GENERAL SERVICE

DISTRICT #9

GUIDELINES

Last updated - June 10, 2026

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Topic I - Name and Location

The name of this organization shall be District 9 - South Florida Conference of Alcoholics Anonymous.

The geographical area is known as and includes all of the County of Broward in the State of Florida.

This organization is of perpetual duration.

District 9 is part of the General Service Structure established by The Conference Plan, sometimes known as the Third Legacy Plan, and confirmed by the Second International Convention of 1955 in St. Louis, Missouri.

Topic II - Purpose and Authority

The purpose of District 9 is to engage in General Service activities within the Conference structure guided by the Twelve Traditions of AA, the AA Service Manual, and the Twelve Concepts for World Service. Service activities are anything that helps to reach a fellow alcoholic, ensures our own recovery, and safeguards the integrity of our Fellowship.

There is no authority except that expressed by the group conscience and communicated to the General Service Representative (GSR) whom the group has elected. The GSRs, in turn, communicate to the Area Conference by vote at the Area Quarterly Assemblies or through the District Committee Member (DCM). District 9 is a service body only; never a government for AA.

District 9 is an un-incorporated body.

AA is a Fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety. (Copyright by the AA Grapevine, Inc.; reprinted with permission.)

District 9 is autonomous within its boundaries having no authority over any other District in South Florida Area 15; nor is District 9 subservient to any other District in the Area.

Topic III - Composition

District 9 membership shall be composed of General Service Representatives (GSRs) and their Alternates selected by AA groups which are registered with the General Service Office and which are located within Broward County.

District 9 is divided into Sub Districts. Each Sub District is made up of eight or more groups and is designated a DCM geographic unit. The boundaries of a Sub District are flexible and the number of Sub Districts may be changed due to growth and local needs.

District 9 is also composed of District Committee Members (DCMs) and Alternates (ACMs) who are elected by the District membership. District 9 assigns one DCM and ACM for each eight AA groups within the District.

The elected officers of District 9 shall consist of Chairperson, Alternate Chairperson, Treasurer, Recording Secretary, and Registrar.

District membership elects standing committee chairpersons, special committee chairpersons and some service activity representatives. Standing committees are Archives, Current Practices, Grapevine, Public Information and Cooperation With the Professional Community (PI/CPC), Accessibilities, Literature, Website,Current Practices and Finance. Special Committees are General Service Gratitude Dinner Chair. Elected Service Activities are Intergroup Liaison, Institutions Liaison, Room & Ride Coordinator, Support Your Services Chair, and Carry The Message Day Chair.

The GSR Workshop Coordinator and Current Practices Chairperson are appointed by the District 9 Chairperson. An Assembly Chair is appointed by the District Chair if needed.

Topic IV - Finances

District 9 is self-supporting through the voluntary contributions of its participating groups and by individual A.A. members.

No assets are accumulated. Any contributions in excess of operating expenses plus a prudent reserve shall be forwarded to our Area Committee and/or the General Service Office. The General Service Office is to receive 80% and the South Florida Area 20% of the self support money, generally on a quarterly basis.

Any monies needed by the Committee Chairpersons over the budgeted amount should go before the body.

A prudent reserve in the amount of the estimated operating expenses of 3 months shall be maintained.

Normal expenses are: meeting location expenses, literature, postage, office supplies, committee needs, GSR Workshop and website expenses. District 9 has approved an amount not to exceed $150.00 per month for a separate air-conditioned storage unit to house district supplies not related to Archives.

"For attendance at South Florida Assemblies, District 9 will reimburse a flat rate of $200.00 (all inclusive) for one night's lodging. If attendee holds a funded Area 15 position, he or she is funded according Area 15 Current Practice, and District 9 reimburses the difference between the Area funding and the current District 9 flat rate, but not to exceed the current District 9 flat rate. Eligible to receive compensation are District Officers, DCMs, ACMs when there is no DCM or the DCM is unable to attend, Archives, Grapevine, PI/CPC, Accessibilities, Literature, Website, Current Practice, and Finance Committee Chairpersons. District 9 will pay for two rooms at Area Assemblies for one night for GSRs that are not funded by their Home Groups. One room for men, and one room for women.

DCMs, ACMs and GSRs must attend their respective Saturday meetings including the Sunday morning business meeting in order to be reimbursed by District 9.

Committee Chairpersons will submit a written request to the District Treasurer for their budgeted funds at the beginning of the year and submit a written report, receipts, and any left over funds at the end of the year.

Topic V - Meetings

The suggested agenda for regular business meetings is in Appendix A. Regular meetings of District 9 are usually held on the third Sunday of each month preceded by a DCM meeting and a GSR Workshop.

The date of the next regular meeting shall be included as part of the minutes of the meeting.

Established parliamentary procedures shall be used in all matters not specified by these Guidelines.

Topic VI - District 9's Relationship to the South Florida Area

District 9 will act for AA in the perpetuation and guidance of its world services and it will also be the vehicle by which the AA movement can express its view upon all matters vital to AA policy and all hazardous deviations from AA Tradition.

The DCMs or Alternates are encouraged to attend South Florida Area Assembly business meetings to represent their groups and to obtain subject material to coordinate service activities within the District.

Topic VII - District Officers

To serve as a District officer requires past or present experience as a DCM, ACM or GSR. The election procedure is described in Appendix C.

