District Chairperson for approval.
10. Monitor position email.
11. Present a budget to the District 8 Treasurer every October for the next fiscal year.
12. Email the final District Business Meeting Minutes and Agendas to the Website Committee Chairperson to be added to the District 8 Website.

**DCM Coordinator**

**Qualifications:**
5 years of sobriety
3 years of service in District 8
1 year as a DCM in District 8

**Responsibilities:**

1. Attend monthly District 8 General Service meetings.
2. Attend Area 15 Quarterly DCM sharing session.
3. Act as a service advisor to DCMs and ACMs.
4. Monitor position email.
5. Present a budget to the District 8 Treasurer every October for the next fiscal year.
6. Conduct periodic Orientations throughout the Panel for the DCMs and ACMs to include, as needed, the provision of AA literature that may be used while meeting with Groups.

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**District Committee Member (DCM)**

**Qualifications:**
4 years of sobriety
2 years of service in District 8
1 year as a GSR in District 8
6 months as an ACM in District 8

**Responsibilities:**
1. Attend monthly Business Meeting of District 8.
2. Attend Area 15 Quarterly Business Meeting.
3. Attend DCM sharing at the Area 15 Quarterly.
4. Casts a consolidated vote on behalf of their sub-district at the Area 15 Business Meeting. This is based upon the group conscience of the groups in their subdistrict.
5. Has knowledge of the AA Traditions and Concepts.
6. Expresses a willingness to attend a group's business meetings in their subdistrict if invited.
7. Serves as a service advisor to the groups in sub-district where elected.
8. Monitor position email.
9. If a group does not have a GSR, then the DCM should attempt to contact the group in order to make them aware of the benefits and responsibility of carrying their voice to District 8.

**Alternate Committee Member (ACM)**

**Qualifications:**
3 years of sobriety
2 years of service in District 8
1 year as a GSR in District 8

**Responsibilities:**

1. Alternate Committee Members are encouraged to assist, participate, and share in the responsibilities of the DCM.
2. Fulfill the District Committee Member responsibilities if the position of DCM is vacant in their Sub-District.
3. Attend the District 8 Monthly Business Meeting.
4. Attend the Area 15 General Service Quarterly and attend the DCM sharing meeting when the DCM position is vacant in the sub-district or the DCM is unable to attend.
5. Monitor position email.

**Accessibilities Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. To explore, develop, and offer resources to facilitate carrying the message to members of AA with special needs.
2. Maintain and store the assisted listening devices that are owned by District 8.
3. Attend the monthly Business Meeting of District 8 and report the activity of the committee.
4. Attend the Accessibilities Committee Meeting at the Area 15 Quarterly and report District 8 activities.
5. Inform District 8 of information gathered during the Area 15 Quarterly.
6. Monitor committee email.
7. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
8. Prepare a budget annually for the District 8 Treasurer.

**Archives Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. Store and maintain the archival material of District 8.
2. Provide the Archive's display at all District 8 events as well as requested by groups in District 8.
3. Attend the monthly Business Meeting of District 8 and report on the activity of the committee.
4. Attend the Quarterly Meeting of Area 15' Archives Committee and report to Area 15, District 8 activities.
5. Report to District 8 information gathered at the Area 15 Quarterly concerning the Archives.
6. Monitor committee email.
7. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
8. Prepare an annual budget for the Archives Committee and forward it to the Treasurer of District 8.
9. Attend the annual Florida State Archives Conference per motion 2025.04a

**Corrections Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**

1. Host district workshops on Corrections.
2. Attend the monthly North County Intergroup Institutions Meeting and offer information concerning Corrections.
3. Attend District 8 Business Meeting and report the activity of the Corrections Committee and the Corrections related activities of the Intergroup Institutions Committee.
4. Attend the Corrections Committee meeting at the Quarterly Meeting of Area 15 and report on the activities of the District 8 Correction Committee and report Area 15 Corrections Committee activity at the next District 8 Business Meeting.
5. Make available all information for State and County clearances.
6. Monitor committee email.
7. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
8. Prepare the annual District 8 Corrections Committee Budget for the District 8 budget.

9. Review District 8 Business Documents and remove Last Names, Phone Numbers, and Personal Email Addresses before posting on the District 8 Website.

