

# **ShiaCoaa Officers Handbook**

ShiaCoaa (district 10 area 32) was formed in August, 2002 in response to a need for communication and cooperation between the groups in District 10. ShiaCoaa is a service body within the general service structure of Alcoholics Anonymous and is listed in the appropriate directories published by Alcoholics Anonymous World Services. We are a service district within Area 32, Central Michigan Intra Area (CMIA).

District 10 as a geographic area is roughly defined as the groups within Shiawassee County, Michigan with Owosso at the center.

We endeavor to take on those tasks that should not fall upon a single group; compiling and printing updated meeting directories, maintaining an answering service hotline for the District, contacting professionals and media outlets in the District with the AA message of recovery and maintaining our own District website.

We act as a forum for your group to have it's voice heard in matters affecting AA, as a direct link to the General Service Conference through the election of District Committee Members (DCM) and to provide service opportunities for AA members in the District.

We hold our District meetings on a bi-monthly basis during the first week of each odd month on a rotating basis throughout the District. Each group represented at our meetings has a vote in matters presented and in the election of District officers and D.C.M.

We are wholly supported by voluntary contributions from the groups within the District. Our only goal is to help the groups in our District fulfill their primary purpose of helping other alcoholics achieve sobriety.

## **General Information for Officers of ShiaCoaa**

Presently there are four elected officers that serve ShiaCoaa (district 10 area 32): Chairperson, Treasurer, Secretary and District Committee Member (D.C.M.). Two other officers serve the District; Trustee and Webmaster. These are appointed positions.

Officers are nominated and elected by the representatives of groups in District 10 at District meetings. All groups have a vote at ShiaCoaa meetings. Should a group not have a General Service Representative (G.S.R.) they may have their voice heard by a member of that group named for that specific purpose provided that the same person does not represent any other group.

**General qualifications for Officers at ShiaCoaa are:**

- Will be a member of a group within the District
- Will have maintained a minimum of one year sobriety with the exception of D.C.M. and Trustee
- the time and energy to serve the District well
- a commitment to attend District meetings or provide advance notice of absence if possible
- A working knowledge of the Twelve Traditions and familiarity with the Service structure of A.A.

General service work within the Home group or previous service work at a district or area level would be helpful.

**Chairperson Duties and Responsibilities (1 yr term)**

- The Chairperson will conduct the District meeting.
- will be responsible that the meetings open and close on time
- that only one person at a time speaks
- that discussion stays on the subject at hand
- that any matters that need to be voted on are only voted on by members that have the right to vote: group representative (need not necessarily be GSR), District officers, committee chairpersons and DCM.
- It will be the Chairpersons responsibility to assure that all the normal agenda items are covered in a timely and business like manner
- The Chairperson will coordinate with other officers and help keep the groups in the District advised of any important new developments that affect the District.

## **Duties and responsibilities of the Secretary for ShiaCoaa (2 year term)**

- Attend all District meetings or notify Chair about unavoidable absences
- Supply meeting with copies of last meeting minutes
- Report previous minutes for amendment and/or approval
- Take down minutes during meeting
- Obtain written report from Treasurer and District Committee Chairs for inclusion in minutes
- Maintain a mailing list (also an E-mail list would be desirable but not mandatory; may co- ordinate with webmaster in this regard) for group GSR or contact
- Make minutes available to the District in a timely manner
- Supply the webmaster with a copy to post at web site (if minutes are composed on a word processor send in electronic format to webmaster)
- Notify other District officers about communication from groups, members or AA related entities outside the District

### *Obligations to the Secretary from the District:*

- Provide sufficient funds to cover the cost of mailing (envelopes, postage, paper)
- Provide accurate reports from officers for inclusion in the minutes at time of meeting.
- Assist in any way possible to help Secretary assure the accuracy of minutes and help maintain up to date mailing information

## **Treasurers Guidelines (2 year term)**

1. Observe the Steps and Traditions of Alcoholics Anonymous at all times.

A. Maintain a minimum of one years sobriety

B Show a demonstrated commitment, ability, stability and willingness to perform the responsibility.

