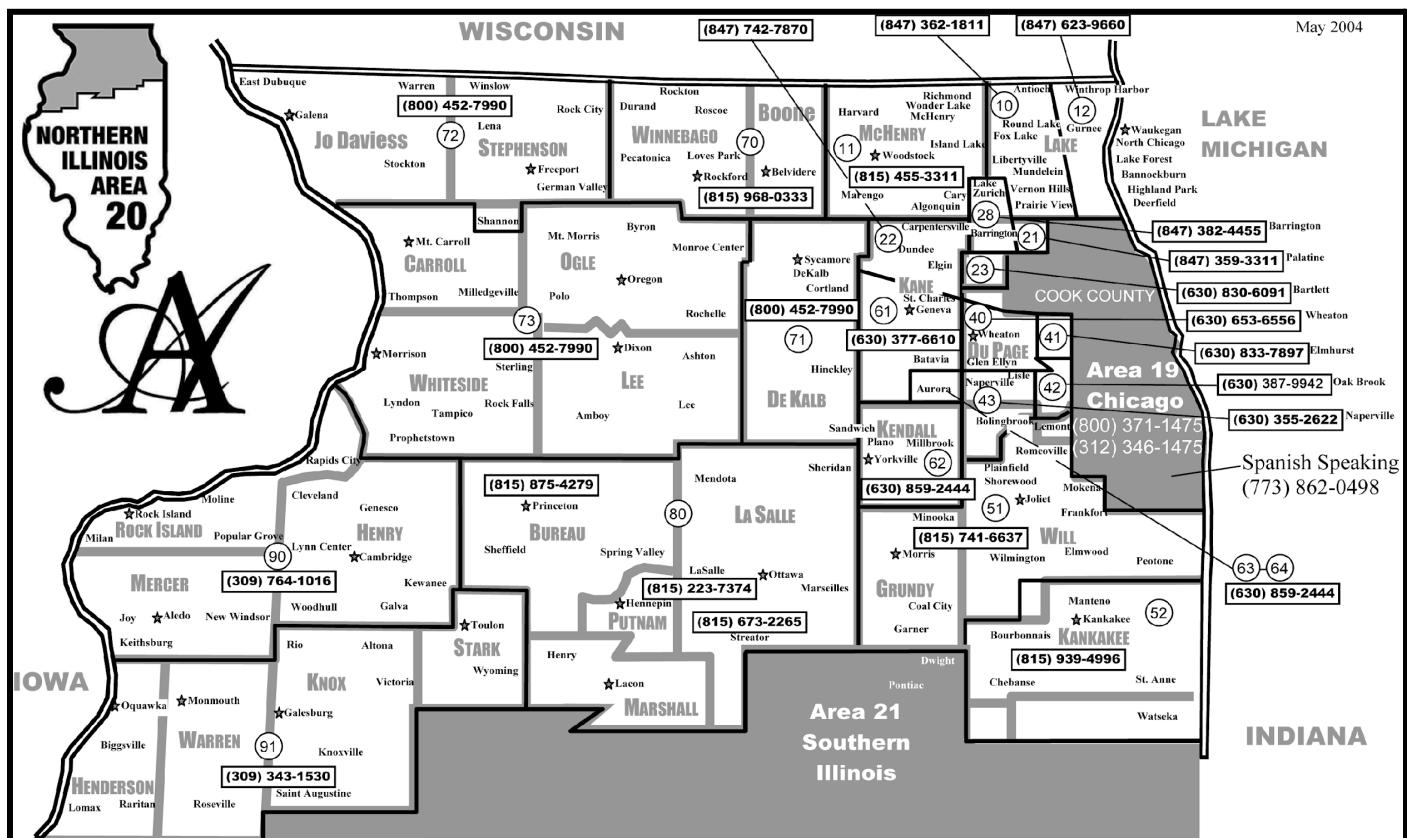


DISTRICT 70

COMMITTEE GUIDELINES

BOONE & WINNEBAGO COUNTIES



Answering Services listed normally service all surrounding cities and towns within the District or the Area of the District Indicated

Northern Illinois Area 20
Answering Service Numbers

- District 20 (Spanish Speaking Meetings) (847) 695-9123
- Deaf & Hearing impaired: use 711+ Phone number Listed
- Area 20 Northern Illinois Area Website – www.aa-nia.org
- ★ Indicates a County Seat # indicates a District number

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DISTRICT 70 COMMITTEE GUIDELINES

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District 70 Committee Guidelines

VOTING ELIGIBILITY:

G.S.R.s, ALL COMMITTEE CHAIRPERSONS, and ALTERNATE D.C.M.
IF GSR OR COMMITTEE CHAIRPERSON ARE NOT PRESENT, THEIR ALTERNATES
HAVE A VOTE.