**Current Practices Committee Chairperson**

**Qualifications:**
4 years of sobriety
1 year as a GSR in District 8
6 months as an ACM in District 8
6 months as a DCM in District 8

**Responsibilities:**

1. Revising and updating, on a monthly basis, our Book of Resolutions, Book of Current Practices, and Legacy of Service.
    a. All Motions that are passed by District 8 are placed in the Book of Resolutions in chronological order.
    b. Motions that are in perpetuity be placed in the appropriate section(s) in the Book of Current Practices.
2. Attend the monthly Business Meeting of District 8 and report on the activity of the committee.
3. Attend the Quarterly Meeting of Area 15's Current Practices Committee and report District 8 Current Practice activities.
4. Vote on Area 15 Current Practice committee meeting agenda items during the Area 15 Current Practice committee meeting.
5. Report to District 8 information gathered at the Area 15 Quarterly concerning Current Practices.
6. Monitor committee email and google drive account.
7. Maintain communication with the website chair to ensure the Book of Current Practice, Legacy of Service, and Book of Resolutions are up to date on the District Website via a link to the Google Doc version of these books.
8. Maintain anonymity in the Book of Current Practices, Legacy of Service, and the Book of Resolutions.
9. Prepare an annual budget for the Current Practices Committee and forward it to the Treasurer of District 8 in October of each year.
10. Review the Legacy of Service with each position before October in an election year.

**Grapevine Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. Coordinate with Grapevine Representatives (GVRs) and inform those in service about the position of GVR in order to help carry the message of Grapevine in their homegroups.
2. Host district workshops on Grapevine (writing, audio, etc.).
3. Attend the District 8 Business Meeting.
4. Attend and display Grapevine material for District 8 events.
5. Attend the Grapevine Committee meeting at the Quarterly Meeting of Area 15 and report District 8 activities.
6. Report to District 8 Area 15 Grapevine activities.
7. Report on Grapevine activities at the District 8 monthly meeting.
8. Coordinate with other Committee Chairs to use the Grapevine/La Vina in their service areas.
9. Monitor committee email.
10. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
11. Prepare Grapevine budget annually for the Treasurer.

**Literature Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**

1. Attend the monthly Business Meeting of District 8 and report information concerning Literature.
2. Attend the Area 15 Quarterly Literature Meeting and report to District 8 concerning the meeting.
3. Become familiar with the general contents of all literature, in order to provide information to inquirers and review existing or new pamphlets, literature, and formats as they are prepared.
4. Monitor committee email, literature@district8area15aa.org.
5. Ensure that new GSR packets are available for new GSRs at the monthly Business Meeting of District 8. These packets will include the District 8 New GSR Welcome document, the AA Service Manual and information on how to find on the district website the Book of Resolutions, the Book of Current Practice and the Legacy of Service.
6. Keep an ample supply of current General Service Conference approved pamphlets, books and audiovisual material, as well as other A.A. material. If there are changes to any A.A. literature, inform the body.
7. Coordinate the display of literature at the various events of District 8 when requested, as well as at the monthly Business Meeting of District 8.
8. Conduct a monthly committee meeting to discuss any new items that have been released by G.S.O. **The Literature Chair may conduct the committee meeting as they wish, ensuring that new items will be discussed.*
9. Maintain communication with the Website Chair to ensure all committee literature is up to date on the District website.
1. Prepare and submit the annual Literature Committee budget to the District 8 Treasurer.
2. Review and provide background information on Literature agenda items before the General Service Conference.
3. Provide A.A. approved literature that may correspond with a committee. (i.e.: the P-26 A.A. in Correctional Facilities pamphlet for the Corrections Committee)

**Public Information/Cooperation with the Professional Community (PI/CPC) Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. Attend monthly District 8 Business Meeting and report on PI/CPC activities.
2. Maintain an ongoing communication with local professionals concerning the position of Alcoholics Anonymous in District 8.
3. Attend Area 15 PI/CPC committee meeting and report to Area 15 the activities of District 8.
4. Report to District 8 information gathered during the Quarterly Meeting of Area 15.
5. Maintain ongoing communication with local media concerning our position on anonymity.
6. Monitor committee email.
7. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
8. Submit annual budget request to District 8 Treasurer.

**Remote Communities Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. A commitment to assist all of our sub-districts in carrying the message to remote communities within District 8.
2. To participate in Area 15's Remote Communities Standing Committee.
3. To attend the standing committee meeting at the Area Quarterly, with a report back to the district.
4. To attend and report on committee activities at the monthly district meeting.
5. Monitor committee email.
6. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
7. Submit annual budget request to District 8 Treasurer.

**Technology Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. Store hybrid Meeting equipment and any other equipment.
2. Set up and breakdown hybrid meeting equipment.
3. Set up an hour before District 8's business meeting or event.
4. Troubleshoot hybrid meeting issues and work with committee members to solve.
5. Stay updated on tech developments including software and equipment updates.
6. Recruit members to participate on the committee to help.
7. Lead monthly committee meetings.
8. Make recommendations for additional equipment or online services if needed.
9. Attend District 8 monthly business meeting.
10. Attend Area 15 Web Committee business meeting.
11. The Technology Committee Chair will be responsible for setting up the hybrid meeting, and may delegate this to other reliable committee members who have a minimum of two years of sobriety and six months as GSR in District 8.