Duties and Responsibilities

1. The duties of the **Chairperson** include:

   a. Serve as a Director of General Service, District 9, Inc.
   b. Serve as the President of General Service, District 9, Inc.
   c. Chair the District's monthly business meetings and officer calls.
   d. Prepare Agenda for District monthly business meetings.
   e. Be familiar with and conduct all meetings using established parliamentary procedures so as to ensure the proper and efficient order of business.
   f. Prepare brief, factual written District reports for presentation at the monthly District Business Meetings and Area Assembly.
   g. Attend the District Chairpersons Meeting at each Area Assembly and, where possible, attend Area District Chair's calls between assemblies.
   h. Act as conduit of information from Area Chair and Delegate.
   i. Be a signer on General Service, District 9, Inc., checking account and have access to; and monitor the bank account activity.
   j. Chairperson appoints a GSR Workshop Coordinator for a term of one (1) year, who is presented to the body in January.
   k. Chairperson appoints a Current Practice Chairperson for a term of two (2) years, who is presented to the body in January.
   l. Chairperson appoints a Assembly Chair for each Assembly hosted by District 9.
   m. Serves on the Finance and Website Committee ex officio.
   n. Ensure that corporation reports are filed on an annual basis with the Division of Corporations, Florida Department of State, by a qualified professional.
   o. Appoint ad hoc committee(s) as necessary.
   p. Coordinate monthly business meeting with District 9 Officers.
   q. Retains all District related passwords and is responsible for post office box, storage facility, and meeting location keys.
   r. Receives motions and, after consultation with the officers, provides a copy to the finance chair and places appropriate motions on the District Meeting Agenda.

2. The duties of the **Alternate Chairperson** include:

   a. Serve as a Director of General Service, District 9, Inc.
   b. Attend all monthly District business meetings as an officer.
   c. Attend the District Chairpersons' Meeting at each Area Assembly.
   d. Be familiar with parliamentary procedures so as to ensure the proper and efficient order of business if needed to preside at any meeting and perform such acts and duties as are customary to the office of Chairperson in the absence of the Chairperson or if the Chairperson is unable to complete their term.
   e. Alternate Chairperson becomes the ACM/DCM Workshop Coordinator.
   f. Coordinate a proper and adequate geographic assignment of groups within a DCM section. Ensure that a DCM and ACM are allocated for each group whenever possible as per the South Florida Area Conference.
   g. Be a signer on the General Service, District 9 Inc.'s checking account.

3. The duties of the **Treasurer** include:

   a. Serve as a Director of General Service, District 9, Inc.
   b. Treasurer Gross Receipts Responsibility:

There will be receipts received in many forms including but not limited to: Cash, Check, and Zelle. The treasurer is responsible for timely and accurately depositing funds into the bank account and recording transactions into Quickbooks for monthly reconciliation and reporting to the body.
Checks that are mailed to the Districts PO Box must be picked up at a minimum of 2 times per month and deposited within 2 days.
Working with Ticket Chairs on all functions, including but not limited to: Founders Day Picnic, Gratitude Dinner, Spaghetti Dinner, to deposit money timely, and record accurately in Quickbooks.

c. Maintain the General Service District 9, Inc., business account with one signature required on each check to dispense District 9 funds. Be a signer on this account in addition to District Chairperson, Alternate Chairperson, Recording Secretary and Registrar.
d. Retains (1) of the General Service District 9, Inc.'s business checking debit card. Chairperson and Alternate Chairperson also have a debit card. The debit card is set up to be used for authorized General Service District 9, Inc. expenses.
e. Pay all authorized General Service District 9, Inc., expenses. The Treasurer retains a list of recurring and monthly expenditures.
f. Prepare a monthly cumulative written report of all receipts and expenses for presentation at the District meeting. The Treasurer's report will also show, as a separate line item, the prudent reserve.
g. Keep all receipts, bills, vouchers, and checking records for a minimum of 4 years, whether on paper or electronically. Examples; Bank deposit slips, ATM deposit slips, invoices, credit card/ debit card charge slips/receipts, and Check Request authorization forms. Also, check stubs, bank statements, canceled checks, cash register tapes, contracts, account statements, sales slips, invoices, and petty cash slips.
h. Communicates with Chairperson, Alternate Chairperson, Secretary and Registrar at the officer's monthly business meeting regarding the final status of the District.
i. Attends the District Treasurer's Meeting at each Area Assembly.
j. Serve on the Finance Committee ex officio, providing updated information (on a quarterly basis) to the Finance Committee (for budget analysis) as to the financials of the District.
k. Serve as Treasurer for the annual Gratitude Dinner.
l. Serve as Treasurer for the Area Assembly Committee when General Service District, Inc., is hosting.
m. Input all monthly income and expenses into QuickBooks accounting program in preparation for monthly reporting to the officers and body of District 9 prior to the monthly meeting.
n. Send the entire QuickBooks file ending 12/31 of each calendar year to the accountant who is contracted with General Service, District 9, Inc.
o. Work with Chairperson to ensure that corporation reports are filed on an annual basis with the Division of Corporations, Florida Department of State, by a qualified professional.

3. The duties of the **Recording Secretary** include:

a. Serve as a Director of General Service, District 9, Inc.
b. Prepare minutes for each monthly business.
c. Email (*) distribution of the minutes and other emails originating from the District 9 Chairperson to members in the District 9 database.
d. Email a copy of the monthly business meeting minutes to Broward County Intergroup.
e. Keep a record of new GSRs and those celebrating their sobriety birthdays each month for inclusion in the monthly minutes.
f. Attend the Secretaries' meeting at each Area Assembly.
g. Monitor position email.
h. Be a signer on the General Service, District 9, Inc., account in addition to District Chairperson, Alternate Chairperson, Treasurer, and Registrar.
* Through a marketing platform.