COMMITTEES

DCM, Secretary, Treasurer, Treatment Facilities,
Cooperation with Professional Community & Public Information,
Correctional Facilities, Grapevine/Literature, Accessibilities committee, Workshop,
Webmaster, Newsletter, Electronic Equipment Committee.
Bridging The Gap for Treatment & Corrections, Answering Service.

ELECTIONS

All positions and their alternates are a 2 year term.

Elections are held at the October district meeting on the odd year; the term is to begin January 1st of the following year. All alternates for these positions are also elected at the same time. Eligibility requirement follows the suggestion in the AA service manual.

The committee chairpersons may only hold one job and may not be a GSR except Webmaster, Workshop, & Newsletter.

APPOINTED POSITION:

Webmaster is appointed by the DCM, with the approval of the district committee.

THE ELECTRONIC EQUIPMENT COMMITTEE

The committee will consist of the District 70 Secretary, DCM, and 2 GSRs.

The committee will:

1. Evaluate and approve of purchases of equipment considered necessary to perform District 70 business.
2. Oversee the electronic equipment purchased by District 70 to make sure it is inventoried and insured.

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3. Approve all downloads on the district laptop.

COMMITTEE GUIDELINES

The guidelines from the G.S.O. will be used in each committee for job description.

FINANCIAL SUPPORT

The district will support our committee members financially to attend the assemblies and other service events in Area 20.

DISTRICT SECRETARY GUIDELINES

The District Secretary will hard mail copies of our monthly minutes and Treasurer's report to all the registered groups in Dist 70. At the discretion of the DCM, other material may be added to the mailing, in regards to informing the groups of District business.

- **DISTRICT LAPTOP**

The District Laptop will be used by the secretary and in their possession.

Other members of the committee may use the laptop with the approval of the district secretary and DCM.

No personal data or music or social networking on the laptop.

Any program or download will be approved by the EEC committee first.

ALL COMMITTEES RESPONSIBILITIES

1. Regular attendance at the monthly district meeting or attendance by committee chair alternate (if chairperson is absent) so that a full verbal & written report of that committee's works and progress may be made available for review by the district as a whole. Each committee chairperson is to have an alternate chairperson. If a chairperson misses three meetings in one year they may be replaced.
2. Each monthly report to the district will include at a minimum the number of volunteers active within the committee, the type of work they are doing, the current status of the committee's upcoming workshops, events etc., and basically explain what they are doing and why. As well as circulation of announcements for the GSR's to take back to their home groups.

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3. Chairpersons and their alternates are expected to regularly attend area assemblies. Assemblies are 4 times a year. Contact with their Area chairperson of the committee is expected and is vital in doing their job.
4. Committee chairpersons will also be responsible for growing their committee in terms of the total number of volunteers it has, but also expanding its reach to the community. *For example: The PI committee would report they handed out literature to 2 or more libraries last month, and that they now have 2 more volunteers than the prior month bringing their total number to “X.”*
5. Each committee chairperson will be responsible for writing a brief article for the district newsletter.
6. Chairpersons will motivate their volunteers to carry the message, not necessarily do all the work by themselves.

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WORKSHOP COMMITTEE GUIDELINES

1. Recruit, train, motivate and plan ways for volunteers to work behind the scenes in facilitating the District's efforts to put on informative and educational workshops.

The workshops will be scheduled between September and May and take a break for June, July and August. The workshops will be every other month: September, November, January, March and May. The workshops will be from 9:00 am to 12:00 noon. They will consist of two topics: One service oriented and One general recovery. Each year the Area Delegate will have a Post General Service Conference workshop report with questions. Each year there will be a G.S.R. workshop.

