

JOB DUTIES AND RESPONSIBILITIES FOR AA DISTRICT

COMMITTEE CHAIRS

***** For a more thorough description of these activities, see the Service Manual *****

PI/PCPC

- Provides information about AA to the general public & media
- Provides information & pamphlets to professionals who deal with alcoholics.
- Attends monthly District meeting and shares with others what activities are being done.

CORRECTIONS

- Carries the information to the alcoholic who is confined.
- Takes meetings (or asks for volunteers to do so) to the district jails
- Contacts and maintains relations with District jails.
- Stays current on the security policy of each jail
- Provides literature to each jail
- Attends monthly District meeting and shares with others what activities are being done.

PHONE

- Asks for volunteers for groups to take the hotline phone each month
- Prepares and maintains a monthly summary of hotline activity
- Attends monthly District meeting and shares with others what activities are being done.

ARCHIVES

- Creates and maintains a summary of District 10 activity.
- Creates and maintains a summary of all AA activities.
- Keeps a file of fliers and other documents related to District events as well as copies of District Minutes and agendas
- Assists group write and update their group histories
- Develops and maintains a display of District 10 history.
- Attends monthly District meeting and shares with others what activities are being done.

WEBSITE

- Establishes and maintains a working relationship with the Webmaster.
- Communicates with the Webmaster frequently to ensure that the website is current.
- Provides fliers and updates to the Webmaster
- Attends monthly District meeting and shares with others what activities are being done.