4. The duties of the **Registrar** include:

a. Maintain an assigned database consisting of all registered groups in District 9; including name and contact information for all GSRs, Alternate GSRs, DCMs, ACMs, Officers, and Committee Chairpersons.

b. Ensure and maintain the privacy of all GSR's and Committee members' information - only providing database information to Officers or DCM/ADCM upon request.

c. Add to the database any new GSRs/AGSRs that attend the District Business Meeting.

d. Receives new group and group change forms and makes all necessary changes, including notifying the DCM/ADCM of the change.

e. Assign new group(s) to appropriate subdistrict(s) based on geographic location using the Sub-District Map.

f. Update groups on Sub-District Map where needed. Changes will automatically display on the map listed on the District Website.

g. Update Area Registrar with any changes to District 9 database. Updates are to be communicated via the database only.

h. Propose to Alt. Chair boundary changes to subdistricts when imbalances occur.

i. Create new GSR packets to be issued at District meetings.

j. Maintain Group Sign in books and have them available at District meetings prior to the arrival of the GSRs.

k. Greet GSRs and answer any questions prior to the business meeting.

l. Provide the District Secretary with the total count of GSR's/AGSR's who attend the District Business Meeting (obtained from sign-in sheets).

m. Attend the Registrar's meeting at each Area Assembly.

n. Provide a headcount to the District Chairperson of all voting District members in attendance at Area Assembly. All voting members are required to sit at tables marked District 9. All non-voting members will be asked to sit elsewhere if there is not enough seating.

o. Create and maintain all documents, reference material, training virtual videos, etc., in the District 9 Registrar's Shared Google Drive folder. This folder belongs to the District 9 Google Admin account (for security purposes) and is managed by the website committee and shared with the chairperson and the alt chairperson.

p. Register at bank as a signer on General Service, District 9, Inc., checking account in addition to District Chairperson, Alternate Chairperson, Recording Secretary.

q. Reply to emails on a time-sensitive basis.

r. Submit the budget for the position of Registrar to the Finance Chair every October.

Any Officer with three unexcused consecutive absences will be requested to resign his or her office.

Topic VIII - District Committee Members (DCM) and Alternates (ACM)

Duties and Responsibilities: Considerable service, usually 2 years completed as a GSR, and time and energy to fulfill a 2 year commitment is the combination of experience a member should bring to this position. The election procedure is explained in Appendix C.

1. DCM and ACM vacancies are created by:

    a. Expiration of a term of office.
    b. Resignation.
    c. Replacement due to three consecutive unexcused absences from DCM/ACM and/or the District General Service meeting.
    d. Increase in number of registered groups in District 9.

2. The DCM is an essential link between group's GSR and the Area's Delegate to the General Service Conference. As leader of the Sub District, the DCM is exposed to the group conscience of that Sub District. As a member of the Area Committee, he or she is able to pass on the Groups' conscience to the Area Delegate and the Area Committee.

3. An able, experienced ACM makes a good DCM after completing a two year term, provided he or she has the time and willingness to work closely with groups within the District.

4. No one may serve as a DCM/ACM and a GSR/Alternate GSR simultaneously.

5. The relationship of the DCM to the Group:

    a. Attends regular District meetings.

    b. Maintains current roster of GSRs in his or her Sub District.

    c. Holds regular meetings with all GSRs in the Sub District.

    d. Encourages each group in the Sub District to have a GSR and participate in District 9 activities.

    e. Discusses group and District activities with the GSRs.

    f. Keeps informed of group activities and contributions.

    g. Is available to assist and guide GSRs in District and Area matters.

6. The relationship of the DCM to the Area:

    a. Attends and participates in the Area Assembly business meetings.

    b. Through attendance at District 9's meetings, is able to bring to the Area information which may benefit other Districts.

    c. Has a good grasp of the group conscience of the District.

7. The relationship of the DCM to General Service:

    a. Makes sure the Sub Districts GSRs are familiar with "The A.A. Service Manual Combined With Twelve Concepts for World Service."

    b. Encourages GSRs to attend workshops, sharing sessions, etc.

8. ACMs are encouraged to assist, participate, and share in the DCM's responsibilities and attend District and Area meetings.

Topic IX - Committees

Committees are the life's blood to service work within the District. In general the Chairperson and members of the Committee have complete initiative within their area of responsibilities, developing ideas and methods to best accomplish their objectives. Committee Chairpersons have the opportunity to report their Committee activities, accomplishments, and problem areas at the regular District meeting. Qualifications, term(s) of service and procedures for elected committee positions on both Standing and Special committees are described in Appendix C.

1. **Standing Committees** Current permanent Standing Committees are:

a. Archives
b. Grapevine
c. Public Information and Cooperation with the Professional Community (PI/CPC)
d. Accessibilities (Formerly Special Needs)
e. Literature Committee
f. Website
g. Current Practices - This Committee Chair is appointed by the District Chairperson for two years and announced in January.
h. Finance

2. **Special Committees** Special Committees carry out their responsibilities under the same provisions of working and reporting as granted to standing committees.

Current Special Committees are:

a. General Service Gratitude Dinner Chair
b. Assembly Chair (if needed)

Topic X - Service Activities

1. **Service Activity Positions**: Service activities are positions in which individual A.A. members fulfill the duties of the named activity and report to the body.