2. Book meeting space for workshops. Pay rent. Do not pass the basket for donations, or have a registration fee for the workshop. The workshop is free.
3. Arrange for room setup and clean up. Have a table for the panel members to sit at and a table for literature to pass out. And a table for a laptop with projector and screen if needed.
4. Arrange for refreshments.
 - Doughnuts 2-3 dozen
 - Bagels 1-2 dozen
 - Cream cheese 2 kinds
 - Apples 1 bag
 - Oranges 1 bag
 - Bananas 1 bunch
 - Milk 1 quart
 - Orange juice 1 quart
 - Small plates, knives, napkins
5. Handle publicity for all workshops – the flyers or announcements to be mailed. Snail mail to all the groups in District 70, Email and hand out at the District 70 meeting 6 weeks prior to the workshop date. Notify Area Chairperson via email. District 70 D.C.M. to bring flyers to the Area Committee meetings and Area Assemblies.
6. Set up the calendar of events for the upcoming year and coordinate with the various committee chairpersons to have their material ready well in advance for printing and publicity distribution, etc.
7. Chairperson and their alternate should have 2 years sobriety; volunteers may have any level of sobriety as long as they have permission of their sponsor.

(Approved 10/3/2024)

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Mobile Meeting Guidelines District 70

Purpose:

To take an AA meeting to a member who is homebound, in the hospital, or nursing home, as a result of a disability or sickness.

To Start Up a Meeting:

A flyer is made up about the meeting with the chairperson's name and phone number. (see enclosed flyer)

Chairperson of the Mobile meeting has a list of volunteers and their phone numbers for night and day meetings.

Flyers are mailed to all the groups in the District and announcements are made at all the meetings.

We had the flyers and our volunteer list out for about 5 months before we got a request for a meeting. It takes time ...and now it's picking up.

A request is made for a Mobile Meeting to the chairperson.

The chairperson calls members on the phone list to dispatch people to the meeting. It could be one person or 5 or more...depending on the facility where the meeting is being held.

The Mobile Meeting is made up of people from many different groups.

We are sending letters to the nursing homes, to inform them about our service. (see the enclosed letter)

WHY WE HAVE A MEETING LIKE THIS...

When people are homebound or sick, sometimes their home group will take a meeting to them once a week. But sometimes, too, the home group loses interest, and the meeting stops. Often the AA member who needs a meeting will not ask for one.

The Mobile Meeting is part of the District 70 service structure. The AA member does not need to feel like it is charity to have a meeting held for them. It is a service for them.

In AA the service is created before the need, so be patient and the meeting will take off.

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DISTRICT 70 TREATMENT COMMITTEE

Requirements and Guidelines to Carry the A.A. message into a treatment facility in Dist 70.

- 1 A member of A.A. One year of sobriety or at the discretion of the Treatment Facility committee chairperson to facilitate in an institution by yourself. Be cleared through Dist 70 Treatment chairperson. You may take someone in with you, with less sobriety, if you accompany them. Inform Dist Treatment chairperson.
- 2 Read the A.A. Guidelines from the G.S.O. titled, "Treatment Facilities Committees."
- 3 Remember our 3rd Tradition, and our singleness of purpose.
- 4 Dress appropriately. No t-shirts with foul language. You are representing A.A. when you are there.
- 5 You are a guest in the treatment facility. Do not disagree with the treatment center's policy or philosophy on recovery. You are there to carry the A.A. message only. As quoted in the A.A. Treatment Guidelines from the G.S.O.: "Seek to understand, respect and adhere to all treatment facility regulations."

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Guidelines for facilitating District 70 Treatment committee

A.A. meeting in Rosecrance

Chairperson, Before you open the meeting with the Serenity prayer, talk about these points. And at this time, do not answer any questions.

Introduce yourself. Tell why you're here. (You're here through Dist 70 Treatment committee)

- Give a brief history of A.A.
- Explain how an A.A. meeting works and it's basic format & tell what will happen in this meeting.

Examples:

Explain how some groups read the Blue card at meetings for open and closed meetings & read the Blue card.

Explain the flow of the meeting:

Serenity prayer

Reading How it Works

Topic & where it comes from

How people comment on the topic usually only once and only one person talks at a time.

