



**ALCOHOLICS ANONYMOUS AUSTRALIA**

**NORTHERN REGION**

DARWIN DISTRICT COMMITTEE AND OFFICE POSITION DESCRIPTIONS

Prepared by Darwin CSO Regional Sub-Committee 2018 Structure Review

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**Document Control**

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| **Version** | **Date** | **Author** | **Comments** |
| 0.5 | 8 Jul 2018 | Pat Mac | Approved by sub-committee – draft for approval by groups |
| 1.0 | 20 Jul 2018 | Pat Mac | Final incorporating comments from groups. Changes to Webmaster PD, added voting rights, GSRs can also be Office sub-committee members. |

# Introduction

This document defines suggested position descriptions to best support the delivery of AA services to members and the public in the Darwin District. Effective from1 September 2018 the former Darwin Central Service Office (CSO) will become part of the Darwin District rather than existing as a separate entity.

The role of the Darwin District has two separate but related purposes:

1. Coordinate and deliver local services to members and the general public in the Darwin district comprising Darwin, Palmerston and the Rural Area;
2. Appoint a District Committee Member (DCM) to represent the groups in the Darwin District on the Area Committee.

# Meeting Schedule

Darwin District Office meetings are held monthly. All members of the Office **sub-committee** attend. The purpose is to manage the day to day delivery of local service work.

Each quarter a full District meeting is held. In addition to the normal Office meeting agenda there are additional agenda items including approval of any proposed expenditure exceeding $50, except for literature purchases from the GSO, including reports from each GSR and any policy matters that might arise.

Immediately following the September quarterly meeting the Annual General Meeting (AGM) will be held when positions become vacant and election of office bearers takes place.

# Voting Rights

At quarterly District Committee meetings only GSRs can vote. This reflects the spirit that groups are ultimately responsible for the Office and its functions. At monthly Office sub-committee meetings each office bearer has a vote as trusted servants of the groups in order to efficiently undertake the day to day business of the Office.

# Role of the General Service Representative

 Each group in the Darwin District appoints a General Service Representative (GSR) to represent the group at:

1. Quarterly District meetings: One of these GSRs will be elected at a District AGM to take on the role of District Committee Member (DCM). The DCM represents the Darwin District on the Area Committee and also acts as the District Chairperson.
2. Area Assemblies.

# District Committee

The full District Committee consists of:

* General Service Representatives (GSRs) from each registered group in the District; and
* Office sub-committee members – some may also be GSRs.

# Office Sub-committee

The Office sub-committee consists of the full District Committee, but not including any GSRs who do not hold one of the following positions. Position descriptions are as follows:

# Darwin District Committee Member

* Schedules and chairs monthly Office sub-committee meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Supports and assists the Office Coordinator to ensure the efficient and functional operation of the District Office
* When the position of Office Coordinator is vacant, performs the duties of the Office Coordinator in addition to those of the Chairperson.
* Represents the groups in the District on the Area Committee

# District Treasurer

* Responsible for all financial records of the District, including Office operations, other District expenses and the annual Darwin Roundup.
* Attends monthly Office sub-committee meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting, to each quarterly District meeting in the approved format and to the Roundup Committee as required.
* Manages the District bank account and ensures that all income received is banked on a weekly basis.
* Prepares payments for all invoices received and approved.
* Delivers an annual financial report at the Annual General Meeting in the approved format.
* Makes recommendations regarding financial management of the Darwin District including the Office.
* Ensures that the Office cash box is supplied with a permanent $50 float in a range of denominations.

# Office Coordinator.

* Attends monthly Office sub-committee meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* In the absence of the DCM, chairs monthly Office sub-committee meetings.
* Maintains an up-to-date list of AA members willing to undertake 12-Step calls.
* Coordinates Office volunteers and Phone Line volunteers.
* Keeps the Volunteer Manual up-to-date for the information of Office volunteers and Phone Line volunteers.
* Keeps a key register identifying each and every key to the Office, its number and the person in possession of the key.

# District Secretary

* Attends monthly Office sub-committee meetings and quarterly District meetings.
* Calls for items for meeting agenda from Group GSRs and from the Office Sub- Committee.
* Drafts and distributes meeting agendas.
* Takes minutes of monthly Office meetings and distributes them to the members of the Office sub-committee.
* Takes minutes of quarterly District meetings and distributes them to GSRs and Office sub-committee members.
* Submits a report on external correspondence sent and received to each monthly Office sub-committee meeting and to each quarterly District meeting

# Editor of “The Serenity Times”

* Attends Office sub-committee meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Publishes the District’s monthly newsletter, *The Serenity Times*.
* Distributes *The Serenity Times* to General Service Representatives (GSRs), Office sub-committee members, District Committee Members (DCMs) representing other Districts in Area A Northern Region, the CSO and the Australian General Service Office (GSO).
* Writes, edits and solicits AA news and articles for publication in *The Serenity Times*.

# Registrar

* Attends Office sub-committee meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Keeps an up-to-date record of the contact details of all Groups in the Darwin District, and coordinates with the Area Committee to maintain details of other groups in the Northern Region for publication in the meetings list.
* As a service to the Area Committee, keeps the Northern Region Meetings List up-to-date and publishes a new Meetings List whenever necessary, distributing it to the Groups, Office sub-committee members and the Australian General Service Office by email. Provides the Office with hard copies of the Meetings List and ensures copies are also available in the receptacle outside the Office door.

# Literature Officer

* Attends Office sub-committee Meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting. Report to include details of stock, purchases and sales.
* Ensures that an adequate quantity and range of AA literature is kept at the Office for sale to the Fellowship in Darwin.
* Takes all AA literature orders from the Fellowship in Darwin.
* Regularly seeks financial approval to order AA literature from the GSO, places orders, unpacks literature orders, checks literature received against tax invoices, advises District Treasurer of Invoice to be paid, packs literature onto CSO shelves.
* Carries out an annual stock-take and reports the results to the Fellowship at the AGM.
* Discards unsaleable and old stock.

# Office Maintenance Officer

* Attends Office sub-committee Meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Keeps the Office supplied with office supplies including tea, coffee, milk, sugar, copy paper, toner, garbage bags, stationery.
* Keeps the Office vacuumed, clean and tidy.
* Arranges for the service, repair and replacement of office furniture and equipment when necessary.

# Public Information Coordinator

* Attends Office sub-committee Meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Increases the profile of AA in Darwin through the use of advertisements, AA posters, letters to professionals, etc.
* Cooperates and coordinates with Area A in all public information activities.

# Treatment and Correctional Facilities Coordinator

* Attends Office sub-committee Meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Takes AA into treatment and correctional facilities in Darwin.
* Cooperates and coordinates with Area A in all T&CF activities.
* Maintains 12 Step roster for T&CF activities.

# Webmaster

* Attends Office sub-committee Meetings and quarterly District meetings.
* Submits a report to each monthly Office sub-committee meeting and to each quarterly District meeting.
* Operates the District website.
* Publishes a current AA Meetings List on the website.
* Maintains a members-only area on the website which contains issues of *The Serenity Times* for download, AA news and coming AA events.
* Administers and maintains the District and Roundup websites.
* Administers the District office account with Telstra and the NBN or whatever ISP is being utilised at the time.
* Is responsible for the maintenance of the District office computer; its software updates and backups to OneDrive.