2. **Appointed Service Activity Positions are**:

a. GSR Workshop Coordinator: The GSR Workshop Coordinator is appointed by the newly elected District Chairperson for a one year term and is presented to the body in January.
The purpose of the GSR Workshop is to assist the GSR, Alternate GSR, and any interested AA member to a better understanding of General Service, through the use of Conference-approved materials and shared experience.
Ask for volunteers for readers for 2pm business meeting, and two volunteers for greeters at the 2pm business meeting.

b. Virtual Tech Coordinator : The Virtual Tech Coordinator is appointed by the newly elected District Chairperson as needed.

c. Property Chair. The Property Chair is appointed by the District Chairperson as needed for a one-year term and is presented to the body in January.

3. **Elected Service Activity Positions are:**

a. Intergroup Liaison
b. Institutions Liaison
c. Room and Ride Coordinator
d. Support Your Service Chair
e. Carry the Message Day Chair

Elected Service activity positions are elected according to Appendix C.

Topic XI - Making Amendments to These Guidelines

Requests for additions, changes, and deletions to these Guidelines shall be presented verbally and in writing at a regularly-scheduled meeting for vote at the following regular meeting. The Recording Secretary shall include the proposed changes to the Guidelines in the minutes of the meeting at which the request was made.

Changes to this document may be made only with the approval of two-thirds of the District 9 members present for the vote. Changes to each specific Topic and/or Item shall be voted upon separately.

Addenda to the Guidelines will be issued as they are passed by the District. New Guidelines with all additions, changes, and deletions will be printed annually.

Appendix A - Suggested Meeting Agenda

1. Chairperson:
   a. Open meeting - Moment of silence/Serenity Prayer
   b. AA Preamble
   c. District Structure; (see Appendix B)
   d. Monthly Tradition
   e. Monthly Concept (short form)
   f. Chair Report

2. Recording Secretary: Roll Call DCMs/ACMs
   a. Minutes of Previous Meeting
      1) Call for corrections
      2) Motion to Accept

3. Registrar: Introduce new GSRs and Alternate GSRs

4. Reports:
   a. Treasurer

   b. Service Activities:

      1) GSR Workshop Coordinator
      2) Intergroup Liaison
      3) Institution Liaison
      4) Room & Ride Coordinator
      5) Support Your Services
      6) Carry the Message Day
      7) ACM/DCM Workshop Coordinator

   c. Standing Committees:

      1) Archives
      2) Grapevine
      3) PI/CPC
      4) Accessibilities (Formerly Special Needs)
      5) Literature
      6) Website
      7) Current Practices
      8) Finance

   d. Special Committees:

      1) Gratitude Dinner
      2) Assembly Chair (if needed)

5. Group Problems

6. Unfinished Business

7. New Business:
   a. Special DCM/ACM vacancy election if needed
   b. Other new business

8. Announcements:
   a. Date of Next Meeting
   b. Other from body

9. Close with the Responsibility Declaration and the Lord's Prayer

Appendix B - District Structure

District 9 is one of 19 Districts which make up the South Florida Area 15 of the General Service Conference.

District 9 is the geographical area known as and includes all of Broward County. It is composed of GSRs of AA groups in our District desiring to participate. The General Service Representatives elect Area Committee Members and then join them in electing a Delegate from our Area to the annual General Service Conference.

The Conference structure is the method through which all AA groups in our District can provide the most effective communication within the Area and between the groups and the General Service Board on matters affecting AA as a whole. These matters include policy on:

1. AA Conference-approved Literature
2. AA Public Information
3. AA's Relation with Professionals in the Alcoholism Field
4. AA Institution activity
5. AA Finances
6. The AA Grapevine
7. The election of Trustees to the General Service Board

Thus, the link between the AA groups and their General Service Board and Office is established and maintained, and the General Service Conference becomes, as nearly as possible, the voice of Alcoholics Anonymous.

The life of each individual and of each group is built around our Twelve Steps and Twelve Traditions. We very well know that the penalty of extensive disobedience to these principles is possible death for the individual and dissolution of the group. An even greater force for AA's unity is the compelling love that we have for our fellow members and for the principles upon which our lives today are founded.

Appendix C - District 9 Elections

Procedure: Third Legacy as found in the A.A. Service Manual. Each person standing will be given the opportunity to state their qualifications.

Who Votes: GSRs, current DCMs, ACMs, all current Committee Chairs and District Officers are entitled to vote. Alternate GSR votes in the absence of the regular GSR.

When: District Officers, Standing Committee Chairpersons and Service Activities representatives are elected at the October business meeting. Special Committee Chairpersons are elected at the January business meeting as appropriate. Mid-term vacancies will be filled at time of occurrence.

Precedence: Election of District Officers and Standing Committee Chairpersons is in the order of this Appendix beginning with the District Chairperson.

Service Terms: Except for Archives [see below], all elected terms are 2 consecutive years in the same office; District servants elected in October of even number of years would be rotated in January of the following year. It is suggested that all District Officers have 5 years of sobriety and all District Committee Chairs have 2 years of sobriety, except where noted otherwise in District 9 Guidelines

District Officers (October)

A considerable period, minimum of five years of sobriety, plus completed a full 2 year term as GSR in District 9 is desirable. (For duties and responsibilities see pages 4-5, Topic VII)

District 9 Chairperson: Past or present DCM or ACM rotating into DCM the upcoming January. Ideally, the Chairperson has held other District offices first.

Treasurer; Recording Secretary; Registrar:
Past or present DCM, ACM, or GSR.

Standing Committee Chairpersons (October)

A.A. members who are past or present DCMs, ACMs, GSRs or Alternate GSRs in District 9 and have service experience described for the positions may stand as eligible.