At the end of the meeting hold hands and close with the Lord's Prayer.

- Before the Lords Prayer (if time permits), allow for Questions from the patients, & discussion about the meeting and A.A.

GUIDELINES FOR CHAIRPERSON

No signing meeting slips.

No coins for sobriety birthdays.

Read How it Works out of the Big Book. Let everybody read the steps.

Don't read the 12 Traditions.

Do not ask for a topic, or if anybody has a problem to discuss.

Take topic out of the Big Book. (first 164 pages or stories)

Be flexible and not too rigid; the patients do not know anything about an A.A. meeting.

Our goal is to prepare them for when they go to a meeting outside of the treatment center.

Allow for Questions & discussion after the meeting to fill out the hour.

Close with the Lord's prayer.

You can use the A.A. pamphlets for discussion such as, "The AA Group," "Information on A.A.," "Alcoholics & medication," "Sponsorship," "Problems other than Alcohol"...

OUR JOB IS TO EDUCATE AND MAKE THEM FEEL WELCOME INTO A.A., NOT TO PREACH TO THEM.

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WEBSITE GUIDELINES

THE PURPOSE OF THE DISTRICT 70 WEBSITE

To help anyone in the Winnebago and Boone County areas locate Alcoholics Anonymous meetings and information and to carry the A.A. message to alcoholics by serving as a communication tool to further participation within A.A. and by serving as a location for information about District 70 related service activities and group fellowship.

The website chairperson's responsibilities to the district are defined in the District 70 committee's job description.

A. Website Content

WEBSITE CONTENT COMMITTEE:

- The alternate website chairperson or a district officer will be the chairperson for the content committee.
- The website content committee will consist of an odd number of members with a minimum of three members.
- This committee shall consist of a district officer or alternate; a standing committee chairperson or alternate; and a GSR at a minimum.

FLOW OF INFORMATION TO THE WEBSITE:

- The website chairperson maintains the website and posts information.
- Items posted on the website will be monitored by the website content committee.
- Upon request, a printed version of the information being displayed on the website shall be provided to the DCM of District 70, for review by members of the district who do not have access to online services.

1. Website content shall be reviewed and approved by the website content committee prior to posting.
2. The spirit of A.A. principles and traditions will be followed at all times.
3. Anonymity will be preserved and protected. No images of A.A. members nor full names of any A.A. members will be posted to the website.
4. There will be no endorsement or affiliation with non-A.A. entities.
5. Flyers or language promoting gambling and raffles will not be posted.
6. Copyrights shall be respected and registered trademarks, when used, should be acknowledged as such.

Alcoholics Anonymous®, A.A.®, and The Big Book of Alcoholics Anonymous® are registered trademarks of Alcoholics Anonymous World Services, Inc. The Grapevine®, and A.A. Grapevine® are registered trademarks of The A.A. Grapevine, Inc.

7. Only the following types of information are approved for display on the District 70 Website.
 - a. District 70's monthly meeting time and location

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- b. District 70 approved meeting minutes and previous month's approved financial report
- c. District 70's mailing address and answering service phone number.
- d. Service event information (location, time, agenda, and registration information) for A.A. general service functions including but not limited to quarterly assemblies, special forums, workshops, and conferences.
- e. District 70 GSO-registered A.A. group's and online group's meeting information including: type of meeting, times, links, contact information, location, map, and directions. This information is maintained by the 12 Step Meeting List tool which connects the data to the "Meeting Guide App".
- f. Printable tri-fold District 70 Meeting Schedule
- g. District 70 GSO-registered A.A. group's fellowship activities (Calendar of Events)
- h. District and neighboring area fellowship activities as approved by the content committee (Calendar of Events)
- i. Current listing of the district committee positions and description of duties.
- j. Current listing of the GSO-registered A.A. group service representatives (GSRs)
- k. Approved external links:
 - The General Service Office (www.aa.org)
 - The A.A. Grapevine (www.aagrapevine.org)
 - Northern Illinois Area 20 (www.aa-nia.org)
- l. Information for submitting possible website content to the content committee for consideration.
- m. Anonymous sign-up sheets for chairing meetings at treatment centers as arranged by the Treatment Chairperson.
- n. District 70 Guidelines
- o. District 70 Newsletter
- p. Any materials provided by those listed in Website Content Item 2

B. Tech Stack, Administration, and Maintenance – District 70 Webmaster

- 2. District 70 will renew the below listed domains with credit card information provided by the District 70 Treasurer. The domains are hosted at Godaddy.com.
 - a. District70aa.org
 - b. Rockfordaa.org (previous Intergroup domain acquired in 2020 - This domain points to district70aa.org)
- 3. District 70 will renew a Wordpress.com subscription with credit card information provided by the District 70 Treasurer.

