

DISTRICT 29 OFFICERS

SECRETARY

- 1. Attends all District monthly meetings and takes and transcribes minutes. Provides a copy of minutes for members attending District meetings and provides a copy of approved district minutes to each District 29 Group in a timely manner by mail or email.**
- 2. Maintains a current list of the names and contact information of all GSR's and Alternate GSR's, District Committee Chairpersons, and District 29 Officers and provides copies as needed.**
- 3. Informs District 29 Groups of all upcoming monthly meetings. The reminders should also be emailed to the Webmaster for input on the website.**

TREASURER

- 1. Maintains financial records included all monetary contributions. Attends all district meetings and provides a written financial report at each District meeting of Income and Expenses and Current Bank Balance. Keeps separate ledger on earmarked contributions.**
- 2. Make District aware of upcoming expenses and needs by coordination with DCM and Committee Chairpersons.**

DISTRICT 29 COMMITTEES DESCRIPTIONS

All Committee Chairs attend District 29 monthly meetings and are encouraged to attend SWTA 68 Area Assemblies and other General Service activities to learn what other Service Committee Chairs are doing in their Districts and Groups.

Archives

Maintains the repository of A.A. related materials primarily relating to the origin and development of A.A. in District 29. Duties include but are not limited to: receives, sorts, indexes and preserves all A.A. related materials pertaining to District 29. Maintains and updates District 29 Group Histories for inclusion in the Archives. Conducts and maintains Oral Interviews of “Old-timers” in District 29.

Correctional Facilities

Coordinates Bastrop County Jail meetings, Bastrop County Jail Officials and maintains updated list of volunteers. Coordinates with Federal Prison Officials to take meetings into the federal facility. Schedules regular meetings of the CFC Committee made up of District 29 Group CFC Representatives. Provides A.A. literature to correctional facilities.

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

Distributes A.A. literature/information to the general public and professionals who are in contact with alcoholics. Should be thoroughly familiar with the A.A. program and able to provide consistent and accurate information about the Fellowship. Visits might include schools, local businesses, church and civic groups, clergy, health care providers, lawyers and teachers.

Treatment Facilities

Coordinates the work of individual AA Members and Groups interested in carrying the message of recovery to alcoholics in Treatment facilities in District 29. Coordinates with Area 68 Treatment Chair a means of “bridging the gap” from a treatment facility to an AA Group in District 29.

Grapevine

Responsible for disseminating information about the Grapevine Magazine and LaVina, and other Grapevine materials that are available. Visits District Groups and encourages the Group and individual members to subscribe to the Grapevine in helping to carry the message of AA to the alcoholic who still suffers.

Literature

Facilitates purchase of GSO literature for all District 29 Committees and District 29 Groups if requested. May attend other District Group functions and provides a literature display, as well as purchase of available literature.

Newsletter

Prepares and edits monthly District 29 Newsletter as outlined in detail in the current District 29 Procedures and Guidelines. Chair should have computer software capable of the compilation of the Newsletter. Coordinates with all District Committees on input and deadlines for the Newsletter.

Hill Country Intergroup Representative

Hill Country Intergroup (HCI) Representative represents District 29 by attendance at monthly HCI meetings. Provides information to the District about local A.A. community events and other events of interest including volunteer opportunities. It is suggested the HCI Representative have a minimum of one year of sobriety.