Archives: Two (2) year term with a provision for second consecutive 2 year term. Usually the Archives Chairperson has served on the Archives Committee for at least 1 year, has at least five years of continuous sobriety and is past or present DCM, ACM, or GSR. (For Archive Committee Guidelines see Appendix D, page 13)

Grapevine: It is recommended that they have served previously on the committee and be a past or present DCM, ACM or GSR. (For Grapevine Committee Guidelines see Appendix N, page 20)

PI/CPC: Committee chairperson should have at least five years of continuous sobriety and is a past or present DCM, ACM, or GSR. (For PI/CPC Committee Guidelines see Appendix F, page 14)

Accessibilities: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Accessibilities Committee Guidelines see Appendix H, page 16)

Literature: Committee chairperson should have at least five years of continuous sobriety and is a past or present DCM, ACM, or GSR. (For Literature Committee Guidelines see Appendix J, page 17)

Website: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Website Committee Guidelines see Appendix K, page 18)

Finance: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Finance Committee Guidelines see Appendix L, page 19)

Service Activities Positions (October)

Intergroup Liaison: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Intergroup Liaison Guidelines see Appendix O, page 20)

Institution Liaison: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Institution Liaison Guidelines see Appendix P, page 20)

Room and Ride Coordinator: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Room and Ride Guidelines see Appendix Q, page 21)

Support Your Services: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Support Your Services Guidelines see Appendix G, page 15)

Carry the Message Day: Two years continuous sobriety suggested and has been in the District as a GSR.
(For Carry the Message Day Guidelines see Appendix I, page 16)

GSR Workshop Coordinator, the ACM/DCM Coordinator, the Property Chair (if needed) and the Assembly Chair (if needed) are appointed by incoming District 9 Chair and reported to body in January.
(For duties and responsibilties of Chairperson, see pages 4-5 Topic VII)

Special Committee Chairpersons (January)

General Service Gratitude Dinner Chairperson: Chairperson is to be a present or past trusted servant of General Service as a DCM, ACM or GSR. They will have had considerable past experience in working on District 9 Gratitude Dinners and also at least five years of continuous sobriety.

Assembly Chair: (if needed)
This Chair position will be appointed by the District Chairperson.
Qualifications are:

1) Experience working on at least 2 Assemblies
2) Experience dealing with the hotels and hotel contracts
3) Attended at least 2 Area Quarterly Coordinator meetings in the last year
4) Five years of continuous sobriety

District Committee Member (DCM) and Alternate Committee Member (ACM) Elections

DCMs and ACMs are elected by the GSRs, Alternate GSRs if GSR is not present, current DCMs and ACMs, all current Committee Chairs and District Officers. GSRs who have completed their two year term of office are entitled to stand for the position of ACM for a two year term. ACMs who have completed their two year term of office are entitled to stand for the position of DCM for a two year term.

New DCMs and ACMs are elected for a two year term of office which begins at the next regular District meeting.

The election of DCMs and ACMs shall be by a show of hands, acted upon separately. A simple majority of votes will determine the elected. If more members wish to stand than there are vacancies, the number of votes received in descending order determines who will serve.

Special elections to fill a vacancy will be held at the time of occurrence of the vacancy by the procedure given above. A DCM or ACM elected during the last quarter of the year may stand for a full term at the beginning of the new year. In the spirit of rotation, DCMs and ACMs shall not stand for immediate re-election to the same office.

Appendix D - Archives Committee Guidelines

1. Committee Member:

   a. Archives Chairperson is elected by the body as described in Appendix C, page 11**.**

   b. Archives Alternate Chairperson is selected by the Archives Committee, will serve for one year and may be selected for a 2nd year.

   c. Selection of Archives Chairperson:

      1) Usually the Archives Chairperson has served on the Archives Committee for at least one year, has at least five years of continuous sobriety and is past or present GSR, DCM, or ACM.

      2) The Term is two years with a provision that an Archives Chairperson may stand for a second 2 year term and that no person serve for more than 2 consecutive 2 year terms.

   d. Selection of Archives Alternate Chairperson:

      1) Alternate to be selected by the Archives Committee.

      2) Will serve for one year, may be selected for 2nd term.

2. Meetings:

   a. The Archives Committee will normally meet monthly, but no less than quarterly.

   b. The Archives Chairperson is responsible for chairing Archives Committee meetings.

3. Archives Committee Responsibilities:

   a. Categorize materials.

   b. Acquire Grapevines for current calendar year.

   c. Responsible for monthly report at District meeting and Assembly meeting report to the Area.

   d. Oversees video tapes, DVDs, television and VCR/DVD players to bring to groups upon request and is responsible for upkeep.

   e. Responsible for portable display.

   f. Responsible for Family Tree and to bring to monthly District meeting.

   g. Responsible to interview and record old timers.

   h. Maintain a current list of old timers with phone numbers.

   i. Responsible for storage area and for keys.

   j. Responsible for upkeep of tape/CD lending library.

   k. Responsible for organizing and chairing Old Timers’ and Early Timers' meetings.

4. Budget:

   a. Annual Committee Fund allocation as determined by approval of the body.

   b. Contributions are up to the Committee to use where needed.

   c. All excess or losses incurred by Archives sponsored events are absorbed by General Service District 9.

   d. All purchases be approved by District 9 vote.

Appendix E - Gratitude Dinner Committee Guidelines

Statement of Purpose:
The purpose of the Gratitude Dinner is to bring AA members together so that they may show their gratitude by sending the financial proceeds of the dinner to General Services in New York to help carry the message of Alcoholics Anonymous worldwide.

Additionally, the committee undertakes both to encourage involvement in service at the District level and to demonstrate our gratitude to a Higher Power and to Alcoholics Anonymous for our sobriety.

