

DISTRICT ELECTIONS

OCTOBER 2010

Qualifications for District Officers

1. Minimum of two (2) years continuous sobriety.
2. Any person serving as an officer must be a past DCM, ACM, GSR or alternate GSR within district 15.
3. Terms of office are for two (2) years, beginning at the January business meeting.
4. In the spirit of rotation, persons should not be a candidate for sequential election to the same office.

Chairperson (the previous chairperson elect begins term as chairperson at this time)

Duties of the chairperson include but are not limited to:

- (a) preside at all meetings.
- (b) conduct all meetings using established parliamentary procedures to ensure proper and efficient order.
- (c) prepare brief, factual, written district reports for presentation at the quarterly.
- (d) coordinate geographic assignments of groups. Assure that each group is assigned to a sub-district.
- (e) attend the district chairpersons' meeting at each quarterly.
- (f) monitor the voting of district personnel at area business meetings for purposes of accurate representation.
- (g) individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular business meetings

Chairperson Elect

Duties of the chairperson elect include but are not limited to:

- (a) all the duties of the chairperson in his/her absence.
- (b) serve as special events coordinator.
- (c) individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular business meetings

Registrar

Duties of the registrar include but are not limited to:

- (a) maintain records of groups and all elected offices.
- (b) individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular business meetings.

Recording Secretary

Duties of the recording secretary include but are not limited to:

- (a) prepare minutes of monthly business meetings.
- (b) distribute copies of the minutes of each business meeting as soon as practical to the district members.
- (c) maintain records of attendance at monthly business meetings
- (d) maintain record of passed motions to be redistributed annually at the January business meeting

Treasurer

Duties of the treasurer include but are not limited to:

- (a) receive all funds and deposit them in designated checking accounts.
- (b) pay all authorized district 15 expenses by check.
- (c) prepare a monthly cumulative written report of all receipts and expenses for presentation at the district business meeting.
- (d) keep all receipts, vouchers and checking records for a minimum of three (3) years.
- (e) be responsible to advise the chairperson of the financial status of the district.
- (f) submit an annual budget of projected income and expenses.
- (g) attend the district treasurers' meeting at each quarterly.
- (h) perform any other duties that may relate to the functions of the office.
- (i) individuals holding this office are subject to removal after three (3) consecutive unexcused absences from regular business meetings.

Qualifications for **Committee Chairs** are a minimum of two (2) years of continuous sobriety

Chairpersons of the standing committees have discretion within their area of responsibilities to best accomplish their objectives by following the standing committees workbooks.

- (a) Archives
- (b) Grapevine
- (c) Treatment Facilities
- (d) Correctional Facilities
- (e) Intergroup Liaison
- (g) Literature

Committee chairpersons are elected by district membership in the usual fashion. Their term of office is for two (2) years.

Individuals holding this office are subject to removal after Three (3) consecutive unexcused absences from regular business meetings.