**Traditions & Concepts Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**

1. Present a report and information at the monthly District meeting so groups (through their GSRs) learn of the availability of this committee.
2. Meet twice a month to study the Traditions & Concepts through A.A. literature which includes The Twelve and Twelve, AA Comes of Age, Language of the Heart, The A.A. Service Manual, The A.A. Group Pamphlet, the 12 Concepts Illustrated, and applicable questions from the Traditions Checklist.
3. Speak with GSRs and schedule and arrange for a Traditions Skit for their groups. Sending the skit ahead of time and a set with each part highlighted for the participant in the skit.
4. Host workshops on the Twelve Traditions, Twelve Concepts and General Service and its relationship with the principles.
5. Contact and organize volunteers for each of these activities.
6. Bring pamphlets, books, and the Traditions Checklist to the events to share with individuals and groups.
7. Monitor committee email.
8. Maintain communication with the website chair to ensure all current information, committee activities/flyers and supporting AA literature are up to date on the District Website.
9. Present a budget to District 8 for approval.

**Treatment Committee Chairperson**

**Qualifications:**
3 years of sobriety
1 year as a GSR in District 8

**Responsibilities:**
1. Attend the monthly North and South County Institutions Meeting and offer information concerning Treatment Facilities.
2. Attend the District 8 Business Meeting and report the activity of the Treatment Committee and the Treatment Facilities related activities of the North and South County Institutions Committees.
3. Attend the Treatment Committee meeting at the Quarterly Meeting of Area 15 and report on the activities of the District 8 Treatment Committee and report Area 15 Treatment Committee activity at the next District 8 Business Meeting.
4. Monitor committee email.
5. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.
6. Prepare the annual District 8 Treatment Committee Budget for the District 8 budget.

**Website Committee Chairperson**

**Qualifications:**
3 years sobriety
1 year as GSR in District 8

**Responsibilities:**

1. Become familiar with the website platform, plugins, and District email services.
2. Maintain anonymous e-mail boxes and addresses for the District 8 Officers, committee chairs, DCMs, ACMs, and events.
3. Update Individual pages for any District 8 Standing Committees and officers, as they may request.
4. Review District 8 Business Documents and remove Last Names, Phone Numbers, and Personal Email Addresses before posting on the District 8 Website.
5. After each District 8 business meeting, post the scrubbed meeting minutes, meeting agenda, and Treasurer's Report to the appropriate section of the District 8 website.
6. Ensure that all documents posted on the website except for Area 15 quarterly assembly flyers are password protected.
7. Attend Area 15 Website Committee meetings at the Quarterly Assemblies.
8. Maintain the District 8 calendar and post upcoming business meetings, committee meetings, events, workshops, and other District activities.
9. Post announcements requested by District 8 committees to the home page.
10. Keep the website and District email services running properly and address problems as they arise. Update the website's plugins regularly.
11. Monitor committee email.
12. Present report at the monthly business meeting on updates to the website, number of visitors to the website, and a summary of requests and correspondence.
13. Submit a budget to the Treasurer every October for the Website Committee.
14. Content posted to the page:
    a. AA literature: 12 Steps, 12 Traditions, 12 Concepts; A.A. Preamble; "I Am Responsible" and "Declaration of Unity" statement;
    b. District 8 business meeting Minutes, special events, and workshops;
    c. flyer for Area Assemblies;
    d. upcoming Motions for District 8 and Area 15;
    e. Legacy of Service, Book of Current Practices, and the Book of Motions;
    f. Links to AA World Services websites, General Service Offices, and The Grapevine;
    g. Links to Area 15 and any Intergroup offices within District 8 if requested; and
    h. A disclaimer for all links, advising the browser that they are leaving the District 8 website.

**Room & Ride Coordinator**

**Qualifications:**
2 years of sobriety
6 months as a GSR in District 8

**Responsibilities:**
1. Maintain a list of upcoming District events.
2. Be aware of when and where functions will be held. Have hotel information available, including room rates. If a "back-up" hotel is available, have that information on hand too.
3. Announce at Business meetings any upcoming events and have a list available of people who want rides and/or rooms, along with people who want to give rides and/or want a roommate.
4. Monitor committee email.
5. Maintain communication with the website chair to ensure all committee literature is up to date on the District Website.

**North Palm Beach County Intergroup Liaison**

**Qualifications:**
2 years of sobriety
6 months as a GSR in District 8

**Responsibilities:**
1. Attend the monthly meeting of North Palm Beach County Intergroup.
2. Present a report at the monthly Business Meeting of District 8 concerning the activities of North County Intergroup.
3. Monitor position email.
4. Maintain communication with the website chair to ensure all liaison information is up to date on the District Website.

**South Palm Beach Count Intergroup Liaison**

**Qualifications:**
2 years of sobriety
6 months as a GSR in District 8

**Responsibilities:**
1. Attend the monthly meeting of South Palm Beach County Intergroup.
2. Present a report at the monthly Business Meeting of District 8 concerning the activities of South County Intergroup.
3. Monitor position email.
4. Maintain communication with the website chair to ensure all liaison information is up to date on the District Website.