Composition and Procedure:
The General Service District 9 Gratitude Dinner Committee shall be comprised of all AA members who wish to participate. The Chairperson of the Committee is elected by District 9 General Service in January (See Appendix C, page 11). The Chairperson then selects three trusted servants of General Service to serve as a Co-Chairperson, Secretary and Program Chair.

The District 9 Treasurer serves as Treasurer of the Gratitude Dinner.

The Dinner has its own checking account with one signature of Chair, Co-Chair or Treasurer on checks to dispense funds. The balance received is sent to GSO New York and a small amount retained as “start-up” for coming year.

Committee Meetings:
The Chairperson will call an initial meeting, take names and phone numbers of volunteers to chair or to serve on one of the various dinner subcommittees. The Chairperson will call additional meetings of the dinner committee to coordinate activities.

Appendix F- PI/CPC Committee Guidelines

1. The PI/CPC Chairperson is elected by the body as described in Appendix C, page 11, and it is recommended that they had served previously on the Committee. Their term shall be for one (1) year with eligibility to stand for a 2nd year.

2. They are encouraged to attend the PI/CPC Area 15 Assembly meetings and workshops and report back at the District monthly meetings.

3. They will have the opportunity to report at the monthly District meeting on the committee activities.

4. They will hold monthly meetings where possible.

5. Maintain and report budgeted funds of the Committee to the District once a year.

Appendix G - Support Your Services Committee Guidelines

In order to help the future members of this committee better conduct their business, we have herein stated some guidelines which we feel will be pertinent to better fulfill the aims of the Support Your Services Committee of District 9, South Florida Area 15:

In order to help the future members of these committees better conduct their business, we have herein stated some guidelines which we feel will be pertinent to better fulfill the aims of the Support Your Services Committees of District 9, South Florida Area 15:

1. **Purpose**: Support Your Services committees are committees that host service and/or fundraising events.

2. **Activities:** It is recommended that there be as many as 4 (four) functions per year; one to be a picnic held as close to June 10 each year to be known as "The Annual Founder's Day Picnic." All events should include an AA meeting. The Committee used the events listed below in the past but future committees are not bound to this list, and may have more or fewer activities:

    a. Picnic (Founders Day)
    b. Spaghetti Dinner
    c. Other Events (Such as Winterfest or Spring Fling)

3. **Officers**: A Chairperson for each event is elected by the body as described in Appendix C, page 11. The term shall be for one year with eligibility to stand for a second year. It is also recommended that each event committee have a Co-Chair to assist and possibly prepare for this office.

4. **Membership on the Committees**: The committees should consist, as much as possible, of members of General Services District 9, but any member of Alcoholics Anonymous may serve if they so desire.

5. **Committee Meetings**: Our first planning meeting for each event is generally held approximately 8 weeks prior to the function, and thereafter as often as the committee feels is necessary. Experience has shown, that it would be beneficial to plan as many activities as possible at the beginning of the year. This would facilitate such things as the need for a particular hall, disc jockey, picnic shelter, etc. on the date required.

6. **Finances:** The annual budget for each event is determined by the District 9 budgeting process stated in Appendix L -- Finance Committee Guidelines, under Responsibility.

Appendix H - Accessibilities Committee Guidelines

(Formerly Special Needs)

1. **Purpose:** The Accessibilities Committee will help carry the A.A. message to alcoholics for whom it is difficult to attend meetings regularly. Examples of persons that will be served by this committee may include those with chronic illness or with physical limitations in sight, hearing or mobility, the homebound or persons with limited reading skills.

2. **Committee Membership:** The majority of members would be A.A.s in District 9 General Service, yet any A.A. member with a desire to serve can join this committee.There will be a Chairperson, Co-Chair and Secretary- Treasurer to conduct business under the general body of District 9 Guidelines and the provisions of this Appendix.

3. **Officers:**
   a. The Chairperson would have two years continuous sobriety as suggested and be a past or present DCM, ACM or GSR. The Accessibilities Chairperson is elected by the body as described in Appendix C, page 11 for a one year term, with eligibility to stand for second year. Duties are to:

      1) Schedule and conduct regular and special meetings to fulfill committee's purpose.
      2) Responsible for monthly report at District meeting and Assembly meeting report to the Area.
      3) Submit annual budget and report use of committee funds through the 31st of December.
      4) Elect committee Co-Chair and Secretary-Treasurer from committee members.
      5) Do customary duties for committees and as District Chairperson might request.

   b. Co-Chair is elected from committee membership to perform duties of Chairperson in his/her absence and assist in activities as determined within committee.

   c. Secretary-Treasurer is elected from committee membership to perform duties customary for such a combined position. Secretary-Treasurer will keep such records as the Chairperson and committee would decide necessary for the Chairperson to fulfill committee responsibilities. Accounting of committee money does require a record of expenses with accompanying receipts, regular reports of the balance in treasury and end of term report.

   d. The District 9 will provide professional American Sign Language (ASL) interpreter services for any events hosted by District 9 with expenses not to exceed an annual cost of $1,500. ASL interpreter services are to be available upon request only and will be determined by the District 9 Accessibilities Committee Chairperson.

Appendix I - Carry the Message Day Guidelines

1. **Purpose:** The purpose of Carry the Message Day is to learn more about the Legacy of Service. It demonstrates what activities and services are available within General Service, Intergroup of Broward County, and Broward County Institution Committee. These committees work together to provide support services to all members of Alcoholics Anonymous and to the alcoholic who still suffers.

2. **Committee Membership:** The Carry the Message Day Chairperson is elected by the body as described in Appendix C, page 11.