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4. The webmaster will maintain all website plugins as well as evaluate and add additional tools as needed, getting committee approval for those that require expenditure.
5. The webmaster will purchase and maintain email accounts for each of the following committee chairs through Google Business, renewed monthly by a credit card provided by District 70 Treasurer.
 - a. accessibility@district70aa.org
 - b. AltDCM@district70aa.org
 - c. answeringservice@district70aa.org
 - d. BTG@district70aa.org
 - e. corrections@district70aa.org
 - f. cpcpi@district70aa.org
 - g. DCM@district70aa.org
 - h. grapevine@district70aa.org
 - i. info@district70aa.org
 - j. treasurer@district70aa.org
 - k. treatment@district70aa.org
 - l. webmaster@district70aa.org
 - m. workshops@district70aa.org
6. The host site and access information for all of the above will be available to the DCM or their designee upon request.

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2/27/21 UPDATE TO DISTRICT 70 GUIDELINES

ANSWERING SERVICE GUIDELINES approved on **MAY 6TH, 2021.**

Guidelines:

The Answering Service Committee, hereafter referred to as The Committee, will join a call forwarding service. This service will allow District 70 to “port” our current number.

Instead of carrying a District 70 cell phone, answering Volunteers/Call Handlers will request to be added to the answering service “app”. The Committee Chairperson will input and manage those phone numbers through the forwarding service and designate to which number(s) incoming calls will be forwarded.

The Committee will hold a quarterly “Workshop” as needed at which current Call Handlers will meet to discuss any issues, updates, or suggestions for improvements. These meetings will be open to any AA member to attend to find out more about how The Committee functions, to join The Committee, or to be informed.

WEB SITE GUIDELINES UPDATE approved on **JUNE 3RD, 2021.**

CONTENT:

To add current month’s District 70 minutes and previous month’s approved financial report to the District 70 website.

SPECIAL NEEDS COMMITTEE name changed to **ACCESSIBILITY COMMITTEE** approved on **JULY 1ST, 2021.**

TREASURER - Incoming Treasurer to establish a Venmo account, effective upon the start of the new Treasurer’s term 2022, approved on Dec 2, 2021.

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TREASURER – District 70 to establish a Prudent Reserve of 30% of annual operating expenses (for 2022: the amount is \$2,260.00.) **approved on Nov 4, 2021.**

ACCESSIBILITY COMMITTEE - The following to be added to the Accessibility Committee Guidelines: **approved on Jan 6, 2022.**

- A contact for our Accessibility committee chair will be listed on our District 70 webpage and schedule for someone to request an ASL meeting.
- The District 70 Accessibility committee will provide a signer at any registered group in District 70 for 2 meetings a week.
- The District 70 Accessibility committee will maintain a list of active signers that have agreed to sign at our meetings.
- The District 70 Accessibility committee will do all it can to make arrangements for the signer as quick as possible to attend the meeting.
- If there is a need for an extended period of signed meetings 2 times a week, the District 70 Accessibility committee will negotiate the best rate possible.

FINANCE COMMITTEE - GUIDELINES 8/4/22

The District treasurer will chair the committee. It will consist of the DCM, the Alt-DCM, and 3 GSR's. All will be voting members.

The committee's role will be:

Budget variance requests will be submitted to the F. C. by committee chairs.

The Finance Committee will review and vote on the budget increase request for District committee budgets and approve. the District 70 committee at the District 70 next meeting will be advised. The Finance Committee will not need the approval of the District 70 committee.

The Finance Committee can only increase a District committee's budget that falls within our District 70 PPB service guidelines.

The Finance Committee can not approve disbursement of excess funds over the prudent reserve to NIA20 or to G.S.O. It can make recommendations.

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