

2025 Job Descriptions for District 10 Area 20 Standing Committees

All Committees

The primary purpose of the District 10 service committees is to carry the message of Alcoholics Anonymous.

All committee chairpersons and alternate chairpersons are elected in October every other year and serve for two-year terms. Members serving full terms may not be reelected to the same position.

Committee chairpersons submit written and verbal reports every month at the district meetings. If a chairperson does not attend two consecutive meetings without submitting a report or contacting the DCM, that position will be declared vacant. Committee chairpersons should attend Area 20 committee meetings, assemblies and pre-general service conference meetings.

Each committee hosts a web page that describes the committee's activities and contains contact information, as well as information specific to that committee. Achieving a committee's mission often involves cooperating with one or more other committees.

Accessibilities

The Accessibilities Committee serves to assist those who have significant barriers that must be overcome to ensure full participation in A.A. Members needing assistance include those who may have impairments in hearing, sight or speech, those who are homebound, chronically ill, those who use wheelchairs, walkers, or crutches, those who are developmentally disabled or who suffer from brain damage, stroke, language difficulties, etc. and those who are confined to various living facilities or institutions.

One of the Accessibilities Committee's priorities is assuring that the accessibility status of meetings is accurate on the district meeting list. The committee web page will include a checklist for evaluating the accessibility of meeting venues.

Answering Service

The answering service committee maintains a hotline staffed 24/7 by volunteers. They are AA members who assist callers with information on local meetings and can put a caller in touch with a member willing to do 12th Step work.

The Answering Service committee acts as a liaison between the volunteers and our GSRs, and reports on phone activity at monthly GSR meetings.

The chairperson:

Is responsible for obtaining and maintaining a telecommunications company that provides the platform for the District's answering service's 800 number.

Obtains/recruits volunteers and assigns them to time slots of the hotline service on a 24/7 basis.

Operates within the committee budget.

Archives

The Archives Committee collects, preserves, and shares the rich and meaningful heritage of our Fellowship. It maintains both hard-copy and digital archives of past events in a storage facility obtained and managed by District 10. This includes material from events held by the district and individual groups within the district. The Archives Committee also makes displays available for district or group events.

Bridging the Gap

The Bridging the Gap Committee collaborates with the Treatment and Corrections committees to help recovering alcoholics in such facilities to further their sobriety as they are reintegrated in society. Committee volunteers assist them in attending their first A.A. meetings, preferably up to six meetings.

Corrections

The Corrections Committee supports the regular Monday and Thursday 7:00 pm meetings at the Lake County Jail by attending those meetings and supplying A.A. literature purchased with the Pink Can Fund. The corrections chairperson works with the jail's Director of Inmate Programs to qualify volunteers, who are required to pass a background check, fingerprinting and complete the on-line course "Prison Rape Elimination Act." Volunteers are asked for a commitment of one night per month for at least six months.

The committee also raises awareness of the Corrections Correspondence Service (C.C.S.) among "inside" and "outside" A.A. members, and helps inmates transition to a local A.A. community through prerelease contacts and coordination with the Bridging the Gap Committee.

CPC (Cooperation with the Professional Community)

Members of the CPC committee inform professionals and future professionals about AA — what we are, where we are, what we can do, and what we cannot do. They work at establishing better communication between A.A.s and professionals in health care, law enforcement, social services and education in order to find simple, effective ways of cooperating without affiliating.

The committee develops and maintains lists of local and regional professional organizations that meet in communities served by groups in District 10. It arranges for AA participation (presentation, panel discussion, exhibit, etc.) at meetings of professional organizations and at professional schools in the D10 area each year.

Directory

Every quarter the Directory Chair updates and prints a paper copy of our District's meetings. Once a year the chairperson removes unverified personal phone numbers. The committee works closely with the Area 20 Registrar, district GSR Contact and the district web administrator to ensure accuracy of the meeting information that goes to the A.A. Meeting Guide app.

Events

The Events Committee is responsible for organizing and hosting the Districts 10 & 12 Breakfast in the fall of every year, and a summer picnic. The committee is responsible for:

- Selection of a speaker for each event
- Printing of tickets and flyers, along with distribution
- Sales of tickets
- Shopping for the picnic, cooking, organizing helpers
- Securing the reservations with the forest preserve and the fall breakfast venue
- Organizing and collection of the gift baskets, raffle item(s), speaker gift and Big Book
- Organizing all helpers for the fall breakfast

Grapevine

The Grapevine Chair recruits, trains, and motivates volunteers to go to meetings to enhance the circulation of the Grapevine and La Viña. In recent years the committee has donated a few subscriptions to the Fall Breakfast as a raffle prize. The committee is also responsible for recruiting Grapevine Representatives at all meetings within the district, reporting on current and new items available from the Grapevine and displaying Grapevine-related materials at District events.

GSR Contact

This chairperson helps attract GSR participation by attending various meetings in the district and encouraging them to elect a GSR and become involved. The GSR contact works with the Area 20 Registrar to update the NIA database of all groups and their GSR contacts.

Literature

The Literature committee assures that approved A.A. literature is available for members, groups, service meetings and other A.A. events. The chairperson reports on the development and availability of new and revised literature, displays examples of available literature and publications at district events and makes new items available for sale in limited quantities. The chairperson aids in ordering literature for groups and members and prepares newcomer packets.

Newsletter

The *Conscious Contact* newsletter is a vehicle for communication throughout the district that both solicits and welcomes articles from all AAs. It is intended to be a confidential document for use within the fellowship. In addition to material received within the district, *Conscious Contact* may carry material pertaining to A.A. life and service selected from Box 4-5-9, The Grapevine and other A.A. publications and newsletters.

The Newsletter committee's responsibilities include:

- Solicit submissions of articles
- Edit submissions for grammar and format
- Include upcoming events pertaining to groups, district, area or regional A.A. related activities
- Produce* and distribute both print and web versions of the District 10 newsletter, a 4-6 page publication, twelve (12)** times a year prior to each monthly District meeting

**Remove committee members' contact information prior to submitting web version to the Website Committee per 2022 approved motion.*

***The number of District 10 meetings will dictate the number of Conscious Contact issues published annually. Occasionally, eleven (11) issues will be published due to holidays conflicting with District 10 meetings.*

PI (Public Information)

The Public Information committee increases the public awareness of the existence of A.A.'s recovery program. It maintains a list of schools, libraries, hospitals, etc. in communities served by groups in District 10 for the purpose of displaying literature and providing speakers at non-AA functions. The committee makes PSA's (Public Service Announcements) available to local media outlets and is available to participate in local community or professional events such as wellness fairs.

Treatment

A.A. is not affiliated with or endorses any organization that provides treatment for alcoholism, but the Treatment Committee cooperates with those facilities. The committee develops and maintains a list of local treatment facilities, detox centers, and hospitals that provide treatment services in communities served by groups in District 10. It provides A.A. literature and schedules A.A. volunteers to attend meetings at those facilities and cooperates with the Bridging the Gap Committee in supporting new members being discharged from treatment facilities into their communities.

Website

The Website Administrator maintains the District 10 web site, updates it regularly and diligently assures site security. The administrator's responsibilities include:

- Keeping the domain and hosting arrangements current and active
- Conducting software, plugin, and security updates
- Maintaining the online donation function
- Maintaining email address for all committee members
- Updating the English and Spanish speaking meetings lists
- Updating all pages on the website
- Posting district meeting minutes
- Posting events to the calendar
- Posting Conscious Contact newsletters
- Coordinating content with all committee chairpersons