   There will be three (3) Chairpersons, one (1) from General Service, one (1) from Intergroup and one (1) from BCIC. All Service Committee Chairs are a welcomed and important part of the success of this event. All who wish to volunteer will form the sub-committees. It is suggested that the General Service Chairperson choose a General Service Co-Chair to assist and possibly prepare for this office.

3. **General Service Chairperson's Responsibilities**:
   a. Schedule and conduct planning meetings.
   b. Make reports at monthly District meetings.
   c. Keep in communication with Intergroup and BCIC Co-Chairs & sub-committee Co-Chairs.

Appendix J – Literature Committee Guidelines

1. **Purpose**: The purpose of the District Literature Committee is to encourage the use of and review existing literature, suggest updates and/or revisions, and respond with input as requested by the General Service Conference or our Area Delegate or designee.

2. **Responsibilities**:
   a. Review AA Literature and audio-visual material as directed by the General Service Conference through our Area 15 Delegate and recommend a response that would be ratifed by our District.

   b. Responsible for monthly report at District meetings and Assembly meeting report to the Area.

   c. Create a display of AA Literature that would be available at District 9 functions and requests by groups in District 9.

3. **Meetings**: Suggested monthly, but minimally quarterly.

4. **Committee Membership**: The literature committee is open to all interested AA members.

5. **Budget**: See annual District 9 Budget.

6. **Literature Committee Chairperson**: The Literature Chairperson is elected by the body as described in Appendix C, page 11. The election of the chairperson will follow the third legacy procedures. Suggested minimum is five years of continuous sobriety. Qualifications: Present or past DCM, ACM or GSR.

Appendix K - District 9 Website Committee Guidelines

Scope:

1) Content shall include and be limited to:
   a) The following AA literature:
      1) 12 Steps, 12 Traditions, 12 Concepts.
      2) A.A. Preamble.
      3) "I Am Responsible" and "Declaration of Unity".

   b) Information on District 9 Meetings and Area Assemblies, including the upcoming Assembly Host District's flyer.

   c) Hyperlinks to any AA World Services websites, such as the:
      1) General Service Office, located at www.aa.org.
      2) The Grapevine, located at www.aagrapevine.org.

   d) A disclaimer to be found upon exiting the website to the above listed links.

   e) Anonymous e-mail addresses of all District 9 Officers (e.g. chairperson@district9aa.org, etc).

   f) A "Chairpersons's Corner" to be used by the District Chairperson for communication with the District.

   g) Individual pages for any District 9 Standing Committees.

   h) Information on Area 15 and District 9 events, workshops, and activities.

   i) Flyers for any event posted on the District Calendar, such as the Old-Timer's meeting.

   j) A link to the Broward County Institution Committee and the Intergroup of Broward County websites.

   k) Information and flyers for the State and International AA Conventions.

   l) A link to the Akron Intergroup Archives website.

   m) A link to an information page wherein local professionals can request further information via an anonymous email.

   n) A Resource Center page to the District Website. The contents of this may include links from AA.org,, which may include various items such as Guidelines, pamphlets, newsletters, forms and etc.

   o) A Password protected section of the District Website, this section will contain posts and information from our District Officers, District Committee Chairpersons, Delegate, or the General Service Office that have been reviewed for anoymity issues by the website committee prior to posting potential items for consideration could be the District Meeting Agenda, District Minutes, and Proposed Motions for consideration. Any items for consideration be discussed by the website committee and the District Officers so that an educated group conscience can be achieved.

Composition:

1) A District Standing Committee responsible for the creation and maintenance of the website.
2) The Website Chairperson is elected by the body as described in Appendix C, page 11.
3) The committee shall also consist of four additional voting members.
4) The District Chairperson shall be a member, ex officio.

Procedure :

1) Any major change or addition of the website's content must be approved by the District 9 body.
2) Monitor the District 9 email address webchair@district9aa.org
3) The Website Chairperson shall also present a report to the District body during the District monthly meetings.
4) The website shall be maintained in accordance with the 12 Traditions, the 12 Concepts, District 9 and Area 15's Current Practices.

Appendix L - Finance Committee Guidelines

Composition:

The Finance Committee is composed of a Chairperson (two years continuous sobriety is suggested), other district members on a volunteer basis, as well as the current District Treasurer and District Chairperson (ex-officio). The Chairperson and all members will be a past or present DCM, ACM or GSR.

The Finance Chairperson is elected by the body as described in Appendix C, page11. The Chairperson has attended both the District and the Area 15 Finance Committee Meeting and has a full understanding of finances for this body.

Purpose:

To provide to the body, in an alternative format to the Treasurer's report, a view of the District's budget with Year To Date (YTD) expenditures.

To provide basic information to the body for greater understanding of motions requesting funds beyond budgeted amounts so that an informed group conscience can be made.

Statement of Scope:

To perform quarterly reviews of current budget and YTD expenditures thus ensuring budgets are not exceeded and that budgeted amounts will be used.

To accept requests from Standing and Special committees for monies requested over budgeted amount. When such a request occurs, only two questions (from Concept XI, AA Service Manual) are to be put to the request.

1. Is this necessary and desirable now?
2. Can we afford it, all considered?

Responsibility:

The Finance Committee will meet at a minimum once per quarter during the same months that Area 15 Assemblies are held: January, April, July, and October. A special meeting may be called to address issues that are timely and urgent.

The proposed budget for District 9 for an ensuing calendar year will be presented to the body by the Finance Committee no later than November of the preceding year so that such budget can be reviewed prior to voting in December of such preceding year.