2. Keep accurate records with the bank account and justify SHIACOAA records with the monthly statements.

3. Provide timely receipts of monies received from member groups.

4. Maintain the legal and financial records of SHIACOAA as required by the IRS and federal law in order to maintain the “non-profit status (unofficial)”.

These records are to be maintained to survive an IRS audit:

- A. Federal form (EIN) to identify the committee for bank records
  - B. Monthly statements of funds on account
  - C. Be in compliance with the terms and conditions as stipulated by the bank
  - D. Compiled historical records of receipts and expenditures
  - E. Avoid deposits that produce income
5. Pay all approved bills and debts of SHIACOAA at the direction of the committee in a prudent timely manner.

When funds are available:

- A. Pay all contractual bills
  - B. Pay approved officers expenses
6. Make every effort to deposit received funds promptly. Avoid holding SHIACOAA funds in hand
7. Compile and publish an accurate report for each meeting of SHIACOAA
8. Maintain an open book policy at all times for the review of the committee

### **Duties and responsibilities of the District Committee Member (2 year term)**

\*The D.C.M. carries the collective group conscience of the A.A. Groups in the district to the area committee. Among the two-way communication responsibilities of the D.C.M. are:

- Holding regular meetings of all G.S.R.s in the district
- Assisting the delegate in obtaining group information in time to meet the deadline for appropriate A.A. directories.
- Keeping the G.S.R.s informed about Conference activities.
- Acquainting G.S.R.s with “The A.A. Service Manual”, “Box 4-5-9” and other A.A. literature.
- Holding workshops on carrying the message of the Seventh tradition to nonsupporting A.A. groups.
- Holding sharing sessions on just about any service subject.
- And, of course, making a regular practice of talking to groups (new and old) on the responsibilities of general service work.\*

\*excerpted from the A.A. pamphlet “Your D.C.M.”

### Qualifications:

- Background in general service work that goes with the G.S.R. job
- Enough sobriety (4-5 years) for election to area office
- The time and energy to serve the groups and district well

Term of office is two years (usually)

Elected by the group representatives at ShiaCoaa meetings

### *Obligations of the District to the D.C.M.:*

- Group representatives will provide and assist the D.C.M. in keeping up-to-date group information
- Will reimburse D.C.M. for expenses incurred while performing duties including travel expenses (At a per mile rate determined by the district)
- Will provide as much support as possible in all the D.C.M. duties including the appointment of alt. D.C.M., if needed, to assist in district-wide coverage.
- Will relay all pertinent communication (mail, digital or phone calls) in a timely manner

### **Trustee Qualifications and Duties**

The trustee for ShiaCoaa is an appointed position (at present). Trustee must have at least four years of continuous sobriety and have been a past officer of ShiaCoaa.

The trustee will be the only other person with check writing powers for ShiaCoaa and coordinate closely with the Treasurer.

### **Webmaster duties and responsibilities**

Due to technical qualifications this is an appointed position with no set term

- Must have the technical ability to create, change and upload content
- Will upload site in a timely manner
- Assure content conforms to AA Guidelines concerning websites and adheres to content policies of District 10
- Will act as Districts agent to site hosting client to insure site and domain name registration are paid for and current
- Will have discretion as to the format of the site and will submit any changes to site format for District approval. May seek suggestions as to design of site within as well as

outside the District and AA

- Will maintain links to other AA entities to assure a wide web presence
- Will provide periodic status report to District at District meetings
- Will coordinate with the Secretary to maintain a district e-mail list and where possible make our minutes available to groups and members in the District in digital format should they so desire.

*Obligations of the District to the webmaster:*

- Will provide funds necessary to pay for hosting and domain name registration when due.
- Will provide content to be uploaded in a timely manner and wherever possible in an appropriate digital format.