Procedure:

Chairperson will coordinate quarterly meetings to maintain the scope of the committee. The committee will, at each meeting, review YTD expenditures, provided by District Treasurer. Committees under or over budgeted amount for the year will be informed by way of report given at the next District meeting. Any committee requesting funds beyond budgeted amounts will submit in writing no later than the District 9 meeting preceding the month the Finance Committee is due to meet. Answers to the above questions on all such requests will also be included as part of the report to the body and as such the committee may recommend such motions out of committee for monetary requests.

All motions for money requested will go before the body for vote whether recommended or not. In October YTD expenses, projected changes in expenses and requests from committees for budget increases (such requests are due to committee at September District meeting) for the upcoming year will be used with input from Treasurer to create a proposed budget for the upcoming year. If the Finance Committee Chairperson fails to coordinate the quarterly meeting, the District Chairperson will ensure coordination the following quarter to ensure responsibility to the body is fulfilled.

Appendix M - Current Practices Guidelines

Composition:

This Committee is Chaired by one member appointed by the District Chairperson and announced in January. Other members will be on a volunteer basis.

Scope:

Create a Book of Motions and Book of Current Practices (Guidelines) from Archived District 9 minutes. Update the Book of Motions and the Book of Current Practices quarterly once original books are completed.

Procedure:

Holds quarterly meetings to fulfill it's responsibilities.

E-mails District Website Chairperson an updated copy of the Book of Current Practices (Guidelines) and Book of Motions quarterly to be posted on the Current Practices Committee page of the General Service District 9 Website.

Presents a report of Committee activities orally at the District meeting and in written form for inclusion in the District minutes.

Provides the District Finance Committee with an annual request for funds at budget time.

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Appendix N – Grapevine Committee Guidelines

1. The Grapevine Chairperson is elected by the body as described in Appendix C, page 11, and it is recommended that they had served previously on the Committee. Their term shall be for one (1) year with eligibility to stand for a 2nd year.

2. They are encouraged to attend the Grapevine Area 15 Assembly meetings and workshops and report back at the District monthly meetings.

3. They will have the opportunity to report at the monthly District meeting their activities, and the availibilty to present the Grapevine display for groups and other requests in the District.

4. They will hold monthly meetings where possible.

5. Maintain and report budgeted funds of the Committee to the District once a year.

Appendix O – Intergroup Liaison Guidelines

1. The Intergroup Liaison is elected by the body as described in Appendix C, page 11. Their term shall be for one (1) year with eligibility to stand for a 2nd year.

2. The Intergroup Liaison will attend the monthly Intergroup meeting and report those activities back at the District monthly meetings.

Appendix P – Institution Liaison Guidelines

1. The Institution Liaison is elected by the body as described in Appendix C, page 11. Their term shall be for one (1) year with eligibility to stand for a 2nd year.

2. The Institution Liaison will attend the monthly BCIC meeting and report those activities back at the District monthly meetings.

Appendix Q – Room and Ride Coordinator Guidelines

1. The Room and Ride Coordinator is elected by the body as described in Appendix C, page 11. Their term shall be for one (1) year with eligibility to stand for a 2nd year.

2. The Room and Ride Coordinator will help facilitate rides to the Area 15 Assembly and also organize room mates for a men's and women's GSR room at the Assembly.

3. The Room and Ride Coordinator will work with the District 9 Treasurer as well as the District 9 Chairperson, helping to secure the hotel reservation for the men's and women's GSR hotel rooms at the Area 15 Assembly.

Appendix R – General Service Representative Workshop Coordinator Guidelines

1 The GSR Workshop Coordinator is appointed by the District Chairperson and announced in January. The Coordinator may invite participants with General Service experience to assist with the workshop.

2. The Coordinator facilitates monthly GSR workshops in assisting GSRs and Alternate GSRs familiarizing them with the General Service conference structure as it relates to District and Area, using the AA service manual and other Conference approved literature.

3. They will have the opportunity to report at the monthly District meetings their activities.

4. Maintain and report budgeted funds to the District once a year.

Appendix S – ACM/DCM Workshop Coordinator Guidelines

This position is detailed in the Alternate Chair guidelines.

Duties and responsibilities as follows:

1) Assist the District Registrar with the assignment of groups to ACM's and DCM's as changes require.
2) Hold ACM Workshops for new ACM's at a designated time before the regular district meeting as required.
3) Train and assist new ACM's in their duties and responsibilities to their assigned groups.

Appendix T – Virtual Tech Coordinator Guidelines

1. The position of a Virtual Tech Coordinator is appointed if needed by the District 9 Chairperson.

2. The Coordinator is to be a past or present trusted servant of General Service as a DCM, ACM or GSR and have knowledge of virtual platforms. Will have at least two years of continuous sobriety.

3. The Coordinator will facilitate the set up of the monthly business meetings when they are conducted via a virtual platform and will also conduct other District 9 virtual events when needed.

4. The Coordinator will have the opportunity to report at the monthly District meetings on their activities.

5. This is a non-funded position for Area Assemblies and maintains no budget.

Appendix U – Property Chair

1. The Property Chair is appointed by the District Chairperson and announced in January. The Property Chair may invite committee members to assist with their duties.

2. The Property Chair is responsible for maintaining the physical property of the District (excluding the Archives Collection) and performing the following functions:

    a. Maintain access, including safekeeping a copy of the key to the storage space rented for the District,
    b. Organize the property and supplies owned by the District in the storage space in a reasonable fashion,
    c. Attend District Meetings and be responsible for maintaining and bringing any sound or other equipment to be used at the meeting,
    d. Coordinating storage access for the pick-up and delivery of necessary property or supplies to event locations and for returning them to storage at the end of the events.
    e. Maintain and report on budgeted funds for the position to the District.